

May 5, 2023

**25Upstate College of Cosmetology
1727 E Main St, Easley, SC 29640
Shaping the Nail Techs of Tomorrow
Nail Student Handbook**

Volume 2 May 5, 2023

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STUDENT NAME _____

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Governing Body

Lynn James Owner/Manager
Bethany Haile Owner/Inventory Control

Faculty

Samantha McClain –Substitute for Nails
Darion Brooks –Substitute for Nails
Brianna Graham –Nail Instructor

State Agency

South Carolina State Board (803) 896-4588
110 Centerview 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 is Shaping the Nail Techs of Tomorrow. Bu 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.

Enrollment Dates 2024

January 2, 2024
April 22, 2024
August 26, 2024

Enrollment Dates 2025

January 6, 2025
April 28, 2025
August 25, 2025

Enrollment Dates 2026

January 5, 2026

Entranced Requirements

- Proof of at least 16 years old.
- Have completed the 10th grade or higher with a transcript with proof of 10th grade or 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 will accept. Career Center Students may only transfer in Nail 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 the 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)
 - Proof of completion of 10th grade can be shown through high school transcripts.
 - 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 Nails
Nail Course Syllabus 300 Hour Curriculum

Description:

The primary purpose of the Nail 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 Nail Technology.

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 manicures, pedicures, and nail extensions.
5. Perform basic analytical skills to determine proper manicures and pedicures.
6. Apply learned theory, technical information, and related matters 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 Nail Technology and related fields.

References:

A comprehensive resource center of references, periodicals, books, text, Youtube, 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 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 the Tammy Taylor Education system and products.

Pandemic 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.

Nail Technology Curriculum

A.	Sanitation and Safety Measures	75
a.	Orientation	
a.	Bacteriology	
i.	Classifications	
b.	Sanitation/Disinfection	
i.	Chemical Agents	
ii.	Sanitizing methods and Procedures	
B.	Anatomy and Physiology (Arms, Hands, Feet) <small>[OBJ]</small>	30
a.	Nail Shapes, Structures, Growth	
i.	Nail Irregularities	
ii.	Nail Diseases	
b.	Bones, Muscles, Nerves	
i.	Bones of arm, hand	
ii.	Muscles of arm, hand	
iii.	Nerves of arm, hand	
c.	Skin	
i.	Histology	
ii.	Functions	
d.	Blood Circulation	
i.	Blood Vessels	
ii.	Blood Supply of the arm, hand foot	
C.	Nail Technology (hands and feet)	105
a.	Preparation	
b.	Equipment and implements.	
c.	Supplies	
d.	Procedure	
i.	Basic nail Technology	
ii.	Nail Analysis	
iii.	Hand and arm massage	
e.	Pedicure	
f.	Polish—Application	
g.	Specific needs	
D.	Artificial Nails	50
a.	Sculpturing (Liquid and powder brush ons)	
b.	Artificial nail tips	
c.	Nail wraps and repairs	
d.	Maintenance	
E.	Power Equipment	25
F.	State Law	15
Total		300

CLASS SCHEDULE for Nail Students

Mandatory THEORY – Monday, Tuesday, 5:30 p.m. – 7:00 p.m.

- Doors will unlock at 5:15. Doors lock at 5:35 p.m. and reopen at 7:00 p.m.

Mandatory State Board Practice – Wednesday 5:30 p.m. – 7:00 p.m.

- Doors will unlock at 5:15. Doors lock at 5:30 p.m. and reopen at 7:00 p.m.

CLINIC – Monday, Tuesday & Wednesday: 7:15 p.m. – 9:30 p.m.

- Thursday: 5:30 p.m. – 9:30 p.m. (Doors will unlock at 5:15. If not clocked in by 5:35 a.m. you may not clock in until 7:00 p.m.)
Saturday 9: a.m. – 1 p.m. (Doors open at 8:45 a.m. and Lock at 9:05 a.m.)

No more than 25 hours a week unless they are make-up hours.

BREAKS – Monday – Thursday 7:00 p.m. – 7:15 p.m.

SANITATION DUTIES – Monday – Thursday and Saturday before dismissal.

DISMISSAL – Monday - Thursday 9:30 p.m. Saturday 1:00 p.m.

Home School or High School Students Hours Hours are the same as above.

You must attend 20 hours per week to graduate on time. If not you will complete your education in the next class at an extra charge.

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.

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.

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 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

APPROVE _____ YES _____ NO

SCHOOL OFFICIAL SIGNATURE

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

UPSTATE COLLEGE OF COSMETOLOGY SCHOOL RULES Nail Technology

1. Students must sign in/clock in upon arriving, sign out/clock out, and back in for lunch breaks. Students shall sign-in/clock in and out for personal leaves. If you forget to clock in, you will not be given time back. If you forget to clock out instructors will write you out the last time, they saw you in the school. This will be completed through the Online Discovery Pro.
2. No student shall sign/clock in or out for another student at any time. No student shall handle another student's daily sign in sheet.
3. Students shall sign-in/clock in and out at the exact time: IE: 7:56 a.m. Daily time starts at 5:30 p.m. unless you are preparing for a 5:30p client. The student shall adhere to our Class Schedule Hours.
4. There will be no shorts or revealing clothing allowed. Students must wear closed toed shoes. Professional attire is expected. (See Student Dress Code)
5. Students must wear a black apron or lab coat, or other suitable uniform as specified by the school with name tag attached.
6. There will be no profanity or inappropriate language or gossip at any time.
7. 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 15 minutes to eat on break. IF you need to take longer than a 15-minute break you must clock out.
8. Duties will be assigned and MUST be completed before dismissal each day. Duties will be started at 9:15 pm or 15 minutes before your scheduled clock out time.
9. No smoking inside of the premises at any time. There is a designated area outside the building and can be Utilized only during scheduled breaks and lunch. This area must always be kept clean by the students using it.
10. Students shall not refuse service to a client. This includes being absent without an excuse. Students of UCC (Upstate College of Cosmetology) will present themselves in a courteous and professional manner to both internal and external customers.
11. Students of UCC may have a service performed on them once 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 – 5th of the month.
12. No supplies, products or equipment can be removed from school property.
13. Students must remain busy when not in the classroom. A student will continue manikin practices, clients, Textbook, studies and/or assigned tasks. Busy work is determined by the instructor. There will be no congregating at the front desk, office or outside in the smoking area.
14. Students may not borrow equipment/supplies from other students. Students shall come to school prepared. Contents of all kits will and can be inspected prior to a student leaving or entering the school.
15. No personal use of the school phone is permitted without permission from an instructor or officer. Cell Phones are not permitted in the classroom or on the clinic floor. Phone can be taken by the instructor if you are abusing them.
16. All absences must be excused or arranged through the office. 24-hour notice of absence is required. If a student is absent for 3 or more days without proper notification to the school officer, it may be assumed the student no longer wishes to continue his/her education and the student may be withdrawn from UCC.
17. The Student and an Officer of the School will agree to a Student Schedule. This schedule must be adhered to by the student (with appropriate absences being excused). See Scheduled Class Hours as this is a minute per minute program, and you have 3 months to complete the program.
18. Students shall park in the designated student parking area.
19. Students may not verbally, in writing, or on any source of social media (i.e.: telephone text messages, Facebook, Twitter etc.) make untrue and/or derogatory statements about the School, Upstate College of Cosmetology LLC / UCC, its students, staff, assistants, and owners. Students may not instigate friends or

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- family or members of social media groups to do the above.
20. Student will remain at station during practical floor time. If you become ill, you will clock out until it passes or your next scheduled time in class. Nail Technology is a physical career, and we are preparing you for the job market. You are expected to stay at your station and work. If you have physical limitation, we will need documentation and you will be responsible for having the equipment that allows you to remain on the clinic floor.
 21. No Alcohol, Drugs, or weapons allowed on property. (Coming to school under the influence)
 22. Student Mobile App by FAME & Group Me are mandatory applications. This is how you will communicate with all staff and clock in and out of class, find your assignments and schedule.
 23. Every student will have a professional beauty page on a social media platform. You may use Facebook, Instagram or another approved platform. When posting on social media you will use #ucceasley #cosmetologyschool #futurecosmetologist #easleydoesit hashtag any products used. We may showcase your post on the school social media platform.
 24. Monday – Wednesday 5:30 p.m.-7 p.m. is Mandatory. If you miss more than 2 classes a month without proper excuses, you will be written up as a warning. The second time you will be suspended for a day and placed on probation for a period of one month. The 3rd time you will be placed on leave for 1 month, payment will be expected, then on probation for 1 month. The 4th time you will be expelled. You will have to make your time up in the next session of classes.
 25. Group Me is not an option. You must keep up with the calendar of events. This means respond to them, so we know you saw them. Not knowing the schedule of events is not an excuse.
 26. Station chairs may not be moved unless the instructor has given you permission. All station chairs must stay lined up in a straight line.
 27. You may not eat on the clock unless it is break time or a special occasion.

I have read and understand the school rules.

Signature for 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 a name tag.
- Students do not clean the break or work area before leaving the area.

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 project work satisfactorily.
- Students are late for assigned services or projects.

SUSPENSION - 3 DAYS IF:

- Students leave the school without notification or approval. This includes leaving the school grounds while clocked in.
- 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.
- 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.

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.
- 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.
- Making untrue and derogatory statements to/about the school, a student, an owner, or staff.
- Student brings alcohol, drugs, weapons on the premises.
- 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

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- 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
- Sexual Harassment directed at a student, staff member or client.

Attendance Policy

You will attend class 20 hours per week students may miss only 20% of the hours Scheduled. That is a total of 60 hours for 300 hours. We must have the doctor's notes or proof of event for an excused absence. If more than 60 hours are missed, you will be placed on a 30-day probation period. You must make up your missed hours. This will mean you will have to complete your education in the next class. You must sit in all theory classes and complete all practical sheets to graduate. Any student not completing the requirement will have to sit through the next class session and pay an extra \$75 dollars per chapter and an extra \$50 per sheet of practical floor time.

EXTRA-INSTRUCTIONAL CHARGES POLICY

Each course/program has been scheduled for completion within an allotted time frame. Date is calculated by the Freedom program and displayed on the FAME app. 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 contract period and or exceeds 300 scheduled hours, additional training will be billed at the rate of A charge of \$75 per chapter and \$50 per Practical sheet of practical floor time for any student going over 300 hours to complete the course. Students will not be allowed to clock in until the applicable fee payment is made. You will have 16 extra hours to complete the course or you will have to reenroll in the next class with transfer hours.

Code of Conduct

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 Online Discovery Pro.
- 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 protest 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 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, and the student performing the service. 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 the 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 80 hours per month.

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.

Graduation:

- Students must complete a minimum of 300 hours.
- Student must complete all Theory Test and Final Exam.
- Student must complete all Practical Sheets, Pack for State Board Practical and 2 Mock State Boards.
- Student may have a free service of Manicure and Pedicure 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.
- Students will receive a certificate of completion if applicable once make up hours are complete.
- While the school cannot guarantee employment after graduation, 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. 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.

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.

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.**

The 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 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 requirement, 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 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 12 weeks of school with a Practical Sheet that has to be completed in its entirety.
- Students will be graded on each practical sheet 1-10 on an average score for each procedure for the final score per sheet.
- Students will be graded on each project for a total of no less than 1 project.
- These grades will be averaged for your final practical grade.

Progress Reports

Practical progress will be measured at the following chapters: Infection Control, Acrylic Nails, Manicuring, Pedicuring, Nail Tips and Gel Polish

Theory progress will be measured by your GPA on the SAP report. Students with 75 or below on a test student will be given 1 week to retake the test, if a 75 or below is made on that test you 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 attendance app.

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:

Nail 90 actual hours and 4 weeks
 180 actual hours and 7 weeks
270 actual hour and 11 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	SCHEDULED HOURS
	WEEKS	
Nail Technology (Full time, 25 hrs/wk) - 300 Hours	15 Weeks	450

The institution operates all programs according to the following academic year: 300 clock hours to be completed in 12 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
74 and BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

May 5, 2023

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 5:35 p.m. and reopen at 7 p.m.
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 be on always.
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. 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.

Theory—Classroom Rules

1. Doors will be locked at 5:35 and reopen at 7 p.m.
2. Students must call, post in GroupMe or text if they are going to be absent or late.
3. Smocks and name tags must be on always.
4. No food in the classroom unless special occasion
5. Must have textbook 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. If you miss a Theory Class, you will have to wait until the next class session to take the chapter.
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 completed within 1 week.
10. Students must let the instructor know if they leave 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 5:35 and reopen at 7 p.m.
2. Students must call, post in GroupMe or text if they are going to be absent or late.
3. Smocks and name tags must be on always.
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 2 Mock State Board before graduation.
8. State Board Rotation is a 4-week period.
9. The student is not allowed to miss more than one day during the 1st 3 weeks of the rotation and still participate in that Mock State Board on the 4th week and 8th week.
10. You will have 2 opportunities to participate and pass 2 Mock State Boards.
11. No sitting in the station chair unless the instructor deems it necessary.
12. Students must let the instructor know if they leave 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. 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 following rate, 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. 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 Dress Code

- Students must always wear a smock and 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 tee's unless nail related.
- Special Attire to be determined by the instructor for special occasions.
- 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.

Privacy Policy

Students and parent/guardians of dependent minors are guaranteed the right to access and review the students' 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. NACCAS School of Beauty requires a release form to 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 should 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 not been 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. School 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. Fill out the Course Key COVID form.
2. Have your temperature checked at the door.
3. If you have been exposed, contact the instructor via GroupMe for instructions.
4. Place a mask on your face before you enter the school.
5. Mask must cover your nose and mouth.
6. Hand Sanitize often.
7. Follow Client protocol when you have a client.
8. Clean the restroom after you use it with the wipes provided.
9. 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 10 days without a doctor's note stating a negative COVID test. Do not ask for any exceptions.

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 Nails

Cost Per Hour	\$13.33
Total Cost of Tuition for 300 hours	\$4000.00
Registration fee included in deposit	\$73.00
Deposit does not come off tuition	\$700.00
Extra Charge for going over 300 Hours	\$75.00/Theory Class \$50.00/Practical Sheet
All Supplies for Manikin work and clients	Included in tuition
Books, and Kits included in deposit	Books \$95.00 Basic Kit \$199.00 Gel Kit 100.07 Acrylic Kit 232.93

May 5, 2023

UPSTATE COLLEGE OF COSMETOLOGY EASLEY, LLC – Nails 1727 E Main St Easley, SC 29640

CONTRACT/AGREEMENT

State of South Carolina

County of Pickens

This day _____ Upstate College of Cosmetology, LLC agrees to provide 300 hours of instruction in the Art and Science of Nail Technology 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 300-hour course, to be completed within 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 and deposit; Students who do not complete the 300-hour course within the agreed timeframe will be charged as explained in your financial contract.

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, LLC 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, LLC 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 person enrolling therein. (Student Initials) _____

Upstate College of Cosmetology, LLC 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, LLC 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 Sept 12, 2021

May 5, 2023

STUDENT APPLICATION/ENROLLMENT FORM
UPSTATE COLLEGE OF COSMETOLOGY EASLEY - NAIL
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 5:30 p.m. – 9:30 p.m. Tuesday 5:30 p.m. – 9:30 p.m. Wednesday 5:30 p.m. – 9:30 p.m. Thursday 5:30 p.m. – 9:30 p.m. Saturday 9 a.m. – 1 p.m.	Facebook Instagram Twitter Snapchat
--	--

I will attend 20 hours per week for 15 weeks totaling 300 hours.

Signature

Date

Upstate College of Cosmetology Nail Technology

May 5, 2023

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 300 hours, 12 weeks (Full Time) _____ Transfer/Re-Entry Hours

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

Enrollment Agree 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 a 300-hour program, 15 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 at the rate of \$75 per Theory Class and \$50 per practical Sheet, payable in advance until graduation. The school may charge \$10 for transcript fee for transcript requests. There will be a \$150 withdrawal fee. The school will charge a registration fee for students enrolling or transferring to the school \$45.04 (nonrefundable). The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than an 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 rt 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 1st day 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

May 5, 2023

Accepted by School Official

Date

Upstate College of Cosmetology Easley Financing Agreement - Nails

Total Tuition \$4000.00 (\$13.33 per hour)

Minimum Deposit \$700.00 not included in tuition

Payments are \$1333.33 per month. This may be paid weekly.

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.
- Weekly Payments are due on Mondays.
- Payment through Square, Venmo, Cash, Check, Money Order, Cashier's Check.
- Late Payment Fee due on all payments over 5 days late \$25
- Returned Check Fee of \$35. Upstate College of Cosmetology will require money order or cashier check after 2 returned checks.
- **All tuition must be paid in full before graduation.**

Transcripts will only be given for paid hours.

A charge of \$75 per theory class and \$50 per Practical sheet for any student going over 300 hours to complete the course. This will mean completing your course in the next class.

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 _____



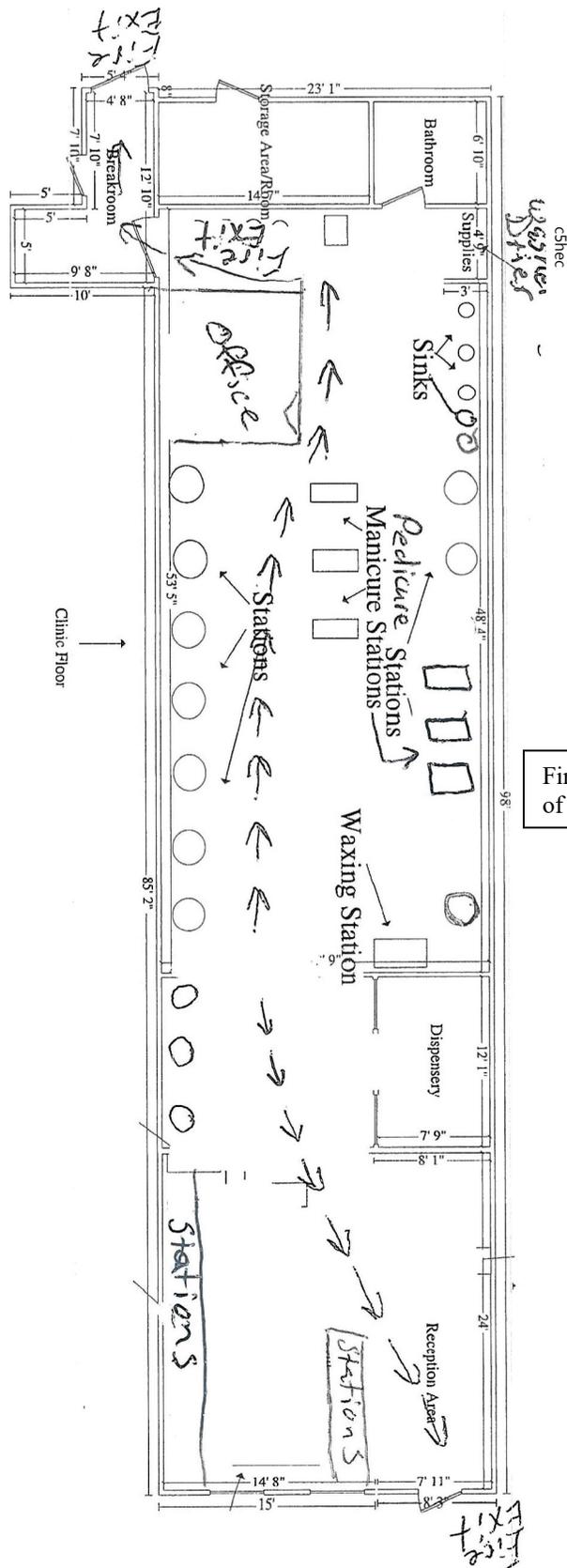
South Carolina Department of Labor, Licensing and Regulation
South Carolina State Board of Cosmetology
 P.O. Box 11329 • Columbia, SC 29211-1329
 Phone: 803-896-4588 • www.llronline.com/POL/Cosmetology/



STUDENT ENROLLMENT FORM

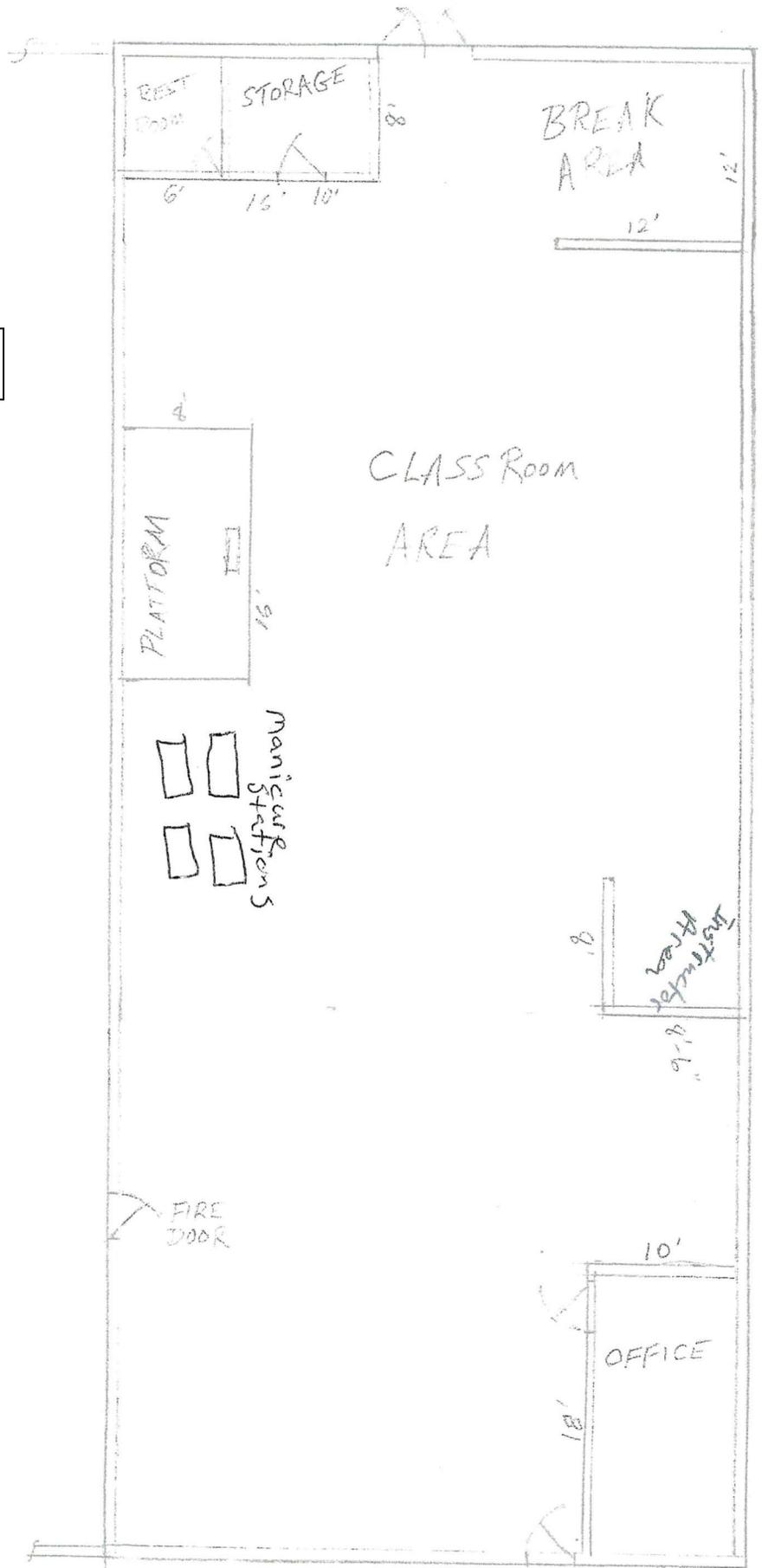
Please Print Clearly in Black Ink

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				



Fire Extinguisher are located at the front of school and Near the washer and dryer.

Fire Extinguisher are located at the front door and back door.



4000 sq ft

FRONT

SCALE: APPROX. 3/32" = 1'