

Academy of Cosmetology and Esthetics

2012-2013

Updated August 2013

Student Catalog

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Catalog & Handbook

This document of Academy of Cosmetology and Esthetics is a document of record issued for a minimum one year. The document contains current information regarding admissions, course offerings and outlines, tuition and fee expenses, academic requirements, student services, rules and regulations, and financial aid information. It is not intended to be and should not be relied upon as a statement of the school's contractual undertakings.

The school reserves the right in its sole judgment to make changes of any nature in its programs, calendar, or academic scheduling whenever it is deemed necessary or desirable. This includes changes in course content, the rescheduling of class starting dates, or in any such case giving such notice thereof as is reasonably practicable under the circumstances, such as school closings for any reason. Missed hours due to school closings will not be held against the students absent hours, or held against the school for any reason.

The School reserves the right to change and update this document. Academy of Cosmetology and Esthetics was established in 2011 with the primary objective of training those persons with interest in a respectable, responsible and rewarding career in the beauty and wellness industry. Conveniently located in Nevada, MO public parking is available for staff and students at South lot at no charge, or fee. The school was designed with the modern stylist in mind.

Mission Statement

It is the mission of Academy of Cosmetology and Esthetics to provide a quality beauty school education that prepares the graduate for licensure and job entry level skills.

Administration

Academy of Cosmetology and Esthetics is owned and operated by Ms.Christie Rodriguez. she, is pledged to the development and implementation of the highest educational, ethical, and professional standards. Ms.Christie is a Redken Master Specialist and still works behind the chair in a salon, Christie & Co. Salon Spa.

Instructors

ACADEMY OF COSMETOLOGY AND ESTHETICS strives to maintain a 1 to 10 ratio of instructors to students.

State Requirements are 1 to 25.

Each Instructor holds an active Cosmetology License as well as a Cosmetology Instructor License with the State of Missouri.

The instructors at this school are Christie Rodriguez and Sarah Durham.

School License

Academy of Cosmetology and Esthetics is licensed by the Missouri State Board of Cosmetology. The State Board office is located 3605 Missouri Blvd. Jefferson City, Mo 65102-1335. Phone 573-751-0293

School Business

Questions regarding Academy of Cosmetology and Esthetics may be directed to the address indicated on the cover of this document either by mail, e-mail or telephone. The Business Office hours are Tuesday-Friday from 10:00am to 3:00pm. At other times, the staff will be available by appointment.

School Calendar

The school offers rolling admissions; classes begin the first Tuesday of each month. Exact starting dates may be obtained through the school office.

There will be no classes on the following legal holidays: New Year's Day, MLK Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and the Friday and Saturday after, Christmas Eve, Christmas Day and the day after. Additional holidays may be scheduled, at the discretion of the school and will be announced to students in advance. An announcement well in advance will be made should the School have to close for a period of time. When the School must close for additional holidays or weather related closings, Student contracted end dates will be extended. The school reserves the right to extend holidays or close for Instructor development by posting a notice prior to closing. The School reserves the right to cancel classes for any reason at any time. The missed hours will not be held against the students absent hours or against the school in any way. We try to follow our schedule as closely as possible, but some unavoidable circumstances do occur from time to time. To better serve you, we value our education, and we want to equip your Instructors to the most current education available. During special advanced classes that ALL Instructors must attend the students will be given at least a 10 day notice of no school during the time in which Instructors will be continuing their education.

Institutional Goals and Objectives

Goals:

- To offer a quality cosmetology education at an affordable price.
- To provide an educational environment that is conducive to learning.
- To provide highly qualified faculty, staff and administration whose professional goals are consistent with the goals and objectives of the school.
- To encourage professional growth among the faculty, staff and administration.
- To continually review the school curriculum for quality, content, timeliness and suitability.
- To offer basic and advanced cosmetology skills that will enable the student to be prepared for state licensing examinations and to be highly competitive in post-graduate employment opportunities.
- To provide career planning and placement opportunities for graduate and post-graduate students.
- To develop a professional attitude and a code of ethics in the student that is relevant to the cosmetology industry and business community.

Objectives:

- The student has the opportunity to complete the course of study in a timely manner and therefore control the cost of their education.
- The student has the opportunity to have actual hands-on experiences with clients to learn the skills necessary to build and retain a client base.
- The student has the knowledge and skill to effectively communicate with other cosmetology professionals and their clients.
- Upon completion of the course requirements the student is prepared for the State Board licensing examinations and employment as a licensed professional.

Statement of Non-Discriminatory Policy

Academy of Cosmetology and Esthetics admits students of any age (17 years minimum), sex, race, disability, marital status, religion, color, national and ethnic origin, creed or political affiliation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, race, disability, marital status, religion, color, national and ethnic origin, creed or political affiliation in administration of its educational policies, admissions policies, financial aid programs and other school-administered programs. Inquiries concerning compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 regarding activities relating to ensuring non-discrimination in the admission and treatment of students, curriculum and course offerings, student policies, services and activities relating to ensuring non-discrimination in employment policies and practices may be directed to the Administrator.

Dormitory Facilities

Academy of Cosmetology and Esthetics offers no dormitory facilities.

Parking

Academy of Cosmetology and Esthetics provides free parking for students and instructors, located at the south parking lot conveniently located by the Student/Instructor entrance located at the South of the building.

Registration and Enrollment

Class size is limited and an applicant should complete the application for enrollment as far in advance of the starting date as possible. The school reserves the right to defer a class starting date, until a minimum of two (2) applicants is registered.

Visitors

Prospective students, school counselors and members of the community are invited to visit the school to experience the training program, by appointment would be appreciated. For security purposes, no one is allowed to walk the school premises unescorted.

Library

A library which includes texts, reference materials, and videos is maintained for student use during school hours.

ADMISSION REQUIREMENTS – All Programs

1. We admit, as regular students, those who provide the school with a high school diploma or GED. We will also accept a transcript showing high school completion. If the student was home-schooled, he or she must provide a state-issued credential for secondary school completion.
2. The student must be at least seventeen years old at the time of State Board Examination.
3. 2 passport photos
4. In the case of the Instructor program, a student must also present a valid license issued by the State of Missouri Board of Cosmetology.

Ability to Benefit Policy

You must have a High School Diploma or GED to attend. We do not accept Ability to Benefit Students.

Transfer Students

The School accepts transfer students and previous hours provided they meet requirements mandated by Missouri State Board of Cosmetology. Hours relevant to students transferring from this School will be forwarded to Missouri State Board of Cosmetology upon completion of exit. Academy of Cosmetology and Esthetics do not recruit students attending or enrolled in a similar program at another school. It is our goal to bring all transfer students up to the same level of learning as a student that has been with us since clock hour 1. Transfer students will pay the same fees to enroll (application fee of \$100 and the \$25 to MO as well as the 2 passport photos), but tuition will be pro-rated.

Readmission Requirements

Any student who voluntarily withdraws or is expelled from the School must apply for readmission in accordance with the aforementioned admission requirements. Students who have been granted a leave of absence status from the school are exempt from this requirement. A student who is dismissed for academic/administrative reasons must appeal to the Administrator for readmission to the school. A student must resubmit 2 passport style photos and will be recharged for the application fee of \$100 and the \$25 to State Board for Student License, MO as well as the 2 passport photos. The student will be re-contracted and tuition will be prorated. Any outstanding fees must also be paid before the student is allowed to reenroll.

Other Points

- The student agrees that any of his/her tools that are lost or stolen will be replaced at the student's expense.
- The student agrees to abide by all the rules and regulations in effect or which may become effective in the school during the enrollment period.

Absence/Attendance/Tardy

The students are encouraged to call the school before school begins and speak with the Director or Instructor if they are going to be absent.

All students are required to maintain a minimum of 67% accumulative attendance record at all times. Absences that are planned ahead must be submitted to the director in writing one week in advance of the day the student will be gone. Students with sick children will be excused the same as if the student was sick. In the case of habitual absences because of sick children, an excuse from the children's doctor may be requested.

Students enrolled for a total of 1500 hours are allowed 126 absent hours without paying additional fees.

Students enrolled for a total of 400 hours are allowed 34 absent hours without paying additional fees.

Students enrolled for 750 hours are allowed 63 absent hours without additional fees.

Students enrolled for 600 hours are allowed 50 absent hours without paying additional fees.

Students are charged \$4.00 per hour for all hours missed over and above allowed absent hours past the contract end date. This charge must be paid to the school before a student will be allowed to graduate or receive a certificate.

All hours completed will be sent to the Missouri State Board of Cosmetology within 14 days of termination, with a notation that fees are paid in full or still owed.

Transfer Students who are not taking the total 1500,750,600 or 400 hours but are enrolled for the purpose of completing a program will be allowed to be absent a total of 8% of the contract hours. A fee of \$4.00 per hour will be assessed for time beyond contract. This charge must be paid to the school before a student will be allowed to graduate or receive a certificate. All hours completed will be sent to the Missouri State Board of Cosmetology within 14 days of termination, with a notation that fees are paid in full or still owed.

Academy of Cosmetology and Esthetics recognizes the need for students to work while attending school. Many students need this part-time income to help defray personal and educational expenses. The student must be able to combine work with the requirements of school. Work schedules must not take precedence over school attendance. A student must meet standards of academic and attendance progress requirements in order to remain in school.

Attendance/Absent Hours

Tardy

If a student is going to be tardy, he/she is responsible for calling in before the scheduled class time. When a student is tardy 3 times in a 30 day period they shall receive a 1 day suspension. This day will be considered against absent time.

Attendance is very important here at Academy of Cosmetology and Esthetics. It is expected that you be in class and ready to start at 9:00 a.m. You are in training to be a professional Cosmetologist; you should treat your training education just as you would a job. If you are habitually late or absent from a job you will most likely be let go. If you are habitually late or absent from your training you will be held accountable. Not only does it hurt your advancement in your training, but it is disrespectful to your instructors and fellow classmates who are present and prepared for the lesson at hand. When you are absent you are responsible for independently learning the material that was covered during your absence. Your instructors are not required to go over any materials scheduled during your absence.

YOU MUST BE HERE TO LEARN!

We understand things come up, family is important and certain absences cannot be avoided. We ask you be professional and if you plan on being absent, you must let the school know as soon as possible, just as you would a job. Once you are training on the studio floor, your customers depend on you to be here and on time-Just as if you are working in your future salon. What you practice is what you learn. Each program has a set amount of unexcused absent hours allowed before monetary charges begin to accumulate. We actually build those hours into your contract (*126 for Cosmetology, 34 for Nail Technology, 63 for Esthetics and 50 for Instructor*). **It is understood that students missing more than the allotted unexcused hours per program will be charged a rate of \$4.00 per hour. By signing below you acknowledge that this very important rule has been explained to you in depth and will be fully upheld by the Academy of Cosmetology and Esthetics.**

LEAVE OF ABSENCE (LOA):

In some emergencies a student may need to leave school temporarily with the intention of resuming the program at a later date. A LOA is allowed up 180 days in a 12- month period, with the 180 days beginning the first day of the original LOA. The school permits more than one LOA in a 12-month period provided that the total numbers of days taken in all LOA's do not exceed 180 days in that 12-month period.

A student may be granted a LOA for circumstances beyond their control. The LOA must be in writing prior to an LOA occurring unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would

not have been able to request the LOA in advance. The school must document approval of a LOA without prior written request and collect the request from the student at a later date.

- A. Leave of Absence will only be granted for extreme emergencies.
- B. A student must request an emergency Leave of Absence in writing.
- C. Leave of Absences will only be granted for a total of 180 days maximum in a 12-month period.

A student on an approved Leave of Absence is still to be considered enrolled but hours and fees will not accrue. If the student does not return from the Leave of Absence as scheduled, he or she will be dropped and the School will then notify the lender (if applicable) of the last day of attendance.

Dress Code

You are furnished with a smock or apron the first day of class, and are required to wear them at all times. If you lose your smock/apron it is your responsibility to purchase a new one from Academy of Cosmetology and Esthetics. You are only allowed to wear a smock/apron that is approved by Academy of Cosmetology and Esthetics. Students are to wear CLEAN black slacks, black Capri's, black dresses, black skirts, black dress shirts with sleeves. Black closed toed shoes are required. No tight clothing, including yoga pants, tights, leggings or exercise clothing. NO BLACK JEANS. NO EXCEPTIONS. Professional attire is required at all times or you will be asked to go home. Hours missed due to dress code violation will be counted as an unexcused absence. Dress Code Violations will be enforced immediately by Instructor on duty.

Student Conduct

It is the general policy of this school that students and staff will conduct themselves in a professional, adult manner. Therefore, all are expected to treat fellow students, faculty and staff with respect. Self-respect and consideration for the rights of others constitutes the ideal conduct. The administration reserves the right to suspend or expel any student for insubordination, refusal to cooperate with instructors in following instructions and schedules, or in any case where the administration feels the student is not adapting to training. After a period of 20 days a terminated student may make a written request to the Administrator requesting a review of their termination. The school reserves the right, under academic and/or administrative due process, to suspend or expel a student from the school for serious violations of its published regulations or for conduct which seriously conflicts with its stated objectives. The school does not tolerate the use of alcohol or drugs on the premises or during school sanctioned events. No smoking is permitted within the school facility. Student rules and regulations setting forth other special conduct requirements must be

observed. Self-respect and consideration for the rights of others constitutes the ideal student conduct. The school reserves the right, under academic due process, to dismiss or suspend a student from the school for serious violations of its published regulations or for conduct which seriously conflicts with its objectives. The IDEAL student conduct is represented by self-respect and consideration for the rights and opinions of others, and good self-policing attitudes. This is an educational facility for adults and we are all expected to act maturely and professionally at all times. Some conduct situations which the Administration feels would best be served by disciplinary actions are as follows. Applicable to all conduct requiring disciplinary action the student may be requested to leave the School for a period of time to be determined by the Administration for continued code infractions. Please note that any time a student is asked to leave school for the day for disciplinary reasons the time missed will be accrued as time absent from school and will result in additional tuition charges.

PROFESSIONAL CONDUCT

Students are expected to conduct themselves in a professional manner at all times. They are expected to arrive at school on time, treat clients, instructors, and other students with courtesy and to follow the rules of good grooming and proper sanitation. This is the level of conduct you will be expected to maintain throughout your career. Students are expected to complete their patrons at the end of the day.

SCHOOL POLICIES /Rules

Disruptive behavior and unprofessional conduct within the School environment:

Consequence: The student will be asked to leave the School for the day. A follow up conference with Administration when the student returns which, may or may not result in expulsion. Should the behavior be repeated, expulsion is more likely to become effective immediately.

Verbal abuse/insubordination towards staff or student colleagues: This includes being hateful or disrespectful to fellow students, guests, or Instructors. This WILL NOT be tolerated.

Consequence: The student will be dismissed for the day. A follow up conference with Administration when the student returns which, may or may not result in expulsion. Should the behavior be repeated, expulsion is more likely to become effective immediately.

Physical touching, abuse, or assault of a fellow student to staff member while on or off school grounds, or a member of the public while within the school facility:

Consequence: Immediate expulsion/termination from school without consideration. A restraining order is likely along with immediate notification of the local police department.

Refusal to complete assigned tasks or practical assignments:

Consequence: The student will be asked to leave school for the day. A follow up conference with Administration when the student returns which, may or may not result in expulsion. Should the behavior be repeated, expulsion is more likely to become effective immediately.

The use of Mobile Phone/Text Devices during the school day: except in the break room while clocked out on break.

Consequence: The item will be removed for the remainder of the day to the Business Office. Make sure Family members know the school phone number in case of an emergency.

Gum, beverages, or food outside of designated student break Area or Theory Classroom:

Consequence: This is not permitted at all and a student will be advised verbally regarding the conduct, then a written warning with dismissal for day.

Dress code issues and unsatisfactory personal grooming issues:

Consequence: The student will be asked to leave school for the day.

Unclean work areas, refusal to complete assigned sanitation tasks:

Consequence: The student will be dismissed for the day. A follow up conference with Administration when the student returns which may or may not result in expulsion. Should the behavior be repeated, expulsion is more likely to become effective immediately.

Theft:

Consequence: Any student found stealing supplies or equipment from the school or another student will be suspended and possibly terminated immediately and will not be considered for readmission.

Weapon possession on school premises:

Consequence: Immediate removal from the school property, including restraining order, immediate notification and involvement of the local police department, termination without consideration for readmission.

If perceived, or verified, that a student is under the influence of drugs or alcohol while on school premises.

Consequence: 15 day immediate suspension, return to school permitted only upon receipt of a clear drug test provided at the student's expense.

Possession of illegal drugs or alcohol:

Consequence: If found on school property: immediate TERMINATION and arrest by Police Department. If arrested and convicted of violation of federal or state laws, loss of all financial aid packaging is a probability. Inability to become a licensed Cosmetologist in most states.

Failure to return school property or destruction of school property/vandalism:

Consequence: Written warning and the student will be expected to pay for replacement of school property. Actions may be reported to local police dept.

Cheating on written exams:

Consequence: Failing grade on permanent record. If occurrence happens more than once, suspension.

Failure to Clock in or out for attendance recording/Lunch Breaks:

Consequence: Loss of clock hours. Instructor will not be required to adjust your hours. DO NOT FORGET TO CLOCK IN OR OUT. It's YOUR RESPONSIBILITY.

Leaving school without permission/notification to staff:

Consequence: Loss of clock hours, verbal warning, if repeated there will be a two day suspension.

Unexcused absence of two weeks without notification in writing to the school Administration:

Consequence: Termination. The school reserves the right, under academic or administrative due process, to dismiss, suspend, or terminate a student from school for serious violations of its published regulations or for conduct that seriously conflicts with its educational objectives.

All students must be in class, ready for roll call at the start of each assigned session.

If a student must be absent from school, please call the office of the attendance center before school.

Once students arrive for their scheduled time, they are not permitted to leave the school without notifying the office or their instructor.

Students will have thirty (30) minutes for lunch.

Students will not receive hours unless they clock in and out.

Students must wear clean, professional, washable uniforms at all times as required by the School. For a more professional appearance, all students' uniforms must conform to the School's designated style and be worn with clean comfortable shoes.

Students are responsible for their own personal property and equipment. We will issue equipment to each student one time. If your equipment is lost or stolen, it will be at the student's expense to replace this equipment.

Students must have their books ready for use and inspection at all times. Students cannot use the School telephone except for emergencies. The School Administration and the instructors will strictly enforce this.

We require all students to report to class with a complete set of books and writing material. Disorderly conduct will not be tolerated. Students must display orderly conduct towards the Administrators, Instructors, Patrons and Fellow Students at all times, or you will be asked to leave.

Academy of Cosmetology and Esthetics will not tolerate any student who exhibits immoral or unprofessional conduct, dishonesty or one who falsifies records.

Academy of Cosmetology and Esthetics is a drug-free School and will dismiss immediately any student who consumes or possesses alcoholic beverages and/or illegal substances during school hours and on school property.

All students are responsible for maintaining a sanitary, neat and orderly work area at all times. Students are responsible for cleaning their work area at the end of classes each day. (There are to be no books, capes, or equipment on the workstation or in the lunchroom at the close of your school day.)

The consequences of Violating School Policies and Rules will be handled on individual basis; Instructor on duty has final say.

Sexual Harassment Policy

- Sexual harassment of any individual is a violation of federal law, unacceptable conduct, and grounds for disciplinary action.
- Sexual harassment is any unwelcome sexual advance, verbal or physical which is explicitly or implicitly made which has the effect of creating a hostile, intimidating or offensive work environment.
- Employees of Academy of Cosmetology and Esthetics should be aware that the intent of this policy also applies to Instructor-to-student, student-to-Instructor and student-to-student relationships.
- Employees of Academy of Cosmetology and Esthetics and students who have questions or complaints about sexual harassment are encouraged to bring the situation to the attention of the Administrator to file a complaint. Reports of sexual harassment will be confidentially investigated. Violators may be subject to disciplinary action up to and including termination.

Academic Advising

Instructors are available to advise students if extra help is needed. We will help you, as long as you are putting forth an effort. Student advising is available upon request or at the time of student evaluations. A student's scholastic standing in each of their subjects is determined by the combined results of examinations, assignments, classroom and clinic participation and general evidence of regular and consistent application. In grading, it is the responsibility of each member of the teaching staff to give due weight, not only to the degree of mastery of the subject matter manifested by the student in examination and completion of practical assignments, but likewise to the degree of originality, correctness in expression, and conformity with approved forms for written assignments. Students are expected to maintain a minimum 75% combined grade average as well as a 67% attendance rate to maintain standards of satisfactory progress.

Internal School Complaint Policy

The school has an internal complaint or grievance procedure to resolve student, faculty, or interested party complaints. This procedure must be provided to students at the time of orientation and/or posted or displayed by the school. A student, teacher, or

interested party may file a written complaint against the school by following the procedure listed below.

- The complaint should be in writing to the School Owner/Administrator and should outline the allegation or nature of the complaint.
- The School Owner will meet with the complainant within 10 days of receipt of the written complaint. This meeting will be documented in writing and signed by both parties with a copy to be provided to the complainant.
- If the complaint cannot be resolved through discussion the complaint will be referred to the school's complaint committee. The complaint committee must meet within 21 calendar days of the first date the complaint was received. If more information from the complainant is needed, a letter will be written outlining the additional information needed. If no further information is needed the complaint committee should act on the allegations and a letter will be sent to the complainant within 15 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact. The School Personnel shall take appropriate steps to insure that the agreed upon action is taken. The School shall maintain a file of all complaints made under this procedure, including copies of written complaint, the written response of the School and the summary of the informal conference.

STEP TWO – APPEAL TO THE SCHOOL

1. If the complaint has not been resolved by the School to the satisfaction of the student, the student may refer their complaint to Christie Rodriguez the owner, of Academy of Cosmetology and Esthetics, 1419 W. Austin Blvd. Nevada, Mo 64772.
2. If the complaint has not been resolved by the School to the satisfaction of the student, the complaint may also be referred to the Missouri State Board of Cosmetology, 3605 Missouri Blvd. Jefferson City, MO 65102-1335 or Call 573-751-1052

The Academy of Cosmetology and Esthetics is a candidate for accreditation with:

*THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS
AND SCIENCES (NACCAS), 4401 FORD AVENUE, SUITE 1300, ALEXANDRIA,
VIRGINIA 22302, 703-600-7600*

GRADUATE SERVICES/ Job Placement Services/ Employment Assistance

The school in no way guarantees employment schools can NOT guarantee Employment and we must make this fact known to the applicant. While we cannot guarantee employment, our track record for placing our graduates is excellent! We have found through the years, that if a student's attendance and grades are good while attending school, job placement after graduation is relatively easy. If you are interested in assistance for job placement please contact the Administration office.

Academy of Cosmetology and Esthetics is committed to assisting in the placement of every graduate seeking employment not only upon graduation but also during his or her entire career, in the beauty industry. The following procedure is used to assist in placing graduates:

(1) Through the use of Face Book, "Like" Academy of Cosmetology and Esthetics. We put information on job openings here.

(2) Graduates are contacted directly

(3) Follow-up on assigned interviews is conducted to encourage feedback from graduates and employers. The school will use its best efforts to successfully Place students. However, the student is advised that the law prohibits any school, college, etc., from guaranteeing placement as an inducement to enter said school. **The school does not in any way guarantee employment to any applicant, student or graduate.**

Student Records

Students are guaranteed the right to access and review their student file in compliance with the 1974 Family Education Right to Privacy Act (FERPA), also known as the Buckley Amendment. Third party requests for information will require written authorization from the student. Under no circumstance will information regarding a student, parent or guardian of a dependent student be released without the written consent of the student. The school will provide copies of any information sent out of the school at the request of the student. Maintaining and safeguarding student records, both personal and financial, are the responsibility of the School.

Procedure

1. The student must request an appointment to view their records. If the student is not a dependent minor, no one – including parents or guardians of dependent students – can view a student's records without the written permission of the student with the exception of representatives of federal or state government or other agencies acting on behalf of federal or state government in the course of review activities.

2. The Administrator or designated representative will schedule the appointment request within three business days of the request.

Student Records Continued:

3. The Administrator or an appointed representative will be present at all times during the review of the student's records to provide security of such records and any interpretation that may be required.

4. All student record reviews will be documented as to the date of review. This can be recorded and kept in the student file.

5. A student may refuse to authorize release of "directory" information as indicated below by signing a Non-Disclosure

Form: The school presently does not publish a directory with any such information.

- Name, address and telephone number
- Date and place of birth
- Major field of study and dates of attendance
- Degrees and awards
- Date of graduation
- Previous school(s) attended
- Date of graduation from previous school(s)

6. The school must provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, Inc., or in response to a directive of the Commission.

FACILITIES AND EQUIPMENT

BUILDING

Academy of Cosmetology and Esthetics is conveniently located at 1419 W. Austin Blvd. Nevada, Mo 64772. The facility consists of two Classrooms, two Facial Rooms, Break Room, Dispensary, Clinic Floor 1 female bathroom, 1 Male bathroom, and one Office. With approximately 2500 square feet of space, our facility more than meets the requirements set forth by the State of Missouri.

THEORY

The Theory Classroom will accommodate Sixteen (16) students, and is equipped with a Dry Erase Board, Power Point, Flat Screen TV, and other teaching aids.

PRACTICAL

The Practical Classroom will accommodate eighteen (16) students using wall-mounted mannequin tables. There are approximately twenty (20) mannequins, in addition to their personal mannequin, for use in practical training.

VIDEO

The Theory Classroom is equipped with one color television, DVD Player and approximately 10 Instructional DVD's on hair cutting, color, nails, permanent waving and weaving, Facials and Body waxing. These DVD's are used for the cosmetology, Esthetics, Manicuring and Instructors courses.

FACIAL ROOMS

There are two (2) Facial Rooms set up with one Facial Bed, 1 Chair, 1 Towel Warmer and 1 closed waste receptacle in each room. Professional skin care products, wax and implements are available to perform services.

LOCKERS

Each student is assigned a locker that is large enough to hold personal belongings. Each student is required to furnish a combination lock for this locker. 30 Lockers are Available.

LIBRARY

Library materials are available to the student for use during regular class.

CLINIC

The clinic floor consists of a large open area with (16) working stations for the cosmetologist as well as 6 Shampoo bowls with closed towel cabinets. 10 hairdryers, Dispensary, Color Bar, 6 work stations for the manicuring students and a waiting area for guests

HANDICAP

Handicap students and patrons are Always welcome. We have the facilities to accommodate those in wheel chairs.

Housing

The School does not provide housing; however we are here to assist you with properties near the school with a purpose of attending Academy of Cosmetology and Esthetics.

MAKE-UP POLICY

It is the student's responsibility to see that all theory work is made up. Before graduation, all tests and assignments must be completed. A student must have completed all tests given by the school during training in order to graduate. Therefore, the student will be required to take the missed tests before a diploma will be awarded.

TERMINATION OF ENROLLMENT

GROUND FOR TERMINATION

1. Student's failure to meet satisfactory progress with Attendance or Book Work.
2. Student's failure to pay tuition after 120 days delinquent.
3. Immoral or unprofessional conduct.
4. Dishonesty or falsifying records.
5. Consumption, possession or if under the influence of alcoholic beverages and/or illegal substances during school hours.
6. Failing to abide by School Policies and Rules.

TESTING & GRADING

Daily classroom work is graded on a 100% basis with a 75% average required to pass. Students are given a test at the end of each subject. On the first school day of each week students that are working on the studio floor are given a new weekly Manikin Sheet to be completed for that week with an instructor checking each skill and initialing it. The skill grade is based on the number and quality of skills satisfactorily completed for their level of training. An average of 75% is required for written and 75% is required for practical skills on weekly sheets, and an average of 67% is required for attendance. We employ the use of a percentage of scale of 0% to 100% as our grading system. At the end of each completed subject, a written test is given. A score of 75% will be required for passing each subject. At the end of each completed Program, a D & O (demonstrative and oral) test is given. A passing score of 75% for practical is required. At the completion of the Program enrolled, the student will be given a final examination.

The purpose of the final examination is to determine if the student is ready to take the State Board examination. If a student fails repeatedly, and is behind in acceptable academic progress, the school has the right to suspend the student from advancing further in education until satisfactory progress has been reached on the subjects that were not satisfactory. Upon obtaining satisfactory progress on previously covered subjects, the student will be permitted to advance with their education. Students are evaluated and graded on theory, practical and clinical performance using the following grading system:

	Letter System	Percentage System
Excellent	A	90% - 100%
Good	B	80% - 89%
Average	C	75% - 79%
Failing	F	74% - Under

GRADUATION REQUIREMENTS

A student will receive a Graduation Certificate after he/she has completed the hour requirements, has completed the required number of services set by the Missouri State Board of Cosmetology, achieved an average grade of 75% for written, 75% for practical, 67% attendance and paid his/her financial obligations to the school.

STATE EXAMINATION

The State Board examination is given in two parts, each part taking approximately one-half days. Part one is a theory test, part two is a practical exam. Upon passing these examinations, you will receive your license to practice in The State of Missouri. The state board examination is not included in the cost of school. After hours are completed in your program, they will be sent to Missouri State Board with notification of all fees paid or not paid to the school. At that time it will be the responsibility of the student to schedule and pay for your state board examination to be licensed.

OPPORTUNITIES IN THE BEAUTY PROFESSION

Over the past few years, seven out of ten workers were employed in service industries. The beauty industry today is the fourth largest service industry in the world, with over one billion dollars spent annually in salons. Now, as never before, men and women of all ages need to have a means to support not only themselves, but also their family. Few careers will allow you to obtain an education in a relatively short time, not use it for a period of time, return to it, and choose the work hours that most benefit you, your family, and your situation. As a second income, many cosmetologists find it is not necessary to work full time to make a salary comparable to their current full time careers. Therefore, if you desire a secure future in a rapidly expanding industry, look no further than the field of cosmetology for both a rewarding and secure future.

COSMETOLOGY PROGRAM OPPORTUNITIES

Hair Stylist

Technical Beauty Sales

Makeup Artist

Hair Coloring Specialist

Skin and Scalp Specialist

Cosmetology School Manager

Cosmetology School Owner

Platform Artist

State Inspector

Beauty Salon Manager

Beauty Salon Owner

Permanent Specialist

Manicurist/Pedicurist

Instructor

ESTHETICS PROGRAM OPPORTUNITIES

Esthetician

Makeup Artist

Skin Care Specialist

Lecturer

Platform Artist

Salon Owner

School Owner

Instructor

NAIL TECHNOLOGY PROGRAM OPPORTUNITIES

Manicurist

Beauty Salon Manager

Instructor

Pedicurist

Beauty Salon Owner

School Owner

INSTRUCTOR PROGRAM OPPORTUNITIES

Instructor

Lecturer

Beauty School Manager

Beauty School Owner

The following lists are the required minimum training of practical services and hours required by The Missouri State Board.

COSMETOLOGY PROGRAM

Minimum Services

Practice & Theory Hours

Shampooing of all kinds	40
Hair Coloring, bleaches, and rinses	130
Hair cutting and Shaping	130
Permanent Waving and Relaxing	125
Hair Setting, pin curls, fingerwaves, thermal curling	225
Combouts and hair styling Techniques	105
Scalp Treatments and Scalp Diseases	30
Facials, eyebrows and arches	40
Manicuring, hand and arm Massage, and treatment of nails	110
Cosmetic Chemistry	25
Salesmanship and Shop Management	10
Sanitation and Sterilization	30
Anatomy	20
State Law	10
Curriculum to be defined by school, not less than	470

TOTAL HOURS

1500

PROGRAM DESCRIPTION

Cosmetology is the study of the science of beautifying and improving the hair, skin and nails. This program is 1500 hours of Theory and Practical instruction in the basics of hair cutting, perming, relaxers, coloring and other chemical services. Instruction is also given in occupation requirements and public health, safety, and sanitation requirements.

Cosmetology Class Schedule:

Full Time 35 Hrs. Week

Tuesday-Saturday 9:00 a.m.-4:30 p.m.

Part Time 23 Hrs. Week Tues-Friday 9:00a.m.-1:00p.m & Saturday 9:00a.m.-4:30p.m

Textbooks

Salon Fundamentals Cosmetology Theory Book- Pivot Point

Salon Fundamentals Cosmetology Study Work Book- Pivot Point

Salon Fundamentals Cosmetology Exam Study Guide-Pivot Point

State Board Rules and Regulations

Academy of Cosmetology and Esthetics School Catalog

References and periodicals as assigned by the instructor and found in the school Library

PROGRAM GOALS

The Program is designed to provide students with adequate manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for successful employment in this field, to take the Missouri State Boards, and work as a licensed cosmetologist in this state.

PROGRAM FORMAT

The Program training includes instructor lecture, Power Point presentations, video presentation, instructor demonstrations, hands-on-instruction, class assignments, discussions and projects. All three types of instruction input, visual, oral and physical are used throughout the Program. The students are continually encouraged to practice the physical skills they have learned, with 60% of their training devoted to clinic services. The program emphasizes the importance of the health, safety and protection of the public serviced by the licensed professional. The sequential unit of learning steps defines the specific tasks necessary for the State examination, graduation and entry-level job positions. The Program is presented through level developed teaching plans, which reflect current educational practices.

SPECIAL INSTITUTION FEATURES

SPECIALIZED TEACHING:

For subject matter that will most effectively serve the student, the teaching staff operates on a rotational system, whereby; students are given the opportunity of being taught by more than one skilled instructor.

The School promotes and encourages an "open door policy" with area salon owners and managers to visit our schools. Field trips to salons may be taken at the discretion of the School Administrator and approval from The Missouri State Board of Cosmetology.

COSMETOLOGY PROGRAM COST OF EDUCATION

TUITION	\$4,974.00
BOOKS/KITS	\$900.00
APPLICATION FEE	\$100.00 NONREFUNDABLE
<u>STATE FEES*</u>	<u>\$ 25.00</u> NONREFUNDABLE
TOTAL COST:	\$5999

***State Fees include student licenses fee**

At Enrollment	\$100.00
First Day or Before	\$900.00
Full-Time Students	Each Week (44) @ \$114*
Part-Time Students	Each Week (64) @ \$ 78*

The Students must fulfill all financial obligations to the School prior to graduating, or receiving a Certificate.

NON-REFUNDABLE CHARGES

Application Fee	\$100.00
Student License Fee	\$ 25.00
Books/Kit (once received)	

Cosmetology tools and equipment included in student kit.

Kits Cannot Leave School until Student has completed 1500 Hours.

Kit Includes

3 Text Books	12 combs
2 Mannequin heads	2 boxes curl clips (100 per box)
1 Razor type hair shaper	1 shampoo cape
1 pair of hair cutting shears	1 chemical cape
1 Pair thinning shears	12 Hair Brushes
1 pair of Hair Clippers with guards	1 Uniform Smock
1 pair clippers for fingernails	1 color bowl
1 pair clippers for toenails	1 color bottle
1 file or package of emery boards	2 color brushes
1 pair of tweezers	

Disposable supplies used on customers will be furnished by the school.

Esthetics Program

	<u>Theory Hours</u>		<u>Practical Hours</u>
Sanitation and Sterilization & Safety	10		35
Cosmetic Chemistry, Ingredients	50		25
Facial, cleansing, toning	20		60
Massaging	10		30
Reflexology	10		25
Cosmetic Science, Structure, Condition, Disorder	40		45
Body Treatments	20		30
Aromatherapy	10		20
Body Wraps	15		25
Hair removal	10		20
Makeup Application	40		60
Salon Management	15		5
Salesmanship	15		20
Student Specific Needs	75		
State Laws	10		
TOTAL HOURS FOR ESTHETICS	350	+	400 = 750

Program Description:

The course consists of 750 hours of instruction in skin care, makeup and hair removal. The course is designed to develop the basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for successful employment in this field.

Esthetics Class Schedule

Full Time 35 Hrs. Week Tuesday-Saturday 9:00 a.m.-4:30 p.m.
 Part Time 23 Hrs. Week Tues-Friday 9:00a.m.-1:00p.m & Saturday 9:00a.m.-4:30p.m

Textbooks

Salon Fundamentals Esthetics Theory Book-Pivot Point
 Salon Fundamentals Esthetics Study Work Book-Pivot Point
 Salon Fundamentals Esthetics Exam Study Guide-Pivot Point
 State Board Rules and Regulations
 Academy of Cosmetology and Esthetics School Catalog
 References and periodicals as assigned by the instructor and found in the school Library.

PROGRAM GOALS:

The program is designed to provide students with adequate manipulative skills safety judgments, proper work habits and desirable attitudes necessary for successful employment in this field, to take the Missouri State Boards and work as a licensed esthetician in this state.

PROGRAM FORMAT:

The course subject matter will be presented in the form of instructor lecture, class assignments, demonstration, videotape presentations, hands-on instruction and class discussion. All types of instruction input (visual, oral and physical) are used throughout the course. The students are continually encouraged to practice the physical skills they have learned. The program emphasizes the importance of the health, safety and protection of the public serviced by licensed professional. Proper work habits and desirable attitudes are necessary for successful employment in the field.

SPECIAL INSTITUTION FEATURES

SPECIALIZED TEACHING:

For subject matter that will most effectively serve the student, the teaching staff operates on a rotational system, whereby; students are given the opportunity of being taught by more than one skilled instructor.

The School promotes and encourages an “open door policy” with area salon owners and managers to visit our schools. Field trips to salons may be taken at the discretion of the School Administrator and approval from The Missouri State Board of Cosmetology.

Esthetics Program Cost of Education

Tuition	\$3674.00
Kit/Books	\$700.00
Application Fee	\$ 100.00 NONREFUNDABLE
Student License Fee-State of Missouri	\$ 25.00 NONREFUNDABLE
Total	\$4499.00
At Enrollment	\$ 100.00
First Day of Class or Before	\$ 900.00
Full-Time Students	Each Week (25) @ \$140*
Part-Time Students	Each Week (32) @ \$109*

Students must fulfill financial obligations to the school prior to graduating, or receiving a Certificate from this school.

NON-REFUNDABLE CHARGES

Application Fee	\$100.00
Student License Fee	\$ 25.00
Books/Kit (once received)	

Esthetics Tools and equipment included in student kit.

Kits Cannot Leave School until Student has Completed all Hours to Graduate.

1 Skin Cleanser	1 Skin freshener
1 Foundation	1 Concealer
1 Blush	1 Eyeliner Pencil
1 Liquid Mascara	1 Package Sponges
1 Powder Brush	1 Contour Brush
1 Package Applicators	1 Package Plastic Spatulas
3 Esthetics Books	

Disposable supplies used on customers will be furnished by the school.

NAIL TECHNOLOGY PROGRAM

Theory Hours & Practical Hours

Manicuring, Hand and Arm Massage and Treatment of Nails	220
Salesmanship and Shop Management	20
Sanitation and Sterilization	20
Anatomy	10
State Law	10
Study of the use and Application of Certain Chemicals	40
Curriculum To Be Defined by School, Not Less Than	80
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TOTAL HOURS	400

PROGRAM DESCRIPTION

Nail Technology is the study of the science of beautifying and improving the nails. This program is 400 hours of Theory and Practical instruction in the basics of Nail Shaping, filing, enhancements and other beautifying services. Instruction is also given in occupation requirements and public health, safety, and sanitation requirements.

Nail Technology Class Schedule:

Full Time 35 Hrs. Week Tuesday-Saturday 9:00 a.m.-4:30 p.m.
Part Time 23 Hrs. Week Tues-Friday 9:00a.m.-1:00p.m & Saturday 9:00a.m.-4:30p.m

Textbooks

Salon Fundamentals Nail Technology Theory Book-Pivot Point
Salon Fundamentals Nail Technology Study Work Book-Pivot Point
Salon Fundamentals Nail Technology Exam Study Guide-Pivot Point
State Board Rules and Regulations
Academy of Cosmetology and Esthetics School Catalog
References and periodicals as assigned by the instructor and found in the school Library.

PROGRAM GOALS

The Program is designed to provide students with adequate manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for successful employment in this field, to take the Missouri State Boards, and work as a licensed Manicurist in this state.

PROGRAM FORMAT

The Program training includes instructor lecture, video presentation, instructor demonstrations, hands-on-instruction, class assignments, discussions and projects. All three types of instruction input, visual, oral and physical are used throughout the Program. The students are continually encouraged to practice the physical skills they have learned, with 60% of their training devoted to clinic services. The program emphasizes the importance of the health, safety and protection of the public serviced by the licensed professional.

SPECIAL INSTITUTION FEATURES

SPECIALIZED TEACHING:

For subject matter that will most effectively serve the student, the teaching staff operates on a rotational system, whereby; students are given the opportunity of being taught by more than one skilled instructor.

The School promotes and encourages an “open door policy” with area salon owners and managers to visit our schools. Field trips to salons may be taken at the discretion of the School Administrator and approval from The Missouri State Board of Cosmetology.

Nail Technology Program Cost of Education

Tuition	\$1974.00
Books/Kit	\$ 400.00
Application Fee	\$ 100.00 NONREFUNDABLE
Student License Fee-State of Missouri	\$ 25.00 NONREFUNDABLE
Total	\$ 2499.00

At Enrollment	\$ 100.00
First Day of Class or Before	\$ 600.00

Full-Time Students	Each Week (12) @ \$149*
Part-Time Students	Each Week (17) @ \$104*

NON-REFUNDABLE CHARGES

Application Fee	\$100.00
Student License Fee	\$ 25.00
Books/Kit (once received)	

Tuition
Application Fee
Student License Fee

See Refund Policy
\$100.00
\$ 25.00

Nail Technology tools and equipment included in student kit.

Kits Cannot Leave School until Student has completed 400 hours.

1 Package emery boards
1 Large File
1 bottle of polish

1 Toenail clippers
1 Fingernail Clippers
1 bottle of polish remover

1 Manikin Hand
1 Package Artificial Nails
1 Cuticle Pusher

Disposable supplies used on customers will be furnished by the school

INSTRUCTOR PROGRAM

Minimum Practice & Theory Hours:

Basic Principles of Student Teaching	200
Psychology as applied to cosmetology	50
Business experience or Management	50
Practice teaching in both theory and practical application	300
<hr/>	
TOTAL HOURS	600

PROGRAM DESCRIPTION

Those who have a desire to teach others in the field of cosmetology will be educated on how to instruct students in the classroom and clinic floor. Instruction is also given in occupation requirements and public health, safety, and sanitation requirements.

Instructor Class Schedule:

Full Time 35 Hrs. Week Tuesday-Saturday 9:00 a.m.-4:30 p.m.
Part Time 23 Hrs. Week Tues-Friday 9:00a.m.-1:00p.m & Saturday 9:00a.m.-4:30p.m

Textbooks

Standard Textbook for the Modern Educator Milady Publishing
Theory Workbook Standard Textbook for the Modern Educator
State Board Rules and Regulations
Academy of Cosmetology and Esthetics School Catalog
Other references and periodicals as assigned by the Instructor and found in the School's Library.

PROGRAM GOALS

The Program is designed to provide students with adequate manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for successful employment in this field, to take the Missouri State Boards, and work as a licensed Instructor in this state.

PROGRAM FORMAT

The Program training includes instructor lecture, video presentation, instructor demonstrations, hands-on-instruction, class assignments, discussions and projects. All three types of instruction input, visual, oral and physical are used throughout the

Program. The students are continually encouraged to practice the physical skills they have learned, with 60% of their training devoted to clinic services. The program emphasizes the importance of the health, safety and protection of the public serviced by the licensed professional. The sequential unit of learning steps defines the specific tasks necessary for the State examination, graduation and entry-level job positions. The Program is presented through level developed teaching plans, which reflect current educational practices.

SPECIAL INSTITUTION FEATURES

SPECIALIZED TEACHING:

For subject matter that will most effectively serve the student, the teaching staff operates on a rotational system, whereby; students are given the opportunity of being taught by more than one skilled instructor.

The School promotes and encourages an “open door policy” with area salon owners and managers to visit our schools. Field trips to salons may be taken at the discretion of the School Administrator and approval from The Missouri State Board of Cosmetology.

INSTRUCTOR PROGRAM COST OF EDUCATION

Tuition		\$ 2874.00
Books/Kit		\$ 500.00
Application Fee		\$ 100.00 NONREFUNDABLE
Student License Fee- State Of Missouri		\$ 25.00 NONREFUNDABLE
	Total	\$ 3499.00
At Enrollment		\$ 100.00
First Day of Class or Before		\$ 900.00
Full-Time Students	Each Week (18) @	\$139*
Part-Time Students	Each Week (26) @	\$96*

NON-REFUNDABLE CHARGES

Application Fee	\$100.00
Student License Fee	\$ 25.00
Books/Kit (once received)	

Instructor Kit Includes:

Set of books
Apron
Presentation Boards

REFUND POLICY

1. An applicant is not accepted by the school and is entitled to a refund of all monies paid except the non-refundable application fee of \$100.00.
2. All monies are returned to the student – with the exception of the non-refundable application fee - if a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money returned in writing, within three business days of signing the enrollment agreement regardless of whether or not the student has actually started training.
3. A student is entitled to a refund of all monies paid to the school less an application fee if cancellation of the contract after three business days of signing but prior to entering classes.
4. Official cancellation or withdrawal shall occur on the earlier of the dates that a student notifies the institution of his/her withdrawal.
5. In the case of a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that he or she will not be returning.
6. In types 2, 3, 4 and 5, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
7. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized based on SCHEDULED hours.

Percentage of Enrollment time	Percentage of Tuition Retained by School
.01% to 4.9%	20% Retained or Received
5% to 9.9%	30% Retained or Received
10% to 14.9%	40% Retained or Received
15% to 24.9%	45% Retained or Received
25% to 49.9%	70% Retained or Received
50% and over	100% Retained or Received

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the School. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student or formal termination (expulsion) by the School, which shall occur no more than 14 calendar days from the last day of physical attendance. The refund calculation is based on the student's last date of attendance.

8. In case of illness or disabling accident, death in the immediate family, other circumstances beyond the control of the student, the School shall make a settlement, which is reasonable and fair to both.
9. If the course is canceled subsequent to a student's enrollment, the school shall at its option:
 1. Provide a refund of all monies paid: or
 2. Provide for completion of the course.
10. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a prorated refund of tuition paid, based on hours completed.
11. A termination fee of \$150.00 will be charged when a student drops or is terminated.
12. NON-REFUNDABLE FEES

PROGRAM NAME	APPLICATION FEE	Student LICENSE
Cosmetology	\$100.00	\$25.00
Nail Technology	\$100.00	\$25.00
Esthetics	\$100.00	\$25.00
Instructor	\$100.00	\$25.00

EXPENSES NOT COVERED

Not covered by tuition are paper, pencil, notebook and combination lock. State Board Tests. Student services received. Items needed to do Practical portion of State Board Test.

Voluntary Withdrawal

A student who voluntarily withdraws from the school is required to make proper notification **in writing** to the Administrator. A student voluntarily leaving school must return within one year from the last date of physical attendance to receive credit from the State Board for all clock hours completed. The student will also receive financial credit for all tuition and fees, less any returns (of federal funds) or refunds made in accordance with federal regulations or the school's Institutional Refund Policy as stated earlier in this catalog and on the student's contract. A student returning within the year will be allowed to complete the course at no additional cost over and above the original contracted enrollment expenses providing procedures for reinstatement are met. Procedures for reinstatement may be obtained from the school.

Termination by the School

The school reserves the right to dismiss/terminate a student for failure to make the agreed tuition payments when due, failure to maintain attendance and academic standards of progress, breach of school rules and regulations, or for any cause deemed necessary for the good of the school.

SATISFACTORY ACADEMIC PROGRESS POLICY

1. This Satisfactory Progress Policy is applied to all students equally.
2. This policy will be provided to each student prior to enrollment.
3. The Satisfactory Progress Policy applies to students in ALL programs here at Academy of Cosmetology and Esthetics regardless of schedule.
4. The basic requirements are a student must maintain a cumulative grade of 75% and a cumulative attendance rate of 67% to be considered in satisfactory academic progress.
5. EVALUATION PERIODS: Students are evaluated for Satisfactory Academic Progress at the following *scheduled hour* intervals:

COSMETOLOGY: 375, 750, 100, 1400

NAIL TECHNOLOGY: 110, 200, 350

ESTHETICS: 225, 375, 700

INSTRUCTOR: 175, 300, 550

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

6. Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

7. ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Students must maintain a cumulative written grade average of 75% Numerical grades are considered according to the following scale:

	Letter System	Percentage System
Excellent	A	90% - 100%
Good	B	80% - 89%
Average	C	75% - 79%
Failing	F	74% - Under

8. DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have Title IV Funding interrupted, if applicable, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. *Please note that the school is not yet eligible for Title IV Funding.*

9. WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation and the consequences of not making satisfactory progress. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds, if applicable. *Please note that the school is not yet eligible for Title IV Funding.*

10. PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds, if applicable. *Please note that the school is not yet eligible for Title IV Funding.*

11. RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. *Please note that the school is not yet eligible for Title IV Funding.*

12. INTERRUPTIONS AND WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of

absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

13. APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

14. COURSE INCOMPETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES

Course incompletes, repetitions and non-credit remedial courses have no effect upon the school's satisfactory academic progress standards.

15. TRANSFER HOURS

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

ZERO VIOLENCE TOLERANCE POLICY

This School does not tolerate violence or threat of violence by students, staff or patrons.

Physical violence or threat of physical violence, acted out or voiced by students, will result in dismissal of the student. Physical violence acted out, or threat of physical violence voiced by members of the staff will result in dismissal of that staff member. Patrons acting out violent acts or voicing threats of violent acts will be asked to leave the School and not return.

ANTI-DRUG ABUSE ACT CERTIFICATION

I, _____, certify that as a condition of eligibility to attend this School, and as a condition of eligibility I must remain drug free. I understand that if I do engage in the unlawful manufacturing, distribution, dispensation, possession or under the influence of a controlled substance during my enrollment, I will be dismissed from school and not be allowed to return until I can show proof of being drug free, and until I have met the School's requirements by the following:

- A. Having attended an approved drug rehabilitation center.
- B. Show proof of being drug-free and/or alcohol free for thirty (30) days.

I have been informed of the penalties for the use of drugs. I have received written information on the Federal penalties and sanction for illegal possession of a controlled substance. I have received information on the use and effects of a controlled substance.

I understand that if I need help while attending school for the abuse of a controlled substance, I may go to the owner or director for help. The School will assist me in getting the counseling I need. We Really Do Care!

Physical Demands

Body Positioning

Cosmetologists are required to stand about 75 percent of the time. Cosmetologists must lean forward, stoop, bend and twist. Standing and leaning over clients is a common position when washing a client's hair or administering a facial.

Hands and Back

A cosmetologist's hands are frequently exposed to water and cleansing. The back experiences significant stress during the course of a cosmetologist's day. Back stress intensifies during hair treatments, which must be performed in steps.