

# *The Beauty School*



## School Catalog

1058 Highland Circle, Suite #4  
Mountain Home, Arkansas 72653

(870) 425-4225

(870) 425-4265 fax

[thebeautyschoolmh.com](http://thebeautyschoolmh.com)

[thebeautyschool@centurytel.net](mailto:thebeautyschool@centurytel.net)

Established 2008/Revised January 2015/Revised November 2016.

## PAGE NUMBER

## TABLE OF CONTENTS

1	Welcome
1	Career opportunities
1	Career Considerations
1	Labor Statistics
1	Employment Assistance
2	Facility
2	Performance statistics
2	Staff
2	Mission statement
2	General objectives
2	Accrediting and licensing agency
3	Admission requirements
3	Validity of High School Diploma
3	Course start date
3	Holiday Schedule
3	Course Schedule
4	Programs
4	Course Cost
4	Method of payment
4	Payment Schedule
4	Payment Terms
4	Extra instructional charges
4	Copy Charges
5	Transcript/Diploma copy fee
5	Purchase of products and supplies
5	Check cashing policy
5	Cost of attendance
6	Federal Assistance Programs
6	Veteran Benefits
6	Other funding sources
6	Verification
6	Conflicting information
7	Compliance code of conduct
7	Privacy/file access policy
7	Scholarship policy
7	Constitution Day
7	Voters Registration
7	Noncredit and Remedial courses
7	Satisfactory Academic Progress Policy
	Evaluation Period
	Determination of Progress Status
	Warning
	Re-Establishment of Satisfactory Academic
8	Satisfactory Academic Progress Policy Cont.
	Attendance Progress
	Academic Progress
	Attendance Progress Evaluations
8	Maximum Time Frame
8	Course Interruptions, Incompletes, Withdrawals
8	Leave of Absence
8	Withdrawal Requirements
8	Re-Entry Students
9	Refund Policy
9	Collections Policy
9	Return to Title IV Funds
10	Return to Title IV Funds Cont.
	The Beauty School Return to Title IV Funds Example
10	Handicap Policy
10	OSHA
11	Drug and Alcohol Abuse Prevention
11	Dress Code and Kits
11	Code of Conduct
12	Code of Conduct Cont.
12	Disciplinary Policy
12	Grievance
12	Copyrights laws
12	Make-up work policy
13	Course Curriculum Outlines
	Cosmetology Curriculum
14	Nail Tech Curriculum
15	Instructor Curriculum

**Welcome**

We want to welcome you to the exciting world of Beauty professionals.

You are at the threshold of opportunity choosing a career path in Cosmetology. Cosmetology is filled with opportunity to those who have passion for their art and strive for success and willing to dedicate themselves to their career. We too are excited to be a part of your journey and are committed to helping you become a successful part of the Beauty Industry.

Our mission is to provide the student a structured theory and practical curriculum; along with student clinic experience, preparing students for the state licensing exam, and preparation for an entry level position in their chosen field of Cosmetology.

**CAREER OPPORTUNITIES**

Beauty professional may choose from a variety of jobs within Cosmetology.

The following vocations are options you may want to consider upon graduation:

**Cosmetology:** Professional Stylist, Esthetic Specialist, Nail Specialist, Platform Artist, Product Representative, Salon Owner/Manager, State Advisory Committee Member/Inspector, Image Consultant, Retail Specialist.

**Nail Tech,** Spa Professional, Nail Art Specialist, Product Representative, Salon Owner/Manager, State Advisory Committee Member/Inspector, Image Consultant, Retail Specialist.

**Instructor:** Student Clinic/Classroom Instructor, Product Representative, Salon Owner/Manager, State Advisory Committee Member/Inspector.

Training is the important first step to an enjoyable, successful career in the field of Cosmetology. If you like to work with people, have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and solid future.

**CAREER CONSIDERATIONS**

Applicants interested in pursuing a career in the Cosmetology field should consider all aspects of such a decision. Persons who want to become professionals in this field must recognize:

- The work of a license professional in Cosmetology and its fields can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to perform shampooing and hair service on clients. Esthetics require significant amount of time standing for facial service applications. Nail Techs spend hours sitting at a manicure table looking down. Instructors spend long hours standing while teaching and walking to monitor the student clinic.
- Have finger dexterity and a sense of form and artistry.
- Enjoy dealing with the public and be able to follow a client's direction.
- Keep abreast of the latest fashion and beauty techniques.
- Work long hours while building a personal clientele in order to earn the desired income.
- Make a strong commitment to the educational process and complete the course of study.
- Have the skills necessary to operate a personal business
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa).
- According to the Arkansas Board of Health Cosmetology Law Book the following factor is a reason why a license may be suspended or revoked and therefore may preclude an individual from obtaining and/or maintaining employment in the field for which training is provided: Being found in violation of a civil penalty

**The Bureau of Labor statistics: COSMETOLOGY / RELATED FIELDS**

**National estimates for these occupations:**

Occupation (SOC code) Period: May 2014		median		10 <sup>th</sup> percentile		25 <sup>th</sup> percentile		75 <sup>th</sup> percentile		90 <sup>th</sup> percentile	
		National	Arkansas	National	Arkansas	National	Arkansas	National	Arkansas	National	Arkansas
Hairdressers, Hairstylists, and Cosmetologists (395012)	Hourly	11.12	11.96	8.25	7.93	8.98	8.76	15.47	13.43	22.04	17.43
	Annual(2)	23120	21700	17160	16500	18680	18210	32170	27930	45840	36250
Manicurists and Pedicurists (395092)	Hourly	9.43	10.5	8.27	7.72	8.72	8.18	11.63	11.13	15.43	17.62
	Annual(2)	19620	18610	17200	16050	18130	17010	24200	23160	32100	36640
Postsecondary Teachers (251194)	Hourly	23.25	20.18	13.53	12.04	17.56	15.95	30.96	26.01	41.42	40.34
	Annual(2)	48360	41970	28150	25030	36520	33180	64400	54100	86100	83920

SOC code: Standard Occupational Classification code -- see <http://www.bls.gov/soc/home.htm>  
 (2) Annual wages have been calculated by multiplying the hourly mean wage by 2080 hours.

**EMPLOYMENT ASSISTANCE**

While the institution cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. All programs curriculum include, seek employment that includes how to write a resume, complete an employment application and prepare for an effective interview.

## THE *Beauty* SCHOOL

The School is located in the Georgetown Square II shopping center accessible from highway 62 and from Cardinal street. The School occupies 4300 square feet of well-lighted, air conditioned and modernly equipped floor space, containing a dispensary, classroom, clinic area with styling stations and a nail area, administrative offices, restrooms, laundry, student locker and student lounge. The school equipment for both visual training and practical purpose is comparable to that found in a professional salon atmosphere.

The Beauty School is a private school of Cosmetology owed by Tina Bardwell. The school has been in operation for seven years in Mountain Home.

### PERFORMANCE STATISTICS

The School tracks its performance statistics with respect to, completion, licensure, and placement; the results for the 2014 year are:

Graduation: 88%                      Placement: 100%                      Licensure: 100%

The Beauty school maximum student to instructor ratio is 25:1

All client services are performed by students under the supervision of licensed instructors.

### STAFF

The faculty and staff of The Beauty School are qualified and certified by the state of Arkansas to provide training and support services required for successful administration of the educational and financial programs available through this school.

Tina Bardwell	Owner/Director/Cosmetology Instructor
Patricia Quinn	Cosmetology Instructor/Financial Aid Director
Amy Batterton	Cosmetology Instructor
Sara Rodriguez	Cosmetology Instructor, substitute

### MISSION STATEMENT

Our mission is to provide the student a structured theory and practical curriculum; along with student clinic experience, preparing students for the state licensing exam, and preparation for an entry level position in their chosen field of Cosmetology.

### GENERAL OBJECTIVES

The school's mission will be accomplished through the following performance objectives:

- Improvement of institutional effectiveness through assessment of student achievement and performance.
- Employing a faculty of adequate size qualified by preparation, education or experience to carry out the educational objectives of the institution.
- Maintaining effective methods of organization and administration appropriate to the educational programs offered.
- Uniformly administering fair and equitable admissions policies.
- Providing a program of support services including academic advising to students and employment assistance.
- Offering well-organized courses of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and skill development.
- Maintaining a sound financial condition using qualified financial management.
- Providing equipment, instructional space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- Using systematic student evaluation to assist student learning and satisfactory student achievement.

All courses are taught in the English language only.

### ACCREDITING AND LICENSING AGENCIES

The Beauty school is accredited as a free standing entity, by the National Accrediting Commission of Career Arts & Science (NACCAS), which is recognized by the United States Department of Education as a national accrediting agency for cosmetology schools. We are licensed by the Arkansas Department of health-Cosmetology section.

#### **Licensure:**

The Arkansas Department of Health-Cosmetology Section

located at 1111 Markham Avenue, Slot 8

Little Rock, Arkansas 72201

(501) 682-2138. [Cosmo@arkansas.gov](mailto:Cosmo@arkansas.gov)

The Arkansas cosmetology rules and regulations can be found at:

<http://www.health.arkansas.gov/programsServices/hsLicensingRegulation/Cosmetology/Pages/AboutUs.aspx>

The Beauty School

1058 Highland Circle Suite #4

Mountain Home, Arkansas 72653

870-425-4225

[thebeautyschool@centurytel.net](mailto:thebeautyschool@centurytel.net)

[thebeautyschoolmh.com](http://thebeautyschoolmh.com)

#### **Accreditation:**

NACCAS (National Accrediting Commission of Career Arts and Sciences)

3015 Colvin Street

Alexandria, VA 22314

(703) 600-7600

Licenses and certifications may be reviewed at the campus during regular business hours.

Contact the campus director to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution, enrollment or financial aid programs offered.

The Beauty School has current eligibility Program Participation Agreements with:

- The United States Department of Education
- The Department of Veteran Affairs

## ADMISSIONS AND ENROLLMENT REQUIREMENTS

The school does not discriminate in its admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin. The Beauty School does not recruit students already attending or admitted to another school offering similar programs of study.

Enrollment requirements for the, Cosmetology, Instructor and Nail Tech programs are as follows.

- Required to attend under a completed Enrollment Contract Agreement.
- Be at least 16 years of age.
- Submit a \$100.00 Registration Fee.
- Submit a copy of a valid driver's license or government/state issued photo ID or valid passport.
- Must provide proof of education by a High School Diploma or its equivalent; a transcript showing high school completion, a State issued credential for secondary school completion if homeschooled.
- Completed Enrollment. Must be signed by student and any person contributing to student's financial debt owed to the school.
- Submit an Arkansas Department of Health-Cosmetology Student Permit with \$20.00 fee.

Instructor Course applicants must meet all regular admissions requirements and:

- Hold a current license as a practitioner in the State of Arkan

The Beauty School does not participate in Ability to Benefit testing.

### Re-entry for withdrawal

Students re-entering must follow all admission and enrollment requirements.

Former students of the institution who wish to re-enter, must request approval from the school administration. The request will be reviewed and a decision made within 30 days of the request. Students who re-enter within thirty (30) days of the original official withdrawal date will be charged for hours remaining. The settlement calculation for the former enrollment will be adjusted to reflect charges for actual hours attended. Tuition rates current at the time of re-entry will apply. Arrangement. Students who withdraw from enrollment two times may not be considered for re-enrollment. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract. All 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.

### TRANSFERS FROM OTHER SCHOOLS

Enrollment is available for students wishing to transfer to The Beauty School after they have withdrawn from other cosmetology schools both in and out of State. Transfer student must submit certification of hours from former school to be accepted toward the student's educational program and are counted as both attempted and completed. Transfer student must provide a transcript from previous enrollment. Student will receive credit for all theory and practical grades that qualify as passing. The student must meet all regular entrance and admission requirements. Maximum number of 500 hours will be accepted for Cosmetology transfer students. Maximum number of 200 hours will be accepted for Nail Tech and Instructor transfer students. Students accepted for admission may be required to purchase the school's current practical kit. The school does not recruit students already attending or admitted to another school offering similar programs of study

### EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMAS

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The Beauty School may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

### Course start dates

New classes begin every six weeks or as depending on class size. Exact start dates can be obtained by contacting the school admission office or the director. Start dates for the Instructor Course and Nail Tech Course vary based on demand

#### Holiday and School Closings: 2018

January 1<sup>st</sup> -5<sup>th</sup>

May 25<sup>h</sup>

July 3<sup>rd</sup> -6<sup>th</sup>

November 22<sup>nd</sup> & 23<sup>rd</sup>

December 25-January 8 2019

Students may call the school director, Tina Bardwell, or read the school's Facebook page to obtain pertinent information regarding unexpected school closures due to extenuating circumstances such as inclement weather. School closures due to inclement weather extend the students contract date by the same number of snow days taken

### COURSE SCHEDULE (all courses)

Classes are scheduled daily at the institution on Tuesday through Friday, hours 8:30 a.m. to 5:00 p.m. One half hour is scheduled for lunch daily.

Tuesday, Thursday and Friday:

Wednesday:

8:30 a.m. - 10:30 a.m.; Theory/Practical Class

10:30 a.m. - 5:00 p.m.; Practical Class

8:30 a.m. - 9 a.m.: Student Meeting

9:00 a.m. - 5 p.m.; Practical Class

The Beauty School operates continuously through the year except for recognized holidays.

The Beauty School reserves the right to reschedule, postpone, or cancel classes.

**PROGRAMS**

Cosmetology-Hair, Skin, and Nails- Practitioner training for entry level employment	47 weeks/1500 hours/32 hours per week
Nail Tech- Nails only Practitioner training for entry level employment	19 weeks/600 hours/32 hours per week
Instructor Practitioner training for entry level employment	19 weeks/600 hours/32 hours per week

**COURSE COSTS (State Testing Fees not included)**

**COSMETOLOGY- 1500 HOURS**

Permit Fee:	\$ 20.00
Registration Fee:	\$ 100.00
Books/Kit:	\$ 835.00
Tuition:	\$ <u>12,750.00</u>
TOTAL:	\$ 13,705.00

**NAIL TECH COURSE – 600 HOURS**

Permit Fee:	\$ 20.00
Registration Fee:	\$ 100.00
Books/Kit:	\$ 550.00
Tuition:	\$ <u>4,550.00</u>
TOTAL:	\$ 5,220.00

**INSTRUCTOR – 600 HOURS**

Permit Fee:	\$ 20.00
Registration Fee:	\$ 100.00
Books:	\$ 150.00 kit not required in this program.
Tuition:	\$ <u>3,950.00</u>
TOTAL:	\$ 4,270.00

Testing fees not included in the cost of each program.  
**TESTING FEES** required for all programs.  
 State Practical Exam Fee \$65.00  
 State Theory Exam \$60.00  
**OVER CONTRACT FEES**  
 Over Contract graduation date fees \$10.00 pr hour

**ALL TUITION RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CHANGED RATES WILL BE APPLIED TO NEWLY SIGNED CONTRACTS AND WILL NOT AFFECT EXISTING CONTRACTS.**

**METHOD AND TERMS OF PAYMENT**

Methods of payment accepted by the school Title IV Pell, Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans, Institutional payment plan, cash, checks, money order or credit card and Debit card. Credit and Debit payments over \$100 will be charged extra process fees based on each transaction. Students and/or parents may be required to prove credit worthiness via a school approved credit check. A fee for this credit check will be assessed and is payable in advance. If the student does not acquire/lose eligibility for Title IV Funds all tuition will be due and payable immediately, If the student is terminated/withdraws all tuition will be due and payable immediately, or an arrangement for an Institutional Finance Plan may be approved by the school as a method of payment. If monthly payments are approved by the school, the student account is due and payable in accordance with the terms of the Institutional Finance Plan, including any late payment charges, if incurred. The student will be responsible for payment of any unpaid portion of tuition not covered by Title IV Funds. Students who have an outstanding balance with the school will not get hours certified with the state until the balance is paid in full.

**PAYMENT SCHEDULE**

If tuition is paid in monthly payments, the payments are due on the 1<sup>st</sup> of each month; this will be determined at the finance interview. A late fee of \$10.00 per day will be charged if a payment is more than 10 days late

**PAYMENT TERMS**

The student pays the school the tuition and fees for the program selected in advance upon commencement of the course of study unless other payment arrangements are made. In cases where a student has not made payment, the school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied.

**EXTRA INSTRUCTIONAL CHARGES**

If a student does not graduate within the contract period, additional training will be billed at the rate of \$80 per day (\$10.00 per hour over contract), or any part thereof, payable in advance, until graduation. A Cosmetology student will have eight (8) additional school days included in their contract end date, and Instructor/Nail Tech students will have four (4) additional school days included in their contract end date to complete their course of study these additional days are Grace hours it is recommended that the student use Grace hours for extenuating circumstances when scheduled time is lost. The student may be permitted to pursue the course until completion while adhering to the rules and regulations of the school and the policy of Extra Instructional charges. Extra instructional charges will be at the rate of \$10.00 per hour for each hour clocked beyond the contracted end date. Over Contract balance will be due in the pay period it occurred unless other payment arrangements are made. In cases where a student has not paid either the balance of over contract or not paid payment arrangements, the school may at its option and without notice prevent the student from attending class until the applicable unpaid balance is satisfied. Grace hours are cumulative by the minute. Once Grace hours are used students will be charged over contract hours until completion.

Course	On Time Graduation	Over Contract Graduation
Cosmetology 47 weeks to complete	47 weeks+ holidays + 2 week Grace hours=Graduation date	Graduation date+ Over contract
Nail Tech 19 weeks to complete	19 weeks + holidays + 1 week Grace hours=Graduation date	Graduation date+ Over contract
Instructor 19 weeks to complete	19 weeks + holidays + 1 week Grace hours=Graduation date	Graduation date+ Over contract

**COPYING CHARGES**

Any request for copies or documents in student files will be charged at the rate of 10 cents per page and \$20 per hour (with a minimum of 1 hour) for each staff member involved in completing the request. This charge must be paid in advance of the request being completed. A student must provide written consent before the school will disclose personally identifiable information from a student's records. The consent must 1) state the purpose of the disclosure, 2) specify the records that may be disclosed, 3) identify the party to whom the disclosure may be made, and 4) be signed and dated. In the event a student is unable to deliver the consent in person, the student's signature on the consent form must be notarized. If the consent is given electronically, the consent must identify and authenticate a particular person as the source of electronic consent.

**TRANSCRIPT/CERTIFICATION OF HOURS/DIPLOMA**

For students who are no longer enrolled in school, a charge of \$25 will be incurred for certification of hours or record of completion and / or a diploma. The school may not retain records older than 3 years.

**PURCHASE OF PRODUCTS/SUPPLIES**

Students may purchase professional styling products at a discounted rate while enrolled in school. THE *Beauty* SCHOOL only allows professional styling products that are available from the school to be used when performing client services, model services and practical exercises. The student kit provides all of the professional equipment and mannequins necessary for student training, however if a student chooses to perform additional or extensive hair cuts or chemical services that render their issued mannequins unsuitable for assignments the student will need to purchase additional mannequins as necessary to complete their assigned activities. Several types of mannequins are available and range in price from \$30.00 to \$70.00. In addition the school cannot be responsible for lost or stolen items. Students will be responsible to replace such items at their own expense.

**CHECK CASHING POLICY**

Staff or students are not permitted to write checks for cash out of the cash drawer/cash register. Staff or students are not permitted to use the credit card machine to obtain cash. A \$25 dollar fee will be collected for any check written which is later returned to the school for insufficient funds or account closed.

**COST OF ATTENDANCE BUDGETS (COA)**

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, child care and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the 2015-2016 award year.

Dependent/At Home					
Room & Board	Transportation	Miscellaneous	Dependent care (optional)	Other	Total
\$837	\$220.00	\$376.00	\$491.00	Case by Case	\$1433.00

Independent/Away From Home					
Room & Board	Transportation	Miscellaneous	Dependent care (optional)	Other	Total
\$1,044.00	\$329.00	\$561.00	\$491.00	Case by Case	\$1934.00

## **FEDERAL ASSISTANCE PROGRAMS**

The school is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance:

### **Federal Grants:**

**Federal Pell Grant:** Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

**Federal Direct Loan Program:** These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

**Federal Direct Subsidized Loan:** This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

**Federal Direct Unsubsidized Loan:** This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

**Federal Direct Plus Loan:** This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or step-parent in the event that person's

Income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

## **VETERAN BENEFITS**

### **VETERANS STANDARDS OF PROGRESS**

For a student to be considered making satisfactory academic progress the student must meet both attendance and academic minimum requirements. Students receiving VA benefits who fail to meet both minimum academic progress and attendance requirements will be placed on probation. At the end of the probationary period, the student's academic and attendance progress will be re-evaluated. If the student is meeting minimum satisfactory requirements, the student will be determined to be making satisfactory progress and will be considered off of probation.

VA students will be evaluated in accordance with the school's satisfactory academic progress policy and schedule. Students with a minimum of 75% academic average and minimum 75% attendance will be considered making satisfactory progress until the next scheduled evaluation.

Students who fail to meet the minimum standard requirements in either academics or attendance will be determined to not be making satisfactory academic progress and the VA education benefits will be suspended (by the school's certifying official submitting a 22-1999b) effective on the last day of probation.

Reinstatement of VA student's educational benefits:

Once VA student's educational benefits have been suspended and after 30 days and the students are meeting the minimum standards of progress, the education benefits will be re-instated by the school's certifying official by submitting a 22-1999.

The school may or may not terminate you from school attendance, but you must meet the minimum standards discussed above in order to receive payment for your VA benefits.

### **Refunds and Prior Credit**

As this School's refund policies and prior credit are in compliance with the requirements of our Accrediting Agency and the Department of Education (Title IV), the standard shall be the same for Veterans.

## **OTHER FUNDING SOURCES**

Additional funding may be obtained for eligible applicants may be through many different programs including;

Private scholarship funds and the Arkansas Rural Endowment fund.

School Finance Plans are available.

## **VERIFICATION**

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

## **CONFLICTING INFORMATION**

The Beauty School understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.



## **COMPLIANCE CODE OF CONDUCT**

The Beauty School is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

## **PRIVACY AND FILE ACCESS POLICY**

In compliance with the Family Educational Rights and Privacy Act of 1974 the school follows policies that:

- a) guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records;
- b) require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law;
- c) do not allow publication of "directory information" about students;
- d) the school provides access to student and other school records as required for any accreditation process initiated by the institution or by NACCAS.

Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of Ten cents per copy. Cumulative education records are maintained for a minimum of five (5) years after graduation or termination. The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

## **SCHOLARSHIP POLICY**

The Beauty School does not offer internal scholarship programs

## **CONSTITUTION DAY**

Annually a United States Constitution educational program is presented to students on September 17.

## **VOTER REGISTRATION**

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote at [www.sos.arkansas.gov/elections/Pages/voterResources](http://www.sos.arkansas.gov/elections/Pages/voterResources)

## **NONCREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is applied to all students enrolled fulltime, whether students are receiving Federal Title IV funds, partial funding assistance or self-pay. The Satisfactory Academic Progress Policy is provided to students via issued student catalog at pre-enrollment

Students must maintain Satisfactory Academic Progress, the minimum requirement for satisfactory academic progress is attendance-75% and academic 75% The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Course incompletes, repetitions, and non-credit-remedial courses have no effect on the institution satisfactory academic progress standards.

The school does not offer non-credit or remedial courses.

## **SATISFACTORY ACADEMIC PROGRESS EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450 scheduled hours, 900 Scheduled hours, 1200 Scheduled hours
Nail Tech	300 scheduled hours and 600 scheduled hours
Instructor	300 scheduled hours and 600 scheduled hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

\*Nail Tech and Instructor course does not at this time qualify for Federal Student Aid.

## **DETERMINATION OF PROGRESS STATUS**

Students must maintain a 75% Grade point average and a 75% attendance average.

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.

Progress Determination is at the time of each of the evaluations. Students who do not achieve the minimum standards Satisfactory Academic Progress will not be eligible for Title IV Funding or HEA program funds, if applicable, unless the student is on warning. Students will be notified of any evaluations that impacts their eligibility for financial aid.

## **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. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV funds, if applicable, and payment arrangements must be made to continue the program.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish Satisfactory Academic Progress and reinstatement of Title IV aid, as applicable, by meeting minimum attendance and academic requirements.

## SATISFACTORY ACADEMIC PROGRESS POLICY cont.

### ATTENDANCE PROGRESS

Students are required to maintain a minimum of 75% attendance to be considered maintaining satisfactory attendance progress and complete the course within the allowed maximum time frame. 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 75% cumulative attendance.

### ACADEMIC PROGRESS

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 a minimum number of practical hours. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical assignments performed on the clinic floor are counted as proficiency only and are not graded. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory and practical grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following grade scale:

100% – 90%	EXCELLENT
89% - 80%	GOOD
79% – 75%	SATISFACTORY
74% – 70%	BELOW STANDARDS – UNSATISFACTORY
0% – 69%	FAILING

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the scheduled hours 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 75% 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 133% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	SCHEDULED HOURS
COSMETOLOGY (32 hrs/wk -1500 HOURS)	63 WEEKS	1995
NAIL TECH (32 hrs/wk – 600 HOURS)	26 WEEKS	798
INSTRUCTOR (32 hrs/wk – 600 HOURS)	26 WEEKS	798

Students who exceed max time at a Satisfactory Academic Progress evaluation will be given until the next Satisfactory Academic Progress evaluation to bring attendance to satisfactory, if not student could face suspension or termination.

### INTERRUPTIONS, COURSE INCOMPLETES, 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.

### LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time during an ongoing program when a student is not in academic attendance. Leave of Absence request must be a formal request and done in advance of leave of absence unless unforeseen circumstances prevent the student from doing so. A student may be granted a leave of absence prior to request if unforeseen circumstances prevent the student from doing so. The school will document the reason for the decision and collect the request from the student later, the beginning date of approved leave of absence will be determined by the school to be the first date the student was unable to attend the school because of the unforeseen circumstance.

Students must request a Leave of Absence in writing personally delivered to the owner of the school, Tina Bardwell, stating the reason for the leave of absence. If approved, the official Leave will extend the contract graduation date by the same number of days designated in the leave of absence document or used by the student. Upon the student's return, the student will resume the same payment period and academic status. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in a twelve-month period. The Beauty School may allow more than one LOA at its discretion. There are no fees applied to a leave of absent request, or to the contract cost and student is not considered to have withdrawn and no withdrawn calculation will be figured.

All leave of absence must be:

- Request for a leave of absence form, in writing must be done in advance of leave of absence, unless unforeseen circumstances prevent the student from doing so.

- The Request for a leave of absence form must include student signature and reason for request and dates included in the leave of absent, with reasonable expectation the student will return from leave of absent.
- The written request must be personally delivered to the owner of the school, Tina Bardwell, for approval to be granted.
- A leave of absence may be approved prior to request due to unforeseen circumstances using pending documentation.
- A Status change form to record extending the contract graduation date the same number of days in the leave of absent, must be signed by both the student and school official. Request for leave of absents and Status Change form are kept in the student file and student receives a copy.
- The school is required to take attendance, if a student does not return to the institution at the expiration of an approved leave of absence, ( or if a student takes a unapproved leave of absence) the withdraw date used for the purpose of calculating a refund is the last day of attendance.

**WITHDRAWAL REQUIREMENTS**

Students who withdraw from enrollment prior to course completion must:

- Complete all required exit paperwork and submit notification in writing to the school director;
- Satisfy all debts owed to the school.

Only upon completion of the withdrawal requirements will a certified Final Transcript of Hours be forwarded to the state board. Upon payment of the \$10.00 transcript fee, a certified Final Transcript of Hours will be given to the student. If withdrawal requirements are not met, no transcript will be released. Withdrawal fees may be waived due to documented mitigating circumstances.

Students must notify the school of any cancellation of this contract by mailing or delivery to school administration a written notice of cancellation that is signed and dated.

**Re-entry for withdrawal**

Students re-entering must follow all admission and enrollment requirements.

Former students of the institution who wish to re-enter, must request approval from the school administration. The request will be reviewed and a decision made within 30 days of the request. Students who re-enter within thirty (30) days of the original official withdrawal date will be charged for hours remaining. The settlement calculation for the former enrollment will be adjusted to reflect charges for actual hours attended. Tuition rates current at the time of re-entry will apply. Arrangement. Students who withdraw from enrollment two times may not be considered for re-enrollment. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract. All 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.

**TRANSFERS FROM OTHER SCHOOLS**

Enrollment is available for students wishing to transfer to The Beauty School after they have withdrawn from other cosmetology schools both in or out of state. Transfer student must submit certification of hours from former school to be accepted toward the student's educational program and are counted as both attempted and completed for the purpose of determining when the allowable maximum time-frame has been exhausted. Transfer student must provide a transcript from previous enrollment. Student will receive credit for all theory and practical grades that qualify as passing. The student must meet all regular entrance and admission requirements. A transferring cosmetology student may be required to enroll for a minimum of 750 hours, a transferring instructor/Nail Tech student may be required to enroll for a minimum of 300 hours. Students accepted for admission may be required to purchase the school's current practical kit. The school does not recruit students already attending or admitted to another school offering similar programs of study

Students must notify the school of any cancellation of this contract by mailing or delivery to school administration a written notice of cancellation that is signed and dated.

**. Institutional Refund Policy**

For applicants who cancel enrollment or student who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal; Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant is not accepted. The applicant shall be entitled to a refund of all monies paid.
- A student (or legal guardian) cancels his/her enrollment in writing within 3 business days of signing the enrollment agreements. In this case, all monies collected by the school shall be refunded, regardless of whether a student has actually started classes.
- A student cancels his/ her enrollment after 3 business days of signing the contract, but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
- A student notifies the institution of his/her withdrawal in writing.
- A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days though clock hours.)
- In type 2,3,4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person. Students who enroll and begin classes but withdraw prior to course completion (after 3 business days of signing the enrollment contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/ PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% TO 04.9 %	20%
5% TO 09.9%	30%
10% TO 14.9%	40%
15% TO 24.9%	45%
25% TO 49.9%	70%
50% AND OVER	100%

- All refunds will be calculated based on the student's last day of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a prorated refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a prorated refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation fee or administrative fee of \$150. The refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement. The student is 100% responsible for those charges, these become the property of the student when issued.
- Any return of Title IV funds will be paid as applicable: 1) Unsubsidized Federal Direct Loans, 2) Subsidized Federal Direct Loans, 3) Federal PLUS/ Direct PLUS loan, 4) Federal Pell Grant, 5) Federal SEOG, 6) Other Federal, state, private, or institutional aid, 7) the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
- Students attending the institution for the first time who withdraw or terminate prior to course completion and who are recipients of Title IV FUNDS shall be evaluated for a return of Title IV funds according to federal guidelines.

### Collection Policy

- The school collection policy procedures reflect ethical business practices of non-discrimination toward those being collected upon.
- All collection corresponding agencies representing the school acknowledge the existence of a withdrawal and settlement policy.
- Promissory notes or contracts for tuition are not sold or discounted to third parties.

### Return TO title IV Funds

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Direct Student Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

### Return of Title IV continued

If the student did not receive all of the funds that he/she earned, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this upon enrollment), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

There is some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return.

If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

Order of Return to Title IV Funds

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Federal Stafford loans.
2. Subsidized Federal Stafford loans.
3. Unsubsidized Direct Stafford loans (other than PLUS loans).
4. Subsidized Direct Stafford loans.
6. Federal PLUS loans.
7. Direct PLUS loans.
8. Federal Pell Grants for which a return of funds is required.
9. Academic Competitiveness Grants for which a return of funds is required.
10. National Smart Grants for which a return of funds is required.
13. Iraq Afghanistan Service Grant for which a return is required.

#### **The Beauty School Return to Title IV Funds Example:**

Of the programs listed above The Beauty School offers Federal Pell Grants, Federal Direct Student Loans (Subsidized, Unsubsidized and Direct PLUS loans).

On March 19, 2014 Mary has been absent for 14 consecutive calendar days without notification to the school. Her school director determines at this point that Mary needs to be terminated from her program for non-attendance. Her last day of attendance was March 5 and as of this day Mary had 250 scheduled hours available to her to attend school. Even though she may only have actually attended 150 hours she was scheduled for 250 and this is the number of hours that will be used for the Return to Title IV calculation. The school charges the total tuition, books kit and fees for the program up front. At her school the total cost of the program is \$13,750.00 (Tuition: \$12,750.00, Books and Kit: \$790.00, Uniforms \$90.00, Student Permit Fee: \$20.00 and Registration Fee: \$100.00) The school has received the first disbursements of a Pell Grant in the amount of \$2,865, a Subsidized Direct Loan for \$1,732.00 and an Unsubsidized Direct Loan for \$2,969.00 for the first 450 hours towards Mary's tuition, kit, books and fees for a total of \$7,566.00. Since the percentage allowed to be retained is calculated by dividing the scheduled hours completed in the current payment period by the scheduled hours available in the payment period as of the official withdrawal date or last date of attendance, the school takes the 250 scheduled hours in the payment period as of the last date of attendance divided by the 450 scheduled hours in the entire payment period which equals .556%. This is the percentage of the total amount of aid received that can be retained ( $\$7,566.00 \times .556 = \$4,206.70$ ) In the event that the scheduled hours completed in the payment period had been greater than 60% of the 450 scheduled hours for the payment period, then the total amount received could have been retained however it was not and so only the prorated amount of \$4,206.70 could be retained. This leaves a balance of \$3,359.30 which must be returned or refunded to the FSA programs. The school will now go through a process of determining how much of the \$3,359.30 must be returned by the school and how much the student is responsible for. For this they will need to determine the greater of the two amounts of: a) the prorated amount of all institutional charges or: b) the amount the school retained to pay allowable institutional charges for the current payment period. First the school will take the total contracted amount for tuition, books, kit and fees which equals \$13,750.00 and divide it by the hours in the program to determine an hourly prorated amount ( $\$13,750.00/1500 = \$9.17$ ) Now it will multiply the hourly proration X the 450 hours in the payment period which = \$4126.50 rounded up to \$4127.00 The greater of the two is the amount of Title IV that was retained for the payment period (\$7,566.00). This is the amount that will be used as total institutional charges in Step 5 of the R2T4 calculation. This amount will then be multiplied by the 44.4 % of unearned Title IV aid. In this case study the entire amount of unearned aid (\$3,359.30) must be refunded by the school and the student is not obligated to do anything except to pay back the remaining loan amounts after all refunds have been made.

Again, keep in mind that the school will also calculate their Institutional Refund Policy to determine how much they are entitled to charge the student for the time they were in school. This is a separate calculation and it may be determined that the Title IV retainable is not sufficient to cover the school's charges and consequently the student may still owe the school an additional sum of money which will need to be paid in addition to the Title IV Funds. . All withdraw calculation are based on the students last day of attendance which is the last time clock entry. Institutional Refund Policy found on page nine of the student catalog.

#### **HANDICAP POLICY**

The Beauty School does not discriminate in its admissions practices or other policies against handicapped persons. The licensing requirements for courses offered at the school may restrict some applicants. Questions regarding licensing requirements and the physical demands of the industry may be answered by the campus director.

#### **OSHA**

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in Cosmetology and related training. During Orientation the student will learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in Cosmetology or related training. During each unit of study students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school is available in the administration office.

#### **DRUG AND ALCOHOL ABUSE PREVENTION**

The institution fully supports the prevention of drug and alcohol abuse. Once the school is eligible to participate in Federal Title IV Financial Aid programs, the school will certify to the Department of Education that it operates a drug free campus. Students are provided with an informative pamphlet that outlines the hazards of drug abuse. A list of agencies and phone numbers is maintained in the administration office and is provided to any student requesting assistance in this area.

#### **STANDARDS OF PROFESSIONALISM**

##### **DRESS CODE AND KITS**

Student kit includes one smock, three (3) school t-shirts, and applicable supplements as well as the requisite implements that meet current industry standards that are necessary to complete the program of study satisfactorily. Students also receive a textbook. Consumable products used throughout the program of study will be provided through the school's dispensary.

Tuesday-Thursday: The Beauty School t-shirt and black scrubs. If you need to wear an under shirt it must be black, white, or gray, tucked in if possible

Friday–Professional salon attire or Jeans (free of holes) with The Beauty School t-shirt

At all times students are required to wear stylish, clean, and comfortable closed toe shoes. Flip flops and pony tails are not allowed at any time. Students are expected to arrive for school in the appropriate makeup and hairstyle. Body piercing is to be kept to a minimum. Unsuitable clothing as determined by the school includes, but is not limited to: spandex, tube tops, halter tops, exposed midriffs (or other body areas). Compliance with the published dress code is required at all times. Students are preparing for a career in the beauty and image industry and are expected to be well-groomed and professionally attired during the program of training. The dress code is subject to change at the discretion of the school administration at any time. Variations to the dress code may be granted on special occasions at the discretion of the school administration.

### CODE OF CONDUCT

The institution sets forth a specific Code of Conduct for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goal orientations during training will greatly enhance the graduate's potential for success. All students must:

1. Attend and be prepared for all classes according to the assigned schedule including theory classes even if all required tests are completed.
2. Arrive for all classes on time. If more than 1 minutes late, a student may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness will result in suspension.
3. Food and beverages must be consumed in the designated areas and are not allowed at any time on the student clinic floor.
4. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take missed exams. Missed assignments or tests will be scored a '0'. Absent theory class will be made up on Fridays. Absence missed tests will be made up the first Friday after returning. Hours will not be sent to the state regulatory agency until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
5. Notify a staff member before 8:30 a.m. of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled. Pre-arranged absence must be approved with supervising instructor. ANY absence or tardy must be indicated on student activity sheet and initialed by attendance supervisor.
6. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No student may clock in/out for others.
7. Obtain permission from a staff member to leave the facility for any reason other than lunchtime and closing. If a student needs to leave early, he/she must get permission from an instructor and indicate time left on activity sheet and have it signed by attendance coordinator, before leaving early.
8. Comply with the published dress code with nametag and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
9. Smoking is allowed only in the designated areas in the back of the building.
10. Comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned. As a consideration to fellow students, clients, and Instructors, please notify the school if you are not returning from lunch or are returning late.
11. NOT perform any services on clients until successful completion of the intermediate class and having successfully passed a comprehensive practical evaluation.
12. Practice courtesy and professionalism at all times when dealing with students, clients, visitors and staff.
13. Follow all state laws and regulations at all times during school.
14. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in funding, if applicable, delay in graduation and additional tuition charges.
15. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal workstations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Law requires all students to follow Sanitation rules and practices at all times.
16. Discuss only ethical and professional subject matter during school hours and refrain from using profanity or vulgarity.
17. Be fair, honest, and never steal.
18. Refrain from the willful destruction of property.
19. Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
20. Be involved in curriculum-related activities at all times when clocked in. Excessive time in the student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
21. Refrain from using the business phone, personal cellular phones (calls or text messaging), or personal pagers for incoming or outgoing calls without the express permission of a staff member or at designated times.
22. Park only in the designated areas for student parking. Front row parking is always reserved for client use.
23. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used. Have every service performed on a client checked by an instructor.
24. Keep all student and client analysis and service records up to date.
25. Not make any changes to the appointment books except with permission of an instructor.
26. No personal items or decoration is permitted on the styling stations. No photos or photo frames are allowed at styling stations.
27. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
28. Notify an instructor if/when additional products or materials are needed to complete a service and apply the appropriate charges to the client ticket.
29. The school is not responsible for lost or stolen items.
30. Strive to continually upgrade abilities through education and practice.
31. Refusal of an assignment is not permitted.
32. Insubordination will not be tolerated.
33. Falsifying records, cheating on assignments or tests, duplicating assignments or tests will not be tolerated.
34. Attending the institution under the influence of drugs or alcohol is not permitted and the student will be sent home.
35. Possession of illegal drugs, alcohol, prescription drugs (that are not the students prescription), weapons, guns, knives on the school property are not permitted and will result in immediate termination.
36. The Beauty School reserves the right to drug test and order a breathalyzer at its discretion.

37. Any derogatory remarks, negative comments, emails, inappropriate photos posted to any online networking sites that mention or misrepresent The Beauty School in any way will result in immediate termination.

### **DISCIPLINARY POLICIES**

Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions.

**WARNING:** A student may be placed on a verbal warning for a specified time for any infraction of the Standards of Conduct. If the student does not correct the problem, he/she will be placed on a written warning. If the problem is not corrected during the SECOND warning period, he/she may be suspended for three days or dismissed permanently at the discretion of the school administration.

**SUSPENSION:** Enrollment may be immediately suspended for three days for infraction of the Standards of Conduct or General Policies at the discretion of the school administration.

**DISMISSAL - TERMINATION:** Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

1. Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
2. Non-conformance with the state laws and regulations governing schools and students.

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management by means of the Institution's Grievance Procedure. Concerns not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

### **GRIEVANCES**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. State complaints can be made at ADH-Cosmetology Section, contact information on page 3. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 3 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

### **Copyright Laws Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov).HEA section 485(a).

### **Make up work policy**

Students must make up one failed or missed tests. Student must make up all missed homework before graduation date.

### **COSMETOLOGY COURSE OUTLINE – 1500 CLOCK HOURS – FULL TIME – 47 WEEKS**

#### **DESCRIPTION:**

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills, obtain licensure, and gainful employment in the field of cosmetology or related career fields.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communications skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

REFERENCES: A comprehensive resource center of references, periodicals, books, texts, audio/video tapes, and on-line resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials



ISBN-13: 9781285769417

**TEACHING METHODS:** The clock-hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry- level skills. Student salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

**GRADING PROCEDURES:** Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set forth in the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a written grade average of 75 percent and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% – 90%	EXCELLENT
89% - 80%	GOOD
79% – 75%	SATISFACTORY
74% – 70%	BELOW STANDARDS – UNSATISFACTORY
0% – 69%	FAILING

### **COSMETOLOGY HOURS SUBJECT-UNIT**

80 Hours Hygiene & Sanitation:

Beauty & wellness, appearance, physical presentations, regulation & law, infection control, prevention, universal precaution, professional salon image, public health, sanitation, bacterial growth, equipment use & safety.

120 Hours Related Science:

General Anatomy & Physiology, Organs & Body systems, Anatomy of the skin, Nutrition & Maintaining Skin Health, Skin disorders & Disease, Properties of the Hair & Scalp, Hair growth, Hair loss, Scalp disorders, Hair & Scalp analysis, Basic Chemistry, Matter, Potential of Hydrogen, electricity, Electrical equipment, Light energy & Light therapy.

1000 Hours Hairdressing:

Principals of Hair Design, Elements of Hair Design, Influence of hair type, Harmony, facial Structure, Designing for men, Scalp care, Shampooing & Conditioning, Scalp Massage, Hair brushing, Understanding Shampoo, Conditioners, Draping, Hair cutting tools, safety, Cutting Techniques, Clippers & Trimmers, Hair styling, Wet Styling, Blow-dry styling, Thermal Styling, Braiding & Extensions, Wigs & Additions, Chemical Texture, Permanent waving, Chemical Relaxers, Hair coloring, Types of Color, Hair Color formulations, Hair Color application, Lighteners, Toners, Safety Precautions.

100 Hours Manicuring:

Nail structure & growth, Nail Anatomy, Nail growth, Nail Disorders & Disease, Nail Tech tools, Professional Cosmetics, Massage, Aroma Therapy, Nail art, Pedicures, Disinfection, Nail tips & wraps, Monomer Liquid & Polymer powder, UV Gels, Maintenance & Removal.

100 Hours Aesthetics:

Hair Removal, Contraindications for Hair Removal, Facials, Skin Analysis & Consultation, Skin care products, Facial massage, Facial treatments, Facial make-up, Make-up application, Corrective Make-up, Artificial eye lashes.

50 Hours Salesmanship Shop Management:

Principles of selling, Psychology of selling.

50 Hours Professional Ethics:

Communication, ethics, Telephone use, Public relations, thriving in a service profession.

1500 Total Hours Cosmetology

### **COSMETOLOGY LICENSURE REQUIREMENTS**

A person is eligible to receive a license as a Cosmetologist once completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the Arkansas Department of Health- Cosmetology Section which determines his/her fitness to receive a license.

#### **Graduation Requirement**

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma: Successful completion of all phases of study, required tests, practical projects, and clinic assignments for the course; Completion of the designated hours for the course of study as required by the State regulatory agency; Be in satisfactory academic progress; Pass the final written and practical exam for the applicable course; Complete all required exit paperwork and attend an exit interview; Make satisfactory arrangements for all debts owed to the institution. Upon completion of the course of study and all graduation requirements, a Diploma for the applicable course of study will be awarded. After all graduation requirements, have been met and the scheduled course has ended, the graduate will be eligible file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.



## NAIL TECH COURSE OUTLINE - 600 CLOCK HOURS – FULL TIME – 19WEEKS

**DESCRIPTION:** The primary purpose of this Nail Tech course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence
2. Practice effective communication skills, visual poise, and proper grooming
3. Respect the need to deliver worthy service for value received in an employer–employee relationship
4. Perform basic manipulative skills in the areas of manicures, pedicures, and nail tips and nail enhancements
5. Perform the basic analytical skills to determine proper nail services and nail shaping for the client's overall image and needs
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures

**REFERENCES:** A comprehensive resource center of references, periodicals, books, texts, audio/video tapes, and on-line resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials



ISBN-13: 9781285080475

**TEACHING METHODS:** The clock-hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry- level skills. Student salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

**GRADING PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated per text procedures, performance standards established by the state licensing agency, and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. For written work, numerical grades are considered per the following scale:

100% – 90%	EXCELLENT
89% - 80%	GOOD
79% – 75%	SATISFACTORY
74% – 70%	BELOW STANDARDS – UNSATISFACTORY
0% – 69%	FAILING

### NAIL TECH HOUR SUBJECT-UNIT

75 Hours Health, Sanitation:

Infection Control Bacteriology, decontamination, and infection control Health, public sanitation, methods, chemical agents, types, classifications, bacterial growth, biology, infections, infection control, products, tools, equipment

Skin growth and abnormalities Anatomy, damage, disorders and diseases Nail growth and abnormalities Anatomy, damage, disorders and diseases

75 Hours Related Science:

Chemistry Basics of chemistry, Electricity Science and safety, Anatomy and physiology, body systems; bones, muscles, and nerves that affect the hands, arms, and feet

200 Hours Manicuring & Pedicuring

Basic manicure, spa manicure, massage, Basic pedicure, spa (luxury) pedicure, massage, Aromatherapy Principles and applications

200 Hours Advance nail technology:

Electric filing, Machines and bits Nail tips, Sizing, shaping, application, and removal, Nail wraps (silk, linen, and fiberglass), Chemistry, application, maintenance, removal, UV gels (light and no-light) Chemistry, application, maintenance, removal

Product Chemistry, application, maintenance, removal, Nail art, Foiling, gem stones, striping, marbling, freehand and airbrushing.

50 Hours: Career Development-

Job seeking, fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements and regulations, laws, salon operations, policies, practices, compensation packages, telephone use, advertising, sales, communication, public/human relations, insurance, salon safety career information, state laws and regulations, professional image, professional ethics.

600 Total Hours

The above hour requirements must be met by each student, in each category, for the earned hours to be accepted by the state licensing for examination.

## NAIL TECH LICENSURE REQUIREMENTS

A person is eligible to receive a license as a Nail Tech if they are not less than sixteen (16) years of age, has completed two (2) years of high school in the public schools of this state or its equivalent, and the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the Board which determines his/her fitness to receive a license.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in nail tech and related fields

### **Graduation Requirement**

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma: Successful completion of all phases of study, required tests, practical projects, and clinic assignments for the course; Completion of the designated hours for the course of study as required by the State regulatory agency; Be in satisfactory academic progress; Pass the final written and practical exam for the applicable course; Complete all required exit paperwork and attend an exit interview; Make satisfactory arrangements for all debts owed to the institution. Upon completion of the course of study and all graduation requirements, a Diploma for the applicable course of study will be awarded. After all graduation requirements, have been met and the scheduled course has ended, the graduate will be eligible file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

### **INSTRUCTOR COURSE OUTLINE - 600 CLOCK HOURS – FULL TIME- 19 WEEKS**

**DESCRIPTION:** The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in the entry-level employment as an instructor or a related position.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

Project a positive attitude and a sense of personal integrity and self-confidence.

Practice proper grooming and effective communications skills and visual poise.

Understand employer-employee relationships and respect the need to deliver worth services for value received.

Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instructions and measuring student achievement, supervising clinic operations, and maintaining required student records.

Apply the theory, technical information, and related matter to assure sound judgments, decisions and procedures.

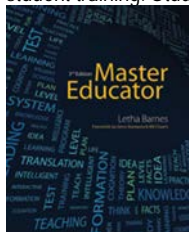
### **GRADING PROCEDURES:**

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit if study. Practical performance is evaluated as assigned and counted toward program completion only when stated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skill performance evaluation using detailed criteria will be conducted during the program of study and rated on a 100% scale. Students must maintain a theory grad average of 75% and pass a final written and teacher performance evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are assigned per the following scale:

100% – 90%	EXCELLENT
89% - 80%	GOOD
79% – 75%	SATISFACTORY
74% – 70%	BELOW STANDARDS – UNSATISFACTORY
0% – 69%	FAILING

**INSTRUCTIONAL METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, activities, and other related learning methods are used for program delivery.

**REFERENCES:** A comprehensive library of references, periodicals, books tests, and audio/videotapes is available to support the program of study and supplement student training. Students should avail themselves of the opportunity of use these materials.



**INSTRUCTOR HOURS SUBJECT-UNIT** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this program outline.

50 Preparatory Training

100 Class attendance

Methods of Teaching and Clinic Management: Principles of Teaching, Learning and Lesson Plan Development: Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques: Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Questions and Answer, Projects, Field Trips, Developing and Using Educational Aids, Films or Videos, Carts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies; Program Development and Review; Program Review.

50 Conducting Theory Class

300 Conducting Practical class

Student Salon/Clinic Management: Independent Clinic Supervision; Client Communications; Reception Desk; Inventory Control; Effective Dispensary Procedures; Supervision of Clinic Sanitation and Client Safety; Technical Skills Ability; Independent Classroom Instructing; Administrative responsibilities;

	Records and Reports Management; Safety Measures, Classroom Conditions, and Maintenance; Class Supervision and Control; Classroom Problems and Solutions; Organizational and Regulatory Requirements
10	Method of keeping student records
90	Individual training/practice of cosmetology
	Instruction and theory; Planning; Analysis; Implementation; Benefits; Assessment or Measurement of Student Ability/Achievement/Learning; Diagnosis of Student Weaknesses and Overall Progress; Student Motivation for Study and Learning; Oral and Written Testing; Evaluation of Overall Progress; Development and Use of Testing/Measurement Instruments; Academic Advising
600	Total Hours

**LICENSURE REQUIREMENTS :** A person is eligible to receive a license as an Instructor if they are twenty one (21) years of age or older have completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the State of Arkansas which determines his/her fitness to receive a license.

**Graduation Requirement**

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma: Successful completion of all phases of study, required tests, practical projects, and clinic assignments for the course; Completion of the designated hours for the course of study as required by the State regulatory agency; Be in satisfactory academic progress; Pass the final written and practical exam for the applicable course; Complete all required exit paperwork and attend an exit interview; Make satisfactory arrangements for all debts owed to the institution. Upon completion of the course of study and all graduation requirements, a Diploma for the applicable course of study will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.