



# *Beauty Careers Training Center*

**SCHOOL OF COSMETOLOGY**



A postsecondary trade school providing career training for people who want to become Cosmetologists.

**864 John Sims Pkwy. W  
Niceville, FL 32578**

**Phone: (850) 678-5176**

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## **GENERAL OWNERSHIP INFORMATION**

Beauty Careers Training Center, Inc. is incorporated in the State of Florida. The school is owned by Beauty Careers Training Center, Inc. Elaine Brewer is the President/CEO and owner of the Corporation.

## **MISSION, PURPOSE AND GOALS**

The purpose of Beauty Careers Training Center is to develop professional cosmetologists. Beauty Careers Training Center understands the necessity of providing quality training to all students.

The major goal of Beauty Careers Training Center is to provide each student with an education that will:

- Prepare them to successfully pass the Florida State Board of Cosmetology Examination with confidence and obtain licensure.
- Assist the students in career placement.
- Aid in developing the student's entrepreneurial skills.

Our motto is "Your Success is Our Goal".

## **THE SCHOOL FACILITIES**

Beauty Careers Training Center, 864 John Sims Parkway, Niceville, FL 32578, is located in Okaloosa County (population 193,811) just minutes outside the east gate of Eglin Air Force Base, the largest Air Force Base in the world. The school was established in 1972. Its graduates (many of whom are military connected) are now working all over the world.

The school is 3200 square feet, air-conditioned, and well-lighted; with ample parking for students and patrons. Beauty Careers Training Center has well-equipped classrooms and an open clinic area with up-to-date equipment specifically designed to provide students with an ideal learning environment.

Our website is: [www.beautyschoolsokaloosa.com](http://www.beautyschoolsokaloosa.com)

## **SCHOOL HISTORY**

Beauty Careers Training Center, Inc., was incorporated in 1972 as College of Beauty Careers, Inc. The school was founded by Ann Newsome, one of the original owners. She purchased the remaining stock from her partner in June 1987. Upon Ann's passing in 2007, ownership passed to her daughter the current owner Elaine Brewer.

## **APPROVING AGENCIES**

- Beauty Careers Training Center is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Suite 1414, Tallahassee, FL 32399-0400 and (850) 245-3200 or toll-free number (888) 224-6684.
- For those who qualify, Beauty Careers Training Center is approved for Veteran Training by Florida Department of Veteran's Affairs, Bureau of State Approving for Veterans' Training, 9500 Bay Pines Blvd, Rm-214, Bay Pines, FL 33744, (727)319-7402 / Fax: (727)319-7780  
[www.floridavets.org](http://www.floridavets.org)

## **EMPLOYMENT OUTLOOK**

U.S. Department of Labor Occupational Outlook Handbook 2016-2017

### **Employment**

Cosmetologists and barbers held about 656,400 jobs in 2014.

Employment was distributed as follows:

- Cosmetologists – 597,200
- Barbers – 59,200

Most of these workers are employed in personal care services establishments, such as beauty salons or barber shops, although some work in a spa, hotel, or resort.

Nearly half of all cosmetologists, barbers and other personal appearance workers are self-employed. Many of these workers own their own salons, but a growing number of the self-employed lease booth space or a chair

from the salon owner. In this case, workers provide their own supplies, and are responsible for paying their own taxes and benefits. They may pay a monthly or weekly fee to the salon owner, who is responsible for utilities and maintenance of the building.

### Job Outlook

Overall employment of cosmetologists and barbers is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade.

### Job Prospects

Overall job opportunities are expected to be good. A large number of job openings will stem from a need to replace workers who transfer to other occupations, retire, or leave the occupation for other reasons. However, workers should expect strong competition for jobs and clients at higher paying salons, of which there are relatively few, and for which applicants must compete with a large pool of experienced cosmetologists.

### Pay

The median hourly wage for cosmetologists was \$11.38 in May 2015. The lowest 10 percent earned less than \$8.47, and the highest 10 percent earned more than \$22.79.

Cosmetologists and barbers may receive tips from customers. High quality work and customer service usually contribute to greater tip totals.

Many cosmetologists and barbers work full-time; however, part-time positions are also common. Those who run their own salons may have additional hours. Work schedules often include evenings and weekends, the times when beauty salons are busiest. Those who are self-employed usually determine their own schedules.

## **CAREER OPPORTUNITIES**

There are many opportunities for individuals entering the industry under the realm of Cosmetology. Employment opportunities are available in salons/shops that are privately owned, franchised, or located in department stores. By successfully achieving a license in this field, a student has the opportunity to become any of the following:

Stylist	Salon Owner
Nail Technician	Salon Manager
Skin Care Consultant	Manufacturer Representative
Specialist Within the Field	Retail Sales Representative
Platform Artist	Makeup Artist

## **PLACEMENT/EMPLOYMENT**

The school does not guarantee employment; however, all graduates of this school are encouraged to request our staff to assist them in securing a position. Those students, who are highly motivated, serious and are ready to work towards really learning this profession are in demand. The majority of the students attending will secure employment due to their education received at this school. Beauty Careers Training Center has constant telephone and email inquiries from employers about our graduates.

## **NON-DISCRIMINATION CLAUSE**

Beauty Careers Training Center is committed to equality of educational opportunity and does not discriminate in its employment, admission and instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin.

## **ADMISSION REQUIREMENTS**

This school does not recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the cosmetology program must:

- Complete an enrollment agreement.
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing

secondary school completion, a state certification of home-school completion, or two and four year college diplomas.

- Proof that the student is beyond the age of compulsory school attendance in the State of Florida.

Should an enrolling student provide a foreign high school diploma, we will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

**This school does not admit Ability-To-Benefit students.**

### **RE-ENTRY/READMISSION**

A student, who has withdrawn, may request to re-enter Beauty Careers Training Center, and, if accepted, must follow the usual admission procedure. A student desiring re-entry must settle his/her previous account before readmission will be considered. The school will charge a re-entry fee of \$100.00 to students who have withdrawn and wish to re-enter more than 30 days after termination. The current tuition rates at the time of re-entry will apply to the balance of training hours needed for students who enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

A student who has been dismissed may reapply for admission to Beauty Careers Training Center after 30 days. The status of the returning student remains the same as it was upon termination. He/she will be reevaluated after completing one month of the course. If the student does not progress satisfactorily after a one month period based on Satisfactory Academic Progress Policy, the student will be terminated permanently. All previous stated policies will be effective. Re-entering students will be charged the current tuition rates. Amounts paid during the period of an enrollment will be credited to this account. If the dismissed student reenters within twelve months of dismissal, the registration fee will be waived.

## **CREDIT FOR PREVIOUS TRAINING**

Beauty Careers Training Center (BCTC) will accept 75% of a student's hours received from any state licensed school of cosmetology up to 250 hours. The initial contract will state this amount. Then based on an evaluation of the student's comprehension of the course material at 600 scheduled hours, BCTC may accept an additional 350 hours if the student had earned them previously, for a maximum of 600 hours. The initial contract will be amended accordingly. Transferable hours are only accepted if the last date of attendance at the previous school is within one year.

BCTC will accept a transferring student, providing that the following steps are completed:

- Proper forms/official transcripts must come sealed, signed, and unopened to this school from the previous/transferring school or states approving agency.

- A personal interview prior to enrollment where the student brings in his/her books, kit and mannequins (this will establish if the student needs to purchase any of these from BCTC).

- A student must have a High School Diploma or GED.

If the student was terminated from the previous institution due to the use of drugs, alcohol, and/or unprofessional behavior, acceptance may not be permitted.

Transfer students must complete a minimum of 600 hours at BCTC and the 600 hours may not exceed 75% of the hours completed at the previous school.

BCTC does not recruit students already attending or admitted to another school offering a similar program of study.

## **TRANSFERABILITY OF CREDIT**

The transferability of credit received at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits from this institution will be accepted by another institution of the student's choice.

## **GRADUATION REQUIREMENTS**

The school provides services and opportunities needed to complete school assignments within the time frame of the contract. However, to apply for the Department of Business and Professional Regulation (DBPR) licensure examination and/or to graduate from the school, the student must achieve passing grades on all required assignments, theory and practical tests.

The student must also complete all services required by the school. Additionally, no student will be permitted to apply for the DBPR licensure examination, to graduate, or to transfer hours until all financial obligations to the school are met or financial arrangements are accepted by the school.

When all Graduation Requirements are met a Diploma will be awarded.

## **SCHEDULED START DATES**

Beauty Careers Training Center offers open enrollment.

A new class begins the 2<sup>nd</sup> Tuesday of each calendar month.

## **DAILY SCHEDULE OF INSTRUCTION**

Tuesday through Friday:

- 8:30 am to 9:30 am Theory Class
- 9:30 am to 4:30 pm Practical and Clinic Practice
- 4:30 pm to 5:00 pm Sanitation

Saturday:

- 8:30 am to 4:30 pm Practical and Clinic Practice
- 4:30 pm to 5:00 pm Sanitation

**Attendance on Saturday is mandatory.**

## **SCHOOL HOLIDAYS**

The school is closed as follows:

- New Year's Day
- The week that includes July 4<sup>th</sup>

- Thanksgiving Day and the day after Thanksgiving Day
- Two weeks at Christmas

Any other day will be announced two weeks in advance.

Staff will notify students by telephone if there should be an unexpected school closure due to extenuating circumstances.

## **PROGRAM TITLE: COSMETOLOGY**

**Program Goals:** The program is designed to prepare students for the state licensing examination and to obtain suitable employment upon graduation. Students enrolled in the course will be instructed in theory and practical application. Upon course completion, the student will be prepared to work in all phases of the Cosmetology industry.

**Program Format:** All course/programs and policies are written and taught in English. Theory class is held for 4 hours per week which includes the assignment for the next class, summary of the class taught, and announcements of any test which may be coming. With this method, the instructor is not limited to the amount of material they cover in class and may take questions from all students all during class. After each module is taught a test is given and graded to measure each student's knowledge concerning that particular subject. Grades are recorded in the student's record. Any student failing a test is allowed to take a re-take test.

**Teaching and Learning Methods:** The clock hour education is provided through a sequential set of learning steps which address specific task necessary for state board preparation, graduation and job entry level skills. Clinic 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 which reflect, effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

Clinic Floor and Practical Assignments: The clinic floor is operated each school day and students are practicing their practical skills. An instructor checks each service done on the clinic floor. Service sheets are used to keep record of the number of services each student has done and instructors are notified monthly as to which students need certain services. By checking each service, the instructor is aware of any problems that may be present and the student is counseled, when necessary, according to their performance on the clinic floor. Practical assignments (mannequin) are checked in the same manner.

## **STUDENT EVALUATIONS**

Students are tested after each module/chapter in theory and practical skills.

Students will receive an unofficial progress report any time the instructor may deem it necessary.

An official Satisfactory Academic Progress report will be done at 450 and 900 scheduled hours and at the completion of 1200 actual hours. Recommendations are made for improvement and documented in the student record for future reference.

## **STUDENT RECORDS**

Right to Access: Any student and parent or guardian of a dependent minor have the right to view their record during regular business hours. We ask that you make an appointment with the Director so that time can be set aside for this purpose. Under no circumstance will the student record be allowed outside the office.

Access to student records will be granted to all school approving agencies.

Any third party request for information will require written authorization from the student or guardian of a dependent minor. The school requires a release form be completed for each third party request of information.

Release of Information: Material in student records are maintained in a safe place and are maintained on a permanent basis for students that were enrolled in the program.

## **STUDENT GRIEVANCE PROCEDURE**

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. Evidence of final resolution of all complaints will be retained in the school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 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. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who

may also be a corporate officer, another member who may not be related to the student filing the complaint of another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

## **STUDENT SERVICES**

**Career Services:** Beauty Careers Training Center offers job search assistance service to all students as they approach graduation. Beauty Careers Training Center also has lifetime assistance to all our graduates.

**Transfers and Transcripts:** Students desiring to transfer will be given an official transcript of hours and services as well as grades. Satisfactory arrangements for debts owed to the school must be made prior to the release or receipt of transfer or transcript forms.

**Advising:** The school makes provisions for advising all students through the administration office. The school offers students the opportunity to discuss any questions, dilemmas, needs, problems or concerns involving educational career, social, personal or emotional adjustment that may occur during their stay at the school. In some cases, professional off campus advising will be recommended. Information discussed with the staff is confidential and is not discussed with others unless there is clear danger to the student or other individuals, or unless the student gives written permission for confidential release of information.

Academic Counseling: Academic counseling will be conducted at regular intervals and if the student desires or the instructors feel it is required. A private office is available and all counseling will be kept private.

### **COURSE NUMBERING SYSTEM**

The course numbering system uses a six digit alpha numeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

### **COSMETOLOGY PROGRAM OUTLINE**

1200 CLOCK HOURS (A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in the presence of an instructor and appropriate breaks.)

<u>COURSE NUMBER</u>	<u>COURSE NAME</u>	<u>CONTACT HOURS</u>
COS101	Orientation	25
COS102	General Sciences	40
COS103	Hair Care	900
COS104	Skin Care	150
COS105	Nail Care	75
COS106	Business Skills	<u>10</u>
Total Hours		1200

### **MINIMUM SERVICES REQUIRED FOR COMPLETION**

Manicuring, Pedicuring & Advanced Nail Techniques	25/5
Chemical Waving & Relaxing	75/5
Hair Coloring	45
Hair Styling	300
Shampoos	250
Scalp Treatments & Rinses	35
Hair Shaping	150
Facials & Makeup	40
Hair Removal	10

# **COSMETOLOGY COURSE DESCRIPTIONS & OBJECTIVES**

1200 Clock Hours = 30 Weeks

## **UNIT ONE = 25 Hours**

### **COS101 – ORIENTATION:**

- Welcome, Introduction to School Policies & Curriculum – Understand the general objectives of the course of study. Recognize needed lifestyle changes as a full-time student. Clock in and out correctly. Understand the various rules and policies implemented by the school. Understand the importance of consumer safety and general safety procedures.
- History & Career Opportunities – Describe appearance enhancement and how it relates to cosmetology. Recognize how trends are influenced by the history of cosmetology. List several career opportunities available to a licensed cosmetologist.
- Life Skills – Learn the principles that contribute to personal and professional success. Create a mission statement. Explain long-term and short-term goals. Discuss the most effective ways to manage time. Demonstrate good study habits. Define ethics. List the characteristics of a healthy, positive attitude.
- Your Professional Image – Develop good hygiene habits. Explain the concept of dressing for success. Practice ergonomically correct movement, postures, and principles.
- Communicating for Success – Take practical steps for effectively communicating in the workplace. Conduct a successful client consultation. Adequately manage tardy clients, schedule mix-ups, and unhappy clients. Build open lines of communication with coworkers.
- Florida Law – Florida laws governing the profession of cosmetology.

## **UNIT TWO = 40 Hours**

### **COS102 – GENERAL SCIENCES:**

- Infection Control – Understand laws and rules of sanitation. Understand categories and information required on Safety Data Sheets. Define blood-borne pathogens and learn how they are transmitted. Understand the differences between cleaning,

disinfecting, and sterilizing. Learn the types of disinfectants and the steps to using them properly. Learn to employ safety precautions as a cosmetologist.

- Skin Structure, Growth, & Nutrition – Describe the structure and composition of the skin. Learn the functions of the skin, the classes of nutrients essential for good health, and describe the vitamins that can help the skin.
- Skin Disorders & Diseases – Identify and describe common skin lesions, common disorders of the sebaceous glands, common changes in skin pigmentation. Learn to identify the forms of skin cancer. Learn to identify the major causes of acne and current treatments. Learn to identify factors that contribute to the aging of the skin and the effects of exposure to the sun on the skin.
- Nail Structure & Growth – Describe the characteristics of normal, healthy nails, the basic parts of the nail unit, and how the nail grows.
- Nail Disorders & Diseases – List and describe the various disorders and irregularities of the nails. Learn to recognize diseases of the nails that should not be treated in the salon. Perform a hand, nail, and skin analysis on a client.
- Properties of the Hair and Scalp – Identify and distinguish the structure of the hair. Name the cycles of hair growth, common types of hair loss, and options for hair loss treatment. Learn the most common hair and scalp disorders and which ones a physician should treat. Learn the factors that should be considered during a hair and scalp analysis.
- Basics of Chemistry – Explain what pH is and how the pH scale works. Learn the differences between organic and inorganic chemistry. Learn examples of different substances for each of the states of matter. Define the differences between pure substances and physical mixtures. Evaluate the difference among solutions, suspensions, and emulsions.
- HIV/AIDS and Communicable Diseases Education (4 Hours) – Know the difference between HIV Infection and AIDS. Detail how HIV is transmitted. Describe ways to prevent the spread of HIV/AIDS. Know how HIV/AIDS is treated. Learn about tuberculosis (TB) and hepatitis. Detail how TB and hepatitis are transmitted and treated.

## UNIT THREE = 900 Hours

### COS103 – HAIR CARE

- Principles of Hair Design – Learn the elements of hair design and how they relate to hairstyling. Understand the influence of hair type and texture on design. Identify different facial shapes and design a beneficial hairstyle for each. Learn design considerations for men.
- Scalp Care, Shampooing, & Conditioning – Identify basic requirements for scalp care. Examine the differences and similarities of treating different hair and scalp conditions. Evaluate the uses and benefits of various types of shampoo and conditioners. Demonstrate appropriate draping for different services. Demonstrate technique for shampooing.
- Haircutting – Identify and understand reference points in haircutting. Define lines, sections, elevations, and guidelines. Learn factors involved in a successful client consultation. Learn the various tools of haircutting and how to use them. Perform the four basic haircuts.
- Hairstyling – Execute finger waving, pin curling, roller setting, hair wrapping. Perform various blow-dry styling techniques and learn the proper use of blow-drying tools. Proper use of thermal irons and flat irons. Describe the types of hair pressing. Braiding techniques and braid extensions. Styling wigs and hair additions.
- Chemical Texture Services – Permanent waving techniques, types, and the chemical reactions that take place during permanent waving. Chemical hair relaxing techniques, types, and the chemical reactions that take place during chemical hair relaxing.
- Haircoloring – Understanding how the hair's porosity affects haircolor. Understanding the types of melanin found in hair. Define and identify levels and their role in formulating haircolor. Identify Primary, secondary, and tertiary colors. Know what roles tone and intensity play in haircolor. List and describe the categories of haircolor. Explain the role of hydrogen peroxide in a color formula. Explain the action of hair lighteners. Understand why a patch and strand testing is useful in haircoloring. Understand the purpose and use of toners. Know

how to properly cover gray hair. Understand the different processes in haircoloring and hair lightening and the methods for their application. Rules of color correction.

#### UNIT FOUR = 150 Hours

##### COS104 – SKIN CARE

- Hair Removal - Name the conditions that contraindicate hair removal in the salon. Identify and describe methods of permanent and temporary hair removal.
- Facials – Learn information to gather during a client consultation and skin analysis before performing facial treatments. Identify examples of contraindication that prohibit performing facial treatments. Name the different categories of skin care products and their application used in facial treatments. Learn categories of massage manipulations and how to perform them. Learn types of electrical machines, light therapy, and aromatherapy used in facial services.
- Facial Makeup – Describe and apply various types of cosmetics and learn their uses for facial makeup. Learn how to use color theory when choosing cosmetics for makeup application. Identify different facial types and summarize basic makeup techniques to alter them. Artificial eyelash types and application. Tips for creating special-occasion makeup.

#### UNIT FIVE = 75 Hours

##### COS105 – NAIL CARE

- Manicuring – Identify types of nail technology tools required to perform a manicure, and learn which are multiuse and which are single-use. Learn the procedure used in the performance of a basic manicure. List and describe the basic nail shapes for woman and men. Learn the massage movements for performing a hand and arm massage.
- Pedicuring – Identify and describe the equipment and materials used when performing pedicures. Learn the procedure used in the performance of a basic pedicure. Define reflexology and its use during a pedicure procedure. Learn how to and the importance of cleaning and disinfecting a pedicure bath.
- Nail Tips & Wraps - Identify supplies needed for nail tip and

nail wrap application and explain their use.

- Monomer Liquid & Polymer Powder Nail Enhancements – Explain monomer liquid and polymer powder nail enhancement chemistry and how it works. Name the specific tools, equipment, and supplies required to perform monomer liquid and polymer powder nail enhancements, and how to store them. Describe how to apply, repair, and remove monomer liquid and polymer powder nail enhancements.
- Light Cured Gels – Describe the chemistry and main ingredients of light cured gels. List different types of light cured gels, the supplies needed for each, and how to apply and remove them.

#### UNIT SIX = 10 Hours

#### COS106 – BUSINESS SKILLS

- Preparing for Licensure & Employment – Describe the process of taking and passing your state licensing examination. Determine your career focus. Learn the different salon business categories. Developing a cover letter, resume, job interview preparation, and employment portfolio.
- On the Job – Describe what is expected of a new employee. List habits of a good salon team player. Describe different ways cosmetologists are compensated. Explain the principles of selling products and services. Explore effective ways to build a client base.
- The Salon Business – Identify options for going into business for yourself. Compare types of salon ownership. Information that should be included in a business plan. Explain the importance of record keeping. Examine the responsibilities of a booth renter. Validate why selling services and products is a vital aspect of a salon’s success.

#### **SCHEDULE OF COSMETOLOGY PROGRAM FEES**

Tuition	\$3850.00
Registration Fee	\$100.00
Program Kit/Supplies Fee	<u>\$1150.00</u>
Total Cost	\$5100.00

#### **PROGRAM KIT/SUPPLIES FURNISHED BY THE SCHOOL**

Marcel curling Iron 1”	(2) Tint Brush 2 3/8”
Wahl Pro Clipper Combo Set	Clip & Color Accessories Pouch
Diane Manicure Kit	Cover Up/Lab Coat
Slide-In Clips	Chemical Cape
Ionic Pin Tail Comb 8”	Dial Flat Iron 1”
Ionic Cutting Comb 8 ½ “	Fromm Uptown Shear 5 ¼ “
Ionic Styling Comb 8”	Fromm Uptown Thinner 5 ¼ “
Silicone Tail Comb 9”	Fromm Snapdragon Shear 5 ¾ “
Comb & Lift Comb	Edgewater Styling Razor
Comb Rollup Case	Styling Razor Blades 10-pack
Applicator Bottle 8oz	Tweezer Slanted 4”
Spray Bottle 16oz	Tool Case
Small Styling Brush	Mannequin Penelope 18-20”
Styling Brush	Mannequin Reese 20-22”
Vent Brush	Mannequin Naomi 16-18”
Paddle Brush	Mannequin Clamp
Round Brush Reinforced Boar2”	Ionic Hair Dryer
Thermal Round Brush 2.25”	Mirror
Thermal Round Brush 2.75”	Comb Styling, 1 Dozen
Brush Pouch	Comb Tail, 1 Dozen
Double-Prong Clips 80-pack	Milady 13 <sup>th</sup> Edition Textbook
Pelican Clips 4-pack	Milady Theory Workbook
Large Butterfly Clamps 12-pack	Milady Practical Workbook
Tint Bowl	Rolling Duffle Bag

## **METHODS AND TERMS OF PAYMENT**

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee and kit fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated in the Enrollment Agreement. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest if applicable.

## **OTHER COST**

The school will charge additional tuition for hours remaining after the contract ending date at a rate of \$3.00 per hour, or any part thereof, payable in advance before graduation. The school may charge a \$10.00 transcript fee for transcript request. The school will charge a registration fee for students enrolling or transferring to the school of \$100.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination of \$100.00.

## **REFUND POLICY – NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students 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 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three 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 registration fee in the amount of \$100.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school in writing 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 in writing that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least

every 30 days.)

7. 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.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:
    1. Cancellation after attendance has begun, through 40% completion of the program will result in a Pro Rata refund computed on the actual number of hours completed to the total program hours.
    2. Cancellation after completing more than 40% of the program will result in no refund.
  - All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 30 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 pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro rata 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.
  - Kits/supplies and books become the financial responsibility of the student when issued. Kits that are unused and unmarked may be returned for a full credit within three business days of the signing of the contract. Books that have not been marked may be returned

for full credit within three business days of the signing of the contract. Kits/supplies and books that have been marked are the full financial responsibility of the student.

- This refund policy applies to tuition and fees charged in the enrollment agreement. All fees are identified in the catalog and in the enrollment agreement.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Progress evaluations will be conducted with the student after students reach the scheduled hourly increments of 450 hours, 900 hours, and 1200 hours. \*Transfer students progress evaluations will be conducted midpoint of the contracted hours or at the established evaluation periods, whichever comes first.

All students attending this school shall have the right to review their academic records, including grades, attendance and counseling and may be reviewed by request.

### **Attendance Progress Evaluations:**

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% 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 143% of the course length) allowed for students to complete the course at satisfactory academic progress is stated below:

### **Course Maximum Time Allowed Weeks Scheduled Hours:**

Cosmetology (full time, 40 hours per week) – 1200 hours = 30 weeks, maximum = 49 weeks or 1714 hours. \*The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 70% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

**Academic Progress Evaluations:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. 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. 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 evaluations criteria adopted by the school. Students must maintain a written grade average of 75% and pass FINALS of 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:

100-93	(A)	Excellent
92-85	(B)	Very Good
84-75	(C)	Good
Below 75	(D)	Unsatisfactory

**Determination of Progress Status:**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

**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 not met both attendance and academic requirements, he/she may be placed on probation.

**Probation:**

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

**Re-establishment of Satisfactory Academic Progress:**

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

**INTERRUPTIONS/LEAVE OF ABSENCE,  
WITHDRAWALS**

Students who need to take a leave of absence from the school must submit, in writing, a signed request for leave; administration will

then review the request for approval. This policy applies to all students. Students on a leave of absence are not considered to be withdrawn from the school. Student's leaves of absence per 12-month period cannot exceed 180 days total. Or in case of a medical condition, a student may submit a doctor's letter for further leave, not to exceed six months. A leave of absence extends 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. Any student who does not return from their leave of absence on the scheduled date will be withdrawn from school. A student on an approved leave of absence who has notified the school that he/she will not be returning will be withdrawn from the program. The determined date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that he/she will not be returning. The withdrawal date for a student who does not notify the school that he/she is not returning will be the date of determination. 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.

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents

will be reviewed and a decision will be made and reported to the student within thirty (30) calendar days. The appeal decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. Students may attend class during the appeal process.

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institutions. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **ATTENDANCE POLICY**

### **TARDINESS:**

Students are expected to arrive to class on-time and prepared to learn. A student is required to clock in at the beginning of each day by 8:30 am. If the student is not clocked in by 8:40 am they must wait until 9:30 am to clock in. Theory is held each morning, Tuesday through Friday, from 8:30 am until 9:30 am. Attending Theory is a requirement. Should a life circumstance cause you to be tardy, it is mandatory that you contact the School Administrator. If a student is tardy more than (2) times within a month, corrective action can be taken. Being tardy on a regular basis reflects a lack of commitment to the program.

## ABSENTEEISM:

An attendance rate of 70% must be maintained at all times by every student. Should a life circumstance cause you to be absent, it is mandatory that you contact the School Administrator. If a student does not maintain 70% attendance, corrective action will be taken. Correction will be expected immediately and must be maintained.

**Saturdays are mandatory.** Students will be suspended for three school days (24 total hours) if they miss a Saturday without a valid doctor's note or preapproved Saturday absence. Students will be allowed four (4) preapproved Saturday absences during the duration of the program without being suspended.

**\*This school has no excused or unexcused absences.**

## LEVELS OF CORRECTIVE ACTION:

A student will be advised by the school Administration regarding their attendance which will be monitored monthly to make sure it does not fall below 70%. The following corrective action will be taken to increase the attendance rate back to an acceptable level:

First Time Verbal Warning: A student will be verbally informed of the violation he/she committed. Discontinuance of the action will be discussed. The student will be briefed about further repercussions should the behavior continue.

Second Time Suspension: A written warning may be given prior to a suspension. A suspension period will not be for less than 30 days nor more than 60 days; enrollment end date will be adjusted by the number of day of suspension. A student may not receive more than two suspension periods as part of corrective action during their enrollment period. The option to use a second suspension is at the School Director discretion.

## DRESS CODE

Lab coats are provided in kits and must be worn over appropriate attire at all times while clocked in at Beauty Careers Training Center.

## STUDENT CONDUCT POLICY

Beauty Careers Training Center is pleased to provide a professional, effective and courteous learning environment for all of its students. In an effort to create an atmosphere that fosters learning and success it is necessary to adhere to the student code of conduct on a daily basis.

Students are expected to dress professionally and conduct themselves in a businesslike manner. Any student whose conduct, attitude, participation, dress, or work habits distracts from the classroom instruction will be advised by the instructor and/or school official. Any form of cheating by a student will not be tolerated. Continued unsatisfactory conduct will lead to dismissal. Students are required to follow rules of conduct that are typically expected in the working world. Students may be placed on suspension or dismissed for violation of the school's conduct rules (including dishonesty, unprofessional conduct, and use of profanity, insubordination, violation of safety rules, and also use or being under the influence of alcohol or drugs on school property). The following rules and regulations will assist in making your experience at Beauty Careers Training Center a productive and successful one while also maintaining mutual respect towards your fellow students, staff, faculty and the institution itself:

1. All students are required to attend school dressed in appropriate attire. Students dressed inappropriately will not be permitted in class.
2. Theft of any kind shall result in immediate termination from Beauty Careers Training Center.
3. All students must conduct themselves professionally at all times. Interaction with administration, faculty, clients and fellow students should be courteous and professional. Unprofessional behavior may result in your termination from the school.
4. Confrontational or threatening behavior towards fellow students, faculty, staff or clients shall result in immediate termination from Beauty Careers Training Center.
5. Derogatory or negative statements towards the school, its faculty or staff communicated verbally, in writing (including

- via text, email, blog, social networks, etc.) shall result in immediate termination from Beauty Careers Training Center.
6. Cell phones are prohibited in the classroom. Cell phones on the clinic floor must be placed on vibrate or in the off position. Students should step outside the school facility if it is necessary to use the cell phone.
  7. Videotaping, audiotaping and video recording of any kind is prohibited unless approved by the School Director.
  8. All rules of sanitization, sterilization and overall cleanliness must be followed at all times. It is imperative that your stations and work tools be sanitized properly before usage.
  9. Food or drinks are only allowed in designated areas.
  10. Students are not permitted to perform services beyond what the client has scheduled with the instructor and the front desk. Students can receive gratuities but are prohibited from charging clients directly for services rendered.
  11. Smoking is prohibited in the school facility.
  12. Daily attendance is mandatory. Failure to attend school in accordance with the attendance policy will result in verbal advisement, followed by written advisement, followed by suspension, and then termination if lack of attendance continues. Please notify the school in advance if you will be absent or late.
  13. Lateness to class is unacceptable. A student arriving to class 10 minutes or more after the scheduled time will not be allowed to clock in until after class.
  14. All test and assignments must be completed in a satisfactory manner prior to graduation. A student will not receive a diploma until all academic requirements have been met.
  15. If a student is asked to leave the classroom or facility by a faculty or staff member of Beauty Careers Training Center and does not do so immediately, the student shall be subject to police escort from the premises and subject to termination from Beauty Careers Training Center.
  16. Students on a payment plan must make payments as scheduled. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend the class unless prior arrangements in writing have been made

- with the School Director.
17. All monies owed must be paid prior to graduation. A student will not receive a diploma until the balance is paid in full.
  18. All students are requested to inform the school upon passing the state board exam and upon becoming employed.
  19. No solicitation of any kind is permitted on school premises. Students are not allowed to sell products or services or promote programs offered at other institutions while attending classes at Beauty Careers Training Center. Recruitment of other students for any purpose shall be considered harassment. Solicitation of any kind shall be grounds for immediate termination.
  20. Only chemical products provided by Beauty Careers Training Center are allowed to be used on school premises. No outside chemical products can be brought in for use on clients or students.
  21. Each student is issued their own equipment (when equipment fee is paid). This kit must be left at the school until the student graduates. Any broken or lost equipment must be replaced by the student.
  22. Each student will be assigned and expected to do daily cleanup/sanitation duties.
  23. Refusal to preform client services or other program requirements is prohibited.

## **ANTI-HAZING POLICY**

Beauty Careers Training Center adheres to a strict anti-hazing policy. Hazing of any sort will not be tolerated nor does the school condone such behavior. Students found hazing will automatically be terminated from the school.

## **DISMISSAL**

A student will be terminated from school when he or she fails to comply with school policies in the following areas: academics, attendance, conduct, or falsification of any information provided to

a school administrator at the time of enrollment or thereafter. A student who is dismissed by the school is obligated to pay tuition fees and program supplies and instructional materials in accordance with the refund policy.

## **DISCIPLINARY APPEALS**

Any disciplinary action by the school can be appealed by the student in writing. All disciplinary appeals will be taken under consideration. The full staff will have to discuss the appeal and a final decision will be made within five (5) working days.

## **EMERGENCY CLOSING NOTIFICATION**

In the event of inclement weather or other disasters which warrant a closure on a regular school day, students will be notified by the following ways:

By telephone or text.

If possible a sign will be placed on the front door.

A message will be placed on the telephone answering machine.

A post on the schools Facebook page.

## **ADMINISTRATIVE SCHOOL OFFICIALS**

Elaine Brewer – President and CEO

Cecilia Sidler – Administrator, Director of Education,  
Director of Financial Aid, and Director of  
Admissions

## **INSTRUCTORS**

Cecilia Sidler

Diploma: Parkway Beauty College

License# CL1254709

Janice Barnett  
Diploma: Beauty Careers Training Center  
License# CL0219155

## **VETERANS POLICIES**

- We are State Approved for Veteran's training.
- Early departures, class cuts, tardiness, etc. for any portion of a class period will be calculated in 30 minute increments and will apply toward the percentage missed.
- Students exceeding 20% total absences in a calendar month will be terminated from their VA Benefits for unsatisfactory attendance.
- The maximum time frame for a VA student to complete the course must not exceed 125% of the course length.
- In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA Education benefits.
- The student's attendance record will be retained in the veteran's file for USDVA and FDVA SAA monitoring purposes.
- Standards of Academic Progress for VA Students: Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 75%.
- A VA student whose CGPA falls below 75% at the end of any evaluation period will be placed on academic probation

for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 75% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

- A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 75%.
- Veteran's Credit for Previous Education or Training: Students must report all relevant education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.
- Veterans Refund Policy: The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the course bears to the total length of the course. The proration will be determined on the ratio of number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and will be pro-rata to the very end.

**\*The School is not currently eligible to participate in Title IV Financial Aid Programs**