

**116 East Pershing Road**

**Chicago, IL 60653**

**o. 773-538-4886**

**f. 773-538-8025**

**www.yourschoolofbeauty.com**

**yourschoolofbeauty@gmail.com**

**STUDENT CATALOG**

"Don’t sit down and wait for ***Opportunities*** to come. ***Get Up*** and ***Make Them***!

 -MADAME CJ WALKER

“Talent helps; but ***Knowledge*** ***Guarantees Success***”

 -DR. MILDRED L. DIXON

Updated 6/2020

Table of Contents

History of YSBC 3

Lily Cie Rollins Scholarship Program 4

Mission Statement, Philosophy and Objective 4

Staff, and School Facility 5

Class Start Dates, Holidays, Closure Dates, Student Hours of Operation 6-7

School Policies 8

Re-Admission Policy 9

Transfer Students 9

Course Outline/ Available Programs 10-19

Final Exam 19

Graduation Requirements, Requirements for State Licensure 20

Practical Log, Uniform and Dress Code Policy 21

Tuition 22-23

Refund Policy 24

Evaluation Policy and Schedule 25

Standards of Satisfactory Academic Progress Policy (SAP) 25

Make Up Policy, Time Clock Rules and Procedures 25

Attendance and Tardiness Policy 26

Excessive Absences and No Shows 27-28

Leave of Absence Policy 28

Disciplinary Policy 28

Grievance 28

Access and Right to Privacy 29

Non-Discrimination and Harassment Policy 29

Student Conduct Policy 30

Rules and Regulations 30-31

Safety Procedures 32

Sanitation 32-33

Career Opportunities 33

Student Change Fee 34

Facts before Enrollment 34

Transcript Policy 34

Transfer Students 34

Recruiting 35

Programs Available 35

Evaluation Period 35-36

Programs Evaluation 36

Maximum Time Frame 36-37

Academic Program Evaluation 37-38

Employment Assistance ???

***History***

*Your School of Beauty Culture*, then known as Mildred's Beauty College, originated on the West Side of Chicago, IL on June 1st, 1966. Mildred's Beauty College operated successfully from 1966 - 1979 until the founder, Dr. Mildred Dixon, fell ill. After graduating more than 1,200 cosmetologists, in 1980, Dr. Dixon decided to temporarily close her business to get her health in order. In 1988, due to the overwhelming request from former students, clients, and aspiring stylists Dr. Dixon re-opened her school and in honor of the community and their support she renamed it *"Your School of Beauty Culture"*. In 1997, *Your School of Beauty Culture* moved to its present location in the Chicago's historic Bronzeville community and continues to add to its success.

*Your School of Beauty Culture* specializes in teaching all phases of beauty and barber culture. The school is now the oldest privately-owned trade school offering education in the art of cosmetology science. Known and respected throughout the Chicagoland area and nationwide beauty industry, *Your School* has kept a higher standard of learning, Maintaining an *80 percent graduation rate*and most importantly a s*tate board passing rate in the 90 percentile (within all offered courses)*, epitomizes the excellence that is *Your School of Beauty Culture.*

In November 2015,*Your School of Beauty Culture* was approved to offer all facets of the cosmetology arts and continues to strive for success at every turn.

**Scholarship Program**

Your School of Beauty Culture is proud of the Lily Cie Rollins Scholarship. This scholarship can cover a full or partial scholarship.

**Requirements:**

* Minimum 500 word essay:
1. Explain what brought he/she to this career path
2. Where do you see yourself in five (5) years
3. How you will enrich or change your community
* Perfect attendance is required
* Maintain a minimum GPA of 85% (If for some reason the GPA is below 85%, you will be put on probation for 30 days)

**Mission Statement**

Your School Of Beauty Culture’s mission is to train, instruct, motivate, and instill a sense of professionalism to anyone seeking a career in the field of cosmetology arts and science and who has a desire for success. YSBC’s students will be prepared to pass the Illinois state board exam and we will ensure all students are treated fairly and nurtured to grow in their chosen field of study.

**Philosophy & Objectives**

Our goal is for every student to learn the basic fundamentals of cosmetology while expanding their personal creativity and encouraging them to achieve their personal best. Your School of Beauty prides itself in using the Competency-Based Individualized Instruction (CBII) System, which enables the curriculum to be tailored to each student on a pace, performance, and learning style based instruction.

Our primary purpose is to prepare students to become successful members of the cosmetology profession. In order to fulfill this objective, this institution teaches the techniques of artistry, poise, charm, self-reliance, personal hygiene, marketing, and business practices as the students are prepared for the state board examination.

**School Staff**

Panache Perkins CEO/Educational Director/Admissions

Mildred Dixon Director/ Head Instructor/Admissions

Donna Carter Instructor

Tracey Sturdivant Instructor

Veronica Walton Instructor

Sean Gilmore Instructor

Rose Washington Instructor

Deja Hastings Secretary/Administrative Services

Betty White Administrative Services

Gregory Skipper Counselor

**School Facility**

Your School of Beauty Culture’s has a full measurement of 5,400 square feet. It consists of a theory room, nail room, 2 private esthetic rooms, lunch room, 3 handicap accessible bathrooms, and clinic floor with a platform. We have over 50 lockers, a dispensary, and plenty of storage space available for every student.

The clinic floor is equipped of 20 professional workstations complete with client chairs. Our classroom is used for theory and practical demonstrations which consists of 25 personal student desks. YSBC is a non-smoking facility.

Your School Of Beauty is located in Chicago in the heart of the historic Bronzeville area.

**Class Start Dates**

**OPEN ENROLLMENT; ENROLL TODAY**

**Holidays Observed**

New Year’s Day~ Memorial Day ~Martin Luther King~ Independence Day~

Thanksgiving Day~ Labor Day~ Christmas Day~

**Hours of Operation**

**Full -Time**

Wednesday – Saturday 9:00am – 4:30pm

**Part-Time Morning**

Wednesday – Friday 9:00am – 2:00pm

Saturday 9:00am – 4:00pm

**Part-Time Evening**

Wednesday – Friday 5:30pm – 9:00pm

Saturday 9:00am – 4:00pm

**All students are REQUIRED to attend classes Wednesday through Saturday**

**Morning Schedule** (Schedule subject to change without notice)

9:30am – 11am Theory/Demonstration

11:15am – 11:30am Break (optional)

10:30am **Clinic Floor Open**

11:30am – 12pm Practical

12pm – 12:30pm 1st Shift Lunch

12:30pm – 1:00pm 2nd Shift Lunch

1:00pm – 3:30pm Clinic Floor

3:30pm – 4:00pm **Full-Time Sanitation**

**Evening Schedule** (Schedule subject to change without change)

5:30pm – 7:15pm Theory/Practical

7:15pm – 7:30pm Break

7:30pm – 8:30pm Practical

8:30pm – 9:00pm Sanitation

**NOTE: Students are expected to work on their mannequin when not servicing a client**.

**Clinic Floor Hours**

Wednesday – Friday 10:30am – 6:00pm

Saturday 9:30am – 6:00pm

**School Policies**

Your School of Beauty Culture reserves the right to limit enrollment and make revisions to this student handbook, for the best interest of the students and longevity of YSBC. These revisions may include, but are not limited to tuition fees, program offerings, curricula courses, and their subsequent requirements. YSBC is committed to the policy of providing educational opportunities to all qualified students regardless of their economic or social status.

YSBC accepts applications from a wide variety of backgrounds. Diversity enhances and enriches the educational experiences of the students and their future endeavors.

Prospective students must:

* Be 16 years of age or older
* Have a High School diploma or GED (General Equivalency Diploma) transcripts
* Provide a valid/current State ID or Driver’s License
* Eagerness to LEARN

Instructor’s Course Prospective Students must:

* Provide all requirements listed above
* Have a current “Field of Study” License
* Must Provide evidence of 2 year workplace experience
* Eagerness to SHARE your KNOWLEDGE and SKILLS

Transfer Students must:

* Provide all requirements listed under “Prospective Students”
* Have OFFICIAL transcripts from previous schools
* Pay registration fee and “per hour” rate for all hours needed to complete course.

**Re-admission Policy**

* Re-entering students will be charged at the current tuition rate and a re-enrollment fee of $100.00. Amounts paid during their original attendance will be credited to their new account.
* A student returning from a leave of absence or other official interruption of training will remain in the same status with to satisfactory progress.

**Transfer Students**

Applicants wishing to transfer hours completed at another school of cosmetology may apply to do so by providing original signed official educational transcripts and attendance records and successfully taking the Your School of Beauty Culture placement and skills test issued to students who are re-enrolling at YSBC after a period of non-attendance. Their application will be reviewed by the school Director as to whether the training they have received elsewhere meets the high standards of Your School of Beauty Culture and will adequately prepare the student to succeed in the beauty and wellness industry as a Your School of Beauty Culture College graduate .

It will not be guaranteed that the number of hours taken elsewhere will transfer in full; fewer or even no hours may be accepted. The decision of the school Director is final; no appeal is possible. Transfer hours accepted by Your School of Beauty Culture are treated as both clock hours attempted and clock hours attended for the calculation of Maximum Time Frame described in the catalog.

If a student wishes to transfer to another school, he/she must submit a written notice within 10 days prior to departure date. Transfers will not be approved until all financial agreement is current.

**Important to Note:**

Applicants whose diploma was issued by and institution which appears on the Unapproved High School List may be admitted to Your School of Beauty by providing a copy of their GED Certificate.

**Course Outline:**

**Cosmetology Program Overview**

The Cosmetology program is a comprehensive cosmetology course that incorporates basic fundamentals and relative subjects of hair, skin care, nail care, and makeup with professional business building skills that are necessary for a fulfilled education and preparation for entry-level careers in the salon/spa industry.

**Career Opportunities**

Cosmetic Buyer Cosmetology Writer

Cosmetology Educator Distributor Sales

(with completion of Instructor course) Hair Color Technician

Hair Stylist Make-up Artist

Researcher Salon Manager

Salon Owner Salon Trainer

State Board Member State Licensing Inspector or Examiner

Texture Specialist

**Objectives**

* Project a professional and positive attitude, with a sense of personal integrity self-confidence.
* Develop and practice effective communication skill to interact with colleagues, supervisors, and guest.
* Respect the need to deliver excellent service for the value received in an employment environment.
* Perform the basic technical skill in the area of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin, make-up, and nail care.
* Develop consolation skills to make the proper recommendations for the guest’s needs.

**Method of Instruction**

The cosmetology curriculum is taught from the Milady Standard Cosmetology textbook. All topics will encompass theory, demonstration, hands-on workshops, and activities.

**Schedule**

Day 10:00 am – 4:30 pm Wednesday – Saturday

Evening 5:30 pm – 9:00 pm Wednesday – Friday

**Grading Scale**

80% - 100% Satisfactory

0% - 79% Not Satisfactory

**Academic Requirements**

A student must complete and achieve a minimum of 80% on all course work. Unit course work is as follows:

* Practical
* Practical Assessments
* Final Practical Examinations
* Written
* Knowledge Assessment and Unit Final Written Examination Average
* Projects
* Midterm and Program Final Written Examinations

**Curriculum Requirements**

The 1500 clock hours below:

* Basic Training 150 hours of classroom instruction in general theory and practical application is provided and includes a minimum of the following subject areas: tools and their use, shampoo, understanding chemicals use, types of hair, sanitation, hygiene skin diseases and conditions, anatomy and physiology, electricity, ethics, nail technology, and esthetics.
* Practical Chemical Application/Hair Treatment 500 hours of instruction, which is a combination of classroom instruction and hands-on experience, and covers the following subject areas: chemical safety¸ permanent waving, hair coloring, tinting and bleaching, hair relaxing, hair and scalp conditioning, and shampoo, toning and rinsing.
* Hair Styling/Hair Dressing 475 hours of instruction in hair styling, which is a combination of classroom instruction and hands-on experience, and is provided in the following subject areas: cutting, thinning, shaping, trimming, application of electrical/mechanical equipment, curling, hair treatments, and marcelling.
* Shop Management Sanitation, and Interpersonal Relations 200 hours of classroom instruction is provided in the following subject areas: labor law, workers’ compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws, business ethics, sanitation, electrical devices, personal grooming and hygiene.
* Esthetics 85 hours of instruction provided
* Nail Technology 55 hours of instruction provided
* Electives 35 hours of instruction provided

**Barber Program Overview**

The Barbering program is a comprehensive barbering course of technical instruction and practical operations. By demonstration, lecture, classroom participation, or examination; practical operations mean the actual performance by the student of a complete service on another person or on a mannequin performing a practical operation. Practical training shall include the hours stated under curriculum.

**Career Opportunities**

Barber Barber Salon Owner

Barbering Educator (with completion of Barber Salon Manager

Instructor course) Distribution Sales

Film & Television Master Barber

Military Posts

**Objectives**

* To prepared for and entry-level position in the Barber Industry.
* Preform and train in practical and scientific barbering.
* Develop in all principles of barber shop management, business and personal ethics, and conduct towards the public as well as fellow workers.
* Perform the basic technical skills for hair cutting, hair styling, hair tinting, chemical application, scalp manipulation, and facial shaves.

**Method of Instruction**

The barbering curriculum is taught from the Milady Standard Barbering textbook. All topics will encompass theory, demonstration, hands-on workshops and activities.

**Schedule**

Day 10:00 am – 4:30 pm Wednesday – Saturday

Evening 5:30 pm – 9:00 pm Wednesday – Friday (currently available)

**Grading Scale**

80% - 100% Satisfactory

0% - 79% Not Satisfactory

**Academic Requirements**

A student must complete and achieve a minimum of 80% on all course work. Unit course work is as follows:

* Practical
* Practical Assessments
* Final Practical Examinations
* Written
* Knowledge Assessment and Unit Final Written Examination Average
* Projects
* Midterm and Program Final Written Examinations

**Curriculum Requirements**

The 1500 clock hours below:

* 305 hours - Technical 65 and Practical 240: Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.
* 145 hours - Technical 40 and Practical 105: Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving chemical straightening including the use of sodium hydroxide and other base solutions.
* 110 hours - Technical 60 and Practical 50: Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula missing, tinting, bleaching, high and low lights, and the user of dye removers.
* 100 hours - Technical 20 and Practical 80: Hair Cutting shall include, but is not limited to, the following techniques and procedures: User of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.
* 240 hours – Technical 200 and Practical 240: Shaving Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client’s hair for shaving, assessing the conditions of the client’s skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client’s face, rolling cream massage.
* 20 hours - Laws and Regulations; The Barbering and Cosmetology Act and the Board’s Rules and Regulations.
* 45 hours – Health and Safety Considerations: Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets (MSDS), protection form hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.
* 20 hours – Disinfection Sanitation: Proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed and after use of all instruments and equipment.
* 15 hours - Anatomy and Physiology: Human Anatomy, and Human Physiology

**Aesthetic Program Overview**

The aesthetic program is a comprehensive aesthetic course that incorporates beauty and wellness concepts related to skin care in a comprehensive curriculum; featuring various facial techniques, full face and body waxing and makeup. These technical concepts along with professional business building skills provide an efficient education in preparation for entry-level careers in the salon/spa industry.

**Career Opportunities**

Esthetician Consultant

Esthetician Educator (with completion of the Cosmetic Buyer

Educator course) Distributor Sales Representative

Make-Up Artist Platform Artist

Salon Owner/Manager Spa Professional in the Medical Field

**Objectives**

* Project a professional and positive attitude, with a sense of personal integrity and self-confidence.
* Develop and practice effective communication skill to interact with colleagues, supervisors, and guests.
* Respect the need to deliver excellent service for the value received in an employment environment.
* Perform the basic technical skills in the area of skin care, make-up artistry, facial waxing, and body waxing.
* Develop consultation skills to make the proper recommendations for the guest’s needs

**Method of Instruction**

The aesthetics curriculum is taught from Milady Standard Esthetician textbook. All topics will encompass theory, demonstration, hands-on workshops, and activities.

**Schedule**

Day 10:00 am – 4:30 pm Wednesday – Saturday (currently unavailable)

Evening 5:30 pm – 9:00 pm Wednesday – Friday

**Grading Scale**

80% - 100% Satisfactory

0% - 79% Not Satisfactory

**Academic Requirements**

A student must complete and achieve a minimum of 80% on all course work. Unit course work is as follows:

* Practical
* Practical Assessments
* Final Practical Examinations
* Written
* Knowledge Assessment and Unit Final Written Examination Average
* Projects
* Midterm and Program Final Written Examinations

**Curriculum Requirements**

The 750 clock hours below:

* 25 hours - Theory in business practices, to include: Illinois acts and rules management and OSHA standards relating to chemical use.
* 75 hours - Theory and practical application in basic training, to include: history of skin care, personal hygiene and public health, professional ethics, sterilization and sanitation, and introduction to skin analysis and skin care and facial treatments.
* 150 hours - Theory and practical application scientific concepts, to include, cells metabolism, and body systems, bacteriology, physiology and histology of the skin, human anatomy, chemistry, disorders of the skin, and special procedures.
* 500 hours - Theory and practical application in practices and procedures, to include: non-therapeutic massage, excluding the scalp, nutrition and health of the skin, skin analysis, cleansing the skin, mask therapy and facial treatments, facial treatments without and with the aid of machines, electricity, machines and apparatus, hair removal, professional makeup techniques, product knowledge related to esthetics.

**Nail Technology Program Overview**

The nail program is a comprehensive nail course that offers training in basic manicures and pedicures, sculpture nails and extensions, extensive nail art designs, as well as theory, sanitation, bacteriology, diseases and disorders.

**Career Opportunities**

Nail Technician Nail Salon Manager

Nail Salon Owner Nail Instructor

**Objectives**

* Project a positive attitude and a sense of personal integrity and self-confidence.
* Demonstrate professionalism visual poise and proper grooming.
* Perform the basic manipulative skills in the areas of nail care and applying artificial nails.
* Identify nail diseases and disorders.

**Method of Instruction**

The nail curriculum is taught from the Milady Standard Nail textbook. All topics will encompass theory, demonstration, hands-on workshops and activities.

**Schedule**

Day 10:00 am – 4:30 pm Wednesday – Saturday

Evening 5:30 pm – 9:00 pm Wednesday - Friday

**Grading Scale**

80% - 100% Satisfactory

0% - 79% Not Satisfactory

**Academic Requirements**

A student must complete and achieve a minimum of 80% on all course work. Unit course work is as follows:

* Practical
* Practical Assessments
* Final Practical Examinations
* Written
* Knowledge Assessment and Unit Final Written Examination Average
* Projects

**Curriculum Requirements**

The 350 clock hours below:

* 50 hours – Classroom instruction in general theory practical application (i.e., practicing nail technology on the public) and technical application (e.g., practicing the technical application on mannequin fingers or on the fingers of another student) shall be provided in the following areas: History of nail care, personal hygiene and public health, professional ethics, sterilization and disinfection, bacteriology, disorder of the nails, OSHA standards relating to material safety data sheets (MSDS) on chemicals, chemicals and their use, and technical applications of chemicals.
* 15 hours –Classroom instruction shall be provided in the following subject areas: Theory of massage and people skills.
* 255 hours – Practices and Procedures of instruction, which shall be a combination of classroom instruction and clinical practical application, shall be provided in the following subject area: Fabric procedures, sculpting procedures, light cured gels, machines or apparatus used in nail technology, manicures, pedicures, hand, arm and foot massage, other procedures as they relate to nail technology, and product knowledge as it relates to nail technology.
* 30 hours – Business Practices of classroom instructions shall be provided in the following subject areas: Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act and Rules, management, OSHA standards relating to chemical use and Workers Compensation Act.

**Braiding Program Overview**

The braiding program is a comprehensive braiding course that is a centuries-old; natural hair care technique that uses no dyes or chemicals; it is safe for the braider to perform and does not hurt the person getting their hair braided.

**Career Opportunities**

Braiding Technician Braiding Salon Manager

Braiding Salon Owner Platform Artist

Braiding Hair Distributor

**Objectives**

* Perform client consultation, with respect of hair braiding
* Detangling and combing out natural hair
* Demonstrate the procedures for the invisible braid, rope braid, flat twist, silky locks, and fishtail braid
* Braiding Natural Hair; Choose the technique(s) you want to master
* Either two-strand or three-strand braids or cornrows on natural hair

**COURSE OBJECTIVES**

**Method of Instruction**

The braiding curriculum is taught from Milady Standard Esthetician textbook. All topics will encompass theory, demonstration, hands-on workshops, and activities.

**Schedule**

Day 10:00 am – 4:30 pm Wednesday – Saturday

Evening 5:30 pm – 9:00 pm Wednesday - Friday

**Grading Scale**

80% - 100% Satisfactory

0% - 79% Not Satisfactory

**Academic Requirements**

A student must complete and achieve a minimum of 80% on all course work. Unit course work is as follows:

* Practical
* Practical Assessments
* Final Practical Examinations
* Written
* Knowledge Assessment and Unit Final Written Examination Average
* Projects
* Midterm and Program Final Written Examinations

**Curriculum Requirements**

The 400 clock hours below:

* 35 hours – Basic training
* 35 hours - Related concepts
* 200 hours – Practice and Procedures
* 30 hours – Business Practices

**Cosmetology Instructor Program Overview**

YSBC is committed to training the student instructors for the field cosmetology teaching profession, through practical theoretical and psychological application of applied basic knowledge and skills. YSBC prepares each student instructor to pass the state board examination and to seek gainful employment upon graduation.

**Career Opportunities**

Cosmetology Educator Consultant/Trainer

Education Representative for a Manufacturer School Director/Owner

Supervisor or Dean

**Objectives**

* Understand that teaching is both an art and a science
* Training the student to prepare cohesive and thorough lesson plans and gain proficiency in course development.
* Develop and practice effective communication skill to interact with students, colleagues, supervisors, and guests.
* Perform the basic instructional skill in the area of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin, make-up, and nail care.
* Develop teaching methodology skills to deliver a quality learning environment for each student.

The two aspects of educator training are theoretical knowledge and practical application. Training will incorporate classroom and clinic observations and student teaching in the clinic and classroom under supervision of licensed educators. The educator in training will also have training in creating lesson plans, the use of teaching aid and support materials, classroom management, and the state’s acts, laws, and rules.

**Method of Instruction**

The educator in training curriculum is taught from the Milady Master Educator textbook. All topics will encompass theory, demonstration, hands-on workshops, and activities.

**Schedule**

Monday – Saturday 35 hours per week

**Grading Scale**

80% - 100% Satisfactory

0% - 79% Not Satisfactory

**Academic Requirements**

A student must complete and achieve a minimum of 80% on all course work. Unit course work is as follows:

* Practical
* Practical Assessments
* Final Practical Examinations
* Written
* Knowledge Assessment and Unit Final Written Examination Average
* Projects
* Midterm and Program Final Written Examinations

**Curriculum Requirements**

The 500 clock hours below:

* 75 hours – Theory and practical application in orientation and review of the curriculum.
* 30 hours – Introduction to teaching.
* 165 hours – Theory and practical application in course outlining and development, to include: lesson planning, teaching techniques, teaching aids, developing, administering, and grading examinations.
* 25 hours – Theory and practical application in laws and rules, recordkeeping, and school administration.
* 75 hours – Practical application in assisting in the clinic and theory classrooms.
* 130 hours – Practical application in practice teaching in the clinic and theory classrooms.

**Final Exam**

The school shall require each candidate for graduation to pass a final examination with 80% or higher proficiency.

**Graduation Requirements**

Students will be awarded a Certificate of Completion upon satisfactory completion of their course requirements. Students must successfully complete all phases of study, required exams, practical projects, and clinic floor assignments for the course. Students must also pass with an average grade of 75% or higher. All debts owed to Your School of Beauty Culture must be paid in full or payment plan arranged before graduating. Upon successful completion of the course, students will be invited to participate in a formal commencement service.

**Requirements for State Licensure**

Upon graduating from Your School of Beauty Culture, the following are requirements for obtaining a state licensing:

* Graduate from a states approved institution, having the required number of hours for the selected course.
* Register and Pay the required fees for testing with Continental Testing Service, Inc.
* Pass a written examination on the knowledge of the occupation administered by Continental Testing Service, Inc.

Each Student is responsible for scheduling their testing dates. Registration can be accomplished online at [www.continentaltesting.net](http://www.continentaltesting.net) with a VISA, MASTERCARD or DEBIT CARD.

Cosmetology Theory Exam $185.00 (as of 7/2019)

Barber Theory Exam $98.00 (as of 7/2019)

Esthetics theory Exam $161.00 (as of 7/2019)

Nail Tech Theory Exam $185.00 (as of 7/2019)

Hair Braiding Theory Exam $30.00 (as of 8/2019)

Instructor Exam (Cos/all course) $98.00/$50.00 (as of 8/2018)

**Continental Testing Service passing score for each test is 75%.**

Before testing, YSBC will report completed hours to Continental Testing for test eligibility. Please refer to graduation requirements in this handbook to determine eligibility of hours being released. Go online or mail completed paperwork and fee to Illinois Department of Financial and Professional Regulations and Continental Testing Services. Continental Testing Services will administer the test and provide the immediate results after the test has been taken. After passing the test, Illinois Department of Financial and Professional Regulations will post the license on their website [www.idfpr.com](http://www.idfpr.com) and the student will be required to print it out at their leisure.

**Practical Service Log**

During client servicing, a student will receive a service ticket and this ticket is for the student to keep track of their own services performed on clients or students. Students should not actively perform services without a service ticket and client consultation.

**Uniforms**

Short Sleeve Shirts $20.00

Long Sleeve Shirts $30.00

All Sales Are FINAL.

**Dress Code Policy**

All Students must wear Your School of Beauty Culture shirts (or black shirt) with black pants **EVERYDAY**. This is an industry of appearance and image!

Students must come to school with their hair (and makeup) in a professional manner. Every student should be clean and concerned about all aspects of personal and oral hygiene. Each students clothing must be clean, in good condition with no rips, holes, and/or fraying. Remember, this is a PROFESSIONAL industry.

* \*\*\*\*\*ABSOLUTELY NO OPEN TOES SHOES\*\*\*\*\*
* Black Sweaters
* Black Pants/Jeans
* Black Shorts (knee length; no shorter)
* Black Capri Pants/Jeans

-\*\*\*NO Leggings (especially sheer) \*\*\*

-\*\*\*NO Jogging Pants\*\*

-\*\*\*NO SKIRTS\*\*\*

**\*\*STUDENTS WILL BE ASKED TO LEAVE, IF THEY ARE NOT IN PROPER ATTIRE. NO EXCEPTIONS\*\***

 “Take Pride in YOUR Appearance”

**COVID-19 2020 Personal Care Services Guidelines**

****

**Tuition Financing Program**

We offer in-house financing through TFC Tuition Financing. TFC Tuition Financing program will manage monthly payments, report to credit bureaus, and assist with flexible payment options/schedules. TFC has been providing tuition management services for more than 45 years and is a respected leader in student financing.

YSBC students will receive a personalized monthly payment plan per course that will assist them with flexible payments and financial freedom, upon graduation. Our mission is to provide financing for students who are serious about their careers and serious about their personal success.

TFC Tuition Financing makes it easy for you to manage and review your account online.

Online Benefits:

Make payments by credit card, debit card, electronic check, Western Union, or Money Gram

View your account status and payment history

View your payoff amount and save future interest payments

Set up automatic payments through credit card, debit card, or ACH

Update your contact information

TFC Tuition Financing works directly with YSBC to offer financing for our students

Students:

To make payments or to inquire about your account, please call 1 (800) 872-9832, or visit

<http://tfcstudentinfo.com/UserAccount/Login?ReturnUrl=%2F>

**Tuition Fees**

\*Registration fee and Book cost included in total tuition price\*

**Cosmetology Course (1500 Clock Hours**

 Registration Fee $500.00

 Book/Supplies $140.00

 Basic Tool Kit $700.00

 Cosmetology Tuition $6,360.00

 **TOTAL $7,700.00**

**Barber Course**

 Registration Fee $500.00

 Book/Supplies $150.00

 Basic Tool Kit $700.00

 Barber Tuition $6,350.00

 **TOTAL $7,700.00**

**Aesthetics Course**

 Registration Fee $500.00

 Book/Supplies $105.00

 Basic Tool Kit $700.00

 Aesthetic Tuition $6,395.00

 **TOTAL $7,700.00**

**Nail Technology Course**

Registration Fee $500.00

 Book/Supplies $70.00

 Basic Tool Kit $450.00

 Nail Tech Tuition $2,430.00

 **TOTAL $3,450.00**

**Hair Braiding Course**

Registration Fee $500.00

 Book/Supplies $60.00

 Basic Tool Kit $350.00

 Hair Braiding Tuition $1940.00

 **TOTAL $2,850.00**

**Tuition Fees** cont…

**Instructor’s Course (all course studies)**

 Registration Fee $100.00

 Book/Supplies $260.00

 Instructor Tuition $5,000

 Uniform (not required) $15.00

 **TOTAL $5,000**

**Refresher/CEU Course**

Registration Fee $100.00

 Refresher/CEU Tuition $10 per hour

 Uniform (not required) $15.00

**Miscellaneous Fees**

Early Termination Fee $100.00

Re-Enrollment Fee $100.00

\*\***Kit:** **MUST** purchase a Your School of Beauty Culture kit and use your **OWN** styling tools at all times\*\*

**Tuition Payment Methods & Late Fees**

**Methods of Payment**

* Cash
* Visa
* MasterCard
* Discover
* Debit Card

**\*WE DO NOT ACCEPT CHECKS,** we apologize for any inconvenience

\*\* **Tuition Late Fee:** **Due on the 15th of every month**. A **$50.00 late fee** will be applied on the 16th day of each month\*\*

**Refund Policy**

\*This policy applies to both cancellations and terminations for any reason, by either party, including student’s decision, course or program cancellation, or school closure.\*

1. When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.
2. *When notice of cancellation is given* ***after*** *the fifth day following enrollment but before the completion of the student’s first day of class attendance, the school may retain the application and registration fee, not to exceed $100 and the cost of any books or materials that have been provided by the school and retained by the student (Section 3B-13(b) of the Act).*
3. When notice of cancellation is given after the student’s completion of the first day of class attendance but prior to the student’s completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed $100.
4. When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed $100 and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school’s regional or national accrediting agency. Monies due to the applicant or student are refunded within forty-five (45) days of the official cancellation or withdrawal.
5. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

|  |  |
| --- | --- |
| PERCENTAGE OF ASCHEDULEDCOURSE COMPLETION | AMOUNT OFTUITION OWED TOTHE SCHOOL |
| 0.01% to 4.9%5% to 9.9%10% to 14.9%15% to 24.9%25% to 49.9%50% and over | 10%30%40%45%70%100% |

**Evaluations and Advising**

Your School of Beauty strives to maintain mutually beneficial relationships with members of the student body. We operate on an “Open Door Policy”; staff is available to students for consultation.

Students can monitor hours of attendance, an average of the written test grade, and financial status daily. Student strengths and areas needing improvement are identified and plans of improvement are discussed. Advice regarding personal matters, licensing regulations, employment, and continuing education opportunities are available to students, as needed.

**Standards of Satisfactory Academic Progress Policy (SAP)**

Standard of Satisfactory Academic Progress applies to all students enrolled in Your School of Beauty Culture programs (Full-Time and Part-Time). 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 Science (NACCAS) and the federal regulations established by the United States Department of Education.

**Make Up Policy**

Missed exams must be made up before graduating.

Any chapter test score sheet that does not have the chapter/title written on the test will not be considered for grading. All chapter test score sheets must be properly filled out with the student name, date, and chapter/title.

**Time Clock Rules and Procedures**

Student’s hours are electronically recorded on a thumb print system each day. It is the responsibility of students to electronically sign-in correctly. Failure to do so may result in loss of hours. Students are required to take a ½ hour lunch if their schedule is over 6 hours a day. Students who do not clock in and out for lunch will automatically have a ½ hour deducted each day. Under no circumstances should a student ever leave the premises and not clock out during their scheduled premises without instructor permission, this may cause student to be dismissed from school. Failure to pay tuition without an approved payment arrangement or if student is not in complete uniform, the student will **not** be allowed to clock in.

**\*\*NOTE: If you are having any technical difficulties in regards to the thumb print login,**

**make your instructor aware of this issue immediately. \*\***

**Attendance and Tardiness Policy**

Your School of Beauty Culture desires students to succeed in the professional world and school attendance is a step in their path to success. The following guidelines will ensure attendance success:

* An excused absence is one that is due to illness, death in the immediate family, or any other unavoidable circumstance.
* In a case of absence, it is the responsibility of the student to inform the instructor/supervisor of the reason for the absence immediately upon returning to class and find out the hours missed and what work they must make-up. All test, practical work and hours missed must be satisfactory completed prior to graduation. Make-up test must be arranged with the instructor.
* A student returning from a leave of absence shall have the same progress status upon his/her return as he/she had when the leave commenced.
* A student returning who has been dropped due to unsatisfactory progress and who wishes to re-enter must request individual counseling from the Educational Director. A decision will then be made regarding the student’s re-entry and his/her ability to resume training. A student who re-enters must maintain satisfactory progress as previously described. Tuition established by the prevailing re-entry tuition policy and $100.00 re-entry fee will be charged.
* Any absence without leave for (14) consecutive days or more will result in withdrawal. Any student wishing to re-enroll must first arrange a consultation with the Educational Director and pay the applicable re-entry fee of $100.00 as well as any prior fees. Re-entry is not guaranteed and is based on availability and evaluation of past performance.
* Students must attend a minimum of 30 hours (full-time) and 12-19.5 hours (part-time) per week. If this requirement is not met, the student may be placed on disciplinary probation.
* Students must complete their required program hours within the contract schedule. If not completed, there is an extra-instructional charge of $10.00 per hour until graduation. Extra instructional charges must be paid in full before receiving a contract.
* Students who are unexcused for two class days within any one week period may receive a two (2) day suspension or other actions.
* Full time students are scheduled for 30 hours per week (Wednesday-Saturday).
* Part time students are scheduled for 12-19.5 hours per week (Wednesday-Saturday).
* Students must be in attendance during their contracted hours.
* Students may not leave the premises during clock-in hours. Full time students are

given one (1) fifteen-minute break for a 6-hour shift and a half hour lunch period.

Part time students are given a 15-minute break nightly, on (1) 15-minute break and a ½ hour lunch on Saturday.

* SATURDAY ATTENDANCE IS MANDATORY FOR ALL STUDENTS.

**Excessive Absences and No Shows**

In order for an absence to be excused you must supply a written note before your absence or a Doctor’s note stating your illness, a funeral program or written documentation stating the reason for the absence. These rules will be strictly enforced.

**Leave of Absence Policy**

YSBC realizes there is times when a student may need to interrupt his/her education for an extended period of time due to medical or other hardship emergencies. A student ma request a leave of absence for a period not less than ten or more than 180 days.

A student may request one or more such leaves not to exceed 180 days in any twelve consecutive month period. Any combination of leaves exceeding twenty (20) calendar days within a single unit of study will endanger the student’s ability to satisfactorily achieve knowledge and skill mastery necessary for success in their field of study.

If a student requires a Leave of Absence for greater than twenty (20) calendar days during a single unit of instruction, the school will make a determination about granting the leave or the student’s placement in the program upon return.

YSBC will not charge the student additional tuition or fees for the repetition of all or a portion of the unit upon return from the leave of absence. A student who fails to return to class on the appointed date must be administratively withdrawn effective the date he/she fails to return as scheduled.

All leaves of absence must be documented prior to the first date of absence. The request for leave must contain the following information.

* The first day of the LOA (first calendar date of non-attendance)
* The date the student will return to class
* An explanation detailing the reason for the leave such that the school can make a reliable determination that the student intends to return as scheduled, and
* Student signature

The YSBC Director of designate must approve all leaves before they begin by signing the appropriate document.

Your School of Beauty Culture may waive the requirement of prior approval when extenuating circumstances do not allow a student to request a leave or complete the form before the LOA begins. The student is expected to complete the leave of absence request form as soon as possible following the immediacy of the extenuating circumstances.

An approved leave of absence extends the student’s enrollment contract and maximum time frame by the same number of days in the leave. Upon return, the student must initial/sign and date a revised enrollment agreement or addendum with his/her new anticipated completion date.

A student that goes on a LOA will return in the same academic and attendance standing. For example, if the student was on attendance warning at the time of LOA, he/she will be on warning when he/she returns. Attendance and academic progress standards are cumulative for all enrollments.

Students on leave of absence should continue to make payments on their account as scheduled.

……. loan disbursements are not credited to a student’s account while on leave.

**Disciplinary Policy**

Students must understand that any infraction of the Standards of Conduct, Rules and Regulations or the enrollment agreement could result in disciplinary actions.

**Grievance**

Any student at Your School of Beauty Culture can file a written compliant concerning behavior or acts of any faculty or staff member of the school. The grievance procedures have been developed to resolve student complaints. A staff member with a compliant must exhaust Your School of Beauty grievance process before submitting the complaint to the National Accrediting Commission of Career Arts and Sciences (NACCAS) and/or Department of Financial and Professional Regulations. The Grievance procedures are publicized in the hope that is will assist faculty/staff and students in resolving their complaints. A written record of all complaints filed will be maintained at the school through two complete accrediting cycles.

The written compliant must be submitted to the Education Director. The alleged complaint must be clearly stated, including the time, date, place, person involved and what occurred. The Educational Director will respond within 10 days of receipt of the written complaint. A meeting with the student will be scheduled to discuss and resolve the matter. This meeting will be documented in writing. If this meeting is unsuccessful in resolving the matter, the original complaint will be forwarded to Your School of Beauty Culture complaint committee. The complaint committee (The Educational Director, an instructor, and an Advisor Board Member) will meet within 21 days of the initial meeting with the student. A letter will be sent to the student within 15 days outlining the steps taken to resolve the matter or information to show that the complaint was not warranted or based on facts. If the student wishes to pursue the matter further, complaint forms are available through NACCAS or submit the complaint to the Department of Financial and Professional Regulations listed below.

**Department of Financial and Professional Regulation
Division of Professional Regulation
Complaint Intake Unit
100 West Randolph Street, Suite 9-300
Chicago, IL 60601
Phone: 312/814-6910**

**Access and Right to Privacy**

In compliance with the Family Educational Rights and Privacy Act of 1974 Your School of Beauty Culture follows policies that:

* Guarantee each student (or parent or guardian if the student is a dependent minor, 18 and younger) access to that student’s records.
* Require a written consent from the student or guardian for release of records each time in response to each third party request unless otherwise required by law.
* Your School of Beauty Culture does not publish “directory information” about students.
* Provide and permit access to their student file.
* Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifty cents per copy. *Cumulative education records are maintained for a minimum of three years after graduation or termination.*

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of owner at the school, as all material and records contained therein are property of Your School of Beauty Culture.

**Non-Discrimination and Harassment Policy**

Your School of Beauty Culture has a policy of non-discrimination regarding students on the basis of race, color, national or ethnic origin, sex age, disability and religion, in the administration of its admission, education, financial aid, sexual orientation, and other school administered programs. The school also maintains a policy of non-discrimination on the basis of handicap for admissions and access to programs and activities. It shall also be a violation of policy for any student, teacher or administrator to tolerate sexual harassment, in any form that occurs to anyone during training hours of operation or off campus event.

Your School of Beauty Culture provides equal opportunity in education and employment in accordance with Titles VI and VII of the Civil Rights
Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1974, and the Age Discrimination Act of 1978.

**Student Conduct Policy**

The Student Conduct Policy set standards for the students and defines the relationship between the school and its students. It affirms values essential to promoting individual educational and professional development and for creating and effective learning community. Your School of Beauty Culture expects the students to conduct themselves in a responsible manner that is respectful of the rights, well-being and property of all staff and other students of the school and all these that support the school’s mission.

The Student Conduct Policy sets standard for the students and defines the relationship between the school and its students. It affirms values essential to promoting individual educational and professional development and for creating an effective learning community. Your School of Beauty Culture expects the students to conduct themselves in a responsible manner that is respectful of the rights, well-being and property of all staff and other students of the school and all those that support the schools’ mission.

**Rules and Regulations**

*The school sets forth specific standards for the purpose of promoting a positive learning environment and pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance your ability to build confidence in the skills required.*

* Your School of Beauty Culture reserves the right to close for one week, but no longer than two. All students will receive a ninety-day notice prior to closing and all contracts will be extended to accommodate for this loss of time.
* Morning students should clock in by 10:00 am. Evening students should clock in by 5:30 pm.
* It is the decision of the instructor if the tardy student is to be allowed to attend class.
* All students are to clock in and out each day. Hours of credit will not be given unless this is done.
* Credit will not be given for hours out of school unless accompanied by and instructor on an educational field trip.
* All students are expected to be in their assigned areas at the time designated by their instructor.
* Students who attend six (6) hours or more are entitled to one (1) fifteen-minute break and a half hour lunch.
* The break period will be granted at the discretion of the instructors.
* Each student is to bring his or her own equipment every day. This includes mannequins, books, and etc.
* Maintain a satisfactory progress of 75% or better.
* Students may use their cell phones only during break. Otherwise, they must be on silent/vibrate only.
* NO CELLULAR PHONES ON THE CLINIC FLOOR!
* Students are not allowed to leave the classroom or the building without permission from the instructor.
* Any student that becomes ill and take an early dismissal will be required to make up assignments.
* Students are responsible for their own personal items and equipment.
* Your School of Beauty Culture or its instructors WILL NOT be held responsible for the loss or damage of the student’s personal equipment or items.
* A student caught stealing equipment or personal items will be grounds for immediate dismissal and removal from the program.
* Any loss or breakage of student equipment must be replaced at her expense of the student
* Proper classroom conduct is expected at all times. Students causing a disturbance will be dismissed or terminated at the owner’s discretion.
* No drugs or alcoholic beverages will be allowed on school premises. Violation of this regulation will result in immediate dismissal or termination at the owner’s discretion.
* No firearm, lethal weapon or controlled substances are allowed on school grounds. Students will be subject to expulsion.
* Food, gum, or drinks will not be allowed on the clinic floor.
* Cheating will be cause for immediate dismissal. This includes forging a teacher’s name.
* Saturday attendance is required of all students.
* Each student is to follow all rules of professional ethics. No foul or offensive language will be allowed. Foul language directed toward an instructor will result in a 12-day suspension and possible termination. Conversations with or about clients, fellow students and/or instructors are to be on a professional basis only.
* Students are not permitted to instruct one another. Students may help each other with permission from the instructor.
* If you have any problems at Your School of Beauty Culture, ask your instructor for a private conference.
* Refusing a client service will result in a 2-day suspension unless a medical condition exists.
* No solicitation unless approved by the owner
* NO smoking allowed within 15 feet of any entrance of Your School of Beauty Culture.

**Safety Procedures**

In order to maintain a professional atmosphere on the practical floor, the following standards will be observed:

* Unplug curling irons when not in use, and all electrical instruments.
* User extra precaution when using permanent solution so it will not run into the client’s eyes (Apply cotton rope).
* Hydraulic pumps on chairs should be p0ositioned in the back of the chairs so clients will not catch their feet when getting up.
* Wear rubber gloves when applying tint.
* Give a predisposition test before application of an aniline derivative tint.
* Always keep your little finger under the water flow to check for change in water temperature when shampooing.
* Use caution when using a hand dryer so the hair will not be sucked into the intake opening and get tangles in the mirror.
* Always read manufacturer’s directions.
* Check the scalp for abrasions before application of tint, bleach permanent wave, or chemical relaxer.
* Measure chemical mixtures accurately.
* Sterilize implements to prevent the spreading of disease.
* Label all products accurately.
* Do no smoke while using hair spray.
* User caution when curling hair close to the eyes
* Cleanse the eyebrow area with the guard on at all times (facing you).
* User the edge of your workstation to remove old blades from the razor cutter.
* Keep all water or liquid material on floor mopped up.
* Do not use metal clips in hair during application of tints, permanent wave, or chemical relaxer.
* Always keep checking patron under dryer of heat cap to make sure it is not too hot.
* Never leave patron unattended under styling lamps.
* Never leave patron alone during any service using chemicals
* Keep scissor closed and tucked when not cutting. Also make sure points are directed away from patron.

**Sanitation**

* Students must follow all sanitation codes as published by the Board of Cosmetology, and school rules and policies.
* Students must wash their hands before every client and upon leaving the restroom.
* Each student must clean his or her work area after each client.
* Each student must clean and disinfect their implements before and after each client.
* The clinic floor is to be kept in a clean and sanitary condition at all times.
* Kits must be kept clean, marked and ready for inspection at all times. Kit inspections that result in unsanitary conditions will result in suspension until the condition is corrected.
* Any product that is spilled must be cleaned up immediately.
* Students are responsible for cleaning up after themselves in the break area.
* Sanitation assignments are to be completed daily and signed by the School Instructor.
* A sanitation duty sheet will be posted each day. This sheet will show which student is responsible for sanitation duties for morning, evening, and Saturday classes.

Your School of Beauty Culture reserves the right to revise any of the above rules and regulations at its sole discretion without pervious notification. Such Changes will be posted on the student’s bulletin board.

**Career Opportunities**

There is a future waiting for you, if you are dedicated! Upon graduation from Your School of Beauty Culture College as a Cosmetology, Barber, Esthetician, Nail Technician, and Braiding Specialist there are several options waiting for you in this vast profession.

Salon Career Education Salon Owner

Salon Manager Product Educator Day Spa

Make-up Technician School Instructor Nails Only Salon

Nail Technician School Owner/Manager Hair Only Salon

Lead Nail Technician Dean of Students Hair & Nail Salon

Assistant Director of Education Contractor

Junior Stylist Administrator Tanning Salon

Designer Stylist State Board Examiner Full Service Salon

Master Stylist State Board Member

Skin Care Specialist Education Consultant

Total Image Consultant Other Opportunities

Chemical Specialist Merchandising Competitions

 Beauty Supply Rep Platform Artist

 Manufacturing Rep Cruise Lines

 Marketing Podiatrist Assistant

 Nail Technician/

 Stylist to the Stars

**Schedule Change Fee**

Fee to change schedule is $50.00 upon approval

**Facts BEFORE Enrollment**

This is a career that allows an individual to become their OWN boss. If you are interested in joining the cosmetology industry, this field requires long standing hours, dedication, and the tenacity to build a clientele.

For more information about the field of Cosmetology, please visit:

<http://www.beautyschools.edu/beauty-careers>

**Transcript Policy**

The 1st transcript provided is free. Each additional transcript will cost $10.00. All tuition fees must be current.

**Transfer Students**

Students transferring from another school must provide an official transcript from the previous school. A minimum of 400 clock hours will be accepted, additional hours will be accepted at the discretion of YSBC school. The student will be charged the “per-hour” tuition rate for any hours remaining in their course. A $100 registration fee will be charged and the student will be required to purchase a student kit, YSBC shirt, a book, and a workbook, if needed.

Credits for previous training will be given only if certified transcript is presented form a licensed cosmetology school. Credit for out-of-state training must be submitted to the governing state board of cosmetology before being accepted by this institution. All coursework hours and tuition will be adjusted accordingly and the proper agency will be notified. Records of previous education will be maintained in the student’s record files.

If a student wishes to transfer to another school, he/she must submit a written notice within 10 days prior to departure date. Transfers will not be approved until all financial agreements are current.

**Recruiting**

Your School of Beauty does not actively engage in recruiting students from other educational institutions. This school strives to follow ethical practices at all times.

**Programs Available**

Minimum required by the State Board licensing rules & regulations.

Scholarships available (please see MDSP on page 2)

Cosmetology Course 1500 clock hours

Cosmetology Instructor (less than 2yrs experience) 1000 clock hours

Cosmetology Instructor (2yrs practical experience) 500 clock hours

Barber Course 1500 clock hours

Barber Instructor (less than 2yrs experience) 1000 clock hours

Barber Instructor (2yrs practical experience) 500 clock hours

Aesthetic Course (Esthetics) 700 clock hours

Aesthetic Instructor (less than 2yrs experience) 1000 clock hours

Aesthetic Instructor (2yrs practical experience) 500 clock hours

Nail Technology Course 350 clock hours

Nail Technology Instructor (less than 2yrs experience) 625 clock hours

Nail technology Instructor (2yrs practical experience) 500 clock hours

Hair Braiding Course 300 clock hours

Hair Braiding Instructor (less than 2yrs experience) 600 clock hours

Hair Braiding Instructor (2yrs practical experience) 500 clock hours

**Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress (SAP) at specific accumulated periods as follows:

Cosmetology/Barber 450, 900, 1200, and 1500 scheduled hours

Cosmetology/Barber Instructor 450, 900, and 1000 scheduled hours

Cosmetology/Barber Instructor 250 and 500 scheduled

Esthetics

Esthetics Instructor

Nail Technology

Refresher Course

\*Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.\*

\*Periods when a student doesn’t receive Title IV aid must be counted toward the maximum time frame.\*

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluation ensures that students have ample opportunity to meet both the attendance and academic progress requirements, and at least one evaluation by midpoint in the course. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the end of each evaluation.

**Progress Evaluation**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance scheduled 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 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:

COURSES MAXIMUM TIME ALLOWED

 WEEKS SCHEDULED HOURS

**Minimum required by the State Board of Cosmetology**

Cosmetology 1500 hours (Full-Time: 50 weeks) 75 2250

Cosmetology 1500 hours (Part-Time: 77 weeks) 116 2250

Cosmetology Instructor 1000 hours (Full-Time: 33 weeks) 50 1500

Cosmetology Instructor 1000 hours (Part-Time: 51 weeks) 77 1500

Cosmetology Instructor 500 hours (Full-Time: 17 weeks) 25 750

Cosmetology Instructor 500 hours (Part-Time: 26 weeks) 39 750

Cosmetology Instructor 500 hours (Part-Time: 42 weeks) 63 750

Barber Course 39 1500

Barber Instructor (less than 2yrs experience) 1000

Barber Instructor (2yrs practical experience) 500

Aesthetic Course (Esthetics) 700

Aesthetic Instructor (less than 2yrs experience) 100

Aesthetic Instructor (2yrs practical experience) 500

Nail Technology Course 350

Nail Technology Instructor (less than 2yrs experience) 625

Nail technology Instructor (2yrs practical experience) 500

Hair Braiding Course 300

Hair Braiding Instructor (less than 2yrs experience) 600

Hair Braiding Instructor (2yrs practical experience) 500

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

\*A student’s leave of absence extends the student’s contract period and maximum time frame by the same number of days taken in the leave of absence.

**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. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory “C” grade or better. 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 the text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% cumulative and pass the final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**Theory** **Practical**

|  |  |
| --- | --- |
| 93-100% - A | Practical grading is a pass or fail grading system |
| 85-92% - B |  |
| 75-84% - C |  |
| 70-74% - D |  |
| 69 & Below F |  |

**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 hard copy of their Satisfactory Academic Progress Report 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 status of probation and, if applicable, students may be redeemed ineligible to receive Title IV funds.

**NOTE: \*A student who does not achieve the minimum standards will no longer be eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.**