

CROWNE & LAUREL

Body Art Academy



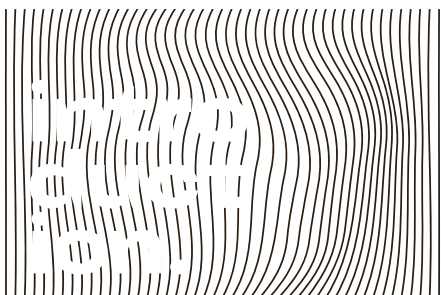
STUDENT 2026 CATALOG



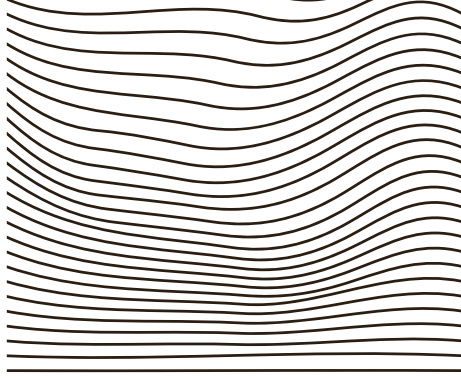
Welcome.

Welcome to Crowne of Laurel Body Art Academy Student Catalog. We are more than excited to grow and learn with and from you! We believe that we are all students forever. If you're willing to open your mind and begin a new and lucrative career, then you are in the right place.

Here at Crowne of Laurel Body Art Academy we are committed to making sure you are actually learning and understanding what it takes to earn this trade to service and profit in your own business.



We thank you and hope you enjoy your time with us and gain from us as much as we know we will gain by you trusting us as your choice of education.



CROWNE LAUREL

NEW Inspiration.



We aim focus on our students' skills and commitment as we prepare them for their careers.

We will graduate future leaders within the body art community. We are focused on skill readiness so all students regardless of background will be able to become prosperous, leading body artists that continue to inspire other professionals to excel and explore new techniques and opportunities.

Our mission is to develop hardworking creatives who can develop and improve the industry. We support our students' talents within our inclusive environment so they improve the livelihoods of themselves, their families and their community.



Excel

Facility and Equipment

Crowne of Laurel Body Art Academy is an educational facility with adequate and up to date equipment for body art.

We have multiple procedure beds in our service area, additional chairs in our private area for Senior Students and VIP. Our classroom holds multiple spots for our Body Art students.

We are located at:

10500 W. Markham St. STE 108
Little Rock, AR 72205

Institution Hours

Monday - Friday:
9:00am - 3:30pm

CROWNE  LAUREL



Enroll

IMPORTANT INFORMATION

How to Apply

Learn about curriculum, books, kits, apparel code, and financial assistance. Sign enrollment agreement and pay registration fee. Email a copy of birth certificate, blood borne pathogen certificate and high school diploma to info@colbaa.com

Educational Requirements

A student must have a high school diploma or G.E.D. certificate.

Students are admitted on the basis of educational background, aptitude and commitment. This Institution does not admit ability-to-benefit students.

Evaluating the Validity of High School Diplomas

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma.

Crowne of Laurel Permanent Cosmetics Institute may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self certification is not considered sufficient proof of validity.

In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools

Program



APPLICATION FEE: \$150

TUITION: \$15,000

Tattooing

Learn the fundamentals and art of tattooing.

Focus

- Body Art History
- Needle Theory
- Color Theory
- Anatomy & Physiology
- State Laws
- Tools of the Trade
- Stencils, Drawing & Transfers
- Consultations, Before & Aftercare

Grading: Students are evaluated regularly on daily assignments, quizzes, tests, class/lab area work, and a variety of projects specific to different units of instruction.

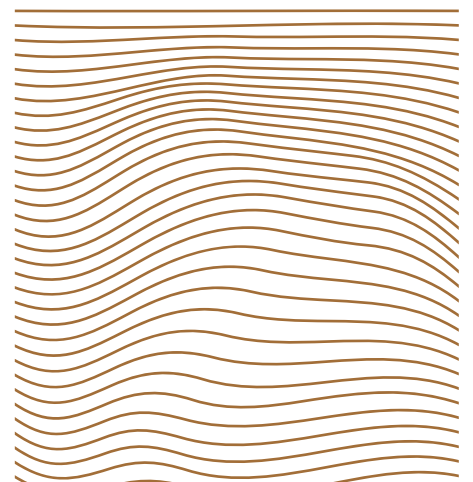
Methods: Instruction in body art at The Institution uses a combination of teaching styles and techniques to present the information for maximum student learning.

Lecture, discussion, tests, quizzes, written assignments, practical skills, and observation are some of the teaching techniques used. Audio-visual aids include whiteboards, videos, and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Levels of Achievement: An 80% grade average (70% for VA students) in written and practical work is required for graduation.

Theory and fundamental assignments (80hours)
-Distance Learning available

Hands on training and procedures (320 hours)
-Must be completed on campus





Calculation of grade for Permanent Cosmetics Program

Theory

- Tattooing fundamentals Explained.
- Body Art History
- Professionalism.
- Sanitation.
- Medical Conditions.
- Anatomy and Physiology.
- Consultations and Client Registration.
- Photography.
- Drawing, Stencils and Transfer
- Machines and Needles
- Color Theory.
- Undertones and Fitz Skin Types.
- Pigment Selection Guide.
- Nature of Pigments
- Pain and Anesthetic
- Faux skin Procedures.
- Intro to color
- Client Procedures.
- Corrections.
- Aftercare and Continued Care.
- Client Management.
- Marketing Yourself.
- Finding a Job.
- Portfolio Development.
- Job Placement.
- Arkansas Rules and Regulations

Theory Hours. 180 hours

Hands-On

- PPE, Sanitation Assignment & Handwashing.
- Clinical Book Completion.
- Practice Skins.
- Actual Client Procedures.

Total Hands-On Hours : 220

Total Clock Hours for Program: 400 hours



Non-discrimination

This Institution does not discriminate in its employment, admission, instruction or graduation policies on the basis of sex, age, race, color, religion, financial status, ethnic origin, or handicap as required by Section 504, 34 Code of Federal Regulations in admitting students.

Admissions Requirements

The following are required for admission to all programs at this Institution

1. Enrollment application completed by potential student
2. Copy of student's high school diploma or equivalent (G.E.D.; a state-issued credential for secondary school completion (home-school certificate); high school or college transcript with the graduation date).
3. Copy of the student's driver's license or photo I.D.
4. Sign completed enrollment agreement
5. Required registration fee
6. State permit form
7. State permit fee

Students must be at least 18 years old.

Transfers

We currently do not accept transfer students. We do not guarantee the transferability of our credits to any other institution.

Terms of Re-entry

A student who must withdraw temporarily may re-enter under the following conditions:

- The student had satisfactory progress academically and in attendance when the temporary withdrawal began.
- The student had extraordinary personal circumstances that made academic progress or attendance extremely difficult; and/or
- The student or the student's family member required medical attention that required the student to temporarily withdraw.

Under any one or combination of these conditions the student may be re-admitted without prejudice.

Objective

- To familiarize/instruct students in the proper and current methods in the study of body art.
- To qualify and prepare students for the State Licensing examination.
- To graduate qualified, competent and competitive graduates to be successful in the field of permanent cosmetics.
- To assist the student in suitable job placement.



ACADEMIC REQUIREMENTS

Graduation Requirements

A grade average of 85% is required for graduation from the program. Both theory and practical work are considered important. All work must be completed to graduate.

Graduation

Graduates earn a diploma. The following are required for graduation from all programs:

1. completion of state required number of hours
2. completion of all assignments and tests
3. completion of project sheets
4. an 85% attendance and 85% grade average
5. payment of all tuition, fees and over-contract charges per the terms of the enrollment agreement.
6. Completion of an exit interview with both Admissions and Financial Aid.

CAREER PLANNING

Career Opportunities

There are many opportunities open to licensed tattoo artists. The Institution prepares all graduates for the licensing exam and entry-level positions in private studios, spa salons, tattoo shops and destination spas. Additional industry experience could lead to employment as a manufacturer sales/educator, a distributor sales consultant, and in admissions or financial aid in cosmetology schools.

Additional licenses are usually required to become an educator in a school of cosmetology arts and sciences.

Physical Demands

Good health and stamina are a must to excel in the program.

Placement

The Academy maintains contacts in the salon/med-spa and body art profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate.

Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted. The Institution cannot guarantee every student will be placed. However, we do follow-up on graduates to help us prepare new students for future job placement.

Employers may ask us about your attitude and attendance. Employers may check your social media before they hire you. The content on your social media may affect your ability to be hired by some employers.

Reciprocity

Licensed body art artists from Arkansas may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there. Contact the specific State for more information.

Licensing Requirements

To become licensed in Body Art in Arkansas, students must complete 400 hours of approved training, graduate from an approved school, and pass the written and practical state exams.



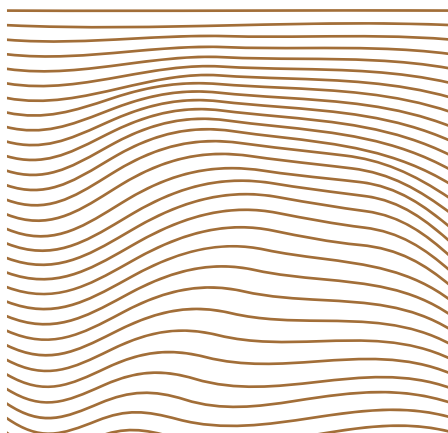
Trust

STUDENT MODEL REQUIREMENTS

Students are required to complete 15 models with the guidance of an instructor. Students must bring their first 3 models before their online booking is turned on for outside clients (preferably one of each type of procedure.) Students must schedule their appointments in advance, and Crowne of Laurel Body Art Academy will take a deposit of \$50 from the client to cover the cost of supplies for the initial procedure. The client will owe \$50 plus tax on the day of the procedure, and this price does not include any other services. If you advance to a Senior Student, the price doubles to \$200 plus tax.

Students will have the opportunity to provide tattooing services to family or friends during the practical portion of their education. All our student models must be treated with utmost courtesy. Should a problem occur, contact an instructor immediately. Students will not be allowed in the lab any sooner than two months of being in the program, regardless of completion of bookwork/hours accumulated so far. Students shall arrive 30 minutes early for preparation and tray set up. Faux Skins must be approved by an instructor.

The student's appearance and demeanor should always remain professional. Gossiping with other students while assisting a client is unprofessional and unacceptable. All services are assigned and observed by an approved instructor. Students are not permitted to instruct other students unless previously authorized by a staff member. Only approved products are permitted to be used in the lab during the practical portion of their education.



Prosper



Hours

Full time students are required to complete a minimum of 8 chapters online a month and attend a minimum of 35 hours a month for hands-on hours.

Class Starting Dates

TBA

Orientation

All courses have a complete orientation before the first day of class.

Class Size

The Institution limits the class to 20.

Books and Kits

Student books and kit items are a required purchase by the student from the Institution. The cost for the student books and kit are listed on catalog page. The Institution reserves the right to change books and kit costs without prior notice as needed.

Students provide their own paper supplies.

Holidays

The Institution is closed for the following holidays: Juneteenth, Labor Day, MLK Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and the New Year.

Housing - Contact the institution staff for assistance in locating housing. We do not have housing on campus.

Continued Education

Educational events may be available for students at The Institution.



Distance Learning (Fundamentals/Bookwork) Policy

The institutional Fundamentals bookwork is done via an online platform. Students have the option to do their Fundamentals bookwork on campus or not on campus.

Distance Learning will NOT be utilized as a delivery method of hands on and lab/clinical instruction.

Students will be given direct instruction on bookwork and assignments. Instructors will be assessing and providing feedback on student's bookwork.

Instructors will provide information and respond to questions about the content of the bookwork.

Instructors will provide the opportunity for substantive interactions with the students on a scheduled basis.

Instructors will monitor the student's academic engagement.

An Instructor will do an assessment of student performance on-campus no less than once a month.

Students will be given a written exam, and must pass, after they have finished their bookwork and hands on work before entering the lab.

With Distance Learning, only the bookwork portion of the education and not the full program is available. Students who only do the bookwork portion and not the rest of the program WILL NOT graduate and WILL NOT be given a license to practice, as you must be on campus for some lecture time, ALL hands on work and a minimum of 15 client procedures to graduate.

INSTITUTION POLICIES

These policies are important to your success at The Academy and are a condition of your enrollment. They have been created in order for the school to comply with: State Law and expectations of our Accrediting Agency, feedback from our advisory board, and to promote the standards and culture of Crowne of Laurel Body Art Academy..

PROHIBITED CONDUCT

Good conduct is expected of all students. Any violation of the school's rules of conduct and policies can result in dismissal from class. The following are examples of unacceptable behavior:

- Insubordination
- Intoxication
- Cheating, copying or offering, or receiving unauthorized assistance in examinations, quizzes, homework, or projects
- Stealing
- Disruption of classes
- Lack of cooperation
- Disrespecting Instructor, Students, or Administrator
- Use, possession, or sale of drugs/alcohol
- Inflammatory statements, obscenities, malicious remarks, or threats to clients, instructors, staff members, visitors, or other students
- Interference with any instructor or administrator in connection with carrying out duties.
- Inflammatory statements, obscenities, malicious remarks, or threats to clients, instructors, staff members, visitors, or other students
- Interference with any instructor or administrator in connection with carrying out duties
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects while on campus
- Activities that involve holding, pushing, tackling, wrestling, or any other type of
- Giving anyone, including another student, online login information to online course..

FOOD AND DRINKS

Food and drink are not allowed in the lab at any time. This is mandated by the Arkansas Department of Health.

BELONGINGS

There are cubbies in the break room for students to store their personal items and kits. We do not assign cubbies, so students can just look for one not in use. Students are NOT allowed to take home any body art equipment such as needles, pigment, machines, manual tools, or blades. Any practice equipment can be stored in cubby. Cubbies are the property of Crowne of Laurel Body Art Academy and are subject to search at any time without prior consent. Maintenance is the responsibility of the student. On completion or interruption of training, all personal belongings must be removed. If the contents are not removed, the school will attempt to contact the student to remove their property. If unsuccessful, the school will remove the contents of the locker within five (5) class days. Items remaining in the locker will become the property of the school.

CLOCKING OF HOURS FOR ATTENDANCE

Students will be required to clock in and clock and out in person when on campus. When viewing classes off-campus, staff will update student hours online through administrative means. Students will sign off on their hours periodically throughout the program. A student must end their course with at least 400 hours for permanent cosmetics in order to graduate, take the State Exam and get an Arkansas Body Art License.

DRUG-FREE

Crowne of Laurel Body Art Academy are committed to fostering a drug-free environment for their students and employees. Except for drugs prescribed by a physician, no student may use, possess, sell, or distribute alcohol or other "illegal" or controlled substances or use or have drug paraphernalia on the premises. Additionally, the illegal use of prescribed drugs and the inappropriate use of over-the-counter medications are also prohibited.

SMOKING

In order to be respectful of everyone's right to a smoke-free environment, the use of tobacco products is prohibited in all areas and within 30 feet of all building entrances.



GRADES

All training must be completed with an 80% average. Any student who does not earn this average will be assigned remedial work. Students must abide by the academic honor code.

CLASS-CUTS.

If a student leaves before their scheduled time, the student must make up the hours within 90 days.

MAKE-UP WORK

If a student misses one or more required days in a week/month or any of the online coursework, the student must make them up the following week/month in addition to the already required attendance. Those who are on an approved LOA are excluded from this until the end of the LOA.

INTERRUPTIONS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as before 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.

If a student has been terminated or withdrawn due to unsatisfactory grades or progress, they may re-enroll if determined eligible but will be responsible for any fees not paid from previous enrollment. They will also be liable for any increase in fees or tuition. Students who

have been terminated or withdrawn due to unsatisfactory grades or progress must pay a \$250 re-enrollment fee at the time of the new Enrollment Agreement completion.

ATTENDANCE/ABSENCES

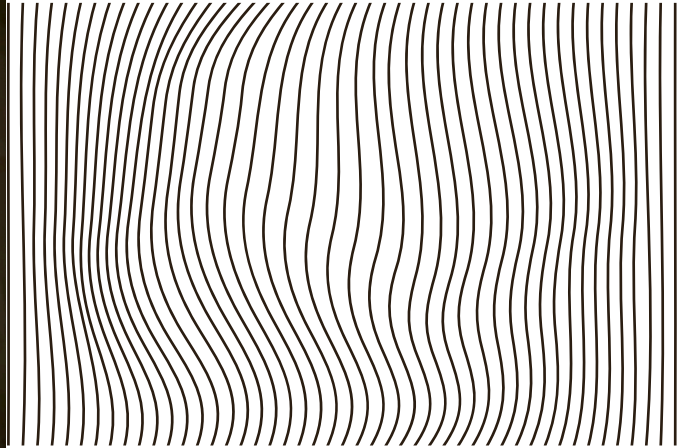
Each Instructor will maintain a complete record of attendance for the entire length of each course. Attendance on campus is vital during our hands-on and practical training hours.

Students are required to attend the following at a minimum:

- Body Art:
 - o Full Time:
 - Bookwork: 8 Chapters Monthly Until Complete
 - Hands-On Hours: 35 Hours Monthly Minimum
 - o Part-Time:
 - Bookwork: 4 Chapters Monthly Until Complete
 - Hands-On Hours: 18 Hours Monthly Minimum

On orientation day, students shall pick the days that they will attend for their minimum required hours in advance for the full length of the program

A student can cancel no more than two scheduled procedures in succession that The Academy has scheduled for the student. Upon first student cancellation of a procedure, the student will be given a verbal warning. Upon the second student's cancellation of a procedure, the student's calendar will be turned off until the student has brought in the next procedure themselves. At this point, the student is responsible for scheduling a conference with the instructor to discuss the situation. The instructor has the prerogative to make decisions based on individual cases and needs. If a student no-call no shows to a procedure, the calendar will be closed until the student completes two procedures on clients that they brought in themselves. If canceling a procedure, students must give a 24-hour notice.



TARDINESS

Students who have appointments must arrive at least 30 minutes early to do their tray setup. Once a student is tardy more than 15 minutes on two separate occasions, an absence is accrued.

The first time an educator will talk to the student about their commitment.

Documentation of the discussion will be put in the student's file.

The second occurrence, the student will be written up with documentation put in the student's file.

The third occurrence, the student will be written up and notified that further occurrences might result in suspension or expulsion from the program.

Severe Weather Conditions Policy

Crowne of Laurel Body Art Academy closes when the Executive Director feels the weather conditions are unsafe for students/ staff to travel to or from school. Employees can use annual and/or personal leave without prior scheduling and approval if the employee is unable to reach the office due to severe weather conditions.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled. To be in good academic standing, and to be considered making SAP, all students must earn a minimum cumulative grade of 80% in all coursework and attendance.

Evaluation Periods for Body Art

- 200 hours
- 400 hours - total program clock hours

Evaluations periods are based on actual hours completed

The maximum time frame to complete the programs is 18 months. Penalties could incur after contract date. Students who do not complete the program within 18 months will be terminated and may re-enroll on a cash-pay basis.

Extension of contract period and maximum time frame, for students who have an approved leave of absence (LOA), will be extended by the same number of days taken in the LOA.

Course incomplete, repetitions and no-credit remedial courses are not offered at this institution, therefore they have no effect upon the school's SAP standards.

Crowne of Laurel Body Art Academy currently does not accept transfers.

ACADEMIC PROGRESS

Grades are given for bookwork theory and practical work, projects and lab performance. The grading criteria utilized is a reasonable system used to evaluate students against a norm. The following percentage system for letter grade assignment will be utilized for reporting grades:

GRADE A : 100-90% (EXCELLENT)

GRADE B : 89-80% (GOOD)

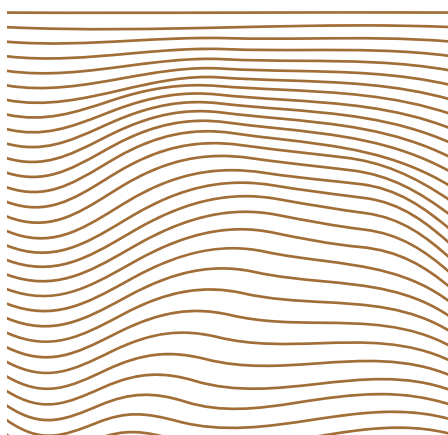
GRADE F : 79-0% (FAILURE)

APPEAL PROCEDURE

If a student is determined as NOT making Satisfactory Progress, the student may appeal the negative determination. Students may appeal for reasons such as death of a relative, injury/ illness of the student, or other extenuating circumstances. The student must submit a written appeal on the school's form to the school administration within 5 days of the determination, with supporting documentation regarding why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation.

An appeal hearing will take place within five (5) business days of receipt of this written appeal.

This hearing will be attended by the student, parent/guardian if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. This decision will be final and documentation will be placed in the student's file. Students who prevail upon appeal will have eligibility for any on hold benefits to be reinstated and be placed on a Probation Status.





Prosperity

ACADEMIC PROBATION AND SUSPENSION

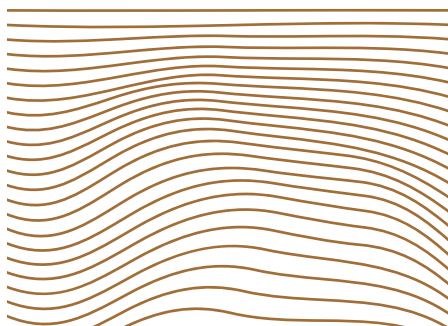
All students attending Crowne of Laurel Body Art Academy are expected to make satisfactory academic progress (SAP) in all attempted courses. To be in good academic standing, all students must earn a minimum cumulative grade of 80% in all coursework. Students who fail to meet these standards will be on academic probation for one month. If these students do not achieve the minimum cumulative grade of 80% at the end of the probationary period, they will be suspended until the end of the following month. Readmission is not automatic; each case will be judged on a case-by-case basis.

The school may allow for the status of probation for students who are not considered meeting the minimum standards for satisfactory progress if: The Institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period and the student prevails upon appeal of a negative progress determination prior to being placed on probation. The school will also determine if satisfactory academic progress standards can be met by the end of the subsequent evaluation period, and will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the SAP requirements by a specific point within the time frame established for the individual student.

Students may reestablish SAP by making up missed assignments and increasing grade average to 80% or better and/or increasing cumulative attendance to 80%. Transfer students on academic suspension at another institution are not eligible to enroll in Crowne of Laurel Permanent Cosmetics Institute until suspension period is over.

RE-ENTERING STUDENT

Acceptance is contingent on course offering, space availability, and the scheduling of an appointment with the Program Director for advising, possible theory remediation, and any diagnostic or skills testing as required. The student will be notified in writing if reinstated in the program. Re-entering students will enter in the same progress status as when they left. The student will be required to purchase any textbooks, supplemental material, or supplies required. Discipline issues will require the student to wait for one full course before reinstatement is granted. Possible counseling may be required based on individual circumstances.





REFUND OR WITHDRAWAL/DROP POLICY

Students must notify the institution if withdrawing from Crowne of Laurel body Art Academy and must cancel within 72 hours of signing the enrollment contract (until midnight of the third day, excluding Saturdays, Sundays, and legal holidays) to receive a full tuition refund.

After 72 hours, no refund is given on the Application fee, Books/Supplies or Technology Fee.. A refund shall only be given on the Books/Supplies within 72 hours of canceling if everything is in new condition.

A full refund of all tuition and fees ,except application fee, is due and refundable in each of the following cases:

- An enrollee is not accepted by the school
- If the course of instruction is discontinued by the school, before instruction has begun

If the school cancels a program or closes permanently, after instruction has begun, the institution will provide a pro rata refund.

Any Monies due to the applicant or student will be refunded within forty-five (45) calendar days of official cancellation or withdrawal.

After two years of enrollment (if the program has not been completed), the student is automatically dropped from the program. If the student wishes to complete the program, previous hours completed are not transferable.

A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

For official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) calendar days.

REFUND OR WITHDRAWAL/DROP POLICY FOR VA STUDENTS VA Students must notify the institution if withdrawing from Crowne of Laurel Body Art Academy and must cancel within 72 hours of signing the enrollment contract (until midnight of the third day, excluding Saturdays, Sundays, and legal holidays) to receive a full tuition refund.



After 72 hours, no refund is given on the Application fee, Books/Supplies, or Technology Fee. A refund shall only be given on the Books/Supplies within 72 hours of canceling if everything is in new condition.

A full refund of all tuition and fees, except application fee is due and refundable in each of the following cases:

- An enrollee is not accepted by the school
- If the course of instruction is discontinued by the school, before instruction has begun
- If the school cancels a program or closes permanently, after instruction has begun, the institution will provide a pro rata refund.

Any Monies due to the applicant or student will be refunded within forty-five (45) calendar days of official cancellation or withdrawal.

After two years of enrollment (if the program has not been completed), the student is automatically dropped from the program. If the student wishes to complete the program, previous hours completed are not transferable. In the event a veteran fail to enter the course or withdraws or is discontinued a refund will be based on a pro rata refund of the unused portion of tuition, fees and charges. This refund will be returned promptly as required under

38 CFR 21.4255

A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.



For official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) calendar days.

Verification of Student Identity Policy Statement

The purpose of this policy is to ensure that Crowne of Laurel Body Art Academy operates in compliance with the verification of student identity in distance learning (Online Bookwork). All programs offered through distance learning methods must verify that the student who registers for a distance learning coursework is the same student who participates in and completes the coursework. One or more of the following methods must be used:

- A secure login and pass code;
- New or emerging technologies and practices that are effective in verifying the student

All methods of verifying student identity in distance learning must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, students must be notified of these charges in writing at the time of registration or enrollment. Users must not attempt to disguise their identity, the identity of their account or the machine that they are using. Use of technology to conceal one's identity, such as masking an IP address or using VPN technology for anonymity, is forbidden.

RESPONSIBILITIES

All users of the institutions learning management systems shall maintain the security of usernames, passwords and any other access credentials that they are assigned. Access credentials must not be shared or given to anyone other than the user to whom they were assigned, for any reason. Users shall be responsible for any and all uses of their account.

Users shall be responsible for changing passwords periodically to maintain security. Students must provide complete and true information about themselves in any identity verification process, in accordance with the Student Honor Code and System.



Rights and Privacy

It is the policy of The Institution to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right of access to the student's personal file and the student's rights to the privacy of that file.

Information from a student's file will only be released upon written permission from the student. Written permission is required for each and every request prior to the release of information. Parents/guardians of a dependent minor student, accrediting agencies, and government officials may gain access to a student's files without the expressed permission of that student.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974

The FERPA is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's education records.

These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses to make the corrections, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.



Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without consent, to the following parties

- School employees who have a need-to-know.
- Other schools to which a student is transferring.
- Parents when a student over 18 is still dependent.
- Certain government officials in order to carry out lawful functions.
- Appropriate parties in connection with financial aid to a student.
- Organizations doing certain studies for the school.
- Accrediting organizations.
- Individuals who have obtained court orders or subpoenas.
- Persons who need to know in cases of health and safety emergencies.
- State and local authorities to whom disclosure is required by state laws adopted before
- November 19, 1974.

Schools may also disclose, without consent, "directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them.

Schools must notify parents and eligible students of their rights under this law. The actual means of notification is left to each school. If you wish to see your records, you should contact the school for the procedure to follow. Any questions or concerns under this act should be directed to: Family Policy Compliance Office, Dept. of Ed., 400 Maryland Avenue, SW, Room 3017, Washington, D.C. 20202-4605 or you may call (202) 401-2057.

Policy for Safeguarding Customer Information

Non-public personal information is information which is not publicly available on:

1. your name, address, social security number,
2. name of your financial institution and account number,
3. information provided on your application to enroll at Crowne Of Laurel Body Art Academy.
4. information provided on your application for a grant or loan,
5. information provided on a consumer report, or
6. Information obtained from a website.



The Academy is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic). The Academy guarantee's the right of each student to gain access to their individual file through the financial aid office. The school Director and or owner/ administration shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.



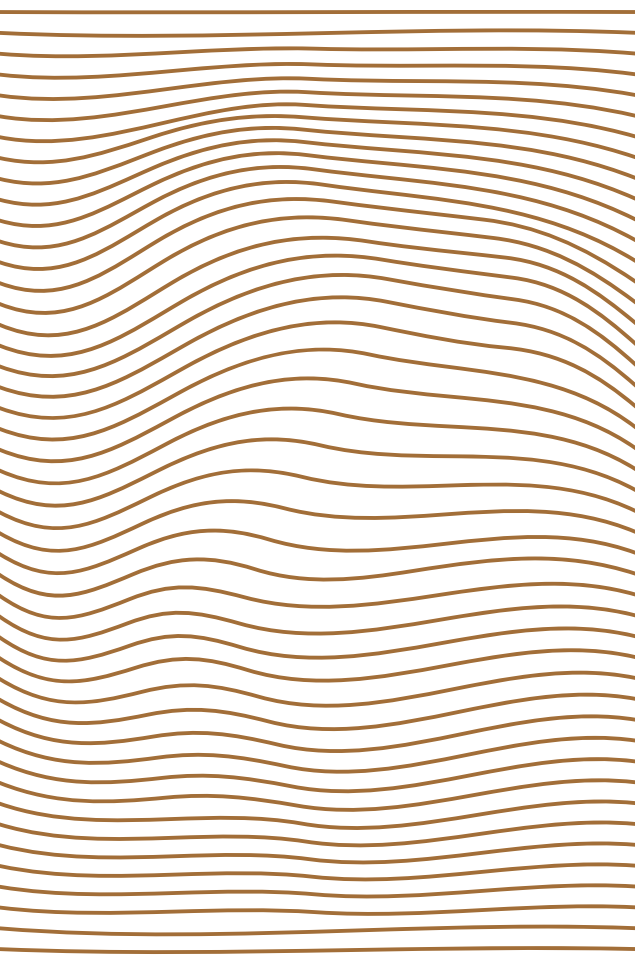
Contacts.

501.549.3888

Info@colbaa.com

www.colbaa.com

10500 W. Markham St
Suite 108
Little Rock, Ar 72205



REGULATORY INFORMATION

Owners - Crowne of Laurel

Licensure- The Institution is licensed by the Arkansas Department of Health, Cosmetology Section, 4815 West Markham, Slot 8 Little Rock, AR 72205. Phone: (501)682-2168; fax (501)682-5640.

Arkansas Department of Health Body Art Law