

Academy
of
Salon & Spa

School Catalog

311 South 16th Street
Fort Smith, AR 72901
Tel 479.782.5059
Fax 479.782-0568
www.mellies.org

*Licensed by the Arkansas State Department of Health – Cosmetology Section
Accredited by the National Accrediting Commission of Career Arts and Sciences, Inc.*

I hereby certify that I have received a copy of this catalog prior to enrollment and have reviewed its contents, understand all policies contained herein and agree to comply with same.

Student Signature _____ Date _____

Catalog Effective Dates: August 1, 2011 to June 30, 2012

Publication Date: August 1, 2011, r 2/2012

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TABLE OF CONTENTS

| | Page |
|---|----------|
| -- Mission Statement -- | 1 |
| Mission Statement..... | 1 |
| -- Licensure & Accreditations -- | 1 |
| Details of Licensure..... | 1 |
| Details of Accreditations..... | 1 |
| Certification Review..... | 1 |
| -- Facilities -- | 1 |
| Contact Information..... | 1 |
| Facility Description | 1 |
| History of Academy of Salon & Spa | 2 |
| -- Admissions, Enrollment & Transfers -- | 2 |
| Admissions | 2 |
| Entrance Requirements | 2 |
| Enrollment Procedures..... | 2 |
| Be Aware of These Facts..... | 2 |
| Section 504/ADA Policy | 2 |
| Currently Enrolled Students | 3 |
| Re-Entry Students | 3 |
| Veterans Training..... | 3 |
| Transfer Students | 3 |
| Academic Policy for Transfer of Credits..... | 3 |
| Evaluation Testing..... | 3 |
| Requirements | 3 |
| Tuition..... | 4 |
| Qualifications for Kits..... | 4 |
| -- Attendance & Hours -- | 4 |
| Attendance | 4 |
| Leave of Absence..... | 5 |
| School Hours and Closings | 5 |
| Hours of Operation | 5 |
| Class Schedules..... | 5 |
| Holidays..... | 5 |
| Inclement Weather | 5 |
| -- Standards of Conduct -- | 5 |
| Behavior, Ethics and Professionalism | 5 |
| Cause for Discipline..... | 6 |
| Probation | 7 |
| Appeals Process | 7 |
| Dress Code..... | 7 |
| Monday through Wednesday | 7 |
| Thursday (Apply the same Dress Code as Monday-Wednesday with the allowances listed below)..... | 7 |
| Special Friday Classes (Apply the same Dress Code as Monday-Wednesday with the allowances listed below) | 7 |
| Professional Dress Day..... | 7 |
| Perfect Attendance..... | 7 |

| | |
|---|-----------|
| -- Grading & Graduation -- | 8 |
| Satisfactory Academic Progress Policy..... | 8 |
| Academic Performance..... | 8 |
| Grade Requirements..... | 8 |
| Attendance Performance..... | 8 |
| Maximum Time for Completion..... | 9 |
| Probation..... | 9 |
| Appeal of Academic Evaluation and Reinstatement of Financial Aid Eligibility..... | 9 |
| Graduation Requirements..... | 9 |
| After Graduation..... | 10 |
| Requirement for Licensing Examination..... | 10 |
| -- General Information -- | 10 |
| Community Information..... | 10 |
| Voter Registration..... | 10 |
| Financial Information..... | 10 |
| Course Costs and Payment Terms..... | 10 |
| Course Kits..... | 10 |
| Timely Completion of Course..... | 10 |
| Schedule Changes..... | 11 |
| Safety Information..... | 11 |
| OSHA Compliance..... | 11 |
| Sexual Harassment..... | 11 |
| Grievances..... | 11 |
| Withdrawal Policy..... | 12 |
| -- Tuition Payment -- | 12 |
| Payment Policy..... | 12 |
| Federal Financial Aid..... | 12 |
| How Federal Funds Are Applied..... | 13 |
| Federal Direct Loan Program..... | 13 |
| Other Assistance..... | 14 |
| Federal Financial Aid Eligibility..... | 14 |
| -- Counseling, Placement, Access to Files & Academics -- | 14 |
| Counseling..... | 14 |
| Advisement Services..... | 14 |
| Progress Evaluations..... | 14 |
| Housing..... | 14 |
| Placement..... | 14 |
| School Assistance with Employment..... | 14 |
| Access to Files..... | 15 |
| Privacy and File Access Policy..... | 15 |
| When Records May Be Reviewed..... | 15 |
| Outside Review..... | 15 |
| -- Rules & Regulations -- | 15 |
| Drug and Alcohol Policy..... | 15 |
| Drug-Free Campus..... | 15 |
| Crime Awareness and Drug Abuse Policy Report..... | 15 |
| Copyright Infringement Policy..... | 16 |
| Civil and Criminal Penalties for Violation of Federal Copyright Laws..... | 16 |
| -- Refund Policy -- | 17 |
| Full Refunds (Non Title IV Funds)..... | 17 |
| Formal Cancellation Date..... | 17 |
| Partial Refunds (Non Title IV Funds)..... | 17 |

| | |
|---|-----------|
| Conditions of Refund..... | 17 |
| Withdrawal Fee | 18 |
| Repayment of Title IV Aid (Federal Student Aid) | 18 |
| Unearned Financial Aid..... | 18 |
| -- Course Description – Cosmetology --..... | 19 |
| -- Course Description – Manicuring -- | 20 |
| -- Course Description – Aesthetics -- | 21 |
| -- Course Description – Instructor -- | 22 |
| -- Addendum A -- | 23 |
| Course Costs..... | 23 |
| Additional Fee Schedule | 23 |

-- Mission Statement --

Mission Statement

Academy of Salon & Spa is dedicated to educating young professionals with the fundamental knowledge to meet the present and future demands of the cosmetology industry. The vision of Academy of Salon & Spa is to ensure the development of competent, responsible, motivated individuals who receive a diploma and license in cosmetology related programs while in pursuit of a career in the beauty industry. We stand behind the ever changing industry to train our students to meet all the requirements of the salon and spa environment for the entrepreneurs of tomorrow.

-- Licensure & Accreditations --

*Licensed by the Arkansas Department of Health – Cosmetology Section
Accredited by the National Accrediting Commission of Career Arts and Sciences, Inc.*

Details of Licensure

The stockholders of the corporation are Alan and Patricia Anderson. Patricia “Trish” Anderson is the administrator of the campus. Academy of Salon & Spa is licensed by the Arkansas Department of Health – Cosmetology Section, 4815 W. Markham, Slot 8, Little Rock, Arkansas 72205. The telephone number is 501-682-2168.

Details of Accreditations

The campus of Academy of Salon & Spa is accredited by the National Accrediting Commission of Career Arts and Sciences, Inc., 4401 Ford Avenue, Suite 1300, Alexandria, Virginia 22302. The telephone number is 703-600-7600.

We at Academy of Salon & Spa take great pride to also be determined eligible by the United State Department of Education to participate in Title IV financial aid programs (Federal Student Aid). Contact information for the Department of Education: Department of Education, Office of the Ombudsman, Student Financial Assistance, U.S. Department of Education, Room 3012, ROB #3, 7th and D Streets, SW, Washington, D.C. 200202. Email: <http://sfahelp.ed.gov> or <http://ombudsman.ed.gov>

Academy of Salon & Spa is a Wella Signature School.

Certification Review

Applicable license and certifications may be reviewed at the campus during regular business hours. The campus administrator or admissions officer may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution enrollment or available financial aid programs.

-- Facilities --

Contact Information

Academy of Salon & Spa is a subsidiary of Mellie’s Inc. Campus facilities for Mellie’s Inc. are located at 311 South 16th Street, Fort Smith, Arkansas 72901. The telephone number is 479-782-5059.

Facility Description

The campus consists of the following: clinic area, classrooms, library, instructor’s offices, administration offices, director’s office, supply rooms, break room, dispensaries and restrooms. Our campus buildings are over 12,000 square feet. The clinic is furnished with equipment for the practical training of cosmetology, aesthetics and manicuring. The campus provides classrooms for both theory and practical classes. Each student is provided with tables, chairs and rolling cabinets with locks.

Visual aids are used in the theory and practical classrooms. The library provides books, video tapes, DVDs, and internet access for research. The school is air conditioned with available off-street parking.

History of Academy of Salon & Spa

Academy of Salon & Spa was established and licensed as Mellie's Beauty College on May 13, 1955, and has served the City of Fort Smith and the surrounding area training in the field of cosmetology. Mellie's Beauty College was founded by Mellie Wright in 1955, continuing in the Wright family until June 30, 2006 when it was purchased by Alan and Patricia "Trish" Anderson. Trish Anderson received her cosmetology license in 1975. She received her instructor license in 1978 and has been in the cosmetology industry as an instructor and salon owner for over 30 years. We have changed our image and name to Academy of Salon & Spa as of January 1, 2009.

-- Admissions, Enrollment & Transfers --

Admissions

Entrance Requirements

Each student enrolling in Cosmetology, Manicuring, Aesthetics and Instructor Program is required to present verification of completion high school or its equivalent.

Each student must have a valid social security card.

Each student must be 18 years of age or older.

The school does enroll *Ability to Benefit* students.

Enrollment Procedures

In addition to meeting the School's Entrance Requirements, prior to starting classes, students must:

- Complete an Application for Enrollment
- Provide a social security card and photo ID (state-issued ID or driver's license)
- High School Diploma or GED
- Instructors must provide proof of being a currently licensed cosmetologist
- Submit a check or money order for the \$120.00 to Academy of Salon & Spa for the application fee and permit fee.

Be Aware of These Facts.

In addition, applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing.
- There will be exposure to chemicals and fumes, which may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include salary, salary plus commission, commission, sliding scale commission, hourly, retail commission or independent contracting (renting space and equipment from an existing salon).

Section 504/ADA Policy

The School does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation religion, or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the Director. You may request academic adjustments or auxiliary aids at any time. The Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1) Notify the School's Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Director by telephone at (479) 782-5059.

2) The Director will respond within two weeks of receiving the request.

3) If you would like to appeal the decision regarding your request, please contact Alan Anderson at (479) 782-5059 with all the previously requested information. Appeals must be submitted within one week of the date of the Director's response.

Currently Enrolled Students

Academy of Salon & Spa does not enroll students who are currently enrolled at another institution. We also do not solicit enrollment from other institutions. It is our policy to refer the student back to their current school to attempt a resolve of their problems.

Re-Entry Students

Former students of the school who wish to re-enter, must request approval from the school administrator. The request will be reviewed and a decision will be made within 30 days of the request. Students who re-enter within six (6) months of the original official withdrawal date will be re-admitted and their hours honored.

Students who re-enter more than six (6) months after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment.

Tuition rates current at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. 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.

Veterans Training

Academy of Salon & Spa programs of study are approved for veterans and dependents training.

Transfer Students

Academic Policy for Transfer of Credits

Academy of Salon & Spa accepts coursework completed at outside institutions for transfer credit. Students who wish to seek approval of transfer credits must do so at the time of application for enrollment. Only hours certified by a State Agency will be accepted. Coursework must coincide with the number of hours certified by a state agency with a certified transcript mailed to the school by that institution.

Students should assume that credits earned at this institution will not transfer to another institution.

Evaluation Testing

The school will administer a scholastic evaluation to students wishing to transfer to the school or require the transfer student to enter the school's Phase One class, which is an entry level class. Based on the test results, if applicable, the school may recognize credit for all or part of the applicant's previous training or work experience, provided it is recognized by the A.D.H. – Cosmetology Section.

Requirements

Transfer students are required to complete a minimum of 300 clock hours at Academy of Salon & Spa. In addition, such students must meet all regular entrance and registration requirements.

Tuition

If approved for enrollment, tuition will be charged at the hourly rate for the course of study at the time of enrollment plus the applicable application fee and permit fee.

Qualifications for Kits

Applicants contracting for 50% or more of the full course length will be charged for a full kit and applicable texts according to the standard policy for full course students. Applicants contracting for less than 50% of the full course length will be charged for the full kit and applicable texts. All kits and texts become the property of the student when all graduation requirements have been met. Contact the school administration office for applicable kit & text prices.

-- Attendance & Hours --

Attendance

All students are enrolled full time and are scheduled to attend 24+ hours per week per their individual contract. The available schedule for classes is Monday through Thursday from 8:30 a.m. to 5:00 p.m. Each student has the option to have a 6 hour per day schedule (24 hours per week) or an 8 hour per day schedule (32 hours per week).

All students must:

- Attend all classes according to the assigned schedule including theory classes, even if all required tests are completed.
- Arrive for classes on time. Notify a staff member of absenteeism or tardiness so that proper arrangements can be made to service clients and to notify your instructor. A staff member should be notified no later than 8:30 am on the day you plan to be absent/tardy.
 - Students clock in by 8:30 a.m. If student arrives after 8:30 a.m. they may not clock in without the permission of the supervisor or administrator.
 - Students are required to attend Theory each day it is offered. If you do not clock in by the time your scheduled theory starts, you may be withheld from attendance that day.
 - Habitual tardiness may result in suspension from classes.
- Clock in and out to accurately reflect hours of attendance. No student may clock in or out for others. All students must clock out prior to leaving the campus, except during breaks.
- Comply with scheduled breaks. The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned. All changes must be approved by your instructor.
 - Any student attending school for more the (4) hours must clock out for a 30 minute lunch break.
 - Each student is required to inform the Front Desk when departing and returning from lunch.
- Complete all assigned theory, practical and clinic assignments in the designated time frame. This includes any assignments required to establish eligibility to retake failed exams or missed exams. It is the student's responsibility to contact the instructor regarding makeup exams. The Certification of Hours will not be sent to the A.D.H. - Cosmetology Section until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
- Be involved in curriculum- related activities at all times. When on the clinic floor students should be working on a mannequin or client at all times. Sitting in hydraulic chairs on the clinic floor is not allowed.
- Obtain permission from the School Director(s) to leave the facility for any reason other than lunch or closing.
- At the discretion of the school a student's absence may be excused for illness, family emergency, natural disaster or the illness of an immediate family member. If at all possible, the student should notify the school per the school's attendance policy. Absences that are not excused are considered unexcused absences.

Leave of Absence

Students may request a Leave of Absence in writing for approval by the School administrator if they are in compliance with the school's Satisfactory Academic Progress Policy. If approved, the official leave extends the contract period by the same number of days designated in the leave document or actually used by the student. No re-entry fee will be charged if the student returns to class on or before the first class day scheduled after the termination of the Leave of Absence. A Leave of Absence will be approved for no more than 60 calendar days. A longer leave of absence may be approved based on mitigating circumstances. (Leave of Absences may not exceed 180 days in any 12 month period). Federal Student Aid cannot be disbursed to students while on a Leave of Absence. Non Title IV payments, for scheduled hours completed, must continue as scheduled during a student's Leave of Absence. The request for a Leave of Absence must be made in writing and approved by the School administrator.

School Hours and Closings

Hours of Operation

Monday through Thursday 8:30 a.m. to 5:00 p.m.

Class Schedules

All students are enrolled full time and are scheduled to attend 24 or 32 hours per week. The available schedule for classes is Monday through Thursday 8:30 a.m. to 3:00 or 5:00 p.m.

Classes are scheduled at the campus daily. Cosmetology enrollment is bi-monthly. Aesthetics enrollment is bi-yearly. Nail Technology enrollment is bi-yearly. All scheduled days off are not included in the contract end dates.

Holidays

Observed holidays are: New Year's Day, Memorial Day, the week containing Independence Day, Labor Day, Thanksgiving Day, and Christmas Eve through December 31st. Additional days for Instructor training and other school closures will be scheduled and be published in advance.

Inclement Weather

School closures due to weather will be announced on most local TV and radio stations.

-- Standards of Conduct --

The school sets forth specific Standards 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 orientation during training can only enhance the graduate's potential for success. Students may receive an advising form for any conduct not deemed appropriate or for not adhering to any standard of conduct.

Behavior, Ethics and Professionalism

All students must:

- Comply with the published dress code including name tag. All students must practice proper hygiene and grooming at all times. If a student is not in compliance with the dress code they may not be allowed to clock in.
- Follow all state laws and regulations at all times during school.
- Follow rules for smoking and eating. No smoking or eating except in designated break areas.

- Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress can cause loss or delays in funding, delay in graduation and additional tuition charges. If funds are delayed or stopped and tuition payments are not tendered this may cause early termination from training.
- Follow procedures for telephone calls. Cell phones are to be kept on silent and may only be used for the business of furthering your chosen educational career field while clocked-in.
- Park only in the designated areas for student parking. Parking in front of school is reserved for client use.
- Discuss only ethical and professional subject matter during school hours.
- Practice courtesy and professionalism at all times when dealing with other students, clients, staff and visitors to the school. Visitors not receiving a service must remain in the reception area. Visitors are not allowed on the clinic floor, classrooms or break room area. Only children who are clients may be accompanied by a parent or guardian, not a student parent.
- Pay for personal services in advance before the service is received. Personal services must be approved by the School Director or Instructor.
- Maintain a clean work station. Training involves sanitation, cleanliness, care of equipment and facility. Students are responsible for personal work stations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. ADH – Cosmetology Section requires all students to follow sanitation rules and practices at all times.
- Pay tuition in a timely manner. Failure to keep your tuition payments current can result in your suspension and/or termination from school.
- Provide services to clients as assigned. If you refuse a service for an assigned client you will be clocked out for the remainder of that day, and could result in suspension and/or termination from school.

Cause for Discipline

A student found to have committed any of the following violations of the school's policy will be subject to a range of penalties up to and including probation, suspension, termination and legal prosecution at the discretion of the administration:

- Abusive behavior: physical, verbal, harassment, and sexual assault to any faculty, staff or other students
- Alcohol and any illegal substance: use, possession, sale, distribution, public intoxication
- Breach of Peace: disorderly, disruptive, indecent behavior
- Possession of weapons or explosives
- Property damage, vandalism, and theft: destruction, damage, misuse
- Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- Non-compliance with the School's Satisfactory Academic Progress Policy
- Cheating on a school examination or assignment
- Committing fraud or falsification of records
- Exhibiting violence, insubordination, or inappropriate language toward school staff, faculty, or student
- Non-compliance with the School's Copyright Infringement Policy
- Refusing to provide service to an assigned client or refusing to comply with an Instructors assignments
- Failure to clock out, or clocking in or out for others
- Tardiness and/or excessive absence
- Failure to notify the proper staff member if you will be not returning from lunch, or if you will be absent or late
- Discussing sexual activities and beliefs with anyone during school hours
- Criticizing another students work
- Speaking in a foreign language in the presence of a client and or staff member who cannot speak that language
- Arguing with an instructor in the presence of another student and/or client
- Gossiping
- Leaving the facility without permission other than lunch or closing
- Using a cell phone for personal business while clocked in

Probation

A student may be placed on probation for a specified time for any infraction of the Standards of Conduct. If the student does not correct the problem, he/she may be placed on a second probation. If the problem is not corrected during the second probationary period, he/she may be suspended for three days or longer or dismissed permanently at the discretion of the school administration.

Appeals Process

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.

Dress Code

Monday through Wednesday

- Shirt tops must be a solid black or solid white color
- Sleeveless tops are not acceptable at any time
- Pants must be solid black (no jeans or denim material or leggings)
- Capri or other pants in a length below the knee are appropriate
- Shoes must be in good repair
- Academy of Salon & Spa "T" shirts are approved at any time and are the only shirt approved with writing on it

Thursday (Apply the same Dress Code as Monday-Wednesday with the allowances listed below) Denim and blue jeans are allowed (No Holes)

- Academy of Salon & Spa "T" shirt
- Perfect Attendance for the proceeding week allows you to wear a solid color shirt of choice

Special Friday Classes (Apply the same Dress Code as Monday-Wednesday with the allowances listed below) Denim and blue jeans are allowed (No Holes)

- Academy of Salon & Spa "T" shirt

Professional Dress Day

The "First Monday" of each month is "Professional Dress Day" where students are encouraged to dress in a professional & fashionable way to gain an understanding of what may be acceptable in the salon work environment. Professional Dress is determined by each industry. Your dress should include the following guidelines:

- Clothing must not keep the student from performing or functioning in assignments
- Clothing must not be of a revealing nature
- Sleeveless tops are not acceptable at any time
- Jeans or denim pants are not acceptable and should not be worn to interviews
- Dresses or Skirts are not considered Professional Dress while attending school

Perfect Attendance

Perfect Attendance as stated above is determined by the student's attendance monitored by the "Time Clock" for the period of Monday through Thursday between the hours of 8:30 am – 3:00 pm or 5:00 pm (depending on schedule) of the proceeding week. Your "timecard" must be used for clocking in and out. A list will be posted by the time clock in the main building announcing the qualified students.

-- Grading & Graduation --

Satisfactory Academic Progress Policy

Academy of Salon & Spa measures Satisfactory Academic Progress for each student by monitoring academic performance, attendance performance and maximum time for completion. In order to be considered in compliance with the Satisfactory Academic Progress policy, a student must have a cumulative Grade Point Average (GPA) of 80% or better and complete the program within one and one half (1.5) of the length of the student's program of study.

Students meeting the minimum requirements for academic and attendance performance at the evaluation points are considered to be making satisfactory academic progress until the next scheduled evaluation. Only students who maintain satisfactory progress are eligible to receive Federal Student Aid.

Students have access to their Satisfactory Academic Progress results through the monthly sheet which is posted displaying academic and attendance performance. Additionally the school has an open-door policy, where faculty and staff will speak to students on an as need basis regarding academic and attendance performance.

Incompletes, repetitions and no-credit remedial courses have no effect on the Satisfactory Academic Progress Policy.

Only upon completion of the withdrawal requirements, stated in the Withdrawal Policy of this catalog, will a certified Final Transcript of Hours be forwarded to the A.D.H. – Cosmetology Section.

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. Student's re-entering in less than 180 calendar days from the date of interruption, enter in the same progress status as when they left.

Academic Performance

To determine academic performance, students are evaluated monthly based on their theory grade average. Students are assigned theory study and a required practical experience for course completion. Theory is evaluated by written exams administered after each unit of study. Practical assignments are evaluated according to published criteria and performance standards established by the state licensing agency, the textbook and the institution. **Practical exams will be given at hourly increments and a satisfactory grade of 80% or higher must be achieved.**

Students are able to retake exams until a satisfactory grade of 80% or higher is achieved.

Any missed assignments or exams must be made-up before the student is eligible to graduate from their respective program of study.

Grade Requirements

Students must maintain a cumulative theory grade point average of 80% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

Written and Practical

| | | | |
|--------|-----------------|----------|-------------------|
| 94-100 | Excellent -4 | 80-86 | Satisfactory – 2 |
| 87-93 | Above Average-3 | Below 80 | Unsatisfactory- 1 |

Attendance Performance

To determine attendance performance, attendance is monitored monthly. A student must attend 80% of the scheduled hours.

Maximum Time for Completion

Students have a maximum of one and one half (1.5) of the normally allotted scheduled time to complete their program of study. Maximum time frame is measured in clock hours attempted. Cosmetology students cannot exceed 2250 hours. Aesthetics, Manicuring, and Instructor Training cannot exceed 900 hours. After said time, a new contract must be written. Students who fail to complete their course of study within one and one half (1.5) of their scheduled time for completion, as noted above, will no longer be eligible to receive Federal Student Aid.

Credits transferred from another institution, will be considered both attempted and completed hours and will reduce the maximum timeframe for the completion of the program.

Probation

Students, including those not receiving Federal Student Aid, failing to meet Satisfactory Academic Progress requirements will be placed on probation for the next evaluation period or until meeting the Satisfactory Academic Progress requirements, whichever occurs sooner. The student will be counseled and informed of actions required to attain Satisfactory Academic Progress by the next evaluation. This action will be documented.

At the end of the probation period, if the student has still not met the Satisfactory Academic Progress requirements, he/she will be determined not making satisfactory academic progress and he/she may be terminated at the discretion of the school administration.

Students receiving Federal Student Aid must meet the minimum Satisfactory Academic Progress requirements for each payment period evaluation. Students who do not achieve the minimum standards are no longer eligible for Federal Student Aid.

Appeal of Academic Evaluation and Reinstatement of Financial Aid Eligibility

The student may appeal the decision to place him/her on probation in writing to the school Director. The student must explain, in detail, why he/she did not meet the requirements. The student must also submit any applicable documentation regarding why he/she failed to make Satisfactory Academic Progress and what has changed in his/her situation that will allow the achievement of Satisfactory Academic Progress at the next evaluation. An appeal decision will be made and the student notified accordingly. The results of the appeal will be documented in writing and placed in the student's file. If approved, the student may remain in school for the next payment period, but will not be eligible to receive Federal Student Aid until such time as Satisfactory Academic Progress is achieved.

Students who are terminated for unsatisfactory academic progress must wait a minimum of six months before reapplying for admission to the institution.

Students who are readmitted will be admitted as probationary students until such time they meet the Satisfactory Academic Progress standards and can complete the program within the one and one half (1.5) maximum timeframe.

Graduation Requirements

All students must meet the following requirements in the applicable course of study to qualify for graduation:

- Complete all course hours required by the A.D.H. – Cosmetology Section as outlined in the school catalog.
- Complete all written and practical requirements including the final written and practical examination with a passing score of 80%.
- Attend 80% of scheduled hours.
- Complete all course work within one and one half (1.5) of the length of time of the student's program of study.
- Fulfill all financial obligations to the school.

Upon successful course completion and satisfying all graduation requirements, a diploma for the applicable course of study will be awarded to the Student.

After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

Requirement for Licensing Examination

The Arkansas Department of Health – Cosmetology Section requires the following before admitting students to test for a license:

- Complete all course requirements
- Graduate from a school of cosmetology
- Pay the examination fee to take any examination

Upon successful completion of the State Licensing examination, the student is eligible for licensing. The fee for practical examination is \$65.00 payable to Arkansas Department of Health – Cosmetology Section and \$60.00 for written examination payable to PSI. The cost of all examinations is to be paid for by the student. State Licensing examination fees are subject to change without notice.

-- General Information --

Community Information

Voter Registration

If you are not a registered voter and would like to be, you can register at:

www.sos.state.ar.us/election/message.htm.

Our campus is equipped with Student computers if you choose to register online.

Financial Information

Course Costs and Payment Terms

There is a Tuition charge for each course offered at the school (Cosmetology, Manicuring, Aesthetics and Instructor). Specific costs for each course offered can be found on Addendum A in the back of this Catalog.

Course Kits

The student is assessed a charge for the kit that accompanies the selected classes. The kit contains all the necessary tools and implements to successfully participate in the clinical and practical assignment during your course of study. The kit also has the tools and implements needed to successfully participate in the State Licensing Examination. The kit contains tools and implements that are above entry level.

All students will be charged a non-refundable fee for a kit while attending school. The student shall not be permitted to remove the kit from the school until such time the student has completed his/her training or withdraws from School provided the student has purchased the kit from the school. The kit will not leave the school until the student has paid all the fees related to the course.

Timely Completion of Course

Each course has been scheduled for completion within an allotted time frame. If a student does not graduate within the contract period, additional training will be billed at the rate of \$10.00 per hour, or part thereof, payable before advancing to the next payment period. The student pays the school the tuition and fees for the program selected in advance upon commencement of the course of study. The school may, at its option and without notice, prevent the student from attending

class until the applicable unpaid balance is satisfied. Tuition including amount charged for additional training hours is subject to change without notice.

Schedule Changes

Any and all schedule changes to the students enrollment agreement will be assessed a fee of \$150 for each change. This fee is to be paid in cash or money order prior to making any changes to the enrollment agreement. If the schedule change is denied, the \$150 fee will be refunded to you.

Safety Information

OSHA Compliance

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 their training 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.

Sexual Harassment

It is the express policy of Academy of Salon & Spa that all individuals associated with our Academy are to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. This type of activity is a violation of federal and state law. Sexual harassment in the workplace by school personnel or by students in the educational setting is grounds for severe disciplinary action. Please report sexual harassment to your school supervisor or administrator immediately.

Grievances

Students are encouraged to communicate their concerns to members of the School Faculty and Administration. This procedure will help facilitate the resolution process by placing formal complaints into a framework in which it may be resolved. All student complaints submitted in writing shall be handled in the following manner:

STEP ONE – CONTACT SCHOOL PERSONNEL

1. Students are to present, in writing, complaints relating to any aspect of the education programs, facilities, or other services provided by this school, or relating to any action or alleged misrepresentation by an employee or a representative of this school to the Director.
2. The administration shall have a written response to the student within five working days.
3. Within five working days of receipt of such complaint, the administration shall prepare a summary of the discussion, including any agreed or proposed solution of the student's complaint, and forward a copy to the student. The administration shall take appropriate steps to insure that the agreed upon action is taken.
4. The school shall maintain a file of all complaints made under this procedure including copies of the written complaint, the written response of the school and the summary of the informal conference. The information will be used to evaluate the institution's effectiveness and outcomes.

STEP TWO – APPEAL TO THE STATE BOARD OR ACCREDITING AGENCY

1. If the complaint has not been resolved by the school to the satisfaction of the student, the student may refer their complaint to the Arkansas Department of Health – Cosmetology Section, 4815 W. Markham Slot 8, Little Rock, AR, 72205, phone 501-682-2168.

2. If the complaint has not been resolved by the school to the satisfaction of the student, the complaint may be referred to National Accrediting Commission of Career Arts and Sciences, Inc., (NACCAS), 4401 Ford Ave., Suite 1300, Alexandria, VA, 22302-1432.

Withdrawal Policy

Students who withdraw from enrollment prior to course completion must:

- Complete all required exit paperwork.
- Attend an exit interview.
- Satisfy all debits owed to the school or make satisfactory arrangements for debts to the school as approved by the Administrator.

Only upon completion of the withdrawal requirements will a certified Final Transcript of Hours be forwarded to the A.D.H. – Cosmetology Section. 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. While the School does not have a fee waiver policy, Withdrawal fees may be waived due to documented mitigating circumstances. All refunds of fees and charges will be on scheduled hours of attendance.

Students who withdraw or terminate prior to course completion may be charged a withdrawal fee of \$100.00.

-- Tuition Payment --

Payment Policy

Student tuition may be paid by cash, check, money order or through financial aid which is defined as assistance that the student has been or will be awarded from Federal (if applicable), State, Institutional, or other scholarship, grant or loan programs.

The school does not currently have a scholarship policy.

Federal Financial Aid

Financial aid consists of grants and loans provided from the federal government to those who can demonstrate the need. Each type of aid has specific eligibility requirements. If you qualify, you may be eligible for more than one type of aid. By filling out the Free Application for Federal Student Aid (FAFSA), you will be considered for the following financial aid programs:

| | Pell Grant | FSEOG | Federal Direct Subsidized Loan | Federal Direct Unsubsidized Loan | Federal Direct Plus Loan | Federal Work Study |
|--------------------|-----------------------------------|-----------------------------------|---------------------------------------|---|---------------------------------|---|
| Description | Grant: does not have to be repaid | Grant: does not have to be repaid | Loan: must be repaid | Loan: must be repaid | Loan: must be repaid | Money Earned while attending school. Does not have to be repaid |

| | Pell Grant | FSEOG | Federal Direct Subsidized Loan | Federal Direct Unsubsidized Loan | Federal Direct Plus Loan | Federal Work Study |
|--|---|--|---|---|--|---|
| Eligibility | U.S citizen or permanent resident. Full or part time undergraduate. * Need Based. | U.S citizen or permanent resident. Full or part time undergraduate. * Need Based | U.S citizen or permanent resident. Full or part time undergraduate or graduate students. * Need Based | U.S citizen or permanent resident. Full or part time undergraduate or graduate students. * Need Based | U.S citizen or permanent resident. Full or part time undergraduate students. No collateral requirements available regardless if income or assets. *Credit Based | U.S citizen or permanent resident. Full or part time undergraduate or graduate students. * Need Based |
| Amount | Maximum: \$5,500 | Maximum: \$4,000 | Maximum: Year 1: \$3,500 Year 2: 4,500 | Maximum: Year 1: 6,000 Year 2: 6,000 | Year 1: up to the total cost of the student's education, less other aid received. | |
| Interest Rate | None | None | Varies Annually | Varies Annually | Varies Annually | None |
| Repayment Term | None | None | Up to 10 years | Up to 10 years | Up to 10 years | None |
| Minimum Repayment | None | None | \$600 per year (\$50 per month) | \$600 per year (\$50 per month) | \$600 per year (\$50 per month) | None |
| Interest Subsidy | None | None | Students pay no interest while in school. | None | None | None |
| Repayment Begins | N/A | N/A | Following 6 month grace period after graduating | Following 6 month grace period after graduating | 60 days after loans are disbursed | N/A |
| Total Origination of Insurance Fees | N/A | N/A | Up to 4% | Up to 4% | Up to 4% | /A |

How Federal Funds Are Applied

Awards of Title IV federal assistance (if applicable) received by students will apply first to tuition owed and then to the student for education related expenses. All financial aid disbursements will be made in accordance with federal regulations and guidelines. Financial Aid will be credited to the student's account at least twice during the academic year of 900 clock hours or 30 hours a week. Students desiring the institution to budget and disburse financial aid funds for the student throughout the academic year may make such request in writing.

Federal Direct Loan Program

William D. Ford Federal Family Education Loan Program (FFELP): To qualify for this loan, the student must be a resident of Arkansas or a non-resident attending an eligible post-secondary institution in Arkansas. Any undergraduate or graduate/professional student who demonstrates financial need and is enrolled at least on a half-time basis in an eligible program at an eligible institution may apply for a Federal Direct Student Loan / FFELP. The borrower's repayment begins six months after the student graduates, withdraws or drops below half-time enrollment status. Students who do not qualify for interest subsidies under the William D. Ford Federal Direct Loan Program / FFELP or who qualify only for partial annual loan limits and need additional assistance may apply for an UNSUBSIDIZED Direct Stafford Student Loan. The school may certify Direct/ FFELP loans (subsidized or unsubsidized) to be delivered to the student for cost other than tuition and fees.

Other Assistance

Other forms of assistance may be available to qualified applicants from the Veteran's Administration, Department of Workforce Services, etc. Contact the campus administration office for more information regarding financial assistance.

Federal Financial Aid Eligibility

To qualify for financial aid programs, Federal aid programs, Federal and State regulations indicate that the student must:

- Apply for financial aid using the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
- Be a United States citizen, national or eligible non-citizen.
- Maintain Satisfactory Academic Progress.
- Demonstrate a financial need.
- Be registered with selective service, if required.
- Not be in default on any educational loan and not owe a refund on an educational grant.

To remain eligible for Federal Funds, students that are on Federal Financial Aid must complete their program within a specified time frame and adhere to the Satisfactory Academic Progress policy stated earlier in the catalog.

-- Counseling, Placement, Access to Files & Academics --

Counseling

Advisement Services

Students are evaluated and advised in regard to their progress and achievement on a monthly basis. Advisement regarding, licensing regulations, reciprocity, and employment and continuing education opportunities are available to students as needed. The administration office has a list of agencies for referral if a student needs assistance.

Progress Evaluations

Regular progress evaluations include advisement regarding the student's progress in attendance, theory, practical skills, communication skills, and personal development. Student strengths and areas needing improvement are identified as plans for needed improvement are discussed.

Housing

The school does not provide institutional housing for attending students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

Placement

School Assistance with Employment

The school cannot guarantee employment for graduates; however, assistance in finding suitable employment is provided by an online search of local listings provided by area salon and spas. Students also receive training in how to seek employment which includes how to write a resume, complete an employment application and prepare for an effective interview. As part of their training each course curriculum will cover the skills needed for resume writing and professional image. Guest speakers are invited to speak to the student body about job opportunities, throughout the course of study.

Privacy and File Access Policy

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

- guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records;
- required written consent from the student (or parent or guardian if the student is a dependent minor) for release of records in response to each third party request unless otherwise requested by law;
- the school does not publish "directory information" about students;
- Provide and permit access to student and other school records as required for any accreditation process initiated by the institution, federal or state agencies, by NACCAS or in response to a directive of the Commission.

The school guarantees the right of students and their parents or guardian, if the student is a dependent minor, the right to have access to their cumulative records. If requested, the school will also provide proper supervision and interpretation of the student records when they are being reviewed.

When Records May Be Reviewed

Access to records must be arranged and previously requested in writing. A staff member must be present while the records are being reviewed. Cumulative education records are maintained for a minimum of 3 years after graduation or termination.

Outside Review

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 Academy of Salon & Spa.

-- Rules & Regulations --

Drug and Alcohol Policy

Drug-Free Campus

The School fully supports the prevention of drug abuse. No person may possess, use, or be under the influence of illegal drugs or alcohol on campus. Upon enrollment, students are provided with an informative pamphlet, which outlines the hazards of drug abuse. The school has certified to the Department of Education that it operates a drug free campus. A list of agencies and phone numbers is maintained in the administration office and is provided to any student requesting assistance in this area. The School reserves the right to test any person it suspects is under the influence of drugs or alcohol while on campus. Persons refusing to submit to for cause testing are in violation of the School's conduct policy and may be subject to discipline including termination.

There is no on-campus drug or alcohol counseling, treatment, or rehabilitation programs available. Off-campus services regarding Drug Abuse Information and Treatment, Crisis Intervention, counseling and mental health include:

Care Unit Hospital Program: 1-800-854-0318
National Institute of Drug Abuse Hotline: 1-800-662-HELP
National Institute of Drug Abuse Workplace Helpline: 1-800-843-4971
National Clearinghouse of Alcohol and Drug Information: 1-301-468-2600
Network of Colleges & Universities Committed to the Elimination of Drug & Alcohol Abuse: 1-202-357-6206
The Center for Substance Abuse Treatment and Referral Hotline: 1-800-662-HELP
The Center for Substance Abuse Prevention Helpline: 1-800-967-5752

Crime Awareness and Drug Abuse Policy Report

The Campus Security Act (Public Law 101-542) requires schools to disclose the number of instances in which specific types of crimes have occurred in any building or on any property owned or controlled by this school which is used for activities related to the educational purpose of the school and/or any building or property owned or controlled by student organizations

recognized by this school. In compliance with that law, the following reflects the school's crime statistics for the period between 2008 and 2010.

| Type of Crime | 2008 | 2009 | 2010 |
|----------------------|------|------|------|
| Murder | 0 | 0 | 0 |
| Sex Offences | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Weapon Possession | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |
| Drug Abuse Violation | 0 | 0 | 0 |

There are no buildings or properties owned or controlled by the school's student organizations which are recognized by the institution. There is no off campus housing facilities.

The campus does not employ campus security officials. The security of the campus is the direct responsibility of each employee and the campus administrator. No such individuals have the authority to make arrests.

All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration office on the designated form. All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The campus administrator will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.

The school will provide timely warning to the campus community of any applicable crimes that have been reported to the campus administration or local police agencies that are considered to represent a continuing threat to students and/or employees.

Copyright Infringement Policy

Civil and Criminal Penalties for Violation of Federal Copyright Laws

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 filing-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 up to \$250,000 per offense. For more information please see the Web site of the U.S. Copyright Office at: www.copyright.gov.

Violation of the School's Copyright Infringement Policy is considered a violation of the School's conduct policy and violators may be subject to discipline including termination.

-- Refund Policy --

Full Refunds (Non Title IV Funds)

Applicants not accepted by the school shall be refunded all monies paid to the school, including the \$100.00 application fee.

If the student cancels his/her enrollment and demands a refund of funds paid in writing within five business days of signing the enrollment agreement, all monies less the \$100.00 nonrefundable application fee collected by the school and the fees paid to the Arkansas Department of Health – Cosmetology Section will be refunded even if the student has begun classes.

This policy applies regardless of whether or not the student has actually started training.

Formal Cancellation Date

The “formal cancellation date” will be determined by:

- The earlier of the postmark on written notification;
- The date notification is delivered to the school in person;
- The last date of attendance if a student is terminated by the school;
- 14 calendar days after the last day of attendance;
- The scheduled return date from an approved Leave of Absence;
- The date the student notifies the school that they are not returning from an approved Leave of Absence; or
- If a student does not notify the school that she or he is withdrawing, formal termination shall be based on monitoring of participation via attendance records and other academically related activities.

Partial Refunds (Non Title IV Funds)

If a student cancels the enrollment after more than five business days of attendance, a pro-rata refund of all monies paid to the school, less the \$100.00 application fee, will be made.

For students who enroll and begin classes but withdraw prior to course completion (after five days of classes), the following schedule of tuition earned by the school applies:

| PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL COURSE | TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN |
|--|--|
| 0.01% TO 4.9% | 20% |
| 5% TO 9.9% | 30% |
| 10% TO 14.9% | 40% |
| 15% TO 24.9 % | 45% |
| 25% TO 49% | 70% |
| 50% AND OVER | 100% |

All monies paid to the State of Arkansas will not be refunded.

Conditions of Refund

Enrollment time is defined as the time elapsed between the students start date and the last physical date of attendance at the school. Refunds will be calculated on scheduled hours.

Any monies due to the applicant or student shall be refunded within 30 days of the formal cancellation date as defined above. In the case of disabling illness or injury or 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. 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 mutually agreeable location.

Withdrawal Fee

Students who withdraw or terminate prior to course completion may be charged a withdrawal fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (For example: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

Repayment of Title IV Aid (Federal Student Aid)

If a Title IV financial aid recipient withdraws prior to course completion, the Return to Title IV calculation will be completed first and applicable funds returned within 45 days of the formal withdrawal date. Up through the 60% point of the payment period, a prorated schedule will be used to determine the amount of Title IV funds the student have earned through his or her last day of attendance. After the 60% point in the payment period, the institute will earn 100% of the Title IV funds dispersed for the payment period.

Any Returns to Title IV owed by the school shall be paid as applicable, first to the unsubsidized Federal Stafford loan; second to the subsidized Federal Stafford loan; third to the unsubsidized Direct Stafford Loan; fourth to the subsidized Direct Stafford loans; fifth to Federal PLUS; sixth to the Direct PLUS loan; seventh to the Pell Grant and last to the Federal Supplemental Educational Opportunity Grant. If a student has received personal payments of Title IV aid, he/she may be required to return the aid to the applicable program.

Returned funds to Title IV programs will be reduced from the payment received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution. To obtain an applicable refund, a withdrawing student must contact the administration office, attend an exit interview, and complete all required exit paperwork.

Refunds for students who are the recipients of Veteran's educational benefits will be calculated using the formula mandated by the Veteran's Administration.

Unearned Financial Aid

For students receiving Title IV financial aid, any unearned financial aid must be returned to the Department of Education or to the Federal Stafford or parent's Federal Plus loan lenders. Aid is earned in proportion to the number of actual hours or scheduled hours prior to the student's complete withdrawal. The school must calculate, according to a specific formula the percentage of total scheduled financial assistance that the student has earned and is therefore entitled to retain. (Example: Completing 30% of the scheduled aid and 70% must be returned.) If a student receives (or the school receives on the student's behalf) more assistance than they earn, the unearned funds must be returned. Students who have not completed the verification process are ineligible to receive any financial aid. This policy does not affect the student's charges. The school's refund policy will be used to determine the reduction, if any, in the student's tuition and fees. The student is responsible for paying any outstanding charges to the school.

Refunds for students who are the recipients of Veteran's educational benefits will be calculated using the formula mandated by the Veteran's Administration.

-- Course Description – Cosmetology --

1500 HOUR COURSE

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 pass the State Licensing Examination and for competency in job entry level positions in Cosmetology or related career field. The language of this course is English.

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

- Project a positive attitude, a sense of personal integrity and self-confidence.
- Practice proper grooming, effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Safely perform basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

Format: 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. 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 well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Students will demonstrate their knowledge of cosmetology theory and application ability through their completion of required practical and clinical activities. Audio-visual aids, guest speakers and other related learning methods are used in the course. This course is in English.

Hours per Subject: The State of Arkansas requires 1500 clock hours for the Cosmetology Course. The requirements are below:

| | | | |
|--|------------|----------------------|-----------|
| Health, Sanitation and Infection Control | 80 hours | Cosmetic Therapy | 100 hours |
| Related Science | 120 hours | Salesmanship | 50 hours |
| Hairdressing | 1000 hours | Shop Department | 30 hours |
| Manicuring | 100 hours | Career and Job Focus | 20 hours |

References: Students follow *Milady's Revised Standard Textbook of Cosmetology*. A comprehensive library of references, periodicals, books, texts, standard dictionary, dictionary of medical terms, standard textbooks, anatomy charts and audio-video tapes are available to support the course of study and supplement the students training. Students should take the opportunity to use these extensive materials.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. 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 according to text procedures and performance standards established by the state licensing agency set forth in the Practical Skills Evaluation Criteria. Students must maintain a theory grade average of 80% and complete all written and practical requirements including the final written and practical examination with passing score prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

| | | | |
|--------|-----------------|----------|------------------|
| 94-100 | Excellent-4 | 80-86 | Satisfactory -2 |
| 87-93 | Above Average-3 | below 80 | Unsatisfactory-1 |

-- Course Description – Manicuring --

600 HOUR COURSE

Description: The primary purpose of the Manicuring Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Licensing Examination and for competency in job entry level positions as a Nail Technician or related career avenue. The language of this course is English.

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

- Project a positive attitude, a sense of personal integrity and self-confidence.
- Practice proper grooming, effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail extensions.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Nail Technician, Manicurist or related position.

Format: 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. 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 well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Hours per Subject: The State of Arkansas requires 600 clock hours for the Manicuring Course. The requirements are below:

| | |
|--|-----------|
| Health, Sanitation and Infection Control | 75 hours |
| Related Science | 75 hours |
| Manicuring and Pedicuring | 200 hours |
| Advanced Nail Technology | 200 hours |
| Career Development | 50 hours |

References: Students follow *Milady's Art and Science of Nail Technology*. A comprehensive library of references, periodicals, books, texts, and audio-video tapes are available to support the course of study and supplement the students' training. Students should take the opportunity to use these extensive materials.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. 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 according to text procedures and performance standards established by the state licensing agency set forth in the Practical Skills Evaluation Criteria. Students must maintain a theory grade average of 80% and complete all written and practical requirements including the final written and practical examination with passing score prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

| | | | |
|--------|-----------------|----------|------------------|
| 94-100 | Excellent-4 | 80-86 | Satisfactory -2 |
| 87-93 | Above Average-3 | Below 80 | Unsatisfactory-1 |

-- Course Description – Aesthetics --

600 HOUR COURSE

Description: The Aesthetics Course offers a complete 600 hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by the Arkansas Department of Health – Cosmetology Section. It will also prepare each student for the practical and theory examination for an Arkansas Aesthetics License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, and clinical esthetics. The language of this course is English.

Objectives: Upon completion of the course requirements, the graduate will be able to:

- Perform and meet the standards set by the school and the aesthetics industry
- Perform technical, communication, and servicing skills
- Successfully complete the State of Arkansas requirements to practice aesthetics
- Exhibit the kind of professionalism necessary to gain and maintain entry level employment.
- Take and pass the State Licensing Exam for Aesthetics licensing.

Format: The clock hour education is taught within a set of structured curriculum that prepares students for state board examination, graduation and entry level skills. The aesthetics course encompasses both theory and practical education for each topic. Clinic equipment and products are comparable to those used in the industry. The course is presented through well developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Instruction will be supplemented with visual aids, guest speakers, and other instructional techniques.

Hours per Subject: The State of Arkansas requires 600 clock hours for the Cosmetology Course. The requirements are below:

| | | | |
|------------------------------|-----------|--|----------|
| Chemistry | 40 hours | Safety Precautions | 20 hours |
| Physiology | 35 hours | Professional and Personality Development | 20 hours |
| Bacteriology and Sanitation | 35 hours | Management | 20 hours |
| Introduction to Skin Care | 45 hours | Salesmanship | 15 hours |
| Skin Care | 150 hours | State Laws and Rules | 10 hours |
| Makeup and Corrective Makeup | 50 hours | Testing Evaluation | 15 hours |
| Eye Brow and Eye Lashes | 40 hours | Instructors Discretion | 45 hours |
| Hair Removal | 40 hours | Career and Job Focus | 20 hours |

References: Students follow *Milady's Standard Fundamentals for Aestheticians* textbook. A comprehensive library of references, periodicals, books and DVD's are available to support the course of study and supplement the student training. Students should take the opportunity to use these extensive materials.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. 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 according to text procedures and performance standards established by the state licensing. Students must maintain a theory grade average of 80% and complete all written and practical requirements including the final written and practical examination with passing score prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

| | | | |
|--------|-----------------|----------|------------------|
| 94-100 | Excellent-4 | 80-86 | Satisfactory -2 |
| 87-93 | Above Average-3 | below 80 | Unsatisfactory-1 |

-- Course Description – Instructor --

600 HOUR COURSE

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 Licensing Examination and for competency in job entry level employment as an Instructor or related career avenue. The language of this course is English.

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

- Project a positive attitude, a sense of personal integrity and self-confidence.
- Practice proper grooming, effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver worthy service 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 audio-visual aids, conducting theory class instruction, 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.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills and teaching methodologies to improve teaching skills

Format: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state licensing 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 well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of demonstration and student participation. Student Instructors will demonstrate their level of competency through completion of required classroom and clinic student teaching activities. Audio-visual aids, guest speakers, and other related learning methods are used in the course.

Hours per Subject: The State of Arkansas requires 600 clock hours for the Cosmetology Course. The requirements are below:

| | | | |
|-------------------------|-----------|---|-----------|
| Preparatory Training | 50 hours | Method of Keeping Student Records | 10 hours |
| Class Attendance | 100 hours | Individual Training/Practice of Cosmetology | 70 hours |
| Conducting Class Theory | 50 hours | Career and Job Focus | 20 hours |
| | | Conducting Practical Cosmetology Class | 300 hours |

References: Students follow *Milady's Master Educator Student Course Book*. A comprehensive library of references, periodicals, books, texts and audio/video tapes are available to support the course of study and supplement the students' training. Students should take the opportunity to use these extensive materials.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. 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 according to text procedures and performance standards established by the state licensing agency set forth in the Practical Skills Evaluation Criteria. Students must maintain a theory grade average of 80% and complete all written and practical requirements including the final written and practical examination with passing score prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

| | | | |
|--------|-----------------|----------|------------------|
| 94-100 | Excellent-4 | 80-86 | Satisfactory -2 |
| 87-93 | Above Average-3 | below 80 | Unsatisfactory-1 |

-- Addendum A --

Course Costs

| Cosmetology | |
|--------------------|-------------|
| Application Fee | \$100.00 |
| Tuition | \$14,820.00 |
| Books & Kit | \$2,190.00 |
| Total | \$17,110.00 |

| Aesthetician | |
|---------------------|-------------|
| Application Fee | \$100.00 |
| Tuition | \$9,010.00 |
| Books & Kit | \$1,610.00 |
| Total | \$10,720.00 |

| Manicuring | |
|-------------------|------------|
| Application Fee | \$100.00 |
| Tuition | \$5,575.00 |
| Books & Kit | \$1,225.00 |
| Total | \$6,900.00 |

| Instructor | |
|-------------------|------------|
| Application Fee | \$100.00 |
| Books | \$175.00 |
| Tuition | \$5,100.00 |
| Total | \$5,375.00 |

Additional Fee Schedule

| | |
|-------------------------------------|---------------|
| Early Withdrawal Fee | \$100.00 |
| Hourly Fee (for over-contract only) | \$10 per hour |
| Contract Change Fee | \$150.00 |