

# **SHAWNEE BEAUTY COLLEGE**

**2024 N. HARRISON  
SHAWNEE, OK 74801  
(405)275-3182**

## **CATALOG**

**OCTOBER 4, 2023**

## SHAWNEE BEAUTY COLLEGE

### *Developing Cosmetology Professionals with Determination and a will to Succeed.*

Shawnee Beauty College has earned an excellent reputation since opening its doors in June 1976. Shawnee Beauty College is owned and operated by Leah Longest and Susan Kinkade. The school is conveniently located in the heart of downtown business district.

Shawnee Beauty College is licensed by the Oklahoma State Board of Cosmetology. Shawnee Beauty College offers the community a well trained staff that can assist you in instruction, enrollment, and placement.

Shawnee Beauty College is located in one-story building with 5,800 square feet and can accommodate 60 students. The facility consists of 1 major clinic area, 35 workstations, 1 large classroom, 1 Demonstration and Mannequin area, Breakroom area, 3 restroom facilities, a library, and an administrative and counseling office.

Students will graduate with current techniques in the multifaceted field of Cosmetology and Barbering. Financial assistance may be available for those who qualify.

Shawnee Beauty College does not discriminate on the basis of sex, age, religion, race, color or ethnic origin.

All courses are taught in English

National Accrediting Commission of Career  
Arts and Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600 Fax (703) 379-2200

Oklahoma State Board of Cosmetology  
2401 NW 23<sup>rd</sup>, Suite 84, Shepherd Mall  
Oklahoma City, Oklahoma 73107  
(405) 521-2441 Fax (405) 528-8310

Oklahoma Department of Veterans Affairs State Approving Agency  
2132 NE 36th Street  
Oklahoma City, OK 73111  
(405) 879-9600 Fax: (405) 879-3400

Oklahoma Board of Private Vocational Schools  
3700 N Classen Blvd #250  
Oklahoma City, OK 73118  
405-528-3370

**TABLE OF CONTENTS**

ADMINISTRATIVE STAFF, MISSION STATEMENT, SCHOOL CALENDAR, ADMISSION  
POLICY.....2 - 5

TRANSFER STUDENT, TUITION.....6

SATISFACTORY PROGRESS POLICY.....7-8

APPEALS PROCESS, LOA, MAKE-UP POLICY.....8

GRADING POLICY, STUDENT RIGHTS, GRAD REQUIREMENTS, LICENSING  
REQUIREMENTS.....9

CANCELLATION – SETTLEMENT POLICY - UNIFORMS.....9

RECORD OF ATTENDANCE, ATTENDANCE POLICY, EXCUSED ABSENCE  
& TARDY POLICY.....10

RETURN TO TITLE IV.....11-12

CURRICULUM FOR PRIVATE SCHOOL.....13,14,15, 16

SCHOOL RULES.....17

CODE OF ETHICS, &  
PRIOR CREDIT .....18

STUDENT SERVICES, RE-ENROLLMENT PROCEDURE, SETTING GOALS,  
PLACEMENT AND TERMINATION .....19

OPPORTUNITIES FOR COSMETOLOGISTS.....20

#### ADMINISTRATIVE STAFF

Leah Longest	Owner/ Master Instructor for All Courses Taught/ Director/Financial Aid
Brandy Cluck	Master Instructor for Cosmetology, Barbering, Manicuring, Esthetician and Instructor Courses
Erica Williams	Master Instructor for Cosmetology, Barbering, Manicuring, Esthetician, and Instructor Courses
Zina Carter	Master Instructor

#### MISSION STATEMENT

Shawnee Beauty College is dedicated to providing each student with a well-coordinated educational program that will prepare the student for employment in the fields of Basic Cosmetology, Nail Technician/Manicurist, Esthetician Master Cosmetology Instructor, Barbering and Barber Master Instructor. Students will gain invaluable experience while attending school. Students will graduate Shawnee Beauty College with the latest techniques in the multifaceted fields of Cosmetology and Barbering. Shawnee Beauty College is dedicated to Developing Cosmetology, Nail Technicians/Manicurist, Esthetician, Master Cosmetology Instructors, Barbering and Barber Master Instructors Professionals with Determination and a Will to Succeed

#### SCHOOL CALENDAR

Shawnee Beauty College will be closed on the following days:

New Years Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Thanksgiving Holiday	Last Thursday and Friday of November
Christmas Holiday	December 24-December 31st
Labor Day	First Monday of September

Students will be notified by television media of school closing due to inclement weather. Students may start class Tuesday of each week. Shawnee Beauty College operates on a continuous basis and students may start class on anyday Tuesday thru Saturday.

#### ADMISSION POLICY

- Have a High School diploma or High School transcript showing a graduation date.
- Have a recognized equivalent of a High School Diploma such as a home schooled certificate by the state where the student resided during home school or a General Education Diploma (GED)
- We do not accept the Ability to Benefit criteria
- Are not currently enrolled at a primary or secondary institution
- Has a correct social security number and valid photo ID
- The Institution accepts transfer student from other Institutions if they have fully withdrawn and meet all other admission requirements. All hours logged with the State Board will be accepted. Transfer hours are only counted as attempted and completed hours for determining when the allowable maximum time-frame has been exhausted. These hours will be excluded when determining Satisfactory Academic Progress
- Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations
- In order to determine eligibility for Title IV funds, student must:
- Comply with our Satisfactory Academic Progress (SAP) policy included in the student catalog.
- Not be in default on a loan made under any Title IV, HEA loan program
- Must not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV, HEA loan program
- Not have property to a judgment lien for debt owed to the U.S.
- Is not liable for a grant from the Federal Perkins loan overpayment
- Be enrolled at least half time to receive assistance from the Direct Loan program. (The Pell Grant program does not require half time enrollment, but the student's enrollment status does affect the amount of Pell a student may receive).
- A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.
- The college will count the transfer hours that apply towards the student current program in determining satisfactory academic progress.
- A student that transfers into another program will be considered a transfer student into the new program. Should a student prevail upon their appeal and be determined making satisfactory progress, the student will be automatically re-entered in the course and financial aid funds will be reinstated to eligible students..

Conviction for possession or sale of illegal drugs

The college is not required to confirm this unless there is evidence of conflicting information.

A conviction that was reversed, set aside or removed from the student’s record does not count, nor does not received when the student was a juvenile, unless he or she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of illegal drugs	Sale of illegal drugs
1 <sup>st</sup> offense	1 year from date of conviction	2 years from date of conviction
2 <sup>nd</sup> offense	2 years from date of conviction	Indefinite period
3 <sup>rd</sup> offense	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again.

When a student regains eligibility during the award year the college may award Pell for the current payment period

Standards for a qualified drug rehabilitation program:

A qualified drug rehabilitation program must include at least 2 unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor

Incarcerated Applicants:

An applicant is considered to be incarcerated if he or she is serving a criminal sentence in A federal, state or local penitentiary, prison, jail, reformatory, work farm or similar Correctional institution (whether it is operated by the government or a contractor).

An applicant is not considered to be incarcerated if he or she is in a half-way house or home detention or is sentenced to serve only weekends. Incarcerated applicants will not be admitted to Shawnee Beauty College. Applicants who have been convicted of a felony, but are not currently incarcerated can potentially be admitted after a review by the college. They may receive a license by the state of Oklahoma.

Selective Services Registration:

To be eligible to receive Title IV, HEA program funds, a male student who is subject to Registration with the Selective Services must register with Selective Service (a male Student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).

Citizenship and residency requirements:

Except as provided in paragraphs (b) and (c) of section 668 of Title 34-Education, to be eligible to receive Title IV, HEA program assistance, a student must:  
Be a citizen or national of the United States or  
Provide evidence from the US Immigration and Naturalization Service that he or she is a permanent resident of the US or  
Be in the US for other than a temporary purpose with the intention of becoming a citizen or permanent resident or  
Be a citizen of the Federated States or Micronesia, Republic of the Marshall Islands, or the Republic of Palau. (These students are eligible under FWS, FSEOG, and Pell programs.

These students must be enrolled as a regular student in an eligible program in order to Participate in Title IV.

An applicant must complete the entire admissions process as outlined in our catalog. To receive federal aid the applicant must meet the criteria outlined in this policy.

**TRANSFER STUDENT**

Students transferring to another cosmetology school may request a written release from Shawnee Beauty College. The student will be charged \$10.00 for the transfer.

Shawnee Beauty College accepts all students that are registered with the State Board of Cosmetology. All hours are accepted.

Course	Registration Fee	<u>TUITION</u>				Total Tuition
		Books, Equipment & Supplies	Lab Fee	Tuition		
Basic Cosmetology: \$100.00		\$1,950.00	\$2,500.00	\$13,966.00	\$18,516.00	
Nail Technician/Manicuring:.....\$100.00		\$750.00	\$650.00	\$7,393.00	\$ 8,893.00	
Master Instructor .....\$100.00		\$525.00	\$0.00	\$9,156.00	\$ 9,781.00	
Basic Barber: ..... \$100.00		\$1,950.00	\$2,500.00	\$13,966.00	\$18,516.00	
Esthetician..... \$100.00		\$750.00	\$650.00	\$7,393.00	\$ 8,893.00	
Other Fees:						
Transfer Fee:	\$10.00					

Convenient terms are arranged for students who wish to make monthly payments. We accept cash, money order, check, Title IV, loan, etc.

The Basic Cosmetology course takes a total of 12 months or 50 weeks to complete. Students who are in school more than 13 months or 54 weeks will be charged \$9.31 per hour until course is completed.

The Nail Technician/Manicurist course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$ 12.32 per hour until course is completed.

The Master Instructor course takes a total of 8-1/3 months or 33-1/3 weeks to complete. Students who are in school more than 9-1/3 months or 37-1/3 weeks will be charged \$9.15 per hour until course is complete .

The Barber course takes a total of 12 months or 50 weeks to complete. Students who are in school more than 13 months or 54 weeks will be charged \$9.31 per hour until course is completed.

The Esthetician Course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$12.32 per hour until course is complete.

**SHAWNEE BEAUTY COLLEGE  
SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Progress in attendance and academic work is a requirement for all students. All students must maintain the required academic progress. The Satisfactory Academic Progress Policy is available online and also given to students prior to enrolling.

SAP includes both quantitative (attendance) and qualitative (academics) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the programs.

**ATTENDANCE PROGRESS**

Attendance is measured cumulatively at the established SAP evaluation periods. Attendance is measured in actual clock hours completed. All evaluations will be completed within seven (7) School Business Days following the established evaluation points.

**MAXIMUM TIME:** The maximum time a student has to complete this course, excluding any leave time, is 150% of the established program completion schedule. Students who exceed the maximum time frame shall be terminated from the program. The student shall be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution.

**NOTE:** The Basic Cosmetology course takes a total of 12 months or 50 weeks to complete. Students who are in school more than 13 months or 54 weeks will be charged \$7.25 per hour until course is completed.

The Nail Technician/Manicurist course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$9.93 per hour until course is completed.

The Master Instructor course takes a total of 8-1/3 months or 33-1/3 weeks to complete. Students who are in school more than 9-1/3 months or 37-1/3 weeks will be charged \$7.52 per hour until course is complete .

The Basic Barbering course takes a total of 12 months or 50 weeks to complete. Students who are in school more than 13 months or 54 weeks will be charged \$ 7.25 per hour until course is completed.

The Esthetician Course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$9.85 per hour until course is complete.

**ACADEMIC PROGRESS**

The following factors will be a measure to determine academic progress. The Institutions academic year is 900 hours per program.

Course	Length	Actual Hours Satisfactory Reports at
Basic Cosmetology	1500 hrs.	450, 900, 1200, 1500
Nail Technician/ Manicurist	600 hrs	300, 600 hrs
Basic Barbering	1500 hrs	450, 900, 1200, 1500 hrs
Master Instructor	1000 hrs	450, 500, 1000 hrs
Esthetician	600 hrs	300, 600 hrs

Theory and Practical Work (test grades, homework, practical work, clinic floor, etc.)

Theory and Practical Work will be graded according to the following scale:

90% to 100%	A	Excellent
80% to 89%	B	Good
70% to 79%	C	Satisfactory
60% to 69%	D	Fair
59% or Below	F	Failure

**STUDENTS MUST MAINTAIN A 70% AVERAGE IN THEORY AND PRACTICAL/CLINIC WORK IN ORDER TO BE CONSIDERED MAKING SATISFACTORY PROGRESS.**

## **DETERMINATION OF PROGRESS**

Evaluations of progress will be conducted as shown in Academic Progress

**SATISFACTORY:** Students with a minimum of 70% in theory work and 70% in practical/clinic work, and at least 67% of hours for full time or part-time, and 85% of hours for full-time or part-time veterans.

Students meeting minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, the student must meet both attendance and academic minimum requirements on a cumulative basis on at least one evaluation by the midpoint of the course. The school will notify students of all evaluation results. Basic Cosmetology and Basic Barbering students are making satisfactory academic progress are counseled at 450, 900, 1200 and 1500 hours and are given academic progress results. Nail Technician/ Manicurist and Estheticians students are counseled at 300 and 600 hours and given results. Master Cosmetology Instructor and Master Barbering Instructor students are counseled at 450, 900 and 1000 hours and given results.

Students failing to meet minimum progress requirements will be placed on warning until next evaluation period with the opportunity to meet requirements for the next evaluation period. During the warning, students are considered to be making satisfactory progress and financial aid funds will be dispersed to eligible students. Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status or probation.

The Institution may allow a status of probation for students who are not considered meeting minimum standards for satisfactory academic progress if:

- The Institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period.

## **APPEAL PROCESS**

Students who's financial aid is terminated after failing to achieve minimum requirements may no longer receive financial aid may appeal this determination. Students may appeal for reasons such as death of an relative, an injury or illness of the student, or other allowable special circumstances. The student must submit documentation regarding why the student failed to make satisfactory academic progress and what has changed in the situation that will allow the achievement of satisfactory academic progress at the next evaluation. The student must submit a written appeal to the Director along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. This appeal must be received by the Director within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate financial aid will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if the student is a dependent minor), the student's instructor, and the Director. A decision on the student's appeal will be made within three (3) business days by the Director and will be communicated to the student in writing. This decision will be final. The written appeal, appeal documentation, and a copy of the decision will be documented in the student's file

## **LEAVE OF ABSENCE**

A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status as prior to their departure. A Leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

## **LEAVE FOR MILITARY SERVICE**

Students called to active U.S. Military Service shall not lose academic status. Absence due to approved U.S. Military Leaves is not considered an interruption in attendance and students granted a Military leaves retain their original catalog rights. If Military Leaves are extended past 180 days the student will be withdrawn from program, but will be readmitted upon return in the same status of withdraw.

## **WITHDRAWALS/COURSE INCOMPLETE**

Any student who withdraws from their contracted course or fails to complete their training will have notice placed in their student file as to progress at point of withdrawal. Incomplete grades will convert to an F-Failure if work is not completed within the scheduled time and will impact their GPA.

## **REPETITION**

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry. Students re-entering after a period of withdrawal will re-enter in the same progress status as when they left.

## **TRANSFER**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

## **NON-CREDIT REMEDIAL COURSES**

Non-Credit remedial courses have no effect upon the institution's satisfactory academic progress standards.



**.REFUND POLICY**

An Applicant Rejected By The School Shall Be Entitled To A Refund For All Monies. If Any Student (Or In Case A Student Is Under Legal Age, His Parents Or Guardian) Cancels Enrollment And Demands Money Back In Writing Within 3 Business Days Of The Signed Enrollment Agreement Or Contract, All Monies Collected By Shawnee Beauty College Shall Be Refunded Regardless Of Whether The Student Has Actually Started Training. Refund calculations are based on actual hours.

The Cancellation Date Will Be Determined By The Postmark On Written Notification, Or The Date Said Information Is Delivered To The School Administrator Or Owner In Person. This Policy Applies Regardless Of Whether Or Not The Student Has Actually Started.

If A Student Cancels Enrollment 3 Days After The Signed Contract, But Prior To Classes, The Student Shall Be Entitled To A Refund Or All Monies Paid To The School, Minus The Non-Refundable Registration Fee Of \$100.00 For All Courses.

For Student Who Enroll In And Begin Classes, the Following Schedule of Refunds Is Authorized:

Percentage of Time to Total Time Of Course	Amount of Tuition School Shall Retain or Receive
0.01 To 4.9 %	20% Retained or Received
5.0 To 9.9 %	30% Retained or Received
10.0 To 14.9 %	40% Retained or Received
15.0 To 24.9 %	45% Retained or Received
25.0 To 49.9 %	70% Retained or Received
50.0 % or More	100% Retained or Received

**Return of Title IV Funds**

90% Of Tuition, Room, Board And Other Charges Assessed The Student If The Student Withdraws Between One Day And 10% Of The Period For Which The Student Is Charged.

- 80% If The Student Withdraws Between 10.1% And 20% Of The Period Charged.
- 70% If The Student Withdraws Between 20.01% And 30% Of The Period Charged.
- 60% If The Student Withdraws Between 30.01% And 40% Of The Period Charged.
- 50% If The Student Withdraws Between 40.01% And 50% Of The Period Charged.
- 40% If The Student Withdraws Between 50.01% And 60% Of The Period Charged.

Unofficial Withdrawals for Clock Hour Students Are Determined By the School through Monitoring Clock Hour Attendance At Least Every Thirty (30) Days

Any Monies Due The Applicant Or Student Shall Be Refunded Within 30 Days Of Formal Cancellation By The Student Or Formal Termination By The School Which Shall Occur No More Than 30 Days From The Last Day Of Physical Attendance Or In Case Of Leave Of Absence.

A Student On An Approved Leave Of Absence Notifies The School That He Or She Will Not Be Returning The Date Of Withdrawal Determination Shall Be The Earlier Of The Scheduled Date Of Return From The Leave Of Absence Or The Date The Student Notifies The Institution That The Student Will Not Be Returning.

The Cost Of Other Items Such As Kits, Books, And Supplies Or Other Fees Shall Not Be Considered In Tuition Adjustments. These Items Become Property Of The Student When Issued And Are Not Refundable.

In Case Of Student Illness Or Disabling Accident, Death In The Immediate Family Or Other Medical Circumstances Beyond The Control Of The Student, Shawnee Beauty College Will Make A Settlement Which Is Reasonable To Both, If Authorized Documents Are Presented By The Student Or Are In The Students File And Payment Arrangements Have Been Made By The Student With The Administration Office Prior To The Collection Proceeding Being Initiated.

If A Course Is Canceled Subsequent To A Student Enrollment And Before Instruction Has Begun, The Institution Will, At Its Option, Provide A Full Refund Of All Monies Paid Or Provide Completion Of The Course.

If The School Cancels A Course And/or Program And Ceases To Offer Instruction After Students Have Enrolled And Instruction Has Begun, The School Shall At Its Option: Provide A Pro-Rata Refund For All Students Transferring To Another School Based On The Hours Accepted By The Receiving School; Or Provide Completion Of The Course and/or Program.

If The School Is Permanently Closed And No Longer Offering Instruction After A Student Has Enrolled And Instruction Has Begun, The Student Shall Be Entitled To A Pro-Rata Refund Of Tuition.

If A Student Becomes Terminated Or Expelled By The Institution, The Institution Will Follow The Institutional Refund Policy Retainment Percentages To Determine The Amount Of Tuition That Will Be Retained Based On Time Spent Enrolled In Course.

Shawnee Beauty College Collection Policy Requires That Arrangements Be Made For Payment Of Accounts Before A Student May Graduate.

For VA students enrolled under provisions of Title 38 that provides a refund for the unused portion of tuition, in the event the Title 38 student fails to enter the course, withdraws, or is discontinued at any time prior to completion. Such policy provides that the amount charged to the Title 38 student for tuition for a portion of the course shall not exceed the approximate pro-rata portion of the total charges for tuition that the length of the completed portion of the course bears to its total length. An amount not in excess of ten dollars (\$10.00) for an established registration fee is not subject to refund or pro-rata. Refunds must be completed within 40 days per Code of Federal Regulation (CFR) 21.4255

**EXPENDABLE SUPPLIES**

Shawnee Beauty College furnishes all expendable supplies to the student, excluding supplies for personal use. Students are charged for the use of personal expendable supplies at a reduced rate.

**UNIFORMS**

Students must look professional. Black smock, hose or socks, and closed toe, low-heeled rubber soled shoes are permitted. Shirts must be tucked in. No sweat shirts, knit material, or sleeveless tops will be allowed.

**LICENSING REQUIREMENTS FOR COSMETOLOGY**

All graduates are required to pass the Oklahoma State Board of Cosmetology exam to receive a license to practice in the state of Oklahoma. The exams are administered in Oklahoma City, Oklahoma as scheduled by the Oklahoma State Board of Cosmetology. The registration form is completed by the school certifying the graduation requirements are complete. The graduate is responsible for all costs related to the licensing requirements.

#### **RECORD OF ATTENDANCE**

A time sheet with the student's name is used for general attendance records. Attendance records are kept in a permanent file by the school. Any records promulgated by the Oklahoma State Board of Cosmetology will also be kept by the school.

#### **ATTENDANCE POLICY**

1. Students are expected to attend school Tuesday-Saturday, 9:00-4:00 p.m. Students are allowed a 1-hour lunch period.
2. Students are expected to check in by 8:59 a.m. and be in class before 9:00 a.m.
3. Students are expected to notify the school personnel before roll call in the event of expected tardiness or being absent.
4. Students who miss 2 unexcused academic class periods (9:00-10:00 a.m.) in 1 week will be suspended 1 day as decided by school personnel.
5. If 5 calendar days are missed in 1 month, the student will be suspended from school 3 consecutive days as decided by the school personnel.
6. Students absent from school on Thursday or Friday, the day before or after a holiday, will be suspended for 3 consecutive days as decided by the school personnel. Half days missed will follow the same policy.
7. Students who know in advance that they will need to be absent from school must work out some type of arrangement prior to being absent.
8. The Basic Cosmetology course takes a total of 12 months or 50 weeks to complete. Students who are in school more than 13 months or 54 weeks will be charged \$5.76 per hour until course is completed. The Nail Technician/Manicurist course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$7.83 per hour until course is completed. The Master Instructor course takes a total of 8-1/3 months or 33-1/3 weeks to complete. Students who are in school more than 9-1/3 months or 37-1/3 weeks will be charged \$5.50 per hour until course is complete.  
The Barber course takes a total of 12 months or 50 weeks to complete. Students who are in school more than 13 months or 54 weeks will be charged \$5.76 per hour until course is completed.  
The Esthetician Course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$7.83 per hour until course is complete.

#### **EXCUSED ABSENCE**

The only excused absence is for medical reasons, jury duty, military duty, and death in immediate family.

#### **TARDY POLICY**

At 9:05 a.m. a student is tardy and may not return to class until 10:00 a.m. Three (3) tardies will equal 1 absence. Students must maintain minimum SAP attendance rate at all times.

#### **MAKE UP WORK POLICY**

All students are given the opportunity to make-up any missed test on Thursday of each week after school.

#### **STUDENT RIGHTS**

Shawnee Beauty College guarantees the rights of the students to have access to their records. The school will provide proper supervision and interpretation of records. Information about a student is released only by written instruction from the student or parent or guardian of a dependent minor student. Students are informed of all calls or requests for information. Students or parents or guardians of a dependent minor student must provide a signed release if they want information released to third parties. The school provides and permits access to students and other school records as required for an accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission or other government agencies.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

#### **GRADUATION REQUIREMENTS**

Completion of the course, the required clock hours are earned, and a final exam with a grade of no less than 70% will earn the student a diploma. The graduate will then be eligible to register with the Oklahoma State Board of Cosmetology to take the state exam for a license to practice in the state of Oklahoma.

#### **RETURN TO TITLE IV**

The Office of Financial Aid calculates the return of Title IV funds using federal formulas, in writing to complete recovery of Title IV funds to specific program funds, notifies the student of his or her obligation to repay funds if applicable tracks the repayment and refers overpayments to ED. It also offers the student any earned post-withdrawal disbursement and follow procedures and policies pertaining to this indicated in the award notification part of the manual.

The date of Shawnee Beauty College determination that a student withdrew is identified through faculty input, student's failure to return from an approved leave of absence, student's verbal or written notification to any office.

In the event of any unofficial withdrawals, Return to Title IV refund must be done within 45 days from the date of determination of such withdrawal. The date of determination must occur within two weeks from the last day of attendance.

All students are notified through Shawnee Beauty College orientation about the withdrawal process and the student's rights and responsibilities including how a student reports the intent to withdraw and how the student begins the withdrawal process.

#### **WITHDRAWAL DATE**

The office monitors attendance of all enrolled students. It will contact student via email, phone call and letter. If no response is received within the following week, the school will assume the student has unofficially withdrawn. The office will determine the withdrawal date which would be no later than two weeks from the last day of attendance. However, if the student responds, the official withdrawal date will be the date on which the student notifies the school via any mean of communication. A student who wishes to withdraw from school for compelling personal reasons should notify the college in writing stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study. For all clock hours programs attendance roster is mandatory. All documentations for a withdrawn student will be kept on student's file in the office of financial aid.

Shawnee Beauty College grants Leave of Absence (LOA) as per regulation of Higher Education Reconciliation Act (HERA) 2006. Students who requires a leave of absence from the program must do so in writing and be approved by the Director prior to leave of program. If a student does not return from his/her LOA, the office will notify the Office of Financial Aid. The school will assume the student has unofficially withdrawn on the following day of the date of return from his or her LOA. This begins the withdrawal process. The office of Financial Aid will complete the Return to Title IV process as per regulations as described in the manual.

#### **FORMULA CALCULATION**

Shawnee Beauty College Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the college prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of Percentage of aid earned = the number of scheduled hours in the payment period completed unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

**Refunds are allocated in the following order:**

Unsubsidized Federal Stafford Loan  
Subsidized Federal Stafford Loan  
Federal Parent (PLUS) Loan  
Federal Pell Grant  
Federal Supplemental Opportunity Grant  
Other Title IV assistance  
State Tuition Assistance Grants (if applicable)  
Private and institutional aid  
The student

The following is a step-by-step process that is followed in all Return to Title IV funds calculations

- Step 1:** Determine the percentage of aid earned by calculating the percentage of the scheduled hours that the student completed.
- Step 2:** Determine the amount of earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed.
- Step 3:** Determine the amount of unearned aid by subtracting earned aid from disbursed aid *or* determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid.
- Step 4:** If unearned funds must be returned, determine the schools and the student's shares; *or* if a post-withdrawal disbursement is due, determine the sources from which it will be funded.
- Step 5:** If unearned funds must be returned, allocate unearned aid to programs from which student was funded; *or* if a post-withdrawal disbursement is due, send student applicable notification.
- Step 6:** Return the institution's share and any funds repaid by the student or refer the student to ED; *or* make the post-withdrawal disbursement.

The department of Education provides return of Title IV funds worksheets in Volume 2, Chapter 6 of the FSA Handbook. It has also developed software that automates the calculation. This software can be downloaded via <http://www.sfadownload.ed.gov/ReturnT4Funds.htm>. These are used to calculate all R2T4 calculations. A copy of the worksheet in the event of manual calculation and a computer printout in the event of automated calculation is placed in student's file for records. The office of financial aid performs all R2T4 calculations as it has all Title IV award and institutional charges information which are required in the calculations.

**POST WITHDRAWAL DISBURSEMENTS**

In the event a student is eligible for a post-withdrawal disbursement based on student's budget, awarded financial aid and Title IV funds and R2T4 calculations, a post-withdrawal disbursement must be made only after the following conditions are met.

Student and parents were in most cases verbally notified of the availability of post-withdrawal disbursements by the Office of Financial Aid within one week from the date of R2T4 calculation was performed.

Student and parents in most cases verbally notified the Office of Financial Aid within a reasonable time indicating their acceptance of available post-withdrawal disbursement amounts. The reasonable time refers to allowing sufficient time to school to process a post-withdrawal disbursement within the deadlines set by the Department of Education.

Student has outstanding institutional charges that are due and wants to pay off those charges by applying his/her post-withdrawal disbursement.

Student/Parents completed all necessary paperwork related to such post-withdrawal disbursement within a reasonable time.

**OKLAHOMA STATE BOARD OF  
COSMETOLOGY CURRICULUM FOR  
PRIVATE BEAUTY SCHOOLS**

**Subject: Basic Cosmetology - 1500 Clock Hours - 30 Clock Hours per week**

Theory .....	150
Manicuring and pedicuring, including sculpturing nails, tips and other artificial nail application procedures and care.....	100
Facials and make-up.....	25
Scalp treatments .....	15
Shampooing, conditioning and rinses .....	100
Hair styling, finger waving and dressing or wigs, including thermal and blow drying .....	350
Hair coloring, tints, bleaching and other color treatments .....	135
Hair cutting, shaping and thinning, razors, clippers, and beard trimming .....	200
Eye lashes, brow dying and arching.....	25
Personality, shop management, unassigned hours for review, examinations, etc. ....	175
Hair reconstructing, permanent waving and chemical hair relaxing.....	225
Total Hours: .....	1500

**Objective:**

To prepare the student in the basic skills for licensure and practice of cosmetology as prescribed by Oklahoma State Law.

Diploma will be awarded upon completion of this course.

All courses are taught in English

**OKLAHOMA STATE BOARD OF  
COSMETOLOGY CURRICULUM FOR  
PRIVATE BEAUTY SCHOOLS**

**Subject: Master Instructor - 1000 Clock Hours - 30 Clock Hours per week**

Orientation and review of cosmetology curriculum.....	150
Introduction to teaching.....	60
Course outline and development, including lesson planning, teaching techniques, teaching aids, and developing, administering and grading examinations.....	230
Law, beauty school management and record keeping.....	50
Teaching and assisting in the classroom and clinic.....	250
Practice teaching in the classroom.....	260
Total Hours: .....	1000

**Objective:**

To prepare licensed cosmetologists for licensure and as instructors of cosmetology as prescribed by Oklahoma State Law.

Diploma will be awarded upon completion of this course.

All courses are taught in English

OKLAHOMA STATE BOARD OF  
COSMETOLOGY CURRICULUM FOR  
PRIVATE BEAUTY SCHOOLS

Subject: Nail Technician/Manicuring -  
600 Clock Hours - 30 Clock Hours per week

Bacteriology sterilization and sanitation.....	40
Nail sculpture, composition disorders and disease.....	60
Manicuring and Pedicuring.....	160
Artificial Nails.....	160
Nail Art.....	60
Salon development (business administration and law; insurance; professional ethics; record keeping; business telephone techniques; salesmanship; displays and advertising; hygiene and public health).....	80
Cosmetology Law, rules and regulations.....	40
Total Hours.....	600

Objective:

To prepare the student in the basic skills for licensure and practice as a manicurist as prescribed by Oklahoma State Law.

Diploma will be awarded upon completion of this course.

All courses are taught in English

OKLAHOMA STATE BOARD OF  
COSMETOLOGY CURRICULUM FOR  
PRIVATE BEAUTY SCHOOLS

Subject: Esthetician  
600 clock hours—30 Clock Hours per week

Bacteriology.....	80
Sciences: .....	180
Facials.....	200
Non-Permanent Hair Removal.....	40
Salon Development.....	60
Cosmetology Law, Rules, and Regulations.....	40
Total Hours.....	600

Objective:

To prepare the student in the basic skills for licensure and practice as a manicurist as prescribed by Oklahoma State Law.

Diploma will be awarded upon completion of this course.

All courses are taught in English

**OKLAHOMA STATE BARBER BOARD  
CURRICULUM FOR  
PRIVATE BARBER SCHOOLS**

**Subject Basic Barber .....1500 Clock Hours  
30 Clock Hours per week**

Sanitation & Sterilization .....	75
Licensing Laws.....	20
Salesmanship& Job Search .....	100
Shop Management .....	100
History of Barbering .....	35
Facial Massage Treatment.....	40
Hair Cutting & Styling .....	555
Electricity & Light Therapy .....	25
Chemistry .....	15
Properties & Disorders of Skin, Scalp & Hair.....	35
Hair & Scalp Treatment .....	60
Chemical Hair Relaxing & Soft Curl Permanents .....	40
Men's Hairpieces .....	35
Shaving .....	5
Mustache & Beard Design .....	15
Bacteriology.....	15
Professional Image .....	50
Anatomy & Physiology .....	40
Implements, Tools & Equipment .....	70
Hair Coloring .....	150
Permanent Waving .....	20
 Total .....	 1500 hours

Objective:

To prepare the student in the basic skills for licensure and practice of barbering as prescribed by Oklahoma State Law.

Diploma will be awarded upon completion of this course.

OKLAHOMA STATE BOARD OF  
BARBER CURRICULUM FOR  
PRIVATE BEAUTY SCHOOLS

Subject: Master Instructor - 1000 Clock Hours - 30 Clock Hours per week

Orientation and review of cosmetology curriculum .....150  
Introduction to teaching .....60  
Course outline and development, including lesson planning, teaching techniques, teaching aids, and developing, administering and grading examinations .....230  
Law, beauty school management and record keeping .....50  
Teaching and assisting in the classroom and clinic .....250  
Practice teaching in the classroom .....260  
Total Hours: .....1000

Objective:

To prepare licensed cosmetologists for licensure and as instructors of Barbering as prescribed by Oklahoma State Law.

Diploma will be awarded upon completion of this course.

All courses are taught in English

**LICENSING REQUIREMENTS FOR BARBERS**

"Barbering" means any one or any combination of the following practices, when done upon the upper part of the human body for cosmetic purposes and when done for payment either directly or indirectly for the general public, constitutes the practice of barbering, to wit; Shaving or trimming the beard or cutting the hair; giving facial or scalp massages or treatment with oils, creams, lotions or other preparations, either by hand or mechanical appliances; singeing, shampooing or applying lighteners or color to the hair or applying hair tonics; applying cosmetic preparations, antiseptics, powders, oils, clays or lotions to scalp, face, neck or upper part of the body; and removing superfluous hair from the face, neck or upper part of the body;

- Completion of 1500 hours of study or equivalent number of credit hours
- Pass a written and practical exam
- Is over the age of sixteen (16)
- Has completed at least the eighth grade

Term of License

One year - Renewal required on the last day of June annually.



### **SCHOOL RULES**

1. All instruction will come from the instructor. One student is not to advise another in any phase of his/her training.
2. Students must not leave the school at any time without first notifying the school personnel and checking out.
3. Students may not check in and out for each other.
4. Students are assigned weekly duties. Students will perform all duties specified by school personnel.
5. Students must comply with all instruction, direction, and responsibilities at all times.
6. The lunch period is for 1 hour. Students must check in and out. Lunch time is from 11:30-1:00 pm.
7. Gum chewing, eating, etc., is permitted only in the break room.
8. Students must keep work stations and other areas clean and sanitary at all times.
9. School phones are for business purposes only. Personal calls should be limited. Messages will be taken for incoming calls.
10. Students may visit with each other in the break room and not in the presence of patrons.
11. Students may not take anything from the school without permission from the school personnel.
12. Personal items must be kept in your locker. The school is not responsible for stolen items.
13. Students must have hair neatly styled and make-up on before class.
14. Students are allowed one permanent wave or tint free of charge while in school.
15. Students will pay student prices for products used on their hair. Services must be paid for the same day.
16. Absolutely no PROFANE or VULGAR language at any time.
17. Students' children will be allowed in school for services only. Any family member will be expected to pay full prices for any services.
18. Personal items will be kept for 6 weeks after the student has left school. After that period they will be disposed of.
19. Professional ethics shall be practiced at all times.
20. The use of illegal drugs or alcohol before or during school hours is strictly prohibited. Students found in violation of this rule will be terminated immediately.
21. Smoking is allowed in designated area only.

### **CODE OF ETHICS**

1. This school has as its principal objective the training of qualified cosmetologists, barbers, and nail technician/manicurist to render the best possible service to patrons.
2. This school strives continuously to improve its operations in order to keep abreast with the ever-changing developments and new techniques in cosmetology.
3. This school observes all rules and regulations issued by the State Board of Cosmetology and Health Department.
4. This school encourages its instructors to keep abreast of the latest teaching methods in cosmetology in the way of reading educational books and attending teachers' refresher or advanced courses, workshops, and instructor's seminars.
5. This school takes part in educational conferences and regional meetings in order to advance the cosmetology profession.
6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workbooks, films, and other audio-visual aids) in order to provide the best possible training for its students.
7. This school purchases only high grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.
8. This school maintains honest and fair relationships with its staff, students, patrons, state board and other schools.
9. This school advertises truthfully, and makes honest representation to its students.
10. This school refrains from any criticism, which reflects unfavorably on other schools and the cosmetology profession.

### **PRIOR CREDIT**

Students utilizing VA education benefits must provide all transcripts and records of previous education and training. Academy of Cosmetology & Barbering will evaluate these records and, when possible, grant appropriate credit for the previous education and/or training, shorten the length of the training program, and notify the student regarding the amount of credit being granted for previous training. The fees for books and supplies are included in tuition. Tuition for transfer or reentry students will be prorated based on current tuition price

### **VETERANS AFFAIRS STUDENTS**

The Institution does not have policies in place that penalize in any way a VA beneficiary for a Delayed payment by the VA. This includes policies that prevent enrolling, assess a late Penalty fee, require securing alternative or additional funding, deny access to any school Resources, classes, libraries, or other institutional facilities available to other students that Have paid. Service members are readmitted to programs if they must interrupt to suspend Training due to military service and accommodations will be made for shot absences resulting From service obligations.

### **STUDENT SERVICES**

Counseling, group tutoring sessions, private tutoring sessions, referral to available service help organizations or substance abuse counseling

### **RE-ENROLLMENT PROCEDURE**

Upon request for re-enrollment a check will be made to see if student is enrolled in any other school and a check about status. A check of any hours accrued at another school and a call to the State Board for the number of hours. All hours logged with the State Board will be accepted. A student who re-enrolls receives the same status they withdrew with.

### **SETTING GOALS**

These are some of your educational objectives! What you choose to do with your vast education will be up to you and your goals in life. As a cosmetologist you could qualify for most any of these positions.

As a manicurist, your choices relate directly to the hands and feet, as a facialist, your career moves are very versatile.

As an instructor, teaching, supervising, and possibly owning your own school, are only a few of the many choices in the Cosmetology and Barbeing field.

If you love working with people and are willing to devote the time and energy necessary for real success, then this is the field for you!

Knowledge combined with determination, devotion, and energy will make your dreams come true!

### **PLACEMENT**

Shawnee Beauty College offers placement assistance for graduates. The graduate is responsible for providing the school personnel office with current information as long as placement assistance is necessary. There is no guarantee of employment provided by this service.

### **TERMINATION POLICY**

If a student fails to attend class, without notification, within a 14 calendar day period, he/she will be considered a withdrawal and terminated from the program.

**OPPORTUNITIES FOR COSMETOLOGISTS**

**Basic Cosmetologist**

Hair Stylist	Self-Employed Cosmetologist	Wig Stylist	Owner or Manager of Salon Chain
Manicurist	Artificial Nail Specialist	Skin Specialist	Retail Makeup Department Stores
Facialist	Manufacturer Representative	Salon Owner	Beauty Products Salesperson
Color Analyst	Permanent Wave Technician	Nail Salon Owner	Wig Salon Owner
Salon Supervisor	Salon Manager	Platform Artist	Chromotologist
Styles Director	Wig Specialist	Make-up	Beauty School Owner
Pedicurist Instructor for Manufacturer	Demonstrator of Beauty Products		
Manufacturer of Diversified Beauty Products	Manager or Owner of Beauty Supply Store		

**Manicurist/Nail Technician**

Manicurist	Artificial Nail Specialist	Nail Salon Owner	Styles Director
Sales Manager for Beauty Products	Products	Pedicurist Instructor for Manufacturer	Manufacturer of Diversified Beauty Products

**Master Instructor**

Instructor and all of the above

**OPPORTUNITIES FOR BARBERS**

**Basic Barber**

HAIR STYLIST  
SELF-EMPLOYED BARBER  
WIG STYLIST  
OWNER OR MANAGER OF SALON CHAIN  
SALON MANGAGER  
MANUFACTURER REPRESENTATIVE  
COLOR ANALYST  
PERMANENT WAVE TECHNICIAN  
WIG SALON OWNER  
PLATFORM ARTIST  
SALON SUPERVISOR  
STYLES DIRECTOR  
WIG SPECIALIST  
MAKE-UP ARTIST  
SALON OWNER  
BEAUTY PRODUCTS  
SALESPERSON  
SALES MANANGER FOR BEAUTY  
PRODUCTS DEMONSTRATOR OF BEAUTY PRODUCTS  
MANUFACTURES OF DIVERSIFIED BEAUTY PRODUCTS  
MANANGER OF OWNER OF BEAUTY SUPPLY ESTABLISHMENT