

4713-3-12

**School catalogue and handbook requirements.**

Each school shall annually provide to the board a school catalogue/handbook for review and approval. The catalogue/handbook shall include the following information:

- (A) Name and address of the institution for each location.
- (B) Date of publication.
- (C) The admission requirements (criteria) used by the institution for each course. The institution's admission policy must comply with the board's laws and rules.
- (D) The name of each program and the nature and minimum level of training required for licensure and employment in the occupation for which training is provided must be identified.
- (E) Length of program: Number of clock hours in each program offered by the institution in sufficient detail to show the scope and sequence of units included (clearly identify the coverage of each course).
- (F) Description of the institution's general facilities and equipment.
- (G) The grading system used by the institution. Identify the full range of grades that students may earn (must be consistent with the institution's satisfactory progress policy).
- (H) Graduation requirements for each program. List any special conditions or requirements.
- (I) Type of document (certificate, diploma, etc.) awarded upon graduation from each program.
- (J) Refund policy: Refund policy must comply with rule 4713-3-11 of the Administrative Code or its accrediting agency, if any.
- (K) Employment assistance: A clear statement that the institution does not guarantee employment. Extent and nature of employment assistance.
- (L) A school calendar of beginning dates of classes for each program. Indicate holidays and school closures.
- (M) Statement that the institution does not discriminate on the basis of sex, race, age,

color, ethnic origin, sexual orientation, gender identity, or religion.

- (N) Name of the legal entity that owns the school.
- (O) The institution's policy guaranteeing the right of students to gain access to their files.
- (P) The institution's policy for releasing information about an individual student.
- (Q) Scholarship and fee waiver policies (if applicable).
- (R) Specifics describing the extent of other available services, such as housing (if applicable), career counseling, etc.
- (S) The address, and telephone number of the Ohio state cosmetology and barber board, as well as the name, address and telephone number of the agency which accredits the institution, if applicable.
- (T) Policies related to tardiness, excused and unexcused absences, make-up work, conduct, termination and other rules and regulations of the institution.
- (U) An internal procedure for processing complaints filed against the school by students, faculty, or consumers, and an internal procedure for students containing instructions on how a student may file a complaint directly with the board.
- (V) Names of administrative staff and faculty.
- (W) Costs for each program:
  - (1) Tuition - total tuition for each program.
  - (2) Books and supplies - must be actual cost to the student.
  - (3) All fees for each program (must be separately identified).
  - (4) Other costs.
  - (5) Payment - methods and terms of payment of monies owed to the institution must be identified.