

# **BRAVADO** **ACADEMY**

**2017-2018**  
**SCHOOL CATALOG**

Barbering & Cosmetology  
Training

190 State Street  
New London, Ct. 06320  
860-574-9369

Table of Contents

Our Mission Statement----- 2

Our Philosophy----- 2

Course Description----- 3

Graduation, licensure or certification, and placement rates -----4

Accreditations & Affiliations----- 4

Our Faculty----- 5

Tuition & Fees----- 6

Scholarships & payment Plans----- 6

Refund Policy-----7

Admissions Requirements-----9-10

Graduation Requirements-----10

Grading System----- 11

Probation & Dismissal Policy----- 11

Barber Program Student Kit-----12

Barbering Curriculum-----13-17

Cosmetology Program Student Kit----- 18

Cosmetology Curriculum-----19-24

Refresher Course-----25

School Hours-----26

Calendar of Holidays-----26

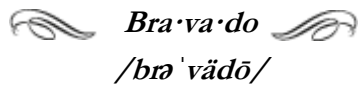
Inclement Weather School Cancelation-----26

Withdrawal policy-----27

Student Conduct & School Policies-----28-31

Attendance Policy-----31

Student Complaints-----32



*A bold show of confidence; intended to impress or intimidate; Vaunt display of courage or self-assurance; swaggering behavior or conceit.*

### **Our Mission Statement**

To produce the most sought-after hair artists in the industry.

### **Our Philosophy**

We are educators, leaders, apprentices, stewards, executives, artists and over achievers. Our camaraderie pushes us above all our competitors. We constantly strive for growth and seek innovative change. We exhibit wholesome social skills and behave in a business-like manner.

Our appearance is dapper and our skills will always be fruitful.

## **For Life Experience Barber**

This is the perfect course for the unlicensed barber with hands-on life experience in cutting for five years or more who wish to attend school to prepare for the Ct. State exam to become a professional licensed barber. You will learn the state guidelines, expectations and practical procedures to successfully pass the state board examination. Unlike our traditional format, life barbers may begin their first day of class cutting hair, based on an entry placement assessment.

### **Program Objective:**

To prepare the student for an entry-level position in the Barber/cosmetology industry and to acquire the necessary licenses to practice the art of barbering and cosmetology. Entry level positions include but are not limited to: shop manager, shop owner, instructor, supervisor, director, or school owner.

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## **PROGRAMS**

**Cosmetology:** All students are required to complete 1,500 hours of training as designated by the Connecticut state law. Our course is a complete basic cosmetology program which include haircutting and styling for men as well as state health laws and regulations. Theory instructions are taught under the Milady Standard Professional Cosmetology textbook.

**Barbering:** All students are required to complete 1000 hours of training as designated by the Connecticut state law. Our course is a complete basic barbering program which include haircutting and styling for men as well as state health laws and regulations. Theory instructions are taught under the Milady Standard Professional Barbering textbook.

**Refresher Courses:** Our refresher program is for cosmetologists who would like to reinstate their license. We offer two different cosmetology refresher courses (see page 25). Upon completion of Cosmetology training, you will receive the required number of hours mandated by the State of Connecticut and be eligible to take the State Licensing Exam to become a licensed Cosmetologist once again!

## About Our School

### Graduation, licensure or certification, and placement rates

School's most recent Graduation Rate: \_\_\_\_\_%

School's most recent Licensure Rate: \_\_\_\_\_%

School's most recent Placement Rate: \_\_\_\_\_%

Our school is located on the ground floor of the historical Crocker House Building in New London, CT. Bravado's 1672 square foot metropolitan styled facility features high ceilings, hardwood floors, flat screen TVs, magnificent shoe shine station, nine barber stations and four practice stations which are located in our theory room.

Second classroom site: located at **170 State St.** which is also in the Crocker House at 170 State Street. Containing over 1600 square feet, high ceilings, hardwood flooring and beautiful exposed brick wall and a spacious styling floor and theory room. Both sites have a close-knit environment with a small student/teacher ratio so that we may provide special one on one attention

**BRAVADO DOES NOT PROVIDE STUDENT HOUSING.**

### Approvals, Accreditation and Affiliation

Bravado Academy is approved by Connecticut State Approving Agency/Office of Higher Education to enroll qualified veterans and their dependents to use their GI Bill™ educational benefits. Veterans and their dependents should call 888-GIBILL-1 or use the "Ask A Question" feature on the [www.GIBILL.va.gov](http://www.GIBILL.va.gov) website to inquire about their application and claim status.

**Bravado Academy is approved by the State of Connecticut Department of Health Services, 410 Capitol Ave. Hartford, CT. 06134 Phone: 860-509-7569**

**The State of Connecticut Office of Higher Education, 61 Woodland Street, Hartford, CT. 06105**

**Phone: (860) 947-1816**

**Licensed by Ledge Light Health District, 216 Broad Street New London, CT 06320.**

**Phone: 860-448-4882**

**Bravado Academy is a member of Chamber of Commerce Association**

### Non-Discrimination Policy

Bravado Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering programs of study. The school does not allow or tolerate discrimination of any kind, bullying, or harassment. If any student or staff member experiences or witnesses anyone being bullied, or harassed, they are required to report the matter to the school's director either in person, by phone or in writing so appropriate action can be taken.

## Faculty Members & Officials

Ph.: 860-444-777 or 447-2527

Fax: 866-542-0537

Admission-----Kiesha Murphy----- kmurphy@bravadoacademy.com

Finance----- Kiesha Murphy----- kmurphy@bravadoacademy.com

Instructor-----Kiesha Murphy----- kmurphy@bravadoacademy.com

Instructor----- Angela Lewis----- [angela@bravadoacademy.com](mailto:angela@bravadoacademy.com)

Instructor----- Shawn Rucker

Instructor----- Khyri Keith

School Director----- Kiesha Murphy----- kmurphy@bravadoacademy.com

Student Records-----Kiesha Murphy----- kmurphy@bravadoacademy.com

## Tuition and Fees

	Barbering	Cosmetology	135 Hour Refresher	245 Hour Refresher
Registration Fee (non-refundable)	\$100.00	\$100.00	\$100.00	\$100.00
Tuition	\$7,440.00	\$11,175.00	\$1,004.00	\$1,822.00
Books (non-refundable)	\$400.00	\$605.50	\$73.00	\$148.00
Uniform (non- refundable)	\$60.00	\$60.00	NA	NA
Equipment/Supplies(non-refundable)	\$500.00	\$500.00	NA	NA
Total Cost	\$8,500.00	\$12,440.50	\$1,177.00	\$2,070.00

The full amount for books, uniform and equipment is required at least two weeks prior to start date and is non-refundable.

### **Bravado Academy Scholarship**

Although Bravado Academy does not have or practice a fee waiver policy, periodically it does award partial tuition scholarships to all students enrolling as an incentive to begin training in a particular month's starting class. To qualify and receive credit for this award, the student must maintain a 95% average in academics and 95% in Attendance. The school's criteria for the amount and frequency of its scholarships are solely based on the school's enrollment capacity and are re-evaluated on a month to month basis at the discretion of the School owner.

### **Payment Methods**

Cash or check

### **Payment Plans**

Full tuition is expected prior to graduation date.

**Individualized payment plans and scholarships may be available.**

If a scheduled payment is not made within one month it is due, unless further arrangements are made with administration, the whole unpaid balance shall immediately become due and the student's attendance may be held in abeyance until the balance is paid. The student or guarantor will be responsible for all costs of collection including attorney's fees and court costs.

### **Registration Fee (\$100 Non-refundable)**

A Non-refundable registration fee is payable upon execution of a signed enrollment agreement. Non Refundable.

### **Termination Fee (\$150)**

A termination fee of \$150.00 will be charged to any student who is terminated from school prior to completion of course.

**Returned Check Fee (\$35.00)**

A fee of \$35.00 is charged for any check returned from a financial institution due to in-sufficient funds or for any other reason.

**Transcript Fee (\$10.00)**

Academic transcripts and/or financial transcripts will be released upon written request by the student and/or institution. Official Academic transcripts and/or student earned hours will be released only upon confirmation that the student does not have an outstanding balance. A fee of \$10.00 may be charged for copies made.

**Tuition Refund Adjustment**

**Pro-Rata Refund for VA Students:**

Reimbursed tuition and fees are based on the ratio of remaining days of instruction to total days of instruction.

Number of Days of Instruction Remaining

----- x Tuition & Fees Charged = REFUND DUE

Number of Instruction Days in the Course

**Refunds Prior to Instruction**

You must notify the School Director if you wish to cancel for any reason within three (3) business days after your enrollment agreement is signed and accepted and prior to beginning classes. All monies paid will be refunded (not including the non-refundable registration fee)

**Refunds After Instruction Has Begun**

If you cancel, withdraw or are dismissed after you begin classes, but before you complete the program, we shall retain the stated cost of textbooks, student kit and uniform, which you have accepted plus a percentage of the total program tuition as indicated below. Notice of withdrawal may be made in writing but the official date of withdrawal for the purpose of refund shall be the last date of verifiable attendance.

During the first week of the program, we shall retain 10% of the total tuition fee.

During the next three weeks of the program, we shall retain 20% of the total tuition fee.

During the first 25%, but after the fourth week of instruction, we shall retain 45% of the total tuition fee.

During the second 25%, we shall retain 70% of the total tuition fee.

Thereafter, we shall retain 100% of the total tuition fee.



**School Closure Policy**

If the school closes permanently after students have enrolled, the school will make arrangements for students to have “a teach” out plan. Students shall receive a pro-rated refund of tuition.

**Over Costs**

If a student fails to complete the program by the scheduled graduation date, the student will be given an additional 30-day grace period. Hours made up after the grace period will be charged \$10.00 per hour.

The school reserves the right to close for instructor training, legal holidays or circumstances beyond the schools control.

## Admissions Requirements

### Bravado Academy has a revolving enrollment policy

New students may join our class anytime. Our study chapters have no prerequisite; therefore, students will start theory beginning on the chapter the class is currently studying then progress through the chapters until ALL required theory has been completed. See course description for detailed theory requirements.

Bravado Academy admits as regular students those that have met the following requirements for enrollment:

- **Complete an Applicant Profile form:** Complete and submit the application form to the school prior to registration. Forms may be obtained by requesting them from Bravado Academy.
- **Submit a registration Fee (\$100.00).** Non Refundable. No action will be taken on admission until the fee is received. Fee must be submitted in the form of cash, check or money order, payable to Bravado Academy. The fee is not included in the cost of tuition and is non- refundable.
- **Personal Interview:** Applicant must complete a personal interview with the admissions team prior to registration. The applicant shall receive and review the school catalog, and be given a tour of the facility.
- **Proof of Identification**
  - Copy of Social Security Card
  - If you have HSD from a foreign country, you have to submit notarized translation and copy of the original of your HSD
  - If you changed your maiden name, you have to submit copy of Marriage Certificate
  - Proof of address
  - Photo Identification
  - Birth Certificate
  - Passport
  - Green Card (both sides)
- **Required Prior Education**
  - High School Diploma (HSD) or General Equivalency Diploma (GED) or **proof of completing the eighth grade.**

**Reentry Students** will be accepted provided:

- Outstanding tuition, fees and overtime expenses are paid in advance or the student has made satisfactory arrangements with the school director.
- Previous tuition payments will be credited to the student's balance
- Reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
- Pay the \$100.00 non-refundable registration fee

**Transfer Students** will be accepted provided:

- The above admissions requirements are completed
- An official transcript of hours earned from the previous school is received and does not exceed 5 years prior to the date of application for admission to Bravado Academy.
- Transfer hours for the Nail technology, Esthetics or Makeup Artistry programs are not accepted.
- A transfer student must attend a minimum of 250 hours at Bravado Academy
- Student was not terminated from the previous school due to drug/ alcohol and/or unprofessional conduct

### **Graduation Requirements**

- Completion of 1000 hours for Barber Program
- Completion of 1500 hours for Cosmetology Program
- Completion of 100 services
- GPA of 75%
- Satisfied all financial obligations

**Upon graduating, the student will receive the following:**

- Diploma
- Prometric state board registration form- registration fee is \$65.00
- Application for license- license fee is \$100.00

**(the above \$65 state board fee and the \$100 license fee are not included in the student tuition. These fees are the student's responsibility)**

**In the event a student has completed all required clock hours, maintained a GPA of 75% or above and has even passed the CT State board, the school will *not* issue a Diploma or required documents for the State of CT to issue a professional license until all financial obligations have been met.**

**Disclaimer: although the school may assist in job search, we do not guarantee job placement. The State of Ct. Department of Health reserves the right to refuse licensing based on criminal background. Employers also reserve the right to refuse licensing based on criminal background.**

## **GRADING SYSTEM**

**Must maintain a 75% GPA**

### **Academics**

4 = 100 = Excellent  
3 = 94 – 99 = Very Good  
2 = 84 - 93 = Good  
1 = 75 – 83 = Satisfactory  
0 = 74 and below = Unsatisfactory / Failing

### **Practical/ Lab**

Pass (1 pt) = 100 = Excellent / Salon Quality  
Fail (0 pt) = 74 and below = Unsatisfactory/ Failing

### **Determination of Progress:**

Students meeting the minimum requirements for academics (75%) and attendance (75%) 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.

**Academic counseling sessions** with students are provided ongoing as needed.

### **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.

### **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 satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. Students place on an academic plan must be able to meet requirements set forth in 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 may be subject to expulsion.

## Barber Student Kit

- Milady Standard Textbook of Professional Barber
- Milady Professional Barber-Styling Workbook
- U Online licensing preparation



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- 28" Shoulder Bag
  - Andis Master Clipper
  - Andis T-Outliner Trimmer
  - Andis Guards for Master
  - Andis Cool Care Can
  - Male Manikin w/ Beard
  - Manikin Stand
  - Hand Mirror
  - Water Spray Bottle
  - Clubman Talc Powder
  - Standing Neck Duster
  - Stripe Barber Cape
  - Black Shampoo Cape
  - 7" Shear
  - Thinning Shear
  - Shaving Razor
  - 20pk Cartridge Blades
  - (12) Plastic Tapered Combs
  - (12) Plastic Styling Combs
  - (2) Plastic Rat Tail Combs
  - White Clipper Comb
  - Black Clipper Comb
  - White Flattop Comb
  - Black Flattop Comb
  - Hard Rubber Styling Comb
  - Fromm NXT Comb
  - 7-Row Styling Brush
  - Boar Club Brush
  - Denman Style Brush
  - Denman Vent Brush
  - Sanek Neck Strip Dispenser
  - Sanek 60pk Neck Strips
  - Small Manicure Brush

**Note: your kit may be subject to change for equal or greater value without notice. Students are recommended to check all tools and implements once they receive kit to make sure everything is functional. Bravado Academy is not responsible for any damages after the kit is released to the student.**

## Barbering Curriculum

Content Area	Classroom Hours	Clinical Hours
Sanitation and Hygiene	15	20
Anatomy and Physiology	15	0
Chemical Procedures	30	100
Hair Care and Treatment	10	50
Skin Care/Facials and Manicuring	15	30
Hair Cutting (20), Styling (10) and Shaving (20)	50	640
Business and Professional Relations	10	10
State Laws for Barbers and EEOC Guidelines	5	0
<b>Total</b>	<b>150</b>	<b>850</b>

### I. Sanitation and Hygiene

#### A. Hygiene and good grooming

1. Personal hygiene
2. Good grooming

#### B. Sanitation Procedures

1. Definition
2. Importance
3. Methods of sanitation
4. Related chemistry

#### C. Universal Precautions/Infection Control

1. Blood Borne Pathogens
2. Infectious Diseases (e.g., HIV, Hepatitis C)

## II. Anatomy and Physiology

### A. Properties and disorders of the skin

1. Structure, composition and function
2. Blood supply, nerves and muscle function
3. Growth and regeneration
4. Conditions, diseases and disorders
5. Irregularities

### B. Properties and disorders of the hair and scalp

1. Structure, composition and function
2. Blood supply, nerves and muscle function
3. Growth and regeneration
4. Color, texture, elasticity, density and porosity
5. Conditions, diseases and disorders
6. Analysis
7. Irregularities

## III. Chemical Procedures

### A. Hair Coloring and Lightening

1. Purpose and results
2. Materials, Implements and supplies
3. Classifications
4. Scalp and hair analysis
5. Safety measures
6. Procedures
7. Corrective measures
8. Fillers
9. Removal of artificial color
10. Special effects
11. Related chemistry

### B. Chemical Waving

1. Purpose and results
2. Materials, implements and supplies
3. Scalp and hair analysis
4. Classifications (types) of products
5. Safety measures
6. Procedures
7. Corrective measures

8. Special effects
9. Special hair problems
10. Related chemistry

#### C. Chemical Hair Relaxing

1. Purpose and results
2. Materials, implements and supplies
3. Scalp and hair analysis
4. Classifications (types) of products
5. Safety measures
6. Procedures
7. Special hair problems
8. Related chemistry

#### IV. Hair Care and Treatment

##### A. Shampoos and Rinses

1. Purpose and results
2. Materials and supplies
3. Types of shampoos/rinses
4. Procedures
5. Related chemistry

##### B. Scalp and Hair Care

1. Purpose and results
2. Materials and supplies
3. Massage
4. Procedures
5. Safety measures
6. Related chemistry

#### V. Skin Care/Facials and Manicuring

##### A. Skin Care/Facials

1. Purposes and effect of massage movements
2. Implements and supplies
3. Function of nerves and muscles
4. Procedure in giving a plain facial
5. Special problems



## B. Manicuring

1. Purpose and results
2. Preparation
3. Equipment, implements and supplies
4. Procedures

## VI. Hair Cutting, Styling and Shaving

### A. Hair Cutting

1. Purpose and results
2. Materials, implements and supplies
3. Use of implements
4. Haircutting theory
5. Techniques, designing and procedures
  - a. Traditional barber styles (fine taper)
  - b. Contemporary styles
6. Safety measures

### B. Hair Styling/Care and Care/Styling of Wigs

1. Purpose and results
2. Materials, implements and supplies
3. Use of implements
4. Finishing techniques
5. Thermal Techniques
  - a. Hair and scalp analysis
  - b. Materials, implements and supplies
  - c. Hair pressing
  - d. Thermal curling
  - e. Thermal waving

## 6. Care and Styling of Wigs

- a. Types of Wigs
- b. Cleaning and conditioning
- c. Fitting and adjusting
- d. Styling

## 7. Safety measures

### C. Shaving

1. General precautions and safety precautions of shaving

2. Standard shaving positions and strokes
3. Fundamentals of shaving the head, neck and face
4. Beard and mustache grooming

## VII. Business and Professional Relations

### A. Professional attitude/ethics and salesmanship

1. Personality
2. Salesmanship
3. Patron relations
4. Telephone techniques

### B. Salon management

1. Business practices
2. Employer-employee relations
3. Salon development
4. Professional ethics
5. Public relations

### C. Safety Measures/Client protection

1. Pertaining to shop patrons
2. Pertaining to shop operators
3. Equipment
4. Materials
5. Precautions relative to various services including hair straightening
6. Precautions for electrical devices

## VIII. State laws and rules and regulations concerning barbering and Equal Employment Opportunity Commission guidelines for employment

## Cosmetology Student Kit

Milady Standard Cosmetology Theory Workbook

Milady Cosmetology Practical Workbook

Milady Cosmetology Exam Review

Milady Study Guide: The Essential Companion

Milady Situational Problems

Milady Haircutting

Milady Hair coloring and Chemical Texture Services

Milady Cosmetology Student CD

Milady Online Licensing Preparation



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School T-Shirts	1-Apron
1-Blow Dryer	1-Set Rollers/Rack
1-Marcel 3/4" Curling Iron	1-Handled Mirror
1-Ceramic Flat Iron	1-Butterfly Clips
1- "Kim" Mannequin	1-Package Sectioning Clips
1- "Michelle" Ethnic Mannequin	1-Brush Set
1-Diffuser W/Fingers	2-Styling Combs
1-Mannequin Clamp	6-Cutting Combs
1-Tote bag	1-Pintail Comb
1-Shears	1-Paddle Brush
1-Thinners	1-Trigger Spray Bottle
1-Razor	1-Teasing Comb
1-Nylon Cutting Cape	1-Shampoo Capes
2-Applicator Bottles	1-Manicure Kit
1-Tint Bowl/Brush	1-Pedicure Set
1-Timer	1-Toenail Clipper
	1-Cuticle Nipper

**Note: your kit may be subject to change for equal or greater value without notice. Students are recommended to check all tools and implements once they receive kit to make sure everything is functional. Bravado Academy is not responsible for any damages after the kit is released to the student.**

## Cosmetology Curriculum

Content Area	Classroom Hours	Clinical Hours
Sanitation and Hygiene	15	20
Anatomy and Physiology	15	0
Chemical Procedures	30	200
Hair Care and Treatment	20	200
Skin Care, Facials, Make-up & Manicuring	30	120
Hair Shaping, Styling & Shaving	75	750
Business and Professional Relations	10	10
State Laws for Hairdressers and EEOC Guidelines	5	0
Total	200	1,300

### I. Sanitation and Hygiene

#### A. Hygiene and good grooming

1. Personal hygiene
2. Good grooming

#### B. Sanitation procedures

1. Definition
2. Importance
3. Methods of sanitation
4. Related chemistry

#### C. Universal Precautions/Infection Control

1. Blood Borne Pathogens
2. Infectious Diseases (e.g., HIV, Hepatitis C)

## II. Anatomy and Physiology

### A. Properties and Disorders of the Skin

1. Structure, composition and function
2. Blood supply, nerves and muscle function
3. Growth and regeneration
4. Conditions, disorders and diseases
5. Irregularities

### B. Properties and Disorders of the Hair and Scalp

1. Structure, composition and function
2. Blood supply, nerves and muscle function
3. Growth and regeneration
4. Color, texture, elasticity and porosity
5. Conditions, disorders and diseases
6. Analysis
7. Irregularities

### C. Nails

1. Structure, composition and function
2. Growth and regeneration
3. Conditions, disorders and diseases
4. Irregularities

## III. Chemical Procedures

### A. Hair Coloring and Lightening

1. Purpose and results
2. Materials, implements and supplies
3. Classifications
4. Safety measures
5. Procedures
6. Scalp and hair analysis
  - a. Hair porosity
  - b. Hair texture
  - c. Hair elasticity
  - d. Hair density
  - e. Hair length
7. Corrective measures
8. Fillers
9. Removal of artificial color

10. Special effects
11. Related chemistry

## B. Chemical Waving

1. Purpose and results
2. Materials, implements and supplies
3. Scalp and hair analysis
  - a. Hair porosity
  - b. Hair texture
  - c. Hair elasticity
  - d. Hair density
  - e. Hair length
4. Classifications (types) of products
5. Safety measures
6. Procedures
7. Corrective measures
8. Special effects
9. Special hair problems
10. Related chemistry

## C. Chemical Hair Relaxing

1. Purpose and results
2. Material, implements and supplies
3. Scalp and hair analysis
  - f. Hair porosity
  - g. Hair texture
  - h. Hair elasticity
  - i. Hair density
  - j. Hair length
4. Classifications (types) of products
5. Safety measures
6. Procedures
7. Special hair problems
8. Related chemistry

## IV. Hair Care and Treatment

### A. Shampoos and Rinses

1. Purpose and results

2. Materials, implements and supplies
3. Types
4. Procedures
5. Safety measures
6. Related chemistry

## B. Scalp and Hair Care

1. Purpose and results
2. Materials, implements and supplies
3. Procedures
4. Safety measures
5. Related chemistry

## V. Skin Care, Facials, Make-up and Manicuring

### A. Skin Care, Facials and Make-up

1. Purpose and results
2. Materials, implements and supplies
3. Function of nerves and muscles
4. Procedures
5. Facial cosmetics
6. Special problems
7. Eyebrow arching
8. Lash and brow tinting
9. Safety measures
10. Related chemistry

### B. Manicuring and Pedicuring

1. Purpose and results
2. Preparation
3. Materials, implements and supplies
4. Types
5. Procedures
6. Safety measures
7. Related chemistry

## VI. Hair Shaping, Styling and Shaving

### A. Hair Shaping

1. Purpose and results
2. Materials, implements and supplies

3. Procedures
4. Designing and techniques
  - a. Traditional barber styles (fine taper)
  - b. Contemporary styles
5. Safety measures

#### B. Hair Styling

1. Purpose and results
2. Materials, implements and supplies
3. Techniques
  - a. Finger waving and shaping
  - b. Curl formation
  - c. Pin curls
  - d. Rollers
  - e. Comb-out techniques
4. Safety measures

#### C. Thermal Techniques

1. Hair and scalp analysis
2. Materials, supplies and implements
3. Hair pressing
4. Thermal curling
5. Thermal and waving
6. Safety measures

#### D. Care and Styling of Wigs

1. Types of Wigs
2. Cleaning and conditioning
3. Fitting and adjusting
4. Styling
5. Safety measures

#### E. Shaving

1. Beard and mustache grooming

### VII. Business and Professional Relations

#### A. Professional attitude/ethics and salesmanship



1. Personality
2. Salesmanship
3. Patron relations
4. Telephone techniques

B. Salon management

1. Business practices
2. Employer-employee relations
3. Salon development
4. Professional ethics
5. Public relations

C. Safety Measures/Client protection

1. Pertaining to shop patrons
2. Pertaining to shop operators
3. Equipment
4. Materials
5. Precautions relative to various services including hair straightening
6. Precautions for electrical devices

VIII. State laws and rules and regulations concerning Cosmetology and Equal Employment opportunity commission guidelines for employment

## Refresher Courses

### **Refresher Program one** (135 hours)

For applicants who have not actively practiced as a hairdresser within Connecticut or any other state, within the two (2) to eight (8) year period

Tuition: \$500.00

Mannequin & tripod: \$73

### **Refresher Program two** (245 hours)

For applicants who have not actively practiced as a hairdresser within Connecticut or any other state, within the eight (8) year period

Tuition: \$750

Books & mannequin: \$148

### **Each program will review the following topics:**

- Shampooing
- Hair cutting
- Scalp and hair conditioning
- Hair design and shaping
- Chemical relaxing and perming
- Hair coloring
- State exam review

### **Supplies needed:**

- Online Practice exam book
- Milady Theory Workbook
- Long Haired Mannequin
- Mannequin tripod-
- Scissors
- Flat iron
- Blow dryer with nozzle
- Paddle brush
- Round brushes

## **School Hours**

The school reserves the right to close for instructor training, legal holidays or circumstances beyond the schools control.

Day classes- Monday–Friday 9:00am-4:00pm

## **Calendar of Holidays for School Year**

We are closed on the following breaks and legal holidays:

- Memorial Day
- Independence Day July 4
- Labor Day
- Thanksgiving Day
- December 24<sup>th</sup>
- December 25<sup>th</sup>
- New Year’s Eve
- New Year’s Day

## **Inclement Weather School Cancellation**

### **WE FOLLOW NEW LONDON SCHOOL CLOSINGS**

WTHN Channel 8 News

WFSB Channel 3 News

WFSB also has a free phone app for your convenience.

## **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 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. Student who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of Bravado Academy. Students wishing to withdraw and transfer to another institution must attend an exit interview and pay all monies owed the school or made satisfactory arrangements for debts as approved by the School. An Official Transcript of Hours will be issued to students who withdraw prior to program completion when the student has successfully completed all the above requirements.

### **Appeal Procedure:**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative progress determination include 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 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.

### **Incompletes, Repetitions and Noncredit, Remedial Courses:**

Incompletes, Repetitions and Noncredit, remedial courses 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.

## **Student Conduct & School Policies**

**Violation of any of the following policies may result in suspension or expulsion**

### **Time Clock**

Students **MUST** clock in and out every day in order to receive credit for hours.

### **Non-Payment**

Students may be suspended after failing to pay tuition installment within five days of payment date.

A student may be expelled after failure to pay tuition within fourteen days of payment date.

Expulsion may not be the sole remedy for non-payment. Bravado reserves the right to exercise legal action.

### **Weapons**

The term “weapons” shall include; any loaded or unloaded firearm, any knife, any martial arts device or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm.

- suspension or expulsion
- police notification

### **Hate Crime**

A Hate Crime is an intentional, deliberate, and methodically-charged crime executed in order to cause harm or damage with regard to a specific victim chosen as a result of prejudice, racism, bias, and unlawful resentment.

- Suspension
- Police notification

### **Drugs and Alcohol**

We have a vital interest in maintaining an environment which promotes the health, welfare and safety of our students. Being under the influence of drugs or alcohol poses unnecessary and unacceptable safety and health risks not only to the user but to all those that work with him or her. The school has enacted and will carry out reasonable measures for ensuring a drug-free and alcohol-free environment. The possession, transfer, manufacture, distribution, sale or use of drugs and alcoholic beverages is not tolerated. No student or visitor shall use or have in his or her possession such contraband on school property or jobsites. Additionally, no student shall be in attendance under the influence of alcohol or drugs. Any student violating this policy will be subject to disciplinary action.

**Damages**

The student agrees to reimburse the school for any damages to any equipment or property of the school resulting from negligence. The school is not responsible for loss or destruction of personal property

**Theft**

The student may not take another person's property without that person's permission or consent with the intent to deprive the rightful owner of it.

**Vandalism**

The student may not deliberately, mischievously or maliciously destroy or damage property of the school or the property of another student.

**Threat**

The student may not make declaration of an intention to inflict punishment or injury.

**Dress Code**

Student must come to class well groomed. Sweat pants, Jeans, shorts, sweat shirts, ripped pants or tights, saggy pants or shirts exposing your mid drift is not allowed.

You will be sent home if you are out of uniform.

Students must wear

- black bottoms
- black socks
- black shoes
- Bravado shirt

**Kit Policy**

Your kit must be readily available for use every day that you are in attendance.

The school assumes no responsibility for items lost, stolen or damaged.

**Register**

All clients must be cashed out through the register. Please do not remove any money from the drawer without written consent from management.

**Cell Phones**

Please do not use your cell phone on the cutting floor on in class. You may keep them in the break room or on silent mode.

**Cleaning Schedule**

In order to maintain optimum cleanliness everyone must contribute to keeping the school clean.

There is a cleaning checklist posted in the class room. Please contribute to your fair share of cleaning and initial beside the tasks you have completed.

### **Computer/Internet**

The computers are not for personal use, especially for printing purposes. Computers are only used for practice exams

### **Eating**

There is no eating anywhere on the top floor. There is a designated area for eating in the break room.

\*Every student will have a blocked off lunch period.

### **Keep Your Work Station Clean**

- You must sweep after each client
- Clean your mirror and your chair base every night
- Wash your chemical bowls and bottles after each use
- Combs and brushes must stay sanitized

### **Language/ Conversation**

Conversation containing vulgarity, profanity or sexual context is prohibited.

### **Smoking**

Smoking anywhere in the school is prohibited at all times. In addition, there is no smoking in the front of the building. Smoking area is in the back courtyard. Please instruct your guests.

### **Soliciting**

The Solicitation by outside vendors in the school or on the phone is prohibited. Solicitation by a student is also prohibited.

### **Products**

All products used must be professional and approved by the school.

### **Parking passes**

State Street has a two-hour parking limit. We suggest that students **do not** park on the street.

We recommend that you purchase a parking pass for the municipal parking lot for \$25.00 a month, which can be included in your tuition.

## Attendance

A student accumulating seven (7) or more unexcused absences in three (3) month period may be subject to expulsion.

It is vital to the school for all students to have reliable attendance. Absenteeism and tardiness negatively impact our ability to effectively provide optimum services to the student. In addition, we often have guest artists or guest speakers, therefore it is imperative that you notify the school before class begins if you are going to be late for class or not attending.

### Excused Absences include:

- **Student Illness:**  
Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school.
- **Medical Appointment**
- **Death in Family**
- **Subpoena**
- **Religious Holiday**
- **Absences due to illness of immediate family members**

### Unexcused absences include:

- **Absences due to vacations**
- **personal services**
- **Excessive Absences**

### Tardiness

Tardiness is unacceptable. Class begins promptly at designated time.



## **Student Complaints**

Complaint forms are freely available in the main classroom.

Bravado does not have any policy nor acts in any manner which discourages or prohibits the filing of complaints regarding the school's operation or faculty.

Please allow 30 days for the school to respond.

All complaints against the school must be submitted in writing to the director of the school. If you believe the school has inadequately resolved your complaint, you may file a complaint with the:

**Executive Director**  
**Office of Higher Education**  
**61 Woodland Street, Hartford, CT. 06105**  
**Tele. (860) 947-1816**  
**Fax (860)-947-1310**

# 2017

**JANUARY**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**FEBRUARY**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**MARCH**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**APRIL**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**MAY**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**JUNE**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**JULY**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

**AUGUST**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**SEPTEMBER**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**OCTOBER**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
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**NOVEMBER**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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**DECEMBER**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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30	31					

# 2018

## January

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## February

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## March

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## April

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29	30					

## May

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27	28	29	30	31		

## June

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24	25	26	27	28	29	30

## July

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## August

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19	20	21	22	23	24	25
26	27	28	29	30	31	

## September

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23	24	25	26	27	28	29

## October

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21	22	23	24	25	26	27
28	29	30	31			

## November

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18	19	20	21	22	23	24
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## December

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23	24	25	26	27	28	29







