

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational rights and privacy Act of 1974, as amended, is a Federal Law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The Law provides that the institution will maintain the confidentiality of student educational records.

The Charleston School of Beauty Culture accords all the rights under the Law to students who are declared independent. No information from student's educational records will be disclosed outside the institution without the written consent of the student. For those students who are a dependant minor, the institution will require the written consent of a parent or guardian in addition to the student's signature for release of information excepting under the following conditions: Personnel within the institution, officials of other institutions in which the student seeks to enroll, persons or organizations providing financial aid, accrediting agencies carrying out their accreditation functions, persons in compliance with a judicial order or persons in an emergency in order to protect the health of safety of the student may have access to student information. This is allowed under the Act.

Within the Charleston School of Beauty Culture, only those members individually or collectively in the student's educational interest are allowed access to student educational records. Those members include personnel in the administrative staff and academic personnel within the limitation of their demonstrated need to know.

With the student's written permission, the institution may provide Directory Information and Educational Information (to persons designated on permission form). Such information may include student name, address, phone number, major field of study, schedule of classes, dates of attendance, diplomas received and previous educational institutions attended by the student.

The Law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their file if the decisions of the hearing panels are unacceptable. The Director of the Charleston School of Beauty Culture has been designated by the institution to coordinate the inspection and review procedures for student educational records which include personal, academic, attendance, financial and educational records.

ANNUAL NOTICE TO STUDENTS

The Charleston School of Beauty Culture informs students of the Family Educational rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to fully comply, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the Policy can be found in the Registrar's office.

The office mentioned above also maintains educational records on students in this institution.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's office.



**PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION AND
RELEASE OF EDUCATIONAL INFORMATION**

The Charleston School of Beauty Culture hereby designates Categories I, II, and III of student information as "Directory & Educational Information." Such information can only be released with the written consent of the student. Authorization forms may be obtained in the Registrar's office.

CATEGORY I	Name, address, telephone number, dates of attendance, class and scheduling information
CATEGORY II	Previous institution(s) attended, major field of study, diploma(s) received, including dates
CATEGORY III	Relevant educational information in attendance and academic achievements

Only those persons designated in Paragraph 3 of the Policy of Privacy Act may have access to student information without written consent. They are as follows: personnel within the institution, officials of other institutions in which the student seeks to enroll, persons or organizations providing financial aid, accrediting agencies carrying out accrediting functions, persons in compliance with a judicial order or persons in an emergency in order to protect the health or safety of the student. This is allowed under the Act.

DIRECTORY OF RECORDS

1. Initial Interview Card and Information
2. Enrollment Agreement
3. Personal and Confidential Information
4. Attendance, Academic & Counseling Records
5. Financial Aid Records (when applicable)
 - Financial Aid Application
 - Financial Aid Transcript
 - Student Air Reports SAR's/ISIR's
6. High School Diploma, GED, or proof of at least 8th grade education and Ability to Benefit Exams
7. Tuition Card
8. Kit List
9. Master List (shows all information in Course Outline received)
10. Certification of Privacy Act (signed by student)

STUDENTS GUARANTEED ACCESS TO FILES

Students are guaranteed access to their files. All information is accessible to the student. Students may see their files any time that school is in session under the following conditions. They should request from the school Director or Registrar an appointment time to see their files so they can be assured privacy and no interruption from others. Files may not be removed from the office for review, and there must be a member of the school staff present during the review.

If the student feels there is any information in his/her file that is detrimental, misleading or incorrect he/she has the right to make an appeal to the school Director in this matter.

In this case, all information should be presented to the school Director in writing. This should list the grievance and any information relevant to the facts represented on the documents in question. The Director shall then review this information and make a determination on the student's appeal. If the Director feels it would be in the best interest of the student or school, he has the right to appoint an uninvolved person to review the information presented in the appeal.

If the determination is in agreement with the student's appeal, corrected information will be placed in the student's records and attached to the information in question. Determination may be made to destroy the questioned document, if it is not found to be relevant to the student's educational file. In most cases, however, a corrected statement will be attached and the documents will remain in the file.

No information that has been appealed by a student, and determined to be incorrect, will ever be held against the student nor shall this information be given out to any person unless requested in writing by the student. If the information is found to be correct, and the student appeal does not go in favor of the student, the school has the right to document such and place documentation in the student's file.