

JDA ASSOCIATES, INC.

dba

**ACADEMY OF  
BEAUTY**  

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**PROFESSIONALS**



**CATALOG**

**[www.abpwi.com](http://www.abpwi.com)**

800 W FOXWOOD DRIVE  
RAYMORE, MO 64083  
816-652-2120

**MISSION STATEMENT**

To provide a quality post-secondary education that will prepare our students to pass the state licensing exam and gain employment in the Cosmetology/Barbering/Esthetics and Nail Technology fields.

**THE PURPOSE**

We work together to help students succeed. Our purpose is to educate, motivate and mold students into successful, happy professionals in fields of cosmetology/barbering. We focus on the strengths of what a person can do rather than on what she/he cannot do. Our Instructors coach each student to accept and like the individual she/he has become. What makes the ultimate difference is ongoing evaluations which help students assess their level of excellence. We are schools designed to offer each student varied career opportunities through goal orientated success program!

**OBJECTIVES**

- To educate individuals so they can succeed in the cosmetology/barber industry;
- To set the highest standards for our students so that they meet the requirements of the Cosmetology/Barber Examining Board for licensing;
- To encourage our students to develop a professional manner and personal code of ethics in relationship to their vocation in cosmetology;
- To instill in our students the importance of continuing education; i.e. learning new techniques to keep them abreast of the changing times;
- To maintain the overall school student/teacher ratio to approximately 20 to 1;
- To alert students to the possibility of becoming a salon manager or owner of their own business.

**The Academy of Beauty Professionals is a trade name operated by JDA Associates, Inc.**

**800 W Foxwood Drive, Raymore, MO 64083**

This facility consists of 7,400 sq. feet of floor space classroom that can accommodate up to 128 students. This location is handicap accessible.

**NON- DISCRIMINATION:** The Academy of Beauty Professionals does not discriminate on the basis of race, age, color, religion (creed), gender, gender expression, ethnic origin, national origin (ancestry), disability, marital status, sexual orientation, military status in any of its activities or operations or any other basis prohibited by federal or state law, in application, admission, operation, participation, access and treatment of the School’s programs or activities.

**Faculty/Staff**

David M Kwitek, President of JDA Associates, Inc.  
Sue Kwitek, Compliance  
Emily Dothage, Financial Aid Administrator  
Meagan Herrick – Administrative Assistant

**Instructors**

Melissa (Missy) Peterson – Instructor/Manager  
Crystal Canton

**Admission Requirements:**

**All courses are written and taught in English.**

Requirements for entrance comply with those of the Missouri Board of Cosmetology and Barber Examiners.  
Cosmetology  
Esthetics  
Instructor Training

**Admissions Policies & Procedure:**

The Academy of Beauty Professionals admits as regular student’s only persons having a “Valid” high school diploma or it recognized equivalent this credential in order to be eligible for enrollment.

**Cosmetology, Esthetics Courses:** (1) You must have written approval of parents if under 18 years of age and must be 17 years of age upon completing the program to be eligible for the Missouri State Board exam. (2) your personal interview must indicate that you meet the minimum requirements and establish a definite interest in a professional career in the industry. (3) You **MUST** provide: Proof of age (valid government issued ID or birth certificate; “Valid” Diploma or documentation of high school completion/GED; Change of name documentation (marriage license/court documentation) if name on proof of age is different than name on proof of high school completion; application fee of \$25.00; your criminal history may be examined and considered by the State Board. Documentation may be required.

Foreign High School Diplomas: the student must have the diploma/transcript, translated in detail, by using a “foreign diploma evaluation service”. There are multiple outside services available for them to choose from, that are qualified to translate documents into English. It is very important that the detailed translation include information such as GPA, credits and subjects for the secondary education they received from the country where they completed their education. The translated diploma will indicate that the foreign transcript must show high school completion.

Start dates are available from the Admissions Department at each location. To apply for admission a prospective student must:

Schedule with our Admissions Representative a personal interview and participate in a campus visit and successfully complete a pre-admission interview. Submit the Academy of Beauty Professionals application with the required documents listed below:

Submit the \$25.00 Application Fee, and see that the following matriculation papers are turned into the school at least **two weeks before the starting date; these include: proof of age, proof of education and two pictures.** Once the application fee has been paid and the student has met the admissions requirements, the \$100.00 Registration Fee is due at the time of the signing of the enrollment agreement.

No vaccinations are required by the Academy of Beauty Professionals to enroll.

After Admissions Procedures are completed the Academy of Beauty Professionals will send a letter of acceptance. Any applicant not accepted by the Academy of Beauty Professionals is entitled to a refund of all money paid the school.

Physically challenged students should contact the administrator prior to enrolling to determine if they can be reasonably accommodated.

**Re-Entry into a program:** Students may apply to be re-admitted to the institution as a result of being dismissed (not expelled), after waiting 3 months and after a review of past enrollment. Acceptance for re-enrollment is at the discretion of the school management. Returning students will be admitted one time. Re-entering students will be charged at the current hourly rate of tuition for the remaining hours and any previous balance along with necessary supplies. Students re-entering after termination or withdrawal will be given full credit for all previous hours received provided the Missouri Board of Cosmetology will accept those hours. Returning students will resume the same satisfactory progress status as determined prior to withdrawal. The above may be appealed by formal request to the school President. The institution offers no- non-credit courses and course-in-complete and repetition are not applicable and have no effect on satisfactory progress standards.

**Transfer Students Policy:** Applicants for transfer are considered on an individual basis. The Academy of Beauty Professionals may, at its discretion, refuse transfer students if its admission requirements cannot be met. The following hours will be accepted by the Academy of Beauty Professionals as transfer hours and must be approved by Missouri board of Cosmetology and Barber Examiners prior to enrolling for remaining hours:

Cosmetology UP TO 1000 HOURS ACCEPTED

Esthetics UP TO 250 HOURS ACCEPTED

Instructor Training UP TO 300 HOURS ACCEPTED.

Partial hours will be rounded down to the next lower hour. Instructor Training hours will be credited based on license verification through the Missouri Board of Cosmetology and Barber Examiner's office. Questions about the credit for hours or the expiration date of hours must be directed to the Missouri Board of Cosmetology and Barber Examiners office at (866)762-9432 for accuracy.

If the Academy of Beauty Professionals agrees to credit the transfer student's hours, it would shorten the length of that student's course of study.

Tuition is prorated based on the remaining hours needed to complete the program at the Academy of Beauty Professionals and hours are based on acquired knowledge in comparison to the Academy of Beauty Professionals curriculum. There may be an additional cost for necessary materials or items needed to complete the course of study. Transfer hours that are accepted are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations periods are based on actual contracted hours at the institution.

#### LICENSING AND MISSOURI BOARD OF COSMETOLOGY AND BARBERS EXAMINERS

All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination required to be taken by an applicant applying for a license. (§329.040).

The Academy of Beauty Professionals are nationally accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314 (703)600-7600, and licensed by the Missouri Board of Cosmetology and Barber Examiners, PO Box 1062, Jefferson City, MO 65102 (573)751-1052. All accreditation, approvals and licenses are posted.

#### **Tuition Plans & Tuition Payments:**

All payments are due by the first day of school unless a payment plan is agreed upon in writing, with the Financial Aid office.

Methods of Payments: are cash, check, debit/credit cards, certified check, Title IV and or government agency.

Students who enroll at the Academy of Beauty Professionals, who chose to pay their tuition over time (term payments); must complete a payment plan form, and sign & date it.

Students who elect to pay over term payments must make those payments on the agreed upon date for the agreed upon amount.

Student who are late on their payments or make less than the agreed upon amount will be considered in default; and may be subject to suspension or termination until the balance is brought current. It is the policy to suspend students for non-payment, and to withhold all paperwork and/or the completion of certification until the account is paid in full. Students who are suspended, will remain out of school until the account is brought current or paid in full.

This policy applies to all students regardless of program and/or eligibility of Federal Financial Aid programs.

Personal checks will require a 20 day hold on the release of paperwork; until the check clears the bank for payment.

#### **Expectations of Cosmetology and its Related Sciences:**

**Physical Demands:** although the fields of cosmetology and its related sciences are not considered physically demanding, you will find that it does require a certain amount of physical stamina. Due to the nature of the fields of cosmetology, prolonged periods of standing, sitting and bending at the waist will be required. Lifting and periods of manual dexterity will be required.

**Many opportunities:** With license in hand, most graduates find their first employment in a beauty salon. Beauty salons are located everywhere from Main Street to vacationland, offering many, many opportunities for the ambitious cosmetologist. The art of beauty culture is ever challenging, ever rewarding.

Whether you prefer to remain in your own hometown or seek the pleasure of resort living, the choice is yours to make. For the really true adventurer there are openings around the globe and the airlines to take you there.

**License is required:** Clinic and theory hours are required by the state and are a part of your academic program. After satisfactorily completing the training requirements you will receive your graduation certificate and must take the state examination. In the state of Missouri if money is owed to a school you will not be allowed to sit for your licensing exam. Your license will be honored anywhere in the state you examined and successfully passes, and in many states through the reciprocity act. Please check with the individual state you wish to work in.

**Job Opportunities for Cosmetology Course Students:** Stylist, Nail Technology, Salon owner, Skin Care Specialist, Make-up Artist, Salon Manager, Hair Color Technician, Salon Owner. The cosmetology field offers entry level occupations as salon stylist, or owner, make-up and skin care technician, manicurist, hair consultant or product or sales representative. The nature of this field is to serve the Barbering/ Cosmetology needs of the general public.

**Job Opportunities for Esthetics Course Students:** Esthetician Assistant to Dermatologist, Salon or Spa manager, Product Demonstrator, Cosmetic Buyer, Make-up Artist, skin care specialist, esthetician, salon or spa employee or owner, manufacturer's representative or product sales consultant.

**In addition: Job opportunities for Cosmetology, Esthetics Courses**

Beauty Editor, Editorial Assistant, Technical Support, Educational Assistant, Buyer, School Owner, Free Lance Writer, School Manager, Guest Artist, Teacher/Instructor, Sales person, Representative, Educational Demonstrator, state Board Inspector, State Board Member, Research Assistant, School Director.

**Two Week Trial Period**

The Academy of Beauty Professionals requires our students to participate in a Two-Week Trial Period prior to full acceptance to the program. This allows the prospective students to participate in classes, meet with instructors and to get a feel for the environment at the Academy of Beauty Professionals. If during that two-week period, he/she determines not to continue with training, the student withdraws with no additional tuition commitment. The Academy of Beauty Professionals will retain the \$25.00 application fee and the \$100.00 registration fee to cover administrative costs; all other monies paid to the Academy of Beauty Professionals will be refunded to the student. The student who discontinues must return any equipment or books that were issued or will be charged accordingly for those items. The Two Trial Period also allows the Academy of Beauty Professionals to assess the student's aptitude to determine if the student is capable of successfully completing and benefiting from the program. At the end of the two-week trial period, a personal interview will be held between the student and a member of the Academy's staff to evaluate the student's training progress. Specific areas that will be evaluated during the Trial Period are:

**Ability/Skill:** the initial two weeks of training have many new skills learned daily. The student must demonstrate the ability to learn the technical skills necessary to be successful in their chosen career field. Students must maintain an 80% average.

**Academics:** The Academy of Beauty Professionals must ascertain whether the student will be able to successfully pass the written State Board Exam to attain licensure in their field. Therefore, students must commit to their education. An 80% average must be maintained during this basic trial period.

**Attendance:** Each day of class is a pre-requisite for the class that follows; therefore, attendance is essential for successful passing of the Two/Four Week Trial Period and for eventual course success. Perfect attendance is expected during the Two/Four Week Trial Period. Any days missed will be factored into the decision of whether to allow the student to continue training at this time. Student in the Barbering/Cosmetology Course are scheduled for 35 hours per week; Esthetics is scheduled for 28 hours per week; Nail Technology students are scheduled for 20 hours per week.

There will be no Leave of Absence granted for the first 45 calendar days of school, unless it is medical, with documentation from the physician.

**Attitude:** Being in the classroom on time and commitment to the topic and demonstration is a priority. Students being disruptive in class, disturb the classroom learning environment, use inappropriate language, engage in unapproved or untimely cell phone activity or are disrespectful to other students or instructional staff will not be allowed to continue training at the Academy of Beauty Professionals.

**At the end of the Two-Week Trial Period, the student will be charged the full amount of the tuition from the beginning of the class start date and will receive credit for all time attended.**

**Right to Privacy:**

It is the policy of the Academy of Beauty Professionals not to release information about any student without prior written consent from the student, and if a dependent minor, the consent of a parent or guardian for each third-party request. Academy of Beauty Professionals will permit access to student's records as required for any accreditation process or as required by law. Directory information is not published. Written permission would be requested prior to publication.

**Satisfactory Academic Progress Policy:**

This policy applies consistently to all students regardless of program. This policy is published in the catalog and provided to the student prior to enrollment. The maximum time frame for completion of the Cosmetology, Esthetics and Instructor Training Programs is 1.50 times the scheduled hours.

All students regardless of their course must maintain at least an 75% cumulative average on theory and practical tests to satisfy the academic portion of this standard as well as a minimum cumulative attendance of 67%. SAP evaluations periods are based on actual hours completed at the institution. This policy is published in the catalog and student handbook. Attendance and academic evaluations will be made at the following checkpoints in order to make a determination of satisfactory progress the Academy of Beauty Professionals measures clock hours in a 900-hour academic year. Attendance and academic evaluations will be made at the following checkpoints: Cosmetology at 450, 900, 1200 hours; Esthetics at 375 hours; Instructor Training at 300 hours, in written form. When a student has completed each of the above increments the school will check to determine if she/he has successfully met the standard for satisfactory progress. Students meeting the minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. Students making satisfactory progress will be eligible for aid. If a student is unsuccessful, she/he will be notified and placed on a Title IV warning until the next scheduled checkpoint. Title IV aid will be disbursed during the warning period. Satisfactory progress may be re-established by attaining at least a 75% cumulative average on theory and practical tests and meeting the cumulative total of at least 67% attendance.

**SAP Warning:**

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

For Cosmetology students the warning period is one evaluation period.

**SAP Probation:**

The institution may allow for the status of probation for students who are not considered meeting minimum standards for satisfactory progress if:

- a. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- b. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for that individual student.

An appeal may be filed by the student to the school administrator outlining the reason for appeal such as death of a family member, serious illness or injury of the student or family member or other extenuating circumstances. An appeal should be in writing and outline the details of the special circumstances causing the student to fail SAP standards and how those circumstances have changed. The appeal and the school's response will be maintained in the student file. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds, and students failing to meet SAP may be suspended or terminated for an unsatisfactory SAP.

**Re-Establishing Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by attaining at least an 67% minimum average for attendance and 75% minimum academic requirements by the end of the warning or probationary period. If for any reason a student becomes ineligible for Title IV aid, suitable arrangements must be made for all unpaid tuition.

Transfer hours that are accepted are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

A student who re-enters a program, will return to school in the same satisfactory progress status as when they left school; therefore, if they left in satisfactory progress, they will return to school in the same status.

There are no incomplete, remedial, non-credit courses or repetitions offered at this institution; nor do they have any effect upon the school's satisfactory academic progress standards. A withdrawal has no impact on satisfactory progress determination.

Students are provided copies of their student progress reports at least twice during their course of study and cover the clinic and theory progress as well as accumulated hours.

**LEAVE OF ABSENCE POLICY:**

Temporary interruptions in the student’s program may be allowed through the process of a leave of absence. Students must follow the institution’s policy in requesting a leave of absence. A leave of absence may be granted for personal reasons, medical or unique situations pertaining to the student’s life. A leave of absence may be granted a period no less than 7 calendar days and not more than 45 calendar days. A request for a LOA must be made in advance of the leave of absence and in writing and must include the reason for the request and is signed by the student prior to the leave. Unless unforeseen circumstances prevent the student from doing so. Example: if a student were injured in a car accident and needed a few weeks to recover before returning to school. The student would not have been able to request the LOA in advance. The school may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for the its decision and collects the request from the student at a later date. In this example, *the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.* It is reasonable to expect that the student WILL return after the LOA based on the reason given for the LOA. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

Under documented circumstances an additional leave may be requested; these LOA’s together with any additional leaves of absences must not exceed a total of 180 days in any 12-month period. While on a leave of absence, the student will not accrue absent hours, therefore not affecting satisfactory progress. A leave of absence will extend the student’s contract period and maximum time frame by the same number of calendar days taken in the leave of absence. An addendum to the enrollment agreement must be signed/initialed by all parties. The satisfactory progress status prior to the leave will be reinstated upon return from the leave. The student will not be accessed any additional charges as a result of the LOA.

If a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the student’s withdrawal date for the purpose of calculating a refund is always the student’s last day of attendance.

The leave of absence policy may be found in the school catalog and the student handbook.

**Completion of Training:**

*Maximum Time Frame:* For all courses offered, students must be finished by their established maximum time frame, times normal length from date instruction begins to be eligible for financial aid. A student in a clock hour program can NOT receive aid for hours beyond those in the program; maximum timeframe applies to the amount of calendar time the student takes to complete those hours. Students who fail to complete in the maximum timeframe for their program, will be subject to withdrawal, and may re-enter with additional tuition charges for the balance of the program left to complete. Maximum timeframe would be calculated on the new enrollment agreement, BUT, the student has lost all Title IV, HEA funding for their program.

**Tardiness Policy:** Students are considered tardy when they are not in attendance at the start of the scheduled class or clinic. Habitual tardiness is unprofessional and will result in a Conduct Violation, and repeated disregard could result in disciplinary action. If a student is going to be tardy, he/she is expected to call prior to start time. All tardy time counts against attendance for satisfactory progress.

**Theory/Practical Progress:** Student’s achievements are evaluated by means of written and practical examinations. These are based on the theory and practice taught in the classroom. These testing situations give the student the opportunity to demonstrate competency. The written test requires the student to demonstrate competency in the required comprehension and knowledge of the theory, principals and practice of their course, by responding to questions related to the subject. The student’s progress will be observed and evaluated during each class session.

Earning a minimum of 75% grade point average on all required theory chapter tests and written/practical exams. Progress reports are given to the student at each check point for satisfactory progress.

93 to 100	Excellent
85 to 92	Good
75 to 84	Satisfactory
74 or below	Unsatisfactory

Earning 80% on school final is minimum passing grade. The grading scale mentioned below is for hands on practical evaluations.

S =	Satisfactory
U =	Unsatisfactory

**Grading Chart:**

100 % - 75%	Satisfactory
74% to 0%	Unsatisfactory

**Refund Policy**

a. If a student (or in the case of a student under the legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing, within three business days of signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training. The postmark on the written notification will determine the cancellation date, or date said information is delivered to the school administrator/owner in person. If a student cancels his/her enrollment after three business days after signing, but prior to entering classes, he/she shall be refunded all monies paid to the school less a registration fee of \$100.00.

- b). Prior to applying the following refund policy, unearned Title IV aid must be calculated based on a formula as required by the United States Department of Education. Title IV regulations require the return of any unearned funds to the United States Department of Education.
- c). For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized. All other items are non-refundable.

PERCENTAGE OF TIME TO AMOUNT OF TOTAL TIME OF COURSE	TOTAL TUITION OWED TO THE SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

For purposes of section C, enrollment time is defined as the time elapsed between the actual starting date and the date of the student’s last day of physical attendance and based on schedule hours. A termination fee of \$150.00 will be assessed.

d). Allocation of refunds: (1) to eliminate outstanding balances on Federal Stafford loans and/or Direct Loans (2) To eliminate outstanding balances on Federal PLUS loans and/or Direct PLUS loans (3) To eliminate any amount of Federal Pell Grants awarded to the student for the period of enrollment for which he/she was charged (4) To repay required refunds of other Federal, State, private or institutional student financial assistance received by the student (5) To the student.

e). An applicant rejected by the school shall be entitled to a refund of all monies paid except a nonrefundable application fee.

f) Any monies due the applicant or a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially as defined in item A, or formal termination by the school which shall occur after 14 calendar days of continual absence, the student is expelled by the school, or the student notifies the school. In the case of a student who does not return from a leave of absence, the earlier of documented expected date of return or the date the student notifies the school that they will not be returning will become the date of withdrawal. Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every thirty (30) days.

g). If a course and/or program is canceled subsequent to a student’s enrollment, and before instruction in the course and/or program has begun, the school shall at its option: a) Provide full refund of all monies paid; or b) Provide completion of the course and/or program.

h). If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: a) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or b) Provide completion of the course and/or program; or c) Participate in a Teach-Out-Agreement; or d) Provide a full refund of all monies paid.

i). If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option: a) provide a pro-rata refund; or b) Participate in a Teach-Out-Agreement.

j). In case of a disabling illness, disabling accident or death, the school will make a settlement, which is reasonable and fair to both. Collection procedures by the Academy of Beauty Professionals reflects good taste and sound, and ethical business practices. Our accreditors and/or approving agencies’ names will not be used in collection efforts. Any applicable refund policy will be applied prior to collection efforts. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy. If a contract is sold to a third party, the third party must comply with the cancellation and settlement policy of the institution.

**A termination fee of \$150.00 will be assessed.**

**Unofficial Withdrawals** Are monitored on an ongoing basis and a determination is made to withdraw a student who is absent 14 consecutive days without notification to the school.

**Collection** procedures by the Academy of Beauty Professionals reflect good tastes and sound and ethical practices. Our accreditors and/or approving agencies’ names will not be used in collection efforts. Any refundable refund policy will be applied prior to collection efforts. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy. If a contract is sold to a third party, the third party must comply with cancellation and settlement policy of the institution.

## COURSES OFFERED

### COSMETOLOGY COURSE SYLLABUS

This 1,500-hour course is a full-time program, based on 30 hours per week and a part-time program based on 20 hours per week. It is designed to prepare you for licensing as a Missouri Cosmetologist.

Shampooing of all kinds	40 hours
Hair Coloring, bleaches and rinses	130 hours
Hair cutting and shaping	130 hours
Permanent Waving & Relaxing	125 hours
Hair setting, pin curls, finger waves and thermal curling	225 hours
Comb outs and hair styling techniques	105 hours
Anatomy	20 hours
Scalp treatments and scalp diseases	30 hours
Facials, eyebrows and arches	40 hours
Manicuring, hand & arm massage & treatment of nails	110 hours
Cosmetic Chemistry	25 hours
Salesmanship and shop management	10 hours
Sanitation & Sterilization	30 hours
State Law	10 hours
Misc. lectures and test review	<u>470 hours</u>
TOTAL HOURS	1500

#### **Course Objectives:**

This program trains high school graduates and GED recipients to meet the general education requirements for licensing as a cosmetologist. Appropriate hours will be met in both theory and practical areas. Students are given feedback on their knowledge and skills throughout their program.

#### **Graduation Requirements:**

- 1) 75% grade point average for all theory written tests and school exams.
- 2) All practical's must be passed.
- 3) Completion of the 1500 hour course, assignments.
- 4) All financial obligations met.
- 5) Exit interview for Direct Loans; Graduate Surveys, and Job Placement documents.
- 6) A certificate is awarded to students upon completion of the aforementioned.

**Tuition:** Page 18

#### **Career Opportunities:**

The cosmetology field offers entry level occupations as salon stylist, or owner, make-up and skin care technician, manicurist, hair consultant or product or sales representative. The nature of this field is to serve the Barber/ Cosmetology needs of the general public.

MiLady Standard Cosmetology Book

ISBN: 9780357477

Completion Rates 68.75%  
Licensure Rates 100.00%  
Job Placement Rates 90.91%

### ESTHETICS COURSE SYLLABUS

The 750 hour course is instructed on a minimum of 28.75 hours per week.

Facials cleaning toning massaging	120 hours
Makeup application all phases	100 hours
Hair removal	30 hours
Body treatments aromatherapy wraps	120 hours
Reflexology	35 hours
Cosmetic sciences structure condition disorders	85 hours
Cosmetic chemistry products and ingredients	75 hours
Salon management and salesmanship	55 hours
Sanitation and sterilization safety	45 hours
State law	10 hours
Curriculum to defined by the school	<u>75 hours</u>
Total Hours	750 hours



**Course Objectives:**

This program trains high school graduates and GED recipients to meet the general educational requirements of licensing as an esthetician. The service area imitates the atmosphere of an esthetician studio and gives the student the necessary exposure to the reality of working in a salon, and using client service communication they have learned. Students are given feedback on their knowledge and skills throughout their program.

**Graduation Requirements:**

- 1) 75% minimum grade point average on all written tests and school exams.
- 2) All practical's must be passed.
- 3) Completion of the 750 hour course and assignments.
- 4) All financial obligations met.
- 5) Exit interview for Direct Loans; Graduate Surveys, and Job Placement documents.
- 6) A certificate is awarded to the students upon completion of the aforementioned.

**Tuition:** Page18

**Career Opportunities:**

The Esthetics field offers entry level occupations such as skin care specialist, make-up consultant, esthetician, salon or spa employee or owner, manufacturer's representative or product sales consultant.

Milady Standard Esthetics Fundamentals and Advanced Mindtap  
ISBN: 9780357292020

This course has not been taught, no completion, licensing or job placement information is available.

**INSTRUCTOR TRAINING SYLLABUS**

The Instructor Training program is designed to prepare you for licensing as a Missouri Cosmetology Instructor. The program consist of 600 hours to be spent in the following manner:

Basic Principals of Student Teaching	200 hours
Psychology	50 hours
Business Experience or Management	50 hours
Practice Teaching	<u>300 hours</u>
Total Hours	600 hours

**Graduation Requirements:**

- 1) 75% minimum grade point average on all written tests and school exams.
- 2) All practical's must be passed.
- 3) Completion of the 600 hour course and assignments.
- 4) All financial obligations met.
- 5) Exit interview for Direct Loans; Graduate Surveys, and Job Placement documents.
- 6) A certificate is awarded to the students upon completion of the aforementioned.

**Admissions Requirements:**

A valid High School Diploma or GED. Prerequisite: Current Cosmetology, Esthetics or Nail Technology license, and accepted by the Academy of Beauty Professionals based on the evaluation process. The applicant must have an entrance interview. It is the student's responsibility to contact Missouri Board of Cosmetology and Barber Examiners to verify the Missouri Board of Cosmetology and Barber Examiners acceptance hours towards completion of course prior to enrollment.

Milady Master Educator textbook and workbook  
ISBN: 9781285713762

This course has not been taught, no completion, licensure or job placement information is available

## **General Information**

### **Sexual Harassment:**

Students, Instructors and staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any school-related activity. Sexual harassment is defined as unwelcome sexual advances (including sexual assault, request for sexual favors, and/or physical, verbal or written conduct of sexual nature).

- Submission to such conduct is made explicitly or implicitly as a term or condition of an individual's employment, education or participation in the school's programs or activities, or
- Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in our school's programs or activities, or
- Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct, or
- Such conduct would be regarded by a reasonable person as creating an intimidating, hostile or offensive environment that substantially interferes with an individual's work, education, or participation in our programs or activities.

Title IX Coordinator

Sue Kwitek: 2575 West Mason Street, Green Bay, WI 54303 (920-393-8608) [skwitek@abpwi.com](mailto:skwitek@abpwi.com)

### **Employment Assistance:**

The Academy of Beauty Professionals will make every effort to favorably recommend its students in securing positions in the cosmetology field. The Academy of Beauty Professionals offers career preparation classes, resume and portfolio preparation, salon and jobsite tours, mock interviews and ongoing posting of job openings. The Academy of Beauty Professionals assumes no responsibility for, nor does it guarantee employment of its students/graduates.

### **Conduct Policy:**

Students are expected to conduct themselves in a professional manner. Behavior, which tends to distract other people and disrupt routine class procedures, will not be tolerated.

The school may suspend or terminate any student for immoral or illegal conduct, theft, and willful destruction or defacement of building or student property. Use or possession of alcoholic beverages, illegal drugs, weapons on the premises, cheating or plagiarism, and the school shall be the sole judge of such conduct.

The Appeals procedure is found in the student handbook.

### **Student Records:**

Students have the right to review their educational records. The student must request the review on the appropriate form, which is supplied by the school. Once the request has been made, the student will be scheduled within 10 days to meet with the Administrator or his/her designee to review the file. In no case will the review of the file be scheduled more than 45 days after the request has been made. **Student academic/ Financial Aid records are the sole property of the Academy of Beauty Professionals and may not be copied or removed from the school.**

Students or parents or guardians if the student is a dependent minor and parents of students in attendance have the right under Federal Education Rights and Privacy Act FERPA to inspect or seek amendment of the student's educational records. Please read and review the FERPA section of the Right to Know Packet. Academic records are maintained for a minimum of 3 years, and progress reports, transcripts and courses completed and provided to the student. All institutional records related to accreditation must be maintained in accordance with the state and federal law, but not less than 6 years.

### **Financial Aid and Payment Information**

For your convenience, numerous payment arrangements are available. Methods of Payments: are cash, check, debit/credit cards, certified check, Title IV and or government agency.

You may wish to apply for Federal assistance through your school's financial aid office. Federal Pell Grants and Direct Student Loans are available to those who qualify at all locations for eligible programs. Anyone applying for the Pell Grants or Federal Direct Loans must begin by completing a FASFA (Federal Application for Student Aid) on line at <https://fafsa.ed.gov/>. Any type of loan funds used to finance your course must be repaid whether or not you graduate or find a job. For information on financial assistance or consumer information please contact our Admission/Financial Aid Director at any of the locations. Once a valid ISIR (Student Aid Report), the financial aid office will determine the amounts if any that you are eligible for. The Academy of Beauty Professionals defines its academic years as 900 hours/26 weeks. If eligible for federal aid, an application may come up for verification by the Department of Education. The applicant may have to provide additional information. This will be discussed during your financial aid appointment. Any student, who has a drug conviction that occurs while enrolled in school, will result in loss of all Title IV funding.

Academy of Beauty Professionals is approved for Federal VA Educational benefits for veterans and their spouses and dependents, or survivors of a veteran, reservist, or member of the National Guard.

### **Extra-Instructional Charges:**

This is separate from and in addition to the tuition charges. An additional instructional charge of \$9.00 per hour will be charged for attendance beyond the **contract graduation date**, less excused absences. This fee there will be no accrued extra instructional charges (late days). Payment for each day of extra instruction will be due on a day-to-day basis.

### **Student-Teacher Conferences:**

Special emphasis will be given to individual student progress. Personal interviews, conferences, and discussions are part of the regular agenda to keep the student closely informed of his/her progress. The school has an open door policy based upon student need. Financial aid conferences are available upon request.

### **Student Records (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the Academy of Beauty Professionals receives a request for access. A student should submit to the registrar, dean, head of the academic department, [or other appropriate official] a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the Academy of Beauty Professionals to amend a record should write [the school official responsible for the record], clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Academy of Beauty Professionals decides not to amend the record as requested, the Academy of Beauty Professionals will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the Academy of Beauty Professionals discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.  
The Academy of Beauty Professionals discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the Academy of Beauty Professionals in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Academy of Beauty Professionals who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Academy of Beauty Professionals.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy of Beauty Professionals to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about the directory information and allow parents and eligible students a Reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of the school.

FERPA permits the disclosure of PII from students; education records, without consent of the student, if disclosure meets certain conditions. Except for To school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student. FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A Postsecondary institution may disclose PII from the educational records without obtaining prior written consent of the student –

- To other school official, including teachers, within the institution whom the school has determined to have legitimate education interest. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §9.34.
- To authorize representatives of the US Comptroller General, the US Attorney General, the US Secretary of Education, or State and local educational authorities, such as State postsecondary authority that is responsible for supervising the university’s State supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit

or evaluation of Federal-or State- supported educational programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of the school, in order to: (a) develop, validate, or administer predictive tests;(b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as a “directory information” under §99.37.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with the respect to that alleged crime or offense, regardless of the finding.
- To the General public, the final result of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegations made against him or her.
- To parents of a student regarding the student’s violation of any Federal, State or local law, or of any rule or policy of the school, governing the use of possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

**Scholarships:**

Numerous scholarships are available, and information is available with your Admissions Department.

**Campus Security:**

All information is available from the Admission Representative in each school location; it is also located in the packet given to students on their first day of classes.

**Dress Code:**

The Academy of Beauty Professionals requires a professional standard of dress as outlined in the student handbook.

**Clock Hours:**

The Academy of Beauty Professionals reports to the Missouri Board of Cosmetology and Barber Examiners in clock hours. The Academy of Beauty Professionals maintains attendance records through their computer program.

**Graduation Requirements:**

See each individual course for requirements.

**Termination Policy:**

The Academy of Beauty Professionals reserves the right to terminate student’s contract for reasons of inability to perform, misconduct, poor attendance, breach of discipline, breach of school rules or regulations, failing to maintain satisfactory progress or other good cause. **Re-Entry Policy:** Any student whose education is terminated/suspended from the Academy of Beauty Professionals could wait a minimum of three (3) months before they are eligible to re-enroll for classes.

Re-enrollment requirements consist of: Writing a letter of intent including:

- How do you intend to successfully complete school at The Academy of Beauty Professionals?
- What are the expectations of yourself and The Academy of Beauty Professionals?
- Why is now the best time for you to restart?

Mail letter of intent to the President at PO Box 384, Manitowoc, WI 54221-0384, which will then go through a review process for approval. The review board will render its decision within 30 calendar days. If approval is met, the following steps will be taken.

The student will meet with the campus administrator to determine if maximum time frame for financial aid eligibility can be met (**prior attendance will affect my future financial aid.**)

Student will meet with the Admissions Representative BEFORE starting back to fulfill paperwork requirements- it will be the student’s responsibility to contact the Admissions Representative to schedule a day for paperwork. Any student who re-enters a program, will return to school in the same satisfactory progress status as when they left school; therefore, if they left school in satisfactory progress, they will return to school in the same status. Students who re-enter their program, will join the class closest to where they were in clocked hours at the time of their withdrawal. Any balance due after enrollment ceases may carry a 1-1/2 % interest rate.

**Student Grievance/Complaint Procedure:**

The complaint procedure is provided to the student *prior to enrollment*. The procedure will outline the steps to file a complaint and will state that the complainant is required to try and resolve the problem through the schools’ complaint process, prior to filing a complaint with the schools’ accrediting agency. The school will maintain written records of all complaints filed through two complete accreditation cycles’

**Procedure:**

- A student, teacher or interested party may file a complaint against the school. The complaint must be in writing to the school owner/director and must outline the allegations or the nature of the complaint. No adverse action will be taken against a student for filing a formal complaint.
- A school representative will meet with the complainant within 10 days of receipt of the written complaint, the school will document the meeting between the school representative and complainant in writing. The complainant will be provided a copy of this written record at the time of the meeting. If after careful discussion the complaint will be referred to the school’s complaint committee. The complaint committee is comprised of at least three people; President, Director of School Operations, Campus Administrator and or Compliance Staff.
- The school’s complaint committee will meet within 21 calendar days of receipt of the complaint and review the allegations.
- If more information from the complainant is needed, a letter will be written outlining the additional information requested.
- If no further information is needed, the complaint committee will act on the allegations. A letter will be sent to the complainant within 15 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted. A complainant may file an appeal to a formal complaint decision with Dave Kwitek, 110 Mary St., Reedsville to PO Box 384, Manitowoc, WI 54221-0384.

The complainant is required to try and resolve the problem through the school’s complaint process prior to filing a complaint with the State of Wisconsin, Department of Safety and Professional Services, and/or the school’s accrediting agency.

Missouri Board of Cosmetology and Barbers Examiners  
PO Box 1062  
Jefferson City, MO 65102  
(573)751-1052

NACCAS (The National Accrediting Commission of Career Arts & Sciences)  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600

**Reasonable Accommodations:**

The Academy of Beauty Professionals is committed to providing reasonable accommodation and academic adjustments to allow qualified individuals the opportunity to participate in programs, activities and employment. We recognize that there may be times when students and their instructors, can resolve accommodation request informally. However, in many cases, such requests require a more formal process with the request being made to and considered by a designated decision-maker, with the opportunity for an appeal. We will assist with reasonable accommodations and academic adjustments in connection with:

- A disability
- Pregnancy, childbirth or a medical condition related to pregnancy or childbirth
- Religious practices
- Status as a victim of domestic violence, sex offense or stalking

If you feel any of the above considerations pertain to you and would like to present a formal request, please contact the school President. There may be an intake form for you to complete, as to make a fair and knowledgeable decision.

The Academy of Beauty Professionals will thoroughly review all requests on a case-by-case basis in accordance with federal, state and city law.

The Academy of Beauty Professionals prohibits retaliation against individuals for requesting reasonable accommodations or academic adjustments, appealing decision concerning such requests, or for making or participating in claims of discrimination.

All request for accommodations and academic adjustments, and all supporting documentation, including but not limited to medical information are considered confidential and will be shared with the institution officials only on a need-to-know basis. Such documentation will only be used to evaluate their requested accommodation. Employee and applicant accommodation documentation will be kept in a separate file in the office of the school director. Student accommodation documentation will be kept in the office of the Students Account Manager.

**School Hours of Operation:**

Cosmetology 1500 hours: Full time 9:00am – 4:00pm Tuesday through Saturday

Esthetics 750 hours: Full time 9:00am – 3:45pm Tuesday through Saturday

Instructor Training 600 hours: Full time 8:30am – 3:30pm Tuesday through Saturday

Part-time 8:30am – 1:00pm Tuesday through Saturday

**Holidays:**

Exempt holidays during the school year are New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

**Campus Security:**

All information is available upon request from the Admission Representative in each school location. All information on campus security for the Academy of Beauty Professionals is available through <https://ope.ed.gov/security/>

Our Title IX Coordinator is Sue Kwitek 920-393-8608, 6414 Odana Road, Madison, WI 53719.

**Sex Offenders List in Missouri:** <https://mshp.dps.missouri.gov/MSHPWeb/PatrolDivision/CRID/SOR/SORPage.html>

**Constitution Day:**

Constitution Day is on or about September 17, of each year to commemorate the signing of the Constitution on September 17, 1787. Educational information is provided to both Staff and Students pertaining to the United States Constitution. A complete copy of the Constitution is available in the Admissions office.

**Right to Know Policies & Procedures:**

The following documents are available from the Admissions office; these are also provided to the students on the first day of classes. Drug and Alcohol Policy; Wisconsin Alcohol and Drug Literature; Notice of a Drug Free Workplace; Drug and Alcohol Prevention Program FERPA; Jeanne Clery Disclosure of Campus Security Policies; Disclosure of Campus Security Policy and Campus Crime Statistics Anti- Harassment & Discrimination including TITLE IX- VAWA (Violence against Women's Act); Fire Safety and Prevention and Crime and Rape; Copyright Infringement and Peer-to Peer File Sharing.

**Voter Registration:**

Missouri voter registration forms and information are available in each school office. Missouri is also a Motor Voter State, which means you may register when you renew your drivers license. <https://www.sos.mo.gov/elections/govotemissouri/print>

**Veteran's, Vocational Rehabilitation:**

Vocational Rehabilitation students will adhere to the same attendance policy as it applies to other students. The attendance policy may only be waived for a VR client by mutual assent of the client's VR Counselor and the appropriate training official. This attendance waiver shall be in writing and signed by the VR Counselor and the training institution official. The waivers shall then be placed in the client's VR folder. Veteran's benefits will not extend beyond completion date of enrollment certification unless approved by the Veterans Administration. Active duty students will not accumulate absent hours during days missed for required training as long as the student brings in written documentation. The Academy of Beauty Professionals will not impose any penalty, including assessment of late fees, the denial of access to classes or institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individuals inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the US Department of Veterans Affairs.

**Other Available Services:**

Career advising and professional services are available while attending Academy of Beauty Professionals. See your campus administrator.

**Weather Closings:**

Notice of school closings due to snow or natural disaster will be aired on local television stations and television websites in the surrounding area of all Academy of Beauty Professionals locations. Closing will also be posted on the ABP Facebook page by 7:00am. Students may watch Fox 4 for information regarding school closure due to weather.

**Accessibility for Disabled:** Handicapped parking and restroom are available in the Raymore Campus.

**Rules of Conduct:**

1. Attendance must be at least 67% of the scheduled monthly hours. Termination or suspension may result if monthly attendance falls below the required minimum.
2. Tardy and Absent Policy: all students who are to be absent, arriving late or leaving early will have their time rounded down to the nearest quarter hour. Students who are absent or arriving late will be subject to rules established by the School Manager. Each student is allotted 16% of total program hours for absences. There is no excused or unexcused absences. It is the **responsibility** of the student to meet with her/his instructor to discuss make-up work. It is the student's responsibility to complete missing assignments.
3. Students must look, act and talk professionally. You must follow the required dress code. Gum chewing and refreshments/food are not permitted except in the student lounge or designated areas. Smoking/Vaping is not allowed in the building. Students should be properly groomed before 9:00am.
4. All students must give their full cooperation to all staff at all times.
5. Students are responsible for their own ID number and must time in and out. All students must clock out when leaving the building and clock in when returning. Leaving school premises while clocked in could result in a disciplinary action, up to and including termination.
6. Students are responsible for their personal property. Books and personal items not in use should be stored in lockers or vehicle. The school is not responsible or liable for lost or stolen items.
7. Student beauty service is to be done only with the permission of an Instructor. Charges will be made for materials used on the following: color, permanent waves, relaxers, curls, reconstructors, artificial nails and Esthetic services. These service prices are only valid while you are a currently attending student. Students are not allowed to have personal services on a day of absence.
8. School Dress Code must be followed.
9. No personal telephone calls will be taken at the front desk during school hours except in an emergency.
10. All cell phone ringers are to be turned to silent in the building. Cell phones are allowed in designated areas established by the School Manager.

11. Cellphone use, texting or earbud use while in class is not acceptable classroom behavior. All students are to give full attention to their education. Blatant disregard of policy will not be tolerated, and could result in disciplinary action, up to and including termination.
12. Students are expected to follow the class schedule and be punctual.
13. All classrooms will be in proper order before any students clock out at the end of the day. Students are responsible for joint work areas, their own work area.
14. Students are to criticize other students.
15. Students are not to harass, bully or threaten verbal or physical abuse to staff and/or students. Failure to abide by the rules outlined in the Title IX, Cleary or VAWA acts could result in disciplinary action, up to and including termination.
16. To qualify for graduation, you must complete the program with not less than 1500 hours for Cosmetology, 750 hours for Esthetics or 600 hours for Instructor Training; have a final grade of not less than 75% and a complete a predetermined minimum number of services.
17. All required clinic services must be completed. All students while clocked in, must be readily available to serve clients. Refusal of any clinic ticket is grounds for disciplinary action, up to and including termination.
18. Disciplinary action may be taken against a student who violates any school rule. Disciplinary action may include but not limited to: (a) student being clocked out for the day (b) suspension for a specific period of time (c) termination.
19. Grounds for termination: (a) violation of school rules (b) possession, use or distribution of illicit drugs and/or alcohol during school hours(c) noncompliance with satisfactory progress standards.

2020- 2021 START DATE

**Cosmetology:**

Start	Graduation	Expiration
1/12/2021	12/29/2021	6/23/2022
2/9/2021	1/27/2022	7/21/2022
3/9/2021	2/24/2022	8/18/2022
4/13/2021	3/31/2022	9/22/2022
5/11/2021	4/28/2022	10/20/2022
6/8/2021	5/26/2022	11/17/2022
7/13/2021	6/30/2022	12/23/2022
8/10/2021	7/28/2022	1/20/2023
9/14/2021	9/1/2022	2/24/2023
10/12/2021	9/29/2022	3/24/2023
11/9/2021	10/27/2022	4/21/2023
1/11/2022	12/27/22	6/20/2023

**Esthetics:**

1/12/2021	6/14/2021	8/28/2021
4/13/2021	9/14/2021	11/30/2021
7/13/2021	12/14/2021	3/2/2022
10/12/2021	3/16/2022	6/1/2022
1/11/2022	6/13/2022	8/29/2022

**Instructor:**

1/12/2021	5/29/2021	8/7/2021
2/9/2021	6/26/2021	9/4/2021
3/9/2021	7/24/2021	10/2/2021
4/13/2021	8/28/2021	11/6/2021
5/11/2021	9/25/2021	12/7/2021
6/8/2021	10/23/2021	1/6/2022
7/13/2021	11/30/2021	2/10/2022
8/10/2021	12/29/2021	3/10/2022
9/14/2021	2/3/2022	4/14/2022
10/12/2021	3/31/2022	5/12/2022
11/9/2021	3/31/2022	6/9/2022
1/11/2022	5/28/2022	8/6/2022

**Instructor Part Time**

Grad	Expires
7/6/2021	10/16/2021
8/13/2021	11/13/2021
9/10/2021	12/14/2021
10/15/2021	1/20/2022
11/12/2021	2/17/2022
12/11/2021	3/17/2022
1/19/2022	4/21/2022
2/16/2022	5/19/2022
3/23/2022	6/23/2022
4/20/2022	7/21/2022
5/18/2022	8/18/2022
6/15/2022	10/15/2022

**PROGRAM COSTS:**



## ***COSMETOLOGY***

Registration	\$ 100.00
Tuition	<u>\$18,825.00</u>
Total Cost	\$18,925.00

Additional costs include either the Freshman's Classroom Set or the *A La Carte Choices*

A down payment of \$400.00 may be due at least 2 weeks prior to class start unless prior arrangements are made.

FRESHMAN CLASSROOM SET: includes full book set, 4 Marianna Mannequins and Electronic Device for \$786.00

<i>A La Carte:</i> Marianna Mannequin	\$62.00 each
Cosmetology Full Book Set	\$288.00
Electronic Device	\$250.00

## ***ESTHETICS***

Registration	\$ 100.00
Tuition	<u>\$11,935.00</u>
Total Cost	\$12,035.00

A down payment of \$400.00 may be due at least 2 weeks prior to class start unless prior arrangements are made.

Additional costs include either the Freshman's Classroom Set or the *A La Carte Choices*

FRESHMENT CLASSROOM SET: includes Esthetics Standard Textbook, Advanced Mindtap, Student Kit and Electronic Device for \$1,480.00.

<i>A La Carte Choice:</i> Student Kit	\$750.00
Standard Textbook & Advanced Mindtap	\$480.00
Electronic Device	\$250.00

## ***INSTRUCTOR TRAINING***

Registration	\$100.00
Books	\$250.00
Tuition	<u>\$4,200.00</u>
Total Cost	\$4,550.00