

SMITH ACADEMY OF SALON PROFESSIONALS

-4552 WV Highway 152.

Lavalette WV 25535

-229 Stratton St

Logan WV 25601

SmithAcademyofSalonProfessionals.com

MISSION STATEMENT

The Mission of Smith Academy for Salon Professionals is to provide top quality Virtual and in person education to students that will enable them to pass the West Virginia State Board Exams, and to gain employment in a salon as a licensed professional.

THE ACADEMY

- Smith Academy for Salon Professionals-Lavalette is located at 4552 WV 152, West Virginia. SASPRO is located 6 miles off the Fifth Street Exit of I-64. SASPRO is equipped a Hairstyling Practical floor with 12 styling stations, 12 hydraulic chairs and 8 mirrors and 12 rolling carts and a Haircolor / Chemical Dispensery The school has 1 laundry room, and 2 restrooms and 1 office and a shampoo bowl wash room with 3 shampoo bowls and 2 hood hairdryers. The school has a nail practical room with 4 manicure tables and 2 pedicure chairs. The school has 3 Esthetics practical rooms with 5 facial beds and steamers and 5 carts.
- Smith Academy of Salon Professionals-Logan is located at 229 Stratton St Ave Logan WV 25601. SASPRO Logan is 3500 sqft and is equipped with 16 styling station, 16 hydraulic chairs and 16 mirrors, 4 shampoo bowls, 1 Hood Dryer, 15 Carts, a Haircolor/ Chemical dispensary, 4 Facial beds and steamers, a Towel/Linen Cabinet, 4 nail tables and 2

pedicure chairs, 3 Dry Erase boards, 2 corkboards, a laundry room, a restroom and an office.

THE SALONS

- Salon SAS- Downtown Huntington is located at 220 13th St Huntington WV. SAS DOWNTOWN is. A 2400 sqft salon with 12 private suites. The large salon has 3 Master Cosmetologists, 4 Hairstylists; 4 Estheticians; 1 Nail Tech and 1 Microblading Artist. It holds 2 Shampoo bowl rooms, one breakroom and 3 restrooms.
- Salon SAS- LOGAN Is Located at 229 Stratton Street 1st Floor Suite 2 Logan WV 25601. It is scheduled to open March 2023

ENROLLMENT INFORMATION/CLASS START DATES

We have open enrollment for all classes. Class start dates vary and will be announced prior to enrollment. . Orientation is given prior to class start date. Orientation attendance is required.

All prospective students are required to have an interview with the Director to complete all required paperwork.

HOLIDAYS

The school will observe the following holidays, if they should fall within our regularly scheduled days of operation:

January 1 – New Year's Day *

July 4 – Independence Day *and 5th

November – Thanksgiving Day thru the weekend *

December 24,25,26,27,28,29,30,31 – Christmas through New Year's*

Memorial Day*

Labor Day*

School will be closed for 3 weeks during summer, dates TBA

If the school is closed unexpectedly due to extenuating circumstances, local radio and television stations are notified as soon as possible in order for the students to know the school is closed.

● ADMISSION REQUIREMENTS

1. The school admits as regular students those who are at least 16 years of age.

1. Applicants must complete a State Board application, along with a \$25.00 fee to register with the WV State Board, a passport size photo (no black and white), birth certificate, High School Diploma or transcripts, photo identification, and a valid social security card. Applicants are also required to provide a "Certificate of Health".

Forms for the "Certificate of Health" will be provided to be filled out and signed by a physician.

1. Applicants must also take an Entrance Exam and pass with a minimum score of 75%. The test consists of basic math skills, vocabulary and reading comprehension. This test is to be

completed during the enrollment process and prior to class starting date. If the applicant does not pass the entrance exam, the applicant will not be able to begin classes and will need to retake the exam for the next available class.

1. Those students who have withdrawn from school, been terminated or suspended may apply to be readmitted 30 days after dismissal. They will be enrolled on a probationary status, and satisfactory academic progress will remain the same as before termination. A new contract

will be drawn up and tuition charged at the current rate. If the student returns within one year from the last day of attendance, the registration fee will be waived. The student must also

complete a state board application, and furnish the school all required documentation.

1. Credit for previous training (transfer students) may be granted when a certified transcript is received from the school previously attended.

The amount of previous hours accepted will be determined by the school Director. If a student is currently licensed in another state and wishes to attend our school for licensure in WV, they must also follow the same guidelines.

(This is only the case if the student is unable to receive reciprocity). A progress report or report of subjects covered and grades received will also be needed. Course requirements will be shortened accordingly, and all records of previous education will become a part of the student's permanent record file. Tuition will be charged at the current rate for the hours needed for completion of the course in which the student is enrolling.

AVAILABLE COURSES – OCCUPATIONAL LEVELS 2700 Clock

1800 Clock Hour Cosmetology:

Upon course completion and passing the West Virginia board Exam, this license will qualify you for positions as follows:

Hair Stylist

Haircoloring Technician

Permanent Waving Specialist

Skin Care/Facial Technician

Manicurist

Salon Owner/Manager

There are a number of other areas you could consider for a career as well: Platform Artist or Lecturer

Resort Stylist

Manufacturers Representative

Sales Consultant

Research Technician

Field Technician

1000 Clock Hour Hair Stylist

Upon course completion, passing your boards and obtaining licensure,
You will be qualified for positions as follows

Hair Stylist

Haircoloring Technician

Permanent Waving Specialist

Salon Owner/Manager

Platform Artist or Lecturer

Resort Stylist

Manufacturer's Representative

Sales Consultant

Research Technician

Field Technician

400 Clock Hour Manicuring:

Upon course completion, passing your boards and obtaining licensure,
You will be qualified to own and operate a Nail Salon as well as qualify
for positions as follows:

Manicurist

Nail Technician

Pedicurist

Nail Artist

Salon Manager

600 Clock Hour Esthetics

Upon course completion, passing your boards and obtaining licensure,
You will be qualified to own and operate a Skin Care Salon as well as
qualify for positions as follows:

Commercial Makeup Artist

Cosmetic Salesperson

Research Assistant

Guest Artist

Education Director

125 Clock Hour Waxing Specialist

Upon course completion, passing your boards and obtaining licensure, You will be qualified to own and operate a Waxing Salon as well as qualify for positions as follows: Waxing Specialist

ATTENDANCE POLICY

Course time and attendance are measured in clock hours. Full time Cosmetology and Hair Styling students are scheduled to attend 25-30 hours per week; full time Manicuring students attend 25-30 hours per week, and full time Esthetics students attend 25-30 hours per week. Students are expected to attend classes as scheduled, and when unable to attend, will notify the school for the reason of absence and furnish the school with written excuses. The student understands that all absent hours must be made up.

Students are responsible for work missed during their absence, and it is their obligation to consult with the instructors about any necessary make up work. Students absent for 30 consecutive days, unless they are on an approved leave of absence, will be terminated from enrollment.

Students are expected to abide by the rules and regulations in effect, or which may become effective during their period of enrollment.

The Cosmetology program based on 25-33 hours per week is 72-55 weeks in duration, during which time the student must complete a total of 1800 clock hours. The Hair Styling program based on 25-33 hours per week is 40 weeks in duration, during which time the student must complete a total of 1000 clock hours. The Manicuring program based on 25-33 hours per week is 16-12 weeks in duration, during which time the student must complete a total of 400 clock hours. The Esthetics program is based on 25-33 hours a week and is 24-19 weeks in duration, during which time the student must complete a total of 600 clock hours.

Class cuts are not permitted, and shall be recorded as unexcused absences. Any student leaving the school premises during scheduled hours of attendance must clock out. Students must clock in for the day, out for lunch, and at the end of the day. If student does not get a lunch, they must see an instructor for an adjustment on their time. Any student in attendance over five (5) hours must take a lunch.

TUITION SCHEDULES

COSMETOLOGY

The total cost of the program is \$15,230.69. Registration fee, and ebook fees \$330.69, Practical kit and Virtual Theory Kit \$550 plus tuition \$14,400.00. Students need to purchase items for their kits. See Website for student Kit details. These costs will be paid monthly following a payment plan set up with the school. This payment plan will consist of a minimum downpayment of 10% plus applicable sales tax and the remaining balance to be paid monthly based on 24 months. The school accepts Visa, MasterCard, and Discover cards for tuition. ***

HAIR STYLING

The total cost of the program is \$8880.69 Registration fee, ebook fees \$330.69 , Practical kit and Virtual Theory Kit \$550 and tuition \$8000.00. Students are required to purchase items needed for their kit. See website for Kit details. These costs will be paid monthly following a payment plan set up with the school. This payment plan will consist of a minimum downpayment of 10% plus applicable sales tax and the remaining balance to be paid monthly based on the number of months enrolled plus one month. The school accepts Visa, MasterCard, and Discover cards for tuition. ***

MANICURING

The total cost of the program is \$4119.00. Registration fee, ebook fees; \$369.00, Practical kit and Virtual Theory Kit \$550 tuition \$3200.00. Students are required to purchase items for their kit. See website for kit

details. These costs will be paid monthly following a payment plan set up with the school. This payment plan will consist of a minimum downpayment of 10% plus applicable sales tax and the remaining balance be paid monthly based on the number of months enrolled plus one month. The school accepts Visa/Mastercard/Discover cards for tuition payments. ***

ESTHETICS

The total cost of the program is \$5748.69 Registration fee, ebook fees \$398.69 ,Practical kit and Virtual Theory Kit \$550 and tuition \$4800. Students are required to purchase their own kits. See website for kit details. These costs will be paid monthly following a payment plan set up with the school. This payment plan will consist of a minimum downpayment of 10% plus applicable sales tax and the remaining balance to be paid monthly based on the number of months enrolled plus one month. The school accepts Visa, MasterCard, and Discover cards for tuition. ***

***Our school does not participate in Federal Title IV funding therefore we are not considered an "Eligible Institution" for 1098-T purposes nor are any cash paying students eligible for the IRS deduction.

WAXING SPECIALIST

The total cost of the program is \$1418.00. Registration fee, ebook fees with 6% sales tax; \$418 and tuition \$1000. These costs will be paid monthly following a payment plan set up with the school. This payment plan will consist of a minimum downpayment of 10% plus applicable sales tax and the remaining balance to be paid monthly based on the number of months enrolled. The school accepts Visa, MasterCard, and Discover cards for tuition. ***

***Our school does not participate in Federal Title IV funding therefore we are not considered an "Eligible Institution" for 1098-T purposes nor are any cash paying students eligible for the IRS deduction.

CHARGES FOR ADDITIONAL INSTRUCTION

Three and one-half (3.5%) percent of the scheduled course in allowed absences are included in the enrollment agreement. In the event that a student requires additional time for completion of the course in which they are enrolled beyond their stated contract date, due to unexcused absences or unsatisfactory attendance, they will be responsible for paying additional tuition at the current hourly rate for the course in which they are enrolled (Cosmetology/Hair Styling; \$8.00/hr, Manicuring; \$8.00/hr, and Esthetics; \$8.00/hr). The amount due will be calculated on the number of hours the student still needs to complete at the end of their contract date. A new graduation date will be calculated using the student's scheduled hours per week. If the student does not complete by this new graduation date, due to unexcused absences or unsatisfactory attendance, this process will again be applied until such time the student completes the course in which they are enrolled. The same formula will be used for all courses.

READMISSION POLICY

Those students who have been terminated or suspended from school may apply to be readmitted 30 days after dismissal. They will be enrolled on a probationary status, and satisfactory academic progress will remain the same as before termination. A new contract will be drawn up and tuition charged at the current rate.

Those students that have withdrawn from school may also re-enroll. A new contract will be drawn up and tuition will be charged for the remaining hours at the current rate. Satisfactory Academic Progress will remain the same as when student left. If the student returns within one year from the last day of attendance, the registration fee will be waived. The student must also complete a state board application, and furnish the school all required documentation.

TARDINESS/MAKEUP

Any student not physically present at the beginning of the scheduled class period will be allowed to clock in and receive hours for the remainder of the day, but will be considered tardy. All hours lost from tardiness must be made up. The school is operated on a clock hour basis, and only actual hours attended are reported to the state board. Students must makeup all work with instructors before completing the course.

Excessive and habitual tardiness may result in an advisement session and if the tardiness continues, the student may be suspended from school for a period of time to be determined by the school director.

GRADUATION REQUIREMENTS/CERTIFICATION OF COMPLETION

Prior to completion of the course in which a student is enrolled, students must have completed all written and practical curriculum with a minimum passing grade of 70%. Upon satisfactory completion of the number of clock hours for the course in which they are enrolled and completion of all required state board forms, the student will then be awarded a certificate of completion and be eligible to take the state examination for licensure.

STATE EXAMINATION

After completion of the course in which they are enrolled and being issued a certificate of completion, students are required to take the examination given by D.L. Roope. The exams are held monthly. The school will forward an application to D.L. Roope, along with a \$107.00 money order furnished by the student, a copy of their identification and one (1) passport size color photo.

For those students taking the Cosmetology board, the examination will consist of a written exam and a practical exam which will be performed on a head and hand mannequin. Students are responsible for bringing their own mannequins.

After passing the state examination, D.L. Roope will send notification to the graduate as well as the school, the student must return to the school with examination scores and a \$35.00 money order to complete paperwork for licensure with the WV State Board of Barbers and Cosmetologists.

PLACEMENT ASSISTANCE

Although the institution does not guarantee placement upon completion, we do try through ongoing contact with area salons. The posting of job positions are available on the bulletin board.

ADVISING

Students are advised regularly throughout their attendance regarding activities and problems which may affect their progress. All students will have access to private advising sessions with their instructors, the staff, and the financial aid office, per the student's request.

DRESS CODE

The Dress code for all students and staff is professional dress attire only. All neutral shades are acceptable.

Athletic wear, sweatshirts, hoodies, zip up hoodies, worn out, dirty, excessively holed, not fashionable attire is NOT ACCEPTABLE.

Shoes must be clean with not dirt, stains, and must not be worn out.

SASPRO name badge with name and registration number must be worn at all times.

Photo examples are given and referenced during orientation.

STUDENT CONDUCT

Students are expected to show professionalism at all times. This includes their appearance and the manner in which they conduct themselves. No profanity or gossiping is tolerated. Students must meet and greet clients in a courteous manner and address staff members respectfully.

DRUG ABUSE AWARENESS

As everyone is concerned about the rising use of drugs in our society, the school has incorporated a Drug Abuse Awareness Program. Upon enrollment, each student is furnished a copy of the drug booklet. If a student has a drug/alcohol problem, the staff is available to assist them with resources. The school also posts telephone numbers on the bulletin board where they may seek help.

STATEMENT OF NONDISCRIMINATION

The school, in its admission, instruction and grading policies, practices no discrimination on the basis of sex, race, age, color, ethnic origin, religion or financial status. EO Program-disability and veterans.

FINANCIAL AID

Smith Academy for Salon Professionals DOES NOT participate with any Title IV funding.

SCHOLARSHIPS/ GRANTS

SASPRO hosts an essay/Social Media contest twice a year to reward 2 students with full tuition scholarships. Essay entry deadlines are posted on the website.

Cosmetology students with a High School Cumulative GPA of 3.5 or higher will be awarded a \$1500 Grant at 1600 hours as long as he/she has maintained an 85% in both Theory and Practical Classes and has no unexcused absences.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee of \$100.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is

delivered to the school administrator or owner in person

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

OF TOTAL TUITION OWED	PERCENTAGE OF ENROLLMENT TIME TO TOTAL TIME OF COURSE	AMOUNT
	.01% to 4.9%	20%
	5% to 9.9%	30%
	10% to 14.9%	

40%

45%	15% to 24.9%
70%	25% to 49.9%
100%	50% and over

- All refund calculations are performed and refunds are made timely.
- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair settlement will be made. If the school is permanently closed for any reason or no longer offering instruction for the course in which the student is enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion. If a course is canceled subsequent to a student's enrollment, the school shall, at its option provide a full refund of all monies paid or provide completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide at its option:

a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, provide completion of the course, or provide a full refund of monies paid. The school does not participate in any teach-out plans with other institutions.

Upon termination, in addition to the above tuition adjustment, the cost of equipment, books and supplies, and registration fee will be calculated separately

LEAVE OF ABSENCE

Any student requesting an approved leave of absence from school must make the necessary arrangements through the office. This request must be in writing and specify the reason for interruption of school, and the estimated length of time before returning to school. All leaves of absence are subject to approval from the office. A student may be granted a leave of absence up to 60 calendar days in length. An additional leave may be granted for unusual and unforeseen circumstances with the total number of days not to exceed 180 days in

any twelve (12) month period. Unusual or unforeseen circumstances for which a leave of absence may be requested would include an unusual/exceptional medical problem or complications from pregnancy. The 12 month period begins the first day of the student's leave of absence. There will be no charges for tuition during the leave of absence period. You may see the Financial Aid Office for details. Upon returning to school the student will be placed with the class that has comparable hours and as the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum timeframe 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. Satisfactory progress status will be the same as when the leave began.

STUDENT ACCESS TO FILES

All records concerning a student's academic, financial or personal activities are confidential. Students have the right to review all information which is maintained by the school on that particular student. Request to review the file must be made with the Director, or persons designated by the Director. Review of file must take place with the Director, or designated individual, present. No files are to be removed from the office.

DISCLOSURE OF STUDENT INFORMATION

Under the Privacy Act, all information in student files is confidential. No information will be released without the written permission of the student, or the parent or guardian of a dependent minor, except as follows: personnel within the institution designated by the Director, financial aid information to other institutions in which the student may seek enrollment, the accrediting agency carrying out their accrediting functions, in compliance with a judicial order or persons in an emergency in order to protect the health and safety of the student. These exceptions are allowed under the Privacy Act.

504/ADA requires that information concerning an applicant's medical condition or history must be kept separate from personnel records and may be shared in only three ways:

1. Is the building(s) where your business is located barrier-free?
2. If you checked NO to any of the items on the Employment and Reasonable Accommodation checklist above, would these areas prevent an individual with a disability from accessing your program(s) or service(s)? Physical Accessibility
3. supervisors and managers may be informed of restrictions on the work or duties of individuals with disabilities and informed of

- necessary accommodation(s);
4. first aid and safety personnel may be informed if the condition might require emergency treatment; and
 5. government officials investigating compliance with 504/ADA shall be provided with relevant information upon request.

COURSE DESCRIPTIONS

COSMETOLOGY APPRENTICESHIP

Objectives: The Cosmetology Apprenticeship program is designed to prepare students for the State Board Licensing examination. Upon successful completion of this course, students will be able to practice correct sanitation and sterilization procedures and perform all phases of hairdressing skills, including, but not limited to, hairstyling, shaping, coloring, chemical reformation, manicuring and facials. Additionally, students will be able to comprehend, analyze and integrate theoretical cosmetology knowledge with practical skill performance, preparing graduates for entry level employment in a beauty salon.

Course Description: The training encompasses all phases of cosmetology including haircutting and styling, permanent waving and relaxing, haircoloring and lightening, scalp and hair treatments, manicuring, facials and makeup, salon management and state law. Both theoretical and practical applications are taught by licensed instructional staff. Opportunities for supervised work with the public are provided in the school's clinic. The 2700 hour course normally takes a fulltime student 90 weeks to complete based on 30 hours per week schedule and 108 weeks to complete based on 25 hours per week schedule. The students complete 900 of theory book work the same as in the Cosmetology Program Listed below. Then the students complete 1800 as an apprentice working in a licensed Salon SAS Salon.

COSMETOLOGY

Objectives: The Cosmetology program is designed to prepare students for the State Board Licensing examination. Upon successful completion of this course, students will be able to practice correct sanitation and sterilization procedures and perform all phases of hairdressing skills, including, but not limited to, hairstyling, shaping, coloring, chemical

reformation, manicuring and facials. Additionally, students will be able to comprehend, analyze and integrate theoretical cosmetology knowledge with practical skill performance, preparing graduates for entry level employment in a beauty salon.

Course Description: The training encompasses all phases of cosmetology including haircutting and styling, permanent waving and relaxing, haircoloring and lightening, scalp and hair treatments, manicuring, facials and makeup, salon management and state law. Both theoretical and practical applications are taught by licensed instructional staff. Opportunities for supervised work with the public are provided in the school's clinic. The 1800 hour course normally takes a fulltime student 53 weeks to complete based on 34 hours per week schedule and 72 weeks to complete based on 25 hours per week schedule.

Textbooks: Milady Standard Cosmetology , 13th Edition

Milady

ISBN-10: 1-285-76941-4

ISBN-13: 978-1-285-76941-7

In compliance with the Higher Education Equal Opportunity Act (HEOA), post secondary customers can find valuable information in pricing, previous editions and alternate formats by visiting www.cengage.com/highered and searching by ISBN#, author, title or keyword for material in your areas of interest. Gainful Employment Information

- CIP Code - 120413
- Median Loan Debt - 0
- Program Graduation on Time Rate – 28%
- SOC Code – 39-5012.00. For information regarding occupations, visit The Department of Labor's O*NET at www.onetonline.org

Course Requirements:

General Professional Information

Practical Work

0 clock hours

Theory Work

100 clock hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processes and Guidelines
- First Aid ▪ General Infection Control

The Science of Cosmetology

Practical Work

50 clock hours

Theory Work

200 clock hours

In this section, students will learn:

- Infection Control Specifically for Cosmetology
- General Anatomy & Physiology
- Skin Diseases and Disorders and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry ▪ Basics of Electricity

Professional Cosmetology

In this section, students will learn:

Practical Work

400 clock hours

Theory Work

50 clock hours

- Principles of Hair Design
- Scalp Care, Shampooing & Conditioning
- Haircutting
- Hair Styling
- Braiding & Extensions ▪ Wigs & Hair Additions Chemicals

Practical Work

100 clock hours

Theory Work

100 clock hours

In this section, students will learn:

- Chemical Texture Services ▪ Hair Coloring

Total for Hair Styling portion of Program – 1000

The Science of Esthetics

Practical Work

50 clock hours

Theory Work

117 clock hours

In this section, students will learn:

- Infection Control Specifically for Esthetics
- General Anatomy & Physiology
- Chemistry
- Electricity ▪ Nutrition

Skin Sciences

In this section, students will learn:

Practical Work

90 clock hours

Theory Work

40 clock hours

- Physiology & history of the Skin
- Diseases & Disorders of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients & Selection General Esthetics

In this section, students will learn:

Practical Work

167 clock hours

Theory Work

36 clock hours

- Treatment Room
- Basic Facial
- Hair Removal
- Facial Massage ▪ Advanced Topics & Treatments

Total for Esthetics portion of the Program – 500

Science of Nail Technology

In this section, students will learn:

Practical Work

10 clock hours

Theory Work

64 clock hours

- Infection Control Specifically for Nail Technicians
- Anatomy & Physiology
- Skin Structure & Growth
- Nail Structure & Growth
- Nail Diseases & Disorders
- Chemistry
- Nail Product Chemistry ▪ Electricity

Basic Procedures

In this section, students will learn:

Practical Work

80 clock hours

Theory Work

12 clock hours

- Pre and Post Service Procedures
- Handling and Exposure Incidents
- Performing Basic Manicures & Pedicures
- Hand, Arm, Foot, and Leg Massages

- Disinfecting Tools & Implements
- Wraps, Tips, Paraffin Wax Treatments
- Polishing, UV Gel and Design

The Art of Nail Technology

Practical Work

113 clock hours

Theory Work

21 clock hours

In this section, students will learn:

- Advanced Manicuring & Pedicuring
- Electric Filing
- Nail Tips and Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV Gels ▪ Creative Design

Total for Nail Technology portion of the Program - 300

Of the above curriculum, students must first complete 300 hours of training before working on the public. The following curriculum is part of the theory and practical hours noted above.

First 300 Clock Hours

In this section, students will learn:

- Cosmetology History & Opportunities
- Life Skills
- Your Professional Image
 - Communicating for Success
 - Infection Control/Principles & Practice
 - Shampooing/Scalp Care/Conditioning
 - Hair Styling
 - Haircutting
 - Principles of Hair Design
 - Chemical Texture Service
 - Haircoloring
 - Braiding & Extensions

Summary

Theory 740 hours

Practical 1060 hours

Total Training Period 1800 hours

HAIR STYLING

Objectives: The Hair Styling program is designed to prepare students for the State Board Licensing examination. Upon successful completion of this course, students will be able to practice correct sanitation and sterilization procedures and perform all phases of hairdressing skills, including, but not limited to, Hair Styling, shaping, coloring and chemical reformation. Additionally, students will be able to comprehend, analyze and integrate theoretical cosmetology knowledge with practical skill performance, preparing graduates for entry level employment in a beauty salon.

Course Description: The training encompasses all phases of cosmetology including haircutting and styling, permanent waving and relaxing, haircoloring and lightening, conditioning treatments, salon management and state law. Both theoretical and practical applications are taught by licensed instructional staff. Opportunities for supervised work with the public are provided in the school's clinic. The 1000 hour

course normally takes a fulltime student 30 weeks to complete based on 34 hours per week schedule and 40 weeks to complete based on 25 hours per week schedule.

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Gainful Employment Information

- CIP Code - 120413
- Median Loan Debt - 0
- Program Graduation on Time Rate – 42%
- SOC Code – 39-5012.00. For information regarding occupations, visit The Department of Labor's O*NET at www.onetonline.org

Course Requirements:

General Professional Information

Practical Work

0 clock hours

Theory Work

100 clock hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processes and Guidelines
- First Aid
- General Infection Control

The Science of Cosmetology

Practical Work

50 clock hours

Theory Work

200 clock hours

In this section, students will learn:

- Infection Control Specifically for Cosmetology
- General Anatomy & Physiology

- Skin Diseases and Disorders and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry ▪ Basics of Electricity Professional Cosmetology

In this section, students will learn:

Practical Work

400 clock hours

Theory Work

50 clock hours

- Principles of Hair Design
- Scalp Care, Shampooing & Conditioning
- Haircutting
- Hair Styling
- Braiding & Extensions ▪ Wigs & Hair Additions

Chemicals

Practical Work

100 clock hours

Theory Work

100 clock hours

In this section, students will learn:

- Chemical Texture Services

- Hair Coloring

Total for Hair Styling Course – 1000

Of the above curriculum, students must first complete 300 hours of training before working on the public. The following curriculum is part of the theory and practical hours noted above. First 300 Clock Hours

In this section, students will learn:

- Cosmetology History & Opportunities
- Life Skills
- Your Professional Image
- Communicating for Success
- Infection Control/Principles & Practice
- Shampooing/Scalp Care/Conditioning
- Hair Styling
- Haircutting
- Principles of Hair Design
- Chemical Texture Service
- Haircoloring
- Braiding & Extensions

MANICURING

Objectives: The Manicuring program is designed to prepare students for the State Board Licensing examination. Upon successful completion of this course, students will be able to practice correct sanitation and sterilization procedures and perform all phases of manicuring skills including manicuring, pedicuring, hand and arm massage, nail art and advanced nail techniques. Additionally, students will be able to comprehend analyze and integrate theoretical knowledge with practical skill performance, preparing graduates for entry level employment in a beauty/nail salon.

Course Description: The training encompasses all phases of manicuring including pedicuring, hand and arm massage, advanced nail techniques, safety precautions, nail diseases and disorders, salon management and

state law. Both theoretical and practical applications are taught by licensed instructional staff. Opportunities for supervised work with the public are provided in the school's clinic. The 400 hour course normally takes a fulltime student 10 weeks in the day class.

Textbooks: Milady Standard Nail Technology – 7th Edition – ISBN 9781285080475

In compliance with the Higher Education Equal Opportunity Act (HEOA), post secondary customers can find valuable information in pricing, previous editions and alternate formats by visiting www.cengage.com/highered and searching by ISBN#, author, title or keyword for material in your areas of interest.

Gainful Employment Information

- CIP Code – 12.0410
- Median Loan Debt - \$0
- Program Graduation on Time Rate – 69%
- SOC Code – 39-5092.00. For information regarding occupations, visit The Department of Labor's O*NET at www.onetonline.org

Course Requirements:

General Professional Information

In this section, students will learn:

Practical Work

0 clock hours

Theory Wor

100 clock hours

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- First Aid
- General Infection Control

The Science of Nail Technology

In this section, students will learn:

Practical Work

10 clock hours

Theory Work

64 clock hours

Infection Control Specifically for Nail Technicians

- General Anatomy & Physiology
- Skin Structure & Growth
- Nail Structure & Growth
- Nail Diseases & Disorders
- Basics of Chemistry
- Nail Product Chemistry
- Electricity

Basic Procedures

In this section, students will learn:

Practical Work

80 clock hours

Theory Work

12 clock hours

Pre & Post Service Procedures

- Handling & Exposure Incidents
- Performing Basic Manicures & Pedicures
- Hand, Arm, Foot, and Leg Massages
- Disinfecting Tools & Implements
- Wraps, Tips, Paraffin Wax Treatments ▪ Polishing, UV Gels, and Design

The Art of Nail Technology

Practical Work

113 clock hours

Theory Work

21 clock hours

In this section, students will learn:

- Advanced Manicuring & Pedicuring

- Electric Filing
- Nail Tips & Wraps
- Monomer Liq & Polymer Powder Nail Enhancements
- UV Gels ▪ Creative Design

Of the above curriculum, students must first complete 150 hours of training before working on the public. The following curriculum is part of the theory and practical hours noted above. First 150 Clock Hours

In this section, students will learn:

- History & Opportunities
- Life Skills
- Your Professional Image
 - Communications for Success
 - Infection Control
 - Manicuring
 - Pedicuring

Summary

Theory 197 hours

Practical 203 hours

Total Training Period 400 hours

ESTHETICS

Objective: The Esthetics program is designed to prepare estheticians to take the state board examination to obtain their esthetician license in order to be gainfully employed in a salon.

Course Description: The training for an esthetics student includes, but not limited to, nutrition, cosmetic use, skin care history, bacteriology, sanitation, cells, skin disorders, massage techniques, facial treatments,

aromatherapy, salon business and law. Both theoretical and practical applications are taught by licensed instructional staff. Opportunities for supervised work with the public are provided in the school's clinic. The 600 clock hour course takes a fulltime student 20 weeks to complete.

Textbooks: MindTap Esthetics, 4 terms (24 months) Instant Access for Milady Standard

Esthetics , 11th Edition

Milady

ISBN-10: 1-305-66873-1

ISBN-13: 978-1-305-66873-7

In compliance with the Higher Education Equal Opportunity Act (HEOA), post secondary customers can find valuable information in pricing, previous editions and alternate formats by visiting www.cengage.com/highered and searching by ISBN#, author, title or keyword for material in your areas of interest. Gainful Employment Information

- CIP Code – 12.0409
- Median Loan Debt - \$0
- Program Graduation on Time Rate – 57%
- SOC Code – 39-5094.00. For information regarding occupations, visit The Department of Labor's O*NET at www.onetonline.org

Course Requirements:

General Professional Information

In this section, students will learn:

Practical Work

0 clock hours

Theory Work

100 clock hours

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Processes & Guidelines
- First Aid
- General Infection Control

The Science of Esthetics

Practical Work

50 clock hours

Theory Work

117 clock hours

In this section, students will learn:

- Infection Control Specifically for Esthetics
- General Anatomy & Physiology
- Basics of Chemistry
- Basics of Electricity ▪ Basics of Nutrition

Skin Sciences

In this section, students will learn:

Practical Work

90 clock hours

Theory Work

40 clock hours

- Physiology & Histology of the Skin
- Disorders & Diseases of the Skin
- Skin Analysis
- Skin Care Products: chemistry, Ingredients and Selection

General Esthetics

In this section, students will learn:

Practical Work

167 clock hours

Theory Work

36 clock hours

- The Treatment Room
- Basic Facial
- Facial Massage
- Hair Removal
- Advance Topics & Treatments
- Makeup

Of the above curriculum, students must first complete 210 hours of training before working on the public. The following curriculum is part of the theory and practical hours noted above.

First 210 Clock Hours

In this section, students will learn:

- Skin Care History
- Life Skills
- Your Professional Image
- Communication for Success
- Infection Control; Princ & Pract
- The Treatment Room
- Facial Treatments
- Facial Massage
- Facial Machines
- Skin Analysis
- Make-up
- Hair Removal

Summary

Theory 293 hours

Practical 307 hours

Total Training Period 600 hours

Textbooks from all courses are written in English. Theory is also taught in the English language.

ESTHETICS

Objective: The Esthetics program is designed to prepare estheticians to take the state board examination to obtain their esthetician license in order to be gainfully employed in a salon.

Course Description: The training for an esthetics student includes, but not limited to, nutrition, cosmetic use, skin care history, bacteriology, sanitation, cells, skin disorders, massage techniques, facial treatments, aromatherapy, salon business and law. Both theoretical and practical applications are taught by licensed instructional staff. Opportunities for supervised work with the public are provided in the school's clinic. The 600 clock hour course takes a fulltime student 20 weeks to complete.

Textbooks: MindTap Esthetics, 4 terms (24 months) Instant Access for Milady Standard Esthetics , 11th Edition

Milady

ISBN-10: 1-305-66873-1

ISBN-13: 978-1-305-66873-7

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visiting www.cengage.com/highered and searching by ISBN#, author, title or keyword for material in your areas of interest. Gainful

Employment Information

- CIP Code – 12.0409
- Median Loan Debt - \$0

- Program Graduation on Time Rate – 57%
- SOC Code – 39-5094.00. For information regarding occupations, visit The Department of Labor’s O*NET at www.onetonline.org

WAXING SPECIALIST

Course Requirements:

General Professional Information/Requirements; Health and Safety In this section, students will learn:

Practical Work

0 clock hours

Theory Work

100 clock hours

- Professional Development
- State Law
- Sanitation Processes & Guidelines
- General Infection Control

Skin Structure/ Disorders and Diseases In this section, students will learn:

Practical Work

0 clock hours

Theory Work

25 clock hours

- Physiology & Histology of the Skin
- Disorders & Diseases of the Skin
- Skin Analysis

Removal of Superfluous Hair

In this section, students will learn:

Practical Work

25 clock hours

Theory Work

0 clock hours

- Hair Removal

Of the above curriculum, students must first complete 100 hours of training before working on the public. The following curriculum is part of the theory and practical hours noted above.

First 100 Clock Hours

In this section, students will learn:

- Professional Development
- State Law
- Sanitation Processes & Guidelines
- General Infection Control
- Physiology & Histology of the Skin
- Disorders & Diseases of the Skin
- Skin Analysis

Summary

Theory 100 hours

Practical 25 hours

Total Training Period 125 hours

Textbooks from all courses are written in English. Theory is also taught in the English language.

SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. In order to be considered to be making satisfactory academic progress towards a certificate of graduation, a student must maintain a specified grade average and proceed through the course at a pace leading to completion in the specified time frame. Students who meet the minimum requirements for attendance and academic progress will be considered to be making satisfactory academic progress until the next scheduled evaluation. This policy is established and maintained for all students in attendance at the school. This policy is provided during orientation which is prior to students' class starting date and also listed in the school catalog and on the school website. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION SEGMENTS

Each student must complete the required number of hours for the course in which they are enrolled. These are scheduled as follows: The Cosmetology program requires 1800 clock hours. For purposes of determining satisfactory academic progress, each course is broken down into segments. The Cosmetology program is broken into two academic years consisting of 900 hours for each academic year.

Segment evaluation periods are based on scheduled hours and will be as follows:

1. Cosmetology: Students will be evaluated in segments of 300 scheduled clock hours.
2. Hairstyling: Students will be evaluated in segments of every 250 scheduled clock hours.
3. Manicuring: Students will be evaluated in segments of every 100 scheduled clock hours.
4. Esthetics: Students will be evaluated in segments of every 150 clock hours.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the course.

ATTENDANCE, PROGRESS EVALUATIONS, & REQUIRED COMPLETION DATE

Full time attendance for the Manicuring program is considered to be 25-33 hours per week. All students must attend regularly. The minimum amount of hours students must complete to remain in satisfactory attendance is as follows: 25-33 hours per week based on 4 weeks per month. This is 100-132 hours per month. This allows a maximum time frame of 12-16 weeks for completion of the Manicuring Course.

Full time attendance for the Cosmetology program and Hair Styling program is considered to be 25-33 hours per week. All students must attend regularly. The minimum number of hours students must complete to remain in satisfactory attendance based on 25-33 hours per week is as follows: 25-33 hours per week based on 4 weeks per month. This is 100-132 hours per month. This allows a maximum time frame of 55-72 weeks for completion of the Cosmetology program and 31-40 weeks for completion of the Hair Styling program.

The minimum number of hours students must complete to remain in satisfactory attendance based on 25-33 hours per week is as follows: 25 hours per week based on 4 weeks per month. This is 100 hours per month. This allows a maximum time frame of 72 weeks for completion of the Cosmetology program and 40 weeks for completion of the Hair

Styling program. Full time attendance for the Esthetics program is considered to be 25-33 hours per week. All students must attend regularly. The minimum amount of hours the student must complete to remain in satisfactory attendance is as follows: 25-33 hours per week based on 4 weeks per month. This is 100-132 hours per month. This allows a maximum time frame of 19-24 weeks for completion of the Esthetics program.

In order to be maintaining satisfactory academic progress, students must progress towards completion of the program at a rate of 117% of the program length or maintain an 85% attendance. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 85% 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. Students who fall below the minimum hours acceptable will be placed on warning or probation.

The maximum time (which does not exceed 117% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

MAXIMUM TIME FRAME

COURSE WEEKS

SCHEDULED HOURS

Cosmetology - 25-33 hours/week for 72-55 weeks

Hair Styling - 25-33 hours/week for 31-40 weeks

Manicuring-25-33 hours/week for 12-16 weeks

Esthetics 25-33 hours/week for 19-24 weeks

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 85% of the scheduled hours. Students who have not completed the course within the maximum time frame may continue as a student on a cash pay basis but upon completion will be considered a delinquent graduate for reporting purposes.

ACADEMIC PROGRESS EVALUATION

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. The following factors are used for determining academic progress: theory, practical and laboratory (clinic). Theory is evaluated through written and oral examinations and evaluated after each unit of study. The practical work of students is evaluated daily.

Grades are entered into the student's computer file on a monthly basis. At the end of each evaluation segment, a Satisfactory Academic Progress Check form is generated by the computer, along with a corresponding Progress Report. Instructors evaluate the students on an Evaluation form, which students read in its entirety and sign. Students then receive a copy of their Progress Report which shows all grades completed by the student since their enrollment. It shows a grade average for theory and practical, as well as an overall grade average. Report also shows make up work to be completed and attendance records. Students must make up failed or missed tests and incomplete assignments prior to graduation.

An overall grade average of 70% is required for satisfactory academic progress.

The following represents the equivalencies of the grades assigned:

- - Excellent.....90% to 100%
 - - Good.....80% to 89%
 - - Passing.....70% to 79%
 - - Failing..... Below 70%
- I - Incomplete..... -0-

A passing grade is required in theory and practical work for satisfactory academic progress towards graduation and eligibility to take the state board examination. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation for all programs.

A student will be evaluated in satisfactory academic progress by mid-point of the program or midpoint of the academic year, whichever is shorter. This should be at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended them. The student must meet both the academic and attendance requirements on at least one segment evaluation by the midpoint of the course in which the student is enrolled. Any student failing to meet the above requirements for satisfactory academic progress because of the pattern of progress established in grades and attendance will be placed on a probationary status and issued a letter of warning.

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. At the end of each evaluation segment, students will receive a hard-copy of their Satisfactory Academic Progress Report.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation

and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. Probationary periods are the length of the evaluation segment: for Cosmetology students this is 450 scheduled clock hours.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

In order for a student to re-establish satisfactory academic progress and Title IV aid, as applicable, student must meet the minimum attendance and academic requirements by the end of the warning or probationary period. Those students that remain in unsatisfactory progress status during the remainder of their attendance in the course in which they are enrolled will be allowed to complete the program on a cash pay basis. However, they will not be counted as a completer for outcomes assessment purposes.

RIGHT TO APPEAL

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress report 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 Director of the school describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. The information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Documentation for extenuating circumstances will be accepted from the following sources:

Law Enforcement Officials, Medical and Surgical Professionals, Legal Aid Attorneys, Department of Human Services or information documented by newspapers or other sources providing valid information on student's circumstances.

COURSE INCOMPLETES/INTERRUPTIONS/WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum timeframe 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. Any student absent from school for 30 consecutive days, notwithstanding those students granted a leave of absence, will automatically be withdrawn from school. If a student withdraws or is withdrawn prior to completion of the program and wishes to re-enroll, the student will return in the same satisfactory academic progress status as at the time of withdrawal.

NONCREDIT AND REMEDIAL COURSES

Non-credit and remedial courses do not apply to this institution. Therefore, these items have no effect upon 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. Evaluation periods for Satisfactory Academic Progress will be based on actual contracted hours or the established evaluation periods, whichever comes first.

GROUND FOR TERMINATION

The following list is reasons a student may be terminated from school:

- Use of alcohol or narcotics on school property
- Stealing from the school, the school personnel, patrons or other students
- Intentionally destroying property belonging to the school or other students
- Physically assaulting an instructor/staff person or fellow student
- Conviction of a criminal offense of a felonious nature after date of enrollment
- Bringing firearms on school property
- Falsifying records
- Commit any intentional act likely to result in injury to fellow students, patrons, instructors/staff members
- Failure to return to school after 30 days

Students that require regular or consistent discipline may also be permanently terminated from school.

RULES AND REGULATIONS

Listed below is a synopsis of the school's Rules & Regulations. Upon enrollment, students are furnished a complete, in depth, set of Rules & Regulations.

- 1. All students are to attend school as scheduled.
- 2. All students are issued a State Board ID number upon enrollment. This number should be memorized and used on all tests, clinic sheets, manikin sheets, etc.
- 3. Students are to use their "free time" constructively doing practical work on their mannequins, or completing book assignments.
- 4. Stations are to be set up and ready to take a client immediately upon clocking in. This prevents the client from having to wait.

- 5. Students are to take their lunch break at the designated time, unless they have special permission otherwise from an instructor.
- 6. Students are not to be called to the telephone for personal calls. A message is to be taken and given to them.
- 7. ALCOHOLIC BEVERAGES OR NON-PRESCRIPTION DRUGS ARE STRICTLY

FORBIDDEN ON SCHOOL PREMISES!!! If they are found on school premises, this will be cause for immediate and permanent termination, and reason for termination placed in permanent record file. If you are taking prescription drugs, you must have a bottle with your name on it, and school personnel must be notified of such prescription.

- 8. FIREARMS AND/OR DANGEROUS WEAPONS ARE ALSO STRICTLY FORBIDDEN

AT THE SCHOOL!!! This is also cause for immediate, and permanent, termination from school.

- 9. All schedules must be followed as outlined by the instructor. Any class time or work assignments that are missed must be made up as soon as possible. It is your responsibility to check with your instructor about any tests or assignments to be made up.
- 10. You are furnished a locker upon enrollment. You should purchase a lock, and place it on your locker. Purses should be kept in your locker.
- 11. Please do not bring valuables or large amount of cash to school. We also recommend that you do not wear expensive jewelry to school. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!!!!
- 12. SASPRO is a no smoking/vape property. Also, DRINKS & FOOD ARE NOT ALLOWED ON THE CLINIC FLOOR.
- 13. Students are to look professional at all times, and must be dressed in the school uniform (dress code is listed in brochure).
- 14. There is to be no profanity in the school at any time. This is cause for an immediate three day suspension.
- 15. Avoid gossip and discussion of personal problems with other students or clients. If you have a problem, you may wish to discuss it with an instructor or other staff member.
- 16. Students are not to assume the role of an instructor. Instructors are always available to assist you with help on the clinic floor.
- 17. Any student caught stealing supplies or equipment from the school or fellow students will be immediately terminated from school, and the reason for termination will be documented in permanent record file.
- 18. Refusal to perform a service on a client will result in a 3-day suspension and you being sent home for the remainder of the day.

- 19. The school reserves the right to suspend or terminate a student from school for insubordination, refusal to cooperate with the instructors or staff, follow instructions or directions, follow assigned schedules or in any case where we feel the student is not adapted to our training.
- 20. Any or all of the State Board members are free and welcome to visit the school. Always be courteous and respectful to them. The State Board Inspector will make regular visits to the school.
- 21. Please respond promptly and cheerfully when you are called to the reception desk for a client.
- 22. If you are assigned to do clean up duties, please do them efficiently and promptly.
- 23. Each student is responsible for keeping their chair and individual work station clean. All dirty towels are to be taken to the dispensary.

Rules & Regulations may be subject to revisions and changes during your attendance. Therefore, you must abide by those which may come into effect during your attendance, as well as the above listed rules and regulations.

CERTIFICATION STATEMENT

I certify that the information and policies contained in this brochure are true in content and policy, and that the school enforces all policies pertaining to progress standards and regulations set up by the school.

Certifying Official,

Megan Smith

Owner/Director

Student Signature:

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