

ACADEMY OF COSMETOLOGY

Hair, Nails

- **COSMETOLOGY**
- **NAIL TECHNOLOGY**

Student Handbook & Course Catalog

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TABLE OF CONTENTS

WELCOME TO THE ACADEMY OF COSMETOLOGY	3
OBJECTIVE	3
OUR FACILITY	3
ADMISSIONS REQUIREMENTS & PROCERURES	3
LICENSING PROGRAMS	3
Cosmetology	3
Nail Technology	3
SCHOOL HOURS	4
SCHOOL CALENDER	4
TIME CLOCK	4
DRESS CODE	4
DAILY REQUIREMENT SHEET	4
DAILY SANITATION	4
CLIENT SERVICES	4
GRADUATION	4
GRADING SYSTEM	5
Grade Point Average	5
TUITION AND OTHER STUDENT CHARGES	6
REFUND POLICY	6
Discontinued Programs	6
Cancellation of Class	7
Refund before entering class	7
Refund after entering class	7
TRANSFERRING FROM OTHER SCHOOLS	7
NON-DISCRIMINATION POLICY	8
LEAVE OF ABSENCE	8
POLICY RELATING TO CONDUCT, PROBATION & TERMINATION	8
Student Code of Conduct	8
Probation	8
Probation Policy	9
Termination & Official Termination Date	9
GRIEVANCE POLICY	9
GENERAL INFORMATION	10
EMPLOYMENT PLACEMENT	10
ATTENDANCE POLICY & POLICY RELATING TO MAKE-UP WORK	10
STAFF BIOS	11
ACKNOWLEDGEMENT PAGE	12

WELCOME TO THE ACADEMY OF COSMETOLOGY

With the rising day spa popularity, there is an ever-increasing demand for qualified, well trained professional cosmetologists and nail technicians. Recognizing these needs, the Academy of Cosmetology welcomes you to a place where you can receive an education that is both challenging and rewarding in the fields of cosmetology, nail technology.

In the interest of providing our students with a well-rounded education in all aspects of cosmetology and nail technology, we include classes in business, and ethics. This gives our students a competitive edge when they enter the marketplace.

To this end, we ask for dedication, discipline and determination from every student. This ensures the community that the Academy of Cosmetology certifies only the most vigorously trained and qualified graduates entering these fields.

OBJECTIVE

The objective of the Academy of Cosmetology is to educate and train each student above and beyond the standards of the State guidelines, our goal is to prepare students to take and pass the State exam, and have the confidence to go out and become, a successful cosmetologist and nail technician.

Thank you for choosing Academy of Cosmetology, we look forward to educating you to become a professional in this industry.

OUR FACILITY

Academy of cosmetology is located in Post Falls, Idaho and its classrooms and administrative office occupies 2,400 square feet. It is easily acceded from I-90 and Highway 41, near a major medical office park, restaurants and fast-food establishments. The school offers classrooms, a break room area and an area for student/faculty communications. To insure quality education, the maximum size per class has been established to be no more than eight students. The instructor to student ratio for Idaho is 1 to 20. A bulletin board displaying job opportunities is found in the school's classroom. The school's administration office is also located in the school facility, easily accessible for student concerns.

ADMISSIONS REQUIREMENTS & PROCEDURES

In order to be considered for admission, those interested in the program must complete the Admittance form and submit it along with the non-refundable registration fee. Upon receipt of the application and registration fee, the student and enrollment staff will discuss payment options and ending balance payments. To enroll as a student at Academy of Cosmetology you will need to be at least 16 ½ years of age, provide a State issued photo I.D., high school diploma, GED, or transcripts, and marriage license (if married).

LICENSING PROGRAMS

COSMETOLOGY

2,000 Hours

Tuition: \$12,000

NAIL TECHNOLOGY

400 Hours

Tuition: \$4,500

Each course tuition includes: books, student kit, & supplies

SCHOOL HOURS

School hours are Monday through Friday, 8:00am to 3:30pm. Theory is held 8:30 - 9:30 every day.

Typical Day:

8:00-8:30	Clock in, get prepared for Theory
8:30-9:30	Theory
9:30-3:15	Clinic Floor
3:15-3:30	Clean-up/Sanitation

SCHOOL CALENDER

The Academy of Cosmetology courses & programs are offered periodically throughout the year, and are dependent upon student enrollment. Call us or check out our website for current class start dates.

A number of legal and religious holidays are observed by Academy of Cosmetology with no classes held on the following days: Labor Day weekend, Thanksgiving (Thursday- Sunday), Christmas (Dec.24-Jan 2), Memorial Day weekend, Independence Day & the day after (July 4th & 5th). Classes that fall on these days will be rescheduled so that students will meet the required number of hours for completion of their program.

TIME CLOCK

Clocking in and out is mandatory everyday by each student. Do not clock in and out for a fellow student, students caught doing so will be terminated.

DRESS CODE

We expect every student to arrive to school dressed professionally. We allow clean jeans, slacks, dresses and skirts, comfortable shoes, nice shirt with no writing on it and hair and makeup done.

DAILY REQUIREMENT SHEET

This form needs to be filled out on a daily basis by each student. At the end of each month the staff will total them up and have each instructor and student sign & date them.

DAILY SANITATION

Students are required by law to learn and do sanitation daily.

CLIENT SERVICES

Students will be required to perform services on patrons. Refusing to perform a service will resort in a 1 day suspension.

GRADUATION REQUIREMENTS

- * Complete and pass all written and practical tests with a cumulative score of at least 85%.
- * Complete the required number of program hours, 2000 cosmetology, 400 nail technology.
- * Complete and pass all final exams required by the school
- * Complete tuition payment or make payment arrangements on last day of school
- * Complete and pass mock state board exams

Upon completion a diploma is awarded by the Academy of Cosmetology

GRADING SYSTEM

The Academy of cosmetology uses the decimal grading system in its courses. All final passing grades are expressed within a range of numbers between 4.0 the highest, and 2.9 the lowest. Academy of Cosmetology requires an 85% GPA throughout the school course.

<u>DECIMAL GRADE</u>	<u>SCALE GRADE</u>	<u>ALPHA GRADE</u>
100-98.75	4.0	A
98.74-97.50	3.9	A
97.49-96.25	3.8	A
96.24-95.00	3.7	A
94.99-93.75	3.6	A
93.74-92.50	3.5	A
92.49-91.25	3.4	A
91.24-90.00	3.3	B+
89.99-88.75	3.2	B+
88.74-87.50	3.1	B+
87.49-86.25	3.0	B
86.24-85.00	2.9	B

LOWEST PASSING GRADE: 2.9 OR 85% GPA

84.99-83.75	2.8	B
83.74-82.50	2.7	B-
82.49-81.25	2.6	B-
81.24-80.00	2.5	B-
79.99-78.75	2.4	C+
78.74-77.50	2.3	C+
77.40-73.25	2.2	C
76.24-75.00	2.1	C
74.99-73.75	2.0	C
73.74-72.50	1.9	C
72.49-71.25	1.8	C
71.24-70.00	1.7	C-
69.99-68.75	1.6	C-
68.74-67.50	1.5	C-
67.49-66.25	1.4	D+
66.24-65.00	1.3	D+
64.99-63.75	1.2	D+
63.74-62.50	1.1	D+
62.49-61.25	1.0	D
61.24-60.00	0.9	D
59.99-58.75	0.8	D
58.74-58.00	0.7	D-
57.99-0.0	0.6	F

TUITION & OTHER STUDENT CHARGES

A one-time registration fee of \$125.00 must be included with the application for admittance to Academy of Cosmetology and it is not included in the cost of tuition. This fee is due on the day of registering for a class.

If a student does not graduate by the specified graduation date (given to student on the first day of class), the student will be charged \$20.00 per class day until he or she completes all the requirements for graduation. Exceptions may be granted if a student can provide a signed document from a doctor, or a court document explaining the time missed.

Students may pay tuition in full or schedule a payment plan, with the first payment due on the first day of class & all remaining payments due on the 15th of each of the following months. If the 15th falls on a Holiday or weekend, payments must be received on the weekday prior to the holiday or weekend. A late fee of 18% of the amount past due will be assessed if payment is 7 days past due date. Payments can be made by check, credit cards or cash, if check is to come back as non sufficient funds payee will be responsible for the cost of returned check of \$20.00 at that point all tuition payments can only be accepted in the form of cash. Payments need to be consistently paid on time to qualify to get your license by paying 1/2 of the remaining balance of your tuition on your last day of school.

We ask that all tuition be paid in full at time of graduation. If it cannot be paid in full, then the student will be required to pay 1/2 of the remaining balance on last day and then the remaining 1/2 balance can be made by monthly payments of \$350.00. If 1/2 of the remaining tuition balance cannot be paid on last day then the State's final paperwork will be held and NO license will be given until 1/2 the balance is paid. When that 1/2 balance is paid and a contract is signed that the remaining balance will be made by monthly payments then the paper work will be sent in and you will receive your license. If payments are not made as outlined on the Balanced owed contract that was signed at graduation, all unpaid tuition will be turned over to a collection agency with an additional 50% charge added to your remaining balance and legal action will be sought.

REFUND POLICY

Discontinued Programs

1. If the school continues to operate under its license, but discontinues instruction on any program after training of students has begun, the students enrolled in the discontinued program are entitled to a pro rata refund of all tuition monies paid unless comparable training is arranged by the school to be provided at another public or private vocational school and such arrangements are agreed to in writing by the student.
2. Notice in advance of the discontinuance must be provided to the agency and the student in writing.
3. The term "discontinued" generally applies to the elimination by the school of a particular course offering prior to its completion. However the term includes circumstances where program(s) commenced at a specific location under terms of an enrollment agreement are relocated to a substituted physical site.
4. Students affected by relocation may voluntarily accept transportation and other arrangements offered by the school in order to continue his/her training or may file a refund claim.
5. Request for refunds pursuant to this provision must be made in writing by the enrolled student within 30 calendar days following discontinuation of the program. Money due to the applicant/student shall be refunded within 30 calendar days after the receipt of the request.

CANCELLATION OF CLASSES

The Academy of Cosmetology reserves the right to cancel a class before it starts for any reason it deems necessary. In which case, the enrolled student is entitled to a full refund of tuition monies within 30 calendar days. Academy of Cosmetology also reserves the right to suspend, cancel or postpone a class or classes after training has begun for any reason, including but not limited to, such events as fire, flood, storm, war or civil disorder. In such events, a pro-rata refund will be made on tuition monies prepaid by the student within 30 calendar days of the official termination date unless the student elects to continue the training in a later class.

REFUND BEFORE ENTERING CLASS

1. A full refund of all tuition paid will be paid if the school does not accept the applicant.
2. A refund of tuition cost, or one hundred twenty-five dollars, whichever is less, will be paid if the applicant withdraws no later than midnight on the 3rd business day(excluding Sundays & Holidays) after signing the contract or making an initial payment, provided that the applicant has not commenced training.
3. After 3 business days(excluding Sunday & Holidays), the school may retain an established registration fee equal to 10% of the total tuition cost, or one hundred twenty-five dollars, whichever is less. "Registration fee" refers to any fee however named, covering those expenses incurred by an institution in processing student application and establishing a student record system.
4. The school reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply for all monies paid to the next scheduled class start date.

REFUND AFTER ENTERING CLASS

If training is terminated after entering class, the student is financially obligated to the school according to the following formulas or maximum charges.

1. If the student terminates during the first week or 10% of contracted instructional time, whichever is less, the school may retain 10% of the tuition cost plus the registration fee.
2. If the students terminates after the first week or 10% of contracted instructional time, whichever is less, but prior to completion of 25% of contracted instructional time, the school may retain 25% of the tuition cost plus registration fee.
3. If the student terminates after completion of 25% and up to and including 50% of contracted instructional time, the school may retain 50% of the tuition cost plus registration fee.
4. If the students terminates after completion of more than 50% of the contracted instructional time, the school may retain the full tuition amount plus registration fee.

TRANSFERRING FROM OTHER SCHOOLS

The Academy of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study. Transfer students who have already withdrawn from their prior school may enroll pending the availability of stations and rooms. In order to be considered a graduate of Academy of Cosmetology, transfer students must meet all regular graduation requirements and all written and practical evaluations. Academy of Cosmetology will provide all former transcripts and certificates of completion upon satisfaction of any outstanding debt owed to the school.

NON-DISCRIMINATION POLICY

The Academy of Cosmetology is a school that will not discriminate against any student of any race, color, gender, national or ethnic origin. We admit students of any race, color, gender, national or ethnic origin.

LEAVE OF ABSENCE

Students can fill out a leave of absence form, with the leave & return dates and have it signed by the owners for approval. If students does not return on requested date or fails to contact school, student will be terminated.

POLICY RELATING TO CONDUCT, PROBATION & TERMINATION

A student enrolling at the Academy of Cosmetology assumes responsibility for reasonable standards of behavior while on school property or while participating in program activities. Inappropriate and/or illegal student conduct that is grounds for probation, suspension & termination include, but are not limited to the following:

1. Class attendance under the influence of alcohol or drugs
2. Disruption of class or classes
3. Violation of school regulations or policies
4. Interference with another student and/or instructor
5. Showing lack of respect for another student and/or instructor
6. Stealing or destruction of property
7. Failure to pay tuition due in a timely manner
8. Misrepresentation of self
9. Determination as mentally incompetent
10. Unprofessional or unethical conduct
11. Excessive absences or tardiness
12. Negligence or incompetence in the practice of your chosen study
13. Failure to maintain academic progress
14. Any other conducts which the school, instructors, or other students deem to be harmful to the school's reputation, the academic process or inappropriate for this profession.
15. Refusal to provide assigned client services

STUDENT CODE OF CONDUCT

The disciplinary powers of the Academy of Cosmetology will not be used to duplicate the function of the civil authorities. However, if a student's actions are judged to be detrimental to the health, welfare, or general well-being of the school, of the community, or any individual therein, Academy of Cosmetology may exercise its disciplinary authority.

PROBATION

Students enrolled at the Academy of Cosmetology must maintain an 85% cumulative GPA throughout their enrollment at the Academy of Cosmetology. A student will be placed on academic probation when their cumulative GPA falls below 85%. Once placed on academic probation, a student must raise the cumulative GPA to 85% within 30 days time, and maintain perfect attendance, barring excused absences for emergency or unforeseen situations.

PROBATION POLICY

A student may also be placed on probation for any of the following reasons:

1. Academics: > Missed examinations
> Cumulative grade average below 85%
2. Attendance: > Excessive absences over 5% of coursework
> Any no- shows to school
> Constant Tardiness
3. Tuition: > Failure to keep payments current
4. Conduct: > A student violates any of the conducts as written in the handbook relating to conduct & termination.

A student may be placed on probation for a period not to exceed 30 days. The student will then have 10 working days to file a request for review of the probation and show cause why the probation should not stand and be made part of the students file. If within the probation period the student fails to correct the circumstances of the probation, the student will be terminated from the school.

TERMINATION

A student who receives notice of termination and seeks re-admission to the school must submit, via U.S. mail, a written petition to the owners of the school. The petition must include a review of the reasons for the termination, and must contain an explanation of what has changed such that the student should warrant re-entry. Normally, a terminated student will not be re-admitted until a year has elapsed following the date of termination. A petition for re-admission may be filed earlier however, in the expectation that the owners will establish and communicate the conditions, if any, under which the student may resume studies. The decision of the owners shall be final.

The official date of termination of a student shall be the last date of the recorded attendance when withdrawal occurs in any of the following manners:

1. When school receives notice from the student of the students intention to discontinue the training.
2. When the student is terminated for a violation of a school policy, which provides for termination.
3. When a student, without notice to the institution, fails to attend classes for 14 calendar days.

GRIEVANCE POLICY & PROCEDURE

The student, and staff Grievance Policy & Procedure is designed to provide an effective/acceptable means for persons to bring equal opportunity/non-discrimination, disciplinary or any conduct-related problems and complaints to the owners attention. This enables students or staff to file a grievance without fear of retribution or prejudice, and to help identify and eliminates legitimate causes for dissatisfaction. This procedure is separate from and applies to all issues than grades.

- a) Complaint should be brought to the owners
- b) The Grievance Committee will meet with the person filing the grievance and a determination will be made, in writing, wither during the meeting or within 48 hours.

The Academy of Cosmetology Grievance Committee is composed of the following;
One instructor not associated with the complaint,
Two students in the program and not associated with the complaint.

The committee members will be determined by lot at the time of the complaint is brought forth and has gone through the complaint process to "b" above. Those persons drawn by lot may refuse participation. Persons drawn by lot may not be accepted to serve if they have an involvement in the

complaint or play a part of the situation being brought forth for consideration.

GENERAL INFORMATION

A student's file may be reviewed and appended by the directors, instructors, staff, and agents of the State Board as well as other legal entities, as the school deems appropriate. A student has the right of access solely to his/her own personal files and only during school hours. All files are confidential and will be released only upon proper written request by the student or an appropriate legal body. Files are kept at the school for 5 years.

EMPLOYMENT PLACEMENT

Once students have committed to a career in Cosmetology, Nail Technology, or Esthetics and have successfully completed the course, it is our policy to make every effort to assist our graduates in finding employment. We receive many requests for Cosmetologist, Nail Technicians, & Estheticians & we keep our graduates informed as to employment opportunities. Although the Academy of cosmetology provides placement assistance, the school cannot guarantee employment. Many of our students prefer self-employment and we believe that by equipping our students with quality education in business, ethics and marketing skills they should be able to successfully develop their own private practices.

ATTENDANCE POLICY & POLICY RELATING TO MAKE-UP WORK

All students must attend 100% of scheduled class & clinic hours in order to meet graduation requirements for each program. Absences must be made up hour for hour in class, student/public clinic and/or extra make-up assignments will be given. Missed academic work & examinations must be made up as determined by the instructor, and/or before graduation day. Any student who arrives 15 min late will receive a TARDY. THREE TARDIES will equal 1 absence. Also, if a student arrives 1 hour late or leaves before the instructor dismisses the class, an absence will be counted.

Once qualified to participate, students are required to participate in the student/public clinic. Hours worked in the student/public clinic are counted toward completion of the course. A student may also be placed on probation for repeatedly being tardy for class sessions and/or the student/clinic floor.

Excused absences are allowed for illness and other documented emergencies, but should these exceed two weeks in duration, the student may be required, to utilize the tutorial system in order to continue. Students may also be placed on probation should absences exceed 5% of course time, or have a negative impact on academic performance.

All courses, including the student clinic may administer and require the passing of regular quizzes, examinations and practical demonstrations.

STAFF

Debbie Hummel Owner/Instructor

I have been an Idaho resident since 1979 and graduated from Coeur d' Alene High School in 1988. I attended Headmasters School of Hair Design and graduated in 2001. Since that time, I have worked in the cosmetology industry and graduated from instructor training courses. I am an Idaho State Board of Cosmetology member and a Master Educator for Tammy Taylor Nails.

Amy Peterson Owner/Instructor

I moved to this area from Montana in 1988. I attended Headmasters School of Hair Design and graduated in 2001. I received an instructor's license in 2003. I am certified with Dermalogica Skin Care, 302 Skin Care treatments and certified in PCA skin peels. I am continually furthering my education and staying with current trends.

Shannalee Miller Instructor

I was born and raised in North Idaho, I moved my career focus from psychology after four years at University of Idaho, to cosmetology in December of 1995. I received my instructor license in 1998 and have taught in schools, work as a cosmetologist , educated for two product lines and two color lines in both Washington and Idaho ever since. I always return to teaching because I feel it's where I can give the most of my personal experience and I love the one on one interaction and growth I see in my students as they progress in their training.

ACKNOWLEDGEMENT PAGE

Violation of any provisions herein can and/or will result in disciplinary action at the discretion of Amy Peterson and Debbie Hummel.

Signature

Date