

May 6, 2023

Upstate College of Cosmetology Easley
1727 E Main St, Easley, SC 29640
Student Instructor Handbook
Volume 2 May 6, 2023

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STUDENT NAME _____

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

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Governing Body

Lynn James Owner/Manager
Bethany Haile Owner/Inventory Control

Faculty

Samantha McClain – Theory Instructor
Darion Brooks – Cosmetology Practical Instructor/Cosmetology & Nail State Board
Instructor
Brianna Graham Cosmetology Practical Instructor/ Nail Instructor

State Agency

South Carolina State Board (803) 896-4588

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 Instructors of Tomorrow.

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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.

Start dates will be at the end of the present Student Instructors course. We may have only 1 student instructor at a time.

Entranced Requirements

- Proof of at least 16 years old.
- Have completed the 12th grade with a diploma or its equivalent.
- US Citizenship
- A Licensed Cosmetologist or Nail Technician
- 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.
- Copy of Cosmetology or Nail License
- 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. 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, you will be required to purchase the following. Milady Master Educator Theory book,

Reenrollment

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

Upstate College of Cosmetology
Instructor Course Syllabus 750 Hour Curriculum

Description:

The primary purpose of the Cosmetology Instructor 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 Nail Technician Instructor 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 Instructor duties to teach 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. Duties will depend on the program enrolled in.
5. Perform Instructor duties to teach the basic analytical skills to determine proper makeup, hairstyle, and Color, Nail Shapes, Proper application of nail polish, use application for the client's overall image.
6. Apply learned theory, technical information, and related matters to assure sound judgment, decisions, and procedures while instructing.

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 or Nail Technology and related fields. As well as method of teaching strategies.

References:

A comprehensive resource center of references, periodicals, books, text, you tube videos, 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. Taught in 6500 sq ft the 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 lecture, demonstration, student participation, and audio-visual aids. Guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

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 - Official Student Instructor Curriculum

Basic Teaching Method	
Counseling Techniques	
Lesson Plan Development	
S.C. Cosmetology Laws and Regulations	
Total Hours	Sum 125

Sterilization and Sanitization	
Supervision of Clinical Activity	
Effective Demonstration Procedures	
Presentation of Styling Techniques	
Student/Patron Relationship	
Total Hours	Sum 240

Unassigned	Grade
Total Hours	Sum 25

Theory	
Use of Audio-Visual Equipment	
Evaluation: Techniques	
Evaluation: Instruments	
Classroom Observation	
Practice Teaching	
Practice Record Keeping	
Total Hours	Sum 240
Federal & State Enrollment Procedures and Requirements	
Financial Aid Requirements	
Inventory Control & Purchasing	
Student Scheduling	
Graduation Records	
Licensure Application Forms	
Total Hours	Sum 120

Total Hours 750

CLASS SCHEDULE for Cosmetology Students

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

1. 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.

2. 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.

3. 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.

4. 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.

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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.

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 20 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.

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 for Cosmetology Instructor Program Monday – Friday 9 a.m. - 5 p.m.

Doors lock at 9:05 and reopen at 12:30.

Part time hours for Cosmetology Instructor Program are Monday 9 a.m. - 3 p.m.

May attend more hours and may change Monday for another day of the week.

Doors lock at 9:05 and reopen at 12:30.

You may not miss more than 150 hours throughout the course.

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Full time hours for the Nail Technology Instructor Program are Monday – Thursday 5:30 p.m. -9:30 p.m. Doors lock at 5:35 and reopen at 7 p.m.

Part Time hours for Nail Technology Instructor Program are Monday & Tuesday 5:30 p.m. – 9:30 p.m. May attend more hours. Doors lock at 5:35 and reopen at 7 p.m.

You will have a week off every 15 weeks unless the instructor is at the school planning for the next class. You will then help with or complete in the planning of the next class depending on your hours within the program.

You may not miss more than 150 hours throughout the course.

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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

UPSTATE COLLEGE OF COSMETOLOGY SCHOOL RULES STUDENT INSTRUCTOR

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 at the last time, they saw you in the school. This will be completed through the Course Keys app.
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. Dailey time starts at 9:00 a.m., unless you are preparing for a 9:00 a.m. client. 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 professional attire with their 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 30 minutes to eat lunch. You may not clock back in until you have completed your meal. You will be docked if you clock back in before your meal is completed unless approved by the instructor.
8. Duties will be assigned and MUST be completed before dismissal each day. Duties will start at 4:45 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 to work with assigned students. This includes being absent without an excuse. Students of UCC 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 one time per month, with the instructor's permission at the posted cost. Students may only use school approved products while at the school. You may wash and style your hair with the instructor's permission with school approved products weekly. 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 instruction with the assigned students or shadowing the instructor. Busy work is determined by the instructor. There will be no congregating at the front desk, office or outside in the smoking area.
14. 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.
15. 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.
16. 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
17. Students shall park in the designated student parking area.
18. 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 family or members of social media groups to do the above.

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19. Student will remain on the practical floor time during practical floor time. If you become ill, you will clock out until it passes or your next scheduled time in class. Cosmetology is a physical career, and we are preparing you for the job market. You are expected to stay in the area and work. If you have physical limitation, we will need documentation and you will be responsible to have the equipment that allows you to remain on the clinic floor.
20. No Alcohol, Drugs, or weapons allowed on property. (Coming to school under the influence)
21. Fame attendance app & 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.
22. 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.
23. 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.
24. Station chairs may not be moved unless the instructor has given you permission. All station chairs must stay lined up in a straight line.
25. You may not eat on the clock unless it is break time or a special occasion.

Signature

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.
- 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/or 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

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- Repeated failure to perform housekeeping duties.
 - Not meeting the provisions of the contract
 - Performing any illegal act while at school
 - 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 agreed-upon hours per week. Students may miss only 20% of scheduled hours, that is 150 hours for the 750-hour program. We must have proof to excuse an absence such as a doctor's note. If you miss more than 150 you will be on probation for 30 days. At the end of 30 days, we will recalculate 20% of the remaining hours you exceed, and you will be expelled.

EXTRA-INSTRUCTIONAL CHARGES POLICY

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 contract period, additional training will be billed at the rate of \$250 per week, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

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 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 student's 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, 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 84 hours per month.

Fashion Shows and Competitions:

- You will assist the instructor and students with these projects.

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 750 hours.
- Student must complete all Theory Test and Final Exam.
- Students must complete all Rubric and Projects assigned.
- Students may have a free service of Shampoo, Cut, Style, Facial with make-up or 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.
- Student will receive Certificate and assistance with enrollment in the Methods of Teaching Program.
- 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. 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.**

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 practical rubrics.
- These grades will be averaged for your final practical grade.

Progress Reports

Practical progress will be measured using Rubrics throughout the course and 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 the sheets are not up to hours in that time frame students will be suspended for 4 days.

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:

Student Instructor Full Time 225 actual hours and 6 weeks 450 actual hours and 12 weeks 675 actual hours and 18 weeks

Student Instructor Part Time 225 actual hours and 15 weeks 450 actual hours and 30 weeks 675 actual hours and 45 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
Student Instructor Program (Full time 37.5 hrs/wk) - 750 Hours		20 Weeks	1125

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

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 for Cosmetology

Practical Class --Clinic Floor Rules

1. Doors will lock at 9:05 and reopen at 12:30.
2. Students must call, post in GroupMe or text when going to be absent or late.
3. Students must let the instructor know the hours of attendance so practical and theory work can be scheduled.
4. Name tags must be on always.
5. Students will respect the instructor, clients, and each other.
6. Always keep the station and clinic floor clean.
7. 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.
8. Phone may be used to look up styles for clients and worksheets, but only with the instructor's permission.
9. The phone will be taken and placed in a basket and given back on break or clock out if use is abused.
10. 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.
11. Only one practical sheet at a time is allowed. You will not be given another one until your sheet is turned in.
12. No sitting in the station chair unless the instructor deems it necessary.
13. Once a task is completed you should turn and 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 12:30.
2. Students must call, post in GroupMe or text if they are going to be absent or late.
3. Name tags must be on always.
4. No food in the classroom unless on special occasions
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, it will be the instructor's decision to 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. 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 9:05 and reopen at 12:30.
2. Students must call, post in GroupMe or text if they are going to be absent or late.
3. Name tags must be on always.
4. No food in the classroom unless on special occasions
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 Lesson Plans before graduation.
8. State Board Rotation is a 7-week period in Cosmetology and every 4 weeks in Nail Technology You will assist with the students or participate with the students.
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. For Cosmetology 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.
For Nail Technology you will have 2 mock state boards that you will participate in or assist the student in.
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 actual 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 professional attire 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 tees unless hair or 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 from the student or parent/guardian of a dependent minor. NACCAS School of Beauty 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 the 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 it 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 from 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. 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 in regard to 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 Student Instructor

Cost Per Hour	\$6.65
Total Cost of Tuition for 750 hours	\$4987.50
Registration fee	\$175.00
Deposit come off cost of program	\$700
Extra Charge for going over 750 Hours	\$250 per week
Books and Kit, included in Tuition	Included in Deposit Books \$249.00

May 6, 2023

Upstate College of Cosmetology Easley
Instructor Training Program
Contract Agreement
1727 E Main St Easley, SC 29640

State of South Carolina
County of Pickens

The ____ day of _____, 20____, Upstate College of Cosmetology agrees to provide 750 hours of instruction and training in the Student Instructor Program of Cosmetology to _____.

The student _____ has provided proof of a High School Diploma and or GED certificate and is currently licensed as a cosmetologist in South Carolina.

The cost of tuition is \$4987.50 for a 750-hour course. Each tuition hour is billed at \$6.65 per hour. All material, supplies and text 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 may attend Upstate College of Cosmetology for a maximum of one year from the date of the contract, Students who do not complete the course within the time frame will be charged an additional \$3.00 per hours (total \$9.65 per hour) for all remaining hours not completed. This additional fee must be paid in full prior to graduation.

The sum of \$4987.50 has been received from _____, with a balance of \$_____. The balance is to be paid Upstate College of Cosmetology in _____ monthly installments of _____ monthly installments, payable on or before the first of each month. No monies will be refunded after 3 days from the date of this contract.

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

Upstate College of Cosmetology 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 into between the school and the person enrolling therein. (Students initials ____)

Upstate college of Cosmetology will provide a certified transcript to any student who withdraws and graduates. The transcript must include all hours obtained and for which the school has been compensated. (Students Initials ____)

A copy of Upstate College of Cosmetology Rules and Regulations is attached to the contract and has been read by the student. (Student Initials ____)

Student Instructor Signature _____ Date _____

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

School Official _____ Date _____

Revised 2022

Sworn to and subscribed before me

This _____ Day of _____, 20____

Notary Public of South Carolina

My Commission Expires _____

May 6, 2023

STUDENT APPLICATION/ENROLLMENT FORM
UPSTATE COLLEGE OF COSMETOLOGY EASLEY

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

Signature

Date

May 6, 2023

Upstate College of Cosmetology Easley
Contract Cost and Payment Terms Student Instructor
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 750 hours, 20 weeks (Full Time) ____ Cosmetology 750 hours, 40 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 750 hour program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance of payments is satisfied. The school charges for hours remaining after the contract ending hours will be charged an additional \$3.00 per hour (total of \$9.65 per hour), payable in advance until graduation. The school may charge a \$10 Transcript fee for transcript requests. There is a \$150 withdrawal fee. The school will charge a registration fee for students enrolling or transferring to the school of \$175.00.00 (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, \$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 signing of the enrollment agreement, registration fee paid at the time of signing an agreement with the balance paid prior to the start, through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, online payment options, or through a nonfederal agency. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Registration Fee:	\$ _____	Balance Due:	\$ _____
Tuition:	\$ _____	Payment Plan for	
Miscellaneous:	\$ _____	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.

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

May 6, 2023

Upstate College of Cosmetology Easley
Financing Agreement Student Instructor
1727 East Main St, Easley, SC 29640

Upstate College of Cosmetology Financing Agreement

Total Tuition \$4987.50

Minimum Deposit \$700.00

Payments are \$_____ per month.

You have been granted a _____ discount on your tuition. Your tuition will be \$_____. You will have a \$700.00 deposit. Leaving a balance of \$_____ Your payments are \$_____ if completed in _____ weeks and \$_____ if completed in _____ weeks. You have _____ weeks 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 from the program you will owe the full amount of tuition and hours will be given according to full tuition cost.

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 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 an additional \$250 per week after 750 scheduled 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 _____

May 6, 2023

Upstate College of Cosmetology Easley
Instructor Acknowledgement of the Need of Program
1727 East Main St, Easley, SC 29640

STUDENT INSTRUCTOR _____
SOCIAL SECURITY _____
COSMETOLOGY LICENSE _____
DOB: _____

Enrollment Date: _____

I understand that the Instructor Trainee Program of 750 hours being administered by Upstate College of Cosmetology is NOT required for licensure as an instructor if the enrollee has a cumulative total of 24 months of experience as a licensed cosmetologist, manicurist, or esthetician.

I understand a Board of Cosmetology Approved, Method of Teaching Course, is required prior to taking the Instructors Examination. This course is a minimum of 45 hours, and the enrollee is solely responsible for enrollment and fees for this course. This is not a course offered by Upstate College of Cosmetology.

I have received a copy of the approved instructor training curriculum.

I have read and agree with the above statements.

Instructor Trainee Enrollee

Date _____

School Official Signature: _____

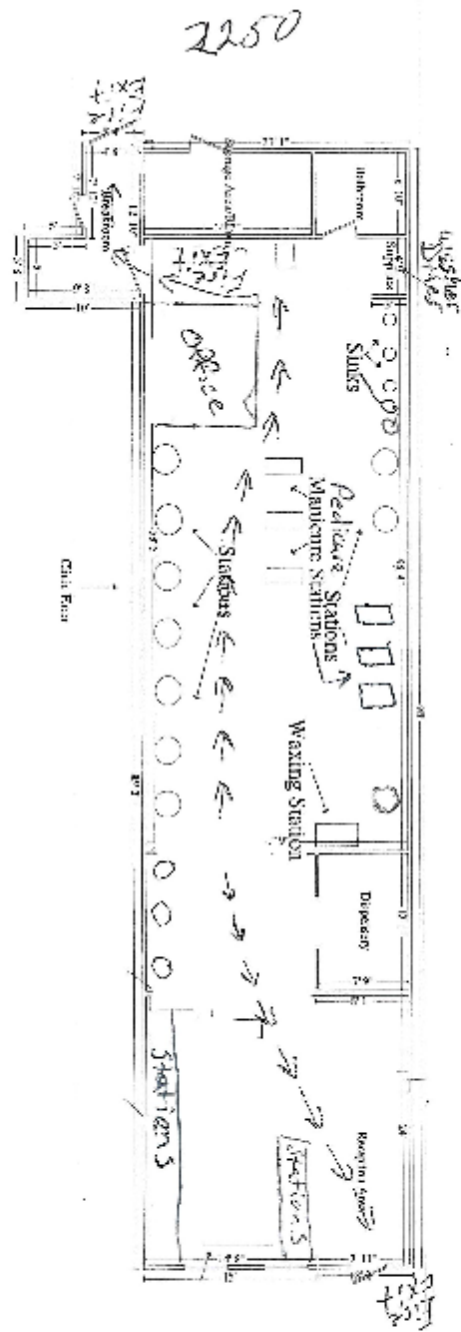
Date: _____

Sworn to and subscribed before me

This _____ Day of _____, 20 _____

Notary Public of South Carolina

My Commission Expires _____



Main Level

6/17/2015

Page 1

Main Level

Fire exhausters are at the front door and next to the washer and drier.

May 6, 2023

Fire exhausters are at the front door and next to the washer and drier.

