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### **Mission statement**

An education today...

For a CAREER tomorrow

Cosmetology Career College, Inc. has a mission to not just prepare our students for state board licensing but to educate them for a career in their chosen field of study.

### **Introduction**

Welcome to Cosmetology Career College, Inc., owned and operated by Tonya Byrd and Tina Reagan since April 2015. The college offers continuous programs in Cosmetology, Esthetics, Manicurist and Instructor Training. Designed with the student's learning in mind, the facility includes a theory classroom, clinic floor, facial room, manicure/pedicure area, dispensary, break room and office. Cosmetology Career College, Inc. is licensed by the Arkansas Department of Health Cosmetology Section, 4815 West Markham, Slot 8, Little Rock, AR. 72205. Phone (501) 682-2268. Our credentials are visibly posted and can be viewed during operating hours.

### **Guidance and Advising**

Guidance and advice begin the day you interview at Cosmetology Career College, Inc. Our staff is here to guide you in the career you choose. Any information shared with our staff will remain confidential. We may not discuss a student with anyone without written permission from the student. This includes spouses, parents, guardians, grandparents, prospective employers, etc.

### **College Calendar**

Starting dates for all programs offered are the first Monday of each month, based on class size, staff availability and other considerations. Exact start dates can be obtained by contacting the college operations manager.

**College Holidays:** New Year's Day, Good Friday, Memorial Day and the Friday before, July 4<sup>th</sup> Week for Summer Break, Labor Day and the Friday before, Thanksgiving- Wednesday, Thursday and Friday, Christmas Week for Winter Break.

## College Schedule

Classes are scheduled daily Monday through Friday 8:30 A.M. to 8:30 P.M. for students. One half hour is scheduled for lunch each day. Morning theory class is Monday - Friday 8:30 A.M. to 9:30 A.M., Night theory class is Monday – Friday 7:30 P.M. to 8:30 P.M., Part-time theory class is Monday 1 P.M - 4 P.M. The clinic floor is open Monday 10 A.M. to 7 P.M. by appointment and Tuesday – Friday 10 A.M. to 7 P.M., Friday is Senior Citizen Day. The school will be open on some Saturdays each month from 9 A.M. - 2 P.M... All practical and clinical training is done during the hours the clinic floor is open. **FRIDAY IS MANDATORY. The charge for missing a Friday is \$25.00 and is to be paid on the first day of attendance after missing.** All students are required to complete a minimum of 10 services each week. The Constitutional educational program is presented to students on September 17<sup>th</sup>. The college encourages its students to be registered voters and to exercise their right to vote.

## Admission and Enrollment Requirement

Students must have completed the 10<sup>th</sup> grade of high school. Any student that is accepted for enrollment to Cosmetology Career College, Inc. must present the following documents and fees, prior to their start date, for all programs:

Signed Contract/Enrollment Agreement

Social Security Card

Valid Driver's License, Government/State issued Photo ID or Valid Passport

A Birth Certificate if under age 18

High School Diploma, GED or Official Transcript

Non-refundable registration fee \$100.00

Non-refundable state permit fee \$20.00

Instructor Trainee must hold a current Arkansas Cosmetology License

It is our policy to not discriminate on account of color, race, age, sex, ethnic origin, religion or persons with disabilities as to admission, instruction and graduation. Handicapped applicants will be evaluated as to our educational and facility capabilities. No one will be refused enrollment because of the same. Our facility is equipped to accommodate most handicapped. This college does not recruit students already attending or admitted to another school offering a similar program of study.

**Contract/Enrollment Agreement - Times, Schedules, Maximum Time Frame**

Contract / Enrollment Agreement time is defined as the time you are given to complete your scheduled hours of training. The maximum time frame is defined as the maximum time you can take to complete your hours of training.

<b>Program Length</b>	<b>Scheduled Hours</b>	<b>Maximum Time Allowed</b>
COSMETOLOGY.....1500hours.....		1800hours
ESTHETICS.....600hours.....		720hours
MANICURIST.....600hours.....		720hours
INSTRUCTOR TRAINEE...600 hours.....		720 hours

The supervisor will approve all schedules. Any changes made to a student's schedule can be charged \$100.00 for each change. This charge is not covered by VA.

## PAYMENT METHOD

- IF paying in full: Cash, Check, Money Order or Debit/Credit Card to be paid before start date.
- IF making payments: A down payment is required up front before the first day of attendance. Payments can be made weekly, bi-weekly, or monthly if preferred. There will be a 5% late fee compounded daily; each additional day you are late on your payment. Scheduled hours and approximate weekly payments:

<b>Cosmetology</b>	Down Pmt	1 <sup>st</sup> Pmt	2 <sup>nd</sup> Pmt	Weekly Pmt
20 hours	\$1000	\$750 (wk 4)	\$750 (wk 8)	\$140
30 hours	\$1000	\$750 (wk 3)	\$750 (wk 6)	\$215
40 hours	\$1000	\$750 (wk 2)	\$750 (wk 5)	\$300

<b>Esthetics</b>	Down Pmt	1 <sup>st</sup> pmt	Weekly Pmts
20 hours	\$1200	\$1000 (wk 4)	\$260
30 hours	\$1200	\$1000 (wk 3)	\$370
40 hours	\$1200	\$1000 (wk 3)	\$520

<b>Manicure</b>	Down Pmt	1 <sup>st</sup> pmt	Weekly Pmts
20 hours	\$800	\$800 (wk 3)	\$200
30 hours	\$800	\$800 (wk 2)	\$285
40 hours	\$800	\$800 (wk 2)	\$400

<b>Instructor</b>	Down Pmt	Weekly pmts
20 hours	\$750	\$198 (wk 3)
30 hours	\$750	\$285 (wk 3)
40 hours	\$750	\$400 (wk 3)

- Financial Aid is offered through Arkansas Rural Endowment Fund (student loan) [www.aref.org](http://www.aref.org) and VA.
- Cosmetology Career College, Inc will credit your tuition account according to your retail sales, and services performed weekly once you're on the clinic floor. This applies only if your theory and practical grades are 90% or above, and attendance progress is 90% or above.  
Retail Sales (10%), Services Weekly \$200-\$300(20%), \$301-\$499(30%), \$500 & (40%)  
**Cosmetology Career College, Inc. reserves the right to interrupt training when the student is behind on tuition payments. All tuition must be paid before state testing and completion of the program.**

## **OVERTIME CHARGES**

Overtime charges will begin when a cosmetology student has reached 80 unexcused absent hours and/or 80 excused absent hours. Manicuring/Instructor trainee student's overtime charges begin when they reach 32 unexcused absent hours and or 32 excused absent hours. The charge for absent hours is \$10.00 per hour for each hour over the allotted absent hours. The student may be permitted to complete their course of study at the rate of \$10.00 per hour for each hour clocked beyond the contracted end date. These additional charges are not covered by VA.

## **CAREER CONSIDERATIONS**

Applicants interested in pursuing a career in the Cosmetology field should consider all aspects of the decision. Applicants who want to become professionals in this field must recognize that the work can be arduous and physically demanding. Cosmetologists spend long hours standing with hands at shoulder level, bending to perform shampooing and hair services on clients. Manicurists spend hours sitting at a manicure table looking down. Instructors spend hours standing while teaching and walking to monitor the students on the clinic floor. Applicants should have finger dexterity and a sense of form and artistry. The applicant must enjoy dealing with the public and have good communication skills. The applicant must keep an abreast of fashion and new techniques. When the applicant begins to build a clientele, one must be able to understand the number of hours it takes to do so. Methods of compensation vary and may include; straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa).

Having the skills necessary to operate a personal business is very important and requires constant attention. In this business, there is exposure to various chemicals and fumes that may be harmful if used incorrectly. The practice of safety and infection control is essential for an effective and successful performance within the industry. According to the Arkansas Department Cosmetology Law Book, this factor is the reason why a license may be suspended or revoked and therefore may prevent an individual from obtaining and/or maintaining employment in the field for which training is provided. These laws may be enforced if in violation of a civil penalty with fines up to \$1,000 and up to 1 year in jail. We here at Cosmetology Career College, Inc. Wish for our students to make a strong commitment and complete our course of study under the guidelines we have established.

## **CAREER OPPORTUNITIES**

Cosmetology Career College, Inc. cannot guarantee our students' employment after graduation; we will assist you in finding gainful employment. During your education you will receive training in how to seek employment which includes how to write a resume, complete an employment application, and prepare for a personal interview. Job opportunities will be placed on the bulletin board by the time clock.

As a professional you may choose from a variety of jobs within Cosmetology: Professional Stylist, Esthetic Specialist, Nail Specialist, Platform Artist, Vendor Educator, Product Representative, Salon Owner/Manager, State Board Member/Inspector, Image Consultant or a Retail Specialist. As a Manicurist, there are many opportunities: Nail Tech, Spa Professional, Nail Art Specialist, Vendor Educator, Product Educator, Salon Owner/Manager, State Board Member/Inspector, Image Consultant or a Retail Specialist. As an instructor, the opportunities are Student Clinical Classroom Instructor, Vendor Educator, Product Representative, Salon Owner/Manager, or a State Board Member/Inspector. Being trainable is the key to a successful career.

According to the Bureau of Labor Statistics, the overall employment of Cosmetologists is projected to grow 13% from 2012 to 2022, and employment of manicurists and pedicurists is projected to grow 16% from 2012 to 2022. This is a much faster rate than the average for all occupations. Skin care specialists should see a job growth rate of 25% within the next decade, which is significantly higher than the expected job growth rate on average for all other professionals. The average median salary for a Cosmetologist is \$25,160.00; a Manicurist is \$32,360.00, and an Esthetician is \$43,820.00.

### **Course Curriculum Outlines, Course Objectives and Tuition**

Instructors of Cosmetology Career College, Inc. teach by lecturing, demonstrating and having students perform under their supervision. An instructor is always a "learner" as today's vocational teacher is not only a technician in the field of cosmetology but also a highly skilled and trained person who will continually seek to improve their methods, materials and profession. Our curriculum is kept flexible enough to allow for new procedures and techniques, as they are developed. The final goal is to graduate students who will secure and retain employment and advance in their career.

**Cosmetology – 1500 Hours** Cosmetology is the art and science of beauty care.

(80 Hours) Hygiene and Sanitation - Infection control

(120 Hours) Related Science - General Anatomy & Physiology, Skin Structure Growth & Nutrition, Skin Disorders & Diseases, Nail Structure & Growth, Nail Disorders & Diseases, Properties of the Hair & Scalp, Chemistry, Electricity

(100 Hours) Manicuring - the art of manicuring & pedicuring

(1000 Hours) Hairdressing - Scalp Care, Shampooing & Conditioning, Haircutting, Draping, Braiding, Wet Styling, Thermal Styling, Hair Coloring & Lightening, Wigs, Chemical Texture Services

(100 Hours) Cosmetic Therapy - Waxing, Skin Analysis & Consultation, Facials, Facial Massage & Treatments, Makeup Application

(50 Hours) Salesmanship - Retail, Bookkeeping, Booking appointments, Cosmetology law, rules and regulations

(49 Hours) Shop Department - Ethics, Communication, Image, Public Relations

(1 Hour) Domestic Violence and Sexual Assault

Total 1500 Hours of which 150 of the hours must be in theory.

Shampoos (200) Haircuts (175) Thermal Styles (75) Wet Styles (50) Colors (25) Lightening (25) Relaxers (25) Braids (25) Perms (50) Hair/ Scalp Treatments (10) Up-dos (15) Facials (15) Hair Removal (25) Manicures (25) Pedicures (5) Artificial Nails (20) Retail (10) Desk Duty (10)

Permit Fee.....	\$20.00
Registration Fee....	\$100.00
Books.....	\$550.00
Kit.....	\$800.00
Tuition.....	\$8,000.00
Lab Fee .....	\$145.00
Exam Fees & Supplies...	\$168.00
Total.....	\$9,783.00

**Esthetics – 600 Hours** The art of beautifying the body.

(40 hours) Chemistry, (35 hours) Physiology, (35 hours) Bacteriology & Sanitation

(45 hours) Introduction of Skin Care, (150 hours) Skin Care

(50 hours) Makeup and Corrective Makeup, (40 hours) Eyebrow and Lashes

(40 hours) Hair Removal, (20 hours) Safety Precaution

(20 hours) Professional & Personality Development, (20 hours) Management

(15 hours) Salesmanship, (10 hours) State Laws and Rules, (15 hours) Testing Evaluation

(64 hours) Instructors Discretion, (1 hour) Domestic violence and sexual assault training

Total 600 Hours of which 60 of the hours must be in theory.

**Minimum Practical Requirements:**

Facials (100) Natural Makeup application (25) Specialty Makeup application (25)

Brow/Lip Wax (75) Specialty Body Wax (20) Lash Lift & Tint (10) Brow Lamination & Tint (10)

Lash Strips (10) Lash Sets, Classic (10) (5-mannequin) (10-live model) Hybrid (15)

(5-MANNEQUIN) (10-LIVE MODEL) Volume (15) (5-mannequin) (10-live model)

<b>Permit Fee.....</b>	<b>\$20.00</b>
<b>Registration Fee.....</b>	<b>\$100.00</b>
<b>Books.....</b>	<b>\$550.00</b>
<b>Kit.....</b>	<b>\$1400.00</b>
<b>Lab Fee .....</b>	<b>\$145.00</b>
<b>Tuition.....</b>	<b>\$5,000.00</b>
<b>Exam Fees &amp; Supplies.....</b>	<b>\$168.00</b>
<b>Total.....</b>	<b>\$7,383.00</b>

**Manicuring – 600 Hours** Manicuring is the art and science of nail care.

(75 Hours) Health, Sanitation and Infection Control - Bacteriology, Decontamination

(75 Hours) Related Science - Anatomy, Nail Disorders & Diseases, Nail Structure & Growth,

Chemistry ,Electricity (200 Hours) Manicuring and Pedicuring - Manicure, Pedicure, Massage

(200 hours)Advanced Nail Technology – Application, Sculpting, Tips with Overlay Gels, Wraps,

Nail Art, Product Chemistry (49 Hours) Career Development - Retailing, Record Keeping, Salon

Operations, State Laws, Rules and regulations

(1 Hour) Domestic Violence and Sexual Assault

Total 600 Hours of which 60 of the hours must be in theory.

Minimum Practical Requirements:

Manicures (100) Hot Oil Manicures (25) Pedicures (25) Tips with Overlay (150) Sculpted (50)

Wraps (25) UV Gels (50) Gel Polish (50) Nail Art (25) French Manicure (25)

<b>Permit Fee.....</b>	<b>\$20.00</b>
<b>Registration Fee.....</b>	<b>\$100.00</b>
<b>Books.....</b>	<b>\$550.00</b>
<b>Kit.....</b>	<b>\$1,000.00</b>
<b>Lab Fee .....</b>	<b>\$145.00</b>
<b>Tuition.....</b>	<b>\$3,600.00</b>
<b>Exam Fees &amp; Supplies.....</b>	<b>\$168.00</b>
<b>Total.....</b>	<b>\$5,583.00</b>

**Instructor Trainee – 600 Hours** Licensed Cosmetologist seeking the training needed to qualify for a career in the never-ending demand for well-trained instructors.

(50 Hours) Preparatory Training - Outlines, Writing Lesson Plans, Theory Class Lectures, Preparing & Grading Test, Demonstrations

(100 Hours) Class Attendance - Attending classes with a licensed instructor to prepare for giving lectures and demonstrations.

(50 Hours) Conducting Theory Class - Implementing your preparatory training.

(300 Hours) Conducting Practical Classes - Student/Clinic Management, Clinic Sanitation, Client Communications & Safety, Effective Dispensary Procedures, Inventory Control, Assessment & Implementation of Student Ability/Achievement/Learning, Classroom Problems & Solutions (10 Hours) Student Record Keeping - Recording Attendance & Grades

(89 Hours) Individual Training - Training in areas or subjects the individual instructor trainee is deficient in.

(1 Hour) Domestic Violence and Sexual Assault

Total 600 Hours of which 60 of those hours must be in theory.

<b>Permit Fee.....</b>	<b>\$20.00</b>
<b>Registration Fee.....</b>	<b>\$100.00</b>
<b>Books.....</b>	<b>\$500.00</b>
<b>Lab Fee .....</b>	<b>\$145.00</b>
<b>Tuition.....</b>	<b>\$3,700.00</b>
<b>Exam Fees &amp; Supplies.....</b>	<b>\$243.00</b>
<b>Total Tuition.....</b>	<b>\$4,708.00</b>

Students in all programs must meet the following requirements to graduate and qualify for their program exam.

- 1) Complete the designated hours required by ADH Cosmetology Section.
- 2) Complete theory classes as required by ADH Cosmetology Section.
- 3) Complete all required tests, practical and clinic assignments.
- 4) Pass the college written and practical exam with a 75% or higher grade.
- 5) Have all debts owed to Cosmetology Career College, Inc. paid in full.
- 6) Complete Licensing Exam Application and Exit paperwork.

Upon completion of all requirements, the student will be awarded a Diploma, and certified hours will be sent to ADH Cosmetology section. Cosmetology Career College, Inc will be administering the Practical Examination beginning September 2017 at the cost of \$65.00 and the Written examination will be given through the State Board (PROV) at the cost of \$78.00. CCC will hire outside instructors to administer the practical exam.

### **Satisfactory Progress Policy**

Students must maintain a minimum of 80% academic and practical average and an 80% attendance average. A monthly progress report will be given to each student. Students must maintain a minimum of 90% Academic average and a 90% attendance average to earn tuition. A monthly progress report will be given to each student. A student meeting minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. Evaluations are scheduled as follows:

Cosmetology	175 Hours	500 Hours	1000 Hours	1500Hours
Esthetics	75 Hours	300 Hours	600 Hours	
Manicurist	75 Hours	300 Hours	600 Hours	
Instructor Trainee	75 Hours	300 Hours	600 Hours	

The following factors will be used to determine academic progress:

- 1) Theory (tests, workbooks, etc.)
- 2) Practical (services on clients/mannequins, sanitation, etc.)
- 3) Demonstration (Instructor training only)

Grading Scale: 100-95 A-Excellent 94-90 B-Good 89-80C-Satisfactory 79-0 Failing

The following factors will be used to determine attendance progress:

- 1) Total hours accrued are divided by the total hours scheduled to determine attendance percentage.
- 2) A Leave of Absence and Doctor Appointments will not affect a student's attendance progress. Students not maintaining satisfactory progress will be placed on probation for 30 days, with the opportunity to meet the requirements for the next evaluation period. Students will receive in writing the actions needed to attain satisfactory progress by the next evaluation. At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined to be making satisfactory progress. If the student fails to meet minimum requirements on any evaluation after probation, Cosmetology Career College, Inc. may at their discretion and after consideration of circumstances terminate the student.

### **Re-Enrollment Students**

Former students of Cosmetology Career College, Inc. who wish to re-enroll, must request approval from the college administration. A student making satisfactory progress at the time of withdrawal will be considered making satisfactory progress at the time of re-enrollment. A student failing to make satisfactory progress at the time of withdrawal will be placed on probation for 60 days if accepted for re-enrollment. A student that has been expelled for any reason may re-apply 90 days after date of expulsion. Tuition rates current at the time of re-enrollment will apply. Contract periods and attendance percentage will be calculated based on hours remaining in the re-enrollment contract. The request for re-enrollment will be reviewed and a decision made by the administration within 30 days of the request.

The Administration reserves the right to accept or deny a contract at its own discretion.

### **Transfer Students**

Upon verification of certified hours of Cosmetology, Manicurist and Instructor Trainee from ADH Cosmetology Section, the applicant will be accepted as a student to attend Cosmetology Career College, Inc. to complete the remaining hours necessary to qualify to take the state examination for licensing. It is our policy that transfer students attend ten percent of the total hours of a course at Cosmetology Career College, Inc. A transfer student's tuition is based upon hours needed to complete the chosen program. To receive credit for services and test scores from your previous school, we will require a transcript from the previous school. Students will be required to furnish supplies and equipment needed to complete the chosen program.

### **File Access and Privacy Policy**

Any student at Cosmetology Career College, Inc. may review his/her file by appointment only. If the student is a minor, the student and parent/guardian of the minor may review the student's file by appointment only. A staff member must be present when the file is being reviewed. Any copies requested will cost ten cents each. All Federal or State government agencies may access files at any time. Before any student information is released, Cosmetology Career College, Inc must have two documents in the student file, (1) Request from individual or agency requesting the information. (2) Release form signed by the student and signed by parent/guardian if student is a minor to release student information. Both forms must be done for every request for the Release of Information. All student records are kept for a minimum of 5 years.

### **Complaint Policy Procedure**

Complaint procedures are included in the new student orientation thereby assuring that all students know the steps to take should they desire to register a complaint at any time. The following procedure outlines the steps of the complaint procedure:

- 1) The complaint should be written within three days of the occurrence.
- 2) The written complaint will be given to the president.
- 3) The complaint will be reviewed by administration and board members, and a written response will be sent to the student within 10 days.
- 4) If the complaint cannot be resolved by the administration, it will be referred to an appropriate agency, if applicable.
- 5) Interviews with staff and other students may be necessary, depending on the extent and nature of the complaint, to reach a resolution of the complaint.
- 6) Students must exhaust Cosmetology Career College, Inc's internal complaint process before submitting the complaint to ADH Cosmetology Section.

### **Leave of Absence**

A leave of Absence (LOA) is the temporary interruption in a student's program of study. LOA refers to a specific time during a student's program that they are not in attendance. A LOA must be requested in advance in writing, stating the reason for the LOA, unless there are extenuating circumstances, for approval by the Administration. LOA's are limited to three per enrollment and or 90 total days for all programs. The maximum time frame is 60 calendar days.

Emergency LOA, without prior written request, may be granted if the student completes a LOA form and returns it to Cosmetology Career College, Inc via mail or in person. If approved, the official LOA will extend your Contract/Enrollment Agreement end date by the number of days in your LOA. When taking a LOA, days are counted for consecutive calendar weeks. If a student fails to return on the expected date, the termination process will begin, and the determination date will be the date of expected return.

### **Official With-Drawl**

A student officially withdraws from their course of study when they notify Cosmetology Career College, Inc administration in person or in writing. Students must pay any debt owed to the college and pay the withdrawal/termination fee of \$100.00 to receive a certified final transcript of hours released to ADH Cosmetology Section. With-drawl/Termination fees may be waived due to documented mitigating circumstances.

### **Un-Official With-Drawl**

When a student doesn't officially withdraw, Cosmetology Career College, Inc will determine the with-drawl date. The determination date of withdrawal will be the last day of attendance if a student misses (14) fourteen consecutive days without contacting the Administration. In the event a student does not return from a LOA on the scheduled return date or notifies Administration that they will not be returning from their LOA, determination date will be the student's expected date of return from LOA. If a student is terminated from Cosmetology Career College, Inc the determination date is the termination date. Students who un-officially withdraw or that are terminated will pay the with-drawl/termination fee of \$100.00, no exception.

## **Cancellation Refund Policy**

An applicant not accepted to attend Cosmetology Career College; Inc shall be entitled to a full refund of all monies paid. If a student or if a minor his/her parent/guardian cancels his/her Contract/Enrollment Agreement within (3) three business days after signing but prior to beginning class, he/she will be entitled to a full refund of all monies paid. If a student cancels his/her Contract/Enrollment Agreement after (3) three business days after signing but prior to beginning class, he/she will be entitled to all monies paid less Registration fee of \$100.00 and state permit fee of \$20.00.

For students who enroll and begin classes but withdraw prior to course completion, the following schedule of tuition adjustment is authorized:

<b>Percentage Length Scheduled to complete to</b>	<b>Amount of Total Tuition</b>
<b>Total Length of Program or Course</b>	<b>Owed to the School</b>
5%-9.9%	20%
10%-14.9%	30%
15%-24.9%	40%
25%-49.9%	55%
50%-74.9%	75%
75% and over	100%

Any monies due to the applicant or student shall be refunded within 30 days of official cancellation. In the case of disability, illness, injury or death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If the course is cancelled before a student's start date, the college will either provide a full refund of all monies paid or completion of the course at a later date. Students who withdraw or terminate prior to course completion are charged with a withdrawal/termination fee of \$100.00. This refund policy applies to tuition and fees charged in the Contract/Enrollment Agreement. Other miscellaneous charges the student may have incurred at the college (EX. Extra kit materials, books, products, un-returned school property, etc.) will be calculated separately at the time of with-drawl.

The student acknowledges that he/she understands that reasonable attorney fees and cost shall be paid by the student in the event any legal action is taken on their Contract/Enrollment Agreement or any part of it.

## **VA Students Standards of Progress**

Evaluation of progress of VA students will be conducted by the school's evaluation policy schedule. Students with a minimum of 80% academic average and 80% attendance will be considered making satisfactory progress until the next scheduled evaluation.

For a student to be considered making satisfactory progress, the student must meet both attendance and academic minimum requirements. Students receiving VA benefits who fail to meet minimum progress and attendance requirements will be placed on probation for 30 days. At the end of the probationary period, the student's progress (academic and attendance) will be re-evaluated. If the student meets minimum requirements, the student will be determined to make satisfactory progress and will be taken off probation.

### **Suspension/Withdrawn/Termination**

If the student fails to meet minimum requirements in either academic or attendance, the school's certifying official will submit a 22-1999b effective on the last day of probation.

### **Reinstatement of VA Student's Educational Benefits**

Once VA student's educational benefits have been suspended and after 30 days and the student is meeting the minimum standards of progress, the school's certifying official will submit a 22-1999.

### **Refund Policy**

In the event a veteran fails to enter the course or withdraw or is discontinued, a refund will be based on a pro rata refund of the unused portion of tuition, fees and charges. the refund will be returned promptly as required under 38 CFR 21.4255

<b>Student Entitled Upon Withdrawal/Termination</b>	<b>Refund</b>
10% of program completed	90% Refund
20% of program completed	80% Refund
30% of program completed	70% Refund
40% of program completed	60% Refund
50% of program completed	50% Refund
60% of program completed	40% Refund
70% of program completed	30% Refund
80% of program completed	20% Refund
90% of program completed	10% Refund

### **Mandatory Refund Policy**

(1) Upon notification of the educational institution by the veteran, spouse, surviving spouse, or reservist of an intention not to affirm the enrollment agreement, any fees paid by the individual shall be returned promptly in full to him or her. (Authority: 10 U.S.C. 16136(b); 38 U.S.C. 3686(c))

(2) Upon termination of enrollment under an affirmed enrollment agreement for training in the accredited course by the veteran, spouse, surviving spouse, or reservist, without having completed any lessons, a registration fee not in excess of 10 percent of the tuition for the course or \$50, whichever is less, may be charged to him or her. When the individual terminates the agreement after completion of less than 25% of the lessons of the course, the institution may retain the registration fee plus 25% of the tuition. When the individual terminates the agreement after completing 25% but less than 50% of the lessons, the institution may retain the registration fee plus 50% of the tuition for the course. If 50% or more of the lessons are completed, no refund of tuition is required. (Authority: 10 U.S.C. 16136(b); 38 U.S.C. 3686(c))

(3) Where the school either has or adopts an established policy for the refund of the unused portion of the tuition, fees, and other charges subject to proration, which is more favorable to the veteran, spouse, surviving spouse, or reservist than the pro rata basis is provided in paragraph (b)(2) of this section, such established policy will be applicable. (Authority: 10 U.S.C. 16136(b); 38 U.S.C. 3686(c))

(4) Any institution that fails to forward any refund due to the veteran, spouse, surviving spouse, or reservist within 40 days after receipt of a notice of termination or disaffirmance, shall be deemed, prima facie, to have failed to make a prompt refund as required by this section. (Authority: 10 U.S.C. 16136(b); 38 U.S.C. 3686(c)) {62 FR 63849, Dec. 3, 1997}

**(Student is responsible for any money still owed to the school after refunding to the VA, per their contract.)**

### **Prior Credit**

It is the policy of this institution that an evaluation of previous education and training will be conducted, appropriate credit granted, if applicable, the institution's duration of the course will be shortened proportionately, and the Veteran's Administration and the student will be so notified. VA credit will be given for prior training for veterans and eligible programs. Authority

38 CFR 21.4253 and 38 CFR 21.4254

### **Blood Exposure Procedure**

If a blood spill should occur, the following steps MUST be followed:

- Supply injured party with liquid styptic/antiseptic and the appropriate dressing to cover the injury.
- Double bag all blood-soiled (contaminated) articles and label with red or orange biohazard warning. This is the responsibility of the candidate and should be executed as follows:

#### *Candidate Injury- For Examination Purposes*

- 1) Protection- If a cut is sustained, stop the service and clean the injured area.
- 2) Apply antiseptic and liquid or spray styptic as appropriate (see NOTE).
- 3) Dressing- Cover the injury with the appropriate dressing.
- 4) Cover injured area with finger guard or glove as appropriate.
- 5) Clean model/client and station as appropriate.
- 6) Double Bag and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
- 7) Return to service.

NOTE: Do not allow containers, brushes, nozzles or liquid styptic to touch the skin or contact the wound. Use an applicator.

## College Rules and Regulations

**1. Attend and be prepared for all classes according to your schedule, including theory classes, even if all required tests are completed.** Fridays are mandatory and students will be charged \$25.00 for missing, is due the day the student returns. Both the day before and after a holiday are required attendance.

**2. Arrive for all classes on time.** If you are one minute late for theory class, you will not be allowed to attend class or to clock in until class is over. The determination will be made by college staff based on the circumstances causing the tardiness. **Notify a staff member before 8:30 AM of tardiness or absenteeism** so that proper arrangements can be made to service clients that may be scheduled. Please continue to call until you reach a staff member. Pre-arranged absences must be approved by the Operations Manager. Excessive tardiness may result in suspension. Excused Absences are when a student makes prior arrangements at least a week in advance. If student is absent without previous arrangements, he/she must have a doctor's note to be considered an excused absent. Cosmetology students are allowed to have 80 excused absences and 80 unexcused absences. Instructor trainees and manicurists are allowed to have 32 excused absences and 32 unexcused absences. Un-Excused Absences are when there is no logical reason to miss class. Emergency Absences such as illness, death in the immediate family, etc. will be considered and examined on a case-by-case basis.

**3. Drinks are allowed on the clinic floor but absolutely no food.** The breakroom is the only place in the building where students are permitted to store or eat food. The break room is for staff and students only.

**4. Complete all assigned theory, practical and clinic assignments at the designated time.** Missed assignments and tests will be scored a "0". Absence missed tests will be made up on Mondays. It is the student's responsibility to contact the instructor regarding makeup tests. Hours will not be sent to ADH Cosmetology Section until all graduation requirements have been met, and a comprehensive final written and practical has been passed.

**5. Smoking is allowed only in the designated area at the back of the building.** Place your cigarette butts in the ashtray, not on the ground.

**6. Follow time clock procedure by clocking in and out to accurately reflect hours in attendance.** No student may clock in or out for another student. Students must take a 30-minute lunch break within 6 hours of the clock in time. Students must clock in and out for lunch and breaks. Lunches will be scheduled from 11:00 AM to 1:00 PM daily depending on classroom schedule and clinic floor services assigned to students. If an error is made, the student is responsible for having an instructor correct the time immediately.

**7. Students must notify an instructor when leaving Cosmetology Career College, Inc. for any reason other than lunch and the scheduled time of departure. If a student needs to leave earlier than their scheduled time, they must notify a staff member.**

**8. Students must comply with the published dress code and practice proper hygiene and grooming at all times.** Scrubs are to be worn; they must fit correctly and not be too tight. Cosmetology: black or grey, Esthetics: black or purple, Manicure; black or pink, tops and bottoms. Only school shirts may be worn in place of scrub tops. Any color under shirt may be worn with a scrub top. No hoodies to be worn while working on a client. Shoes should be stylish, clean, and comfortable, with no house shoes or fuzzy slippers. Body piercing is to be kept to a minimum. Students must have hair and makeup done before clocking in for class. Instructor: business casual, modest and appropriate for our profession. The student must always wear a smock or apron on the clinic floor.

**9. Do not perform any services on clients until you have completed your pre-clinic class and passed a comprehensive practical examination.** ADH Cosmetology Section states a Cosmetology student must have 150 hours and Manicurist and Esthetician must have 60 hours minimum to perform services on a client.

10. Comply with the Satisfactory Progress Policy. **Students must maintain a minimum of 80% academic and practical average and an 80% attendance average. A monthly progress report will be given to each student. Students must maintain a minimum of 90% on all theory and practical grades and a 90% attendance to earn tuition.**

11. Do not bring portable radios to play at your station. **Cell phones are not allowed on the clinic floor or the theory room during instruction hours; they can be used in the break room or outside when the student is clocked out.** Cell phones must be kept silent or vibrate. The business phone is not for personal use; however, in case of an emergency, a student may be contacted on the business phone.

**12. All visitors must come through the front door.** Your friends and family are welcome to come and receive services and/or information about our programs. If you have visitors, they need to stay in the reception area unless prior approval has been granted. Students are not allowed to bring their children to class. Loitering on the premises is not allowed.

**13. Students are expected to always conduct themselves as adults.** This means no loud-talking, yelling or profanity will be tolerated. There will be no gum chewing allowed. Silence is to be observed during theory class. Discuss only ethical and professional subject matter during college hours. Students are not permitted to gossip or cause discord.

14. **No drugs, alcohol or any weapons are allowed on the premises of any school in the state of Arkansas.** Any student found in violation of this rule may be expelled immediately. The college reserves the right to drug test and order a breathalyzer at its discretion.

15. **Each student is provided with a locker.** Students are to provide their own lock, and an extra key (or the combination) must be given to administration to be placed in the student's file. All personal items are to be kept in the student's locker, which is to be kept neat and always clean. The college is not responsible for any lost or stolen items.

16. **A student should be fair, honest, and never steal.** Any student involved in stealing from another student or from Cosmetology Career College, Inc, may be expelled immediately. Any student found willfully, or intentionally destroying or damaging college property is subject to being charged for the property and/or immediate expulsion from Cosmetology Career College, Inc.

17. **Threatening by text, face to face or social media will not be tolerated. Nor will fighting.**

18. **All students must always have all supplies and approved equipment.**

19. Students are assigned to a station when they go to the clinic floor. **Stations should be cleaned daily and must be always kept clean and orderly.** Sweep up after each haircut. Refrain from keeping excessive personal effects on the station.

20. **Duties are assigned to students each week. These will be checked before the student leaves each day.** There are two thirty-minute time frames that are set up for sanitation each day, 9:30 to 10:00 AM and 7:00 to 7:30 PM. The students are expected to keep the college clean, neat, and orderly.

21. We must have clients for you to practice on. It is not the same experience as mannequins or fellow classmates. **If a student refuses a client, they will receive a written reprimand and be sent home for the rest of the day. Clocking out when given a client or when you have an appointment is the same as refusing a client.** Students must give clients their undivided attention, no visiting with other students when with their client. Client's opinions of a student's appearance, attitude, and their services are taken into consideration when evaluations are done, and recommendations made for employment. Keep all student and client analysis and service records up to date. Have every service performed on a client checked by an instructor.

22. **Student are not to park in the front of the school where clients park. Student parking is to the left of the building.**

23. Students working at the desk should know all pricing and service policies of the college and the name, purpose, benefits, procedures and cost of products used. Do not make any changes to the appointment book without permission from an instructor. Recommend and prescribe appropriate services and retail products to each client assigned to develop professional skills. **If a student is unsure of any matter or has questions while working at the desk, they are to ask a staff member ONLY.**

24. **Students are allowed (1) one service per week. These services must be paid in advance. If a student is on probation, has grades less than 80%, has not met their financial obligations or has not completed weekly assignments; services will be denied. Student services will be given on Mondays only. At any other time, a service is requested, the student will be charged ½ of the regular service price with school participation. For services without school participation, the student will have to clock out and pay full price for the service.**

25. If you have questions regarding your financial account, hours, grades, etc., you must fill out a request form and wait for a reply from the Operations Manager. You will receive a reply by the next day.

26. To make sure our students know the laws, rules and regulations of the Arkansas Department of Health Cosmetology Section we will implement fines for students breaking these rules at the rate of 1% of the fine cost from the state beginning when the student starts working on clients. Students will be given a copy of the fines imposed and review the laws, rules and regulations of the state on the first day of attendance.

27. Students attending a hair show must attend school the day before and the day after the show to receive their hours for attending the hair show. Students going on field trips will be required to attend their regular scheduled hours for that day to receive hours for the field trip.

28. **Any student who is found to be disregarding the rules and regulations will receive a written reprimand that will be placed in their file. Three infractions of the same thing will result in a (3) day suspension.**

29. **Any derogatory remarks, negative comments, emails, inappropriate photos posted to any online networking sites that mention or misrepresent Cosmetology Career College, Inc in any way will result in immediate termination.**

**NOTE: At the discretion of the President, these rules may be changed and subsequently posted on the college's bulletin board at any time.**

## **Staff**

\*Tina Reagan – Owner/President/Director

Tonya Byrd – Owner/Vice-President/Treasurer/Financial Advisor

Gene Reagan – Resource Officer/Consultant

\*Sandy Cantrell – Instructor/Supervisor

\*Genger Hamrick – Instructor

Jillian Jones – Esthetics instructor

\*Morgan Brumley – Instructor

\*Kendra Thomason – Instructor

\*Madison Howard – Call-In-Instructor

\*Deanne Speer – Call-In-Instructor

\*Donna Rolins – Call-In Instructor

\*Licensed Cosmetology Instructor

