

# ACADEMY of HAIR TECHNOLOGY

3715 East North Street, Suite F; Greenville, South Carolina 29615-2363 (864) 322-0300

## CATALOG



"Member School"



#### A Word About our Complaint/Dispute Resolution Process

We want to insure a positive educational environment to maximize your potential. Help us help you achieve your goals for success.

If you have a concern, question, or complaint about a policy, an employee, or any other matter here at the Academy of Hair Technology, our internal complaint procedure is outlined on pages 3 and 4 of your Student Handbook and exists to solve your problems. We employ an outside person, Mr. Grady Thompson to help resolve any problems you may experience at the school. You may contact him at 370-2380 to talk to him or schedule an appointment. If you have an issue relating to the Student Contract, you may call our attorney or pursue satisfaction through the arbitration process (refer to your Student Contract). Mr. Thompson will provide you with the information you need.

A MESSAGE from the PRESIDENT

Today our industry is more fashion oriented than ever before. We need people who are looking for a challenge, have an eye for style and fashion, and who are looking for a financially rewarding professional career. \

Your creative talents can make all the difference in your life if you combine your talent with personal discipline and if you properly develop your talents. If you are serious about a career in hair, we, at the Academy, can help you. Remember, if you chose our school you will need to be a serious student who is also willing to keep up with the latest fashion trends. Ours is, after all, an Image Industry!

We offer the most progressive training available anywhere. In doing so, we have developed very structured programs. While every reputable school will provide the necessary training that will give you the knowledge to pass licensing/certification Boards/Exams, our training goes way beyond these fundamentals. Area owners have expressed consistent surprise over the advanced concepts our students learn and master while in school. However our school is not for everyone. To benefit from this type of program, a student must attend regularly and make-up missed work within two weeks. Not everyone has this type of personal discipline or commitment to excellence. We expect the students at the Academy of Hair Technology, furthermore known as AHT, to be amenable to our structured curriculum.

There are few decisions you will make in life that are as important or more impacting on your future as the choice of where to go to school. You owe it to yourself to shop around. Before you decide which school to attend, visit all the other schools in the area and eliminate those that just do not feel right to you. While visiting a school, ask to see the statistics prepared by the State Board showing the school's pass/fail rate on their exam. Summary statistics are sent to each school on a quarterly basis. We are proud of our success and will be glad to let you review all of ours. Ask them if they are accredited. Statistically, unaccredited schools tend to be more unstable. In addition, even if you are not interested in financial aid, you receive tax credits on the tuition you pay only if the school is accredited. Next, talk to owners at the types of businesses you would like to work and ask them which one school they would recommend and why. If you do these things, you will make an informed choice. Best of Luck in all your endeavors. If you decide to choose our school, our entire staff will work with you to help you achieve your greatest potential.

Sincerely,  
James King

July 1, 2023- June 30, 2025 - TABLE OF CONTENTS

Accrediting & Licensing	2
Admissions Procedures and Requirements	3-6
Appeals	4-18
Business Organization/Names of Owners	18
Campus Description	3
Career Opportunities	3
Campus Description and Address	8
Class Calendar/Starting Dates	3
Class Size	5
Credentials upon Graduation	4
Educational Objectives	19
Educational Programs	15-16
Educational Program Outlines	15-16
Faculty & Staff	25
Financial Aid Programs	1 0-12
Grading System	17
Graduation Requirements	17
Holidays & School Closing	9
Leave of Absence	4-5
Make-up Policy	14
Membership/Affiliations	4
Mission Statement	2
Non-Discrimination Policy	2
Payment Plans	5
Placement Assistance	9-10
Refund Policy	19
Reinstatement	12-13
Right to Access Files	18
Right to Privacy	14
Rules & Regulations	14
Satisfactory Academic Progress	20-24
Scholarship Information	16-18
School Closing	10
School Hours	4-5
State Board Exams	4
State Board Preparation	4
Terminations/Withdrawal Policy	4
Tuition & Fees	14, 17-18
	6-7

The Student Handbook dated October 1, 2010, pages 1-16, in incorporated in its entirety into this catalog

## **HISTORY**

The Academy was originally opened in 1984 in Powdersville, SC, and moved to Greenville, SC in 1987. It moved to its current location in Vaughan's Plaza on June 1, 1993. The SC Board of Cosmetology has licensed it since it opened and it has been continuously accredited by the National Accrediting Commission of Career Arts & Sciences since 1987. The US Department of Education certifies it to participate in Title-IV Financial Aid programs for any 600 hours or more program. It's cosmetology program is approved for Veterans training and by the SC Vocational Rehabilitation Agency. The school has also been approved by INS to accept foreign students (student visas).

The school became a PIVOT POINT Member School in 1992. In addition, it is a REDKEN Premiere School. The school is a member of the American Association of Cosmetology Schools (AACS) and the Better Business Bureau (BBB)

The school sponsors and provides advanced training to students interested in competing at regional, state, national, and world hair competitions.

### **MISSION STATEMENT/PURPOSE/OBJECTIVES:**

Our mission at the Academy is to educate and train students to pass the state licensing examination necessary to become a licensed nail technician, estheticians or cosmetologist as well as to prepare our students to become productive, successful and professional in these fields.

## **BUSINESS ORGANIZATION**

The Academy is organized as a profit proprietary business venture. It is solely owned and managed by James W. King, Jr., Robert C. MacElhiney and Richard J. West. An Advisory Board consisting of the Academy's owners, faculty and staff area salon owners, and professionals representing the programs of study the college provides review and have input in the curricula, school policies, and planning objectives for the Academy. It meets at least once a year.

## **FACILITIES**

The Academy consists of over 8,789 square feet with classrooms, offices, an esthetics demonstration area with shower, two additional skin care rooms, a dedicated nail practical area, lounge, and cosmetology practical stations at 3715 East North Street, Suite F, Greenville, South Carolina. The Academy has modern and up-to-date equipment including audio-visual training aids such as VCR's, Laser Disk players, other appropriate training equipment, a video camera and a resource library at this location. All school training, both theory and practical are conducted here.

## **ACCREDITATION AND LICENSING**

The Academy of Hair Technology is accredited by the National Accrediting Commission of Career Arts and Sciences; 3015 Colvin Street, Alexandria, Virginia 22314, ((703) 600-7600) which is recognized by the US Department of Education as the national accrediting agency for private Cosmetology schools.

The Academy is licensed by the South Carolina Department of Labor, Licensing and Regulations, Board of Cosmetology, 110 Centerview Drive, Columbia, South Carolina 29211 ((803) 896-4944).

The cosmetology program is approved for Veterans Training and by the South Carolina Department of Vocational Rehabilitation.

The credentials for licensing and accreditation are posted in the back hall of our facilities.

## PIVOT POINT INTERNATIONAL

Page 3

When you enroll in our cosmetology program at the Academy of Hair Technology, a Pivot Point Member School, you get the edge. You get the benefit of proven training techniques developed and tested over 25 years. Pivot Point has over 2,000 member schools in 42 countries and a well-earned reputation as being a premiere training program.

If you have a flair for hair, you'll love being a hair dresser. First you'll need to understand the basic concepts behind cutting and designing. Pivot Point developed its own training method, a system of learning that revolutionized hair and beauty education. You learn by seeing, hearing and doing. Everything is presented in a easy-to-understand way that lets you really grasp what you are learning.

As a Pivot Point graduate you'll receive two vouchers valued at a total of \$1,000 as part of your tuition. These can be applied towards advanced, hands-on workshops at the Pivot Point Center in Chicago, a world-renowned advanced learning center.

Our training is so different than that offered by other area schools, that we feel certain you will be able to see the difference by just visiting us for five minutes.

-Pivot Point is a trade mark of Pivot Point International, Chicago, Illinois.

### "A LITTLE OFF THE TOP"

A "Little Off the Top" is a seminar developed by Michael Cole, one of the leaders in motivation and sales development in the beauty industry. The Academy teaches this seminar to all its cosmetology students to help them become more successful as a professional when they graduate. The program teaches how to build clientele, increase chemical services, increase retail sales, and how to plan for your success.

Michael Cole has made this seminar available to professionals at advanced training workshops. Those who have attended it report an average of a 30% net increase in their business within six months after completing the workshop.

"A Little Off The Top" is copyrighted by Michael Cole

### PEOPLE SKILLS (Your Guide to Salon Success)

People skills: where would we be without them? Every day, we interact with hundreds of people on both the personal and professional level, usually taking for granted the skills required to make each interaction successful. The extent to which our lives are satisfying and fulfilling often hinges on our knowledge of people skills.

As industry research points out, as much as 80 to 85 percent of your success depends on your ability to deal effectively with people--your clients and co-workers. For this reason, the Academy offers a course in People Skills which we believe will make a difference in your success.

### EDUCATION DAYS

The Academy supplements student training with frequent guest lectures on different aspects of the industry. Lecturers include professional practitioners, salon owners, governmental officials, and manufacturers' representatives. They offer insight into the "real world" of the cosmetologist, estheticians and nail technician and provide insight about being successful. This bonus to our curriculum is an important benefit to our students.

**PROFESSIONAL PRODUCT LINE**

In the salon, almost all your business involves a product of some type. The Academy is a REDKEN Premiere School and Bioelements School.

**CLASS SIZE**

The student to teacher ratio never exceeds 20:1

**CLASS SCHEDULES**

We define an Academic year as 900 clock hours of instruction over a period of at least thirty weeks and the program of cosmetology requires a minimum 1500 clock hours to complete. The nail technician program requires a minimum of 300 clock hours to complete. The esthetics program requires a minimum of 600 clock hours to complete.

Cosmetology Program (scheduled 30 hours per week)

9:00am - 5:00pm, Tuesday through Friday

Cosmetology Program (scheduled 24 hours per week)

9:00am - 3:30pm, Tuesday through Friday

(A half hour lunch break is scheduled off the clock). A student on this schedule is scheduled to complete an academic year in thirty two weeks and the entire 1500 hour cosmetology program in fifty-four weeks taking into account any inclement weather or school holidays.

Three-Quarters Esthetician Program (scheduled 20 hours per week)

9:00am - 2:30pm (Monday through Thursday)

5:30pm - 10:30pm, Monday through Thursday

(A half hour lunch break is scheduled off the clock for the day program. There is no lunch break scheduled in the evening program). A student on this schedule is scheduled to complete an academic year in forty-five weeks, but since this program is only 600 hours, it would be completed in thirty-two weeks, not taking into account any inclement weather or school holidays..

Half-time Nail Technician Program (scheduled 12 hours per week)

6:00pm - 10:00pm, Tuesday through Thursday

**CLASS SCHEDULES, cont'd.**

(There is no lunch break scheduled). A student on this schedule would be scheduled to complete an academic year in seventy-five weeks, but since this program is only 300 hours, it would be completed in twenty-five weeks at this rate, again not taking into account any inclement weather or school holidays.

*The school is open Monday through Friday, fifty-two weeks a year. The school does not offer flex-time and expects students to attend according to their contracted schedules. Cosmetology students are allowed 30 extra hours to complete the program at no charge. Cosmetology students are allowed 30 extra hours (beyond the 1500 scheduled hours) to complete the program at no extra charge. Esthetics students are allowed 40 extra hours and nail technicians are allowed 24 extra hours to complete their respective programs at no extra charge.*

**STATE BOARD PREPARATION**

Pre-boards are scheduled several times prior to the student completing the prescribed program of study. These exams are designed to stimulate the state board exam in every way and provide feedback to the staff and the student on how well they are learning the required material. Cosmetologists must complete at least three such exams, passing all phases of the last one. Esthetics and nail technician students must complete at least two such exams, passing all phases of at least the last one.

**STATE BOARD EXAMS**

Prior to being licensed, the student must pass both a written and practical exam administered under the auspice of the SC Board of Cosmetology in Columbia, SC.

The student must pass the written exam prior to being scheduled to take the practical exam. These exams are normally scheduled at least monthly and are in two parts. To be certified by the school, the student's payments and course must be completed.

## HOLIDAYS

The Academy is closed on the following holidays:

New Year's Day	Independence Day	Thanksgiving
	Christmas	

In addition, it is closed the Friday following Thanksgiving, Christmas Eve, and the day following Christmas. Estheticians and Nail Technicians will be off New Year's Eve instead of New Year's day because these are both night programs.

## INCLEMENT WEATHER

As a post secondary institution, normally classes are not canceled because of inclement weather. If the school owners decide that weather conditions are too severe, we will notify the local media. Please listen to the radio and television for information concerning such closing. Generally, we will be off when Furman, Bob Jones, Clemson, and USC-Spartanburg have all cancelled their classes.

## ENROLLMENTS

A student must enroll at the beginning of a class unit. Essentially, a new class starts every six weeks, with orientation being on Monday. Because start dates are not the same day of each month, a prospective student should call the school's office for the next start date. A student may start at the beginning of any unit, but must attend an orientation day before enrolling. Orientation is usually held on the Monday before the beginning of a particular unit. Orientation usually lasts five hours and is mandatory but does not count as part of any program.

## ADMISSIONS REQUIREMENTS

Individuals wishing to enter the Academy must fulfill the following requirements to be considered for acceptance:

A. Visit the Admissions Officer to discuss career objectives, the Academy's program offerings, and tour the facilities. Students are encouraged to visit the school with their parents or spouse. An appointment is not required but visits should be between 10:30am - 3:30pm, Tuesday through Friday.

## Admission Requirements, cont'd

Page 5

B. Fill out in detail an Application for Admissions and other forms as required. These forms must be filled in by the student without assistance.

C. All students must furnish proof of former education by providing a copy of his/her (licensed/accredited) high school diploma, (licensed/accredited) high school transcript showing completion of 12<sup>th</sup> grade, or GED Certificate. Students who attended school outside of the United States must have evidence that verification of a foreign student's high school diploma has been performed by agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. (The agency must be approved by the SC Board of Cosmetology). A fee is charged by such vendors. The amount varies and can best be ascertained from them by the student. The school has a list of approved vendors as well as their contact numbers. Credentialing must also be completed prior to starting class. *In addition, the college allows for a limited number high school students who meet this requirement to enroll in its nail technician program, which does not qualify for financial aid, who are at least sixteen years of age and have completed the tenth grade in school as demonstrated a high school transcript for grades completed.*

D. Since licensing is restricted to candidates who can demonstrate a proficiency with reading, writing and speaking English, a student must demonstrate such to the satisfaction of the Academy prior to being accepted.

Acceptance is based on an overall assessment of a candidate's qualifications, interest, artistic sense, maturity, and appearance. Once these requirements are completed and a decision made, the Academy will inform the applicant of acceptance to the school either in person or in writing. If, in the opinion of the Academy staff, the documents provided are suspicious, an attempt to validate them will be made but reviewing information on the web and/or asking for additional documentation such as actual transcripts. If not satisfied, the student will be denied admissions. The decision by the Academy if final and is not subject to appeal.

Enrollment sizes depending on the space available, time of year, and the rotation of training. Never will there be more than 20 students under the supervision of any one instructor. The average student to teacher ratio at the Academy is less than 20:1.

The Academy does not discriminate and admits students of any sex, age, race, color, ethnic origin, or religion. The physical facilities meet or exceed disability access laws. The Academy's admission policy does not discriminate against disabled people except where the person's disability would limit that person's ability to do the required job tasks.

Generally, the Academy feels that a student should complete the program of study at the school first enrolled in and does not encourage transfers. Because of their short length, no transfers into our Esthetics or Nail Technician program will be considered.

*POLICY ON TRANSFER CREDITS*

Cosmetology students wanting to transfer will be evaluated on a case-by-case basis and we will not transfer more than 750 hours. More over, any student graduating from the Academy must meet all its graduation requirements. Because of the relative shortness of our esthetics and nail technician programs, we will not consider any transfer credits.

*CONDITIONS FOR RE-ENTRANCE*

Students whose education is interrupted from school for either voluntary, academic or disciplinary reasons may be considered for re enrollment after a period of 90-days on a space available basis.

**TUITION AND FEES (FY 2020/2021)**

*COSMETOLOGY PROGRAM*

Application Fee	\$ 100
Tuition (0-450)	\$ 4,170
Tuition (451-900)	\$ 4,170
Tuition (901-1200)	\$ 2,780
Tuition (1201-1500)	\$ 2,780
(\$9.27 per hour for program, otherwise \$12.00 per hour)	

Total Cost for the Cosmetology Program \$14,000

Tuition includes the cost of all training and texts required for the completion of the program. Student may elect to purchase training kits, material and equipment required for use in the course (and/or to take the practical portion of the state administered by the vendor selected by the state) these items which are required to participate in the training program from any source they want. Students can elect to purchase these from us for \$750. The texts are loaned for the unrestricted use of the student at no charge.

*ESTHETICS PROGRAM*

Application Fee	\$ 100
Tuition (300-300)	\$ 2,950
Tuition (301-600)	\$ 2,950
(\$9.84 per hour for program otherwise \$11.80 per hour)	

Total Cost for the Esthetics Program \$6,000

Tuition includes the cost of texts required. Student may elect to purchase training kits, material and equipment required for use in the course (and/or to take the practical portion of the state administered by the vendor selected by the state) these items which are required to participate in the training program from any source they want. Students can elect to purchase these from us for \$400 The texts are loaned for the unrestricted use of the student at no charge. Students are required to purchase white scrubs to wear while in school. The texts are loaned for the unrestricted use of the student at no charge.

*NAIL TECHNICIAN PROGRAM*

Application Fee	\$ 100
Tuition	\$1,700
(\$3.00 per hour for program, otherwise \$10.00 per hour)	

Total Cost for Program the Nail Technician Program \$1,800

Tuition includes the cost of texts required for the completion of the program. No provision is made for training kits, material and equipment required for use in the course or to take the practical portion of the state administered by the vendor selected by the state. Students should expect to spend \$350 to procure these items which are required to participate in the training program. The texts are loaned for the unrestricted use of the student at no charge.

*Extra Required Costs Not Covered*

Students who fail to complete their training within the scheduled contracted period (Cosmetology: 1530 hours; Esthetics: 640, Nail Technician: 340 hours) because of any reason, are charged an additional \$5.00 per hour for each extra hour of instruction provided.



All students must purchase all supplies and equipment necessary for the training before each unit is taught. A list of required equipment and supplies needed will be furnished by the instructor at least one week before needed.

These figures do not include the examination or licensing fees. As of the date of this catalog, the examination fee for programs under the Cosmetology Board is \$175 which must be paid by certified check or money order made out to the order of Professional Credentialing Service (PCS). The written portion of the licensing exam can be taken locally, the practical portion of the test is administered centrally in Columbia. These fees are subject to change and the current fee is available through the admission's office. Cosmetology related examinations are administered in two parts in Columbia, South Carolina. After passing the written exam, a student will be scheduled for the practical exam. Students are also responsible for their own transportation to the test site and many students decide to drive up early and spend the night.

Cosmetology, Esthetics and Nail Technician Graduates who fail to pass the State Board two times must document additional training prior to being allowed to sit for the Board exam again. This training will be provided at no additional cost to our graduates. Students who fail a fifth time will not be allowed to take the exam again without repeating the entire program. Such students should carefully weigh whether they should pursue this career any further.

#### *Non-Mandatory Costs That Are Not Covered*

Addition costs which a student may elect to incur relate to those associated with attending advanced training sessions not conducted at the school during regularly scheduled hours, upgrade on the quality of and additional equipment and tools, and fees and expenses related to competing at state, national and international events. In addition, from time to time the school schedules optional advanced cutting classes for its cosmetology students. Cosmetology students interested in attending these advanced classes must procure additional manikins. None of these events, upgrades or additional equipment are required and the costs associated with

Students are expected to secure all texts and equipment issued for use at the school in the locker issued to them and must purchase a replacement for any such items lost or destroyed at the current price charged to the school (school will provide documentation of cost) or purchasing such at an area beauty supply store.

Students enrolling are required to sign an Enrollment Agreement before starting actual training during orientation. The Enrollment Agreement is a contract between the school and the student. Students under the legal age to negotiate contracts (17), must have their parents co-sign this agreement as well.

#### *Normal Living Costs Which Are Not Covered, continued*

In addition to the costs outlined above, it is recognized that students will incur those expenses normally required to live. In addition, the student will have to purchase clothes that meet the uniform requirements of the school which vary depending on the program of study. Cosmetologists are required to wear black pants/slacks/skirt (if a skirt is worn, it must cover the knees and be worn with nylon hose) with black or brown leather shoes that cover the entire foot. In addition, they must wear a black lab coat that covers the knees and is buttoned. Alternatively, a school T-shirt (not provided) may be purchased to wear in lieu of the lab coat. Esthetics and nail technician students must wear a white uniform with a white lab coat and white leather shoes covering the entire foot. All students must wear a school provided name tag which identifies them as a student. We estimate that the minimum a student who is not living with his/her parents while attending school should budget for room and board while in school would be \$954 per month. For miscellaneous personal expenses we feel this student should budget \$403 per month. Transportation will vary with the distance to the school, but \$208 per month should be budgeted. A student who is still living with his/her parents while in school should budget \$381 per month for room and board, \$215 per month for miscellaneous personal expenses, and \$208 per month for transportation. Estimates are based on completing the program as an accelerated student in twelve months.

#### *Fines*

If a student is cited during a state Board school inspection for not being in proper uniform or a safety/sanitation issue, that fine will be passed on to the student.

Cosmetology, Esthetics and Nail Technology are dynamic careers! They enjoy the recognition of being professions and its practitioners have specialized skills and knowledge that is always in public demand. Various career avenues are available for both cosmetologist and nail technicians. In the area of management, these include: salon owner, salon manager and wholesales sales. In the area of education, these include: instructor, educational researcher, school administrator, educational director, school admissions, and school owner. In what can be considered artistry, cosmetologists can work in makeup, styling, color, pedicures, manicures, platform work, and as a competitive stylist. Estheticians can work in salons, skin salons, day spas, and for dermatologists. Nail technicians can work in manicure, pedicure, artificial nails, nail art, platform work, and as a competitive artist. Other related fields include product research, cruise ship salons, photography, and modeling. Cosmetologist are licensed to work as a cosmetologist, nail technician and esthetician.

A recent national survey\* of salon owners and stylists has good news for you! As a future cosmetologist, esthetician or nail technician graduate you can:

- ▶ Join a booming industry with endless of jobs. There are almost three openings for every new trained professional!
- ▶ Enjoy a salary that's way above national average for all occupations. The average annual salary for a full-time, experienced cosmetologist is \$36,000!
- ▶ Choose to work either full-time or part-time. Currently 62 percent of salon employees work full-time, 24 percent work part-time, and 14 percent are booth renters.

So, if you want a high-paying, flexible career that is filled with opportunities, CHOOSE A COSMETOLOGY RELATED FIELD!

\* Statistics based on Job Demand Survey conducted by the National Accrediting Commission of Career Arts & Sciences and Career World, Vol 26, No 5.

#### CAREER ENRICHMENT AND GROWTH

The programs offered by the Academy lead to exciting career fields. Since each person is truly different, no two services are ever the same. Your knowledge must constantly be updated if you are to be successful. Besides completing a required continuing education class of six hours a year, opportunities exist to attend seminars, training sessions and shows nationally and internationally.

A wide range of careers in cosmetology, esthetics and nails exists. A stylist can choose to generalize or specialize in specific areas she or he particularly enjoys, such as cuts or chemical services. An esthetician can elect to specialize in any area of skin care and make-up. A nail technician can elect to specialize in any of a number of artificial nails techniques and even nail art. Licensed cosmetologists, estheticians and nail technicians often chose to become marketing representatives for major cosmetic companies.

Another way to represent these companies is as a platform artist at state, regional, national, and international trade shows. By completing additional training, a cosmetologist, esthetician or nail technician can earn an instructor's license. The opportunity also exists to open and run a salon, and through such, having an opportunity to own a business.

## FINANCIAL ARRANGEMENTS

### SCHOOL FINANCED PAYMENT PLANS

Generally, all tuition required for any unit of instruction along with applicable fees is required before the first day of class.

If a student can show that he or she is unable to pay the entire amount by that date but could pay the entire tuition before his/her anticipated graduation date, payment arrangements between the school and the student can be negotiated on a promissory note basis. In some cases, based on credit reports, a co-signer will be required. At the school's option, the note may have to be secured. To ease tracking payments, whatever payment interval is agreed on (monthly, quarterly, semiannually), the total tuition for the entire program will be divided equally with the understanding that monies owed accrue based on hours scheduled rather than the interval payments to be made. The number of payments will not go beyond the scheduled graduation date and full payment along with any extra charges will be due before a student is certified as a graduate.

When the Academy and the student agree upon a payment plan, we assess no finance or handling charges. All payments are due on or before the dates agreed and there will be an \$8.00 late charge if a payment is more than ten days late. If the student does not make a payment within 15 days from the due date, the student is subject to being suspended until the student brings the account current.

*The student may pay tuition using cash, checks, money orders or credit cards accepted by the college.*

## VOCATIONAL REHABILITATION

The Academy is approved by the SC Vocational Rehabilitation Department as an eligible institution, but has only submitted its cosmetology program for eligibility. Students who are eligible for funding from this agency need to coordinate directly with their counselor for such. The school may refer students it feels might be eligible for assistance by that agency as well.

Student eligibility and how much assistance is determined solely by this agency. Since assistance is never made retroactive, this matter should be fully resolved before starting school.

### VETERANS BENEFITS

Students enrolled in our cosmetology program are eligible to qualify for veterans benefits for all training provided on the Academy's premises provided they meet the Veterans Administration attendance (a minimum of 80% of scheduled classes) requirements and are otherwise eligible.

Eligibility for, the amount of, and duration of any award is determined solely by this agency. The school will help the student in completing his/her application and will certify initial and continued eligibility when appropriate. It is the student's responsibility to apply for these funds and to follow up with this agency.

While payment to the institution is pending from the VA, this school will not (a) prevent the student's enrollment, (b) assess a late penalty to the student, (c) require the student secure alternative or additional funding, (d) deny the student access to any resources (access to class, libraries or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution, however such students may be required to provide Chapter 33 Certificates of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first of the next class.

This agency disburses funds directly to the student. If any portion of these funds is intended to be used pay for tuition, it will be the responsibility of the student to coordinate such payments.

## COSMETOLOGY PROGRAM SCHOLARSHIPS

**ACE SCHOLARSHIP.** This program is intended to encourage interested parties to consider a career in cosmetology. The American Association of Cosmetology Schools (AACS) partners with industry sponsors to offer scholarships and grants to deserving cosmetology students. The scholarships can be as high as \$2,400, but the student must have completed the application process prior to enrolling in school.

Additional scholarships can be found on the AACS website: <http://www.beautyschools.org>. If interested, the student should check the website regularly because each have different submission date requirements, amounts and qualifications.

## TITLE-IV, FEDERAL FINANCIAL AID

The US Department of Education has certified the Academy's cosmetology and esthetics program to participate in two broad categories of financial aid programs, both of which are under Title-IV. Grant programs are monies awarded to a student and do not require repayments by the student. A lending agency may fund and administer loans by a lending agency and guaranteed by the Government or the Government may make the loan directly to students and parents through the school. The student must repay the principle and interest of a loan according to the terms specified by the lender.

To be eligible to qualify for Federal Student Aid Funds at the Academy, the student must meet the following basic eligibility requirements:

- (1) be an US citizen or eligible non citizen,
- (2) be enrolled at least half-time in our cosmetology or esthetics program,
- (3) have a valid Social Security Number,
- (4) make satisfactory academic progress,
- (5) sign a statement of educational purpose/certification statement on refunds and defaults.,
- (6) sign a statement of updated information if required,
- (7) if a male, register with the Selective Service if required,
- (8) meet the drug certification requirements.

## Classification: Independent/Dependent

Page 10

Students who are married, veterans of the US Armed Forces, born before January 1<sup>st</sup> of the year in which applying for aid and are more than twenty-four, are an orphan or wards of the court (or were wards of the court until age 18), or have legal dependents other than a spouse that they support are classified as independent for the purposes of applying for financial aid in FY 2000/2001. Generally, all others are considered dependent. Current rules affecting such are available through the school's financial aid representative in the main school office.

## Required Documentation

Before applying for financial aid, we require that the prospective student bring in records of his/her earnings, including a copy of the appropriate income tax forms (1040, 1040A, 1040EZ) and all supporting documents and schedules for the student, his/her spouse (if married), or his/her parents (if dependent) and records of any other monies that they may have received, including AFDC, ADC, social security benefits, child support received for all children and any other forms of untaxed income and benefits for the student and his/her spouse or parents (if dependent). In addition, records of saving accounts, retirement accounts, bonds, and other investments (including business and farm) for the student, his/her spouse or parents (if dependent).

If the student has any question concerning what documentation to provide, the school representative, who will help the student complete his/her financial aid application, is available to outline the required documentation if desired.

## Application Process

Normally, the entire application process will be completed before a prospective student applies for financial aid.

The first step in applying for this type of assistance is to complete the school's financial aid application. This form requires the student to provide information that the student should readily know without any reference to other material.

The second step is to complete the Free Application for Federal Student Aid or its equivalent. This can be done at the school or directly on line (<http://www.fafsa.ed.gov>). If you choose to apply at the school, the school's financial aid representative will be available to answer any pertinent questions the applicant might have and assist in interpreting what information is requested, but will not prepare the application for the student. When applying on line, the school's code you will be asked for is 017124. If the student is married (or dependent), his/her spouse (or parents) must also sign this application. Besides

requiring information that the student should readily know, tax forms and other records as indicated above, and records of any previous student loans received will be required to complete this form.

If the student has attended any other post secondary school or institution in the same fiscal year that aid is being applied for, the student's aid will be adjusted for any aid received at the prior school. The student will be notified of this adjustment, if any, prior to starting school.

The school's representative may require the student to furnish documentation that he or she is married or otherwise meets the guidelines for independence status if the student is independent.

The school's representative may also require the student *and* his/her spouse or parents to complete a verification of data form and provide other supporting documents for verification by the federal processor. This form requires the student to provide information that the student should readily know and information related to income not reported on tax forms and child support received or given.

**PELL GRANT.** Besides meeting the general requirements already outlined for eligibility to receive financial aid, students must not have completed a Bachelor's degree and must meet a needs test as determined by the US Department of Education. Need determines the student's eligibility and thus the amount of the award. Awards are based on that portion of an academic year completed or payment period that overlaps a particular fiscal year (defined as July 1 - June 30). In 2010/2011, the minimum PELL award for a full academic year was 400 and the maximum award was \$5550. Current levels are available through the financial aid representative. PELL Awards are based on the data filled out on the Free Application for Federal Student Aid.

**FEDERAL DIRECT LOAN PROGRAM** The school originates these loans that are made by the Federal Government. Application forms for all these loans can be secured through the school's financial aid officer. It is the policy of the school not to originate a government subsidized student loan until the student has demonstrated a serious intent to complete the program by completing at least one month of school. The student's over-all attendance and performance in class will be considered. Eligibility for student loans is not finalized until they are certified and while future possible eligibility can be considered when

the student enrolls, the period prior to such certification must be factored in when developing the structure of how the student will pay for the program enrolling for the student at the time of matriculation..

**DIRECT LOANS (Subsidized).** Besides meeting the general requirements already outlined for eligibility to receive financial aid, students must meet a needs test as determined by the US Department of Education. Need determines the amount of the award, ranging from \$) to \$3500 for the first academic year and \$3000 for the portion of a second academic year completed in school. Interest charges and principal payment for a subsidized loan are deferred until the student has been out of school for six months. The application requires information of a general nature and two personal references. The school has adopted the policy of not certifying this loan until the student has completed 30 days of training. Award amounts are subject to change periodically and can be learned through our financial aid representative

**DIRECT LOANS (Unsubsidized)** Dependent Students applying for this loan must meet the general requirements already outlined for eligibility to receive financial aid. This is a non-needs based loan, the maximum amount of which can be up to and \$433 the second less the amount of a Federal DIRECT Subsidized loan the student qualifies for per academic year. Independent students can be eligible for up to \$7500 the first academic year and \$6000 the second academic year less the amount of the Federal DIRECT Subsidized loan the student qualifies for. Unlike the subsidized loan, however, interest accrues from the date the loan is disbursed. Students can elect to defer all payments until they have been out of school for six months. The application for this loan is the same as for the Direct Subsidized referred to above and the school delays certification of this loan until after the student has been scheduled 30 days of training.

**DIRECT PLUS LOANS.** These loans are available to dependent students who are otherwise eligible to receive Title-IV funds whatever their level of need up to the amount of the cost of the program not covered by other forms of financial aid. The loan is actually made to the student's parents. The loan check is co-payable to both the borrower and the school. Often the loan will be written to one parent with the other parent serving as the endorser. To qualify, the parent must have a clean credit record and be accepted by Federal Government underwriting the loan. A PLUS loan goes into repayment sixty days after the check is endorsed with a minimum monthly payment of \$50 to \$60 required from that point on.

page 12 Rights and Responsibilities of Recipients

All financial aid awards are contingent on the student maintaining satisfactory progress and meeting other eligibility requirements.

Students are responsible for providing accurate information in regard to applying for financial aid and for notifying the Academy of any changes that may impact on their continued eligibility. In particular a change in marital status or increase in projected earning or eligibility for other types of assistance programs. In addition, the student must notify the Academy of any change in his/her name or address.

Financial aid is intended to assist the student in meeting those expenses related to getting an education and any such funds must be used exclusively for this purpose.

A condition for receiving Federal financial aid is that a student agrees that he/she will not possess, use or distribute controlled substances. This restriction applies not only while in school but also while outside of school.

Financial aid awards are tentative until they are actually disbursed and anticipation of such awards in no way relieves the student of responsibility for any monies owed to the school until they are received.

Any projection of possible awards across fiscal years are based on the assumptions that the student's over-all situation will not change and that the criteria for eligibility and amounts of awards will be unchanged.

The school's loss of eligibility to participate in any or all of the Federally funded programs does not alleviate the student of his/her responsibility to settle any unpaid funds. In such a case, the school might be able to arrange privately financed payment plans for the student.

If the student receives a loan of any type, he/she is responsible for honoring all the terms of the loan, including keeping the lender informed of any changes that may affect his/her financial aid and in his/her status in school. Students receiving a loan will be advised of the conditions of the loan prior to originating the loan application and prior to any -funds being disbursed. In addition, the student will be reminded of his/her loan responsibilities periodically on his/her monthly progress reports and prior to graduating.

Any funds that are surplus to the costs of education may be refunded to the student at the time the surplus exists. As an alternative, the school recommends that surpluses be retained by the school to cover subsequent costs and unexpected charges. Further, upon graduation, the school recommends that any surplus that exists at that time be returned to the lender to reduce the amount of the loan s/he

Rights and Responsibilities, cont'd

will be responsible for repaying.

Because of changing availability and terms of financial aid, students should check with the school for additional financial aid information.

REFUND POLICIES

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure(s). An applicant rejected by the Academy shall be entitled to a refund of all monies paid (b) If a student (or in the case of a student who is under legal age, her/his parent(s) or guardian(s)) cancels her/his enrollment and demands her/his money back in writing within three days of signing an enrollment agreement or contract, all monies collected by the Academy shall be refunded (c) If a student cancels her/his enrollment after three business days, but prior to entering class, s/he will be entitled to a refund of all monies less an application fee (\$100, which is non-refundable) (d) For students who enroll in and begin class, and later withdraw in writing or is expelled by the school, except as noted above, a \$100 application, plus the following schedule of charges will apply

Percentage length completed to Total length of course and/or program Program or billing period per contract	Amount of Total Tuition of current payment period (in addition to any payment period charges completed) Owed to the College
.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% or over	100%

The cancellation date will be determined by earlier of the postmark on written notification or the date said information is delivered to the school's administrator/owner in person or the last day of attendance. This policy applies regardless of whether the student has actually started training or not. To determine refund calculation, enrollment time is defined as the time in scheduled hours that elapsed between the actual starting date and the date of the student's last day of attendance at the Academy. The official cancellation or withdrawal date shall occur on the earlier of the dates indicated above. All monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student or formal termination by the Academy for any reason, including not attending class--which shall occur not more than 15 days from the last physical day of attendance through monitoring clock hour attendance at least every thirty days. If a student does not return from an approved leave of absence, the date of withdrawal determination shall be the earlier of the documented date of return or the date the student notifies the school that s/he will not return.

In the event an eligible Veteran or other person eligible for Veteran's benefits fails to enter the course, a full refund will be in made. If such person withdraws or discontinues any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro-rata portion of the total tuition, fees and other charges the length of the completed portion of the, period bears to its total length.

If the student is a recipient of Title-IV funds, the student should realize that while funds are disbursed based on a payment period, they are earned based on hours completed in a particular payment period. That is to say, that Title-IV funds are earned on a straight pro-rata basis. If a student does not complete his/her education, the amount unearned will be returned directly to the government. It is important for the student to

realize that only the amount of financial aid the school is able to retain will be used to credit the student balance not the amount disbursed. The total amount the student owes is solely determined by the refund information reflected above and would be reduced only by the amount of Title-IV retained and the amount the student has actually paid him/herself.

Students are not required to file application for refund

If the Academy is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition. If a course is canceled subsequent to a student's enrollment, but before instruction has begun, the school shall at its option (a) provide a full refund of all monies paid, or (b) provide for the completion of the course. If a course is canceled after the student has enrolled and classes have begun, the school shall at its option (a) provide for the completion of the course, (b) participate in a train-out agreement, or (c) provide a full refund.

If the school should permanently close, it has in a bond in place, a copy of which has been filed with the South Carolina Board of Cosmetology, for the purpose compensating a student completing a train out at another school if she or he has prepaid any of her/his tuition (paid for training not provided). Such disbursements would be coordinated by the Board on a first come, first serve basis until the amount of the bond was consumed. In addition, it has a teach-out agreement. A list of the names of the student enrolled, the hours completed, amount paid and refunds at the time the school closed will be provided the accrediting agency.

In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the Academy will make a settlement which is reasonable to both

Students are not required to file an application for refund

The student's rights hereunder may not be assigned, but the Academy may sell, assign or transfer its rights to payment hereunder, but such assignment will not relieve the Academy from its obligations hereunder. Both parties hereto are bound to the faithful and earnest performance of this enrollment agreement.

**ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS APPLICABLE UNDER THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND IS SUBJECT TO RELEVANT CLAIMS, DEFENSES AND LIMITATIONS SET FORTH THEREIN.**

In the event an eligible Veteran or other person eligible for Veteran's benefits fails to enter the course, a full refund will be in made. If such person withdraws or discontinues any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro-rata portion of the total tuition, fees and other charges the length of the completed portion of the, period bears to its total length.

If the student is a recipient of Title-IV funds, the student should realize that while funds are disbursed based on a payment period, they are earned based on hours completed in a particular payment period. That is to say, that Title-IV funds are earned on a straight pro-rata basis. If a student does not complete his/her education, the amount unearned will be returned directly to the government. It is important for the student to realize that only the amount of financial aid the school is able to retain will be used to credit the student balance not the amount disbursed. The total amount the student owes is solely determined by the refund information reflected above and would be reduced only by the amount of Title-IV retained and the amount the student has actually paid him/herself.

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If the Academy is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition. If a course is canceled subsequent to a student's enrollment, the school shall at its option (a) provide a full refund of all monies paid, or (b) provide for the completion of the course.

If the school should permanently close, it has in a bond in place, a copy of which has been filed with the South Carolina Board of Cosmetology, for the purpose compensating a student completing a train out at another school if she or he has prepaid any of her/his tuition (paid for training not provided). Such disbursements would be coordinated by the Board on a first come, first serve basis until the amount of the bond was consumed. A list of the names of the student enrolled, the hours completed, amount paid and refunds at the time the school closed will be provided the accrediting agency.

In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the Academy will make a settlement which is reasonable to both If this situation applies, the institution may exceed the Minimum Tuition Schedule.

Costs not reflected in the tuition and fees (catalog page 6) are reflected on pages six through seven are not subject to this policy. Texts are loaned to the student at no costs and must be returned in serviceable condition. Equipment is either purchased directly by the student or given to the student in the form of an advance on expected financial aid. If student who intends to pay for such equipment with excess financial aid withdraws before a surplus exists the equipment can be returned for a full credit or the student can elect to purchase the items.

The contract may be terminated by written notice through registered or certified mail. Termination is effective upon receipt of such notice.

**REFUND OF UNEARNED FEDERAL FUNDS**

If a student withdraws from the Academy, a refund of funds withdrawn and credited to the student's account may be in excess of the tuition and fees earned. See the Academy's Refund Policy above to determine if any refund is due.

Further, federal funds that are unearned must also be returned. Funds are earned based on a straight percentage of hours completed or scheduled. If over 60% of the scheduled hours for any payment period has been achieved, then the entire amount disbursed for that period is considered to have been earned. If less than

60% has been scheduled, and the student's attendance is 70% or better scheduled hours can be used to determine the percentage earned, otherwise actual hours are used. A sample of this policy is available in the financial aid office for review.

If a refund/repayment/return is due, the amount to be refunded/returned to Title-IV accounts will be allocated to unsubsidized Direct or Stafford loans, followed by subsidized Direct or Stafford loans, followed by PLUS loans, followed by PELL to the extent that these funds were disbursed.

If the refund exceeds that attributable to Title-IV funds, the remaining excess will be allocated to Vocational Rehabilitation followed by the Veterans Administration, followed by scholarship reimbursement to the extent that these funds were disbursed by other excess would be refunded to the student or student's parent.

**CONFIDENTIALITY OF STUDENT RECORDS**

All students are guaranteed the right of access to their grades and records accumulated in the students file. At the time of such access and review, an instructor or staff member shall be present for interpretation of the records.

Students are advised that accrediting, state and governmental agencies will have access to the students' files to conduct program reviews and inspections.

The Academy will not release information to anyone without a written consent form from the student except as noted above and to parents or guardians if the student is a dependent and is a minor.

**ACADEMIC POLICIES**

The Academy reserves the right to make changes in curriculum, program requirements, course offerings and all academic regulations whenever, in the judgement of the faculty, the Director, or the Board of Advisors, such changes are in the best interests of the students and the Academy.

Unforeseen circumstances may interfere with the scheduling of a course or program offering. Students must accept such developments even if doing so will mean a delay in some of their academic goals or modification of those goals.

**Advisement/counseling**

At any stage in your training, you will be assigned to an instructor who is also the advisor for the students enrolled in that stage as well as the principle instructor. The entire professional staff is available to listen to you to help you solve a problem as well. All of us are interested in helping our students find the way to be the best they can be.

Because our staff members are empathetic by nature, their goal will always be to help you find a solution to the problem to which you are committed. Ultimately, you must take whatever actions are needed to get your life under control if you are to achieve your goal. But we can often help by suggesting alternatives, courses of action or making referrals. You will be provided a copy of their progress report every six weeks. This progress report includes information on cumulative attendance, written grades, practical grades and the number of cumulative clinic services completed. The advisor assigned to the student will explain this material with the student at the time.

Personal assistance is available to students to help with financial aid and employment opportunities after graduation.

Drug prevention and counseling referrals are available through the college staff. The Academy also has a list of professional agencies to assist students with specific problems that may warrant professional services beyond the college's means.

**Leave of Absence Policy(LOA)**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. A LOA must meet certain conditions to be granted as a temporary interruption in a student's education instead of being treated as a withdrawal requiring an institution to perform a refund calculation in order for a LOA to qualify as an approved LOA. All requests for leaves of absence be submitted in advance in writing and dated, include the reason for the student's request (such as health related issues of the student or an immediate family member, a financial crisis that can be resolved within the period allowed by a LOA, etc), and include the student's signature. The student needs to apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. A LOA may be granted to a student who did not provide the request prior to the LOA date to unforeseen circumstances. If the institution documents for the reason for the decision to grant the LOA, the data will be collected from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

The student must follow the this policy in requesting the LOA. There must be a reasonable expectation that the student will return from the LOA. Approval of the student's request for an LOA is granted after the school director has reviewed the information and signed off approving it. The student will not be assessed any additional institutional charges as a result of the LOA. A student will not be granted LOA if the LOA together with any additional leaves of absence previously granted exceed a total of 180 calendar days in any 12-month period. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The student's contract period will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties. The withdrawal date for the purpose of calculating a refund if the student does not return from the LOA is the student's last day of attendance.

**WITHDRAWN/TERMINATION**

Any student in good standing who wishes to withdraw from the Academy may do so in person or by writing a letter to the Director. This action on the student's part will preserve the student's record and preserve the right to re-enroll. Any withdrawal fees for books, tuition, etc, become payable immediately (please refer to the contract provisions of our Policy on Tuition Refund and Scholarship in the catalog).

**INCOMPLETE/TERMINATION**

Basic provisions for suspension outlined in the section in this catalog on Satisfactory Progress, a student who fails to attend at least one class over an eight consecutive scheduled classes will be considered to have withdrawn without notice. By failing to formally withdraw, the student is not guaranteed re-enrollment later. In addition, any student who fails to adhere to rules and regulations of the Academy as outlined in the catalog or contract and detailed in this catalog, may be subject to a suspension or an expulsion depending on the circumstances surrounding the violation with other relevant factors. Students suspended for more than seven consecutive days will be considered for re-enrollment when the period of suspension has been fully satisfied. Students



whom we have expelled will not normally be considered for re-enrollment. Any unpaid balance for books, tuition, etc., becomes payable immediately. (Please refer to the contract provisions or our Policy on Tuition Refund and Settlement in this catalog).

Any suspension or expulsion action is subject to the Procedures for Handling Complaints process outlined in the school handbook.

**COSMETOLOGY CURRICULUM  
EDUCATIONAL OBJECTIVES**

Students enrolled in our 1500 hours cosmetology program will receive an education in both theory and practical experience through a combination of lecture, demonstration, audio-visual presentations and hands-on activities designed to train and instruct students in the necessary skills and knowledge of in phases of cosmetic art, hair cutting, hair styling, and related procedures and sciences of the cosmetology profession—meeting or exceeding the requirements set forth to sit for the state licensing exam. The grading procedure is outlined on page 17 of this catalog.

**CLASS OUTLINE**

- Sanitation and Sterilization 45
- Personal Hygiene and Grooming 30
- Professionalism--Professional Ethics 35
- Public Relations, Salesmanship and Psychology 50
- Anatomy 45
- Dermatology 25
- Trichology 25
- Nail Structure 15
- Chemistry 100
- Safety Precautions (Public Safety) 30
- Shampoos and Rinses (Safety) 45
- Scalp and Hair Care-Treatments (Safety) 30
- Hair Sheping (Safety) 150
- Hair Styling (Safety) 325
- Thermal Pressing, Thermal Curling, Wiggery, Roller Placement, Molding, Pin Curling*
- Nail Technology (Safety) 25
- Chemical (Cold) Waving, Chemical Relaxing or Straightening 225
- Hair Tinting (Coloring) and Lightening (Bleaching) 225

**COSMETOLOGY CLASS OUTLINE, cont'd**

- Facial—Skin Care and Make-up (Safety) 30
- State Law: Rules, Regulations, Code 15
- Threading 10
- Unassigned: Specific Needs 20

A cosmetologist student attending 30 hours per week would be expected to complete the program (1500 hours) in fifty weeks.

**ESTHETIC CURRICULUM  
EDUCATIONAL OBJECTIVES**

Students enrolling in our 600 hour esthetics program will receive an education in both theory and practical experiences through a combination of lecture, demonstration, audio-visual presentations and hands-on activities designed to train and instruct students in the necessary skills and knowledge of all phases of skin care and hair removal as well as related procedures within the scope of the license. Further, the sciences related to the esthetics profession will also be covered. The course will meet or exceed the requirements set forth to sit for the state licensing exam. The grading procedure is outlined on page 17 of this catalog.

**CLASS OUTLINE**

- Professional and Business Practices.....30 hours
- Related Sciences (dermatology, nutrition, and anatomy and psychology).....150 hours
- Facial Treatments.....175 hours
- Hair Removal..... 60 hours.....
- Makeup, Eyelashes & Eyebrows..... 100 hours
- Body Wraps..... 40 hours
- Rules & Regulations.....15 hours

An esthetician student attending on a three-quarters basis (i.e., 20 hours per week) would be expected to complete this program within thirty weeks.

## NAIL TECHNICIAN PROGRAM

### EDUCATIONAL OBJECTIVES

Students enrolled in our 300 hour nail technician program will receive an education in both theory and practical experience through a combination of lecture, demonstration, audio-visual presentations and hands-on activities designed to train and instruct students in the necessary skills and knowledge of manicuring, pedicuring, advanced nails, nail art and nail maintenance and related procedures-- sciences, covering both the theoretical and practical aspects of the nail profession-- and meeting or exceeding the requirements set forth to sit for the state licensing exam. The grading procedure is outlined on page 17 of this catalog.

### CLASS OUTLINE

Safety and Sanitation.....	50 hours
Anatomy and Physiology.....	50 hours
Manicuring.....	16 hours
Pedicuring.....	8 hours
Advanced Nail Techniques.....	148 hours
Polish Applications.....	8 hours
Success in the Salon.....	20 hours.

A nail technician student (attending half time) would be expected to complete the program in six months.

### SATISFACTORY ACADEMIC PROGRESS POLICY

For a student to continue in school, s/he must be making satisfactory academic progress as defined herein. A copy of the catalog containing this policy is provided each student prior to enrolling and is explained during orientation.

Each student is expected to satisfactorily progress through their program of study developing advanced levels of skills and theoretical knowledge. At the end of each six week session, an informational progress reports will be given to the student that reflects their performance on written and practical exams. over-all attendance, total number of hours completed, total absent hours accumulated, and total make-up hours credited. In addition, the report will reflect the balance owed to the school, the date they were scheduled to graduate when they enrolled as well as the computer estimated date of their anticipated graduation. A projected over-time charge is also provided based on their current rate of attendance. Periodically, information concerning any student loan they may have received is also summarized. In addition to this six week report, counseling letters concerning their rate of attendance, written exam grade point average, and practical grade point average as well as other behaviorally related matters and recognition and award citations are documented in a timely manner.

### Satisfactory Academic Progress, Cont'd

page 16

In order to be considered to be making satisfactory academic progress towards a diploma from the school, a student must maintain both a specified grade point average ("75%" or higher) while proceeding through the program at a specified minimum pace (66:79%). For determining satisfactory academic progress, each cosmetology student will be evaluated after completing each 450 hour segment of the program during the first 900 hours and each 300 hour segment during the last 600 hours of the program. While an esthetics student will be evaluated after completing each 300 hour segment, a nail technician student will be evaluated after completing each 150 hour segment.

To meet the specified time frame referenced above, a student must successfully complete (with a "75" or better grade point average) at least two-thirds of the hours attempted. In simple terms, the above means that each program must be completed within a maximum time frame which is equal to one and one-half times the normal time required to complete a program if the student were to receive a passing grade in all the hours s/he attempted. That is to say that since a student who attended the cosmetology (1500 hours) program attending 30-hours per week could expect to complete it in twelve months, the maximum amount of time that a student could take to complete it would be eighteen months. A student attending 26 hours per week could expect to complete it in fourteen months and the maximum amount of time to complete it would be twenty-one months. Since a student who attended the esthetics (600 hours) program on a three-quarter-time basis could expect to complete it in thirty weeks, the maximum amount of time a student could take to complete the program would be forty-five weeks. A nail technician (300 hours) student (attending half time) would be expected to complete the program in twenty-five weeks, the maximum amount of time a student could take to complete the program would be thirty-seven weeks. An cosmetology student attending 30 hours per week could complete a 450 hour unit in 3.6 months, and therefore must complete such in 5.5 months while if attending 26 hours per week, could complete it in 17.3 weeks and must complete it in 25.95 weeks. If attending 30 hours per week, the student could complete 300 hours in ten weeks and therefore must complete it in 15 weeks, while if attending 26 hours per week, could complete it in 11.5 weeks and must complete it in 17 weeks. An esthetics student could complete a 300-hour unit in 15 weeks, and therefore must complete it in 22.5 weeks. A nail technician could complete a 150-hour unit in twelve and one-half weeks and therefore must complete it in eighteen and three-quarter weeks.

Students will be notified in writing concerning their status concerning satisfactory progress at the end of each review period. A copy of this written notification will be filed in the student's academic file after the student has signed it.

The maximum number of hours that a student has to complete a program is 150% of the scheduled time. For a cosmetologist, the student must complete the program within 2,250 scheduled hours, an esthetician must complete the program within 900 scheduled hours and a nail technician must complete the program within 450 scheduled hours. Failure to complete the program enrolled in within that time period will result in the student being dropped. Since during an approved leave of absence a student is not charged for absences, the contracted completion date and the maximum time period will be extended by the same number of days taken in the leave of absence (see leave of absence policy).

Students must maintain a grade point average of "75" or better.

### GRADING SCALE

A	95 - 100	Excellent
B	90-94.9	Above Average
C	80-89.9	Average
D	75-79.9	Below Average
F	Below 75	Unsatisfactory

Grades of Incomplete (I) are not given for the program itself or for any segment of the program (including courses, units, sections, or individual tests). Grades of Incomplete, course repetition and remedial course work are not applicable to this type of training and therefore no policy regarding the effect of each is necessary. If a student misses an exam or fails to complete a project when scheduled, a grade of "0" will be recorded until the exam/assignment is completed. No remedial courses are offered by the Academy.

*All practical work performed in class setting is evaluated using rubrics designed for each exercise. Page 17 in our catalog describes how clinical work is evaluated. "Clinical exercises will be graded based on the criteria. The nature of the criteria will depend on the nature of the task but in all cases will include safety and sanitation. Each criterion will be graded separately by "benchmarking" the performance level. In doing this, the first evaluation will assess if the work in that one area is superior. Superior work reflects a thorough knowledge on the part of the student and is almost perfect. If it is, a grade of "5" will be recorded. If not, the second evaluation will assess if the work is unsatisfactory. Unsatisfactory work has numerous procedural errors and is sloppy. If it is, a grade of "3" will be recorded. If neither a "5" nor "3" has been recorded, a default grade of "4" will be recorded to reflect satisfactory work on the part of the student. In this sense, averages work like a mean rather than a superior or unsatisfactory. The quality is at or above the minimum standard necessary.... The separate criteria will be totaled and multiplied by 4."*

### Academic Standing

Based on actual hours, at the end of each review period (450, 900, or 1200 for a cosmetologist, 300-hours for an esthetician and 150 hours for nail technician, your grade average and cumulative grade point average (qualitative) are determined and a written evaluation will be given to each student. In addition, the attendance percentage (quantitative) is calculated. If you meet the following criteria will be considered to be making satisfactory academic progress until the next scheduled evaluation. Transfer hours will be added at the end of the program and do not enter in to calculations but are counted as both attempted and completed for the purpose of determining when the allowable maximum has been reached. Evaluations periods are based on actual contracted hours at the institution. Students whose education has been temporarily disrupted because of disciplinary issues or other matters will not have these periods counted.

### Academy Warning/Probation/Suspension

Cosmetology (total of 1500 hours required to complete this program) students who do not achieve a cumulative (over-all) "75" grade point average at the end of each review period (450, 900, 1200 hours) will be placed on Academic Warning for the entire next review period. An Esthetics (total of 600 hours required to complete this program) student who does not achieve a cumulative (over-all) "75" grade point average at the end of each 300-hr review period will be placed on Academic Warning for the next 300-hour block of instruction. Nail technicians (total of 300 hours required to complete this program) who do not achieve a cumulative (over-all) "75" grade point average at the end of each 150-hr review will be placed on Academic Warning for the next 150-hour block of instruction. During that period, you will be considered to be making satisfactory academic progress and may continue in school and will be eligible to receive Title-IV financial aid. If during this period there is no progress and at the end of the Academic Warning period and you have not raised your cumulative grade point average to a "75" or better, the you then you are subject to being placed on probation. If you are on probation, you will lose your eligibility to receive Title-IV Financial Aid, although this loss can be appealed. The appeal must be filed in writing prior to the beginning probationary period and include a detailed plan of action explaining how you will raise your performance to a level of satisfactory progress during the next similar review period along with reasons for failing meet this requirement, such as recent death of a relative, a personal injury or illness, etc. In making such an appeal, the student must provide documentation supporting the reason(s) given as well as an explanation explaining what has changed that now allows for achievement of satisfactory progress at the end of the next review period. The student will be advised of results of the appeal and a record will be recorded in the student's file. An appeal can only be granted if it is possible to raise the students cumulative grade to above "75" by the end of the review period in question. A student who prevails upon appeal will be placed on probation and considered to be making satisfactory progress until the next scheduled evaluation period and therefore the student will be eligible for financial aid while probationary status. Failing to do so will result in loss of financial aid and/or suspension.

A cosmetology student who fails to attend a least sixty-seven percent of the scheduled class hours at the end of each review period will be placed on Academic Warning for the entire next review. An Esthetics student who fails to attend a least sixty-seven percent of the scheduled class hours at the end of each 300-hour review period will be placed on Academic Warning for the next 300-hour block of instruction. A nail technician student who fails to attend a least sixty-seven percent of the scheduled class hours at the end of each 150-hour review period will be placed on Academic Warning for the next 150-hour block of instruction. During that time, the you will be considered to be making satisfactory progress, may continue in school and will be eligible to receive Title-IV financial aid. If during this period there is no progress at the end of the Academic Warning period your cumulative attendance has not been raised to higher than sixty-seven percent or better, then you then you are subject to being placed on probation. If you are on probation, you may loose your eligibility to receive Title-IV Financial Aid, although this loss can be appealed. The appeal must be filed prior to the beginning will be placed on probation and include a detailed plan of action explaining how you will raise your cumulative attendance rate to better than sixty-seven percent during the next similar review period along with reasons for failing meet this requirement, such as recent death of a relative, a personal injury or illness, etc. In making such an appeal, the student must provide documentation supporting the reason(s) given as well as an explanation explaining what has changed that now allows for achievement of satisfactory progress at the end of the next review period. The student will be advised of results of the appeal and a record will be recorded in the student's file. An appeal can only be granted only if it is possible to raise the students cumulative percentage attendance can be raised to above 67% by the end of the review period in question. A student who prevails upon appeal will be placed on probation and considered to be making satisfactory progress until the next scheduled evaluation period and therefore the student will be eligible for financial aid while on probationary status. Failing to do so will result in loss of financial aid and/or suspension.

Students who fail to achieve satisfactory academic progress in any review period can make satisfactory academic progress again by raising their performance level during the next period. Students who do not meet the satisfactory academic progress outlined above will first be placed on Academic Warning and are eligible to receive financial aid. If the student continues not to make satisfactory progress at the end of the next evaluation period, they may no longer eligible for Title-IV, HEA program funds, if applicable, unless the student has prevailed upon an appeal of the determination that resulted in the status of probation, in which case the student will still be eligible to receive Title-IV Financial Aid. Students will be notified in writing of the results of such an appeal and the impacts on the student's eligibility for financial aid. A record will be recorded in the student's file.

Not with standing the above, Veterans benefits for cosmetologists will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of scheduled class contact hours and will be ended when they exceed 300 hours.

Students who are faced with a temporary disruption in their education should review the provisions outlined on page 14 in this catalog concerning our leave of absence (LOA) policy

#### COUNSELING

A student who is on Academic Warning or probation is counseled verbally each week and in writing at least once each month concerning her/his need to improve. At that time the student is reminded of the Academy's policy concerning Academic Warning, probation and suspension.

A student who is on Academic Warning or probation because her/his written exam grade average is below "75" is required to improve her/his grade to a "75" grade average or higher by the conclusion of the next review period.

A student who is on Academic Warning or probation because her/his practical work grade average is below "80" to improve her/his grade to a "80" grade average or higher by the conclusion of the next review period.

While on probation due to poor attendance, you are expected to attend all classes. A Veteran's benefits may be reinstated at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed.

A cosmetology fails to achieve satisfactory progress after being on probation at the end of the probationary period, and esthetics student after 300-hours and a nail technician after 150-hours, will be suspended for ninety days. Such a student will be considered to have involuntarily withdrawn on the last date of the review period or the last date of attendance whichever occurs first for the purpose of refund calculations.

#### REINSTATEMENT

A student who has been suspended from school for failure to make satisfactory progress is eligible to return to school after the completion of the suspension period has been satisfied. The student will be allowed to return to the institution in the same satisfactory academic progress status as when they left. If she or he does not make satisfactory progress after one payment period upon re-entering, she or he would be permanently expelled

**APPEALS -**

A student who is suspended or expelled from the Academy for any reason may appeal the action by filing a written appeal to the faculty within 48-hours from her/his suspension. The appeal should explain the student's version of what caused the suspension and why the student should be allowed to continue in school. The faculty will consider all appeals within fourteen days, the results will be filed in the students file.

**REQUIREMENTS FOR GRADUATION**

- a. Each student must clock the required number of hours of training for each program set forth in this catalog.
- b. Each student must complete all required tests outlined on the monthly report with minimum overall average of "75". The last written and practical exam taken must have a grade of eighty-five or better and must be taken the last session they are in school.
- c. Each student must make satisfactory arrangements to settle all fees owed to the Academy prior to the graduation being certified to the state board.
- d. Upon completion of the above the student will receive a diploma in cosmetology, a diploma in esthetics or a certificate certifying his/her completion as a nail technician."

**LIFETIME PLACEMENT SERVICES**

The Academy makes no claims concerning whether or not another school will accept the hours or credits earned while in attendance for transfer credit..

The Academy cannot and does not guarantee employment upon graduation. It does have an excellent placement record and aggressively helps students in securing a position in cosmetology upon graduation.

Because our training is recognized for its completeness throughout the community, the only factors affecting the types of employment a graduate might be considered for (other than job demand) are attendance, personal appearance, and personal adaptability. Students seeking placement assistance from our school MUST sign a release form allowing us to discuss their performance while in school that identifies the names of the businesses they are interested in. We can help students in identifying the names of businesses interested in interviewing and hiring. We encourage nail technician students to begin their job search after they complete 200 hours, esthetics students after completing 500 hours and cosmetology students after they complete 1250 hours. This service is offered at no charge.

## SCHOOL RULES & POLICIES

Enrollment in the Academy, shows that you intend to conform to both the letter and the spirit of the Rules and Regulations published by the Academy while enrolled.

Rules and Regulations are part of all phases of our lives. We intend our Rules and Regulations to promote an environment that is conducive to learning and foster personal habits and behaviors necessary for a successful career in the nail and hairstyling professions

When a student breaks any school policy, rule or regulation, a demerit(s) may result. Students can be expected to be sent home for the remainder of the day as well. The number of demerits will depend on the nature and seriousness of the violation. Students who accumulate 6 demerits will be suspended for three days. Students who accumulate 12 demerits will be suspended for a week. Any student accumulating 18 or more demerits will be counseled by one of the owners to determine if the student should be withdrawn.

Periods of suspension of less than eight consecutive days will be charged as regular absences

(1) All students must clock in and be in scheduled classes promptly at designated times. Hours are recorded to the second. Any time you leave the premises of the Academy (defined as the school facility and the break area immediately outside the student lounge), you must clock out. Each student is responsible for being in his/her assigned seat before the beginning of instruction ready to take notes and prepared for class. The student is responsible for supplying notebooks, pens, pencils, etc., and for organizing his/her class material.

(2) Students must clock in when they arrive and clock out any time they leave the premises of the school (i.e., defined as the building itself and the break area immediately outside of the student lounge).

(3) Students attending 7.5 hours or more in a day are allowed one ten minute break in the morning (between 10:00AM and 10:45AM) and one ten minute break in the afternoon (between 2:30PM and 3:30PM) on the clock. PM Students

## SCHOOL RULES & POLICIES, cont'd

Page 20

are allowed one ten minute break on the clock (between 8:00PM and 8:45PM). Students must punch out for any other break. All breaks (including lunch) must be cleared with the instructor. Any discrepancies arising when clocking in or out should be brought to the attention of the instructor that day (adhering to guidelines on pages 5-6 in this handbook.) Any time a student leaves his/her assigned work area (whether to go on break, go to lunch or leave for the day), the instructor should be notified. 1 demerit

(4) If you are going to be late, you must call before the start of your scheduled class. Tardiness and absenteeism are not acceptable. Any time a student knows she or he is going to be late or absent, she or he must contact the school before the scheduled start of class to explain her/his absence/tardy. The school has a voice box that operates 24-hours a day and a message can be left. If a student misses more than one consecutive day, that student must call and talk to her/his instructor or a school administrator in person to explain why she or he will be out some time during that day.

(5) A student who is absent who has neither informed her/his instructor nor called the school before class start the day of the absence will be assessed two demerits. A student who is tardy without advanced notice or who has been tardy three times in any four week period will receive one demerit.

(6) A student who is required to appear before a court (either as a witness or juror) or enter temporary (two weeks or less) military duty will have the absence hours removed for that period provided she or he informs her/his instructor or the school and provides documentation of such. A student who misses school to "shadow" in a salon as arranged by the school will also have absent hours removed provided the salon documents the fact that the student actually did assist. Students participating in contests sponsored by the school who miss scheduled class days will also have the absent hours removed.

(7) Students missing a test, quiz, practical exercise, etc., because of an absence, need to make up the missed work as soon as they return. Failure to do so will result in a grade of "0" being recorded when grades are submitted until such time as the work is made up.

**SCHOOL RULES & POLICIES, cont'd**

- (8) Students are not allowed to receive visitors during regularly scheduled hours nor are they permitted to visit other students during class/clinic hours
- (9) Telephone calls will be limited to those of an emergency and received through the office phone.
- (10) Students cannot expect to make or receive routine phone calls on the school's business phone system or use personal cell phones within the premises of the school's facilities. Not only is the use of cell phones in the facilities rude and disruptive, it also facilitates the opportunity to cheat through "texting"
- (11) Cosmetology students must wear an approved black lab coat and leather closed-toe shoes that cover the entire foot. Esthetics students must wear charcoal scrubs and black leather closed-toe shoes that covers the entire foot. Nail students must wear black scrubs, including black leather closed-toe shoes that cover the entire foot, as well as a name tag identifying them as a student. All clothes must be clean and neat. No jean type material is acceptable.
- (12) Students are to be polite and friendly at all times with clients, school officials, and fellow students. The guideline is that of "treating others as you would like to be treated" is to be followed. Keep in mind that any behavior that is offensive to anyone else should be avoided even if you personally don't find such behavior offensive.
- (13) Each student is to maintain her/his assigned area in a neat and orderly manner at all times. Students must observe good habits of personal hygiene, sanitize and disinfect their tools and work area while in school. 2 demerits
- (14) Periodic inspection of personal appearance and tools/equipment condition is conducted on a routine basis. All containers (including drink cups) must be properly labeled to identify their contents. Cleaned and disinfected tools/equipment must be stored in clean, closed container identifying them as "clean" while tools/equipment that have been used must be stored in a container identifying them as "used" until they are re-cleaned and disinfected. Only the tools/equipment necessary to perform regular services should be brought onto the clinic floor or necessary for class should be brought into the classroom. While lockers (which may be shared by two students) are provided by the school, students are responsible for providing locks to secure the lockers and or kits.
- (15) Students must leave all school property (including texts and tools/equipment) at the school. A student may receive temporary permission to take a particular text(s) home for the purpose of preparing for the next class

**SCHOOL RULES & POLICIES, cont'd**

- (16) Students may not bring crafts, games, or unrelated reading material to school. Any spare time a student has should be devoted to advancing her/his knowledge.
- (17) Students are required to perform the duties presented on the duty list each day prior to leaving for the day and to sign the sheet indicating such compliance. 2 demerits.
- (18) A student's work (whether it be tests, practical, or clinic activity) is an individual effort accepted when authorized by an instructor. No student should seek or offer another student assistance in performing such work, nor should a student seek credit for work performed by another student. 6 demerits
- (19) No smoking is permitted in the facilities. Smoking is permitted in the break area outside of the student lounge. Smokers are expected to clean up after themselves and cleaning does not mean grinding the "butt into the ground."
- (20) Eating is only allowed in the student lounge, staff office areas, and the instructors lounge. With the instructor's permission, drinking non-alcoholic beverages is permitted anywhere in the school provided the container is properly identified. Students, instructors and staff are expected to clean up after themselves.
- (21) The use of profanity and other common vulgar expressions or behaviors are not acceptable in any professional environment such as ours. Further behavior and or conversations with sexual connotations are not appropriate.
- (22) Alcoholic beverages are not to be brought into the school or consumed during school hours. A student who is under the influence of any intoxicant while in school presents a safety hazard.
- (23) We will not tolerate the unlawful conversion (theft) of the property of the school, an instructor, a staff member, or another student. Any student who conspires to steal, takes part in or receives stolen property is subject to immediate and permanent expulsion.
- (24) Any student who participates in or conspires willfully and/or wantonly to damage or destroy the property of the school, a staff member, an instructor, or a student is subject to immediate and permanent expulsion.

(25) The Academy conforms to the "Anti-Drug Abuse Act" of 1988 and the "Drug-Free Schools and Campuses Act" of 1989. Students who are intoxicated or under the influence of any drug that interferes with their performance in school will be sent home.

Each student agrees to refrain from the use, possession, or distribution of prescribed drugs and controlled substances (including marijuana) not only while at school but for the entire time she or he is enrolled in school. A minimum of 6 demerits will be assigned. As a participant in Title-IV Funds, the school also agrees to maintain an environment that is free of these same substances. Any student who comes to school under the influence of the above or about whom reliable information becomes known concerning her/his use, possession, or distribution of the same must, as a minimum, voluntarily agree to participate in a drug program she or he is referred to by the school for the period set by that program administrator and must follow through by participating in such. Failure to agree to such participation or follow through with actual participation will result in the school referring that student to the proper authorities for prosecution plus immediate expulsion from the Academy. Further, if that same student is involved in a second offense while in school, we will report that student to proper authorities and expelled from the school.

(26) No weapons are allowed on campus.

(27) Threatening any other person is not permitted.

(28) Fighting is not tolerated.

(29) Daily duties will be completed at least thirty minutes before the end of the scheduled day.

(30) Student complaints will be registered with appropriate school personnel according to the Internal School Complaint Procedure in the Student Handbook.

#### *RULES FOR CLINIC OPERATIONS*

1) The purpose of clinic training is twofold, (a) to help the student gain confidence in his/her technical abilities by doing services on clients, and (b) to

prepare the student for the world of work by simulating as closely as possible the conditions encountered in a professional establishment. Students assigned to the clinic must behave professionally and are to stay at their assigned stations unless they are escorting a client from the front desk or to it, when they are in the back bar or dryer area with the client, or when they are securing the necessary chemicals to do a service or they are on an approved break.

(2) Students need to check with the front desk to check for services prior to going on the any break. .

(3) In keeping with a professional atmosphere, a student assigned to the clinic must stay busy, either working on his/her client or working on class exercises. All unnecessary conversation should be kept to a minimum. Above all else, the clinic is not a break area. Students must not visit nor chat with each other, nor should they congregate around the station of another student.

(4) Students may not refuse to perform any request (related to their training) an instructor or staff members asks them to do. Any student refusing to perform a service will be sent home for the remainder of the day

(5) Clients should receive the same respect and professional treatment they would expect to receive in a premium establishment. 1 demerit.

(6) Once informed that a client has arrived, the student assigned to the client should greet the client at the front desk and secure the floor ticket from the front desk operator. No client should be walked away from the front desk until either the front desk operator or the student has prepared a floor ticket.

(7) After reviewing the ticker, a summary of the service to be done should be entered on the floor log ( on the partition immediately behind the front desk). The control number from that log should then be entered on the floor ticket.

(8) The client should then be walked back to the student's station and the exact nature of the service should be discovered. During this "consultation", the student should assure the floor ticket has been filled out completely as far as possible and that the client has signed the release on the bottom of the floor



ticket. Remember, before any service is begun, the student doing the service's name and ID#, the client's complete name and address (unless the address is on file), and the nature of the service to be performed must be filled out on the floor ticket.

(9) Each student should be familiar with our pricing policy in regard to clients, family members, and student services. These prices are updated periodically and students are informed of changes as they occur. The approximate price for the complete service should be discussed with the client before beginning the actual service. 2 demerits.

(10) While doing a service, the student should explain to the customer what products she or he is using and what she or he is doing with the goal of having the client in the position that she or he can maintain the style between services. If a chemical service was performed, the client must be informed that we can guarantee client satisfaction with the service if and only if the client purchases and uses the prescribed products that are compatible with the service performed. Before leaving, the student should attempt to book the client's next service plus sell the support products needed to maintain the service done.

Before any hair service should be attempted, an examination of the scalp should be performed. If the student believes there is a reason the service should not be performed, the instructor should be discretely called over to evaluate the situation. In all cases, sensitivity for the clients' feeling will be shown. 2 demerits

Prior to beginning any nail service, the condition of the nails and surrounding skin will be checked. If there is any indication that the service should not be undertaken, the instructor will be discretely called over and make an evaluation. Again, any time a service is refused by an instructor, discretion will be maintained. 2 demerits.

Prior to beginning any skin service, a client consultation must be completed and if any skin irregularities are noted, the instructor should be informed. Again, any time a service is refused by an instructor, discretion will be maintained. 2 demerits

(11) The clinic sheet will be graded by the instructor for work on manikins and clients as the service is completed. If the student fails to have the work graded at that time, no grade can be assigned.

(12) Practical and clinic exercises will be graded based on five criteria. The nature of the criteria will depend on the nature of the task but in all cases will include safety and sanitation. Each criteria will be graded separately by "bench-marking" the performance level. In doing this, the first evaluation will assess if the work in that one area superior. Superior work reflects a thorough knowledge on the part of the student and is almost perfect. If it is, a grade of "5" will be recorded. If not, the second evaluation will assess if the work is unsatisfactory.

Unsatisfactory work has numerous procedural errors and/or is sloppy. If it is, a grade of "3" will be recorded. If neither a "5" or "3" has been recorded, a default grade of "4" will be recorded to reflect satisfactory work on the part of the student. In this sense, average is work that is neither superior or unsatisfactory. The quality is at or above the minimum standards necessary. The total of the five separate criteria will be multiplied by 4

In the case of work on clients, the final grade assigned on the student's clinic sheet will be transferred to the floor ticket.

Students' will not be given credit toward graduation for those services with a grade of "U" or for which the ticket has not been properly filled out.

(13) No student should ever suggest or hint that a customer should pay him/her a tip. In fact, the word TIP is never to be used around the customer. The student should be with the client when she or he goes to the front desk and should stay there until the customer receives her/his change. 2 demerit.

(14) Students will clean their work area--including the sink, tables, etc--and any tools used to do a service before accepting their next client. 2 demerit.

(15) To assure an adequate number of students on the clinic floor at all times, lunch periods and afternoon breaks must be coordinated and assigned by the clinic instructor who maintains a sign in and out sheet. Students must have the

*RULES FOR CLINIC OPERATIONS, cont'd*

clinic instructor's approval and sign out on this sheet before leaving for lunch. 2 demerits.

Anytime a student desires to take longer than thirty minutes for lunch. She or he must receive approval from her/his instructor. 2 demerits.

If a small group of students would like to arrange their lunch together on an occasional basis to celebrate a special event, arrangements must be made with the clinic instructor at least a day in advance. The clinic instructor's priority must be assuming that the clinic is adequately covered and such an accommodation may not be always feasible.

Remember, if a student fails to clock out for lunch sometime during the day, the computer will automatically charge the student sixty minutes. If a student elects to skip lunch, she or he should clock out for at least one minute sometime during the day.

(16) No break may be taken while a client is being serviced. 3 demerits.

(17) If a student does not plan to stay for her/his entire scheduled time, ideally advanced notice of at least one day will be given. In all cases, the student must inform her/his instructor as soon as she or he is aware of the fact that she or he needs to leave early. Upon receiving the instructor's permission, the student must also inform the front desk of her/his plans if she or he is assigned to the clinic floor that day. 2 demerits.

(18) No student service will be performed on any student without the prior approval of the instructor. No cosmetology student service will be performed until after lunch. To be eligible for a student service, the student must be caught up in their requirements and have attended school regularly. All student services must be paid for in advance of the service being performed. Before beginning such a service, the instructor must sign his/her name on the floor ticket indicating that it has been approved and who has been approved to do the service. 2 demerits

*RULES FOR CLINIC OPERATIONS, cont'd*

page 24

Client services always take precedence to a student getting a service. An additional condition for receiving a student service is that the student must be willing to interrupt the service to do a service on a client. 2 demerits.

has been approved and who has been approved to do the service. 2 demerits.

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