

FOUNTAIN OF YOUTH



ACADEMY OF COSMETOLOGY

School Catalog

IV.04.1,2,3 FOUNTAIN OF YOUTH ACADEMY OF COSMETOLOGY

Mars Location
108 Scharberry Lane
Mars, Pennsylvania 16046
412-477-1253

Pittsburgh Location NOT NACCAS ACCREDITED
5824 Forbes Avenue
Pittsburgh, PA 15217
412-477-1253

www.fountainofyouthacademy.edu

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Dear Applicant,

Thank you for your interest in the Fountain of Youth Academy of Cosmetology. In addition to the Academy, as the owner of a Salon Spas, I know what it takes to succeed in this industry. The genesis of the Academy was based on the need for professional, talented artists who are uniquely qualified to meet the demands of a highly competitive industry. Our commitment is to not only provide a stellar learning environment for students to meet the Pennsylvania State Board of Cosmetology and Pennsylvania State Board of Massage educational requirements for licensure, but also to bring real world experience into the classroom.

We have partnered with some of the most recognizable names in the region in an effort to place our students with potential employers. Although employment is not guaranteed, our goal is to provide the opportunity for our students to earn a chance of employment. Some of our students have been offered jobs even before they finished school!

We are committed to providing a quality and affordable education that incorporates the perfect combination of the technical, life, and business skills you will need to enter this field.

Our Students:

- Develop the professional work habits and attitudes necessary to acquire and maintain employment in the beauty industry.
- The skills and knowledge needed to obtain a Pennsylvania license.
- How to recognize, analyze and solve problems in typical hair, skin, nail, massage and teaching environments.
- To develop the communication skills necessary to build and retain a client base as required in a salon setting.

Along these lines, please feel free to contact us at any time with questions or concerns that may arise. You may contact me directly by phone at (412)477-1253 ext. 1 or via email at cheri@fountainofyouthacademy.edu. We look forward to being a part of your future in the exciting field of Cosmetology.

Best Regards,

Cheri Herold **IV.04.3,18**

Owner of the Fountain of Youth Academy of Cosmetology (Mars and Pittsburgh Academies)

Our Standards

We strive to provide a creative atmosphere of learning where each student is treated individually. We teach the core essentials along with current trends to insure that our students received the best cosmetology education available. Our faculty is comprised of Instructors who are not only exemplary educators, but many are also successful salon & spa owners and staff members. Our faculty, staff, and students are all held to the same code of conduct. Our academy strives to reach over and above accrediting compliant minimums for our completion, placement and licensure rate. Our current numbers as of 2016 are: 100% completion, 95% licensure, and 91.30% placement.

Our Facilities **IV.04.10**

Our Adams Township Academy sits on 2 and ½ beautiful wooded acres on Scharberry Lane in Southern Butler County. Scharberry Lane is located 3 miles east from State Route 19/Interstate 79 and 3 miles west of State

Route 8. The Academy has 6 classrooms and separate clinics for nail technology, skin care and hair styling. The student salons are designed and configured like professional salons and equipped with professional grade facial machines, shampoo stations and other standard equipment found in most salons. Free parking is provided at the Adams Township Campus.

The Pittsburgh Academy is located in one of the major commercial districts within the city of Pittsburgh. There is free and paid parking on street and in parking lots. The Pittsburgh Academy has 2 classrooms and separate clinics for nail technology, skin care and hair styling. The student salons are designed and configured like professional salons and equipped with professional grade facial machines, shampoo stations and other standard equipment found in most salons.

Our Philosophy

Students receive an education in Cosmetology, Esthetician, Instructor's certification, Massage and Nail Tech - preparing them for a creative, rewarding and successful career in the salon and spa industries.

“Education is about more than learning technical skills, it is about growing as an individual”.

The Fountain of Youth Academy of Cosmetology helps their students master their craft of hair cutting, hair color, nail, or spa and skin care, and to realize their full potential as artists and professionals.

Our experienced educators bring real-world knowledge to their teaching of the core fundamentals and advanced techniques, while providing the students with valuable business and customer service skills, creating an even stronger professional foundation.

***Our Mission* IV.04.4**

To provide superior education that: STUDENTS recommend to family and friends, TEACHERS prefer for their students, VENDORS select for their clients, EMPLOYEES are proud of, EMPLOYERS prefer to recruit and INVESTORS seek for long term returns.

***Administrative Staff and Faculty* IV.04.26**

The Academy is staffed with professionals who are here to assist our students achieve their educational goals. They are:

Cheri Herold- Owner, Supervisor Pittsburgh, Substitute Teacher, **Rebecca Mogielski** – Administrator, Supervisor Mars, Substitute Teacher, **Joe Cugliari**-Student Relations, Financial Aid, **Jodi McConnell** – Teacher(Mars), **Deanna Fitzgerald** – Teacher (Pittsburgh and Mars), **Gene Seezox**, Substitute Teacher.

***Admission Requirements:* IV.04.5,17,6,7,8**

The Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

In compliance with the Pennsylvania State Board of Cosmetology, students must be a minimum of 15 years of age to enroll in the Cosmetology, Esthetician, Nail Technology programs, and 17 to enroll in the Cosmetology Instructor program. All Academy programs are taught in the English language.

The Academy requires that each student enrolling in the programs must:

- Be at least 15 years of age for Cosmetology, Esthetician, or Nail Technology
- Be at least 17 years of age for Cosmetology Instructor and provide transcript showing completed hours from a cosmetology program or cosmetology license

- Be at least 18 years of age for Massage
- Complete an application for enrollment
- Provide proof of secondary education such as a copy of a diploma, a copy of a GED certificate, a copy of a transcript of secondary school completion, or a copy of a state issued certification or credential of home-school completion.

Foreign students must provide evidence that verification of a foreign student’s high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm that academic equivalence to a US high school diploma.

Secondary students must provide proof of age, pay academy fees, and comply with all state and academy rules and regulations- and be from a school we have a training agreement with.

If a student withdraws from the Academy and wishes to be re-admitted the student may do so. If they apply for re-admission and start attendance within one year of their withdrawal date, they may be re-admitted at the exact point they were when they withdrew. If they start school more than 4 years from their withdraw date they must re-start the entire course.

Transfer Students that have transferred hours from another institution and may be accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at this Academy.

Upon meeting registration requirements, applicants may enroll in the following Fountain of Youth Academy of Cosmetology programs: Cosmetology (training for hair care, skin care and nail care), Esthetician (training for skin care), Massage Therapy (training for massage therapy), Instructor (training to be an instructor) or Nail Tech (Training for nail care). Applicants will not be denied admission on the basis of sex, age, race, color, religion or ethnic origin.

Grading Policy IV.04.11

Grades are given for written exams, practical applications, theory work, and Graduate Exam. Each area is weighted with a primary focus placed on exams and Graduate Exam.

Grading Percentages:

- 100% - 90% Exemplary performance.
- 89% - 80% Excellent mastery of course content and excellent ability to apply course content concepts. The work displays initiative, independence and application.
- 79% - 70% Good mastery of course content and an ability to apply course content concepts. Work reflects a thorough understanding of the application and inter-relationships of material covered.
- 69% or Less Unsatisfactory progress using the principals within the course content.
- Incomplete A grade of Incomplete (I) will be assigned for a student who withdraws.
- Make-up The instructor will give students an opportunity to make-up the work. The instructor will choose the criteria for the make-up work.

Academic Progress

Academic requirements constitute that if a student does not successfully maintain a 70% average throughout the course, the student will be given an academic warning period. During this period the student must escalate their average to the 70% level or show progress leading to this level. Assessment of student progress is done at evaluations. Although the grade point average encompasses both practical applications and written exams, as the state licensing includes an accumulation of all written exams administered throughout the program. An attendance rate of 67% must be maintained at all times during the course of the program.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the Cosmetology, Esthetician, Massage, Nail Tech and Instructor programs whether participating in Title IV programs or not. The catalog is online to ensure that all students have access all of the time. 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 based on scheduled hours as follows:

Cosmetology 450, 900, 1075, 1250 clocked hours

Esthetician 150, 300 clocked hour

Nail Tech 100, 200 clocked hours

Instructor 300, 600 clocked hours

Massage Therapy 300, 600 clocked hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of: the academic year of the course and/or program, whichever occurs sooner.

Attendance

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

Maximum Time Frame IV.04.9

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

<i>Course</i>	<i>Maximum Time Allowed</i>		
Cosmetology (Full time, 40 hrs/wk)	1250 Hours	46.875	Weeks
Cosmetology (Part time, 20 hrs/wk)	1250 Hours	93.75	Weeks
Esthetician (Full time, 40 hrs/wk)	300 Hours	11.25	Weeks
Esthetician (Part time, 20 hrs/wk)	300 Hours	22.5	Weeks
Nail Tech (Full time, 40 hrs/wk)	200 Hours	7.5	Weeks
Nail Tech (Part time, 20 hrs/wk)	200 Hours	15	Weeks
Instructor (Full time, 40 hrs/wk)	600 Hours	22.5	Weeks
Instructor (Part time, 20 hrs/wk)	600 Hours	45	Weeks
Massage Therapy (Full time, 40 hrs/wk)	600 Hours	22.5	Weeks
Massage Therapy (Part time, 20 hrs/wk)	600 Hours	45	Weeks

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on the number of hours they require to meet PA requirements x 150%.

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.

Warning Period

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, if applicable, students may be deemed ineligible to receive Title IV funds, if applicable, unless the student is on a warning or has prevailed upon appeal of the determination that has resulted in the status of probation..

Probation

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

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 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 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Re-establishment of Satisfactory Progress

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

Noncredit and Remedial Courses

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

Transfer Students

Transfer Students that have transferred hours from another institution and may be accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at this Academy.

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 practical experiences. Academic and practical learning is evaluated after each unit of study and all grades are cumulative. Students must maintain a written grade average of 70%. Numerical grades are considered according to the following scale:

100% - 90% Exemplary performance.

89% - 80% Excellent mastery of course content and excellent ability to apply course content concepts. The work displays initiative, independence and application.

79% - 70% Good mastery of course content and an ability to apply course content concepts. Work reflects a thorough understanding of the application and inter-relationships of material covered.

69% or Less Unsatisfactory progress using the principals within the course content.

Incomplete A grade of Incomplete (I) will be assigned for a student who withdraws.

Make-up The instructor will give students, with approved absences, an opportunity to make-up the work. The instructor will choose the criteria for the make-up work. **IV.04.25c**

The skills category is graded by dividing the number of criteria rated yes into the total number of criteria. At least 70% in each applicable category must be attained for a passing score. Practical skills are evaluated according to PA State Board exam procedures.

To calculate the overall competency evaluation score, the evaluator averages the percentages for all categories and converts to the above scale. Each student is counseled regarding evaluation results and the permanent record is signed or initialed by the verifying instructor and the student examination candidate. Students may request a copy of their satisfactory academic progress evaluation results at anytime.

Graduation* **IV.04.12,13*

The Academy will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all: of their hours, all academic progress of 70% or more and all exit paperwork, an exit interview and has paid in full or made satisfactory arrangements for payment of all debts owed to the school.

Employment Assistance* **IV.04.15*

The Fountain of Youth Academy of Cosmetology prides itself in its excellent history of placing its graduates in their preferred professions. While we strive to continue this success, we cannot and do not guarantee employment for our graduates. We have many relationships with local and regional employers. We also post available jobs on our boards at the student entrance.

Academy Outcome Rates

Currently as of November 30, 2016 our academy's preliminary data for 2016 outcome rates are: Completion 100%, Licensure 100%, Placement 86%.

Licensing and Accreditation Agencies* **IV.04.23*

The licensing authority is: Pennsylvania State Board of Cosmetology
PO Box 2649 Harrisburg, PA 17105
717-783-7130

The accrediting authority is: NACCAS*
National Accrediting Commission of Career Arts & Sciences
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Financial Aid Programs:

The Academy has been certified by the United States Department of Education and accepts financial aid for those who qualify. For additional information, please make an appointment with the Director of Financial Aid at 412-477-1253.

Academic Calendar and School Hours: IV.04.16

Start days are the first Monday of every month excluding holidays. The Academy also offers rolling enrollment that permits students to start at anytime. Mars school hours are Monday through Friday 9-5 Evenings and Weekends by appointment only. Pittsburgh location hours are Monday through Thursday 9:00 – 8:30, Friday 9-4, Friday, Sat, Sunday by appointment only.

Holidays IV.04.25,a,b

The following holidays are observed: New Years Day- Monday Jan. 1, 2018, Martin Luther King Day Monday Jan 15, 2018, President’s Day Monday Feb 19, 2018, Memorial Day Monday May 18, 2018, Good Friday March 30, 2018, Easter Sunday April 1, 2018, Fourth of July Wednesday July 4, 2018, Labor Day Monday Sept 3, 2018, Columbus Day October 8, 2018, Thanksgiving Day Thursday November 22, 2018, and Christmas Day Tuesday December 25, 2018. Holiday breaks for Spring March 29- April 8, 2018 , Fourth of July June 30- July 8, 2018, Thanksgiving Nov 18-22, 2018 and Christmas Dec 16- Jan 2, 2019 will be announced in advance.

Attendance Policy

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Attendance Progress is checked monthly.

Tardiness

A student is required to clock in at the beginning of their scheduled hours. Should a life circumstance cause you to be tardy please text the instructor.

Absenteeism IV.04.25b

You may contact the administration and teacher prior to the absence when plausible via voicemail, or e-mail.

If a student does not maintain 67% attendance, corrective action will be taken. Correction will be expected immediately, and must be maintained. Less than 67% attendance may result in expulsion.

Leave of Absence Policy

An authorized leave of absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal requiring the Academy to perform a refund calculation.

In order for an LOA to qualify as an approved LOA (if the institution elects to offer LOAs):

1. The Academy must have a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in advance in writing, include the reason for the student's request, and include the student's signature.
 - a. The policy must require a student to apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the Academy, the student would not have been able to request the LOA in advance.
 - b. The Academy 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 and collects the request from the student at a later date. In this example, ***the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.***
2. The student must follow the Academy's policy in requesting the LOA.
3. There must be a reasonable expectation that the student will return from the LOA.
4. Approval of the student's request for an LOA must be in accordance with the Academy's policy.
5. The Academy may not assess the student any additional institutional charges as a result of the LOA.
6. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. The Academy will extend the student's contract period by the same number of days and extend the maximum timeframe taken is additionally extended by the same number of days in the leave of absence. In the LOA, changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
9. If a student does not return to the Academy at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date for the purpose of calculating a refund is always student's last day of attendance. Should the student not return by the date specified, the student will be considered withdrawn from the program, effective the first day immediately following the last day of the approved leave.
A student is required to clock in at the beginning of their scheduled hours.

Remember, you have now committed yourself to the beginning of your future career endeavors as a professional in this field of study; the Fountain of Youth Cosmetology Academy and its staff have committed their time and efforts to helping you achieve those goals for your future.

Student Files IV.04.19,20

The Academy is mandated by the Pennsylvania State Board of Cosmetology and the Pennsylvania State Board of Massage Therapy, to maintain a file on each student. The files contain all pertinent information on the students scholastic, financial and attendance records. The student and parent/ legal guardian of a dependent minor has the right to access these records at any time with a request made in person to an Academy administrator. If the student requires the contents of the file to be released to a third party, the student or parent/legal guardian of a dependent minor must file an Authorization to Release Student Information Form. This file and other institutional records are also available to the PA State Board of Cosmetology, PA State Board of Massage Therapy and National Accrediting Commission of Career Arts for inspection or accrediting purposes.

Refund Policy

- For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable

settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school except a non-refundable application fee that does not exceed \$100. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded with the exception of the application fee of \$100 even if the student has begun classes. The "formal cancellation date" will be determined by the earliest date of: the postmark on written notification or the date said notification is delivered to the school in person, the date of expulsion by the school. the last day of attendance or on an approved leave of absence 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 academy that the student will not be returning. The Academy monitors for attendance at least every thirty days.

- If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the application fee of \$100 and the registration fee in the amount of \$400 will be made. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours. The refunds are then based on the last day of attendance:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE OR PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- 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 Academy is permanently closed, cancels a program or no longer offering instruction after a student has enrolled, the school will, at its option: a) provide a pro-rata refund of tuition for all students transferring to another school based on the hours accepted by the receiving school to the student, b) provide a full refund of all monies paid, or c) provide completion of the course or program. The school does not participate in any teach-out plans with other institutions.
- If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.
- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00.

Return of TIV funds

- Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.

□ Date of Determination of Withdrawal

Official withdrawal is stated previously and defined as: The "formal cancellation date" will be determined by the earliest date of: the postmark on written notification, the date said notification is delivered to the school in person, the date of expulsion by the school, the last day of attendance or on an approved leave of absence. 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 academy that the student will not be returning. Unofficial withdrawal is defined as: 14 days of continuous absence without an approved leave of absence

The withdrawal date is determined within 14 days of continuous absence. The Academy monitors for attendance at least every 14 days.

- If a Title IV financial aid recipient* withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Disciplinary Actions

A student may be advised by Academy administration regarding issues with the student's attendance, academic grades or conduct through any of the following actions:

Verbal Notice

A student will be verbally informed of the violation he/she committed. Discontinuance of the violation will be discussed. The student will be briefed about further repercussions should the violation continue. In the case of, but not excluding other instances, a drug, alcohol or violence violation does not require this step prior to other corrective actions or suspension from the program.

Written Notice

The student may receive a written notice prior to a suspension and/or action-based expulsion of the student. It is not required that such a warning must be issued before other corrective actions, suspension or expulsion from the program.

Warning Period

The student may be given a Warning Period after a series of verbal and written notices. The student chooses the action he/she will take upon their return. He/She will either correct the action or be terminated from the program. Additionally, an in-school suspension may be chosen as part of the corrective action. It is not required that a Warning Period must be issued before other corrective actions or dismissal from the program.

Suspension

An immediate suspension of the student from FOYA may be assigned based on poor performance of standards or violations of policies. An out-of-school suspension may be for a period of time not less than one (1) week but no longer than two (2) years. In some cases, immediate suspension will occur.

Expulsion

An immediate expulsion of the student from FOYA may be assigned based on continued poor behavior, continued poor performance of standards or violations of policies. In some cases, immediate expulsion will occur.

Termination Policy IV.04.25,d,e,f

The student will be automatically suspended from the training program and attendances terminated for any of the following reasons:

1. Positive proof of theft on school premises.
2. Drug and/or alcohol use during school hours.
3. Failure to pay tuition as agreed upon.
4. Poor attendance or tardiness.
5. Any action which causes or could cause bodily harm to a client, a student or employee of the school
6. Failure to comply with school, State and Federal rules and regulations
7. Immoral or improper conduct
8. Not performing all clinical services assigned
9. Classroom conduct.

Violations

Violations of school policy are dealt with a series of oral and written notices that are progressive in severity and can end with expulsion. Levels of violations are as follows:

First Violation:	Oral Notice and write-up
Second Violation:	30-day Warning Period and write-up
Third Violation:	7-day suspension and write-up
Fourth Violation:	Expulsion, write-up

A Write-up is a written explanation of the nature of the violation and is recorded in the student's permanent record.

Curriculum and Costs IV.04.27,a,b,c,d

Programs qualify successful graduates that pass their state board exams into entry level positions into each of the fields listed (Cosmetology, Esthetician, Massage Therapy, Nail Tech, Instructor) **prices subject to change without notice**

Cosmetology Curriculum: (1250 Total Hours)

Tuition: \$15,682

Textbook, Mindap and Tablet: \$500

Kit: \$1,500

Registration Fee \$400

Application Fee \$100

State Exam \$103

DESCRIPTION: The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field. All of our courses are taught in English.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps that

address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: 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 practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to state board exam procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70%.. Numerical grades are considered according to the following scale: **90 - 100 Exemplary, 80 - 89 Excellent, 70 - 79 Good, 60 - 69 Unsatisfactory**

Orientation

Professional Practices: (50 Hours)

History & Opportunities in Professional Beauty
Beauty Culture Law
Life Skills
Your Professional Image
Communicating for Success
Infection Control Principles & Practices
Seeking Employment
On the Job
The Salon Business

Sciences: (200 Hours)

Anatomy & Physiology
Skin Structure & Growth
Nail Structure & Growth
Properties of the Hair & Scalp
Basics of Chemistry
Basics of Electricity

Cosmetology Skills: Cognitive & Manipulative: (1,000 Hours)

Principles of Design
Care for All Hair Types
Shampooing, Rinsing, Conditioning & Scalp
Scalp Treatments
Massage
Haircutting
Hairstyling
Braiding & Braid Extensions
Wigs & Hair Enhancements
Chemical Texture Services
Hair Straightening
Hair Coloring
Skin Diseases & Disorders
Hair Removal
Facials
Facial Makeup
Nail Diseases & Disorders
Manicuring
Pedicuring
Nail Tips, Wraps & No-Light Gels
Acrylic (Methacrylate) Nail Enhancements - UV Gels

Esthetician Curriculum: (300 Total Hours)

Tuition: \$6,182

Textbook, Mindap and Tablet: \$500

Kit: \$1,500
Registration Fee \$400
Application Fee \$100
State Exam \$103

DESCRIPTION: The Esthetician Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field. All of our courses are taught in English.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: 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 practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to state board exam procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70%.. Numerical grades are considered according to the following scale: **90 - 100 Exemplary, 80 - 89 Excellent, 70 - 79 Good, 60 - 69 Unsatisfactory**

Orientation

Professional Practices: (40 Hours)

Skin Care History &
Your Professional Image
Communication for Success
Sanitation & Disinfection
Salon/Spa Business
Selling Products & Services
Career Planning

Sciences: (100 Hours)

Anatomy & Physiology
Chemistry for Estheticians
Cosmetic Chemistry
Basics of Electricity
Physiology & Histology of the Skin

Facial Treatments: (100 Hours)

Skin Diseases & Disorders

Skin Analysis
Product Selection & Ingredients
Treatment Room
Massage
Basic Facials & Treatment
Machines
Advanced Esthetics Topics: An Industry Overview

Temporary Hair Removal: (10 Hours)

Hair Removal

Makeup: (50 Hours)

The World of Makeup

Nail Tech Curriculum: (200 Total Hours)

Tuition: \$5, 182

Textbook, Mindtap and Tablet: \$500

Kit: \$1500

Registration Fee \$400

Application Fee \$100

State Exam \$103

DESCRIPTION: The Nail Tech Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field. All of our courses are taught in English.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: 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 practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to state board exam procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70%.. Numerical grades are considered according to the following scale: **90 - 100 Exemplary, 80 - 89 Excellent, 70 - 79 Good, 60 - 69 Unsatisfactory**

Orientation

Professional Practices: (25 Hours)

History & Opportunities
Life Skills
Your Professional Image
Communicating for Success
Infection Control: Principles & Practice
Seeking Employment
On the Job
The Salon Business

Sciences: (75 Hours)

General Anatomy & Physiology
Skin Structure & Growth
Nail Structure & Growth
Nail Diseases & Disorders
Basics of Chemistry
Nail Product Chemistry Simplified
Basics of Electricity (

Nail Treatment: (75 Hours)

Manicuring
Electric Filing
Nail Tips, Wraps & No-Light Gels
Acrylic (Methacrylate) Nail Enhancements
UV Gels
The Creative Touch

Pedicuring: (25 Hours)

Instructor Curriculum: (600 Total Hours)

Tuition: \$8,700

Textbook, Mindtap and Tablet \$500

Registration Fee \$400

Application Fee \$100

State Exam \$103

DESCRIPTION: The Instructor Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field. All of our courses are taught in English.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
 2. Project professionalism, visual poise and proper grooming.
 3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
 4. Respect the need to deliver worthy service for value received in an employment environment.
 5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
 6. Perform the basic analytical skills to advise clients in the total look concept.
 7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: 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 practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to state board exam procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70%.. Numerical grades are considered according to the following scale: **90 - 100 Exemplary, 80 - 89 Excellent, 70 - 79 Good, 60 - 69 Unsatisfactory**

Orientation

Orientation (25 hrs)

School Rules and Regulations

Qualities of the Professional Educator

Code of Ethics

Familiarization of School Facilities and Supplies

Licensing Requirements and Regulations, Laws

Fundamentals of Business Management

Professional Ethics

Business Plan

Written Agreements

School Operations, Policies, and Practices

Compensation Packages

Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public Human Relations, Insurance (3)

Salon Safety

Seeking Employment

Methods of Teaching and Clinic Management (250 Hrs)

Principles of Teaching, Learning, and Lesson Plan Development

Presentation Techniques

Student Salon / Clinic Management (150)

Independent Clinic Supervision

Supervision of Clinic Sanitation and Client Safety

Technical Skills Ability

Independent Classroom Instructing

Administrative Responsibilities

Records and Report Management

Safety Measures, Classroom Conditions, and Maintenance

Class Supervision and Control

Class Problems and Solutions

Organizational and Regulatory Requirements

Instruction and Theory (175)

Planning

Assessment or Measurement of Student Ability/Achievement/Learning

Diagnosis of Student Weakness and Overall Progress

Student Motivation for Study and Learning

Oral and Written Testing

Evaluation of Overall Progress

Development and Use of Testing/Measurement Instruments

Academic Advising

Massage Therapy Curriculum: (600 Total Hours)

Tuition: \$6,300

Textbook, Mindtap and Tablet \$500

Kit: \$1000

Registration Fee \$400

Application Fee \$100

DESCRIPTION: The Massage Therapy Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field. All of our courses are taught in English.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: 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 practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to state board exam procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70%.. Numerical grades are considered according to the following scale: **90 - 100 Exemplary, 80 - 89 Excellent, 70 - 79 Good, 60 - 69 Unsatisfactory**

Orientation

The History and Advancement of Therapeutic Massage 60

Historical Overview of Massage

Requirements for the Practice of Therapeutic Massage

Professional Ethics for Massage Practitioners

Human Anatomy and Physiology (175)

Overview

Human Anatomy and Physiology

Cardiopulmonary Resuscitation

Massage Practice (350)

Effects, Benefits, Indications, and Contraindications of Massage

Equipment and Products Sanitary and Safety Practices

Consultation and Documentation
Classical Massage Movements
Application of Massage Technique
Procedures for Complete Body Massages
Hydrotherapy
Massage in the Spa Setting
Clinical Massage Techniques
Lymph Massage
Therapeutic Procedure
Athletic/Sports Massage
Massage for Special Populations
Massage in Medicine
Other Somatic Therapies

Massage Business Administration (15)

Business Practices

Terms of Payment IV.04.27e

In addition to Financial Aid Assistance for qualifying students, individual financing and payment programs are available. Monthly payments vary according to tuition amount, applicable fees, any interest accrued and the length of time (number of months) defined in the enrollment agreement. The Academy accepts payments in cash, money orders, credit cards, check, Title IV loans, grants and other loans.

Tuition and Fees

Tuition and fees are due and payable on the first day of class. Acceptable forms of payments are cash, check or credit card. For those students using financial aid, payments are due when the aid is received at the Academy. Students who do not make payment arrangements or fail to make their scheduled payments, may be subject to any one or all of the following: suspension, termination and/or the student's account turned over to collections. The student is responsible for all contracted tuition, registration, equipment, kit and overtime fees before final paperwork is released. The school may charge a \$10.00 transcript fee for transcript requests.

Overtime Charges

Should a life circumstance cause you to be absent, it is mandatory that you contact the administration. If a student does not maintain 67% attendance, corrective action will be taken. Correction will be expected immediately, and must be maintained. Less than 67% attendance may result in expulsion. All excused absences must be approved by the Dean. Overtime occurs when a student has not completed their program of study by their stated completion date on the enrollment agreement. If training is not completed by the prescribed time limit, the student will be required to pay tuition at \$250 a week after the enrollment agreement contract end date until the time the student meets the graduation requirements. Students must meet with Financial Aid to determine a payment plan at the time that overtime charges begin to accrue.

Scholarships IV.04.21

Scholarships may be offered periodically. Institutional scholarships are offered for specified time periods and, if awarded, are reflected as a tuition allowance. All students who enroll during that time period are eligible for the scholarship. Ask your Admissions Representative for information regarding current scholarships that may be available. All financial discounts and scholarships will only apply to students that fully complete and graduate from the program.

Veterans and Families of Veterans

The Academy may offer education to Veterans and their families

Lost or stolen articles

Fountain of Youth Academy assumes no responsibility for any lost and/or stolen articles. The Academy does not replace student's property or tools that have been damaged or broken.

Academy Closings

In addition to the holidays there are other days that the Academy can be closed, such as weather related events or building/equipment repairs, in-service and maintenance.

For weather related please log on to kdka.com and go to school closings – the Academy has its own listing. For any other closing, a group text and/or email will go out to all students, Instructors and employees.

Prerequisites for Employment

There are many opportunities that exist for employment in the beauty industry. There are a number of prerequisites for employment such as possessing a license from the State of Pennsylvania Board of Cosmetology or Pennsylvania State Board of Massage Therapy, having a social security card, proof of citizenship (or permission from the US government to work) and meeting minimum age requirements.

Factors that might prevent employment could include not being able to meet the physical demands of the position. For example; Cosmetologist spend many hours on their feet providing customer service – this puts a lot of pressure and stress on the feet and back. Since most employers do pre-employment background checks, individuals with criminal records (especially felonies) might find the job market very challenging. Different employers demand different levels and expertise for the minimum performance standards they set for their employees. The beauty salon is a retail environment and many employers set work hours that vary throughout the year that may present some individuals a challenge in dealing with family or other life responsibilities.

Career Counseling and Other Types of Professional Assistance* **IV.04.22*

The Academy counsels current and alumni on career opportunities, career decisions and general professional advice. Other types of Professional Assistance available are: Resolve Crisis Network Allegheny County Peer Support Warmline, Pittsburgh Action Against Rape (PAAR), Child Abuse Child Line, Pittsburgh Poison Center Women’s Center & Shelter of Greater Pittsburgh.