

Upstate College of Cosmetology Easley
1727 E Main St, Easley, SC 29640
Shaping the Stylist of Tomorrow
Cosmetology Student Handbook

Volume 7 June 24, 2023

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STUDENT NAME _____

Upstate College of Cosmetology Easley is not a title IV school and does not except Federal Funding.

Governing Body

Lynn James Owner/Manager/Enrollment

Bethany Haile Owner/Inventory Control/Instructor Coordinator

Faculty

Samantha McClain –Theory & Practical Manager/Cosmetology State Board Instructor

Darion Brooks – Principal/Cosmetology Practical Instructor/Cosmetology State Board Instructor/Admissions

Brianna Graham – Cosmetology Practical Instructor

Tiffany Black – Cosmetology Practical Instructor/Social Media/Event Planning

Toni Mischler - Administrative Assistant

State Agency

South Carolina State Board (803) 896-4588

110 Center View Dr, Columbia SC

Accreditation Agency

Candidacy Application Process

Middle States Association

St Leonard's Court 3819-33 Chestnut St, Suite 310 Philadelphia, PA 19104-3171

Mission Statement

Upstate College of Cosmetology Easley is Shaping the Stylist of Tomorrow. By giving you the one-on-one attention needed to fine tune your skills.

School Holidays

| | |
|------------------------|---|
| New Year's Day | January 1 |
| Teacher In service day | 1 st Monday of March |
| Easter | The Friday before and the Monday after. |
| Memorial Day | 1 day |
| Independence Day | 5 Days |
| Teacher In Service | 2 nd Monday August |
| Labor Day | 1 Day |
| Fall Break | 2 nd Monday October |
| Thanksgiving | Wednesday - Friday |
| Christmas | December 22-31 |

Inclement Weather will be announced on our Facebook page Group Me and Email.

School Start Dates 2024

January 8, 2024
March 4, 2024
April 29, 2024
June 24, 2024
August 26, 2024
October 21, 2024

School Start Dates 2025

January 6, 2025
March 3, 2025
April 28, 2025
June 23, 2025
August 25, 2025
October 20, 2025

Entranced Requirements

- Proof of at least 16 years old.
- Have completed the 12th grade with a diploma or its equivalent.
- US Citizenship
- Upstate College of Cosmetology does not discriminate against anyone regardless of Race, Gender, Sexual Orientation, or religious beliefs.
- At this time South Carolina does not recognize the Ability to Benefit.

Required Documents

- Driver's License or State ID
- High School Diploma or transcript proving completion of 12th grade or equivalent.
- Social Security Card.
- Proof of Citizenship if required.
- Medical documentation by an attending physician of any special equipment needed that will allow you to remain on the floor during practical hours. Special equipment must meet safety standards set forth by the school and must be able to pass a state board inspection.
- 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 high school diploma.

Credit for Prior Education

- Any student transferring in hours from another cosmetology school, whether public or private, will take a skills test to determine how many hours Upstate College of Cosmetology Easley will accept. Career Center Students may only transfer in Cosmetology hours.
- A notarized transcript must be provided at the time of admission in a sealed envelope. You may be allowed to start classes without a transcript. Your hours will start at zero until transcript is received. Then all hours will be calculated and submitted to the board.
- If you do not have your own books and kit, you will be required to purchase the following.
 - Milady Theory book, theory workbook, practical workbook as well as an exam book.
 - A kit through us.

Reenrollment

Each re enrollment will be looked at individually and a decision will be made by owners and instructors within one week of application.

Education from Another State

Per SC regulations it is up to the school how many hours will transfer in. The student will be required to test out in theory and practical. Hours excepted will be based on scores.

SECONDARY STUDENTS ADMISSIONS POLICY

For those secondary students not enrolled under a training agreement, the applicant must meet the following admission requirements:

- meet the state requirements for admission (complete 10th grade and be 16 years of age)
 - o Proof of completion of 10th grade can be shown through high school transcripts.
 - o Proof of age can be shown through a driver's license, birth certificate, etc.
- provide permission in writing from the secondary school in which they are enrolled.

Note: No more than 10% of the number of students enrolled can be secondary students.

Upstate College of Cosmetology Easley
Cosmetology Course Syllabus 1500 Hour Curriculum

Description:

The primary purpose of the Cosmetology course is to train the students in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills, obtain licensure, and gainful employment in the fields of cosmetology or related career fields.

Objectives:

1. Project a positive attitude and sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform basic manipulative skills in the area of hair styling, hair shaping, hair coloring, texture service, scalp and hair conditioning, skin and basic makeup, manicures, pedicures, and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's overall image.
6. Apply learned theory, technical information, and related matter to assure sound judgment, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

References:

A comprehensive resource center of references, periodicals, books, text, and on-line resources are available to support the course of study and supplement student's training. Students should avail themselves of the opportunity to use these extensive materials.

Teaching Methods:

The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. The facility is 6500 sq ft equipped with all supplies needs to perform manikin and live client services. Students' salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstrations, student participation, and audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of the study. A theory grade scale of 0-100 is used with a grade point average of 75 if needed to pass the course. Practical will be gaged on the number of technical skills completed. We use Milady CIMA and salon products.

Pandemics and Natural Disasters

In the event a Pandemic or Natural Disaster happens we will use all means approved by the board of cosmetology to educate our students. We will also follow CDC and other government organization guidelines as appropriate. You will be kept up to date on events via Group Me.

**Upstate College of Cosmetology Easley
COSMETOLOGY CURRICULUM**

| <u>HOURS</u> | <u>SUBJECTS</u> |
|--------------------|---|
| | 1. Science and Cosmetology |
| <u>45</u> | (a) Sanitation and Disinfection |
| <u>30</u> | (b) Personal Hygiene and Grooming |
| <u>35</u> | (c) Professionalism-Professional Ethics |
| <u>50</u> | (d) Public Relations, Salesmanship and Psychology |
| <u>45</u> | (e) Anatomy |
| <u>25</u> | (f) Dermatology |
| <u>25</u> | (g) Trichology |
| <u>15</u> | (h) Nail Structure |
| <u>100</u> | (i) Chemistry |
| <u>30</u> | (j) Safety Precautions (Public Safety) |
| | 2. Practice of Cosmetology |
| <u>45</u> | (a) Shampoos and Rinses (Safety) |
| <u>30</u> | (b) Scalp and Haircare-Treatments (Safety) |
| <u>150</u> | (c) Hair Shaping (Safety) |
| <u>325</u> | (d) Hair Styling (Safety) |
| | (i) Thermal Pressing |
| | (ii) Thermal Curling |
| | (iii) Wiggery |
| | (iv) Roller Placement |
| | (v) Molding |
| | (vi) Pin Curling |
| <u>25</u> | (e) Nail Technology (Safety) |
| <u>225</u> | (f) Chemical (Cold) Waving, Chemical Relaxing or Straightening (Safety) |
| <u>225</u> | (g) Hair Tinting (Coloring) and Lightening (Bleaching) (Safety) |
| <u>40</u> | (h) Facial-Skin Care and Make-up and Hair Removal (Safety) |
| <u>15</u> | State Law: Rules, Regulations, Code |
| <u>20</u> | Unassigned: Specific Needs |
| <u>1500</u> | TOTAL |

CLASS SCHEDULE 1500 hours

THEORY – Monday, Tuesday, 9:00 a.m. – 12:00 p.m.

- Doors will unlock at 8:45. Doors lock at 9:05 a.m. and reopen at 12:30 p.m.

State Board Practice – Wednesday 9:00 a.m. – 12:00 p.m.

- Doors will unlock at 8:45. Doors lock at 9:05 a.m. and reopen at 12:30 p.m.

Freshman Hours (Hours 1-300) - Monday – Wednesday 12:30 p.m. - 3:00 p.m. 3:01 p.m. - 5:00 p.m. Clinic floor for full time students.

CLINIC – Monday, Tuesday & Wednesday: 12:30 p.m. – 5: p.m. (after Freshman Hours)
Thursday & Friday: 9:00 a.m. – 5:00 p.m.

- Doors will unlock at 8:45. If not clocked in by 9:05 a.m. you may not clock in until 12:00 p.m.

No more than 40 hours a week unless they are make-up hours. You may not miss more than 2 mandatory days per month.

LUNCH BREAK 12 pm -12:30 pm

BREAKS – Monday – Friday 10:15 a.m. – 10:30 a.m. & 2:30 – 2:45 p.m.

SANITATION DUTIES – Monday – Friday before dismissal.

DISMISSAL –Monday - Friday 12:00 p.m., 3:00 p.m. & 5:00 p.m.

Part Time Monday – Friday 9 a.m. - 3 p.m. Any additional hours must be cleared with the instructors. No more than 14.5 months of school.

Home School or High School Students Hours Monday, Tuesday, and Wednesday 9:00 a.m. – 3:00 p.m. May attend any other hours when not in classes at school. May attend full time during the summer months.

Optional Summer Hours June 1 - 1st Tuesday in September.

THEORY – Monday, Tuesday, 9:00 a.m. – 12:00 p.m.

- Doors will unlock at 8:50. Doors lock at 9:05 a.m. and reopen at 12:30 p.m.

State Board Practice – Wednesday 9:00 a.m. – 12:00 p.m.

- Doors will unlock at 8:50. Doors lock at 9:05 a.m. and reopen at 12:30 p.m.

Freshman Hours (Hours 1-300) - Monday – Wednesday 12:30 p.m. - 3:00 p.m.

CLINIC – Monday 12:30 p.m. –3:00 p.m.

Tuesday & Wednesday: 12:30 p.m. – 5: p.m.

Thursday & Friday: 9:00 a.m. –3:00 p.m.

- Doors will unlock at 8:50. If not clocked in by 9:05 a.m. you may not clock in until 12:30 p.m.

Distance Learning Hours

THEORY Online – Monday & Tuesday, 9:00 a.m. – 12 p.m.

State Board Practice Online – Wednesday 9:00 a.m. – 12:00 p.m. and 12:30 p.m.-5:00 p.m.

CLINIC Monday & Tuesday 12:30 – 5:00 p.m.

Thursday 9:00 a.m. – 5:00 p.m. or Friday 9:00 a.m. – 5:00 p.m.

Freshman will have a breakout room Monday-Wednesday 12:30 p.m. - 3:00 p.m.

Full time and Part time hours will remain the same as onsite training.

If you have a client during any of your breaks/lunch; please let your instructor know and you may take a later or earlier break/lunch w/ permission.

Any student who leaves the school premises at any time must clock out!

If you are on site for 6 hours or less you do not have to take a lunch break, you may eat your lunch on your 15-minute break.

Full time hours are Monday – Friday 9 a.m. - 5 p.m. 37.5 hours per week.

Part time hours are Monday – Friday 9 a.m. - 3 p.m. 30 hours per week.

You may not miss more than 300 hours throughout the course.

Students must have a written note from medical professional, picture of positive COVID test, picture of wrecked car, picture of traffic stopped due to wreck or construction on hwy., for an absence to be excused.

Any student who leaves the school premises at any time must clock out!

LEAVE OF ABSENCE POLICY AND REQUEST

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing.
- The request must include the student's reason for the LOA; and
- The request must include the student signature.

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Vacation
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision.
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

I, _____, hereby request a Leave of Absence from my enrollment from _____ to _____.
(first day of LOA) (scheduled date of return)

The reason for the request is:

- Personal and/or family medical issues Death in the family Vacation
 Other: _____

I understand that, if approved, all conditions of the above stated policy will apply.

STUDENT SIGNATURE

DATE OF REQUEST

APPROVED: ____ YES ____ NO _____
SCHOOL OFFICIAL SIGNATURE

Note: Utilize dates listed above with the NACCAS LOA calculator.

UPSTATE COLLEGE OF COSMETOLOGY EASLEY SCHOOL RULES COSMETOLOGY

1. Students must sign in/clock in upon arriving at school. You must clock out and back in for lunch break. You must take a 30-minute lunch if you are here for more than 6 hours. You must clock out for personnel phone calls or if you must leave the floor for any reason. You clock out at the end of the day. If you forget to clock in or out the instructor will clock you in or out the last time you are seen on the floor. If you are caught taking an extra break or clocking back in and leaving the floor you will be clocked back out. You will clock in and out using Student Mobile App. You must also sign in and out on the daily sign-in sheet. Your daily time will start at 09:00 am unless you are preparing for a 9:00 client. You shall adhere to your part-time or full-time schedule.
2. No student shall sign/clock in for another student at any time.
3. There will be no short shorts or dresses/skirts or revealing clothes. Not sleeveless tops or dresses. You must wear closed-toed shoes. Professional all black attire or black scrubs to be worn. Make and hair ready before clocking in. No on the clock getting ready.
4. Students must always wear a smock or apron with a name tag attached.
5. There will be no profanity or inappropriate language or gossip at any time.
6. You may not eat on the clock unless it is breaking time or a special occasion. Food and drinks are not allowed on the clinic floor at any time. Break and Lunch areas are designated. Items left out will be placed in the trash. You have 2 15-minute breaks and a 30-minute lunch. You must not clock back in until you have completed your meal.
7. Duties will be assigned and MUST be completed before dismissal each day. Duties will start at 4:45 or 15 minutes before your scheduled clock out time.
8. No smoking or vaping inside or outside of the school.
9. Delta 8 & 9 are not permitted on campus. If you are caught doing either of these you are considered impaired.
10. No Alcohol, Drugs, or weapons allowed on property. (No coming to school under the influence of drugs or alcohol.)
11. Students shall not refuse service to a client. This includes being absent without an excuse on the day of a scheduled appointment. Students of UCC will present themselves in a courteous and professional manner to both internal and external customers.
12. Students may have a service performed on them one time per month, with the instructor's permission at the posted cost. Students may only use school-approved products while at school. Sign-up for monthly services will be from the 1st – the 5th the month. Students may do a wash and style on each other when it is on your sheet to do a live client and you do not have a live client. Students may perform a manicure on each other when it is on your sheet to do a live client and you do not have a live client. If you would like polish, there will be a \$1 charge for the polish. This may only be done with an instructor's permission.
13. No supplies, products, or equipment can be removed from the school. This will be considered stealing, and you will be expelled from school.
14. You may not use outside products on yourself or clients.
15. You may not borrow equipment or supplies from another student. UCC will not be responsible for lost or broken equipment.
16. Students must remain busy when not in the classroom. The student will continue manikin practices, clients, and busy work to be determined by an instructor. You may study for your final exam during clinical floor time on Monday or Tuesday only with the instructor's permission.

17. There will be no congregating in the office, at the front around the driers, around the instructor's desk or at the workstations.
18. The students will remain at their station during clinic floor time and always remain standing. Cosmetology is a physical career, and we are preparing you for the job market. If you become ill, you must clock out and you may clock back in at the next class time. If you have physical limitations, we must have documentation and you are required to have the equipment needed to assist you to remain on the clinical floor.
19. Cell phones are not permitted in the classroom or on the clinic floor. Cell phones will be taken up if you abuse this rule. If you are posting to your social media page, please let the instructor know beforehand and you may not sit in your chair will doing so. You may use your phone in theory class if you are using CIMA for the class.
20. All absences must be arranged through the office 24 hours in advance. A student that is absent from class for more than 3 days with no notice may be withdrawn from the program without warning.
21. The students will adhere to the agreed upon class schedule. This is Part Time hours or full-time hours.
22. Students may not verbally, in writing, or on any source of social media (e.g., telephone text messages, Facebook, twitter, Tik Tok) make untrue and or derogatory statements about the school, Upstate College of Cosmetology Easley LLC/UCC/UCCEASLEY, its students, staff, assistants, and or owners. Students may not instigate friends or family members or social media groups to do the above.
23. Student Mobile App by FAME & GroupMe is mandatory. This is how we communicate with you individually and as a group. We post a calendar of events that you must respond to. Not knowing the schedule of events is not an excuse because it is posted in GroupMe. Payment options are posted in there as well.
24. Station chairs may not be moved unless the instructor has given you permission. All station chairs must stay in a straight line.
25. Every student will have a social media beauty page. This may be any platform you like. You will hashtag #ucceasley, #cosmeotlogystudent, #easleydoesit, #cosmetologyschool, #futurestylist. You may also hashtag the product lines you use e.g., #redkinshades, #alfaparfusa #milkshakeleaveinconditioner, #allnutrient
26. Students are expected to present original material for all projects. If your work is found to be plagiarism you will receive an F and be on Academic probation for 30 days.
27. You may not miss more than 2 Mandatory days per month, these are Monday – Wednesday 9am – 3 pm. You may not miss more than 300 hours this is 20% of the 1500-hour program.
 - a. If you miss more than 2 mandatory days without proper excuses, you will be written up the 1st time. The 2nd time you will be suspended for a day and placed on probation for 1 month. The 3rd time you will be on leave for 1 month (payments are expected to be paid for that month) and come back in on 1 months' probation. The 4th time you will be expelled from school. The probation fee is \$75 per week expected to be paid on Monday before you may clock in. You must meet your scheduled hours during the probationary period. If not, your probation will be extended for a period of 2 weeks. If you still do not meet your probationary requirements, you will be moved to the next level of punishment.
 - b. If you miss more than 300 hours, you will be placed on probation for a period of one month. If you meet your scheduled hours for that month then your 20% will be recalculated. If you miss your 20% again you will be expelled from the program.

Signature for receiving school rules

Date

Reason for Dismissal

DISMISSED FOR THE DAY IF:

- Students arrive for the day in improper or untidy attire, this includes field trips.
- Students do not have kit tools and materials to perform project work, services on clients or class work. This includes an apron/smock and name tag.
- Student does not clean break area or your work area before leaving area this includes disinfecting the entire work area.
- Smoking or vaping on campus.

DISMISSED AT TIME OF INFRACTION & ONE DAY SUSPENSION IF:

- Student fails to perform daily duties responsibly.
- Students fail to accept assigned service responsibly.
- Student fails to perform assigned work satisfactorily.
- Students are late or do not show up for or complete assigned service or project.

SUSPENSION - 3 DAYS IF:

- Students leave the school without notification or approval. This includes leaving the school grounds while clocked in, leaving the workstation when not on a scheduled break.
- Student is absent the day before or after a holiday without prior approval.
- Student alters the appointment book this includes an unexcused absence when you have a client on the books.
- A student is disrespectful to faculty or client. This includes but is not limited to when asked to put on a smock or put up your phone, are stand up at your station.
- Exhibits unprofessional behavior.
- Using Unapproved Hair Products.
- Having student service performed without instructor's permission. Both students involved will be suspended.
- Dispensary person does not perform all required assignment while in dispensary, this includes someone leaving the school without doing assigned duty.
- Repeated not responding to events in Group Me.
- Repeated sitting on the clock.
- 2nd offense smoking or vaping on campus.

Suspension for 1 week.

- 3rd offense smoking and vaping on campus.
- At the instructor/owner's discretion for repeated offenses.

EXPELLED FROM THE PROGRAM ENTIRELY IF:

- Repeated unwillingness to perform practical work.
- Repeated refusal to park in designated area.
- Habitual absenteeism.
- Satisfactory progress is not maintained in theory or practical performance by 1350 hours.
- Student fails to try to do make-up work on his/her own time and at the convenience of the instructor in charge.

- A student is involved in a physical altercation, bullying and/or obscene language or law enforcement is called to school.
- Sexual Harassment directed at a student, staff member or client.
- Theft from school or other students includes services or failure to charge for a service.
- Repeated incidents of unprofessional behavior
- Repeated failure to perform housekeeping duties.
- Not meeting the provisions of the contract
- Performing any illegal act while at school
- Student brings alcohol, drugs, weapons on the premises.
- Being impaired while at school. (Under the influence.) This includes Delta 8 & 9.
- Gross unprofessional behavior with a customer
- Student's clocks in or out for another student. Students alter their or another student's timecard.
- Activities that reflect poorly on Upstate College of Cosmetology
- Refusal to leave the school immediately if asked to do so by a school staff member.
- Making untrue and/or derogatory statements about the school, staff, assistants, and students verbally, in writing and on ANY source of social media
- Smoking or vaping on campus, 4th offense.

EXTRA-INSTRUCTIONAL CHARGES & ATTENDANCE POLICY COSMETOLOGY

Upstate College of Cosmetology

1727 East Main St

Easley, SC 29640

EXTRA-INSTRUCTIONAL CHARGES

Each course/program has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the 1500 hours, additional training will be billed at the rate of \$250 per week or any part of and a fee of \$10.35 per hour, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until the applicable week's payment is made.

Student Signature

Date

Attendance Policy

Full Time 150 hours per month and Part Time 120 hours per month unless there is a holiday or teacher in service day. Students may miss only 20% of the hours scheduled. That is a total of 300 hours for 1500 hours. We must have the doctor's notes or proof of event for an excused absence. If more than 300 hours are missed, you will be placed on a 30-day probation period. You must maintain the required attendance. Then your 20% will be recalculated and if that is exceeded you will be expelled.

You may not go over 1500 hours without incurring extra charges.

You may not go over 1800 hours. You will be dropped by the program if you exceed 1800 hours in the program.

Any student who wishes to change their schedule after 4 weeks from start date will need official documentation of why this is needed.

Student Signature

Date

Student Characteristics

DAILY HOUR RECORD:

- A student's record is verification of time spent in program.
- The failure of students to sign in and/or out will result in hours not being received, this includes Course Key.
- Notations on records without an instructor's initials will result in not receiving hours.
- The student is responsible for verifying at the end of the month that all hours earned by the student have been credited to the students' record. Any corrections or protests of calculated hours must be made at this time. All student verification of attendance must be completed by the 10th of the month following the month the hours were earned. Failure to do so will result in a loss of hours.

STUDENT SERVICES:

- Student services must be pre-approved by an instructor or students must pay full price. Students may only use approved products for services.
- Students must have receipts showing service, payment. All information must be in the appointment book. Failure to follow this procedure will result in the student paying the full posted price,
- Only one service per month per student with instructor's permission. Service will be recorded on the student's service sheet in said student's file.
- Student may have a service performed to help a student complete a sheet if all work is up to date and service is approved by the instructor.

MISCELLANEOUS:

- No smoking in the building
- No personal use of the school phone is permitted by the school without permission from an instructor and/or officer.
- The school reserves the right to inspect all bags and kits utilized by the student at any time.
- All client service sheets are the property of the school and must be turned in at the time service is completed. Any sheet removed from the school will be considered theft and student will be expelled.
- We are preparing you for the workforce and you are expected to remain busy and conduct yourself as professionals while clocked in. This includes standing while working unless you are performing a service that requires you to sit.
- The student is required to always maintain a professional appearance.
- The student must maintain a Theory average of 75%.
- The student is required to attend no less than 84 hours per month.

Fashion Shows and Competitions:

- These activities are to enhance your education.
- The pictures will look great in your portfolio.
- A win will go a long way on your resume as well as look good in your portfolio.
- **Portfolio:**
- Every student will start their portfolio as soon as they start school. This can be on their social media account or hard copies. This can be Facebook, Pinterest, Instagram Google photos, etc.

UCC Easley Graduation Protocol

- All guests must be received on the theory floor side of the school. An instructor must be notified of the arrival of guests.
- The final clock out will be done in the theory area.
- All available students and staff will join for the final clock out.
- If there are clients on the clinic floor an instructor must remain to instruct and then can rotate with another staff member for photos, etc.
- If a student has a client on the clinic floor, they are not permitted to leave the clinic floor until the client service has been completed and the client has checked out.

Graduation:

- Students must complete a minimum of 1500 hours.
- Student must complete all Theory Test and Final Exam.
- Students must complete all Practical Sheets, Practical Test outs, Theory Practical Skill Sheets and 3 Mock State Boards.
- Students will receive a certificate stating completion of 1500 hours.
- Students may have a free service of Shampoo, Cut, Style, and Facial with make-up the day of graduation.
- Students may invite family members to the celebration. Students will have a short celebration and picture opportunities with staff and students. This must be within compliance with CDC guidelines during a Pandemic.
- Students will receive all the paperwork needed to apply for State Board testing.
- While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. The field of cosmetology is a physically demanding career. The school will prepare you for the physical challenges. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.
- If a student has a felony, they will need to go before the board before a license will be issued

Allergy Awareness:

- **UCC is an allergy awareness school. Upon enrollment**
-
- **you should make us aware of any allergies you have. We will maintain a list of known allergies in the office and these items will be disallowed in the school. We strive to keep our students and employees safe. These items will change as students enroll and graduate.**

Upstate College of Cosmetology retains the right to modify these rules and catalog at any time.

Grading

90 and Above – A

80 and Above – B

75 and Above – C (Satisfactory grade of “C” is required to meet the UCC Cosmetology Program Requirements.)

74 and below – Failing (Students must retake failed test within 1 week. If a failing grade or not taken in time frame class must be repeated)

Grading Procedures

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. Academic learning is evaluated after each unit of study. Practical assignments are evaluated and graded on time frame completed in. If the performance does not meet satisfactory requirement, it is not counted, and the performance must be repeated. At least three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written exam and pass practical skills prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the scale above.

Incomplete “I” Policy

1. Students who have requested an extension on their assignment will make an application with the instructor to request additional time. If the instructor grants the additional time to the student to complete his or her assignment, they will have two weeks from the date that the instructor and student agreed upon to complete the assignment.
2. Failure by the student to complete the assignment in the allotted time, will result in the “I” grade becoming a failing grade “F.”
3. In the event of mitigating circumstances, the student will be granted additional time to complete the assignment. A timeline will be discussed and agreed upon between the instructor and the student. The timeline will not exceed 30 days from the agreed date. The additional timeline will be a written agreement signed by the instructor and the student. The additional time will not exceed the noted evaluation.
4. Failure by the student to complete the assignment in the allotted time, will result in the “I” grade becoming a failing grade “F.”

Practical Grading Policy

The following is how you will receive a practical grade. You must pass with a grade of 75 or above to graduate.

- Students will be graded once a week during the first 8 weeks of school with a placement test.
- Students will be graded on each practical sheet 1-31 based on the hours it takes to complete each sheet.
- Students will be graded on each project for a total of no less than 3 projects.
- These grades will be averaged for your final practical grade.

Progress Reports

Practical progress will be measured at 300 hours, 799 hours, and 1100 hours by means of a times skills test and written test. Grade averages and sheet placement. Students must pass this before progressing to the next level. Any student falling behind on their practical sheets will be on a 30-day probation. If sheets are not up to hours in that time frame students will be suspended for 5 days.

Theory progress will be measured by your GPA on the SAP report. Students with 75 or below on a test after the 2nd retake will be required to sit through that Theory Class when it rotates around again. Students will also have a Theory Grade

Sheet as well as a Practical/Final Countdown sheet to help stay on track for Graduation. You may also keep track on your FAME.

Student Survey Policy

Each student will complete a student survey while they are in school. The students will fill out the survey while they are working on Practical Sheet 7. This will ensure that every student will fill out a survey form.

Academic Advising

Students will be assessed for extra academic needs on an as needed basis. The following criteria will be used.

Students are failing Theory test.

Students are not utilizing CIMA.

Students are not completing Practical Sheets on time.

Students are struggling with Practical techniques.

Students are afraid to take clients.

Students are not meeting attendance policies and are falling behind.

Students are not meeting attendance policies and missing valuable Demos.

Students are not turning in classwork or projects in a timely manner or at all.

Student is withdrawing from interaction when once attentive and interacting.

Other situations that the instructor notices a need to address.

A student Advising Form will be filled out and signed by both parties.

Counseling

UCCEasley has an open-door policy. If a student has any questions or concerns, personnel, or school related, they can always come to an instructor or owner. We respect their privacy and will keep the information private. We will work with the students to resolve their issues, so the student is free to complete their education. If needed, we will assist the student in finding professional counseling. We will discuss this with the students and help them find resources.

This will be documented and placed in the students' permit folder.

1. Students are not turning in classwork or projects in a timely manner or at all.
2. Student is withdrawing from interaction when once attentive and interacting.
3. Other situations that the instructor notices that need to be addressed.

SATISFACTORY ACADEMIC PROGRESS POLICY COSMETOLOGY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

Cosmetology 450 actual hours and 12 weeks
 900 actual hours and 24 weeks
 1350 actual hours and 36 weeks

*Transfer Students - Evaluation periods will be based on actual contracted hours at this institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

| COURSE | MAXIMUM TIME ALLOWED | WEEKS | SCHEDULED HOURS |
|---|-----------------------------|--------------|------------------------|
| Cosmetology (Full time, 37.5 hrs/wk) - 1500 Hours | 40 Weeks | 1837.50 | |
| Cosmetology (Part time, 30 hrs/wk) – 1500 Hours | 50 Weeks | 1837.50 | |

The institution operates all programs according to the following academic year: 1200 clock hours to be completed in 32 academic weeks.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe will pay an additional fee per week. Students will be permitted to re-enroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution's admission policy.

ACADEMIC PROGRESS EVALUATIONS

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. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

| | |
|--------------|----------------|
| 90 - 100 | EXCELLENT |
| 80 - 89 | VERY GOOD |
| 75 - 79 | SATISFACTORY |
| 75 and BELOW | UNSATISFACTORY |

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. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. 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 and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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.

INTERRUPTIONS, COURSE INCOMPLETES, 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 time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include the 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 school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This 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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's 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.

Classroom Rules

Practical Class --Clinic Floor Rules

1. Doors will lock at 9:05 and reopen at Noon.
2. Students must call, post in GroupMe or text when going to be absent or late.
3. Students must let the instructor know hours of attendance so practical work and clients can be scheduled.
4. Smocks and name tags must always be on.
5. Student must not start a client without a consult with instructor.
6. Student will have client sheet signed off by instructor after every service before client leaves chair.
7. Students will ask the instructor before performing services on one another.
8. Students will respect the instructor, clients, and each other.
9. Always keep the station and clinic floor clean.
10. Must get duties signed off daily by instructor. If the instructor does not see it completed, it has not been done. Instructor may assign this to the dispensary person for the day.
11. Phone may be used to look up styles for clients and worksheets, but only with the instructor's permission.
12. The phone will be taken and placed in a basket and given back on break or clock out if use is abused.
13. On Clinic Floor days you will go straight to your assigned station upon clocking in. If you come in and sit in the break area you will be docked 30 minutes for the day.
14. Only one practical sheet at a time is allowed. You will not be given another one until your sheet is turned in.
15. No sitting in the station chair unless the instructor deems it necessary.
16. Once a task is completed you turn, raise your hand until the instructor sees you and remain at the station until the task is signed off. NO more going to the instructor to have a task signed off.

Theory—Classroom Rules

1. Doors will be locked at 9:05 and reopen at noon.
2. Students must call, post in GroupMe or text if they are going to be absent or late.
3. Smocks and name tags must always be on.
4. No food in the classroom unless special occasion
5. Must have textbook in class, or your book pulled up on your phone. You will be sent home if you do not have them.
6. No phones out during class time, unless instructed by instructor to look something up or your book is on our phone.
7. If you miss a Theory Class, it will be the instructor's decision whether you may take the test, or you retake the class.
8. If you miss a test, you have 1 week to take the test, or you will retake the class.
9. All failed tests will be made up within 1 week.
10. Student must let the instructor know if leaving early for the day at the beginning of the day.
11. The phone will be taken and placed in a basket and given back on break or clock out if use is abused.
12. Theory work is only allowed on Monday and Tuesday, not on practical floor time.

State Board - Class Rules.

1. Doors will be locked at 9:05 and reopen at noon.
2. Students must call, post in GroupMe or text if they are going to be absent or late.
3. Smocks and name tags must always be on.
4. No food in the classroom unless special occasion
5. Must have textbook and Kits in class, you will be sent home if you do not have them.
6. No phones out during class time, unless instructed by instructor to look something up.
7. You are required to pass 3 Mock State Board before graduation.
8. State Board Rotation is a 7-week period.
9. You are not allowed to miss more than one day during the 1st 4 weeks of the rotation and still participate in that Mock State Board on the 6 weeks. Week 7 will be a demo or special guest day.
10. Full Time Students will have 5 opportunities to participate and pass 3 Mock State Boards. Part Time Students will have 7 opportunities to pass 3 Mock State Boards. Home School Students will have plenty of time to complete the required 3 Mock State Boards.
11. No sitting in the station chair unless the instructor deems it necessary.
12. Student must let the instructor know if leaving early for the day at the beginning of the day.

Field Trips

Field Trips are a learning experience and are approved school hours. You are expected to follow school rules and conduct yourself as a professional. This includes your attire. You are required to wear your name tags.

A release form will be completed before the event starts. You are required to sign in and out just like class time. Per State Board no driving time for the field trip.

If you are required to complete an assigned questionnaire or test for the field trip and it is not completed, you receive a failing grade.

Financial Responsibilities and Refund Policies

- All monies must be paid in full before your State Board paperwork is completed.
- Any time you are on a probation period you will pay an extra \$75 per week. This will be paid weekly before the student can attend class.
- Any student more than 1 month behind with tuition will not be allowed to attend class until tuition is up to date.
- Any student withdrawing will owe the school as follows, minus deposit, and enrollment fee, for all hours attended. This includes expulsion, school closure or program cancellation or student withdrawal.
- Students will receive a Board Approved Transcript for hours the school has been compensated for at the rate agreed upon at sign up, within 10 business days of all monies being received.
- Any refunds owed will be mailed out within 10 business days of official withdrawal.
- If the school cancels the program or closes the school a refund will be calculated as follows. Refunds will be based on scheduled hours. All transcripts and refunds will be mailed out within 10 business days of cancellation or closure of the program.
- Refunds are based on scheduled hours attended.

| PERCENTAGE LENGTH COMPLETED TO TOTAL TOTAL LENGTH OF COURSE AND/OR PROGRAM, SEMESTER, TERM OR BILLING PERIOD, PER CONTRACT | AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL |
|--|---|
| 0.0% | 0% |
| 0.01% to 4.9% | 20% |
| 5% to 9.9% | 30% |
| 10% to 14.9% | 40% |
| 15% to 24.9% | 45% |
| 25% to 49.9% | 70% |
| 50% and over | 100% |

Upstate College of Cosmetology Easley Dress Code

- Students must always wear a smock or apron and have a student name tag.
- Students must always look professional.
- No open toed shoes allowed on the Client Floor or Theory Class.
- No Sleeveless Shirts.
- No Shorts.
- No Short dresses or skirts.
- No workout clothes.
- No sweatpants or shirts.
- No graphic tees unless hair related.
- If in dress code all week on Friday you may be allowed to wear jeans or colored shirts.
- No midriffs showing.
- Dress leggings with a shirt that comes to the top of the thighs.
- Hair and Makeup on upon clocking in unless you are receiving a planned service. You may not put your make up on or style your hair, on the clock.

Privacy Policy

Students and parents/guardians of dependent minors are guaranteed the right to access and review the student's educational files. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization for the student or parent/guardian of a dependent minor. Upstate College of Cosmetology Easley requires a release for be completed without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and any other school official. The institution maintains a record of all release forms and requests for information.

Grievance Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow would they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred. The complaint form will be given to the school director.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and or actions being taken regarding the complaint.
4. If the complaint is of such a nature that cannot be resolved by management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has was not involved in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. Scholl management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Pandemic Protocols

These protocols will change as per CDC and State Board Guidelines.

COVID 19 Protocols

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

Day to Day Must Do's

1. Have your temperature checked at the door.
2. If you have been exposed, contact the instructor via GroupMe for instructions.
3. Place a mask on your face before you enter the school.
4. Mask must cover your nose and mouth.
5. Hand Sanitize often.
6. Follow Client protocol when you have a client.
7. Clean the restroom after you use it with the wipes provided.
8. Follow State Board Safety and Disinfection Rules and Regulations.

In the event you are sick or do not feel well on a school day, if you tell us, you have any of the following symptoms you may not come back to school for 5 days as long as asymptomatic.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Fever or chills

Cough

Shortness of breath or difficulty breathing.

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

If you have one symptom you need to be tested.

(These protocols may change with each pandemic)

ADA Policy

Purpose

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Upstate College of Cosmetology to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or student enrollment, conditions, and privileges of employment/student.

Procedures

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety, and well-being of themselves or others in the workplace/school environment when the threat cannot be eliminated by reasonable accommodation will not be hired/ allowed to enroll.

Upstate College of Cosmetology will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job/ responsibilities of a student unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Upstate College of Cosmetology. Contact Lynn Martin or Bethany Weber with any questions or requests for accommodation. All employees/students are required to comply with the company's safety standards. Current employees/students who pose a direct threat to the health or safety of themselves or other individuals in the workplace/school will be placed on leave until an organizational decision has been made regarding the employee's/Student's immediate situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The owners of the school are responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat, and undue hardship issues.

Terms Used in This Policy

As used in this ADA policy, the following terms have the indicated meaning:

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune,

circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed “mental retardation”), organic brain syndrome, emotional or mental illness and specific learning disabilities.

- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder, and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.
- **Direct threat:** A significant risk to the health, safety, or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- **Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Reasonable accommodation:** Includes any changes to the work/school environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work/school schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- **Undue hardship:** An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
 - The nature and cost of the accommodation.
 - The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
 - The overall financial resources of the employer; the size, number, type, and location of facilities.
 - The type of operations of the company, including the composition, structure, and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- **Essential functions of the job:** Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

Schedule of Tuition

| | |
|--|------------|
| Cost Per Hour | \$10.35 |
| Total Cost of Tuition for 1500 hours | \$14395.04 |
| Registration fee nonrefundable due at signup | \$100 |
| Kit nonrefundable due at signup | \$530.00 |
| Book access for 2 years nonrefundable due at sign up | \$224.96 |
| Total Tuition | \$15525.00 |

UPSTATE COLLEGE OF COSMETOLOGY EASLEY – Cosmetology 1727 East Main St Easley, SC 29640
CONTRACT/AGREEMENT
State of South Carolina
County of Pickens

This day _____ Upstate College of Cosmetology Easley agrees to provide 1500 hours of instruction in the Art and Science of Cosmetology to _____, student.

The student, _____ has provided proof of a tenth-grade education (for home school student), or proof for high school completion or its equivalent, as certified by the school last attended. or the equivalent thereof. (If the student cannot provide this certification, State Board approval will be necessary). The student is at least 16 years of age.

The cost of tuition is \$ _____ for a 1500-hour course, to be completed within an agreed upon time frame from this date. _____ Tuition includes the cost of the kit and books. The individual hourly rate of tuition is \$ _____ per hour. **A \$ _____ deposit is required at the time of enrollment and this deposit is Non-Refundable.** All material, supplies and texts are included in the cost of tuition; however, they remain the property of Upstate College of Cosmetology until the course is completed and tuition is paid in full. Students who do not complete the 1500-hour course within the agreed timeframe will be charged an additional \$250 per week until the course is completed. All tuition must be paid in full prior to graduation.

The sum of \$ _____ has been received from _____, with a balance of \$ _____. The balance is to be paid Upstate College of Cosmetology, LLC in _____ monthly installments of \$ _____, payable on or before the first of each month.

There is a \$150.00 withdrawal or termination fee for all students who withdraw at any time. Students will receive a Board Approved Transcript for actual hours the school has been compensated for at a rate described in the Financial Responsibilities and Refund Policies.

Upstate College of Cosmetology Easley will not release to any licensing board or other schools any certified hours of transcripts unless all financial and contractual obligations have been met for hours received. (Student initials) _____

Upstate College of Cosmetology Easley has filed a Surety Bond to the Board of Cosmetology which shall be conditioned upon the faithful performance of the terms and conditions of all contracts entered between the school and the persons enrolling therein.
(Student Initials) _____

Upstate College of Cosmetology Easley will provide a certified transcript to any student who withdraws and/or graduates. The transcript must include all hours obtained and for which the school has been compensated. (Student initials) _____

A copy of the Upstate College of Cosmetology Easley Rules and Regulations is attached to this contract and has been read by the student. (Student initials) _____

Student Signature: _____ Date: _____

*I have read, agreed to and received a copy of this contract.

Parent/Guardian of student under age 18: _____ Date: _____

*I have read, agreed to and received a copy of this contract.

School Official _____ Date: _____

Sworn to and subscribed before me.

This _____ day of _____, 20_____

Notary Public of South Carolina

Printed Name

Revised September 5, 2022

STUDENT APPLICATION/ENROLLMENT FORM
UPSTATE COLLEGE OF COSMETOLOGY EASLEY - Cosmetology
1727 East Main St

Easley, SC. 29642
(864) – 442-6647

Name:

Address:

City Zip

Email:

Contact Phones: Home Business

Age:

DOB

Social Security Number: Last Four only

EDUCATION:

Highest Grade Completed:

EMERGENCY CONTACTS:

Name Relationship

Address:

Emergency Phone Numbers:

SCHEDULE:

| | |
|--|--|
| Monday Tuesday Wednesday Thursday Friday | Facebook Instagram Twitter Snapchat |
|--|--|

I will attend _____ hours per week or _____ hours per month.

Signature

Date

Upstate College of Cosmetology - Cosmetology
1727 E Main St, Easley, SC 29640
864-442-6647

Student Name _____ Age _____ Birth Date _____
 Address _____ Phone _____
 Driver's License # _____ Social Security # _____ U.S. Citizen Yes ___ No ___
 Contract Begins: _____ Contract Ends: _____
 ___ Cosmetology 1500 hours, 40 weeks (Full Time) ___ Cosmetology 1500 hours, 55 weeks (Part Time)
 _____ Transfer/Re-Entry Hours

Schedule: The student is scheduled to attend a total of _____ hours weekly. The student's personal schedule is:

Enrollment Agreement Contract Cost and Payment Terms

Students and sponsors (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below for 1500 hours, 40 – 55 weeks. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance of payments are satisfied. The school charges for hours remaining after the contract ending date (1500 hours) at the rate of \$250 per week, or any part thereof, payable in advance until graduation. Withdrawal fee of \$150. The school may charge a \$10 Transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$45.04 (nonrefundable). The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, for \$175. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at the off signing of the enrollment agreement, registration fee paid at the time of signing an agreement with the balance paid prior to the date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, online payment options, or through nonfederal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. Payment due on the 1st of the month.

| | | | |
|---------------------------------|-----------------|------------------------|-----------------|
| Registration Fee: | \$ _____ | Balance Due: | \$ _____ |
| Tuition: | \$ _____ | Payment Plan for | |
| Books and Kit: | \$ _____ | Balance Due | \$ _____ |
| Total Tuition & Fees | \$ _____ | Monthly Payment | \$ _____ |
| Less Deposit | \$ _____ | Payment Due On | _____ |

This Agreement along with the student contract constitutes a binding contract between the student and the school when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read both pages. You will receive an exact copy of the signed contract. Keep it to protect your rights. The school reserves the right to change start dates based on class enrollment, staff availability and other considerations. Should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated, and this may result in liabilities owed by the student and or the institution, if applicable. Graduation per protocol. Employment not guaranteed. **ACKNOWLEDGEMENT:** My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

| | | | |
|-------------------|------|----------------------------------|------|
| Student Signature | Date | Guardian/Sponsor (if applicable) | Date |
|-------------------|------|----------------------------------|------|

Accepted by School Official _____ Date _____

Upstate College of Cosmetology Financing Agreement

Total Tuition \$15,525.00 \$10.35/hour

Minimum Deposit \$854.96 Balance of \$14395.00 includes books and kit.

Payments are \$1227.00 per month with a minimum of \$500/month.

You have been granted a _____ discount on your tuition. Your tuition will be \$_____. You will have a _____ deposit. Your payments are \$_____ You have 1500 hours to complete the programs if not you will owe the full amount of tuition. That is an additional \$_____ Only hours paid for will be given to you if you withdraw at the rate of \$_____ per hour. The kit and books belong to the school until tuition is paid in full. Your monthly payment will be \$_____. If you are expelled your discount will be pull and you will owe full tuition cost for hours received.

For all payments paid to the school:

- Monthly Payments due on the First Day of the Month
- Bimonthly Payment due on the First Day of the month and the Third Monday of the month.
- Late Payment Fee due on all payments over 7 days late \$25
- Returned Check Fee of \$35. Upstate College of Cosmetology will require money order or cashier check after 2 returned checks.
- Payment options: Venmo, Cash, Check, Square, Zelle, Student Loans, VA Benefits, Vocational Rehabilitation.
- **All tuition must be paid in full before graduation.**

Transcripts will only be given for paid hours.

A charge of \$250 a week and (\$10.35 per hour) per week after 1500 hours

Student or Guardian Signature _____

School Representative Signature _____

Sworn to and subscribed before me.

This _____ day of _____, 20_____

Notary Public of South Carolina

Printed Name

My Commission Expires _____



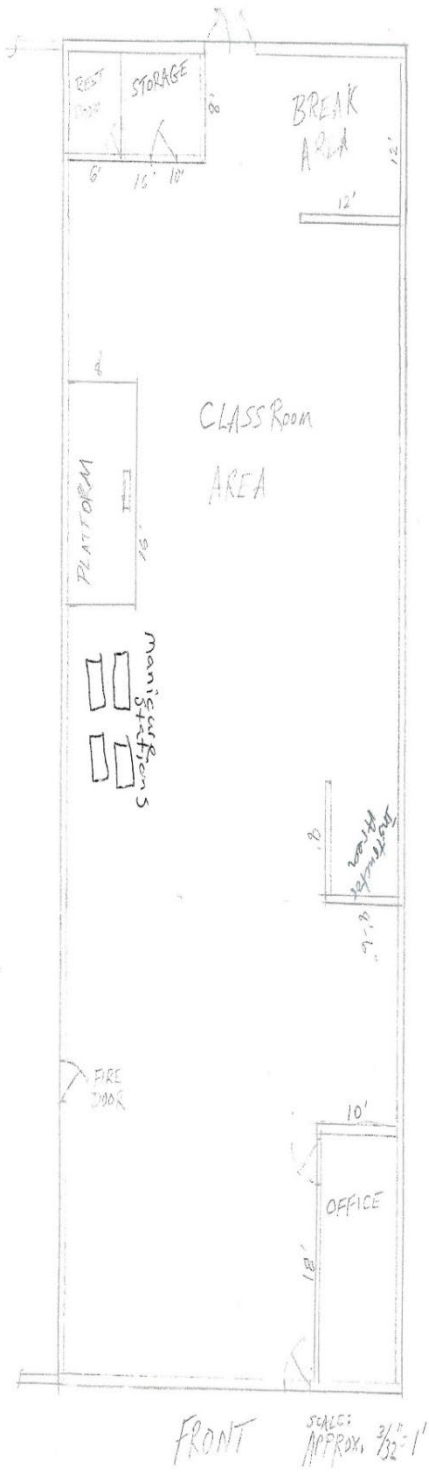
South Carolina Department of Labor, Licensing and Regulation
South Carolina State Board of Cosmetology
 P.O. Box 11329 • Columbia, SC 29211-1329
 Phone: 803-896-4588 • www.llronline.com/POL/Cosmetology/



STUDENT ENROLLMENT FORM

Please Print Clearly in Black Ink

| | | | | | | | |
|---|--|--|--|---|--|--|--|
| Check Type of Course Enrollment | | <input type="checkbox"/> Cosmetology | | <input type="checkbox"/> Esthetics | | <input type="checkbox"/> Nail Technician | |
| STUDENT INFORMATION | | | | | | | |
| NAME | | First | | Middle | | Last | |
| SOCIAL SECURITY NUMBER | | ____ / ____ / ____ | | DATE OF BIRTH | | ____ / ____ / ____ | |
| SEX: <input type="checkbox"/> Female <input type="checkbox"/> Male | | RACE: <input type="checkbox"/> American Indian | | <input type="checkbox"/> African American | | <input type="checkbox"/> Caucasian | |
| | | <input type="checkbox"/> Hispanic | | <input type="checkbox"/> Oriental/Asian | | <input type="checkbox"/> Other | |
| CITY OF BIRTH | | STATE OF BIRTH | | COUNTRY OF BIRTH | | | |
| ADDRESS | | Street | | City | | State Zip Code | |
| Phone Number | | Fax Number | | Cell Number | | | |
| SCHOOL INFORMATION | | | | | | | |
| SCHOOL NAME | | | | | | | |
| ADDRESS | | Street | | City | | State Zip Code | |
| STUDENT'S DATE OF ENROLLMENT: | | ____ / ____ / ____ | | GRADE CURRENTLY IN: | | | |
| The undersigned, in presenting the student enrollment form to the State Board of Cosmetology, affirms that he/she is the person named herein and that the information contained herein is true to the best of his/her knowledge. | | | | | | | |
| Instructor's Signature | | | | | | ____ / ____ / ____ Date | |
| Student's Signature | | | | | | ____ / ____ / ____ Date | |
| This form is to be registered with the State Board of Cosmetology within fifteen (15) days of the date of enrollment. Include student contract, high school information: diploma or GED, and two (2) forms of identification (1) one being a state issued ID with a photo. Mail to the above address. | | | | | | | |
| Revised 10/2013 | | | | | | | |



4000 500h

Fire Extinguishers are located at the front door, and the back door.