



L Makeup Institute

Student Policy Handbook

The information contained in this catalog is true and correct to the best of my knowledge.

Kyle Waugh, COO

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Rules of Conduct & Standards

Students are required to have a positive and respectful attitude towards one another. This includes arriving in class on time, wearing proper attire and being prepared for the day's assignment. The L Makeup Institute educators expect each student to be in the classroom, with their station set up and ready for work when class starts. Students are allowed one 15-minute break during each morning, afternoon and evening session. Eating or drinking is permitted only in the Student Lounge. Any food left in the refrigerator at the end of class on Friday will be thrown away. Smoking is not permitted in the building. Smoking is permitted outside the building only. Access doors to the retail area are to remain locked until 10:00 am and after 7:00 pm. No one is allowed in any classroom at any time except for students, educators, and staff. Models are only allowed in the classrooms during the time the student is applying or removing makeup. All students must have approved products, equipment and textbooks with them at all time. The school cannot be responsible if your property is stolen. We recommend that you mark all your equipment and also your personal belongings with your name. Personal effects left in the school after fifteen (15) days will be removed and the school assumes no responsibility for those items and they will be disposed of in any way convenient. Students are also required to clean their equipment, stations, and mirrors at the end of each day. In addition, each educator will outline any additional rules that are pertinent to his or her classroom, including cell phone usage, eating in class, chewing gum, break schedule, and more.

The L Makeup Institute conducts active, hands-on instruction in a rigorous professional environment. Students must be courteous towards one another and to faculty and staff. Exhibiting disobedient or disrespectful behavior to another student, administrator or faculty member; repeatedly using profane language, or gossiping will not be tolerated. To maximize the learning process, we require all students to work and to model. When a student is the artist, he or she will approach the assignment as though he or she is working on a real job. This includes maintaining a high standard of courtesy and professionalism, keeping tools and the station clean, being aware of the model's comfort and ability to breathe, and keeping the model's protected. When modeling, a student will remain still and quiet, and will cooperate with the artist's requests.

Throughout the students' training, there will be very strict rules governing hygienic techniques, including proper sterilization of makeup brushes, makeup and any other tools used throughout all programs and courses. At all times the student must maintain proper personal cleanliness and proper hygiene by thoroughly washing their hands prior to each makeup application or prior to any time your hands may come into contact with a human face.

Violations

Violations include, but are not limited to being under the influence, consuming, selling, or possession of drugs or alcohol on institute premises; bullying, assault, destructive behavior or any signs of aggression; theft or willful destruction of school property, of other students' or staff members' property; falsification of school and/or student records; unauthorized copying, sharing or distribution of copyrighted material; violating local, state or federal law; any behavior, allergy not disclosed during the interview process, or circumstance that puts you or any student's safety at risk. Students failure to meet financial obligations including payments to the school will be terminated unless an approved payment arrangement has been made through the schools Finance Director.

Disciplinary Policy

At the discretion of the administration, a student may be placed on a two-week probation or have his or her enrollment terminated, for one Violation or breaking any of the L Makeup Institute's Rules of Conduct & Standards three times. The 1st infraction of the Rules of Conduct & Standards will be a verbal warning. The 2nd infraction of the Rules of Conduct & Standards will be a written warning. The 3rd infraction of the Rules of Conduct & Standards will result in a written decision resulting in Probation or Termination. For any disciplinary action, a disciplinary form will be completed and placed in the students file. Students are also able to access this information through their student portal. Eligibility for federal student aid may be affected if the student has a drug-related conviction but can be reinstated at an earlier date with the completion

of an acceptable drug rehabilitation program. For more information on federal student aid eligibility and/or acceptable drug rehabilitation programs, please see the Financial Aid Office.

Disciplinary Appeals Process

L Makeup Institute students have the right to appeal any disciplinary action in writing. Written appeals will be reviewed and evaluated by the Education Director. The appeal must be received within 10 days of the initial action, and must include all information relevant to the event or situation that resulted in the disciplinary action. Upon receipt of the appeal, the Education Director shall issue a written response within 30 days.

Peer-to-peer Policy

L Makeup Institute is committed to combatting copyright infringement and illegal file sharing. Copyright infringement of any kind is not permitted at L Makeup Institute and may subject the infringer to criminal and civil penalties as well as dismissal from the school. The unauthorized copying, sharing or distribution of copyrighted material is strictly prohibited. It is a violation of federal law, the Copyright Act, and considered a Violation of L Makeup Institute Policies. In addition, penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Attendance Policy

Students are required to maintain a minimum attendance of 80 percent of the scheduled hours. If the student is not meeting attendance at any evaluation point, the student’s enrollment will be terminated. Students have the right to Appeal consistence with L Makeup Institutes Academic Appeal Process. Students who successfully appeal and are granted probation, may not reenter before the start of the next grading period. Students are expected to attend class daily and arrive on time at the beginning of the class, as well as return on time from lunch or any additional breaks. Lunch period is 1 – hour. Attendance will be taken every day in the first 15 minutes of the class, when returning from lunch and at the end of each day. Any student arriving to class more than 30 minutes late or leaving class early will be counted as absent. As graduation requirements are partially based on attendance, students must avoid incurring absences and tardies and any hours missed will not be included in calculating the minimum requirements, so it is important to attend when you are healthy so that your absences can be used for emergencies. If for any reason the student must miss class time, the student is encouraged to notify their educator for permission PRIOR to the time of absence. It will be the student's sole responsibility to catch up on any missed class.

Last Day of Attendance and Withdrawal Date

A student’s last day of attendance is defined as the last date of academic attendance listed on the school’s attendance records. This date will be used when calculating the percent of the course or program that a student has completed. A student’s withdrawal date is earlier of either, the day the student has notified the Institute, or the day the Institute determines that the student has not attended 14 calendar days (excluding school holidays and breaks). A student who fails to return from an approved Leave of Absence will be terminated by the Institute on the last day of attendance.

Maximum Time Frame

All students must satisfy their academic graduation requirements within 1.25 times of the original program length. This means that in addition to the student having the entire program or course to satisfy his or her academic and attendance requirements, he or she is allowed an additional period of time after their program or course completes to make changes to grades or academic outcomes. The additional time cannot extend past 25% of the original program or course length.

During this period, the L Makeup Institute provides grace period hours to allow the student to make up missed hours at no charge to the student.

CLASS

GRACE PERIOD DAYS

THE JOURNEY: BEAUTY + HAIR + AIRBRUSH + BODY PROGRAM	6 Days
THE JOURNEY: BEAUTY + HAIR + AIRBRUSH + BODY + EFFECTS PROGRAM	7 Day
Advanced Prosthetics	1 day

Over Contract Hours

The L Makeup Institute will charge additional tuition for hours remaining after the contract ending date once the grace period hours have been exhausted at the rate of \$24 per hour, payable in advance until graduation. Title IV or the VA educational assistance program will not pay for additional time or extend the completion time related to grace period hours.

Academic Advising

Everyone at the L Makeup Institute has a sincere interest in the personal welfare of each student, and an open-door policy is the norm. Students are advised on both personal and academic issues and are encouraged to be proactive and discuss their vocational goals with staff and faculty. Additionally, progress assessments may be conducted to provide both educators and students with a forum in which to meet and discuss areas of concern. If applicable, the educator will provide the student with a plan to help get caught up.

Tutoring

The L Makeup Institute offers tutoring once a week for one hour. It is open to all enrolled students and provided at no additional charge. Students are required to bring in a model. No time is awarded.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (“SAP”) Policy is the minimum requirements the student must meet for academics (qualitative), and pace of completion (quantitative) at each evaluation point.

Program	Clock Hours	Weeks	Evaluation Period	Cum GPA	Max Time Frame 125%
THE JOURNEY: BEAUTY + HAIR + AIRBRUSH + BODY PROGRAM	845	26	212 hrs. 423 hrs.	70	1056
THE JOURNEY: BEAUTY + HAIR + AIRBRUSH + BODY + EFFECTS PROGRAM	1072.5	33	Year 1 - 225 hrs. Year 1 - 450 hrs. Year 2 - 901 hrs. Year 2 - 987 hrs.	70	1341

The following criteria must be met to make SAP. There are three measurements of student’s progress at each official evaluation point:

- Qualitative - Achieve standard of cumulative grade of C (70 percent) by the evaluation point. Students must have a grade of C or better in course prior to the evaluation point. All grades from completed classes, current classes, repeated courses, failed courses, withdrawals and transferred hours are considered.
- Quantitative - Pace of completion must be at 80 percent of actual clock hours versus scheduled clock hours. Students must finish courses in their chosen program at a rate that will allow them to complete their program within the 125% of the published length of the program which is known as maximum time frame.

*Transfer Students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Academic Year Definition

An academic year is defined at 900 clock hours and 26 instructional weeks.

Academic Warning

If a student falls below SAP standards at the first evaluation point per academic year, he or she is given an Academic Warning by the School Director and a plan for remediation to establish SAP by the next evaluation point. An Academic Warning does not affect student Title IV financial aid eligibility, VA benefits or private student loans, and is deemed making academic satisfactory academic progress.

Satisfactory Academic Progress Probation and Termination

If the student is not meeting SAP at the second evaluation point per academic year, the student's enrollment will be terminated. If the student is terminated from his or her enrollment, the school will immediately notify the student and any appropriate outside agency and, if applicable, federal financial aid will be suspended.

For information on appealing terminations, please see "ACADEMIC APPEAL PROCESS". Students whose appeal has been granted, their enrollment termination will be set aside, and the student will be placed on probation. During this time, a student may have his or her Title IV Aid reinstated for one payment period and the student must agree to the probation conditions for continued enrollment contained in the students plan for remediation to re-establish SAP.

Financial Aid Probation and Reinstatement

If probation status is granted, the student is placed on Financial Aid Probation for one payment period and Title IV aid will be reinstated.

Academic Appeal Process

Students who have received notification that their enrollment and Title IV aid has been terminated may appeal the decision by contacting the Education Director in writing within three business days of the date of the termination. This written appeal should describe any circumstances that the student feels are worthy of further consideration. These circumstances, may include, but are not limited to: illness, injury, financial hardship, change in personal circumstances, or death of a relative. Students must also include what has changed that will allow him or her to meet SAP at the next pre-determined evaluation point and/or better follow school policy. The School Education Director will make a decision regarding the appeal within five business days of receipt. While the appeal is pending, the student may continue to attend classes at the Education Director's discretion, however, financial aid will remain suspended. All appeal decisions are final.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress, by meeting minimum academic and pace of program requirements by the end of the probationary period. During the period of re-establishment, students will be eligible to receive federal financial aid, if applicable.

Grading

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are required to complete homework assignments in addition to practical class assignments, participation and written quizzes. Each educator will assign homework, along with due dates. Written homework assignments, quizzes and final exams will be graded 0% - 100%. Homework turned in on time will receive full credit. Homework turned in late will receive half credit. If a student is absent on the day homework is due, he or she may turn in the assignment for full credit on the first day back from the absence. Practical skills, techniques, assignments, and class participation are evaluated according to text procedures and industry standards as set forth in practical skills evaluation criteria and graded as Superior – 100%, Mastered – 85%, Satisfactory – 70%, Unsatisfactory – 50%, or incomplete or missing – 0%. If the performance does not meet satisfactory requirements, the performance may be repeated, likewise additional

practice or testing periods can be scheduled. Students who are required to make up missed assignments, tests or time are encouraged to do so while they are still attending class. All missed assignments, tests and time will be documented accordingly.

Graduating Requirements

Students must maintain a grade average of 70%, complete all program or course hours and pass all written and practical exams prior to graduation.

Students are evaluated in the following areas and student's final grade is weighted accordingly:

Practical Exam(s):	30%
Written Exam(s):	20%
Homework and Lab:	30%
Quizzes:	10%
Photo Shoot & Models:	10%

Numerical grades are considered according to the following scale:

90 – 100	A – Above Average
80 – 89	B - Average
70 – 79	C – Below Average
69 and below	F - Failed
Withdrawal	W
Incomplete	I

During the exit interview, final grades, transcript and graduation certificate or diploma is provided to the student.

Leave of Absence

If a student is unable to attend class for an extended period of time, he or she may apply for a Leave of Absence (LOA). A LOA must be granted by the Education Director prior to the start date of that absence unless unforeseen circumstances prevent the student from doing so. The student's request and reason must be made in writing with on the LOA form with supporting documentation. The information will be reviewed by the Director of Education and a determination will be made within 10 days of receipt. Please note that the Education Director may approve or deny the student's LOA request at her discretion. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. The LOA form is available at the L Makeup Institute Administrative Office. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. A federal student aid recipient must confirm and understand that if he or she fails to return to class at the approved end date of the Leave of Absence, enrollment will be terminated and federal student loans will enter its "grace period" and repayment of the student's loan will begin six months after the student's last day of attendance. At the discretion of the Education Director, a student may be permitted or required to repeat part of their program as part of granting the LOA. However, any hours that were previously included in student's attendance that are being repeated will not count towards students accrued attendance.

Withdrawals

L Makeup Institute will determine a student's withdrawal as per the following:

1. Any student that has been absent 14 consecutive calendar days or more without contacting the director,
2. A student who did not return from an approved or unapproved Leave of Absence,
3. Those who were terminated from enrollment,
4. Those who withdrew from the program and notified the school,
5. The school was notified by a second party due to circumstances beyond the student's control.

A student is considered to be "Officially Withdrawn" from L Makeup Institute when he or she notifies any staff or faculty member of his or her intent to withdraw from a program. Students who do not provide notice of intent to withdraw from the school and are absent from classes with no contact for more than 14 consecutive days are considered to be "Unofficially Withdrawn." Students who withdraw voluntary or involuntary prior to completion of the class and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. The school will charge a re-entry fee of \$100 to students who have withdrawn and wish to re-enter more than 180 days after withdrawal. Please note that the Education Director may approve or deny the student's re-enrollment request at her discretion.

Incompletes: If a student is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student receiving a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition. In the event the student wishes to re-enroll after the 12-month period has elapsed, the Education Director may approve or deny the student's re-enrollment request at her discretion.

Cancellation & Refund Policy (Nevada)

- Students who request a refund within three days of signing the enrollment agreement will be refunded all monies paid to the school, including the application fee, in full. If a student has not physically visited the campus, this three-day period shall not begin until the student arrives at the school for the first time. After three days have elapsed, the application fee becomes non-refundable. Should a student cancel his or her enrollment agreement after the three-day period has elapsed, but prior to the start of instruction, the student will have the right to a full refund of all charges paid, minus the amount of the application fee.
- Should a student withdraw after the three-day period has elapsed and after the start of instruction and before the completion of more than 60 percent of the program or course, the student shall be liable for the \$100 non-refundable Student Application fee, 100% of the cost of any educational materials and / or student kits received, lab fees, plus a prorated amount of the tuition.
- If a student withdraws after completion of more than 60 percent of the program or course or is terminated from the program or course for violation of the Institutes Rules of Conduct, the L Makeup Institute is not required to refund the student any money and will charge the student the entire cost of the tuition agreed.
- All monies shall be refunded within fifteen (15) calendar days after the:
 - a. Date of cancellation or withdrawal by a student of his or her enrollment;
 - b. Date of termination by the institution of the enrollment of a student;
 - c. Last day of an authorized leave of absence if student fails to return after the period of an authorized absence;
or
 - d. Last day of attendance of a student, whichever is applicable.

Furthermore:

- a. The period of a student's attendance is measured from the first day of instruction as set forth in the enrollment

agreement through the student's last day of actual attendance, regardless of absences. The cancellation or withdrawal date will be determined by the postmark on written notification, or the date said information is delivered to the school.

- b. The period of time for the program or course is the period set forth in the enrollment agreement.
- c. Tuition is calculated using the tuition and fees set forth in the enrollment agreement and do not include books, educational supplies, makeup kit, lab fees or equipment that are listed separately from the tuition and fees.

Cancellation and Refund Policy (Texas)

The L Makeup Institute will follow the Texas State guidelines of refund policy language as follows:

- Students who request a refund within three days of signing the enrollment agreement will be refunded all monies paid to the school, including the application fee, in full. If a student has not physically visited the campus, this three -day period shall not begin until the student arrives at the school for the first time. After three days have elapsed, the application fee becomes non-refundable. Should a student cancel his or her enrollment agreement after the three-day period has elapsed, but prior to the start of instruction, the student will have the right to a full refund of all charges paid, minus the amount of the application fee.
- Should a student cancel his or her enrollment agreement after the three-day period has elapsed and after the start of instruction and before the completion of more than 75 percent of the program or course, the student shall be liable for the \$100 Student Application fee, 100% of the cost of any educational materials and/or student kits received, lab fees, plus a prorated amount of the tuition.
- If a student withdraws after completion of more than 75 percent of the program or course or is terminated from the program for violation of the Institutes Rules of Conduct, the L Makeup Institute is not required to refund the student any money and may charge the student the entire cost of the tuition agreed. All monies shall be refunded within fifteen (15) calendar days after the:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.

Furthermore:

- (a) The period of a student's attendance is measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences. 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.
- (b) The period of time for the program or course is the period set forth in the enrollment agreement.
- (c) Tuition is calculated using the tuition set forth in the enrollment agreement and do not include books, educational supplies, makeup kit, lab fees or equipment that are listed separately from the tuition.

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Return to Title IV Policy

A federal student aid (Title IV) recipient who withdraws or is terminated from the L Makeup Institute during a payment period must determine the amount of Title IV aid earned for that period, using the Return to Title IV formula as follows:

Clock hours scheduled to be completed through the last day attended for the payment period

The total clock hours in the payment period

Based on this calculation, through the 60% point in each payment period, a pro rata schedule of clock hours is used to determine how much Title IV funding the student has earned at the time of withdrawal. After the 60% point of the payment period, a student has earned 100% of the Title IV funds.

If a student earned more Title IV fund than was disbursed, the Institute may owe the student a Post-Withdrawal Disbursement (PWD), no later than 180 days from the date the Institute determined the student withdrew (for loans) or no later than 45 days from the date the school determined the student withdrew (for Pell Grant). The Institute will notify the student within 30 days of the date it determines the student withdrew that he or she is eligible for a PWD of loan funds, whereby the student or parent borrower must first confirm in writing whether the disbursement is accepted or declines all or some of the loan funds offered as a PWD. A PWD of Pell Grant does not require student acceptance or approval and those funds may be applied directly to the student's account to satisfy tuition and fees.

Title IV funds that require a refund are returned in the following distribution order:

A Title IV student who officially withdraws from the Institute, and is determined that a tuition refund is due based on the Institutional Refund policy, funds will be returned to the Title IV programs in the following distribution order 1) Direct Loan (Unsubsidized, Subsidized, PLUS) 2) Federal Pell Grant, and 3) Student. The distribution order is used to reduce student loan indebtedness.

All Title IV refunds will be made via Electronic Funds Transfer (EFT) to the U.S. Department of Education and the student COD disbursement records. The student will be notified in writing from the Institute of all Direct Loan refunds on their behalf. Title fund refunds will be made no later than 45 days after the Institute determines the student has withdrawn.

Textbook Information

Textbooks: Milady Standard Makeup Workbook, 1st Edition - Print ISBN: 9781111539610 - \$31.95

Milady Standard Makeup, 1st Edition - Print ISBN: 9781111539597 - \$72.95

Monstrous Make Up Book 1 – RB183 - \$47.00

Equipment, Materials and Supplies: "To Be Determined"

Complaint Policy

At the L Makeup Institute, we are always receptive to suggestions and ideas from our students. Should our students wish to share ideas, insight or constructive comments we recommend that they bring their thoughts to any staff member, educator, or administrator. If the student wishes to file a complaint, the L Makeup Institute will make every attempt to resolve any student complaint that is not frivolous or without merit in compliance with L Makeup Institute's Complaint Procedures below. Students must exhaust the institution's internal complaint process before submitting their complaint to the State Agency.

All State and Accrediting Commission of Career Schools and Colleges (ACCSC) complaint procedures are posted in the Student Lounge.

All complaint forms are available through the Admissions office.

Complaint Procedure

Evidence of final resolution of all written complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student is required to register their complaint in writing on the designated form provided by the institution within 30 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the Education Director.
3. The complaint will be reviewed by the Education Director and a response will be sent in writing to the student within 30 days of receiving the complaint with one of three outcomes:
 - i. The initial response may not provide for final resolution of the problem, but will notify the student of continued investigation and/or actions being taken regarding the complaint.
 - ii. If final resolution is provided to the student and the student disagrees with the decision, the student may file a complaint with:
 - iii. If the complaint is of such nature that it cannot be resolved by the school, the school will refer it to an appropriate agency, if applicable.
4. Depending on the extent and nature of the complaint, interviews with appropriate staff, faculty and other students may be necessary to reach a final resolution of the complaint.
5. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 60 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.

General Title IV Student Eligibility Requirements

To be considered eligible for and receive Title IV aid at LMI, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen;
- Not be enrolled simultaneously in elementary or secondary school;
- Have a valid Social Security number;
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs;

- Not be in default on a Title IV loan; or, if in default, have made satisfactory repayment arrangements with the loan holder;
- Have not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program;
- Not be liable for an overpayment of a Title IV grant; or, if liable, have made satisfactory repayment arrangements with the holder of the debt;
- Be making satisfactory academic progress (SAP);
- Not have property that is subject to a judgment lien for a debt owed to the USA; or, if subject to a judgment lien, have made satisfactory repayment arrangements with the debt holder;
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid;
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable;
- Not have been convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid.

Entrance Counseling

First-time borrowers are required to complete Direct Loan Entrance Counseling prior to receiving the first disbursement of a Direct Loan. Counseling is completed online at www.studentloans.gov. The entrance counseling helps students understand the terms and conditions of the loan and of the borrower's responsibilities. Loan counseling must be completed before students can receive loan funds.

Exit Counseling

The U.S. Department of Education requires financial aid exit counseling whenever a student who has taken out student loans leaves a school. This is to be sure that you understand your loan responsibilities and to assist you in planning to meet them.

To meet the exit counseling requirement, complete either of the options below:

1. Complete the online Exit Counseling: go to www.studentloans.gov, log in, click on Complete Counseling, and choose Exit Counseling. You will need your FSA ID to complete the online exit counseling session. If you do not have an FSA ID, you may create one at the same site. L Makeup Institute will be notified electronically when you have completed the Exit Counseling session.
2. If you cannot complete the Exit Counseling online, read the Exit Counseling Guide for Borrowers of Direct Loans and Federal Family Education Program Loans and Your Rights and Responsibilities as a Borrower. Please complete the Student Contact Information pages of the Exit Counseling Guide and return them to the Financial Aid Office.
3. Your Financial Aid History/Review may be accessed at www.studentloans.gov or at www.nsls.ed.gov. Your Financial Aid History/Review includes detailed information about the federal loan types and amounts you received for each academic year and servicer contact information for each loan.

Master Promissory Note

The Master Promissory Note (MPN) is a legal document with which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of the loan(s). MPN for Direct Subsidized or Direct Unsubsidized Loans are available to eligible undergraduate or graduate/professional students. Direct Plus Loans are available to eligible parents of eligible dependent undergraduate students.

Disbursement

Financial aid awards are divided into two equal disbursements (for first and second Academic Year, if applicable) and sent directly to the school by electronic funds transfer. Applicable loan fees, such as origination fees, are deducted from each disbursement and the net amount is then credited to the student account. The first disbursement of federal grants and loans is received approximately one week after the program start date. The second disbursement of federal grants and

loans is received after the student has completed half of the program hours or academic year, weeks, and it has been determined that they are meeting Satisfactory Academic Progress.

Disbursement notifications are given to students. Borrowers have the right to cancel all or a portion of their loan disbursement and have the loan proceeds returned to the U.S. Department of Education by notifying the Financial Aid Office in writing within thirty days of receipt of the disbursement notice. Canceling the loan does not relieve the borrower of the obligation to pay the balance or any outstanding tuition or other institutional costs.

Institutional charges owed to LMI (tuition, fees, supplies, housing, etc.) will be automatically deducted from financial aid disbursements before determining a credit balance refund. Refunds are paid to students and parents by way of paper checks and are issued no later than fourteen days after the credit balance on account for the payment period.

Loan(s), including accrued interest and fees, must be repaid whether or not the student successfully completes the program, obtains employment, or is satisfied with his or her education.

Students must maintain financial aid eligibility requirements to be eligible for financial aid funding. It is the student's responsibility to review financial aid policies. Any questions related to disbursement or eligibility requirements should be directed to the Financial Aid Office. <https://studentaid.ed.gov/sa/>; <https://studentaid.ed.gov/sa/resources>

Maximum Federal Student Aid Eligibility

	Dependent Undergraduate Student	Dependent Undergraduate Student with a Parent PLUS Loan denial*	Independent Undergraduate Student
First-Year (0-900 clock hours)	\$5,500 A maximum of \$3,500 may be subsidized	\$9,500 A maximum of \$3,500 may be subsidized	\$9,500 A maximum of \$3,500 may be subsidized
Second-Year (901-1800 clock hours)	\$6,500 A maximum of \$4,500 may be subsidized	\$10,500 A maximum of \$4,500 may be subsidized	\$10,500 A maximum of \$4,500 may be subsidized
Undergraduate Aggregate Loan Amounts	\$31,000 A maximum of \$23,000 may be subsidized	\$57,500 A maximum of \$23,000 may be subsidized	\$57,500 A maximum of \$23,000 may be subsidized

Below we have listed the maximum eligibility amounts of federal student grant and loan funds that are available to students under Title IV of the Higher Education Act to the extent they qualify. All grant and loan program eligibility amounts are awarded on an individual student basis. Amounts vary, based on the information provided by each student on the Free Application for Federal Student Aid (FAFSA). There are two types of Direct Loans (sometimes called Stafford Loans) available to undergraduate students: Direct Subsidized Loans and Direct Unsubsidized Loans. Each has different annual and aggregate loan limits. Annual limits also vary by academic programs in school and dependency status, and degree level. The maximum annual amount a student can borrow from the Direct Loans program is also capped at the cost of attendance minus other aid received. Annual loan limits may be prorated for academic programs that are less than a typical academic year in duration.

Examples of Cost of Attendance - 2020-2021

For a 7 Month Budget

Tuition and Fees (LMI Catalog)

Room and Board = \$7,7700.00

Personal Expenses = \$2,695.00

Transportation = \$2,149.00

National Student Loan Data System (NSLDS)

NSLDS is the U.S. Department of Education's central database for student aid. Student and parent (if applicable) loan information will be submitted to NSLDS, and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

https://www.nsls.ed.gov/nsls/nsls_SA/

College Affordability

Department of Education's Affordability and Transparency Center <https://collegecost.ed.gov/>

College Navigator Website

Education Statistics <https://nces.ed.gov/collegenavigator/>

Vaccination Policy

The institution at this time does not require students to have any specific vaccination to attend school.

Sports Policy

The institution at this time does not participate in any sports or activities.

Students Right-to-Know

Students right-to-know refers to a federally mandated public disclosure of a school's completion/graduation rates of its full-time, first-time students who completed their program within 150% of normal time for completion. Completion/graduation rate information must be disaggregated by gender, by each major racial and ethnic subgroup, as defined in IPEDS, and by recipients of a Federal Pell Grant, of a Federal Direct Loan who did not receive a Federal Pell Grant, and of neither a Federal Pell Grant nor a Federal Direct Loan (other than a Federal Direct Unsubsidized Loan).

Student-to-faculty ratio	12 to 1	
Undergraduate Student Characteristics		
Percent of undergraduates who are female	97%	
Percent of undergraduates who are full-time	100%	
Percent of undergraduates by race/ethnicity:		
American Indian or Alaska Native	0%	
Asian	2%	
Black or African American	6%	
Hispanic/Latino	33%	
Native Hawaiian or Pacific Islander	0%	
White	41%	
Two or More Races	12%	
Race and ethnicity unknown	6%	
Nonresident alien	0%	
Percent of undergraduate students by age:		
24 and under	85%	
25 and over	15%	
Age unknown	0%	
Summary of Completers Data		
All Completers	Men	Women
	8	69
Total grant aid received by all undergraduate students	\$112,976	
Number of undergraduate students who received a Pell Grant	37	
Percentage of FTFT students receiving any financial aid	53%	
	% of FTFT students receiving grant aid by type	Average amount of grant aid received by type
Federal Government	30%	\$2,927
Pell	30%	\$2,927
Other Federal	0%	N/A
State/Local Government	0%	N/A
Institutional	0%	N/A
	% of FTFT students receiving loans by type	Average amount of loans received by type
Federal	49%	\$4,989
Non-federal	0%	N/A
Overall Graduation Rate		
Graduation Rate	69%	
Total Number of Completers within 150% of normal time	34	

FERPA Policy and Procedures

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Under no circumstances must any staff member outright give out any information on any student. The proper procedure is to ask the student first. Example: if a parent calls or comes to the campus to see if their student is in class, the proper procedure is to ask permission from that particular student first, then respond according to the student's wishes.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about requests for directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Privacy of Student Information (FERPA Rules):

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right:

1. To review their education records

2. To seek to amend inaccurate information in their records, and
3. To provide consent for the disclosure of their records.

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student. Therefore, the Financial Aid Office is not usually the office that develops the school's FERPA policy or the notification to students and parents, although it may have some input.

Students' & Parents' Rights to Review Educational Records

A school must provide a student with an opportunity to review their education records within 45 days of the receipt of a request. A school is required to provide the student with copies of education records or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to student records.

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to their parents if the student is a dependent student under IRS laws.

Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

Prior written consent to disclose the student's records

Except under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must:

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

If the consent is given electronically, the consent form must:

1. Identify and authenticate a particular person as the source of the electronic consent, and
2. Indicate that person's approval of the information contained in the electronic consent.

The FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. Several of these allowable disclosures are of particular interest to the Financial Aid Office, since they are likely to involve the release of financial aid records.

Disclosures to School Officials

Some of these disclosures may be made to officials at LMI or another school who have a legitimate interest in the student's records. Typically, these might be admissions records, grades, or financial aid records. Disclosure may be made to:

1. Other school officials, including teachers, within the requesting school that the requested school has determined to have legitimate educational interests.
2. To officials of another postsecondary school or school system where the student receives services or seeks to enroll. If your school routinely discloses information to other schools where the student seeks to enroll, it should include this

information in its annual privacy notification to students. If this information is not in the annual notice, the school must make a reasonable attempt to notify the student at the student's last known address.

Disclosures to Government Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" includes employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms that are under contract to the Department to perform certain administrative functions or studies.

In addition:

1. Disclosure may be made if it is in connection with financial aid that the student has received or for which they have applied. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.
2. A school may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

On August 14th – LMI updated our campus-wide Policy on Prohibited Discrimination, Harassment, and Retaliation to address all forms of discrimination and harassment on the basis of protected characteristics, retaliation, and sexual harassment, sexual assault, dating violence, domestic violence, and stalking. We will continue to review and monitor the implementation of this new Policy.

Policy and Procedures on Sexual Harassment and Misconduct

L Makeup Institute (LMI) prohibits all forms of sexual harassment and sexual misconduct. Such conduct violates the community values and principles of LMI and disrupts the learning and working environment. An attempt to commit any such act, as well as assisting or willfully encouraging any such act, is also considered a violation. As circumstances warrant, a student or employee may also be held responsible for the misconduct of his or her visitors and guests.

Sexual Harassment Policy

LMI is committed to ensuring an environment for all members of its community that is fair, humane, and respectful—an environment that supports and rewards students and employees on their ability, effort, and performance. Behaviors that inappropriately assert sexuality as relevant to students, faculty and staff performance damage this environment. Therefore, LMI strives to provide for its students, faculty and staff an educational and employment environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other oral or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, employment or participation in an LMI activity; or
- Submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's education, employment or participation in an LMI activity; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's employment, education, working environment, or participation in an LMI activity.

Sexual harassment can take many forms. Some of these are overt and unambiguous, while others may be subtler and more indirect. Direct forms of sexual harassment include sexual assault and sexual advances accompanied by an offer of reward or threats of reprisal. Such behavior constitutes serious misconduct, and a single incident establishes grounds for a complaint. Other forms of sexual harassment include sexual advances, physical or verbal, that are repeated and unwanted.

Sexual harassment by a faculty member or teaching assistant of a student over whom he or she has authority or by a supervisor of a member of the faculty or staff is particularly serious. Such conduct may easily create an intimidating, hostile or offensive environment and is prohibited. Therefore:

- LMI strictly prohibits all staff and faculty members from any personal relationships—friendly, sexual, romantic, or otherwise—with any student while that student is enrolled in its programs.
- Romantic relationships between employees that might be appropriate in other contexts may, within an institution, create the appearance or fact of an abuse of power or of undue advantage. Moreover, even when both parties have consented at the outset to a romantic involvement, such consent does not preclude a subsequent charge of sexual harassment.

Note: Sexual misconduct is a form of sexual harassment, but not all sexual harassment constitutes sexual misconduct. The adjudication of claims of sexual misconduct will always be handled pursuant to and in accordance with the policies and procedures applicable to sexual misconduct, including the prohibition on the ability to mediate sexual assaults.

Possible Individual Actions Other than Complaint

In circumstances where it would not jeopardize personal safety or academic status, a student or employee subjected to unwelcome attention should communicate clearly to the offender that the behavior is not welcomed and should cease immediately.

To the extent possible, an effort should be made to determine whether others have been harassed by the same offender. Together, complainants are in a stronger position to cope with the situation and the offender. Advice on how to deal with a situation may be sought from:

- Title IX Coordinator / Marketing & Artist Development Coordinator, Sylvia Martin | sylvia@lmi.edu

Making a Complaint; Investigatory Possibilities

If a complainant who believes that he or she was subject to sexual harassment is reluctant or unwilling to inform the alleged respondent that the behavior is unwelcomed, or they have done so but are not satisfied with the outcome, such complainant may file a complaint alleging violation(s) of LMI's policies with the Title IX Coordinator, (contact information is noted above). The privacy of the complainant and of the respondent of violating this policy will be protected throughout proceedings, to the extent possible, and proceedings, meetings, and hearings concerning harassment will be closed, consistent with the relevant policies pursuant to which they are conducted. All supportive measures will be taken to assure that no one involved in any complaint, investigation, or remedy shall suffer retaliation as a result of the proceedings. Action will generally not be initiated without the consent of the complainant. However, LMI must retain, and hereby retains, the right to conduct an investigation without the consent of the complainant if it determines that such investigation is necessary to protect the interests of the individuals or LMI. A complainant who wishes to proceed with their complaint has two options: informal consultation and resolution, or formal action.

Anonymous Complaints: LMI may not be able to resolve a complaint filed anonymously unless sufficient information is furnished to enable LMI to conduct a meaningful and fair investigation. The Title IX Coordinator may initiate a formal complaint even if complainant's identity is unknown.

a. Informal Consultation and Resolution

The informal complaint resolution process seeks to provide an opportunity for the complaint to be resolved by mutual agreement between the complainant and the respondent. The implementation of this informal process will be the responsibility of the Title IX Coordinator. The person assigned to implement this process is referred to as the "responsible party." To ensure compliance with LMI's legal obligations and/or as otherwise determined to be appropriate, the Title IX Coordinator may, at any time, require a complaint to be resolved through Formal Action.

Under the informal complaint resolution process, the responsible party is expected to review the complaint and explore avenues for informal resolution with the complainant. LMI recognizes that it must balance the complainant's right of privacy against the need to be fair to the respondent. To this end, after consulting with the complainant, the responsible party will meet with and provide the written complaint or a summary thereof to the respondent. The responsible party has the discretion to determine whether the situation warrants meeting(s), either jointly with the complainant and the or separately; provided, however, the complainant may not be compelled to meet with the respondent. Any person involved in the informal resolution discussion may be accompanied by an advisor of his or her choosing, whose purpose is only to support the individual, not to participate in the process. The responsible party has the discretion to determine whether investigation of the complaint requires interviewing other persons who may have witnessed the alleged behavior or who might have information that would otherwise be helpful to reaching a resolution.

The responsible party will seek to resolve complaints expeditiously but in a manner that is consistent with the severity or complexity of the matter. It is generally expected that the informal resolution process will be completed within 30 business days. The responsible party will notify the complainant in writing of the results of the investigation and the action to be

taken by LMI to resolve the complaint. If informal resolution fails to resolve the matter to the complainant's satisfaction, the complainant may initiate Formal Action.

b. Formal Action

At his or her option, a complainant may elect to forego or to cease Informal Consultation and Resolution and to proceed with Formal Action. Complaints will be investigated and, if warranted, disciplinary proceedings will be initiated. Further, the complainant and respondent will not be permitted to directly question one another, unless both such parties have agreed to such questioning in writing. Upon request of either the complainant or respondent, at any time during the proceedings, LMI will provide reasonable accommodations to ensure that the complainant and respondent are separated, while still being able to hear one another. Both the complainant and respondent will have equal access to the same information to be provided in connection with a disciplinary proceeding, and will be afforded the same opportunity to participate in the process equally, meaning the complainant will have the same rights and options as are afforded to the respondent.

The preponderance of the evidence will also be used in all investigations and hearings pertaining to a complaint. Sanctions for cases of sexual harassment will vary based on the nature and severity of the situation as well as the perpetrator's prior disciplinary history, if any.

Outcome

At the conclusion of the investigation, a written report of the investigation will be prepared that will include a determination regarding the merit of the allegations. Possible outcomes of an investigation are (1) a finding that the allegations are not warranted or could not be substantiated; (2) a finding that the allegations are substantiated and constitute sexual harassment or other inappropriate behavior, and, if so, a copy of the report will be provided to other LMI officials as necessary to ensure proper resolution, sanctions, and follow-up regarding the matter. If sexual harassment or other inappropriate behavior is substantiated, the Title IX Coordinator and Advisors, may make any determination up to and including termination, required counseling, and/or referring the matter to the appropriate authority, and such determination shall not be subject to further appeal on the basis that the sanction imposed was inappropriate to the offense.

In all cases, the appropriate administrator will communicate the finding and remedial action (if applicable) in a letter to all parties.

Additional Information

The U.S. Department of Education Office for Civil Rights (OCR) investigates complaints of unlawful harassment of students or employees in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

VAWA / SaVE Acts

Sexual Misconduct Policy

LMI strongly advocates that victims of sexual misconduct or violence report the incident to police in a timely manner and, if requested to do so by the victim, LMI will assist the victim in contacting the police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Please note that the criminal process is separate from LMI's disciplinary process. LMI will provide interim measures, as necessary, to protect the safety and well-being of students or employees involved. Remedies for student or employee-related claims may include, but are not limited to, an order to stay away, suspension, or expulsion. If it is determined that unlawful harassment or sexual misconduct has occurred, immediate appropriate corrective action will be taken in accordance with the

circumstances involved and LMI will take steps to prevent the recurrence of any unlawful harassment or sexual misconduct. LMI reserves the right to notify parents/guardians of dependent students regarding any health or safety risk.

Under federal law, all institutions of higher education must designate those of its staff with significant responsibility for student and campus activities as “Responsible Employees.” Responsible employees have an obligation to report immediately any information they come to learn regarding suspected sexual misconduct; thus, these individuals cannot agree to maintain privacy or confidentiality with respect to such matters. LMI has designated an individual holding the following title/position as the Responsible Employee:

- Title IX Coordinator / Marketing & Artist Development Coordinator, Sylvia Martin | sylvia@lmi.edu

Victims are strongly encouraged to notify a Responsible Employee and call the police and report any sexual misconduct. Remember that time is a critical factor for evidence collection and preservation. Reporting the sexual misconduct to the police is up to the victim. It is important to remember that reporting sexual misconduct is not the same as prosecuting sexual misconduct; however, reporting to law enforcement does begin the criminal justice process.

Amnesty for Sexual Misconduct Complainants and Witnesses

LMI encourages reporting of sexual misconduct and seeks to remove any barriers to an individual making a report. To this end, LMI recognizes that an individual who was drinking or using drugs at the time of such an incident may be hesitant to make a report because of potential consequences for their own conduct. Accordingly, an individual who, in good faith, reports sexual misconduct that was directed at them or another person, either as a complainant or a third-party witness, will not be subject to disciplinary action by LMI solely for their own personal consumption of alcohol or drugs.

LMI will include information on crimes of sexual violence in its Clery Act Annual Security Report in a manner that protects the identity of the victim. LMI does not have on-campus services available; however, at the victim’s request, LMI will assist in identifying off-campus counseling or mental health services.

Hotlines for Sexual Crimes Information (Main Campus):

- LVMPD Sex Offender Apprehension Program 702-828-2963 or send an email to SOAP@lvmpd.com
- National Sexual Assault Hotline online.rainn.org 800-656-HOPE
- Rape Crisis Hotline 702-366-1640
- SAFE House Domestic Violence Hotline www.safehousenv.org 702-564-3227
- Safe Nest Domestic Violence Hotline www.safenest.org 702-646-4981
- https://www.lvmpd.com/en-us/Documents/WeCareBooklet_LVMPD817.pdf

Hotlines for Sexual Crimes Information (Branch Campus):

- Texas DPS - Call the Texas Abuse Hotline (1-800-252-5400) if your situation is urgent and needs to be investigated within 24 hours
- TAASA- Texas Association Against Sexual Assault- **For victim assistance, please call LASSA at 1-844-303-SAFE (7233) or visit their website, <http://www.legalaidforsurvivors.org/>**
- Texas Health and Human Services- (512) 776-7373 TitleV@dshs.texas.gov
- The Women’s Center- 817-927-4039, 24hr service 817-927-3727
- Safe Haven Hotline – 877-701- 7233 <http://www.safehaventc.org>
- Alliance for Children – 817-335-7172 <http://www.allianceforchildren.org>
- One Safe Place – 817-916-4323 <http://www.onesafeplace.org>
- The Women’s Center and Rape Crisis Hotline – 817-927-2737 <http://www.womenscentertc.org>
- Child/Adult Protective Services – 800-252-5400 <https://www.dfps.state.tx.us>
- Texas Youth Hotline – 800-210-2278 http://www.dfps.state.tx.us/Youth_Hotline/default.asp
- Runaway Hotline – 888-580-HELP (4357) http://www.dfps.state.tx.us/Youth_Hotline/default.asp

- Family Violence Legal Line – 800-374- HOPE (4673) <https://www.texasadvocacyproject.org>

Reporting Instances of Sexual Misconduct

If you believe that you have experienced sexual misconduct, it is the victim's option to notify the appropriate law enforcement authorities by calling 911, and/or a Responsible Employee. If you decide to report sexual misconduct, LMI strongly recommends you do so as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation.

In cases of sexual misconduct, it is important to preserve relevant evidence, as failure to do so could compromise any subsequent investigation, jeopardize the ability to punish the perpetrator, and/or complicate the ability to obtain an order of protection. Though the decision of whether and when to report is up to the individual who experienced the sexual misconduct, delayed reporting may make it more difficult to find and convict/discipline the perpetrator. Thus, an individual who experienced sexual misconduct is encouraged to consider filing a report with the police; filing a report does not obligate the victim to press charges or pursue legal action. In order to preserve evidence, a victim should strongly consider obtaining an appropriate medical examination as soon as possible. Completion of a forensic examination does not require one to file a police report.

If you have found yourself as a victim of a sexual misconduct or rape, please follow these recommended steps:

1. Go to a safe place.
2. Contact someone who can help you: a friend, the police, a relative, responsible employee, anyone you can trust.
3. Obtain any necessary medical treatment.
4. In cases of sexual assault: If you plan to make a police report - do not shower, drink, eat, douche, urinate, or change your clothes. If you must urinate, try to capture the urine in a plastic or glass cup for evidence testing. If you must change clothes, put the items in separate paper bags to be used in evidence testing. Do not use plastic bags; they contaminate evidence. Try not to disturb the scene, if the sexual assault occurred in your residence.

Persons with the Legal Ability to Maintain Confidentiality

Communications between a Confidential Advisor and an individual who has experienced sexual misconduct and all records related thereto are to remain confidential, unless (i) the survivor consents to a disclosure in writing, (ii) disclosure is mandated by law or court order, or (iii) failure to disclose such communication would result in a clear, imminent risk of serious physical injury to or death of the individual or another. In addition, a Confidential Advisor shall, on a monthly basis, report to LMI's Financial Aid Department the number and type of incidents of sexual misconduct reported so as to permit LMI to fulfill its crime reporting obligations under state and federal law.

In the course of working with an individual who has experienced sexual misconduct, a Confidential Advisor will (i) inform them of the choice of possible next steps regarding reporting options and possible outcomes, whether through LMI policies and procedures or local law enforcement; (ii) notify them of the resources and services available to them, both on and off campus; (iii) discuss with them orders of protection and no contact orders; (iv) provide confidential services to and have privileged, confidential communications with them in accordance Civil Code, SEXUAL ASSAULT, AND STALKING: PERSONAL INFORMATION [1798.79.8 - 1798.79.95].

The phone number for students or employees needing to access Rape Victims Advocates' 24-hour Confidential Advisor services is Center for Community Solutions (CCS) Rape Crisis Hotline: 888-385-4657.

Order of Protection

Main Campus: For information on Restraining Orders or Temporary Protective Orders (TPO) against Domestic Violence, please contact the District Court Family Division at 702-455-3400; or visit its website at <http://www.clarkcountycourts.us/ejdc/courts-and-judges/family.html>. If desired, a victim of sexual misconduct may seek an order of protection.

Branch Campus: Protective Order attorneys in the Tarrant County Criminal District Attorney's Office represent victims of family violence, dating violence, stalking and sexual assault who seek protective orders. Anyone seeking assistance may call the Protective Order office at (817) 884-1623 between 7:45 a.m. to 5:00 p.m., Monday – Friday.
<https://protectiveorder.tarrantcounty.com/>

The decision to grant such an order in any particular instance is at the discretion of the court. If such an order is issued, LMI will honor it to the extent required by law.

Retaliation

LMI will not retaliate against a complainant for filing a complaint and will not tolerate retaliation by students or employees. Anyone who suffers retaliation or is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Chief Operating Officer or the Education Director; either party will investigate the matter so the appropriate actions can be taken to address such conduct in a fair and impartial manner.

Violence Against Women Act

The Violence Against Women Act (VAWA) requires publication of the state law definitions for "consent," "sexual assault," "stalking," and "dating/domestic violence" to inform individuals of what constitutes these crimes in this jurisdiction.

Definitions Applicable to Sexual Misconduct: Consent

Consent represents the cornerstone of respectful and healthy intimate relationships. LMI strongly encourages its community members to communicate openly, honestly, and clearly about their actions, wishes, and intentions when it comes to sexual behavior, and to do so before engaging in intimate conduct. It is always the requirement of the individual initiating sexual contact (or undertaking a new type of sexual activity) to ensure that consent is present before acting and is present during sexual activity.

When determining whether consent was present, LMI will consider whether a reasonable person in the same circumstances should have known whether the other party could or could not consent to the sexual activity. Thus, to have sex with someone who you know to be or should have known to be incapable of making a rational, reasonable decision about a sexual situation is a violation of this policy (e.g., an intoxicated person or someone with a temporary or permanent mental or emotional impairment). Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to age (younger than 17 in Texas), physical condition, or disability that impairs the individual's ability to give consent. Reasons why one could lack capacity to give consent due to a physical condition include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring. To be clear, a person may appear to be giving consent but may not have the capacity to do so; in which case, the apparent consent is not effective. If there is any doubt as to another person's capacity to give consent, one should assume that the other person does not have the capacity to give consent. Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent. Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual misconduct.

With the foregoing, consent means the existence of clearly understandable words or actions that manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate conduct. Consent must be all of the following:

Knowing: Consent must demonstrate that all individuals are in a state of mind to understand, to be aware of, and to agree to the "who" (same partners), "what" (same acts), "where" (same location), "when" (same time), and "how" (the same way and under the same conditions) of sexual or intimate activity.

Active: Consent must be communicated in clearly understandable words or actions that reveal one's expectations and agreement to engage in specific sexual or intimate activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a "no") should not, in and of itself, be understood as consent. Consent cannot be inferred by an individual's manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location or going on a date.

Voluntary: Consent must be freely given and cannot be the result of forces (violence, physical restraint, or the presence of a weapon), threats (indication of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (under pressure) or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).

Present and ongoing: Consent must exist at the time of the sexual or intimate activity. Consent to previous sexual or intimate activity does not imply consent to later sexual or intimate acts; similarly, consent to one type of sexual or intimate activity does not imply consent to other sexual or intimate acts. Consent may also be withdrawn at any time by the person making known, by articulated word or concrete action, his or her intention to withdraw it, and thereupon, the sexual or intimate activity should immediately cease.

Sexual Assault

Sexual Penetration without Consent (e.g., rape): Any penetration of the sex organs or anus of another person when consent is not present, or any penetration of the mouth of another person with a sex organ when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body, specifically including cunnilingus, fellatio, vaginal intercourse, and anal intercourse.

Sexual Contact without Consent (e.g., fondling): Knowingly touching or fondling a person's genitals, breasts, thighs, groin, or buttocks, or knowingly touching a person with one's own genitals, breasts, or buttocks, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, similarly to touch or fondle oneself or someone else.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the laws of the state in which the incident occurred.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred; under the laws of the State of Texas, the age of consent is 17.

Sexual Exploitation

Taking sexual advantage of another person for the benefit of oneself or a third party in any of the following ways or by any of the following means, including via electronic means, methods or devices, including but not limited to:

1. Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
2. Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
3. Recording or taking, without regard to any distribution, photos, imagines, video or the like of (i) any person engaged in sexual or intimate activity or who is naked or otherwise in a state of undress, (ii) who is in a private space or a place where the person has a reasonable expectation of privacy, and (iii) without that person's consent;
4. Distributing in any format, including electronic and via social media, and without regard to who took or created the same, sexual information or photos, images, videos or the like, of the type described in 3 above, about or of another person without that person's consent;
5. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
6. Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

Stalking

The following elements constitute stalking:

1. Engaging in a course of conduct, meaning two or more acts, that is directed at a specific person;
2. In which a perpetrator—directly, indirectly, or through third parties—by any action, method, device or means, including electronic, follows, monitors, observes, surveils, threatens or communicates to or about said person or interferes with said person’s property; and
3. Such that a reasonable person, meaning one under similar circumstances and with similar identities to the person to whom in the conduct is directed, would fear for his or her safety or the safety of others, or suffer substantial emotional distress, meaning significant mental suffering or anguish, regardless of whether such anguish does or does not require medical or other professional treatment or counseling

Providing all of the foregoing elements are satisfied, the following is a non-exhaustive list of examples of acts that could constitute stalking: following a person, being or remaining in close proximity to a person, entering or remaining on or near a person’s property, residence, or place of employment, using electronic devices to monitor, observe, or conduct surveillance of a person, threatening, by word or deed, a person, unwelcome, incessant electronic or telephonic communication or electronic posting to or about a person, giving gifts or objects to or leaving items for a person, and interfering with or damaging a person’s possessions or pets.

Stalking Dating/Domestic Violence

Dating/domestic violence includes, but is not limited to, intimidation; harassment; physical abuse, including hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, or any act that would constitute a crime of violence under state law; sexual abuse, including rape, attacks on sexual parts of the body, forcing sex after physical violence, treating one in a sexually demeaning manner, coercing or attempting to coerce any sexual contact or behavior without consent; psychological or emotional abuse, including any pattern of behavior undermining an individual’s sense of self-worth or self-esteem through constant criticism, diminishing one’s abilities, name-calling or damaging one’s relationship with one’s children; or interference with personal liberty of any person by someone in an intimate relationship, as described below.

In the case of Dating Violence, the following intimate relationships are covered: persons who have or have had a dating relationship and persons who have or have had a social relationship of a romantic or intimate nature. The existence of such a relationship is determined based on the reporting party’s statements and with consideration to the length of the relationship, the type of relationship, and the frequency of interaction between persons involved in the relationship.

In the case of Domestic Violence, the following intimate relationships are covered: current and former spouses, current and former domestic partners, intimate partners or dating partners who share or formerly shared a common dwelling, persons who otherwise have a child in common or share a relationship through a child, and any other person protected by the domestic and family laws of the State of Texas.

Registered Sex Offender Policy

The Campus Sex Crimes Prevention Act is a federal law that provides the tracking of convicted, registered sex offenders who are enrolled, employed, or who volunteer at higher education institutions. The Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These amendments require that sex offenders, who are already required to register in a state, provide notice of any enrollment, employment, and volunteerism at any and all higher education institutions within that state. The Federal Campus Sex Crimes Prevention Act of 2000 requires all institutions of higher education to issue a statement advising the campus community where law enforcement information, provided by a State, concerning registered sex offenders may be obtained.

The Act also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a students or employee.

In the State of Nevada, convicted sex offenders are required to register with the Sex Offender Registry maintained by the State of Nevada. Failure to comply with the requirement is a felony offense.

Sex Offenders Website: <http://www.nvsexoffenders.gov> / Phone Number: 775-684-6262

Las Vegas Police Victim Services Detail at 702-828-2955. Office hours are Monday to Friday from 7:00 a.m. to 4:00 p.m.

Clark County Victim / Witness Assistance Center (VWAC) <http://www.clarkcountynv.gov/district-attorney> at 702-671-2500.

It is open on Monday through Friday from 8:00 a.m. to 5:00 p.m.

In the State of Texas, convicted sex offenders are required to register with the Sex Offender Registry maintained by the State of Texas. Failure to comply with the requirement is a felony offense.

Sex Offenders Website: <https://records.txdps.state.tx.us/SexOffenderRegistry>

Sex Offender Registration Bureau (512) 424-2800

Criminal Investigations Division Main Number: (214)-671-3584.

Texas Victim/Witness Assistance Center (VWAC) <https://dallaspolice.net/resource/victimServices>

They provide witnesses with the following assistance:

- Notification by mail of the status of the alleged offender's case
- Explanation of court rules and procedures
- Assistance in applying for crime compensation
- Processing restitution payments
- Offering vouchers for witness fees
- Transportation to and from the courthouse
- Referrals to social services agencies
- Returning the victim's property which is being held as evidence to the victim as soon as possible

Crime Security Report

The safety of students, faculty, staff, and visitors is important to L Makeup Institute (LMI). The Annual Campus Crime Report was created to increase your awareness and provide information for your safety and well-being. Herein we provide the statistics for the previous year regarding reported crimes that occurred on campus, and on public property within the campus, as part of the school's commitment to safety and security in accordance to the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

L Makeup Institute Campus Management include all Management and Faculty. Students and faculty are encouraged to report all crimes and public safety-related incidents accurately and in a timely manner. Any suspicious activity should be reported to the proper authorities.

Reporting of Criminal Offenses and Emergencies

In case of emergency, all students and faculty are asked to call 911 and report the emergency to local authorities. All other reports can be made to Campus Management.

Preparing and Reporting the Annual Disclosure of Crime Statistics

In compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, LMI prepares this report in cooperation with Property Management and local law enforcement agencies.

Annually, this report is updated by October 1 and made available to all enrolled students and faculty, informing them of updates. A Notice of Distribution is provided, which includes information on the availability, a brief description, and the exact electronic address where the report is posted. A hard copy of the report may be obtained upon request by contacting the Administrative Office. Students who enroll after the individual notice has been distributed will receive the information at new student orientation. Employees who are hired after the notice has been distributed will receive the information at employee orientation.

Timely Warning

"Timely Warnings" are issued if a Clery Act crime occurs. Clery Timely Warning Notices are specifically related to compliance with the federal Clery Act, which requires institutions to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated, so that campus community members can protect themselves from harm. If issued, the warning may be disseminated via classroom notification or email.

Anyone with information warranting a Timely Warning should report the circumstances to a Campus Management, by phone, or in person.

Voluntary Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your request to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, LMI can keep accurate records of crime and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. LMI will make best efforts, to the extent permitted by law, to maintain the privacy of that information and to comply with the Family Education Rights and Privacy Act of 1974 (FERPA).

Emergency Notification & Evacuation Procedure

Once campus officials confirm that there is an emergency or dangerous situation that poses an immediate threat to the health and safety of the members of the campus community, emergency notification will be issued. If issuing a notification potentially compromises efforts to assist, LMI may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, LMI will issue the emergency notification to the campus community.

Students and faculty will be notified of emergencies via communication such as classroom notifications or emails to ensure personal and campus safety.

In situations where the school is evacuated, the evacuation procedure will be followed. Emergency exit maps are posted in common areas. In case of an emergency, a faculty member will evacuate their classroom and ensure that all students are out and moving to the nearest exit. The first faculty or staff member to exit the building is charged with preventing anyone from re-entering the building. Once safely out of the building, a faculty or staff member is to contact emergency personnel if the situation requires it, then contact one of the owners of the company. If someone comes across a person who is too injured to move, they should leave that person behind and contact emergency personnel once they are safe of the situation. Students will be allowed back into the building once it is safe to return.

LMI tests its emergency evacuation procedures at least once annually on an announced or unannounced basis when doing the annual fire drills. LMI maintains documentation of each test exercise, including date and time performed and whether announced or unannounced.

Missing Student Notification Procedure

LMI does not provide nor is it affiliated with any housing facilities. Therefore, it is not required to have a missing student notification policy.

Security and Access Policy

LMI is open to students, staff, faculty, and visitors during normal business hours. Administrative hours of operation are 9:00 am – 6:00 pm Monday through Friday. School hours are from 9:00 am – 11:00 pm Monday through Friday. While on property, everyone must adhere to campus rules and regulations. All visitors are greeted by our retail assistants. Students are able to enter and exit through the student entrance located at the side of the main entrance or through retail during normal business hours. Access to school facilities during non-business hours is by key or key card through side entrance only.

Campus Law Enforcement

LMI does not have security personnel or campus police. Only local and state law enforcement have the power to make arrests. Campus Management will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police. Students and faculty are encouraged to report all crimes and public safety related incidents accurately and in a timely manner to Campus Management. LMI does not have a special relationship with local and state law enforcement agencies. The School does not maintain a memorandum of understanding or other types of written agreements with these agencies to aid in the investigation of alleged criminal offenses. Rather, any information or assistance that LMI is asked to provide to these agencies is done so with urgency and thoroughness.

Any suspicious activity or person seen in the parking lots loitering around vehicles should be reported to the proper authorities. All activities hosted by LMI are organized by School officials and are monitored as such. Should assistance be required during a school-related event, proper authorities should be made aware in a timely manner. LMI does not have any non-campus student organizations.

Campus Crime Prevention and Security Awareness

Students and employees are informed about campus security and crime statistics at orientation for students and at hiring orientations for employees. Crime prevention and security awareness programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

CAMPUS ANNUAL SECURITY REPORT

In accordance with the Crime Awareness and Campus Security Act of 1990, and as amended, LMI collects the following crime statistics as the basis for this Annual Security Report, published by October 1 each year and made available to students, employees, staff, and applicants for enrollment or employment.

Crimes Reported for the following location: 112 State Street, Southlake, TX 76092

The following statistics show the total criminal offenses, hate crimes, and arrests/referrals for campus disciplinary action that occurred at the Texas location. These statistics encompass the campus, buildings and property, and public property surrounding the campus.

OFFENSE	ON-CAMPUS			*PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Murder/Non-Negligent Manslaughter	0					
Negligent Manslaughter	0					
Sex Offenses, Forcible (Rape, Fondling)	0					
Sex Offenses, Non-Forcible (Incest, Statutory Rape)	0					
Robbery	0					
Aggravated Assault	0					
Burglary	0					
Motor Vehicle Theft	0					
Arson	0					
Arrests: Illegal Weapons Possession	0					
Disciplinary Actions: Illegal Weapons Possession	0					
Arrests: Drug Law Violations	0					
Disciplinary Actions: Drug Law Violations	0					
Arrests: Liquor Law Violations	0					
Disciplinary Actions: Liquor Law Violations	0					
Unfounded Crimes	0					

VAWA OFFENSE	ON-CAMPUS			*PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Domestic Violence	0			0		
Dating Violence	0			0		
Stalking	0			0		

*Public property includes all thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or adjacent to and accessible from the campus.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, ethnicity, etc.). The following crimes are determined to be hate crimes: Larceny-theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property.

Hate Crimes

2019: N/A

	ON CAMPUS Hate Crime Statistics							
2019	Race	Gender	Religion	Sexuality	Ethnicity	National Origin	Disability	Total
Simple Assault	0							
Intimidation	0							
Larceny	0							
Destruction of Property and Vandalism	0							
	PUBLIC PROPERTY Hate Crime Statistics							
2019	Race	Gender	Religion	Sexuality	Ethnicity	National Origin	Disability	Total
Simple Assault	0							
Intimidation	0							
Larceny	0							
Destruction of Property and Vandalism	0							

Hate Crimes

2020: N/A

	ON CAMPUS Hate Crime Statistics							
2020	Race	Gender	Religion	Sexuality	Ethnicity	National Origin	Disability	Total
Simple Assault								
Intimidation								
Larceny								
Destruction of Property and Vandalism								
	PUBLIC PROPERTY Hate Crime Statistics							
2020	Race	Gender	Religion	Sexuality	Ethnicity	National Origin	Disability	Total
Simple Assault								
Intimidation								
Larceny								
Destruction of Property and Vandalism								

Crimes Reported for the following location: 440 S. Rampart Blvd. B-130, Las Vegas, NV 89145.

The following statistics show the total criminal offenses, hate crimes, and arrests/referrals for campus disciplinary action that occurred at the Nevada location. These statistics encompass the campus, buildings and property, and public property surrounding the campus.

OFFENSE	ON-CAMPUS			*PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses, Forcible (Rape, Fondling)	0	0	0	0	0	0
Sex Offenses, Non-Forcible (Incest, Statutory Rape)	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests: Illegal Weapons Possession	0	0	0	0	0	0
Disciplinary Actions: Illegal Weapons Possession	0	0	0	0	0	0
Arrests: Drug Law Violations	0	0	0	0	0	0
Disciplinary Actions: Drug Law Violations	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0
Disciplinary Actions: Liquor Law Violations	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0

VAWA OFFENSE	ON-CAMPUS			*PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

*Public property includes all thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or adjacent to and accessible from the campus.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, ethnicity, etc.). The following crimes are determined to be hate crimes: Larceny-theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property.

Hate Crimes

2017: No hate crimes reported.

	ON CAMPUS Hate Crime Statistics							
2017	Race	Gender	Religion	Sexuality	Ethnicity	National Origin	Disability	Total
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property and Vandalism	0	0	0	0	0	0	0	0
	PUBLIC PROPERTY Hate Crime Statistics							
2017	Race	Gender	Religion	Sexuality	Ethnicity	National Origin	Disability	Total
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property and Vandalism	0	0	0	0	0	0	0	0

Hate Crimes

2018: No hate crimes reported.

	ON CAMPUS Hate Crime Statistics							
2018	Race	Gender	Religion	Sexuality	Ethnicity	National Origin	Disability	Total
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property and Vandalism	0	0	0	0	0	0	0	0
	PUBLIC PROPERTY Hate Crime Statistics							
2018	Race	Gender	Religion	Sexuality	Ethnicity	National Origin	Disability	Total
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property and Vandalism	0	0	0	0	0	0	0	0

Hate Crimes**2019:** No hate crimes reported.

	ON CAMPUS Hate Crime Statistics							
2019	Race	Gender	Religion	Sexuality	Ethnicity	National Origin	Disability	Total
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property and Vandalism	0	0	0	0	0	0	0	0
	PUBLIC PROPERTY Hate Crime Statistics							
2019	Race	Gender	Religion	Sexuality	Ethnicity	National Origin	Disability	Total
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property and Vandalism	0	0	0	0	0	0	0	0

Safety and First Aid Policies

Emergency Evacuation Procedures

Emergency Response and Evacuation Procedures

LMI is committed to providing students with a safe and secure environment, and the prevention of injury will be given top priority at all times. However, students are encouraged to be responsible for their own safety as well as the safety of others.

In situations of significant emergencies or dangerous situations, any member of the school community must call 911.

LMI encourages all students, guests, faculty, and staff to promptly report any safety concerns within the LMI campus to any LMI staff or faculty member; if the safety concern is a **non-emergency** and located off campus and on public property, for the **Main Campus** contact Tivoli Security at 702-534-0030 or for the **Branch Campus** by contacting Southlake Police Department non-emergency dispatch at 817-743-4522. If the need arises, Tivoli Security and the Southlake Police Department have approved access into LMI. All LMI campus injuries must be documented on the Incident Report form (available through your educator or the administrative office).

All faculty and staff members are appropriately trained in emergency evacuation procedures. Faculty will review the evacuation plan and procedures with all incoming students during new student orientation, including the location of emergency exits, fire extinguishers, first aid kits, and where to assemble outside in case of evacuation. A map is also posted in the student lounge for reference at any time.

In the event of an emergency that requires evacuation, all staff, faculty, and students shall immediately evacuate the campus through the nearest unobstructed emergency exit. Periodically and at least annually, there will be an unannounced fire drill test. A whistle will blow and all faculty, staff, and students must immediately evacuate. During a real or test evacuation, all faculty must take attendance at the designated meeting point to make sure all students are safe and present who are listed on their rosters. Each test will be documented and a log kept in the admissions office that will include a description of the exercise, the date, time, and whether it was announced or unannounced.

Safety, First Aid, and Fire Procedures

Should a first aid, emergency, or evacuation situation occur, all students and staff are expected to follow the reasonable requests of an institutional representative or professional emergency medical technician.

In the event of fire:

- a. Evacuate premises by following the planned procedure for the facility.
- b. Call 911. Give name and address of business, nature of fire (what is burning), and name of person reporting the fire.
- c. Plan alternate exits for use in the event regular route is blocked by fire.

If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher. If the fire grows or there is thick smoke, do not continue to fight the fire. Immediately evacuate the building and dial 911 to request emergency assistance. Tell others in the area and go to the designated assembly point outside the building.

First-Aid – a First Aid Kit and supplies are in both the student and teacher lounge. DO NOT administer Emergency Medical Assistance unless you are qualified to do so. If first aid is involved in a situation involving blood, you should avoid skin contact with blood or other potentially infectious materials by letting the victim help as much as possible and by using gloves. **** DO NOT clean up blood under any circumstance.**

Medical Emergency – Students and staff are instructed to dial 911 to request the fire department, emergency medical assistance, or police.

Earthquake – Students and staff are instructed to remain inside the building and to place themselves under desks or other secure areas. Do not use elevators as the power for elevators may go out and leave you trapped. If you must leave the building, choose your exits as carefully as possible AFTER all shaking has ceased.

Criminal Incident – Do not be a hero! Students and staff are instructed to dial 911 when it's safe to do so.

Safety Data Sheets – We use a limited number of chemicals. Avoid contact with skin, cuts and eyes. Vinyl gloves, safety glasses, dust masks or cartridge filter masks, and aprons are available for your voluntary use. **Respirators are not allowed, period.** In the event of substance contact with your eyes, eye wash solution is located in the special effects room. For information on products used, safety data sheets (MSDS) are available in the Library. An SDS is a technical document that provides detailed and comprehensive information on a controlled product related to:

- Health effects of exposure to the product
- Hazard evaluation related to the product's handling, storage, or use
- Measures to protect workers at risk of exposure
- Emergency procedures

Safe Workplace Procedures:

1. Harmful fumes: When using or near harmful fumes, proper ventilation is required.
2. Use of Flammables: Read labels and always follow precautions.
3. Smoking: Smoking is NOT permitted on the LMI Campus. Smoking only allowed within designated smoking areas or at least 15 feet from the building. Never smoke, permit clients or models to smoke while on campus. Avoid other sources of open flames.
4. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated areas and in moderate temperatures. Each product must be labeled correctly.
5. Personal Protective Equipment of certain special effects products. Follow directions, listen to your educator, wear Vinyl Gloves, Safety Glasses, Dust Mask or Cartridge Filter Mask as directed, properly drape client / student, and apply your professional training. When using certain chemicals identified below as hazardous safety precautions and procedures must be followed:
 - CITRIS Cleaner Degreaser: When diluting or using this product employee must use Safety Glasses and Vinyl Gloves.
 - Latex: When pouring, bottling, or mixing employee must use Safety Glasses.
 - Ultracal: When pouring or mixing employee must use a Dust Mask or Cartridge Filter Mask.
 - 99% Alcohol: Keep away from open flame. Safety Glasses and Vinyl Gloves are recommended.
 - Acetone: Keep away from open flame. Safety Glasses and Vinyl Gloves are recommended.
6. Call Poison Control 1-800-222-1222 if accidentally swallowed.
7. Proper Use of First Aid: Keep first aid kit available in the student lounge.
8. In the event of fire:
 - a. Call 911. Give name and address of business, nature of fire (what is burning), and name of person reporting the fire.
 - b. Evacuate premises by following the planned procedure for the facility.
 - c. Plan alternate exits for use in the event regular route is blocked by fire.
9. Use of extinguishers. Many extinguishers work as follows:
 - Pull the pin
 - Aim the nozzle
 - Squeeze the handle
 - Sweep from side to side at base until fire goes out.

Drug and Alcohol Abuse Prevention

The following Drug-Free Workplace Policy is to notify all employees and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690), California Drug-Free Workplace Act of 1990, and in accordance with the Drug-Free Schools and Communities Act Amendments of 1989, which establishes a drug-free school zone, the L Makeup Institute prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, marijuana, or alcohol in the workplace, on school property, or as part of any school activity.

The drug-free workplace consists of all locations where the L Makeup Institute does business. This includes, but is not limited to, all classrooms, lounge, photography room, all administrative offices, corridors, storage rooms, and any space to be added in the future.

LMI is committed to providing a safe environment as well as protecting the health, safety, and wellbeing of our students and employees. This commitment is jeopardized when anyone engages in use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, controlled substances, or abuses prescription drugs, marijuana, or alcohol. Substance abuse is a significant public health problem, which has a detrimental effect. Therefore, violations of this policy are subject to disciplinary action up to and including termination of employment or enrollment.

Rehabilitation

The L Makeup Institute will reasonably accommodate any employee or student who volunteers to enter an alcohol or drug rehabilitation program, provided the reasonable accommodation does not impose undue hardship on the L Makeup Institute. For the employee, reasonable accommodation could include time off without pay and adjustment of working hours. The employee may use whatever sick time they are entitled. For the student, reasonable accommodation could include an adjustment of school hours or a grant of a Leave of Absence. However, the L Makeup Institute is not obligated to offer an accommodation for any employee or student who has violated any policy that in the L Makeup Institute's sole discretion merits termination of the relationship, before asking for assistance. The L Makeup Institute will take reasonable measures to safeguard the privacy of the employee or student concerning enrollment in an alcohol or drug rehabilitation program. If an employee or student enters into a state-approved rehabilitation program, the employee or student shall sign an agreement with the L Makeup Institute, which will include the following:

1. Enroll in and complete the LMI-approved rehabilitation program at the employee's cost.
4. Execute the appropriate release of medical information forms to LMI in order to monitor the compliance with the rehabilitation program.
5. Ensure the treatment facility provides LMI with the necessary documentation to establish compliance.
6. Abstain from any illegal misconduct.
7. Acknowledge that any future violation of company drug policy shall result in immediate termination.
8. Failure to comply with any provision of the agreement shall result in immediate termination.

Drug Abuse & Addiction Information & Treatment Centers

- Harm Reduction Therapy Center 888-243-4976
- National Institute on Drug Abuse 800-662-4357
- Alcohol Abuse 866-331-5541
- Alcoholics Anonymous 702-796-5222 or 214-824-9437
- Substance Abuse and Mental Health Services Administration (SAMHSA's) National Helpline – 1-800-662-HELP (4357)
- Treatment Access Services 415-522-7100 or 800-750-2727
- The Center for Substance Abuse Treatment and Referral Hotline 800-662-HELP
- Mental Health Crisis Unit 800-273-8255

- Addiction Treatment Services 877-921-9653

Loss of Title IV Eligibility

A student is ineligible to receive Title IV financial aid if the student has been convicted of an offense involving the possession or sale of illegal drugs for the period described below:

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st Offense	1 year from the date of conviction	2 years from the date of conviction
2nd Offense	2 years from the date of conviction	Indefinite Period
3rd Offense	Indefinite Period	Indefinite Period

Policy Distribution Procedures

The L Makeup Institute’s Drug-Free Workplace Policy will be distributed to all employees and students on an annual basis using the following procedure:

- Students will receive a statement of the Drug and Alcohol Abuse Prevention availability with a description of its contents during orientation. Annually, the Financial Aid Department will be responsible for distributing the policy to current students. It is also available on our website at www.lmakeupinstitute.com.
- Employees will receive a statement of the Drug and Alcohol Abuse Prevention availability with a description of its contents during the initial agreement of employment. It will be read, and the signature page will be returned with the employment agreement. Annually, the Financial Aid Department will be responsible for distributing the policy to current employees. It is also available on our website at www.lmakeupinstitute.com.

Hard copies of the report may be obtained upon request from the Financial Aid office.

Drug Conviction Notification and Imposed Sanctions

Any employee or student must notify the LMI of any criminal drug statute conviction for a violation occurring no later than five days after such a conviction. Within 30 days after receiving notice of an employee or student conviction, LMI will impose corrective measures on the employee or student convicted of drug abuse violations by:

1. Taking appropriate action against the employee or student up to and including termination and referral for prosecution, and/or
2. Requiring such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Health Risks

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person’s health. The health risks associated with the misuse of the previously mentioned drugs vary, but include, and are not limited to, convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person’s health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee or student under the influence and fellow employees and students. Described below are some of the additional dangers and symptoms relative to use/abuse:

Marijuana

Commonly known as “pot,” it is a plant with the botanical name of cannabis sativa. Pot is almost always smoked but can be ingested. Use causes the central nervous system to become disorganized and confused. Most users experience an increase in heart rate, reddening of eyes, and dryness of the throat and mouth.

Studies have proven that marijuana's mental effects include temporary impairment of short-term memory and an altered sense of time. It also reduces the ability to perform tasks requiring concentration, swift reactions, and coordination. Feelings of euphoria, relaxation, and bouts of exaggerated laughter are also commonly reported.

Smoking "pot" may cause: brain chemical changes, an altered reality, physically damaged lungs, emphysema, chronic bronchitis, lung cancer, a weakened immune system, damage to sperm in males, irregular menstrual cycles in females, and reduced fertility and sex drive.

Cocaine/Crack

Cocaine is a stimulant drug that is derived from the coca plant. Street cocaine is available in the form of a powder or a "rock" of crack and is most commonly inhaled or smoked. Cocaine increases the heart rate and blood pressure and is very addictive.

Crack is a form of smokable cocaine named for the popping sound it makes when burned. It is a mixture of cocaine, baking soda, and water. It is 5-10 times more potent than cocaine and is extremely dangerous. It has been reported that addiction can occur with as few as two "hits."

Some of the symptoms of cocaine/crack abuse are: personality changes, unexplained weight loss, excess sniffing and coughing, insomnia, depression, irritability, neglect of responsibility toward work, school, family and friends, and panic attacks.

Alcohol

In small doses, alcohol has a tranquilizing effect on most people, although it appears to stimulate others. Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors; lowered self-control often leads to the aggressive behavior associated with those who drink. Alcohol use can also quickly cause dehydration, coordination problems, and blurred vision.

In large doses, alcohol can dull sensation and impair muscular coordination, memory, and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and cause brain damage and a great number of other health, medical, and social issues.

Hallucinogens

These are also known as psychedelics. The effects vary; the same person may have different reactions on different occasions. Most users are affected by changes in time and space perception, delusions, and hallucinations. The effects may be mild or overwhelming, depending on the dose and quantity of the drug.

Physical reactions range from minor changes, such as dilated pupils, a rise in temperature and heartbeat, to tumors. High doses can greatly alter the state of consciousness.

After taking a hallucinogenic, the user loses control of thought processes. Although many perceptions are pleasant, others may cause panic or may make a person believe that he or she cannot be harmed. These delusions can be quite dangerous.

Heroin

Heroin is a narcotic that relieves pain and induces sleep. Commonly known as "junk" or "smack," heroin is a highly addictive depressant and has been considered the cause of many deaths. Obvious symptoms include "pin point pupils," drowsy, lethargic, slurred speech, and an inability to concentrate. Related medications used to treat pain include OxyContin and oxycodone, methadone, and codeine. The abuse of painkillers ranks second only to the abuse of marijuana in the United States.

Heroin users experience a high rate of infectious diseases due to a weakened immune system and dirty needles shared by users. Children can be born addicted or can become addicted from heroin in the mother's milk.

Crystal Methamphetamine

Crystal methamphetamine is a colorless, odorless, powerful, and highly addictive synthetic (man-made) stimulant. Crystal methamphetamine typically resembles small fragments of glass or shiny blue-white “rocks” of various sizes. Like powdered methamphetamine, crystal methamphetamine produces long-lasting euphoric effects. Crystal methamphetamine, however, typically has a higher purity level and may produce even longer-lasting and more intense physiological effects than the powdered form of the drug. Crystal methamphetamine use is associated with numerous serious physical problems. The drug can cause rapid heart rate, increased blood pressure, and damage to the small blood vessels in the brain which can lead to stroke. Chronic use of the drug can result in inflammation of the heart lining.

Overdoses can cause hyperthermia (elevated body temperature), convulsions, and death.

Individuals who use crystal methamphetamine also may have episodes of violent behavior, paranoia, anxiety, confusion, and insomnia. The drug can produce psychotic symptoms that persist for months or years after an individual has stopped using the drug.

Crystal methamphetamine users who inject the drug expose themselves to additional risks, including contracting human immunodeficiency virus (HIV). Methamphetamine users also risk scarred or collapsed veins, infections of the heart lining and valves, abscesses, pneumonia, tuberculosis, and liver or kidney disease.

Depressants

Depressants are highly addictive. They are usually known as “downers.” A user may be drowsy, lethargic, suffer from memory loss, and have slurred speech. Many lawful drugs that have a depressant feature are from the family of drugs called barbiturates. More serious effects of the abuse of downers are liver damage, paradoxical anxiety, and excited rage, coma and death.

Ecstasy

(MDMA) Also known as XTC, X, and E, Ecstasy is a mind-altering drug with hallucinogenic and speed-like side effects. Often used at raves, it is taken to promote loss of inhibition, excitedness, euphoria, energy, and sexual stimulation. Ecstasy increases the amount of serotonin in a person’s brain, which causes increased energy and cheerfulness; it also contains anti-coagulative properties, which can cause a person to bleed to death if injured. Ecstasy can also cause serious brain damage in a short time. Side effects of ecstasy are depression, increase in heart rate and blood pressure, muscle tension, nausea, blurred vision, faintness, chills, brain damage, organ damage, and death. Similar “designer drugs” include MDEA and MDA (also known as “Adam” and “Eve”).

Ritalin

Methylphenidate (Ritalin) is a medication prescribed for individuals (usually children) who have an abnormally high level of activity or attention-deficit hyperactivity disorder (ADHD). It contains amphetamines and can be abused as a stimulant by those other than for whom prescribed. When abused, the tablets are either taken orally or crushed and snorted. Some abusers dissolve the tablets in water and inject the mixture; complications can arise from this because insoluble fillers in the tablets can block small blood vessels.

GHB

Gamma-hydroxyl butyrate is an intoxicating chemical with medical, recreational, and potentially dangerous uses. Its use is illegal for any purpose in the United States. Nicknamed the “date rape drug,” it is a clear liquid often mixed in drinks to promote relaxation or increased sociability. When taken, side effects can be drowsiness, dizziness, vomiting, amnesia, decreased motor skills, slurring of speech, unarousable sleep (coma), and death. GHB was used as a dietary supplement until banned by the FDA. GHB is now illegal in the United States. Common slang names for GHB are G, Liquid X, GBH, Gamma-oh, Blue Verve, Grievous Bodily Harm, Goop, and EZLay.

Synthetic Drugs

Synthetic drugs are chemically laced substances similar to marijuana, cocaine, and methamphetamine that are sold over the counter at some convenience stores, gas stations and tobacco shops.

Based on their chemical make-up, these drugs are commonly divided into two categories:

1. Cannabinoids: Popularly known as K2 or Spice, cannabinoids are chemically formulated versions of synthetic marijuana that consist of lab-manufactured THC.
2. Cathinones: Often known as “bath salts,” cathinone’s contain chemical compounds that mimic the effects of cocaine or meth.

Through the drugs’ packaging states the products are not intended for human consumption, their design, labeling, and marketing clearly allude to the products being smoked and/or inhaled as a drug.

WHY ARE THEY SO DANGEROUS?

One reason that synthetic drugs are extremely dangerous is that buyers don’t know what chemicals they are ingesting. Individual products can contain a vast range of different chemical formulations and potencies, some of which can be two to 500 times stronger than THC.

Signs/symptoms of “bath salts” use

Severe paranoia
Seizures
Violent behavior
Decreased need for sleep
Hallucinations
Lack of appetite
Chest pain
Self-mutilation

Long-term health problems that result from use of “bath salts”

Kidney failure	Long term mental illness
Liver failure	Self-mutilation
Increased risk of suicide	Death

Laws relating to Drug Violations

Attached is a list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance. Any employee or student violating any of the described laws of the Health and Safety Code or the Business and Professional Code could be subject to fines and imprisonment.

Laws and Penalties

Nevada

Under State Law, alcoholic beverages may not be served or sold to any person under the age of 21. Local authorities will be notified if found drinking under the legal age. The penalty is a fine of \$500 for the first offense and up to \$1,000 for repeat offenses. Under possession laws, if you are caught with any controlled substance, you will face **Class E felony charges** if it is your first or second drug charge. A Class E felony charge carries a mandatory minimum sentence of 1 year in prison and up to a maximum of 4 years in prison. For a third or greater drug offense charge, with possession of any controlled substance, you would be facing Class D felony charges. A Class D felony carries 1 to 4 years in prison with a fine reaching up to \$20,000. Possession laws are mostly similar to federal possession laws in terms of possession, defenses, and penalties definition. Federal law has no separate penalties for possession of marijuana.

Texas

If you're a minor (under 21) and found to be in possession of alcohol, you may face the following penalties: Up to a \$500 fine. A 30 to 180-day driver license suspension. 8 to 40 hours of community service. Texas drug laws, the charges and penalties can vary depending on the amount the person had on them when they were arrested, as well as the type of drug they're charged with possessing. The charges may also be impacted by whether the person was around minors when they had the drugs on them. There are other circumstances that can make the possession a more serious offense.

For small amounts of certain drugs, the person may be charged with a class A, B or C misdemeanor. A class B misdemeanor, for instance, is punishable with a fine of up to \$2,000, jail for up to 180 days, or both. Larger amounts can lead to a felony charge. In Texas, this means a state jail felony, a 3rd-degree felony, a 2nd-degree felony, or a 1st-degree felony, with the 1st-degree felony being the most serious charge. A 2nd-degree felony, for example, is punishable by a fine of up to \$10,000 and between 2 and 20 years in jail.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		

Federal Trafficking Penalties

Substance/Quantity	Penalty
Any Amount of Other Schedule I & II Substances	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount of Other Schedule III Drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances

<p>Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</p>	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
<p>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p>	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
<p>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</p>	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
<p>Hashish More than 10 kilograms</p>	
<p>Hashish Oil More than 1 kilogram</p>	
<p>Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)</p>	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
<p>1 to 49 marijuana plants</p>	
<p>Hashish 10 kilograms or less</p>	
<p>Hashish Oil 1 kilogram or less</p>	

Financial Aid Code of Conduct

The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA 484(e)]. L Makeup Institute officers, employees and agents are required to comply with this code of conduct. The following specific provisions bring L Makeup Institute into compliance with the federal law [HEOA 487(e)].

Neither L Makeup Institute as an institution nor any individual officer, employee or agent shall enter into any revenue sharing arrangements with any lender. No officer or employee of L Makeup Institute who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount.

An officer or employee of L Makeup Institute who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans. L Makeup Institute shall not: for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency. L Makeup Institute shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: a specified number of loans made, insured, or guaranteed under Title IV; a specified loan volume of such loans; or a preferred lender arrangement for such loans. L Makeup Institute shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing. Any employee who is employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

Admissions Code of Conduct

1. Student recruitment, enrollment, and admissions duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant accreditation requirements.
2. Student recruitment, enrollment, and admissions duties will be geared toward the enrollment of qualified applicants who are likely to complete and benefit from the training provided by the school, and not geared toward enrolling students simply to obtain enrollments.
3. Student recruitment and admissions personnel will only provide truthful and accurate statements, descriptions, and explanations regarding the school and its personnel, training, facilities, equipment, services, and accredited status.
4. Student recruitment and admissions personnel will work to ensure that students are fully informed and able to make considered enrollment decisions without undue pressure.
5. Student recruitment and admissions personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.
6. Student recruitment and admissions personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.
7. Student recruitment and admissions personnel will participate in relevant training provided by the school to enhance their skills as school representatives.
8. Student recruitment and admissions personnel will not assist prospective students in providing false or misleading information on any application.
9. Student recruitment and admissions personnel will not recruit prospective students in or near welfare offices, unemployment lines, food stamp centers, homeless shelters, or other circumstances or settings where such persons cannot reasonably be expected to make informed and considered enrollment decisions.
10. Student recruitment and admissions personnel will not discredit other schools or influence any student to leave another school by falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.
11. Student recruitment and admissions personnel acknowledge having received a copy of the ACCSC Standards of Accreditation and having read the sections pertaining to recruitment, advertising, and admissions.
12. All admissions personnel acknowledge having received and read the L Makeup Institute catalog.