Access to Files Policy

Every student or in the case of a minor, the students’ parents, or guardians have the right to access their personal file. Love beauty school has developed a policy for the proper procedures for this action.

in the event a student, parent, or guardian wishes to view a student's file the following steps need to be taken:

1. Ask a staff member for this information if it is related to test scores, clinicals, etc.
2. Make an appointment with the financial aid director if it is related to financial aid.
3. The financial aid director or staff member will make your file available for your review at a scheduled time
4. You may not take any information out of your file without the permission of the school
5. You may not see any other material that does not belong to you specifically, meaning you are not allowed to view other students files.
6. The meeting and any subsequent discussion will be held in strict confidence by both parties
7. Should you request a copy of your documents, this will need to be done in writing, and they will be provided to you within 24 to 72 hours, however the institution will not provide more than one copy of your document to you. It is important that you take personal accountability and keep up with any documents that are given to you.
8. If someone contacts the school via telephone or request information in person other than the student, this will be noted in the students file. In addition any person or persons that are not listed in the students file to have information released to them will not be able to receive any information, or request copies of any information. Students maintain the right to add and remove people to the release form, this needs to be done in writing.
9. You have the right to view this material at an appropriate time that does not conflict with your class schedule or other appointments taking place, please be aware of time constraints for the staff as well as the owner and the financial aid Department.