Shear Fire Academy of

Hair Design

1012 S. Colony Way

Palmer, AK 99645

746-4264

 Skincare- Esthetics

 Catalog, Welcome Packet

**Welcome to Our Salon, Hairdressing and Skincare School.**

Shear Fire Design has been a successful hair salon in the Mat-Su Valley for over 19 years. During this time the owner, Jana R. Powell has seen a need for a beauty school and skincare needs in the Mat-Su Valley. As a certified instructor with the State of Alaska she decided to turn her salon into a school to serve the needs of the Mat-Su Valley. We welcome everyone to visit our salon and beauty school during the business hours.

Academic Year is open enrollment throughout the year and course is considered completed when student successfully completes the amount of hours mandated by the state for the particular course of study. Academic calendar is January 2nd- December 31st, closed on News Years, Easter, and Memorial weekend, Fourth of July, Labor Day, Thanksgiving and Christmas. Open 10-6 with students entering the school 1 hour before the salon opens.

**Jana R. Powell is the sole owner of Shear Fire Academy of Hair Design. Jana has been in the beauty business for over 30 years now. Our building is over 2400 sq. feet all open concept with theory and practical classrooms. The parking lot will hold over 30 vehicles. Stop by anytime for a tour of our great salon and school.**

**EDUCATIONAL PHILOSOPHY AND OBJECTIVES**

This school's basic philosophy is to offer an environment for effective instruction, training (theoretical and practical) and learning to prepare students to successfully graduate with skills and professional ethics needed to secure employment. We continuously search in our field for the latest professional procedures and styles to keep up to date of current changes in trends, designs, and techniques required by the demanding employer. Instruction is "individual" as well as "in a class" setting. This combination helps students, who are serious about beginning a new career with us; willing to work hard and learn all facets of our industry, realize their goal. Shear Fire Academy of Hair Design will provide the Mat-Su valley with above standard teaching in the cosmetology field.

**Admission Policies and Regulations**

Each student must fill out a completed application, have a high school diploma or GED, be a US citizen and over the age of 16 before the class date. All students must have paid in full for a kit and 50% of the tuition at time of first day of class. Each student is required to be at Shear Fire Academy a minimum of 35 hours per week.

**Tuition and Fee’s**

Tuition for Shear Fire Academy will be $3500.00. A professional kit, with all of the required tools and text materials is $1000.00 for each student.. A non-refundable lab fee of $300.00 will be charged. A non-refundable student permit fee, which goes to the State of Alaska in the amount of $100.00, is charged, as is the application fee of $100.00, for a grand total of $5000.00

Payment schedule is as follows:

Payments are 100% up front or 50% down at the time of the first class with the purchase of a kit. Payment then can be made each month to meet each student’s needs and funds. Shear Fire Academy will work with any outside funding sources for each students needs.

Tuition and fees for enrollment in the course of esthetics are listed below. The school registration fee covers the application and processing costs of $100.00 (non-refundable) $25.00 refundable. Lab fees help offset the cost of supplies, chemicals and equipment used during the course.

All students enrolling in any of our programs must obtain a student permit from the Alaska Board of Barbers, Hairdressers at a cost of $100.00, subject to change as per state requirements. The permit fee is non-refundable once permit is applied for.

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| --- | --- | --- |
| Tuition | $3,500.00 | See REFUND |
| Application fee | $100.00$25.00 | Non RefundableRefundable |
| Student Permit Fee | $100.00 | Non Refundable |
| Student Kit | $1000.00 | Non Refundable |
| Lab Fee | $300.00 | Non Refundable |

 **Total for the course $5,025.00**

Upon satisfactory completion of the course, the student applies and pays for the State Board Examination from the Division of Occupational Licensing.

Upon satisfactory completion of the course, the student applies for and pays for the State Board Examination from the Division of Occupational Licensing. Upon satisfactory completion of the course, the student applies and pays for the State Board Examination ($90) from the Division of Corporations, Business, and Professional Licensing. The student will also pay for the application fee ($150) and initial license fee ($180) prior to being a licensed professional. This is a additional cost of $420.00 not paid to the school.

**Students Right of Cancellation and Refund Policy**

'The student has the right to a "cooling off period" which expires at the end of the first week of a student's scheduled attendance, and during which a student, upon submitting written notice to the institution, may cancel the enrollment contract and receive 100 percent tuition refund, less any application fee and kit. The student must cancel their contract by giving written notice of cancellation to the school before the beginning of the second week of the student's scheduled instruction. If the student withdraws before the beginning of the second week of instruction, money paid for Tuition and lab fee will be refunded. 'All refunds to a student must be made within 30 days after receipt of notification of the student's withdrawal, or 30 days after the student's last recorded date of physical attendance, whichever is earlier.' 'The institution will acknowledge a student's cancellation or withdrawal, in writing within 5 business days of receipt of the notification.' 'Student refunds shall be calculated from the last day of physical attendance.' Students must notify the school of their intention to withdraw before the beginning of the second week of the student's scheduled attendance by either hand carrying a written notification to the Director (complete with Director's signature as proof of delivery) or send a written notification by registered mail or certified mail. The student agrees not to hold the school responsible for any lost or undeliverable mail, or for any notice mailed by the student by any other method not listed here.

Refund policy is for tuition only, state fees and the kit is non- refundable and is the students to keep.

Less Than: 35 hours or 1.5 weeks 90% back

 60 hours or 3 weeks 80% back

 150 hours or 5 weeks 55% back

 180 hours or 6 weeks 30% back

Within the first week: 100% back

After the 6th week or 180hours, whichever one is in the favor of Shear Fire Academy, 0% back.

The school, at its discretion, can go by days or hours. ‘Hours’ is defined as classroom hours. ‘Days’ is defined as calendar days from your start date.

**The Kit from Shear Fire Academy of Hair Design**

The school ensures that the kit items are in good shape and in working order when issued. The Student Equipment Kit is $1000.00. Once issued, all contents of the kit become the property of the student and are non- refundable. Any future defects, malfunctions or distortion of any kit item are not the responsibility of the school. Shear Fire Academy of Hair Design is not responsible for any lost or stolen kit items.

The Esthetician Student Kit includes the following: 1-Milady Hardback Textbook

1-Eyelash head kit 1-Set of Eyelashes

1-Make-Up Brushes 1-Notebook

1- Tweezers 1-Folder

1-Stork shears 1-Brush comb 1-Extractor Kit

**Education**

A large open area salon with large learning rooms, for the use of practical and theory classes. The salon has a large dispensary, barber room, laundry room, skincare room and a very large client serving area. Not to forget the theory and practical classrooms. The building is over 2400 sq. feet. In the building at all times is at least one of the three instructors. Head instructor has over 20 years’ experience.

Description of the course is the study of skincare and make-up application. This will be for Estheticians license for the State of Alaska only. Number of hours needed to take the Alaska State Board of Hairdresser’s is 350 hours. These hours will be clocked in with a time clock as well as manually in each students file folder. The instruction and delivery method is classroom and hands-on after each student is proficient with the basics of the theory of skincare, make-up application, waxing and Eyelashes. The minimum requirement for successful performance is an 85% on all tests. Shear Fire Academy will keep the class sizes low for the best one-on-one training that our instructors can give. The minimum requirements for Shear Fire Academy is a high school diploma or GED, must be a U.S. Citizen and a completed application. When each student has reached the minimum requirements by the State of Alaska, they will have acquired the basic skills and knowledge to pass the Alaska State Board of Hairdresser in the written and practical exams by Shear Fire. When the student passes all the state testing, he/she at that time, after paying for a state license will be a licensed esthetician with the State of Alaska.

**Minimum requirements by the State of Alaska**

A curriculum that consists of at least 350 hours of theoretical and practical training, 40 hours of theoretical instruction, including five (5) hours in state law and the following number of practical operations, during the 350 hours:

**Subject : Minimum Number of Operations:**

Theory (Hours) (40)

 Rules & regulations of the Alaska Board of Barbers and Hairdressers (5)

Manual, including skin analysis, cleansing, manipulations, packs & masks (60)

 Electrical, including the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin-care purposes (40)

 Eyebrow arching and hair removal, including the use of wax, manual or electric tweezers and depilatories for the removal of superfluous hair. (50)

Makeup, including skin analysis, complete & corrective makeup, & the application of false eyebrows (50)

*Shear Fire Requires*

Fashion shows 1 Eyelash extensions 5

The esthetics Course is a 10 week program (35 hours per week consisting of a minimum 350 hours of theoretical and practical training, with a minimum of 185 hours of theoretical instruction which includes 5 hours in state law.

350 HOURS -- $5000.00
(10 weeks at 35 hours per week)

**ATTENDANCE, ABSENCES AND TARDINESS**

Any student unable to report to school because of illness or emergency must call and speak to an instructor before their shift begins. Tardiness and absenteeism will be handled on an individual basis.

Absences that are not reported prior to the beginning of the theory class each morning will be considered unexcused absences. A student who has 3 unexcused absences or tardiness during any 2-week period will be placed on 2-week attendance probation. Any student placed on attendance probation is notified in writing, with an acknowledgment of the notice retained in the student file.

If the situation does not improve during the probationary period the student will be administratively withdrawn from the course. Students dismissed for unsatisfactory attendance, if considered for readmission after approval of the school owner, will be charged a non-refundable rescheduling fee of $250.00 and the student must sign a promissory note to attend classes regularly as scheduled. If the student is dismissed again for the same reason, he/she will not be allowed to return to Shear Fire Academy of Hair Design.

Shear Fire Academy of Hair Design and classes have a beginning date, a midpoint date and an ending Date (calculated at 40 hours per week). Because there is open enrollment for all courses, these dates are calculated according to the beginning date. It is the responsibility of the student to keep these important dates in mind when signing up for the class, the student may take up to 2 weeks off in their course time frame with written approval of the owner-instructor.

If the student fails to complete the hours required for the chosen course by the contract ending date, he/she will be charged $5.00 for each additional hour required to complete the program objectives and $1.00 for each hour necessary to fulfill any required practical operations not completed by the ending date. Excused absences may be granted for illness of the student or members of his/her immediate family, death of an immediate family member, or extreme difficulty in attendance due to weather conditions. Appointments with a doctor, dentist or any other personal matters should be made on the students scheduled time off. If absent for more than 2 days, the school may require written documentation to excuse a student to return.

**LEAVE OF ABSENCE**

A student who must discontinue training for a period of time due to illness or personal emergency may request a leave of absence. The time period for a leave of absence is: a minimum of 7 days, a maximum of 30 days and it must be approved by the school director. A student absent for more than 30 days will be withdrawn from the course. Excused absences may be granted for illness of the student or members of his/her immediate family, death of an immediate family member, or extreme difficulty in attendance due personal matters. A leave of absence does not imply that a student will be able to graduate from the course at the contracted time. A student who requests a leave of absence will be assisted in developing an appropriate plan for successful and timely completion of a course of study. Students need to be in good academic standing to receive the leave of absence.

All students are responsible for all make-up work required when absent from class. It is required that all make-up work be completed in order to graduate. Make-up work will be scheduled as time and space allows, as determined by the Instructor or School Director. Students end date will be re-adjusted to accommodate for the leave of absence. If student does not return to school by the said date on the leave of absence form; the student will be withdrawn from the course.

A signed leave of absence form must be completed and submitted to the school director. A student, who leaves the school without having been granted a leave of absence, if considered for readmission, will be charged a non-refundable rescheduling fee of $250.00.

**Equal Employment**

We are an equal employment salon and beauty school. We also are full believers of NO HARASSMENT in the salon by students, staff and clients. Violations of this policy will not be tolerated.

**Dress Code**

Shear Fire Academy is pretty laid back; dress is nice and dressy casual:

NO cut off jeans

NO shoes over 3 inches

NO tennis shoes

No hoodies-unless it’s a Shear Fire Design logo hoodie.

**Class Tuesday Dress Code**

Class Tuesday is a big group class with sometimes outsideinstructors teaching; this being said we need to look our best. Only black, red, white or gray may be worn on these days. No jeans or Shear Fire T-Shirts.

Clothesshouldbepressedorwrinklefree

If you dress for success, you will get it!

**Conduct**

The attendance for Shear Fire Academy is mandatory of at least 35 hours per week. A time clock will be used to track all time attended by the students. An unexcused absence is when a student misses a class or day in the salon; i.e.: the use of drugs or alcohol 8 hours prior to class or work. These types of unexcused absences can only happen one time per student. Excused absences will be given to a student for death or illness in the family. An illness to the student must have a doctor’s note if more than 3 days of school is missed. Leaves of absences that are non-emergency will need to have a 2 week written notice. Conduct in the salon and school will be professional; there is a dress code in place at the salon and school. Students will treat Shear Fire Academy as a workplace more than a school.

*Drugs and/or alcohol in Shear Fire Design are intolerable.* This is to include 8 hours before any shift. The possession, consumption and buying or selling drugs or alcohol at any Shear Fire location will not be tolerated and the police department will be notified.

**Grading and Academic Progress**

The academic progress used at Shear Fire Academy will be daily and weekly tests on theory and practicals. An 85% is the minimum for a passing grade. Each student has 30 days to bring up their test scores. If after 30 days the test scores are still less than the minimum, the student will receive career tutelage. With this tutelage the student will receive one-on-one assistance to help them bring their scores up above the minimum.

Following the completion of each textbook chapter, exams are administered. Immediate feedback on procedures and exam results are given to the student. Students must maintain a minimum of an 85% average in all subjects to remain in academic good standing.

Unsatisfactory progress will be handled on an individual basis. A student not performing at the school's 85% GPA will be placed on academic probation for a period of 30 days. Any student placed on academic probation is notified in writing, with an acknowledgment of the notice retained in the student file.

While on academic probation, the student will be assigned extra remedial work and home assignments to attempt to raise their academic level. If the student is still not performing at 85% or above after probation, the student will be suspended for 14 days. Students choosing to return after the 14-day suspension must maintain an 85% GPA. Failure to maintain this grade average of 85% the student will receive career tutelage.

**Grading System**

Percentage Proficiency level
90-100 Excellent.......Indicates high level of performance
85-89.......Satisfactory level of achievement
Less than 84.......Insufficient grasp of materials.
A monthly form from the Board of Barbers and Hairdressers, including hours and practical requirements accrued, is provided to the student each month for review and signature. A school progress report is given to the student for review and to acknowledge receipt with their initials.

The progress report includes the following:
-- Contracted hours for the month
-- School days for each month of enrollment
-- Missed days in each month
-- Number of contracted hours for each month
-- Hours attended monthly
-- Hours left on the contract
-- Any tuition due to the school

**Grievance Policy**
Students should first advise their instructor of any grievance they may have. If the problem is not satisfactorily resolved, the student should then notify the school director. If the student is not satisfied with the resolution of their grievance, a complaint may be filed with the Alaska Commission of Postsecondary Education. If you are having a problem, please let us know aboutit.

**Transfer of Hours and Credits**No school, (including the Shear Fire Academy of Hair Design) can guarantee that the hours and/or credits you may receive at our facility will be transferable to another school or state.

The decision to accept transfer students and/or hours and/or credits is up to the discretion of the director of the receiving school, and will depend on comparability of curricula and accreditation. If you are considering a move, you should contact the school that you wish to transfer to and confirm that their transfer policies and before you begin your training.

**Student Safety**

Report any and all on the job injuries immediately! Each student is to know how to work a fire extinguisher, which will be provided to you by the Palmer Fire Department at no cost to the student. Prevention is the key to all hazards, if you see a hazard let us know ASAP. Student safety is a priority to us here at Shear Fire Academy.

All student records are maintained and stored in a locked filing cabinet in the main office of the faculty. Only the licensed instructors have access to the student records. If a student would like to see their own records an instructor will be with them during the review of their own records. Copies maybe requested at any given time.

**FACULTY / SCHOOL OFFICIALS**

JANA R. POWELL, SCHOOL DIRECTOR, OWNER, BARBER, INSTRUCTOR
Licensed Instructor (#14296) and practitioner in the field of Hairdressing with over 30 years’ experience teaching and practicing.

Daniel Drake…Maintenance

Jana Powell Drake… Head instructor in hair and skin

Amber Dafoe…Hair instructor with limited skin

Stefanie Burn and Mariah Thornsley Skin and Hair care professional only

**Salon Hours**

The salon is open just about everyday of the year. We are closed for New Years, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas. We reserve the right to close when the need appears.

Our Hours are:

Mon-Sat 10-6 Christmas Eve and New Years Eve 10-3

The school is open 1 hour before salon hours, for students to get ready and to study for the day.

*Thank you for your interest in wanting to be in a hot new career field. We strive to be leaders in our industry. We are always willing to learn the newest fashion styles in skincare, make-up and hair care. Palmer and the Mat-Su Valley will have the best professionals without having to go to Anchorage!*