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## **HISTORY**

The Huntington School of Beauty Culture has been in continuous operation since its opening in April, 1964. The school was purchased by Catherine Donahoe in October, 2005.

## **MISSION STATEMENT**

The overall mission of our institution is to provide prime education and training to our students, which will enable them to successfully pass their state board exam, obtain licensure and become successfully employed in the salon industry.

The instructional staff possesses the skills required to provide necessary training, and we aspire to produce capable, productive stylists, estheticians, and nail technicians that exhibit the determination, skills, ability and the desire to succeed in the salon environment.

Each student will not only receive instruction and exposure to essential technical skills and equipment, but also the opportunity for hands on, supervised work with the public. Specifically, the objectives of the programs are to:

- build a solid foundation of educational and technical skills
- provide exposure to the role of the professional cosmetologist/nail technician/esthetician including opportunities for supervised practical “hands on” work
- offer students an opportunity for exposure to up-to-date products and styling techniques
- teach our students the components of the proper attitude that a professional cosmetologist/nail technician/esthetician should have
- motivate our students to develop all of their artistic talent
- teach our students good industry ethics and sound business practices
- fulfill all state board requirements

## **THE FACILITIES**

The school is located at 4110 US Route 60, Huntington, WV. In this area we have two theory classrooms, a facial room, two practical classrooms where the students are taught esthetics, cosmetology, and manicuring on an individualized basis, and a senior clinic. The school has private offices for interviewing and advising students. We also have a private financial aid office for those students qualifying for financial assistance to complete their schooling. The theory classroom consists of visual aids such as charts, videos, TV, library, and dry erase boards to aid the students in learning. Practical classrooms are furnished with white boards and working stations for the students in learning the practical aspects of the curriculum. The clinic area consists of working stations where the students work on clients under the direct supervision of a licensed instructor. Facilities are available to those students with disabilities. The school also sets up their calendar year to include guest artists who are specialists in their field. Such companies as Paul Mitchell, Regis Corporation Salons, Mary Kay, and other various local salon owners are represented, and conduct special classes in product knowledge, permanent waving and haircoloring.

## **THE STAFF**

Mrs. Catherine Donahoe – Owner/Director/Instructor

Mrs. Chrissy Counts – Instructor

Ms. Sandra Cox – Instructor

Mrs. Hope Woodyard – Bookkeeper/Financial

Aid Administrator/Admissions

Ms. Courtney Tackett – Instructor

## **LICENSING AGENCIES**

The school is approved by the West Virginia Council for Community and Technical College located at 1018 Kanawha Boulevard, East, Suite 700, Charleston, WV 25301. The telephone number is 304-558-0265. The school follows the standards and rules set forth by the West Virginia State Board of Barbers & Cosmetologists; P.O. Box 40235, Charleston, WV 25364. The telephone number is 304-558-2924. All licenses are displayed in the school.

The school is approved by the State Approving Agency (State Department of Education) for providing cosmetology training to veterans who qualify for benefits.

The State of WV Department of Vocational Rehabilitation has approved our courses in supplying training and assistance in cosmetology education to those students who qualify for assistance

The school is approved by WIA (formerly JTPA) for students that qualify for this program.

Our institution is an approved accredited school through NACCAS (National Accrediting Commission of Career Arts and Sciences); 3015 Colvin Street, Alexandria, VA 22314. The telephone number is 703-600-7600.

## **ENROLLMENT INFORMATION/CLASS START DATES**

Classes generally begin the first Tuesday of each month unless the Tuesday falls on a holiday, and then we will begin class the following Tuesday. Class starts are subject to change due to inclement weather. Orientation is given prior to class start date.

All prospective students are required to have an interview with the Director of Admissions to complete all required paperwork.

## **HOLIDAYS**

The school will observe the following holidays, if they should fall within our regularly scheduled days of operation:

January 1 – New Years Day \* July 4 – Independence Day \*

November – Thanksgiving Day and the day after \* December 24 & 25 – Christmas

School will also be closed around the third week of July for summer break.

If the school is closed unexpectedly due to extenuating circumstances, local radio and television stations are notified as soon as possible in order for the students to know the school is closed.

## **ADMISSION REQUIREMENTS**

1. The school admits as regular students those who are (a) high school graduates, (b) holders of a GED, and (c) persons at least 17 years of age.

2. Applicant must complete a State Board application, along with a \$25.00 fee to register with the WV State Board, a wallet size photo (no black and white), birth certificate, High School Diploma or transcripts showing high school completion, photo identification, and a valid social security card. Applicants are also required to provide proof of a physical (Certificate of Health Form) prior to enrolling in school. Effective Nov, 2015, foreign students must have an English translated diploma through AEQUO International; 1-844-882-3786. This must also be evaluated to confirm its academic equivalence to a high school diploma. Contact Admissions office for more information.

3. Applicant must also take an Entrance Exam and pass with a minimum score of 75%. The test is comprised of basic math skills, vocabulary and reading comprehension. This test is to be completed during the enrollment process and prior to class starting date. If the applicant does not pass the entrance exam, applicant will not be able to begin classes and will need to retake exam for the next available class.

4. Those students who have withdrawn from school, been terminated or suspended may apply to be readmitted 30 days after dismissal. They will be enrolled under the same satisfactory academic progress status as in place at the time the individual left. A new contract will be drawn up and tuition charged at the current rate. If the student returns within one year from the last day of attendance, the

registration fee will be waived. The student must also complete a state board application, and furnish the school all required documentation.

5. Credit for previous training (transfer students) may be granted when a certified transcript is received from the school previously attended. The amount of previous hours accepted will be 50%. If a student has completed their program or is currently licensed in another state and wishes to attend our school for licensure in WV, they must submit certified transcripts of hours from the state they completed from. A progress report or report of subjects covered and grades received will also be needed. Course requirements will be shortened accordingly, and all records of previous education will become a part of the student's permanent record file. Tuition will be charged at the current rate for the hours needed for completion of the course in which the student is enrolling.

Each student is given the following website to complete a voter's registration form: [www.eac.gov/voter](http://www.eac.gov/voter)

## **TUITION SCHEDULES**

### **COSMETOLOGY**

Effective April 1, 2026, the total cost of the course is \$15680.39, including a registration fee of \$100, kit and book fees totaling \$1180.39 (\$1113.58 plus 6% sales tax) and \$14,400 in tuition. See Admissions office for student Kit details. These costs will be paid monthly following a payment plan set up with the school. This payment plan will consist of a minimum downpayment of 10% with the remaining balance to be paid monthly based on the number of months enrolled. Payments will be made at the office of the Registrar or School Director by cash, check, money order, credit card or through non-federal agency or loan programs

### **HAIR STYLING**

Effective April 1, 2026, the total cost of the program is \$9266.00. Registration fee \$100.00, kit and book fees totaling \$1166.00(\$1100.00 plus 6% sales tax) and tuition \$8000.00. See Admissions office for Kit details. These costs will be paid monthly following a payment plan set up with the school. This payment plan will consist of a minimum downpayment of 10% with the remaining balance to be paid monthly based on the number of months enrolled. Payments will be made at the office of the Registrar or School Director by cash, check, money order, credit card or through non-federal agency or loan programs

### **MANICURING**

Effective September 1, 2025, the total cost of the program is \$3736.00. Registration fee \$100.00, kit and book fees totaling \$636.00(\$600.00 plus 6% sales tax) and tuition \$3000.00. These costs will be paid as follows: \$1436.00 down payment, leaving a balance of \$2300.00, which is to be paid at the rate of \$1150.00 per month for 2 consecutive months. Payments will be made at the office of the Registrar or School Director by cash, check, money order, credit card or through non-federal agency or loan programs

### **ESTHETICS**

Effective September 1, 2025, the total cost of the program is \$6312.00. Registration fee \$100.00, book fees totaling \$212.00(\$200.00 plus 6% sales tax) and tuition \$6000.00. These costs will be paid monthly following a payment plan set up with the school. This payment plan will consist of a minimum down payment of \$650.00 and the remaining balance to be paid monthly based on the number of months enrolled. Payments will be made at the office of the Registrar or School Director by cash, check, money order, credit card or through non-federal agency or loan programs

## **CHARGES FOR ADDITIONAL INSTRUCTION**

Three and one-half (3.5%) percent of the scheduled course in allowed absences are included in the enrollment agreement. In the event that a student requires additional time for completion of the course in which they are enrolled beyond their stated contract date, due to unexcused absences or unsatisfactory attendance, they will be responsible for paying additional tuition at the current hourly rate for the course in which they are enrolled (Cosmetology/Hair Styling; \$8.00/hr, Manicuring; \$7.50/hr, and Esthetics; \$10.00/hr). The amount due will be calculated on the number of hours the student still needs to complete at the end of their contract date. A new graduation date will be calculated using the student's scheduled hours per week. If the student does not complete by this new graduation date, due to unexcused absences or unsatisfactory attendance, this process will again be applied until such time the student completes the course in which they are enrolled. The same formula will be used for all courses.

## **VA PENDING PAYMENT COMPLIANCE**

Despite any policy to the contrary, for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, we will not:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

## **TRANSFER HOURS**

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

## **AVAILABLE COURSES – OCCUPATIONAL LEVELS**

### **1800 Clock Hour Cosmetology:**

Upon course completion, passing your boards and obtaining licensure, you will be classified as a **“Master Cosmetologist”**. This license will qualify you for a number of salon positions as follows:

- Hair Stylist
- Haircoloring Technician
- Permanent Waving Specialist
- Skin Care/Facial Technician
- Manicurist
- Salon Owner/Manager

There are a number of other areas you could consider for a career as well:

Platform Artist or Lecturer  
Resort Stylist  
Manufacturers Representative  
Sales Consultant  
Research Technician  
Field Technician

### **1000 Clock Hour Hair Stylist**

Hair Stylist  
Haircoloring Technician  
Permanent Waving Specialist  
Salon Owner/Manager  
Platform Artist or Lecturer  
Resort Stylist  
Manufacturer's Representative  
Sales Consultant  
Research Technician  
Field Technician

### **400 Clock Hour Manicuring:**

Upon course completion, passing your boards and obtaining licensure, you will be classified as a **“Master Nail Technician”**. You will be qualified to own and operate a Nail Salon as well as qualify for salon positions as follows:

Manicurist  
Nail Technician  
Pedicurist  
Nail Artist  
Salon Manager

### **600 Clock Hour Esthetics**

Upon course completion, passing your boards and obtaining licensure, you will be classified as a **“Master Esthetician”**. You will be qualified to own and operate a Skin Care Salon as well as qualify for salon positions as follows:

Esthetician  
Waxing Specialist  
Commercial Makeup Artist  
Cosmetic Salesperson  
Research Assistant  
Guest Artist  
Education Director

### **ATTENDANCE POLICY**

Course time and attendance are measured in clock hours. Full time Cosmetology and Hair Styling students are scheduled to attend 25 or 34 hours per week; full time Manicuring students attend 34 hours per week, and full time Esthetics students attend 30 hours per week. Students are expected to attend classes as scheduled, and when unable to attend, will notify the school for the reason of absence and furnish the school with written excuses. The student understands that all absent hours must be made up.

Students are responsible for work missed during their absence, and it is their obligation to consult with the instructors about any necessary make up work. Students absent for 30 consecutive days, unless they are on an approved leave of absence, will be terminated from enrollment.

Students are expected to abide by the rules and regulations in effect, or which may become effective during their period of enrollment.

The Cosmetology program is based on 34 hours per week and is 53 weeks in duration, during which time the student must complete a total of 1800 clock hours. The Cosmetology program based on 25 hours per week is 72 weeks in duration, during which time the student must complete a total of 1800 clock hours. The Hair Styling program is based on 34 hours per week and is 30 weeks in duration, during which time the student must complete a total of 1000 clock hours. The Hair Styling program based on 25 hours per week is 40 weeks in duration, during which time the student must complete a total of 1000 clock hours. The Manicuring program is 12 weeks in duration, during which time the student must complete a total of 400 clock hours. The Esthetics program is 20 weeks in duration, during which time the student must complete a total of 600 clock hours.

Class cuts are not permitted, and shall be recorded as unexcused absences. Any student leaving the school premises during scheduled hours of attendance must clock out. Students must clock in for the day, out for lunch, and at the end of the day.

### **READMISSION POLICY**

Those students who have been terminated or suspended from school may apply to be readmitted 30 days after dismissal. They will be enrolled under the same satisfactory academic progress status as in place at the time the individual left. A new contract will be drawn up and tuition charged at the current rate.

Those students that have withdrawn from school may also re-enroll. A new contract will be drawn up and tuition will be charged for the remaining hours at the current rate. Satisfactory Academic Progress will remain the same as when student left. If the student returns within one year from the last day of attendance, the registration fee will be waived. The student must also complete a state board application, and furnish the school all required documentation.

### **TARDINESS/MAKEUP**

Any student not physically present at the beginning of the scheduled class period will be allowed to clock in and receive hours for the remainder of the day, but will be considered tardy. All hours lost from tardiness must be made up. The school is operated on a clock hour basis, and only actual hours attended are reported to the state board. Students must makeup all work with instructors before completing the course.

Excessive and habitual tardiness may result in an advisement session and if the tardiness continues, the student may be suspended from school for a period of time to be determined by the school director.

### **GRADUATION REQUIREMENTS/CERTIFICATION OF COMPLETION**

Students that successfully complete all clock hours for the course in which they are enrolled (Cosmetology program; 1800 clock hours, Hair Styling Program; 1000 clock hours, 400 clock hours for the Manicuring program, and 600 clock hours for the Esthetics program) and have completed and passed all practical and theoretical instruction required by the course will be considered a graduate of the Huntington School of Beauty Culture. In addition, the student must take and successfully pass the final examination for the course in which they are enrolled.

Those students who have met all school requirements for graduation will be issued a diploma from the Huntington School of Beauty Culture.

## STATE EXAMINATION

Effective Jan 1, 2019, after completion of the course in which they are enrolled and being issued a certificate of completion, students are required to take the examination given by D.L. Roope. The exams are held monthly. The student will forward an application to D.L. Roope, along with a \$99.00 money order for the practical exam and \$87.00 money order for Computerized written and a copy of their identification and one (1) passport size color photo. Students may also apply online at dlroope.com.

For those students taking the Cosmetology board, the examination will consist of a written exam and a practical exam which will be performed on a head and hand manikin. For those students taking the Hair Styling board, the examination will consist of a written exam and a practical exam which will be performed on a head. For those students who taking the Manicuring board, the examination will consist of a written exam and a practical exam, to be performed on a hand manikin. For those students taking the Esthetician board, the examination will consist of a written exam and a practical exam, to be performed on a manikin head. Students are responsible for bringing their own manikins.

After passing the state examination, D.L. Roope will send notification to the graduate as well as the school, the student must return to the school with examination scores and a \$35.00 money order to complete paperwork for licensure with the WV State Board of Barbers and Cosmetologists.

## PLACEMENT ASSISTANCE

Although the institution does not guarantee placement upon completion, we do try through ongoing contact with area salons. The posting of job positions are available on the bulletin board.

## ADVISING

Students are advised regularly throughout their attendance regarding activities and problems which may affect their progress. All students will have access to private advising sessions with their instructors, the staff, and the financial aid office, per the student's request.

## UNIFORMS

The dress code is as follows:

- a. Shirts must be capped and not expose the underarms
- b. If wearing leggings, your shirt must cover your backside
- c. No belly shirts or any clothing that exposes the midriff area
- d. Name badge must be worn
- e. Clothing is to be black, white and/or gray

Clothing will be checked on a daily basis. **IF YOU ARE NOT DRESSED APPROPRIATELY, YOU WILL BE GIVEN THE OPTION TO CLOCK OUT AND GO HOME TO CHANGE OR BE WRITTEN UP.** You have chosen a profession in which appearance plays a major role. You are the walking epitome of your profession. Strive to look professional at all times.

**YOU MUST WEAR YOUR NAME BADGE AT ALL TIMES.** If you lose your name badge you must purchase another one or be sent home for the remainder of the day.

We expect you to use good judgment in your choice of clothing, and the staff reserves the right to determine if you are wearing clothing appropriate for school.

If students choose to wear skirts, dresses or shorts, they must be at the knee or below.

## **STUDENT CONDUCT**

Students are expected to show professionalism at all times. This includes their appearance and the manner in which they conduct themselves. No profanity or gossiping is tolerated. Students must meet and greet clients in a courteous manner and address staff members respectfully.

## **DRUG ABUSE AWARENESS**

As everyone is concerned about the rising use of drugs in our society, the school has incorporated a Drug Abuse Awareness Program. Upon enrollment, each student is furnished a copy of the drug booklet. If a student has a drug/alcohol problem, the staff is available to assist them with resources. The school also posts telephone numbers on the bulletin board where they may seek help.

## **STATEMENT OF NONDISCRIMINATION**

The school, in its admission, instruction and grading policies, practices no discrimination on the basis of sex, race, age, color, ethnic origin, religion or financial status.

## **REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee of \$100.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
.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%

- All refund calculations are performed and refunds are made timely.
- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair settlement will be made. If the school is permanently closed for any reason or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion. If a course is canceled subsequent to a student's enrollment, and before instruction has begun, the school shall, at its option provide a full refund of all monies paid or provide completion of the course. If the course is cancelled after students have enrolled, and instruction has begun, the school shall provide at its option: a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, provide completion of the course, or provide a full refund of monies paid. The school does not participate in any teach-out plans with other institutions.
- Refunds for Veteran Affairs Education Beneficiaries will be calculated according to 38 CFR 21.4255. Veterans who quit, are withdrawn or no longer in attendance, a certification will be submitted to the VA with last day of attendance. This may cause any money you have received to date to be owed back to the Department of Veteran Affairs.
- Upon termination, in addition to the above tuition adjustment, the cost of equipment, books and supplies, and registration fee will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

**LEAVE OF ABSENCE**

Any student requesting an approved leave of absence (LOA) from school must make the necessary arrangements through the office in writing and in advance, specifying the reason for the student's request, and include the student's signature, unless unforeseen circumstances prevent the student from doing so. For 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 LOA in advance. All leaves of absence are subject to approval from the office. There must be a reasonable expectation that the student will return from the LOA. Furthermore; the school may not assess the student any additional institutional charges as a result of the LOA. The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for 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 school to be the first date the student was unable to attend the school because of the accident. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. A student may be granted a leave of absence up to 60 calendar days in length. An additional leave may be granted for unusual and unforeseen circumstances with the total number of days not to exceed 180 days in any twelve (12) month period. Unusual or unforeseen circumstances for which a leave of absence may be requested would include an unusual/exceptional medical problem or complications from pregnancy. The 12 month period begins the first day of the student's leave of absence. Upon returning to school the student will be placed with the class that has comparable hours and at the same satisfactory academic progress status as when the leave of absence began. Hours elapsed during a leave of absence will extend the student's contract period and maximum timeframe by the same number of calendar days taken in the leave of absence and will

not be included in the student's cumulative attendance percentage calculation. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties. Upon returning to school, satisfactory academic progress status will be the same as when the leave began. If the student fails to return to school from an LOA, they will be withdrawn from the institution and the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

## **Privacy Policy**

1. Students may inspect and review their records upon request. Students must comply with this request within a reasonable time, but in no case may the student comply in more than 45 days after the request has been made.
2. Student files are located at 4110 U.S. Rt 60, Huntington, WV, and will be made available for inspection after notifying management. Under no circumstances may contents of this file be removed from the premises. All files must be reviewed with management present.
3. No information from student files will be disclosed outside the business without the written consent of the student, or in the case of a dependent minor, the written consent of the parent or guardian. Personnel within the institution, officials of other institutions in which the student seeks to enroll, persons or organizations providing financial aid, accrediting agencies carrying out their accrediting functions, persons in compliance with a judicial order or persons in an emergency in order to protect the health or safety of the student may have access to student information. This is allowed under the Act.
4. Any student that wishes to correct his/her records will be given the opportunity to place a statement in the records that clarifies or disagrees with the records.
5. All information relating to the school's Policy of Privacy Act must be reviewed with the student during the orientation period. Copies of the Privacy Act are included in the student's Course Outline. These pages include the following:
  - a. Family Educational Rights & Privacy Act
  - b. Annual Notice to Students
  - c. Directory of Records
  - d. Public Notice Designating Directory Information and Release of Educational Information to Potential Employers
  - e. Student Authorization Form for Release of Directory and/or Educational Information
  - f. Students Guaranteed Access to Files
  - g. Certification of Copy of Privacy Act Received
    1. Must be signed by all students and placed in permanent record file

## **THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal Law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The Law provides that the institution will maintain the confidentiality of student educational records.

The Huntington School of Beauty Culture accords all the rights under the Law to students who are declared independent. No information from student's educational records will be disclosed outside the institution without the written consent of the student, or in the case of a dependent minor, the written consent of the parent or guardian. Personnel within the institution, officials of other institutions

in which the student seeks to enroll, persons or organizations providing financial aid, accrediting agencies carrying out their accreditation functions, persons in compliance with a judicial order or persons in an emergency in order to protect the health or safety of the student may have access to student information. This is allowed under the Act.

Within the Huntington School of Beauty Culture, only those members individually or collectively in the student's educational interest are allowed access to student educational records. These members include personnel in the administrative staff and academic personnel within the limitation of their demonstrated need to know.

With the written permission of the student or parent or guardian of a dependent student, the institution may provide Directory Information and Educational Information (to persons designated on permission form). Such information may include student name, address, phone number, major field of study, schedule of classes, dates of attendance, diplomas received and previous educational institutions attended by the student.

The Law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their file if the decisions of the hearing panels are unacceptable. The Director of the Huntington School of Beauty Culture has been designated by the institution to coordinate the inspection and review procedures for student educational records which include personal, academic, attendance, financial and educational records.

### **ANNUAL NOTICE TO STUDENTS**

The Huntington School of Beauty Culture informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to fully comply, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

### **PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION AND RELEASE OF EDUCATIONAL INFORMATION**

The Huntington School of Beauty Culture hereby designates Categories I, II and III of student information as "Directory & Educational Information". Such information can only be released with the written consent of the student, or in the case of a dependent minor, the written consent of the parent or guardian. Authorization forms may be obtained in the Registrar's office.

- CATEGORY I                      Name, address, telephone number, dates of attendance, class and scheduling information
  
- CATEGORY II                    Previous institution(s) attended, major field of study, diploma(s) received, including dates
  
- CATEGORY III                  Relevant educational information in attendance and academic achievements.

Only those persons designated in the Policy of Privacy Act may have access to student information without written consent. They are as follows: personnel within the institution, officials of other institutions in which the student seeks to enroll, persons or organizations providing financial aid, accrediting agencies carrying out accrediting functions, persons in compliance with a judicial order or

persons in an emergency in order to protect the health or safety of the student. This is allowed under the Act.

### **STUDENT ACCESS TO FILES**

Students are guaranteed access to their files. All information is accessible to the student. Students may see their files any time that school is in session under the following conditions: They should request from the school Director or Registrar an appointment time to see their files so they can be assured privacy and no interruption from others. Files may not be removed from the school office for review, and there must be a member of the school staff present during the review.

If the student feels there is any information in his/her file that is detrimental, misleading or incorrect he/she has the right to make an appeal to the school Director in this matter.

In this case, all information should be presented to the school Director in writing. This should list the grievance and any information relevant to the facts represented on the documents in question. The Director shall then review this information and make a determination on the student's appeal. If the Director feels it would be in the best interest of the student or school, he has the right to appoint an uninvolved person to review the information presented in the appeal.

If the determination is in agreement with the student's appeal, corrected information will be placed in the student's records and attached to the information in question. Determination may be made to destroy the questioned document, if it is not found to be relevant to the student's educational file. In most cases, however, a corrected statement will be attached and the documents will remain in the file.

No information that has been appealed by a student, and determined to be incorrect, will ever be held against the student nor shall this information be given out to any person unless requested in writing by the student, or in the case of a dependent minor, the written request of the parent or guardian. If the information is found to be correct, and the student appeal does not go in favor of the student, the school has the right to document such and place documentation in student's file.

Student physical files are maintained for a minimum six (6) year period.

### **DISCLOSURE OF STUDENT INFORMATION**

Under the Privacy Act, all information in student files is confidential. No information will be released without the written permission of the student, or the parent or guardian of a dependent minor, except as follows: personnel within the institution designated by the Director, financial aid information to other institutions in which the student may seek enrollment, the accrediting agency carrying out their accrediting functions, in compliance with a judicial order or persons in an emergency in order to protect the health and safety of the student. These exceptions are allowed under the Privacy Act.

### **COSMETOLOGY**

**Objectives:** The Cosmetology program is designed to prepare students for the State Board Licensing examination. Upon successful completion of this course, students will be able to practice correct sanitation and sterilization procedures and perform all phases of hairdressing skills, including, but not limited to, hairstyling, shaping, coloring, chemical reformation, manicuring and facials. Additionally, students will be able to comprehend, analyze and integrate theoretical cosmetology knowledge with practical skill performance, preparing graduates for entry level employment in a beauty salon.

**Course Description:** The training encompasses all phases of cosmetology including haircutting and styling, permanent waving and relaxing, haircoloring and lightening, scalp and hair treatments, waxing, manicuring, facials and makeup, salon management and state law. Both theoretical and practical applications are taught by licensed instructional staff. Opportunities for supervised work with the public are provided in the school's clinic. The 1800 hour course normally takes a fulltime student

53 weeks to complete based on 34 hours per week schedule and 72 weeks to complete based on 25 hours per week schedule.

**Textbooks:** Milady Standard Cosmetology -14<sup>TH</sup> Edition-; ISBN 9780357871492/\$215.95

In compliance with the Higher Education Equal Opportunity Act (HEOA), post secondary customers can find valuable information in pricing, previous editions and alternate formats by visiting [www.cengage.com/highered](http://www.cengage.com/highered) and searching by ISBN#, author, title or keyword for material in your areas of interest.

### **Gainful Employment Information**

- CIP Code – 12.0401
- Median Loan Debt - 0
- Program Graduation on Time Rate – 62.50%
- SOC Code – 39-5012.00. For information regarding occupations, visit The Department of Labor's O\*NET at [www.onetonline.org](http://www.onetonline.org)
- Job placement rate per NACCAS 2024 annual report: 100%

### **Course Requirements:**

#### **General Professional Information**

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processes and Guidelines
- First Aid
- General Infection Control

#### **The Science of Cosmetology**

In this section, students will learn:

- Infection Control Specifically for Cosmetology
- General Anatomy & Physiology
- Skin Diseases and Disorders and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity

#### **Professional Cosmetology**

In this section, students will learn:

- Principles of Hair Design
- Scalp Care, Shampooing & Conditioning
- Haircutting
- Hair Styling
- Braiding & Extensions
- Wigs & Hair Additions

### **Chemicals**

In this section, students will learn:

- Chemical Texture Services
- Hair Coloring

### **The Science of Esthetics**

In this section, students will learn:

- Infection Control Specifically for Esthetics
- General Anatomy & Physiology
- Chemistry
- Electricity
- Nutrition

### **Skin Sciences**

In this section, students will learn:

- Physiology & history of the Skin
- Diseases & Disorders of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients & Selection

### **General Esthetics**

In this section, students will learn:

- Treatment Room
- Basic Facial
- Hair Removal
- Facial Massage
- Advanced Topics & Treatments

### **Science of Nail Technology**

In this section, students will learn:

- Infection Control Specifically for Nail Technicians
- Anatomy & Physiology
- Skin Structure & Growth
- Nail Structure & Growth

- Nail Diseases & Disorders
- Chemistry
- Nail Product Chemistry
- Electricity

## **Basic Procedures**

In this section, students will learn:

- Pre and Post Service Procedures
- Handling and Exposure Incidents
- Performing Basic Manicures & Pedicures
- Hand, Arm, Foot, and Leg Massages
- Disinfecting Tools & Implements
- Wraps, Tips, Paraffin Wax Treatments
- Polishing, UV Gel and Design

## **The Art of Nail Technology**

In this section, students will learn:

- Advanced Manicuring & Pedicuring
- Electric Filing
- Nail Tips and Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV Gels
- Creative Design

**Total Training Period                      1800 hours**

## **HAIR STYLING**

**Objectives:** The Hair Styling program is designed to prepare students for the State Board Licensing examination. Upon successful completion of this course, students will be able to practice correct sanitation and sterilization procedures and perform all phases of hairdressing skills, including, but not limited to, Hair Styling, shaping, coloring and chemical reformation. Additionally, students will be able to comprehend, analyze and integrate theoretical knowledge with practical skill performance, preparing graduates for entry level employment in a beauty salon.

**Course Description:** The training encompasses phases including haircutting and styling, permanent waving and relaxing, haircoloring and lightening, conditioning treatments, salon management and state law. Both theoretical and practical applications are taught by licensed instructional staff. Opportunities for supervised work with the public are provided in the school's clinic. The 1000 hour course normally takes a fulltime student 30 weeks to complete based on 34 hours per week schedule and 40 weeks to complete based on 25 hours per week schedule.

**Textbooks:** Milady Standard Cosmetology -14<sup>TH</sup> Edition-; ISBN 9780357871492/\$215.95

In compliance with the Higher Education Equal Opportunity Act (HEOA), post secondary customers can find valuable information in pricing, previous editions and alternate formats by visiting [www.cengage.com/highered](http://www.cengage.com/highered) and searching by ISBN#, author, title or keyword for material in your areas of interest.

## **Gainful Employment Information**

- CIP Code – 12.0407
- Median Loan Debt - 0
- Program Graduation on Time Rate – 85.71%
- SOC Code – 39-5012.00. For information regarding occupations, visit The Department of Labor's O\*NET at [www.onetonline.org](http://www.onetonline.org)
- Job Placement rate per NACCAS 2024 annual report : 100%

## **Course Requirements:**

### **General Professional Information**

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processes and Guidelines
- First Aid
- General Infection Control
- History & Opportunities

### **The Science of Cosmetology/Hair Styling**

In this section, students will learn:

- Infection Control Specifically for Cosmetology
- General Anatomy & Physiology
- Skin Diseases and Disorders and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity

### **Professional Hair Styling**

In this section, students will learn:

- Principles of Hair Design
- Scalp Care, Shampooing & Conditioning
- Haircutting
- Hair Styling
- Braiding & Extensions
- Wigs & Hair Additions

### **Chemicals**

In this section, students will learn:

- Chemical Texture Services

- Hair Coloring

## **Total for Hair Styling Course – 1000**

### **MANICURING**

**Objectives:** The Manicuring program is designed to prepare students for the State Board Licensing examination. Upon successful completion of this course, students will be able to practice correct sanitation and sterilization procedures and perform all phases of manicuring skills including manicuring, pedicuring, hand and arm massage, nail art and advanced nail techniques. Additionally, students will be able to comprehend analyze and integrate theoretical knowledge with practical skill performance, preparing graduates for entry level employment in a beauty/nail salon.

**Course Description:** The training encompasses all phases of manicuring including pedicuring, hand and arm massage, advanced nail techniques, safety precautions, nail diseases and disorders, salon management and state law. Both theoretical and practical applications are taught by licensed instructional staff. Opportunities for supervised work with the public are provided in the school's clinic. The 400 hour course normally takes a fulltime student 12 weeks to complete based on 34 hours per week schedule.

**Textbooks:** Milady Standard Nail Technology – 8<sup>th</sup> Edition – ISBN 9780357638774/\$205.95

In compliance with the Higher Education Equal Opportunity Act (HEOA), post secondary customers can find valuable information in pricing, previous editions and alternate formats by visiting [www.cengage.com/highered](http://www.cengage.com/highered) and searching by ISBN#, author, title or keyword for material in your areas of interest.

### **Gainful Employment Information**

- CIP Code – 12.0410
- Median Loan Debt - \$0
- Program Graduation on Time Rate – 100%
- SOC Code – 39-5092.00. For information regarding occupations, visit The Department of Labor's O\*NET at [www.onetonline.org](http://www.onetonline.org)
- Job Placement rate per NACCAS 2024 annual report: 81.82%

### **Course Requirements:**

#### **General Professional Information**

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- First Aid
- General Infection Control

#### **The Science of Nail Technology**

In this section, students will learn:

- Infection Control Specifically for Nail Technicians
- General Anatomy & Physiology
- Skin Structure & Growth
- Nail Structure & Growth
- Nail Diseases & Disorders
- Basics of Chemistry
- Nail Product Chemistry
- Electricity

### **Basic Procedures**

In this section, students will learn:

- Pre & Post Service Procedures
- Handling & Exposure Incidents
- Performing Basic Manicures & Pedicures
- Hand, Arm, Foot, and Leg Massages
- Disinfecting Tools & Implements
- Wraps, Tips, Paraffin Wax Treatments
- Polishing, UV Gels, and Design

### **The Art of Nail Technology**

In this section, students will learn:

- Advanced Manicuring & Pedicuring
- Electric Filing
- Nail Tips & Wraps
- Monomer Liq & Polymer Powder Nail Enhancements
- UV Gels
- Creative Design

**Total Training Period**                      **400 hours**

### **ESTHETICS**

**Objective:** The Esthetics program is designed to prepare estheticians to take the state board examination to obtain their esthetician license in order to be gainfully employed in a salon.

**Course Description:** The training for an esthetics student includes, but not limited to, nutrition, cosmetic use, skin care history, bacteriology, sanitation, cells, skin disorders, massage techniques, facial treatments, aromatherapy, salon business and law. Both theoretical and practical applications are taught by licensed instructional staff. Opportunities for supervised work with the public are provided in the school's clinic. The 600 clock hour course takes a fulltime student 20 weeks to complete.

**Textbooks:** Milady Standard Esthetics Fundamentals-12<sup>th</sup> Ed; ISBN 9780357263792/\$215.95  
 In compliance with the Higher Education Equal Opportunity Act (HEOA), post secondary customers can find valuable information in pricing, previous editions and alternate formats by visiting [www.cengage.com/highered](http://www.cengage.com/highered) and searching by ISBN#, author, title or keyword for material in your areas of interest.

### **Gainful Employment Information**

- CIP Code – 12.0409
- Median Loan Debt - \$0
- Program Graduation on Time Rate – 100%
- SOC Code – 39-5094.00. For information regarding occupations, visit The Department of Labor’s O\*NET at [www.onetonline.org](http://www.onetonline.org)
- Job Placement rate per NACCAS 2024 annual report: 75%

## **Course Requirements:**

### **General Professional Information**

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processes & Guidelines
- First Aid
- General Infection Control

### **The Science of Esthetics**

In this section, students will learn:

- Infection Control Specifically for Esthetics
- General Anatomy & Physiology
- Basics of Chemistry
- Basics of Electricity
- Basics of Nutrition

### **Skin Sciences**

In this section, students will learn:

- Physiology & Histology of the Skin
- Disorders & Diseases of the Skin
- Skin Analysis
- Skin Care Products: chemistry, Ingredients and Selection

### **General Esthetics**

In this section, students will learn:

- The Treatment Room

- Basic Facial
- Facial Massage
- Hair Removal
- Advance Topics & Treatments
- Makeup

**Total Training Period                      600 hours**

Textbooks from all courses are written in English. Theory is also taught in the English language.

**ANNUAL REPORT SUMMARY**

The following are the 2024 NACCAS Annual Report Summary for all programs combined:

**Graduation Rate: 83.58%**  
**Placement Rate: 87.50%**  
**Licensure Rate: 91.30%**

**ADDENDUM REGARDING KIT, BOOKS AND SUPPLIES**

The Cosmetology program requires that students have certain items (kit, books, and supplies) to be used during the practical part of the course. Students may purchase their kit items from any beauty supply company. See Admissions office for more information. A list of these items is given to the student prior to enrollment. Each student must have a complete kit upon entering school.

**POLICY ON CERTIFICATE OF HEALTH**

In accordance with the rules and regulations set forth by the West Virginia State Board of Barbers and Cosmetologists, all applicants wishing to enroll for any courses at the Huntington School of Beauty Culture must show proof of physical. The physical needs to be within the last twelve (12) months prior to enrollment.

**SATISFACTORY ACADEMIC PROGRESS**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure all students receive a copy prior to enrollment. In order to be considered to be making satisfactory academic progress towards a certificate of graduation, a student must maintain a specified grade average and proceed through the course at a pace leading to completion in the specified time frame. Students who meet the minimum requirements for attendance and academic progress will be considered to be making satisfactory academic progress until the next scheduled evaluation. This policy is established and maintained for all students in attendance at the school. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION SEGMENTS**

Each student must complete the required number of hours for the course in which they are enrolled. These are scheduled as follows: The Cosmetology program requires 1800 clock hours, the Hair Styling program requires 1000 clock hours, the Manicuring program requires 400 clock hours and the Esthetics program requires 600 clock hours.

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 26 academic weeks.

Students are evaluated for Satisfactory Academic Progress based on scheduled hours as follows:



Students who have not completed the course within the maximum time frame will be withdrawn. Students will be permitted to re-enroll in the program with 100% of hours transferred on a cash-pay basis as outlined in the re-enrollment provisions of the school's admission's policy.

## **ACADEMIC PROGRESS EVALUATION**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. The following factors are used for determining academic progress: theory and practical. Theory is evaluated through written and oral examinations and evaluated after each unit of study. The practical work of students is evaluated daily.

Grades are entered into the student's computer file on a monthly basis. At the end of each evaluation period, a Satisfactory Academic Progress Check form is generated by the computer, along with a corresponding Progress Report. Instructors evaluate the students on an Evaluation form, which students read in its entirety and sign if they are available. Students then receive a copy of their Progress Report which shows all grades completed by the student since their enrollment. It shows a grade average for theory and practical, as well as an overall grade average. Report also shows make up work to be completed and attendance records. Students must make up failed or missed tests and incomplete assignments prior to graduation.

An overall grade average of 70% is required for satisfactory academic progress.

The following represents the equivalencies of the grades assigned:

A - Excellent.....	90% to 100%
B - Good.....	80% to 89%
C - Passing.....	70% to 79%
D - Failing.....	Below 70%
I - Incomplete.....	-0-

A passing grade is required in theory and practical work for satisfactory academic progress towards graduation and eligibility to take the state board examination. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation for all programs.

A student will be evaluated in satisfactory academic progress by mid-point of the program or midpoint of the academic year, whichever is shorter. This should be at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended them. The student must meet both the academic and attendance requirements on at least one period evaluation by the midpoint of the course in which the student is enrolled. Any student failing to meet the above requirements for satisfactory academic progress because of the pattern of progress established in grades and attendance will be issued a letter of warning.

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. At the end of each evaluation period, students will receive a hard-copy of their Satisfactory Academic Progress Report. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning

period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation if applicable, and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Students are able to prevail in appeal by either being able to mathematically achieve satisfactory academic progress by next evaluation or are placed on an academic plan which allows for the achievement of SAP standards within the student's maximum time frame. 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.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

In order for a student to re-establish satisfactory academic progress and Title IV aid, as applicable, student must meet the minimum attendance and academic requirements by the end of the warning or probationary period. Those students that remain in unsatisfactory progress status during the remainder of their attendance in the course in which they are enrolled will be allowed to complete the program on a cash pay basis.

## **RIGHT TO APPEAL**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress report include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the Director of the school describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. The information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Documentation for extenuating circumstances will be accepted from the following sources: Law Enforcement Officials, Medical and Surgical Professionals, Legal Aid Attorneys, Department of Human Services or information documented by newspapers or other sources providing valid information on student's circumstances.

## **COURSE INCOMPLETES/INTERRUPTIONS/WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will

extend the student's contract period and maximum timeframe by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Any student absent from school for 30 consecutive days, notwithstanding those students granted a leave of absence, will automatically be withdrawn from school. If a student withdraws or is withdrawn prior to completion of the program and wishes to re-enroll, the student will return in the same satisfactory academic progress status as at the time of withdrawal.

## **NONCREDIT AND REMEDIAL COURSES**

Non-credit and remedial courses do not apply to this institution. Therefore, these items have no effect upon satisfactory academic progress standards.

## **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. With transfer students, Satisfactory Academic Progress evaluations are based on actual contracted hours at the institution.

## **GROUNDINGS FOR TERMINATION**

The following list is reasons a student may be terminated from school:

- Use of alcohol or narcotics on school property
- Stealing from the school, the school personnel, patrons or other students
- Intentionally destroying property belonging to the school or other students
- Physically assaulting an instructor/staff person or fellow student
- Conviction of a criminal offense of a felonious nature after date of enrollment
- Bringing firearms on school property
- Falsifying records
- Commit any intentional act likely to result in injury to fellow students, patrons, instructors/staff members
- Failure to return to school after 30 days

Students that require regular or consistent discipline may also be permanently terminated from school.

## **RULES AND REGULATIONS**

Listed below is a synopsis of the school's Rules & Regulations. Upon enrollment, students are furnished a complete, in depth, set of Rules & Regulations.

1. All students are to attend school as scheduled.
2. Students are to use their "free time" constructively doing practical work on their mannequins, or completing book assignments.
4. Stations are to be set up and ready to take a client immediately upon clocking in. This prevents the client from having to wait.
5. Students are to take their lunch break at the designated time, unless they have special permission otherwise from an instructor.
6. Students are not to be called to the telephone for personal calls. A message is to be taken and given to them.
7. **ALCOHOLIC BEVERAGES OR NON-PRESCRIPTION DRUGS ARE STRICTLY FORBIDDEN ON SCHOOL PREMISES!!!** If they are found on school premises, this will be cause for immediate and permanent termination, and reason for termination placed in permanent record file. If you are taking prescription drugs, you must have a bottle with your name on it, and school personnel must be notified of such prescription.
8. **FIREARMS AND/OR DANGEROUS WEAPONS ARE ALSO STRICTLY FORBIDDEN AT THE SCHOOL!!!** This is also cause for immediate, and permanent, termination from school.

9. All schedules must be followed as outlined by the instructor. Any class time or work assignments that are missed **must** be made up as soon as possible. It is your responsibility to check with your instructor about any tests or assignments to be made up.
10. You are furnished a locker upon enrollment. You should purchase a lock, and place it on your locker. Purses should be kept in your locker.
11. Please do not bring valuables or large amount of cash to school. We also recommend that you do not wear expensive jewelry to school. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!!!!**
12. Students may smoke in the designated smoke area on their break. This includes Vapor cigarettes. Vapor cigarettes are not permitted inside the building. Also, **DRINKS & FOOD ARE NOT ALLOWED ON THE CLINIC FLOOR.**
13. Students are to look professional at all times, and must be dressed in the school uniform (**dress code is listed in brochure**).
14. There is to be no profanity in the school at any time. This is cause for an immediate three day suspension.
15. Avoid gossip and discussion of personal problems with other students or clients. If you have a problem, you may wish to discuss it with an instructor or other staff member.
16. Students are not to assume the role of an instructor. Instructors are always available to assist you with help on the clinic floor.
17. Any student caught stealing supplies or equipment from the school or fellow students will be immediately terminated from school, and the reason for termination will be documented in permanent record file.
18. Refusal to perform a service on a client will result in a 3-day suspension and you being sent home for the remainder of the day.
19. The school reserves the right to suspend or terminate a student from school for insubordination, refusal to cooperate with the instructors or staff, follow instructions or directions, follow assigned schedules or in any case where we feel the student is not adapted to our training.
20. Any or all of the State Board members are free and welcome to visit the school. Always be courteous and respectful to them. The State Board Inspector will make regular visits to the school.
21. Please respond promptly and cheerfully when you are called to the reception desk for a client.
22. If you are assigned to do clean up duties, please do them efficiently and promptly.
23. Each student is responsible for keeping their chair and individual work station clean. All dirty towels are to be taken to the dispensary.

Rules & Regulations may be subject to revisions and changes during your attendance. Therefore, you must abide by those which may come into effect during your attendance, as well as the above listed rules and regulations.

### **CERTIFICATION STATEMENT**

I certify that the information and policies contained in this brochure are true in content and policy, and that the school enforces all policies pertaining to progress standards and regulations set up by the school.

Certifying Official,

Catherine Donahoe  
Owner/Director