

4713-3-12

School catalogue and handbook requirements.

The catalogue 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.

4713-3-12

2

- (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 ~~board of~~ 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.