

Noe' Noonan School of Cosmetology
5739 West Ridge Road, Building B, Erie, PA 16506
Catalog June 2026

Catalog and Student Handbook

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2. MISSION STATEMENT

Our mission is to educate our students and prepare them for employment in their chosen beauty industry program: Cosmetology, Esthetician, Nail Technician, and/or Teacher. We believe that it is important to empower each student with the knowledge, skills, and tools so they can invest in living their best lives; balancing success and joy both professionally and personally while making an impact in their community.

3. LICENSING AND REGISTRATION

Noe' Noonan School of Cosmetology is a licensed school of cosmetology located at 5739 West Ridge Road, Building B, Erie, PA 16506. All our school's instructors and owners are licensed cosmetologists in good standing with the requirements of the State Board of Cosmetology of the Commonwealth of Pennsylvania, Department of State, Bureau of Professional and Occupational Affairs, State Board of Cosmetology, P.O. Box 2649, Harrisburg, PA 17105, 1 (833) 367-2762.

Noe' Noonan School of Cosmetology is an accredited institution with The National Accrediting Commission of Career Arts and Sciences (NACCAS). NACCAS is located at 3015 Colvin Street, Alexandria, Virginia 22314 and can be contacted at (703) 600-7600.

Licenses and certificates, as they pertain to licensure and accreditation, are on display in the Director's office for review.

Because students are always our top priority, the entire staff at Noe' Noonan School of Cosmetology is committed to making our students' educational experiences the most enjoyable, memorable, and meaningful learning experiences in their lives. We intend to play an integral part in transforming our students' lives as they transition from classroom students to career-ready professionals poised for success in cosmetology.

4. ADVISEMENT

All Noe' Noonan students will have access to the school's supervisor/school director should any problems occur. In the event a problem arises, students should inform their classroom instructor, or administrative assistant, who will set up the appointment with the school's Supervisor/Director. Academic, financial, or conduct issues should be addressed only with pertinent school staff immediately.

5. ADMISSIONS POLICY AND PROCEDURES

Admission Requirements

- I. Noe' Noonan School of Cosmetology requires applicants to complete an admission application.
- II. All applicants will be required to submit proof of age, which can be documented by various means, including, but not limited to, birth certificate, driver's license, government-issued identification, birth registration, passport, etc.
- III. They must also submit proof of secondary school completion during the application process in order to enter any of the institution's programs. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education. To verify that a

school is a legitimate license school, the school will check with the Department of Education's website: <https://www.ed.gov>. Valid documentation includes a high school diploma, official transcript (must show high school completion), or GED as proof of education completion. If the school determines that the diploma, GED, or official high school transcript may not be valid, the student will not be permitted to attend class. Should a student have completed secondary school in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, they are still required to present proof of education, if state law does not require a homeschooled student to receive a credential for their education. Unless that student is participating in a training agreement with a government agency or school district, in which case students may defer to the Pennsylvania State Board of Cosmetology's requirement that students must then be at least 16 years of age with a tenth-grade education.

- i. Verification of a foreign student's high school diploma will be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The school recommends using USCES (www.USCES.org), a credential validation service, to translate and validate their diploma as equivalent.
- IV. Noe' Noonan does not accept ability to benefit students.
- V. In the admissions process, students are made aware of student outcomes, physical demands of the industry, licensure requirements, and where they can access the school catalog online at noenoonan.com.
- VI. All applicants must complete an Enrollment Agreement before the start of class. If the student is less than 18 years of age a parent or guardian must sign this Enrollment Agreement for them.
- VII. Funding for registered courses must be approved before starting the program. Book, kit, and uniform fees are nonrefundable. Noe' Noonan accepts all forms of payment, including bank checks, personal checks, money order, cash, and card. All tuition and fees covered by credit card do incur a 3% processing fee. If a student does not complete payments owed to the school on their account, the school reserves the right to turn the account over to a collection agency.
 - i. This institution offers Title IV Funding for qualified programs, Veteran's Benefits including the "GI Bill®", and private student loan options.
 - i. "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.
- VIII. Transfer of Hours Policy (if applicable):
 Noe' Noonan School of Cosmetology (Noe' Noonan) accepts transfer students into its cosmetology program. The institution's policy for transfer students is as follows:
 - i. A transfer student must submit a notarized official transcript from their prior institution. The transcript must have start and end dates with grades earned for each named course.
 - ii. Hours will be accepted based on the official transcript.

- a. All passing hours from Noe' Noonan students who are re-enrolling will be accepted.
- b. If the transferring school has an articulation agreement with Noe' Noonan, passing hours will be accepted.
- c. If the transferring school does not have an articulation agreement with Noe' Noonan, a maximum of 350 passing hours will be accepted, leaving 900 hours to be completed at Noe' Noonan.
- iii. All admission and application requirements of the school must additionally be met.

Noe' Noonan School of Cosmetology cannot guarantee hours earned at Noe' Noonan School of Cosmetology will be transferable to another facility since the acceptance of transferred hours is at the discretion of the receiving school.

- i. Transfer student tuition and fees are calculated accordingly:
 - a. Transfer students are assessed tuition at the current per hour rate.
 - b. Tuition, Lab Fee, and Technology fees are prorated based on the number of hours they are completing.
 - c. Kit/books/uniform, Administration Fee, and License Exam Fee are not prorated, as those are standard amounts for all Noe' Noonan students.

Noe' Noonan School of Cosmetology does not provide English as a second language instruction. All classes are taught in English and students are required to speak, read, and write English fluently.

Students who receive a scholarship will have that scholarship deducted at the end of the program.

Noe' Noonan School of Cosmetology reserves the right to deny admission to any person based on conduct, background check results or other admission documentation records that indicate they will not benefit from the school's programs. Falsifying information to gain admission or access to financial assistance is illegal and could result in denial of admission or permanent expulsion from the school.

Re-enrollment

Students wishing to re-enroll into Noe' Noonan School of Cosmetology after withdrawing or after termination from the program must submit a request to the school Director and Supervisor. The decision to allow re-enrollment is at the discretion of the Director and Supervisor.

The following requirements for each course offered are required for licensure according to the State Board of Cosmetology:

Licensing Requirements for Cosmetology Teacher License: An individual must hold an active Cosmetology License, be 18 years or older and have completed the 12th grade or its equivalent and complete a minimum 500 hours of Instruction of Cosmetology Teacher Curriculum by a licensed school of cosmetology. For licensure you must pass the State Board of Cosmetology Teacher Exam. Cosmetology Teachers can teach all areas of Cosmetology.

Licensing Requirements for Cosmetologist License: An individual must be 16 years or older and have completed the 10th grade or its equivalent and complete a minimum 1250 hours of Instruction

of Cosmetology Curriculum by a licensed school of cosmetology in no less than eight consecutive months. For licensure you must pass the State Board of Cosmetology Exam. Cosmetologists can practice all areas of cosmetology, nail technology, esthetics, and natural hair braiding.

Licensing Requirements for Esthetician License: An individual must be 16 years or older and have completed the 10th grade or its equivalent and complete a minimum 300 hours of Instruction of Esthetician Curriculum by a licensed school of cosmetology. For licensure you must pass the State Board of Cosmetology Exam. Estheticians can practice all areas of esthetics.

Licensing Requirements for Nail Technician License: An individual must be 16 years or older and have completed the 10th grade or its equivalent and complete a minimum 200 hours of Instruction of Nail Technician Curriculum by a licensed school of cosmetology. For licensure you must pass the State Board of Cosmetology Exam. Nail technicians can practice all areas of nail technology.

6. START DATES

Start Dates
1/12/2027
03/09/2027
05/04/2027
07/06/2027
08/31/2027
10/26/2027

7. TUITION, FEES AND COURSE OUTLINES

Cosmetology Program	
	Cost
Tuition	18,750
Kit, Books, Uniform	2,500
Lab Fee	1,900
License Exam Fee/Criminal	175
Technology Fee	650
Administration Fee	200
Total	24,175

Teacher Program	
	Cost
Tuition	3,788
Books and Uniform	706
Lab Fee	900
License Exam Fee/Criminal	175
Technology Fee	400
Administration Fee	200
Total	6,169

Esthetician Program	
	Cost
Tuition	5,400
Kit, Books, Uniform	2,500
Lab Fee	900
License Exam Fee/Criminal	175
Technology Fee	200
Administration Fee	200
Total	9,375

Nail Technician Program	
	Cost
Tuition	3,600
Kit, Books, Uniform	2,500
Lab Fee	900
License Exam Fee/Criminal	175
Technology Fee	200
Administration Fee	200
Total	7,575

- If you bundle any of the programs, you may be eligible for a discount. Ask to speak with the school supervisor.

Cosmetology Course Outline 1250 Hours

Description: The cosmetology program is a 1250 hour approved program through the Pennsylvania State Board of Cosmetology. You will learn the skills you need to obtain licensure and to enter the workforce in the Cosmetology field. Those skills include manipulative, cognitive, social media, business, safety, and the Power Journey.

Grading Procedures

Please see Student Satisfactory Academic Policy (section 12). The grading policy for the cosmetology program at Noe' Noonan is as follows:

Students are graded in three different areas

1. **The Employability** score includes anything related to employability skills, such as:
 - emailing dnoe@noenoonan.com before the start of the school day if you are going to be absent or late
 - being prepared for and participating in class
 - having a positive attitude, cooperation
 - completing clean up duties at the end of every day
 - wearing uniform
2. **The Academic** score includes a combination of smart notes, worksheet, tests, daily writing prompts, and anything considered theory work.
3. **The Technical** score includes completing all assigned tasks and skills. The fourth quarter technical includes the Client Skills and any work that is technical or practical.

GRADING SCALE

A = 92%-100% Excellent

B = 84%-91% Very Good

C = 83%-75% Satisfactory

D = 74%- 70 % Below Satisfactory

F = 69% and below

- Below 75% is considered below satisfactory and failing according to the State Board of Cosmetology and Noe' Noonan School of Cosmetology.

Objective: Upon completion of the program requirements the graduate will be able to:

1. Be competent in applying the academic and technical skills learned to make sound decisions on procedures to be used in the Cosmetology workplace.
2. Be able to use analytical skills to advise clients in the workplace.
3. Perform entry level manipulative skills in haircutting, hair design, hair color, chemical texture services, braiding, wigs, hair removal, nail services, facial/skin services.
4. Use the information received from Beauty as a Business program to project yourself professionally in all forms of branding yourself through social media.
5. Use the information received in the money piece of the program to make sound business/money decisions for yourself.
6. Most importantly, be able to use the Power Journey to project professionalism, personal integrity, knowing your why, no excuses and goal setting, positive thinking, critical

conversations, keeping your word, knowing your charity, taking care of yourself, and more than anything else, kindness.

To ensure your success in the cosmetology industry, you will need to continue to keep up with current trends, skills and methods as the beauty industry is constantly changing.

Cosmetology Pathway - 24 Courses 1250 Hours				
		Student Name:		
		Student Address		
		Start Date:	Hours Completed:	
		Student ID Number:		
Course#	Course Name	Hours	Power Journey	Date Completed
COS101	Safety and Sanitation	5	Power of YOUR Why	
COS102	Life Skills	5	Power of No Excuses & Goal setting with a plan	
COS201	Microbiology/Infection Control/First Aid	25	Power of No Excuses & Goal setting with a plan	
COS202	Building Blocks of the human body, skeletal system, Muscular System	25	Power of No Excuses & Goal setting with a plan	
COS203	Circulatory system/Nervous System	25	Power of No Excuses & Goal setting with a plan	
COS204	Electricity	25	Power of Accepting Constructive Criticism	
COS205	Matter/PH/Product Knowledge	25	Power of listening/Observing	
COS301	Hair Theory/Hair Care/ Shampooing and Conditiong	25	Power of Positive Thinking	
COS302	Salon Buisness/Professional Development	25	Power of Positive Thinking	
	Professionalism		Power of Critical Conversations	
	Resume Development		Power of Keeping your Word	
	Interview Preperation		Power of Giving - Know your charity	
	Job Search Skills		Power of Giving - Know your charity	
COS303	Client Centered Design	25	Power of Taking care of yourself	
COS304	Haircutting/Sculpture	200	Power of Taking care of yourself	
COS305	Hair Design	30	Power of Kindness	
COS306	Long Hair Design	30	Power of Kindness	
COS307	Wigs/Hair Additions	30	Power of Networking	
COS308	Haircoloring I - Color Theory, Identifying Haircolor, Non Oxidative/Oxidative	100	Power of Thank You	
COS309	Haircoloring II - Color Essentials, Color Skills, Color Consultations	100	Power of a Social Media Plan	
COS310	Wella Training Certifications	5	Power of a Social Media Plan	
COS311	Chemical Textured Services I -Perming	100	Power of your Brand	
COS312	Chemical Textured Services II-Relaxer	100	Power of your Brand	
COS401	Skin 1 - Skin Theory, Disorder and Diseases	50	Power of your Financial Future	
COS402	Skin II- Skin Care/Hair Removal	50		
COS403	Skin III - Makeup/Cosmetics	50		
COS404	Nails I - Natural Nails	50		
COS472	Nails II - Artificial Nails	50		
COS473	OPI Nail Certifications	5		
COS474	Beauty As A Business	30		
COS475	Prosper U	25		
COS476	State Law	10		
COS477	State Law Exam Preperation	25		
Total Hours		1250		

Teacher Course Outline 500 Hours

Description: The Teacher program is a 500-hour approved program through the Pennsylvania State Board of Cosmetology. You will learn the skills needed to obtain your license to teach cosmetology in Pennsylvania. Those skills include lesson plan writing, curriculum development, teaching to diverse learners, classroom presentation techniques, grading styles, social media, business, safety, and the Power Journey.

Grading Procedures

Please see Student Satisfactory Academic Policy (section 12). The grading policy for the cosmetology program at Noe' Noonan is as follows:

Students are graded in three different areas

1. **The Employability** score includes anything related to employability skills, such as:
 - emailing dnoe@noenoonan.com before the start of the school day if you are going to be absent or late
 - being prepared for class and participating in class
 - having a positive attitude, cooperation
 - completing clean up duties at the end of every day
 - wearing uniform
2. **The Academic** score includes a combination of smart notes, worksheet, tests, daily writing prompts, and anything considered theory work.
3. **The Technical** score includes completing all assigned tasks and skills. The fourth quarter technical includes the Client Skills and any work that is technical or practical.

GRADING SCALE

A = 92%-100% Excellent

B = 84%-91% Very Good

C = 83%-75% Satisfactory

D = 74%- 70 % Below Satisfactory

F = 69% and below

- Below 75% is considered below satisfactory and failing according to the State Board of Cosmetology and Noe' Noonan School of Cosmetology.

Objective: Upon completion of the program requirements the graduate will be able to:

1. Be competent in classroom management, delivering a lesson and using a proper grading scale.
2. Be able to use analytical skills to advise students in the classroom and in the student clinic.
3. Always perform Professional Practices in a school/classroom setting.
4. Use the information received from Beauty as a Business to project yourself and your classroom professionally in all social media platforms.
5. Use the information in the money piece of the program to make sound career/money decisions for yourself.

6. Most importantly, be able to use the Power Journey to project professionalism, personal integrity, knowing your why, no excuses and goal setting, positive thinking, critical conversations, keeping your word, knowing your charity, taking care of yourself, and more than anything else, kindness.

To ensure your success as a teacher in the cosmetology industry, you will need to continue to keep up with current trends, skills and methods as the beauty and teaching industry is constantly changing.

 Teacher Pathway - 500 Hours				
Student Name:				
Student Address				
Start Date:		Hours Completed:		
Student ID Number:				
Course#	Course Name	Hours	Power Journey	Date Completed
Teach 101	Teaching, Techniques	300	Power of YOUR Why	
Teach 102	Student Teaching	100	Power of No Excuses & Goal setting with a plan	
Teach 103	Professional Practices	25	Power of Accepting Constructive Criticism	
	Professionalism		Power of listening/Observing	
	Resume Development		Power of Positive Thinking	
	Interview Preparation		Power of Critical Conversations	
	Seeking Employment		Power of Keeping your Word	
Teach 104	Management Theory:	75	Power of Giving - Know your charity	
	Job Preparation		Power of Taking care of yourself	
	Professional Development		Power of Kindness	
	Seeking Employment		Power of Networking	
	Job Skills		Power of Thank You	
	Preparation for State Exams		Power of a Social Media Plan	
	Total Hours	500	Power of your Brand	
			Power of your Financial Future	

Esthetician Course Outline 300 Hours

Description: The Esthetician program is a 300-hour approved program through the Pennsylvania State Board of Cosmetology. You will learn the skills needed to obtain licensure and enter the workforce in Esthetics. Those skills include manipulative, cognitive, social media, business, safety, and the Power Journey.

Grading Procedures

Please see Student Satisfactory Academic Policy (section 12). The grading policy for the cosmetology program at Noe' Noonan is as follows:

Students are graded in three different areas

1. **The Employability** score includes anything related to employability skills, such as:
 - emailing dnoe@noenoonan.com before the start of the school day if you are going to be absent or late
 - being prepared for class and participating in class
 - having a positive attitude, cooperation
 - completing clean up duties at the end of every day
 - wearing uniform
2. **The Academic** score includes a combination of smart notes, worksheet, tests, daily writing prompts, and anything considered theory work.
3. **The Technical** score includes completing all assigned tasks and skills. The fourth quarter technical includes the Client Skills and any work that is technical or practical.

GRADING SCALE

A = 92%-100% Excellent

B = 84%-91% Very Good

C = 83%-75% Satisfactory

D = 74%- 70 % Below Satisfactory

F = 69% and below

- Below 75% is considered below satisfactory and failing according to the State Board of Cosmetology and Noe' Noonan School of Cosmetology.

Objective: Upon completion of the program requirements the graduate will be able to:

1. Be competent in applying the academic and technical skills learned to make sound decisions on procedures to be used in the Esthetician workplace.
2. Be able to use analytical skills to advise clients in the workplace.
3. Perform entry level manipulative skills in facials, hair removal, makeup, chemical peels, lash services and esthetic machine use.
4. Use the information received from Beauty as a Business program to project yourself professionally in all forms of branding yourself through social media.

5. Use the information received from the money piece of the program to make sound business/money decisions for yourself.
6. Most importantly, be able to use the Power Journey to project professionalism, personal integrity, knowing your why, no excuses, goal setting, positive thinking, critical conversations, keeping your word, knowing your charity, taking care of yourself, and more than anything else, kindness.

To ensure your success in the Esthetician industry, you will need to continue to keep up with current trends, skills and methods as the beauty industry is constantly changing.

Esthetician Pathway - 300 Hours				
 NOE NOONAN SCHOOL OF COSMETOLOGY	Student Name:			
	Student Address			
	Start Date:		Hours Completed:	
	Student ID Number:			
Course#	Course Name	Hours	Power Journey	Date Completed
EST 101	Professional Practices:	40	Power of YOUR Why	
	Job Preparation		Power of No Excuses & Goal setting with a plan	
	Professional Development		Power of Accepting Constructive Criticism	
	Seeking Employment		Power of listening/Observing	
	Job Skills		Power of Positive Thinking	
	Preparation for State Exams		Power of Critical Conversations	
EST 102	Sciences	100	Power of Keeping your Word	
EST 107	Facial Treatments	100	Power of Giving - Know your charity	
EST 109	Temporary Hair Removal	10	Power of Taking care of yourself	
EST 111	Makeup	50	Power of Kindness	
		300	Power of Networking	
			Power of Thank You	
			Power of a Social Media Plan	
			Power of your Brand	
			Power of your Financial Future	

Nail Technician Course Outline 200 Hours

Description: The Nail Technician program is a 200-hour approved program through the Pennsylvania State Board of Cosmetology. You will learn the skills you need to obtain licensure and to enter the workforce in the Nail Technician field. Those skills include manipulative, cognitive, social media, business, safety, and the Power Journey.

Grading Procedures

Please see Student Satisfactory Academic Policy (section 12). The grading policy for the cosmetology program at Noe' Noonan is as follows:

Students are graded in three different areas

1. **The Employability** score includes anything related to employability skills, such as:
 - emailing dnoe@noenoonan.com before the start of the school day if you are going to be absent or late
 - being prepared for class and participating in class
 - having a positive attitude, cooperation
 - completing clean up duties at the end of every day
 - wearing uniform
2. **The Academic** score includes a combination of smart notes, worksheet, tests, daily writing prompts, and anything considered theory work.
3. **The Technical** score includes completing all assigned tasks and skills. The fourth quarter technical includes the Client Skills and any work that is technical or practical.

GRADING SCALE

A = 92%-100% Excellent

B = 84%-91% Very Good

C = 83%-75% Satisfactory

D = 74%- 70 % Below Satisfactory

F = 69% and below

- Below 75% is considered below satisfactory and failing according to the State Board of Cosmetology and Noe' Noonan School of Cosmetology.

Objective: Upon Completion of the program requirements the graduate will be able to:

1. Be competent in applying the academic and technical skills learned to make sound decisions on procedures to be used in the Nail Technician workplace.
2. Be able to use analytical skills to advise clients in the workplace.
3. Perform entry level manipulative skills in manicuring, pedicuring, nail treatments, hand and foot care, and artificial nail enhancements.
4. Use the information received in the Beauty as a Business program to project yourself professionally in all forms of branding yourself through social media.

5. Use the information received in the money piece of the program to make sound business/money decisions for yourself.
6. Most importantly, be able to use the Power Journey to project professionalism, personal integrity, knowing your why, no excuses, goal setting, positive thinking, critical conversations, keeping your word, knowing your charity, taking care of yourself, and more than anything else, kindness.

To ensure your success in the Nail Technician industry, you will need to continue to keep up with current trends and methods as the Nail Technician industry is constantly changing.

Nail Technician Pathway - 200 Hours				
	Student Name:			
	Student Address			
	Start Date:		Hours Completed:	
	Student ID Number:			
Course#	Course Name	Hours	Power Journey	Date Completed
Nail 101	Professional Practices	50	Power of YOUR Why	
	BAAB		Power of No Excuses & Goal setting with a plan	
	Q-Nity		Power of Accepting Constructive Criticism	
	Preperations for State Board Exams		Power of listening/Observing	
	Life Skills		Power of Positive Thinking	
	Salon Spa Business / Professional Practices		Power of Critical Conversations	
	Job Preperation / Resume		Power of Keeping your Word	
	Job Skills / Seeking Employment		Power of Giving - Know your charity	
Nail 102	Sciences	75	Power of Taking care of yourself	
	Science I- Microbiology/Infection Control/First Aid		Power of Kindness	
	Science II- Anatomy & Physiology		Power of Networking	
	Science III - Chemistry		Power of Thank You	
Nail 103	Nail Treatments	75	Power of a Social Media Plan	
	Nail I - Nail Theory, Diseases and Disorders		Power of your Brand	
	Nail II- Natural Nails			
	Nail III - Artificial Nails			
	Total Hours	200		

References: Students should avail themselves of the opportunity to use the extensive material provided by the school. The school has web-based support materials, books and texts available, and the entire Pivot Point curriculum provided in print/text, and digital seats are provided too. All kits, books, and supplies are dispersed on the first day of school.

Fundamentals Cosmetology, *Second Edition, July 2025*

Fundamentals Esthetician, *Third Printing, September 2022*

Fundamentals Nail Technician, *First Edition, December 2022*

Fundamentals Mindful Teaching Pro, *Point Lab (digital)*

Distance Education: Noe' Noonan School of Cosmetology does not offer distance education.

Teaching and Learning Methods: The clock hour program is provided through a sequential set of learning steps and tasks that prepare you for graduation and an entry level career in the cosmetology industry. School equipment, implements and products are comparable to those used in the industry. Each student receives instruction that relates to their career. The course lesson plans are presented with proven educational methods. All subjects are taught with interactive lessons, demonstrations, labs, student salon and student participation. Guest speakers, field trips, projects and activities are also used throughout the course.

Grading Procedures: Students are graded in three different areas at the school.

1. **Technical** – includes completing all assigned tasks and skills.
2. **Academic** – includes workbook, review questions, writing prompts, tests on chapters, anything considered theory work.
3. **Employability** – includes being prepared for class, cooperation, positive attitude, uniform code, duty and tasks complete. Attendance is included in employability.

Students must maintain a satisfactory grade average of 75% or higher and attendance of 90% or higher. Students must make up all failed or missed assignments and tests.

8. ATTENDANCE POLICY

Noe' Noonan School of Cosmetology offers programs that require class attendance to acquire the skills and knowledge necessary to be successful in the workforce. Classes start at 8:00 am and run until 4:00 pm, Tuesday through Friday. Students receive 30 hours per week (7.5 hours per day). Student attendance is recorded and is part of the student's overall grade. Students that are tardy may be asked to wait to clock in until the next scheduled break so as not to disturb the class. Students must maintain good attendance or risk having to pay overtime charges. Attendance falling below the required minimum of 90% that is not remedied may put the student at risk of warning, probation, overtime charges or dismissal from the program.

Students must contact the school if they are unable to attend that day. This is a requirement that will follow the student into the workforce. All absences are required to meet the makeup policy (13).

The school shall assume termination by the student if he/she is absent from class for ten consecutive days without notification. The last day of attendance will be used for refund calculation.

9. LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the student's reason for the LOA; and
- The request must include the student signature

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the same number of calendar days taken in the LOA.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

10. OVERTIME CHARGES AND MAXIMUM TIMEFRAME

The overtime hourly rate during the school year 2026-2027 will be \$15.00 per hour. Students exceeding their contract end date will be charged the overtime rate until program completion. Overtime charges may be avoided by attending designated makeup days to make up missed hours. To graduate, students must satisfy all overtime charges prior to graduation.

Students who exceed maximum timeframe (111%) will be terminated or withdrawn from the program and will need to re-enroll.

Students with extenuating circumstances may appeal these processes by providing documentation regarding the extenuating circumstances for the Director's review as outlined in the enrollment agreement.

11. UNIFORM, DRESS CODE AND PROFESSIONAL APPEARANCE

The PA State Board of Cosmetology requires all students to wear uniforms during their training. To remain in compliance with the State Board's rules and regulations, Noe' Noonan School of Cosmetology requires all students to wear uniforms provided by the school. The school's uniform is 100% all black and must be professional workplace attire.

We consider each student to be professionals in training for successful careers in the beauty and image industry. Grooming and image habits developed now will strongly impact career success in the future. Our students are expected to always practice and exude professionalism.

The dress code is as follows for all Noe' Noonan School of Cosmetology students:

- Hair must be clean and styled, face should be clean; the three-piece makeup rule is encouraged, and uniforms should be neat and clean.
- No pattern/text of any kind may be present on the uniform, except for the school's logo.
- No sweatpants, hooded sweatshirts, miniskirts, or shorts.
- Shirts must have sleeves and cover midriffs and undergarments completely.
- No hooded shirts or tank tops.
- Shoes must be closed-toed.
- No sandals, slippers, UGGs, crocks, or "off-brand" styles of the previously mentioned footwear are permitted.
- Black tennis shoes are strongly encouraged.

12. STUDENT ACADEMIC PROGRESS

NOE' NOONAN SCHOOL OF COSMETOLOGY SATISFACTORY ACADEMIC PROGRESS POLICY

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.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the following evaluation periods:

Cosmetology	450 scheduled hours and 15 weeks 900 scheduled hours and 30 weeks 1250 scheduled hours and 42 weeks
Teacher	250 scheduled hours and 8 weeks 500 scheduled hours and 15 weeks
Esthetician	150 scheduled hours and 5 weeks 300 scheduled hours and 10 weeks
Nail Technician	100 scheduled hours and 3 weeks 200 scheduled hours and 6 weeks

- Transfer Students: Evaluation periods will be based on actual contracted hours.
- Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.
- Evaluations are completed within 7 school days.
- Maximum timeframe and overtime charges will be reviewed at each evaluation.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 90% 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 90% cumulative attendance since the beginning of the course.

Please note that maintaining 90% attendance does not prevent overtime charges from being assessed. Students who exceed their contracted end date will be subject to overtime fees. Makeup opportunities are available each week throughout the program to help students recover missed hours and avoid additional charges.

MAXIMUM TIMEFRAME

Maximum timeframe will be reviewed at each evaluation. The maximum time (which does not exceed 111% 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, 42 /wk.) – 1250 Hours	46.30 Weeks	1389
Teacher (Full Time, 16 wk.) – 500 Hours	19.23 Weeks	625
Esthetician (Full time, 10 /wk.) – 300 Hours	11.53 Weeks	375
Nail Technician (Full Time, 7 /wk.) – 200 Hours	7.69 Weeks	250

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 90% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe will be terminated. Students will be permitted to re-enroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution's admission policy.

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 as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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 followingscale:

92 - 100	EXCELLENT
84 - 91	VERY GOOD
75 - 83	SATISFACTORY
74 and BELOW	BELOW 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 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 while 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/she may be placed on probation and student's financial aid is terminated, unless they appeal and it is approved.

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 the student has a favorable appeal and is placed on financial aid probation, they have until the end of the next evaluation period to attain SAP. If not, federal financial aid is terminated. If the school feels like the student may not be able to attain SAP at the next evaluation period while on probation, the school can place the student on financial aid probation and academic plan designed specifically for the student. If at the end of the probationary period, the student has not met SAP but has met the criteria of the academic plan then they can remain in school and eligible for federal financial aid for another evaluation period. If at the end of the academic plan/probation period extension the student is not in SAP, then all federal financial aid will be terminated.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during 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. Course incompletes do not apply.

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 available upon request describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 5 business days. The decision of the school is final. 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, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions 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.

- Transfer students' evaluation periods will be based on actual contract hours at this institution.

13. MAKEUP WORK

Students absent are expected to make up any missed assignments immediately on approved makeup days. Students must coordinate with the instructor to obtain any missed assignments/lessons.

Students may receive a zero for any assignments not completed within the given time frame. Students are still required to complete all assignments.

Students are permitted to come on Mondays, between 8 am and 4 pm, if they need extra tutoring in academics or if they need to make up hours at the discretion of the Teacher and/or Director/Supervisor.

14. STUDENT SERVICES

Noe' Noonan School of Cosmetology offers the following student services: admissions counseling, drug and alcohol and counseling referral resources, academic advising, placement assistance, and professional licensure for programs advisement services.

Students who are experiencing issues unrelated to Noe' Noonan School of Cosmetology will be referred to qualified counselors or agencies for appropriate assistance. Resources are available on-site and on our website (noenoonan.com) under Consumer Information.

15. STUDENT RECORDS, INFORMATION AND PRIVACY

Noe' Noonan School of Cosmetology maintains responsibility to ensure all health, background, admissions, and financial student records and information are kept safe and confidential. Students' records are stored electronically and physically by the school. The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires Noe' Noonan School of Cosmetology to obtain written consent prior to disclosing any student's information and records. All requests pertaining to records should be made to the school director.

There are certain exceptions which give the school the ability to release certain items pertaining to the student. Details regarding these can be found at www.ecfr.gov. For further information regarding FERPA please visit the US Department of Education's website at www.ed.gov

Students always have the right to gain access to their files.

16. CONDUCT

Professional conduct **MUST** always be followed while enrolled at Noe' Noonan School of Cosmetology. Failure to maintain appropriate professional conduct may result in disciplinary action or expulsion from the school. We maintain the belief that our school is setting a higher standard of conduct to help create a better world by serving others with kindness. The school will call the authorities for any behavior deemed threatening. **Noe' Noonan School of Cosmetology will not tolerate:**

- Harassment of any kind including physical, verbal, sexual, discriminatory, or social media bullying.
- Fighting of any kind (verbal or physical).
- Gossiping in person or on social media.
- Disrespectful conduct of any sort.
- Drugs or alcohol use is prohibited including being under the influence.
- Cheating, plagiarism, and dishonesty.
- Visitors without prior approval.
- Smoking of any type, indoor or outdoor, except in the designated smoking area that has receptacles.
- Congregating in front of the building.
- Firearms, weapons, explosives, or chemicals of any kind.
- Copyright infringement including peer to peer file sharing.
- Unauthorized use of school property.
- Theft or vandalism of any kind.
- Falsifying records.
- Disruptive behavior of any kind that disrupts the school or learning process.
- Sexual harassment.
- Social media threats, written, physical, or verbal threats.
- Negativity or drama posted on social media pages.

17. TERMINATION POLICY

Noe' Noonan School of Cosmetology may permanently expel a student at the school's discretion. Some reasons may include but are not limited to:

- Falling below Satisfactory Academic Progress or Attendance falling below 90%.
 - If a student falls below SAP, they are regularly counseled on what they need to do to make up those hours or grades. Students are put on an official SAP warning if they have not reached SAP at the evaluation period. Official SAP warnings are profoundly serious and if not remedied can lead to probation and termination. Students can appeal against this process with written documentation presented to the school director for consideration. Students can submit documentation for appeal one time during their program. The Director shall evaluate the appeal within five business days and notify the student in writing of her decision. The decision of the school is

final. A student who prevails upon the appeal process shall be placed on probation. SAP may be reestablished by increasing attendance to 90% and academics to 75%.

- Entering maximum timeframe allowed
- Disregard for the school's policies
- Not following the Rules of Conduct expected from Noe' Noonan School of Cosmetology (see # 16).
- Cheating
- Stealing
- Threats or Bullying
- Insubordination
- Reporting to school under the influence of alcohol or illegal drugs
- Failure to pay tuition

Violation of any of the above may result in termination from the program and/or prosecution under law. Students wishing to re-enroll into Noe' Noonan School of Cosmetology after withdrawing or after termination from the program must submit a request to the school Director and Supervisor. The decision to allow re-enrollment is at the discretion of the Director and Supervisor.

18. SAFETY GUIDELINES

To provide a safe environment for all attending and working at Noe' Noonan School of Cosmetology, we have the following safety guidelines:

1. In the case of a fire, all fire escape routes should be used. Each classroom and area of the building will have a designated route that must be followed. Please become aware of each escape plan as you will be working in various areas of the school.
2. Report anything that may cause injury or place someone in danger, not limited to, but such as broken glass, broken equipment, sharp or rough edges, electrical issues, or water seepage or spills.
3. Report any suspicious situation or anything that seems out of the ordinary to a staff member.
4. When needing to lift heavy items, do not lift alone, seek assistance.
5. Keep all aisles and work areas free from clutter and obstruction including cords.
6. If an incident occurs that results in injury, it must be reported immediately to a staff member and incident report completed.
7. Always walk throughout the school.
8. All overhead shelving should not have anything hanging over the edge.
9. Nothing is to be stored on the floor permanently.
10. At any time, if necessary, anyone is authorized to call 911.

19. DEMANDS OF THE PROFESSION / INDUSTRY REQUIREMENTS

Students interested in a career in the cosmetology industry should:

- Enjoy dealing with people.
- Be able to make a strong commitment to your education.

- Be aware that the work can be physically demanding.
- Have proper ergonomics and finger dexterity.
- Be able to sit and stand for periods of time.
- Commit to remaining updated on latest industry trends and techniques.

A criminal background check (Act 34 check through the PA State Police E-Patch system) is required for all students upon sitting for boards. This is done within the last two weeks of the program in preparation for the PA State Board Exam per the PA State Board of Cosmetology. If an applicant has a prior criminal history as indicated on the Act 34 results, a preliminary determination may be required at the expense of the applicant through PA Cosmetology Board under Act 53 –2020.

20. STATE BOARD LICENSING

As part of tuition, students will be sitting for the Pennsylvania State Board of Cosmetology Licensing Exam. Noe' Noonan School of Cosmetology will help each student schedule the test and ensure all testing requirements are met before testing. If a student fails, they are responsible to pay for and reschedule the test. Each student who graduates with required hours done satisfactorily from Noe' Noonan School of Cosmetology must sit for and pass their licensing exam with the PA State Board of Cosmetology to complete the instructional program.

The student will have a Diploma in their chosen field of study and the resources to hold a license to practice through the PA State Board of Cosmetology.

21. GRADUATION REQUIREMENTS

To be eligible for graduation, a student must have successfully passed and completed the course and completed the hours required by the State Board of Cosmetology in their enrolled program with a cumulative grade of 75% and attendance grade of 90%. All financial obligations to the school have a signed contract.

22. STUDENT SERVICES AND PLACEMENT ASSISTANCE

Noe' Noonan School of Cosmetology has established many substantial and valuable professional relationships in the cosmetology industry and local business community. This network and the relationships our school has formed will assist our graduates with their job search in Erie County and the surrounding areas of NW PA. Although we cannot ethically promise or guarantee employment for our graduates, our belief is that graduates who are serious about their career choice and put in the required and focused time and effort in their job search process will have the best opportunity to find success in securing a position in the beauty industry.

The school offers its graduates a lifetime of placement assistance, but, once again, we cannot ethically promise or guarantee employment.

23. LIBRARY RESOURCES

Noe' Noonan School of Cosmetology students have access to all print materials and digital materials for each of their courses. Students will also have access to industry and career-specific books and resources at the school for their use.

24. PHOTOGRAPHY / TECHNOLOGY POLICY

Noe' Noonan School of Cosmetology reserves the right to use any photography, audio, or video taken within the school or at any functions. Please see the student handbook for this complete policy and release form.

25. PERSONAL PROPERTY POLICY

Students are assigned a locker with a lock to hold all private property while on the school's campus. Noe' Noonan School of Cosmetology will not be responsible for any lost or stolen items. The school asks that you keep all valuables at home. Noe' Noonan has the right to search lockers at any time if deemed necessary.

26. NON-DISCRIMINATION POLICY

It is the policy of Noe' Noonan School of Cosmetology to maintain an environment free of harassment and discrimination against any person because of age, race, color, ancestry, national origin, ethnic origin, religion, creed, service in the uniformed services, veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas.

There are certain physical requirements for individuals wishing to become cosmetology professionals (minor lifting, standing for extended periods, hand and finger dexterity, client communication). Noe' Noonan School of Cosmetology will consider and review reasonable accommodation requests on a case-by-case basis. It is the responsibility of the individual to submit their specific accommodation requests, in writing, 30 days prior to the planned start of classes. If the request is reasonable and required supporting documentation requested has been provided, the school may, at the Director's discretion, provide the requested accommodation.

27. ADA POLICY

Noe' Noonan is committed to complying fully with the American with Disabilities Act (ADA) and ensuring equal opportunity in education for qualified persons with disabilities. All education and enrollment practices and activities are conducted on a non-discriminatory basis.

Educational procedures have been reviewed and provide people with disabilities with meaningful educational opportunities. Pre-enrollment inquiries are made only regarding applicants' ability to perform the duties of their program of choice.

Reasonable accommodations are available to all disabled students, where their disability affects the performance of educational and career functions. All enrollment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

28. SEXUAL HARASSMENT

Noe' Noonan School of Cosmetology does not permit harassment of any kind. Including, but not limited to, sexual. Harassment of any kind should be brought to the Director's attention and the Authorities will be called.

29. DRUG AND ALCOHOL-FREE WORKPLACE POLICY

Drug-Free Schools and Communities Act Amendments of 1989, Part 86, require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees" both on the institution's premise and as part of its activities. Noe' Noonan School of Cosmetology is committed to providing a safe, drug-free educational and work environment for all students and employees. This statement was developed to inform the Institute, students, and employees of the seriousness of the use and abuse of illicit drugs and alcohol and to set forth the standards of conduct regarding such activity.

In conference with the law, the Institute will make a good faith effort to maintain a drug and alcohol free school and workplace through implementation of the preceding policy and will establish and maintain a drug and alcohol-free awareness program.

1. Standards of Conduct and Disciplinary Sanctions

The unlawful possession, use or distribution of illicit drugs and alcohol on Institute property or at any other officially sanctioned school activity by any member of the Noe' Noonan School of Cosmetology community is strictly prohibited. Students and employees who violate this regulation are subject to severe disciplinary action by the Institute and may incur penalties prescribed by civil authorities. Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on the property belonging to or occupied by the Institute. This includes the grounds, parking areas, anywhere within the buildings, or while participating in school/work-related activities. As a condition of enrollment or employment, students and employees must abide by the terms of this policy or the Institute will take one or more of the following actions with respect to any student or employee who violate this policy by:

- Reporting the violation to law enforcement officials.
- Taking appropriate disciplinary action against such student or employee, up to and including probation, expulsion, or termination.
- Mandatory participation in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agencies.

2. Legal Sanction

A student or employee who violates the alcohol and other drug policy is subject to both the institute's policies and to criminal sanctions provided by federal, state, and local law.

FEDERAL PENALTIES FOR TRAFFICKING AND POSSESSION OF A CONTROLLED SUBSTANCE

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Ana-logue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or mixture	not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	50 grams or more pure or mixture	individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		500 grams or more mixture	
			100 gm or more pure or 1 kg or more mixture	
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Flunitrazepam (Schedule IV)	Other than 1 gram or more			
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regard-less of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

Pennsylvania**Alcohol**

A person less than 21 years of age commits a summary offense if he or she attempts to purchase, consume, possess, or knowingly and intentionally transport any liquor or malt or brewed beverage. Violation of this law is punishable by fines up to \$500, as well as mandatory loss of driving privileges in the State of Pennsylvania. Misrepresentation of age to purchase alcohol is also punishable by fines up to \$500 and loss of driving privileges. Altering, selling, or manufacturing false identification is punishable by a fine of \$1,000 (first offense) and \$2,500 (second offense) plus loss of driving privileges. Selling or furnishing alcoholic beverages to those under 21 is punishable by a mandatory fine of not less than \$1,000 for the first offense and \$2,500 for each subsequent violation. All persons, while in the Commonwealth of Pennsylvania, are subject to the Pennsylvania Liquor and Penal Code.

PENNSYLVANIA PENALTIES FOR POSSESSION AND TRAFFICKING

OFFENSE	PENALTY	INCARCERATION	MAX FINE
POSSESSION			
30g or less	Misdemeanor	30 days	\$ 500
More than 30g	Misdemeanor	1 year	\$ 5,000
First possession conviction is eligible for conditional release. Subsequent conviction can lead to a doubled penalty			
SALE OR DISTRIBUTION			
30g or less for no remuneration	Misdemeanor	30 days	\$ 500
More than 30g	Felony	2.5-5 years	\$ 15,000
Within 1000 ft of a school or within 250 ft of playground punishable by 2-4 years in prison. To a minor or after a previous drug conviction, brings doubled penalties. Courts are authorized to increase the maximum fine to exhaust all proceeds from drug sales			
CULTIVATION			
Any number of plants	Felony	2.5-5 years	\$ 15,000
Hash & Concentrates			
Possession of 8g or less	Misdemeanor	30 days	\$ 500
Possession of more than 8g	Misdemeanor	1 year	\$ 5,000
MANUFACTURE	FELONY	2.5-5 YEARS	\$ 15,000
Penalties are listed for hashish. Concentrates are not further defined. Penalties for selling or trafficking hashish are the same as the trafficking penalties for marijuana. Please see the marijuana penalties section for further details			
PARAPHERNALIA			
Possession or sale of paraphernalia	Misdemeanor	6-12 mo	\$ 2,500
To a minor at least 3 years younger	Misdemeanor	2 year	\$ 5,000
MISCELLANEOUS			
Suspension of driving privileges upon receiving a conviction of any offense involving the possession, sale, and delivery of any controlled substance			
Sentencing for marijuana crimes in PA vary by the weight of the plant matter seized. In PA all first time drug convictions have the possibility for probation for a first offense. A second or subsequent drug related conviction makes the offender eligible for double penalties.			
MEDICAL MARIJUANA			
PA has medical marijuana laws enacted which provides access to medical marijuana for patients with a serious medical condition. Doctors may prescribe a 30 day supply of cannabis infused pills, oils, topical ointments, tinctures, or liquids for one of 17 diagnosed conditions. Patients are permitted to vaporize herbal cannabis but are still prohibited under law from smoking. Home cultivation is prohibited.			
ERIE PA			
In January 2018, Erie Pennsylvania decriminalized simple possession of marijuana. However, law enforcement can still enforce state law and impose criminal penalties and possible jail time. Because marijuana laws in Pennsylvania are relatively new, it is strongly advised that individuals do their own research to ensure laws and sanctions have not changed since the time of this publication.			

3. Health Risks

All drugs, including alcohol and tobacco, can produce serious side effects. At the least, drug and alcohol use may limit the normal process of experiencing the breadth of life. Because drugs impair the mind, they increase the likelihood of accidents and violent behavior.

The many health risks associated with alcohol (beer, wine, distilled liquor) are well documented. Small amounts may affect judgment and coordination, impairing an individual's performance of even simple, routine tasks. The repeated use of alcohol can lead to dependence, with myriad physical, emotional, and psychological complications. Effects of the prolonged use of alcohol may include the following: (1) damage to the central nervous system; (2) malnutrition and anemia; (3) damage to heart, lungs and liver; (4) mental disorders; (5) death.

The health risks associated with the seven categories of illicit drugs may include the following:

- a. Cannabis (marijuana, hashish, grass, pot, weed, dope) - impaired memory, lung and pulmonary damage, chronic emphysema, cancer, and toxic psychosis.

- b. Stimulants (cocaine, amphetamine, methylphenidate, Ritalin, hydrochloride, benzidine, other) - paranoia with hallucinations, dizziness, headaches, abdominal cramps, malnutrition, over-stimulation of the central nervous system, seizures, stroke, heart failure, and death.
- c. Depressants (barbiturates, tranquilizers, Phenobarbital, Quaalude, Valium, Xanax, other) - initial effects similar to alcohol inebriation, slowed reflexes, unstable mood, loss of memory, coma, and death.
- d. Hallucinogenic (LSD, PCP, acid, peyote, mushrooms, angel dust, crystal, mescaline, cernylan, other) - distortion of reality, including illusions and hallucinations, injuring of self or others, convulsions, brain damage, coma, and death.
- e. Narcotics (opiates, opium, morphine, codeine, heroin, Demerol, Percodan, other) - skin abscesses, respiratory depression, malnutrition, pneumonia and hepatitis, heart disease, diabetes, coma, and death.
- f. Inhalants (glue, lighter fluid, aerosols, spray paints, gasoline, poppers, other)) - fatigue, weight loss, permanent damage to the nervous system, hepatitis, and organ failure.
- g. Rohypnol (designer drugs, acid, date rape drug, ecstasy, cherry meth, liquid X, other) - hallucinations, coma, tremors, insomnia, psychosis, instant paralysis and brain damage, and death.

In summary, drug and alcohol abuse can reduce the body's resistance to infections and bring about malnutrition, organ damage, and mental illness. Overdoses of these substances can cause psychosis, convulsions, coma, hallucinations, heart attack, stroke, insomnia, hyperactivity, blackouts, and possible sudden death.

DRUG AND ALCOHOL RELATED SERVICES

Al-Anon Family Groups 1611 Peach St., Erie, PA 16501 814.454.4730	Alcoholics Anonymous 1611 Peach St., Erie, PA 16501 814.452.2675	Cove Forge Behavioral Health System 1921 W 8th St, Erie, PA 16505 814.452.2991
Corry Memorial Hospital 965 Shamrock Lane, Corry, PA 16407 814.664.4641	Drug Rehab Centers Erie 1001 State St #1400, Erie, PA 16501 (814) 651-9437	Erie County Office of Drug and Alcohol Abuse 140 West 6th St Erie, PA 16501 (814) 451-6000
Erie Drug & Alcohol Rehab Center 3822 Schaper Ave, Erie, PA 16508 (814) 420-2071	Erie Outpatient Drug & Alcohol Rehab - White Deer Run 1921 W 8th St, Erie, PA 16505 (814) 452-2991	Esper Treatment Center 25 West 18th St., Erie, PA 16501 814.459.0817
Gateway Rehabilitation Center 1928 Wager Rd, Erie, PA 16509 (814) 825-0373	Gaudenzia of Erie 414 W 5th St, Erie, PA 16507 814.459.4775	Gaudenzia Erie; Satellite Office 45 East Washington St, Corry, PA 16407 814.459.4775
Gaudenzia Erie; Girard Office 259 East Main St, Girard, PA 16417 814.459.4775	Glenbeigh Center of Erie 4906 Richmond St, Erie, PA 16509 814.864.4226	Hispanic American Council 554 East 10th St., Erie, PA 16503 814.455.0212
Millcreek Community Hospital Detoxification Unit 5515 Peach St., Erie, PA 16509 814.868.8311	Multi-Cultural Health Evaluation Delivery System (MHEDS) 2928 Peach Street, Erie, PA 16508 (814) 453-6229	Pennsylvania Substance Abuse Health Information Center 652 West 17th St., , Columbus Square, Erie, PA 16503 814.459.0245
Pyramid Healthcare Erie Outpatient Treatment Center 2409 State St, Erie, PA 16503 (814) 456-2203	Solutions Drug and Alcohol 150 E 8th St, Suite 4, Erie, PA 16501 814.838.2282	Stairways Behavioral Health Outpatient Drug and Alcohol 2911 State St, Erie, PA 16508 814.864.4226

4. Distribution of Policy

A copy of this policy is distributed annually to all employees and current students via the school's email system. The policy is distributed and reviewed with incoming students each orientation session. New employees are given a copy of this policy upon hire.

5. Biennial Review

Every two years, the institute reviews this program in order to determine the effectiveness of, and to implement any needed changes to the prevention program, as well as to ensure that the institute is consistently enforcing the disciplinary sanctions for violating the standards of conduct. Reviews are conducted on or around June 1 of even numbered years.

30. PRIVACY ACT – FERPA (Student Right of Access and Retention Policy)

The Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to records. FERPA gives postsecondary students the rights to:

1. Review their education records.
2. Seek to amend inaccurate information in their records.
3. Provide consent for the disclosure of their records.

Students (parents or guardians ONLY if the student is a dependent minor) are guaranteed access to their school records, with staff or director present, within 45 days (about 1 and a half months) of the request.

General Release of Information

Except under the special conditions described in this policy, a student must provide written consent before a school may disclose personally identifiable information from the student's education records. The written consent addressed to the school director must:

1. State the purpose of the disclosure.
2. Specify the records that may be disclosed.
3. Identify the party or class of parties to whom the disclosure may be made.
4. Sign and date.

FERPA Disclosures to Parents

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's educational records to his or her parents if the student is a dependent student under IRS rules.

A school may disclose information from a student's records to parents in the case of a health or safety emergency that involves the student.

A school may disclose to parents of students under 21 when they have violated any law or policy concerning the use or possession of alcohol or a controlled substance.

Release of Information to Regulatory Agencies

Disclosures may be made without the consent of authorized school officials. Those school officials include supervisors, academic, school contractors (attorneys, auditors, or collection agencies) or any school employee with a legitimate educational interest in the information to fulfill their professional responsibility, authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. Authorized representatives of the Controller General of the United States; and state and local educational authorities. The institution provides access to student and other institutional records to its accrediting agency.

Details regarding these can be found at www.ecfr.gov or visit the US Department of Education's website www.ed.gov.

31. REFUND POLICY (All Refunds Are Based on Scheduled Hours)

Pro Rata Refund Policy (Tuition/Fees/Technology Fee)

Noe' Noonan School of Cosmetology Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 30 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur at the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within five calendar days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has started classes. Kits, books and uniform fees are nonrefundable after enrollment agreement has been signed.
3. A student cancels his/her enrollment five calendar days after signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. Unofficial withdrawals will be determined by the institution by monitoring clock hour attendance weekly. The school shall assume termination/withdrawal by the student if he/she is absent from class for ten consecutive days without notification. The last day of attendance will be used for the purpose of refund calculation.
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

- For students who enroll and begin classes but withdraw prior to course completion (after five calendar days of signing the contract), the following schedule of tuition earned by the school applies. Kits, books and uniforms are nonrefundable. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01 % to 4.9% scheduled	20%
5% to 9.9% scheduled	30%
10% to 14.9% scheduled	40%
15% to 24.9% scheduled	45%
25% to 49.9% scheduled	70%
50% and over scheduled	100%

- All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within 30 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If the course is canceled after a student's enrollment, and before instruction in the course/program has begun, the school will either provide:
 - a full refund of all monies paid OR
 - completion of the course/program.
- If the school cancels a course/program 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 OR
 - provide completion of the course OR
 - participate in a Teach-Out Agreement OR
 - provide a full refund of all monies paid
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:
 - a pro rata refund of tuition to the student OR
 - participate in a Teach Out Agreement.
- Collection Policy:
 - Collection procedures shall reflect ethical business practices.
 - Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy.
 - If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

32. CRIME AWARENESS AND CAMPUS SECURITY REPORT

The Campus Security Act of 1990 Requires all Institutions to provide all information following:

Noe' Noonan School of Cosmetology will refer any criminal activity to the state or local police. All employees and students must notify the school Director immediately upon any criminal activity suspicion. The police will handle all criminal matters at the school. The school Director is prepared to handle situations and notify the authorities.

Noe' Noonan School of Cosmetology does not employ security. Any security-related incidents should be reported to the school director immediately. Students are encouraged to always use the buddy system and never be alone.

Weapons of any kind are not permitted on the school property. Violators will face disciplinary action that may include dismissal, and police will be called.

The sale or use of any alcoholic beverages or illegal drugs is prohibited. Violators will face dismissal, and police will be called. Noe' Noonan School of Cosmetology is a Drug Free School and Workplace.

Our campus security and fire safety report as well as the crime report and statistics can be found linked at the bottom of our website under "Consumer Information" (www.noenoonan.com).

Sex Crime Prevention Act

The sex offender registry maintained by the Pennsylvania State Police may be obtained at: <https://www.pameganslaw.state.pa.us/>.

The Campus Sex Crime Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education of that state at which the person is employed, carries a vocation, or is a student.

33. SCHOOL CLOSURE POLICY

If for any reason Noe' Noonan School of Cosmetology needs to cancel school for unforeseen reasons, we will notify you through text, email, social media, and local news outlets.

34. CONSTITUTION DAY

On September 17th each year, Noe' Noonan School of Cosmetology provides a class to all students about the United States Constitution. Should the 17th fall on a Saturday or Sunday, the class will be held on either the Friday before or the Monday after.

Federal regulations require our institution to review applications and financial aid information for accuracy and to resolve any discrepancies. If credible evidence of fraud or misrepresentation is identified, the information will be reported to the U.S. Department of Education's Office of Inspector General (OIG) as required by law.

35. VOTER REGISTRATION

Noe' Noonan School of Cosmetology encourages students to vote. You can go to the following website to register: <http://www.vote.pa.gov>. A link to register will be sent to enrolled students via email.

36. ADMINISTRATIVE FACULTY AND STAFF

Dianna Noe' – Owner/Director/Instructor	dnoe@noenoonan.com
Kayla Noonan – Owner/Supervisor/Instructor	knoonan@noenoonan.com
Kelli Carpinello – Financial Director	kcarpinello@noenoonan.com
Emily Rossi – Marketing and Placement Coordinator	erossi@noenoonan.com
Julie Noe' – Admissions Coordinator	jnoe@noenoonan.com
Ruth Beck – Office & Student Coordinator	rbeck@noenoonan.com
Taylor Lovin – Instructor	tlovin@noenoonan.com
Melissa Blair – Instructor	mblair@noenoonan.com
Grace Kuhl – Instructor	gkuhl@noenoonan.com
Tanya Coon – Instructor	tcoon@noenoonan.com
Giorgina Pearson – Instructor	gpearson@noenoonan.com
Morgan Vorse – Instructor	mvorse@noenoonan.com
Lana DiNicola – Instructor	ldinicola@noenoonan.com
Danielle Beachly – Instructor	dbeechy@noenoonan.com

37. EQUIPMENT AND FACILITIES

Noe' Noonan School of Cosmetology is a 9000-square-foot facility at 5739 West Ridge Road, Building B, Erie PA 16506, and we have plenty of free parking for all students, staff, and clients. We are on a bus route with a stop every 20 minutes outside our facility. Inside our building you will find all equipment necessary to fully support our programs. This includes cosmetology equipment, esthetician equipment, and nail technology equipment. Each one of these programs has its own area dedicated to creating a positive learning environment in the most real salon environment we can create.

38. STUDENT OUTCOMES (Insert)

Student Outcomes Summary of all Programs (2024)

**from the most recent annual report*

Graduation Rate: 100%

State Exam Pass Rate: 98%

Placement Rate: 78%

*All updates to the school's consumer information will be reflected on our website:

www.noenoonan.com

39. VERIFICATION AND RETURN TO TITLE IV (R2T4) POLICY (Insert)

Financial aid verification is a process used by both the Department of Education and schools to verify the data provided on a student's FAFSA (Free Application for Federal Student Aid) form. If a student's FAFSA is selected for verification, the student will be asked to provide additional documentation to confirm the accuracy of the information submitted on the FAFSA. Examples of additional documentation could include, but is not limited to, tax transcripts from the student and/or the parents, proof of income, or proof of high school completion.

If a current student is selected for verification, the verification process is as follows:

1. The student will be sent an email and text message, followed by a verbal notification at the school. The email will provide the verification documents needed, and the text message will serve as a reminder to open the email;
2. Students have ten business days to comply with verification requirements;
3. Upon initial notification, students will be advised that failure to comply with submission of verification documentation could result in future delays or cancellation of Federal Aid disbursements.

If a prospective student is selected for verification, the verification process is as follows:

1. The student will be notified via phone call, followed by an email and text message. The email will provide the verification documents needed, and the text message will serve as a reminder to open the email;
2. If documents are not received within 30 days of first notification, a letter will be mailed to the address listed on the student's application that includes the verification documents needed;
3. Upon initial notification, students will be advised that failure to comply with submission of verification documentation could result in future delays or cancellation of Federal Aid disbursements.

Once signed documents are received, the school will review the student's ISIR for accuracy and make corrections, if applicable. Students will be notified within ten days of financial aid award changes by receipt of a new award letter.

RETURN TO TITLE IV POLICY

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point in time during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process:

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Director or Supervisor of the school. The notification may be in writing or orally. A student's withdrawal date is the date the school received notice from the student that they are withdrawing. The date the notification is received is the date of determination. The Director or Supervisor must begin the withdrawal process.

Unofficial Withdrawals:

A student's withdrawal date is their last day of physical attendance.

The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 consecutive calendar days of non-attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans, Direct Plus loans, FSEOG, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student within 30 days with a 14-day acceptance or cancellation period for the student/parents and the school must receive the student/parent's authorization before crediting their account. If a student or parent submits a timely response accepting all or a portion of a post-withdrawal loan disbursement, per the student's or parent's instructions, the school must disburse the loan funds within 180 days of the date of the institution's determination that the student withdrew. Any inadvertent overpayments of Direct Loan funds will be credited to the student's account balance without requiring their authorization.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was

performed. The overpayment must be eliminated prior to offering a credit balance to a student. If the R2T4 results in a credit balance on the student's account, it will be delivered as soon as possible and no later than 14 days after the calculation.

The following Title IV refund distribution is used for all FSA students that a return must be made to the Title IV programs:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq Afghanistan Service Grant
6. FSEOG

Returns must be made as soon as possible to the federal programs but no later than 30 days after the date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Noe' Noonan School Of Cosmetology						
School Calendar						
2026 School Year						
January						
M	T	W	Th	F		
			1	2	1	New Years Day
5	6	7	8	9		
12	13	14	15	16	12	Start Date
19	20	21	22	23	19	Martin Luther King Day
26	27	28	29	30		
February						
M	T	W	Th	F		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
March						
M	T	W	Th	F		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20	16	Start Date
23	24	25	26	27		
30	31					
April						
M	T	W	Th	F		
		1	2	3	3	Good Friday
6	7	8	9	10	6	In Service
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			
May						
M	T	W	Th	F		
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22	18	Start Date
25	26	27	28	29	25	Memorial Day
June						
M	T	W	Th	F		
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19	15	In Service
22	23	24	25	26	22	Start Date
29	30				30	Summer Break
July						
M	T	W	Th	F		
		1	2	3	1-3	Summer Break
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		
Start Dates Jan-Dec 2026						
1/12/2026						
3/16/2026						
5/18/2026						
6/22/2026						
8/31/2026						
11/2/2026						
Aug						
M	T	W	Th	F		
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31					31	Start Date
Sept						
M	T	W	Th	F		
	1	2	3	4		
7	8	9	10	11	7	Labor Day
14	15	16	17	18		
21	22	23	24	25		
28	29	30				
Oct						
M	T	W	Th	F		
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	28	29	30	31		
Nov						
M	T	W	Th	F		
2	3	4	5	6	2	Start Date
9	10	11	12	13		
16	17	18	19	20	25	In Service
23	24	25	26	27	26, 27	Thanksgiving Break
30					30	In Service
Dec						
M	T	W	Th	F		
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18	24	Christmas Eve
21	22	23	24	25	25	Christmas Day
28	29	30	31	1	28 -- Jan 1	Holiday Break
* class will resume after the holiday on January 4 *						

Noe' Noonan School Of Cosmetology											
School Calendar											
2027 School Year											
January											
M	T	W	Th	F							
				1	1	New Years Day					
4	5	6	7	8							
11	12	13	14	15	12	Start Date					
18	19	20	21	22	18	Martin Luther King Day					
25	26	27	28	29		(In Service)					
February											
M	T	W	Th	F							
1	2	3	4	5							
8	9	10	11	12							
15	16	17	18	19							
22	23	24	25	26							
March											
M	T	W	Th	F							
1	2	3	4	5							
8	9	10	11	12	9	Start Date					
15	16	17	18	19							
22	23	24	25	26	26	Good Friday					
29	30	31			29	In Service					
April											
M	T	W	Th	F							
			1	2							
5	6	7	8	9							
12	13	14	15	16							
19	20	21	22	23							
26	27	29	30								
May											
M	T	W	Th	F							
3	4	5	6	7	4	Start Date					
10	11	12	13	14							
17	18	19	20	21							
24	25	26	27	28							
31					31	Memorial Day					
June											
M	T	W	Th	F							
	1	2	3	4							
7	8	9	10	11							
14	15	16	17	18	14	In Service					
21	22	23	24	25							
28	29	30			29, 30	Summer Break					
July											
M	T	W	Th	F							
			1	2	1, 2	Summer Break					
5	6	7	8	9	6	Start Date					
12	13	14	15	16							
19	20	21	22	23							
26	27	28	29	30							
Start Dates Jan-Dec 2027											
1/12/2027											
3/9/2027											
5/4/2027											
7/6/2027											
8/31/2027											
10/26/2027											
Aug											
M	T	W	Th	F							
2	3	4	5	6							
9	10	11	12	13							
16	17	18	19	20							
23	24	25	26	27							
30	31				31	Start Date					
Sept											
M	T	W	Th	F							
		1	2	3							
6	7	8	9	10	6	Labor Day					
13	14	15	16	17							
20	21	22	23	24							
27	28	29	30								
Oct											
M	T	W	Th	F							
				1							
4	5	6	7	8							
11	12	13	14	15							
18	19	20	21	22							
25	26	27	28	29	26	Start Date					
Nov											
M	T	W	Th	F							
1	2	3	4	5							
8	9	10	11	12							
15	16	17	18	19	24	In Service					
22	23	24	25	26	25, 26	Thanksgiving Break					
29	30				29	In Service					
Dec											
M	T	W	Th	F							
		1	2	3							
6	7	8	9	10							
13	14	15	16	17							
20	21	22	23	24	22-28	Christmas Break					
27	28	29	30	31	31	Holiday Break					
* class will resume after the holiday on January 4 *											



SCHOOL CATALOG

INVEST IN LIVING YOUR BEST LIFE

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