



## **2025 - 2026 STUDENT CATALOG AND HANDBOOK**



**2352 SOUTH PARK STREET STE 205  
MADISON, WI 53713  
608-402-4900**

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## MESSAGE FROM THE FOUNDER

Welcome to Chanell Ardor Schools of Beauty and Culture. Thank you for selecting our school to assist you in obtaining your cosmetology training. You are now embarking upon the first steps towards an exciting career in the beauty and culture industry. This school was established with the primary intent of equipping passionate and talented students with cutting edge education that will help them perform with confidence.

At Chanell Ardor Schools of Beauty and Culture, we are fully committed to your success. Our goal is to help our students become licensed cosmetologists through proper education, motivation, and preparation. You will learn the skills necessary to succeed in the world of cosmetology. You'll grasp the basic skills of beauty and science, all while utilizing the latest techniques of beauty art and design.

Today's society is filled with diverse cultures exhibited through beauty and creative expression. At Chanell Ardor Schools of Beauty and Culture, we help students enhance and embrace their creativity while promoting healthy hair, skin, and nails. We'll help you further craft your vision and dreams by continuously creating a warm, encouraging and supportive environment. You're never alone at Chanell Ardor, for each step you take; we are there with you.

Welcome to the Chanell Ardor Schools of Beauty and Culture family! We're a school with a HEART!

*Tanisha Chanell Harbert*

Founder and CEO

Chanell Ardor Schools of Beauty and Culture, LLC



## **STUDENT CATALOG AND HANDBOOK**

This catalog is reviewed and modified on an annual basis. Chanell Ardor Schools of Beauty and Culture reserves the right to amend this catalog as needed to approve upon the quality of education provided. The contents of this catalog contain important information concerning admissions, tuition, fees, student services, guidelines, academic requirements and program offerings. We encourage all our students to become familiar with their contractual obligations outlined in the student contract.

## **MISSION STATEMENT**

At Chanell Ardor School of Beauty and Culture, our mission is to provide high quality education and extensive training in cosmetology to help students develop the skills necessary for state licensure and success in servicing a diverse clientele.

## **VISION**

We intend to continuously improve the model and experience of the beauty education sector by creating an environment that offers diverse training, a feeling of community and promote success. Our vision is to be the quintessential provider of beauty education and services, allowing passionate individuals to achieve a level of excellence in and outside of school.

## **CORE VALUES**

INNOVATION, TRUST, INTEGRITY, MOTIVATION, COMMITMENT, COMMUNITY and EXCELLENCE

## **ABOUT CHANELL ARDOR**

### **Not Just Another Beauty School, But An Experience!**

Chanell Ardor Schools of Beauty and Culture is in Madison, Wisconsin, and proudly stands as the first Black-owned cosmetology school in the area. The interior of the school is thoughtfully designed to reflect a modern, upscale salon environment that supports both professional development and a peaceful learning atmosphere. The facility includes two theory classrooms, a ten-station salon floor, a facial room, dispensary, and an administration office. Students also train using three shampoo bowls, three manicure stations, three pedicure stations, and two makeup stations. Classrooms are equipped with audiovisual technology, wireless internet, and course management tools to support various learning styles. Reference materials, including salon guides, DVDs, and industry publications, are available to enhance the educational experience.

Hands-on experience is a key component of the student journey at CASBC. Under the supervision of licensed instructors, students perform services for real clients in our salon and spa setting, helping them build practical skills, develop professionalism, and learn how to grow a clientele.

Chanell Ardor Schools of Beauty and Culture is an English-speaking institution. All instruction and course materials are provided in English.

## **HOURS OF OPERATION**

Chanell Ardor Schools of Beauty and Culture is open Monday through Friday from 9:00 AM to 9:30 PM. However, if no daytime classes are scheduled, the school will operate on a part-time schedule and open Monday through Thursday 5:00 PM to 9:30 PM. Please note that while classes may be in session for Friday morning and Monday evening programming, the building will remain closed on those days, as instruction is delivered through distance education.

## PROGRAMS START DATES

### Cosmetology and Barbering Program Start Dates

Classes begin every four weeks throughout the year, providing students with frequent opportunities to start their journey in the beauty and barbering industry. New class sessions are offered in January, February, March, April, May, June, July, August, September, October, and November.

### Schedule Adjustments

Once basic training is complete, cosmetology and barbering students may be eligible for a customized schedule to better accommodate personal needs or special circumstances. Students interested in adjusting their schedule should request a meeting with the school administration to explore available options.

### Manicurist Program Start Dates

The Manicuring Program is offered twice a year, with new classes beginning in April and November. Classes meet.

### Aesthetics Program Dates

The Aesthetics Program is offered once a year based on interest and enrollment demand. Start dates are scheduled when a sufficient number of applicants have committed to a class. Prospective students are encouraged to express their interest early to help determine upcoming class availability.

### Instructor Program Dates

The Instructor Program is a limited offering and is not available on a regular basis. Please contact the school for start dates.

***\* Chanell Ardor Schools of Beauty and Culture maintains the flexibility to revise class schedules, start dates, or program timelines as necessary to ensure a consistent quality educational experience. In some cases, class start dates may be postponed, canceled, or rearranged due to enrollment levels.***

### Holidays and Breaks

Chanell Ardor Schools of Beauty and Culture observes the following holidays and will be closed on: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, and Christmas Day. The school may also close on additional days surrounding these holidays to accommodate extended breaks or professional development for staff.

In addition to holiday closures, the school observes a week-long Spring Break, a week-long Summer Break, and a two-week Winter Break. Closures for in-service training, educator seminars, or other scheduled events will be posted in advance.

### Emergency Closures

In the event of inclement weather or facility-related closures, notifications will be shared as soon as possible. Students and staff may receive updates via text message, email, or other official communication channels.

### Instructors

The faculty members of Chanell Ardor Schools of Beauty and Culture have been hired for their experience and will teach specialized courses in their areas of recognition and expertise. Our faculty members are trained in the Chanell Ardor Schools of Beauty and Culture methodology and understand the importance of both theory and practical training that are necessary for a student to be successful in their program of study.

## Faculty and Staff

TITLE	NAME
Founder/CEO/ Licensed Instructor	Tanisha Harbert
Licensed Instructor	Narda Galligan
Licensed Cosmetologist	Sakina Flax
Licensed Nail Technician	Sharita Johnson
Licensed Barber	Harry Bernard
Licensed Barber	Matthew Hale

## Chanell Ardor Schools of Beauty and Culture Contact Information

<b>School Address:</b>	2352 S. Park St, Suite 205 Madison, WI 53713
<b>Email Addresses:</b>	General Inquires: <a href="mailto:info@chanellardor.com">info@chanellardor.com</a>  Director of School: <a href="mailto:tharbert@chanellardor.com">tharbert@chanellardor.com</a>
<b>Telephone:</b>	608-402-4900

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Chanell Ardor Schools of Beauty and Culture, LLC was established in 2017 under the leadership and direction of Tanisha Harbert

## **ADMISSIONS AND ENROLLMENT REQUIREMENTS**

The school does not discriminate in its employment, admission, instruction, or graduation policies based on sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Cosmetology programs must:

- Complete an application for enrollment
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
- Interview with our Admissions Leader
- Tour of Chanell Ardor Schools of Beauty and Culture
- Completion of Entrance Essay
- Copy of state or government issued identification with photo
- Social Security Card
- Payment of \$100 registration fee (non-refundable)

In addition to the above requirements, an applicant must demonstrate the character, readiness and commitment to successfully complete the academic program for which admission is requested.

Foreign Diplomas or Transcripts must be translated and evaluated from a recognized agency to determine U.S. equivalency. If applicable, a certified English translation must also be provided. Chanell Ardor does not admit ability-to-benefit students.

### **Transfer Students**

Chanell Ardor will allow students to transfer from another beauty school and may accept their hours based on receiving official transcripts receiving official transcripts. Hours earned more than two years prior will not be eligible for credit. Tuition for transfer students will be calculated per hour based on the number of hours remaining to complete their program. Transfer opportunities are limited and subject to space availability.

### **Re-Admission Policy**

If a student has been expelled for attendance, academic, or behavioral reasons a student may re-apply in 90 days in which they were previously enrolled. Re-entering students will be required to pay a re-registration fee of \$100.00. They will also be charged the current hourly tuition rate for any hours needed to complete their course. Any tuition and fees, or other money due to Chanell Ardor Schools of Beauty and Culture will need to be paid by student at time of re-entry.

The student will resume training with the same number of hours they had previously acquired before their training was interrupted. Students who have withdrawn can be re-admitted. They will also be charged the current hourly tuition rate for any hours needed to complete their course. Chanell Ardor Schools of Beauty and Culture reserves the right to require a student to repeat courses. Administration reserves the right to accept or reject an application at its own discretion.

## **COSMETOLOGY PROGRAM**

The cosmetology program is 1550 clock hours. It is designed to prepare students for the state licensing examination, and to help them develop marketable skills that will turn their dreams into reality. Students are taught technical hair design skills, sound business management techniques, and effective human relations.

### **Course Objectives and Educational Goals**

The goal of Chanell Ardor Schools of Beauty and Culture is to develop, educate and build confidence in students by providing training and advance techniques without impacting the quality. The curriculum is kept flexible enough to allow for new procedures and techniques, as they are developed; yet solid enough to maintain high academic standards. The final goal is, of course, to graduate students who will secure and retain employment and advance in their profession.

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

### **Text & References**

Chanell Ardor Schools of Beauty and Culture uses the Milady's series of textbooks for the Cosmetology program. A comprehensive library of references, books, texts, and audio/videos are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials. All books and material must be checked out through the Education Director.

**Technology Requirements** All students must have access to reliable high-speed internet and a computer, laptop, or tablet to complete coursework, as all textbooks and assignments are provided online.

### **Instructional Methods**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **Grading Procedure**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. At least two



comprehensive practical skills evaluations will be conducted during the course of study. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. The following grading system is used for all tests, practical work, and projects:

93% - 100%	Excellent
85%-92%	Very Good
75% - 84%	Satisfactory
74% - 65%	Unsatisfactory (credit will be given for written exams only)
64% and below	no credit/score will be entered as 0

### Course Requirements

The following minimum hours of technical instruction and practical operations are set by the state of Wisconsin:

SUBJECTS	THEORY HOURS	PRACTICAL HOURS
I. Hygiene, grooming and personal development.	10	0
II. Bacteriology, sterilization, and sanitation	20	20
III. Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger waving, roller setting, pin curl placement, blow drying, shampoo, scalp and hair treatments, conditioning, reconditioning, hair analysis and care of hairpieces, wigs and wefts. Tools, equipment and implements (identification, and usage).	140	40
IV. Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry. Tools equipment and implements (identification and usage).	185	392
V. Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity, and introduction to electrology. Tools, equipment and implements (identification and usage).	35	60
VI. Manicuring, including nail enhancement. Tools, equipment and implements (identification and usage).	10	25
VII. Anatomy and physiology of the hair, skin and nails and disorders of the hair, skin, scalp and nails	50	0
VIII. Product knowledge, product use and sales, preparing and consulting with customer for services	30	0
IX. Laws, rules, professional ethics and history of cosmetology	18	0
X. Individual student needs, industry trends and electives (e.g. recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.). (Hours may include structured visits conducted by the school outside the classroom at one or more cosmetology establishments.).	40	75
<b>TOTAL HOURS</b>	<b>538</b>	<b>1012</b>

## Graduation and Licensing Requirements

- Complete 1550 hours of training
- Satisfactorily complete curriculum requirements
- Pass all written and practical exams with a minimum score of 75%
- Fulfill all financial obligations to the school, or have made satisfactory arrangements to resolve any outstanding balance

Upon completion of all requirements listed above a certificate will be awarded. The Certificate will verify graduation and successful completion of the course for which the student has enrolled. Upon receiving a Certificate, the student will qualify to take the required State Board of Cosmetology Examination to obtain a license to practice.

## Training Phases

Student advancement through each training phase is determined by the number of hours accumulated and time spent in the program. Progression is designed to ensure students are developing the technical skills, professionalism, and confidence necessary at each level of their education.

PHASE	SUBJECT
<b>ESSENTIALS</b>	The Essentials phase provides foundational training in professional development, hair and skin care. Students will learn the core knowledge and fundamental skills necessary to prepare for hands-on practice and salon floor experience.
<b>TRANSITIONAL</b>	Students begin shifting from classroom learning to real-world applications. Based on their current skill level and performance, students gradually begin working on the clinic floor while continuing theory-based instruction. Activities include hairstyling procedures, nail care, front desk/reception duties, and live model practice. This phase is designed to build confidence and enhance the technical and professional skills needed to progress to the advanced level.
<b>ADVANCE</b>	The Advance phase emphasizes continued development through hands-on clinic floor experience, advanced classroom theory, and live model practice. Students apply previously learned techniques in hair, skin, and nail services while building confidence and professional readiness. This phase also includes advanced procedures, business development, salon management, and preparation for the state board examination. Key topics include state law, salon ecology, electricity, trichology, anatomy and physiology, and client retention strategies.

## Student Schedules

### Daytime

Hours: 35 hours per week

Program Duration: 11-12 months

Monday- Friday: 9:00 AM – 4:30 PM (Includes 30-minute break)

### Part-time Days

Hours: 18 hours per week

Program Duration: 22-23 months

Monday- Thursday: 9:00 AM – 1:30 PM (Includes 15-minute break)

## COSMETOLOGY PROGRAM COST & PAYMENT INFORMATION

Below is a detailed breakdown of the financial commitment required for enrollment.

COST BREAKDOWN	AMOUNT	REQUIRED
Tuition	\$ 10,075.00	✓ Yes
Registration Fee	\$ 100.00	✓ Yes
Class Lab Fee	\$ 250.00	✓ Yes
Digital Learning Access & Ebooks	\$ 350.00	✓ Yes
Student Kit	\$ 1,022.25	✗ No (Recommended)

*\*Students have the option to purchase hardcover textbooks for an additional \$100.00*

• Total Cost (Without Kit): \$10,775.00

• Total Cost (With Kit): \$11,797.25

### Initial Payment Required

DUE TWO WEEKS PRIOR TO START OF CLASS	AMOUNT	REQUIRED
Down Payment	\$ 2,015.00	✗ No (Recommended)
Registration Fee	\$ 100.00	✓ Yes
Class Lab Fee	\$ 250.00	✓ Yes
Digital Learning Access & Ebooks	\$ 350.00	✓ Yes

• Initial Payment with Down Payment: \$2,715.00

Remaining Balance: \$8060.00

• Initial Payment without Down Payment: \$700.00

Remaining Balance: \$10,075.00

## TUITION POLICY & PAYMENT PLANS

- ✓ The \$2,015 down payment is optional and not required to begin class. However, it is strongly recommended, as paying it up front lowers your remaining balance and avoids interest charges.
- ✓ Students may defer up to 20% of their tuition (equal to the down payment) until after graduation. An arrangement must be made for the deferred amount and will be subject to interest per the student's payment agreement.
- ✓ Tuition can be converted to an estimated cost of \$6.50 an hour for all students participating in the Cosmetology program.
- ✓ Chanell Ardor offers interest-free monthly payment plans for the remaining tuition balance while the student is actively enrolled. Monthly payments begin on the 15th of the month following enrollment and continue each month thereafter.
- ✓ All tuition and fees are subject to change at the discretion of the school without notice.

### Student Kit (Optional but Recommended) – \$1022.25

The student kit includes high-quality professional tools and materials that exceed the standard supplies available at the school. While the school provides essential materials for training, having a personal kit offers added benefits:

- No need to check supplies in and out.
- You'll have your own professional-grade tools to use at home and in the student salon.
- Greater convenience and personal ownership of materials.
- Ensures familiarity and proficiency with your own tools beyond graduation.

**Note: Purchasing the student kit is optional. Students may choose to purchase it at any time during their program—it is not required upon enrollment. Please keep in mind that kit prices are subject to change based on supply availability and vendor arrangements.**

## **HYBRID COSMETOLOGY PROGRAM**

The cosmetology program is 1550 clock hours. It is designed to prepare students for the state licensing examination, and to help them develop marketable skills that will turn their dreams into reality. Students are taught technical hair design skills, sound business management techniques, and effective human relations.

### **Course Objectives and Educational Goals**

The goal of Chanell Ardor Schools of Beauty and Culture is to develop, educate and build confidence in students by providing training and advance techniques without impacting the quality. The curriculum is kept flexible enough to allow for new procedures and techniques, as they are developed; yet solid enough to maintain high academic standards. The final goal is, of course, to graduate students who will secure and retain employment and advance in their profession.

Upon completion of the course requirements, the determined graduate will be able to:

8. Project a positive attitude and a sense of personal integrity and self-confidence.
9. Project professionalism, visual poise and proper grooming.
10. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
11. Respect the need to deliver worthy service for value received in an employment environment.
12. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
13. Perform the basic analytical skills to advise clients in the total look concept.
14. Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

### **Text & References**

Chanell Ardor Schools of Beauty and Culture uses the Milady's series of textbooks for the Cosmetology program. A comprehensive library of references, books, texts, and audio/videos are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

### **Technology Requirements for Distance Learning**

Students participating in any distance education component must have access to high-speed internet and a computer, laptop, or tablet equipped with a camera and microphone.

### **Instructional Methods**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **Grading Procedure**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. At least two

comprehensive practical skills evaluations will be conducted during the course of study. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. The following grading system is used for all tests, practical work, and projects:

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### Course Requirements

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SUBJECTS	THEORY HOURS	PRACTICAL HOURS
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III. Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger waving, roller setting, pin curl placement, blow drying, shampoo, scalp and hair treatments, conditioning, reconditioning, hair analysis and care of hairpieces, wigs and wefts. Tools, equipment and implements (identification, and usage).	140	40
IV. Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry. Tools equipment and implements (identification and usage).	185	392
V. Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity, and introduction to electrology. Tools, equipment and implements (identification and usage).	35	60
VI. Manicuring, including nail enhancement. Tools, equipment and implements (identification and usage).	10	25
VII. Anatomy and physiology of the hair, skin and nails and disorders of the hair, skin, scalp and nails	50	0
VIII. Product knowledge, product use and sales, preparing and consulting with customer for services	30	0
IX. Laws, rules, professional ethics and history of cosmetology	18	0
X. Individual student needs, industry trends and electives (e.g. recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.). (Hours may include structured visits conducted by the school outside the classroom at one or more cosmetology establishments.).	40	75
<b>TOTAL HOURS</b>	<b>538</b>	<b>1012</b>

Theory Distance Education- 436.5 hrs. (28.16% is distance education)

Theory Onsite- 101.5 hrs.

Practical Onsite – 1012 hrs.

## Graduation and Licensing Requirements

- Complete 1550 hours of training
- Satisfactorily complete curriculum requirements
- Pass all written and practical exams with a minimum score of 75%
- Fulfill all financial obligations to the school, or have made satisfactory arrangements to resolve any outstanding balance

Upon completion of all requirements listed above a certificate will be awarded. The Certificate will verify graduation and successful completion of the course for which the student has enrolled. Upon receiving a Certificate, the student will qualify to take the required State Board of Cosmetology Examination to obtain a license to practice.

## Training Phases

Student advancement through each training phase is determined by the number of hours accumulated and time spent in the program. Progression is designed to ensure students are developing the technical skills, professionalism, and confidence necessary at each level of their education.

PHASE	SUBJECT
<b>ESSENTIALS</b>	The Essentials phase provides foundational training in professional development, hair and skin care. Students will learn the core knowledge and fundamental skills necessary to prepare for hands-on practice and salon floor experience.
<b>TRANSITIONAL</b>	In the Transitional phase, students begin shifting from classroom learning to real-world applications. Based on their current skill level and performance, students gradually begin working on the clinic floor while continuing theory-based instruction. Activities include hairstyling procedures, nail care, front desk/reception duties, and live model practice. This phase is designed to build confidence and enhance the technical and professional skills needed to progress to the advanced level.
<b>ADVANCE</b>	The Advance phase emphasizes continued development through hands-on clinic floor experience, advanced classroom theory, and live model practice. Students apply previously learned techniques in hair, skin, and nail services while building confidence and professional readiness. This phase also includes advanced procedures, business development, salon management, and preparation for the state board examination. Key topics include state law, salon ecology, electricity, trichology, anatomy and physiology, and client retention strategies.

To support flexibility in learning, students complete select theory lessons online through our hybrid education model. All hands-on training, practical hours, and performance assessments takes place at our physical campus. This approach guarantees students gain direct support and real-world experience essential for building their skills.

## Student Schedules

### Daytime

Hours: 35 hours per week

Program Duration: 11-12 months

Monday- Friday: 9:00 AM – 4:30 PM (Includes 30-minute break)

\*Distance Education on select days.

### Part-time Days

Hours: 18 hours per week

Program Duration: 22-23 months

Monday- Thursday: 9:00 AM – 1:30 PM (Includes 15-minute break)

### Evening Program

Hours: 18 hours per week

Program Duration: 22-23 months

Monday – Thursdays: 5:00 PM – 9:30 PM (includes 15-minute break)

\*Distance Education on select days.



## HYBRID COSMETOLOGY PROGRAM COST & PAYMENT INFORMATION

Below is a detailed breakdown of the financial commitment required for enrollment.

COST BREAKDOWN	AMOUNT	REQUIRED
Tuition	\$ 10,075.00	✓ Yes
Registration Fee	\$ 100.00	✓ Yes
Class Lab Fee	\$ 250.00	✓ Yes
Digital Learning Access & eBooks	\$ 350.00	✓ Yes
Student Kit	\$ 1,022.25	✗ No (Recommended)

*\*Students have the option to purchase hardcover textbooks for an additional \$100.00*

• Total Cost (Without Kit): \$10,775.00

• Total Cost (With Kit): \$11,797.25

### Initial Payment Required

Due Two Weeks Prior to Start of Class	AMOUNT	REQUIRED
Down Payment	\$ 2,015.00	✗ No (Recommended)
Registration Fee	\$ 100.00	✓ Yes
Class Lab Fee	\$ 250.00	✓ Yes
Digital Learning Access & eBooks	\$ 350.00	✓ Yes

• Initial Payment with Down Payment: \$2,715.00

Remaining Balance: \$8060.00

• Initial Payment without Down Payment: \$700.00

Remaining Balance: \$10,075.00

## TUITION POLICY & PAYMENT PLANS

- ✓ The \$2,015 down payment is optional and not required to begin class. However, it is strongly recommended, as paying it up front lowers your remaining balance and avoids interest charges.
- ✓ Students may defer up to 20% of their tuition (equal to the down payment) until after graduation. An arrangement must be made for the deferred amount and will be subject to interest per the student's payment agreement.
- ✓ Tuition can be converted to an estimated cost of \$6.50 an hour for all students participating in the Cosmetology program.
- ✓ Chanell Ardor offers interest-free monthly payment plans for the remaining tuition balance while the student is actively enrolled. Monthly payments begin on the 15th of the month following enrollment and continue each month thereafter.
- ✓ All tuition and fees are subject to change at the discretion of the school without notice.

### Student Kit (Optional but Recommended) – \$1022.25

The student kit includes high-quality professional tools and materials that exceed the standard supplies available at the school. While the school provides essential materials for training, having a personal kit offers added benefits:

- No need to check supplies in and out.
- You'll have your own professional-grade tools to use at home and in the student salon.
- Greater convenience and personal ownership of materials.
- Ensures familiarity and proficiency with your own tools beyond graduation.

**Note: Purchasing the student kit is optional. Students may choose to purchase it at any time during their program—it is not required upon enrollment. Please keep in mind that kit prices are subject to change based on supply availability and vendor arrangements**

## **HYBRID BARBERING PROGRAM**

The barbering program is 1000 hours. It is designed to prepare students for the state licensing examination, and to help them develop marketable skills that will turn their dreams into reality. Students are taught technical hair design skills, sound business management techniques, and effective human relations.

### **Course Objectives and Educational Goals**

The goal of Chanell Ardor Schools of Beauty and Culture is to develop, educate and build confidence in students by providing training and advanced techniques without impacting the quality. The curriculum is kept flexible enough to allow for new procedures and techniques, as they are developed; yet solid enough to maintain high academic standards. The final goal is, of course, to graduate students who will secure and retain employment and advance in their profession.

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair cutting, hair coloring, texture services, scalp and hair conditioning, men's shaving, beard and mustache shaping, trimming, men's facial, and facial massage.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in barbering and related fields.

### **Text & References**

A comprehensive library of references, books, texts, and audio/videos are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials. All books and material must be checked out through the Education Director.

### **Technology Requirements for Distance Learning**

Students participating in any distance education component must have access to high-speed internet and a computer, laptop, or tablet equipped with a camera and microphone.

### **Instructional Methods**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **Grading Procedure**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. At least two



comprehensive practical skills evaluations will be conducted during the course of study. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. The following grading system is used for all tests, practical work, and projects:

93% - 100%	Excellent
85%-92%	Very Good
75% - 84%	Satisfactory
74% - 65%	Unsatisfactory (credit will be given for written exams only)
64% and below	no credit/score will be entered as 0

### Course Requirements

The following minimum hours of technical instruction and practical operations are set by the state of Wisconsin:

	SUBJECTS	THEORY HOURS	PRACTICAL HOURS
I.	Hygiene, grooming, and personal development.	5	0
II.	Bacteriology, sterilizations, and sanitation.	15	10
III.	Tools, equipment, and implements (identification and usage).	3	10
IV.	Haircutting, hair tapering (clipper cuts), razor cutting, hairstyling, curling, thermal waving, finger waving, roller setting, pin curl placement, blow drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs, and wefts.	100	400
V.	Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching (lightening), and chemistry.	87	250
VI.	Shaving, beard and mustache shaping, trimming, men's facial, facial massages and basic principles of electricity	20	30
VII.	Anatomy and physiology of the hair, skin and disorders of the hair, skin, and scalp.	15	0
VIII.	Product knowledge, product use and sales, preparing and consulting with customer for services.	15	0
IX.	Laws, rules, professional ethics, and history of Barbering	18	0
X.	Individual student needs, industry trends and electives, i.e., record keeping, mathematics, communications, human relations, public relations and first aid	10	12
	<b>TOTAL HOURS</b>	<b>288</b>	<b>712</b>

Theory Distance Education- 288 hrs. (28.8% is proposed distance education)

Practical Onsite – 712 hrs.

### Graduation and Licensing Requirements

- Complete 1000 hours of training
- Satisfactorily complete curriculum requirements
- Pass all written and practical exams with a minimum score of 75%
- Fulfill all financial obligations to the school, or have made satisfactory arrangements to resolve any outstanding balance

Upon completion of all requirements listed above a certificate will be awarded. The Certificate will verify graduation and successful completion of the course for which the student has enrolled. Upon receiving a Certificate, the student will qualify to take the required State Board Barbering Examination to obtain a license to practice.

## Training Phases

Student advancement through each training phase is determined by the number of hours accumulated and time spent in the program. Progression is designed to ensure students are developing the technical skills, professionalism, and confidence necessary at each level of their education.

PHASES	SUBJECT
<b>ESSENTIALS</b>	The Essentials phase provides students with a strong foundation in professional development, hair, and skin care, and skills necessary to advance to practical application on the salon floor.
<b>ADVANCE</b>	The Advanced phase focuses on continued education through clinic activities, classroom theory, and hands-on client services in the student salon. This stage is designed to strengthen advanced business training skills while reinforcing technical expertise. Students refine their proficiency in advanced hair and skincare procedures, applying previously learned techniques in a real-world setting. Additionally, the curriculum covers essential industry knowledge, including state law and board procedures, salon ecology, electricity, trichology, anatomy and physiology, and business management, preparing students for professional success.

To support flexibility in learning, students complete select theory lessons online through our hybrid education model. All hands-on training, practical hours, and performance assessments take place at our physical campus. This approach guarantees students gain direct support and real-world experience essential for building their skills.

## Student Schedules

### Daytime

Hours: 35 hours per week

Program Duration: 8-9 months

Monday- Friday: 9:00 AM – 4:30 PM (Includes 30-minute break)

\*Distance Education on select days.

### Part-time Days

Hours: 18 hours per week

Program Duration: 13-14 months

Monday – Thursdays: 9:00 AM – 1:30 PM (includes 15-minute break)

\*Distance Education on select days.

### Evening Program

Hours: 18 hours per week

Program Duration: 13-14 months

Monday – Thursdays: 5:00 PM – 9:30 PM (includes 15-minute break)

\*Distance Education on select days.

## HYBRID BARBERING PROGRAM COST & PAYMENT INFORMATION

Below is a detailed breakdown of the financial commitment required for enrollment.

COST BREAKDOWN	AMOUNT	REQUIRED
Tuition	\$ 8,000.00	✓ Yes
Registration Fee	\$ 100.00	✓ Yes
Class Lab Fee	\$ 250.00	✓ Yes
Digital Learning Access & eBooks	\$ 350.00	✓ Yes
Student Kit	\$ 885.00	✗ No (Recommended)

*\*Students have the option to purchase hardcover textbooks for an additional \$100.00*

• Total Cost (Without Kit): \$8,700.00

• Total Cost (With Kit): \$9,585.00

### Initial Payment Required

DUE TWO WEEKS PRIOR TO START OF CLASS	AMOUNT	REQUIRED
Down Payment	\$ 1,600.00	✗ No (Recommended)
Registration Fee	\$ 100.00	✓ Yes
Class Lab Fee	\$ 250.00	✓ Yes
Digital Learning Access & eBooks	\$ 350.00	✓ Yes

• Initial Payment with Down Payment: \$2,300.00

Remaining Balance: \$6,400.00

• Initial Payment without Down Payment: \$700.00

Remaining Balance: \$8,000.00

## TUITION POLICY & PAYMENT PLANS

- ✓ The \$1,600 down payment is optional and not required to begin class. However, it is strongly recommended, as paying it up front lowers your remaining balance and avoids interest charges.
- ✓ Students may defer up to 20% of their tuition (equal to the down payment) until after graduation. An arrangement must be made for the deferred amount and will be subject to interest per the student's payment agreement.
- ✓ Tuition can be converted to an estimated cost of \$8.00 per clock for all students participating in the Barbering program.
- ✓ Chanell Ardor offers interest-free monthly payment plans for the remaining tuition balance while the student is actively enrolled. Monthly payments begin on the 15th of the month following enrollment and continue each month thereafter.
- ✓ All tuition and fees are subject to change at the discretion of the school without notice.

### Student Kit (Optional but Recommended) – \$885.00

The student kit includes high-quality professional tools and materials that exceed the standard supplies available at the school. While the school provides essential materials for training, having a personal kit offers added benefits:

- No need to check supplies in and out.
- You'll have your own professional-grade tools to use at home and in the student salon.
- Greater convenience and personal ownership of materials.
- Ensures familiarity and proficiency with your own tools beyond graduation.

**Note: Purchasing the student kit is optional. Students may choose to purchase it at any time during their program—it is not required upon enrollment. Please keep in mind that kit prices are subject to change based on supply availability and vendor arrangements**

## **HYBRID AESTHETICIAN PROGRAM**

Chanell Ardor Schools of Beauty and Culture offers a comprehensive Aesthetics program totaling 600 hours, which exceeds the State of Wisconsin's requirement of 450 hours. Our extended curriculum is designed to enhance student learning experience by incorporating advanced skincare studies, increased hands-on training, and foundational business education. These additional hours provide students with a deeper understanding of both technical and professional aspects of the field, ultimately improving their career readiness and preparing them for long-term success in the aesthetics industry.

### **Course Objectives and Educational Goals**

The goal of Chanell Ardor Schools of Beauty and Culture is to develop, educate and build confidence in students by providing training and advanced techniques without impacting the quality. The curriculum is kept flexible enough to allow for new procedures and techniques, as they are developed; yet solid enough to maintain high academic standards. The final goal is, of course, to graduate students who will secure and retain employment and advance in their profession.

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of facials and treatments, makeup, body treatments, hair removal, massage, facial machine operations, and safety and sanitation.
6. Utilize basic analytical skills to determine proper skin type, makeup application, and product selection for the client's overall health, wellbeing, and beauty of the skin.
7. Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related fields.

### **Text & References**

A comprehensive library of references, books, texts, and audio/videos are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials. All books and material must be checked out through the Education Director.

### **Technology Requirements for Distance Learning**

Students participating in any distance education component must have access to high-speed internet and a computer, laptop, or tablet equipped with a camera and microphone.

### **Instructional Methods**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation and job entry-level skills. Equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **Grading Procedure**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as

completed and counted toward course completion only when rated as satisfactory or better. At least two comprehensive practical skills evaluations will be conducted during the course of study. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. The following grading system is used for all tests, practical work, and projects:

93% - 100%	Excellent
85%-92%	Very Good
75% - 84%	Satisfactory
74% - 65%	Unsatisfactory (credit will be given for written exams only)
64% and below	no credit/score will be entered as 0

## Course Requirements

	SUBJECTS	THEORY HOURS	PRACTICAL HOURS
I.	Introduction Law and Code, Bookkeeping, Business Management, History, and Ethics	50	
II.	Safety, Sanitation and Sterilization	30	20
III.	Anatomy and Physiology	40	
IV.	Chemistry, Treatments and Process	34	
V.	Treatment-Product and Techniques	45	139
VI.	Electricity, Machines and Equipment	10	35
VII.	Make-up and Color Analysis	20	45
VIII.	Individual Student Needs and Electives (Hours may include structured visits conducted by the school outside of the classroom at one or more cosmetology or aesthetics establishments)	72	60
	<b>TOTAL HOURS</b>	<b>301</b>	<b>299</b>

Theory Distance Education- 225 hrs. (37.5% is distance education)

Theory Onsite- 76 hrs.

Practical Onsite – 299 hrs.

## Graduation and Licensing Requirements

- Complete 600 hours of training
- Complete curriculum requirements
- Pass all written and practical exams with a minimum score of 75%
- Fulfill all financial obligations due to the school, or have made satisfactory arrangements to resolve any outstanding balance

Upon completion of all requirements listed above a certificate will be awarded. The Certificate will verify graduation and successful completion of the course for which the student has enrolled. Upon receiving a Certificate, the student will qualify to take the required State Board Aesthetician Examination to obtain a license to practice.

## Training Phases

Student advancement through each training phase is determined by the number of hours accumulated and time spent in the program. Progression is designed to ensure students are developing the technical skills, professionalism, and confidence necessary at each level of their education.

LEVEL	SUBJECT
<b>ESSENTIALS</b>	The Essentials phase provides foundational training in professional development, and skin care. Students will learn the core knowledge and fundamental skills necessary to prepare for hands-on practice and salon floor experience.
<b>ADVANCE</b>	Continuing education through clinic activities, classroom theory, live model practice with the objective of building advanced business-training skills. Advanced procedures and applications of previously trained skin services. State law and state board procedures, chemistry, electricity, anatomy and physiology, and management.

To support flexibility in learning, students complete select theory lessons online through our hybrid education model. All hands-on training, practical hours, and performance assessments take place at our physical campus. This approach guarantees students gain direct support and real-world experience essential for building their skills.

### Daytime

*Not Available*

### Part-time Evening Schedule

Hours: 18 hours per week

Program Duration: 8-9 months

Monday – Thursdays: 5:00 PM – 9:30 PM (includes 15-minute break)

\*Distance Education on select days.

## HYBRID AESTHETICIAN PROGRAM COST & PAYMENT INFORMATION

Below is a detailed breakdown of the financial commitment required for enrollment.

COST BREAKDOWN	AMOUNT	REQUIRED
Tuition	\$ 6,500.00	✓ Yes
Registration Fee	\$ 100.00	✓ Yes
Class Lab Fee	\$ 150.00	✓ Yes
Digital Learning Access & eBooks	\$ 350.00	✓ Yes
Student Kit	\$ 750.00	✓ Yes
<b>Total Cost</b>	<b>\$ 7,850.00</b>	

*\*Students have the option to purchase hardcover textbooks for an additional \$100.00*

### Initial Payment Required

DUE TWO WEEKS PRIOR TO START OF CLASS	AMOUNT	REQUIRED
Down Payment	\$ 1,300.00	✗ No (Recommended)
Registration Fee	\$ 100.00	✓ Yes
Class Lab Fee	\$ 150.00	✓ Yes
Digital Learning Access & eBooks	\$ 350.00	✓ Yes
Student Kit	\$ 750.00	✓ Yes

• Initial Payment with Down Payment: \$2,650.00

Remaining Balance: \$5,200.00

• Initial Payment without Down Payment: \$1,350.00

Remaining Balance: \$6,500.00

## TUITION POLICY & PAYMENT PLANS

- ✓ The \$1,300.00 down payment is optional and not required to begin class. However, it is strongly recommended, as paying it up front lowers your remaining balance and avoids interest charges.
- ✓ Students may defer up to 20% of their tuition (equal to the down payment) until after graduation. An arrangement must be made for the deferred amount and will be subject to interest per the student's payment agreement.
- ✓ Tuition can be converted to an estimated cost of \$10.83 an hour for all students participating in the Aesthetician program.
- ✓ Chanell Ardor offers interest-free monthly payment plans for the remaining tuition balance while the student is actively enrolled. Monthly payments begin on the 15th of the month following enrollment and continue each month thereafter.
- ✓ All tuition and fees are subject to change at the discretion of the school without notice. Please keep in mind that kit prices are subject to change based on supply availability and vendor arrangements



## **HYBRID MANICURING PROGRAM**

The manicuring program is 300 clock hours. Students will be trained in the basic manipulative skills of Manicuring including technical skills; safety practices; professional appearance, work habits and attitudes; goal setting; communication; and job application skills. These are all necessary to obtain licensure and for competency in job entry level positions in the Manicurist or a related career field.

### **Course Objectives and Educational Goals**

The goal of Chanell Ardor Schools of Beauty and Culture is to develop, educate and build confidence in students by providing training and advanced techniques without impacting the quality. The curriculum is kept flexible enough to allow for new procedures and techniques, as they are developed; yet solid enough to maintain high academic standards. The final goal is, of course, to graduate students who will secure and retain employment and advance in their profession.

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of manicuring, pedicuring, nail enhancements, massage, and safety and sanitation.
6. Utilize basic analytical skills to determine safe and proper use of implements and/or tools, products, disinfection specifications, and for the client's overall health, wellbeing, and beauty of the nails.
7. Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in manicuring and related fields.

### **Text & References**

A comprehensive library of references, books, texts, and audio/videos are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials. All books and material must be checked out through the Education Director.

### **Technology Requirements for Distance Learning**

Students participating in any distance education component must have access to high-speed internet and a computer, laptop, or tablet equipped with a camera and microphone.

### **Instructional Methods**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation and job entry-level skills. Equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **Grading Procedure**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. At least two comprehensive practical skills evaluations will be conducted during the course of study. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation.



Students must make up failed or missed tests and incomplete assignments. The following grading system is used for all tests, practical work, and projects:

93% - 100%	Excellent
85%-92%	Very Good
75% - 84%	Satisfactory
74% - 65%	Unsatisfactory (credit will be given for written exams only)
64% and below	no credit/score will be entered as 0

### Course Requirements

The following minimum hours of technical instruction and practical operations are set by the state of Wisconsin:

	SUBJECTS	THEORY HOURS	PRACTICAL HOURS
1.	Introduction Law and Code, Bookkeeping, Business Management, History, and Ethics	36	0
2.	Safety, Sanitation and Sterilization, First Aid and Bacteriology	10	25
3.	Nails and Skin Disorders	24	10
4.	Anatomy and Physiology	18	8
5.	Manicuring and Pedicuring, including nail enhancement	24	112
6.	Introduction to Advertising	12	
7.	Individual Student Needs and Electives (Hours may include structured visits conducted by the school outside of the classroom at one or more cosmetology or manicuring establishments)	7	14
	<b>TOTAL HOURS</b>	131	169

Theory Distance Education- 76.5 hrs. (25.5% is distance education)

Theory Onsite- 54.5 hrs.

Practical Onsite – 169 hrs.

### Graduation and Licensing Requirements

- Complete 300 hours of training
- Complete curriculum requirements
- Pass all written and practical exams with a minimum score of 75%
- Fulfill all financial obligations due to the school, or have made satisfactory arrangements to resolve any outstanding balance

Upon completion of all requirements listed above a certificate will be awarded. The Certificate will verify graduation and successful completion of the course for which the student has enrolled. Upon receiving a Certificate, the student will qualify to take the required State Board of WI Manicuring Examination to obtain a license to practice.

## Training Phases

Student advancement through each training phase is determined by the number of hours accumulated and time spent in the program. Progression is designed to ensure students are developing the technical skills, professionalism, and confidence necessary at each level of their education.

LEVEL	SUBJECT
<b>ESSENTIALS</b>	The Essentials phase provides foundational training in professional development, and nail care. Students will learn the core knowledge and fundamental skills necessary to prepare for hands-on practice and salon floor experience.
<b>ADVANCE</b>	Continuing education through clinic activities, classroom theory, live model practice with the objective of building advanced business-training skills. Advanced procedures and applications of previously trained nail services. State law and state board procedures, nails and skin disorders, anatomy and physiology, and management.

To support flexibility in learning, students complete select theory lessons online through our hybrid education model. All hands-on training, practical hours, and performance assessments take place at our physical campus. This approach guarantees students gain direct support and real-world experience essential for building their skills.

### Daytime

*Not Available*

### Part-time Evening Schedule

Hours: 18 hours per week

Program Duration: 17 weeks

Monday – Thursdays: 5:00 PM – 9:30 PM (includes 15-minute break)

\*Distance Education on select days.

## HYBRID MANICURING PROGRAM COST & PAYMENT INFORMATION

COST BREAKDOWN	AMOUNT	REQUIRED
Tuition	\$ 2,650.00	✓ Yes
Registration Fee	\$ 100.00	✓ Yes
Class Lab Fee	\$ 100.00	✓ Yes
Digital Learning Access & Ebooks	\$ 350.00	✓ Yes
Student Kit	\$ 450.00	✓ Yes
<b>Total Cost</b>	<b>\$ 3,650.00</b>	

*\*Students have the option to purchase hardcover textbooks for an additional \$100.00*

### Initial Payment Required

DUE TWO WEEKS PRIOR TO START OF CLASS	AMOUNT	REQUIRED
Down Payment	\$ 530.00	✗ No (Recommended)
Registration Fee	\$ 100.00	✓ Yes
Class Lab Fee	\$ 100.00	✓ Yes
Digital Learning Access & Ebooks	\$ 350.00	✓ Yes
Student Kit	\$ 450.00	✓ Yes

• Initial Payment with Down Payment: \$1,530.00

Remaining Balance: \$2,120.00

• Initial Payment without Down Payment: \$1,000.00

Remaining Balance: \$2,650.00

## TUITION POLICY & PAYMENT PLANS

- ✓ The \$530.00 down payment is optional and not required to begin class. However, it is strongly recommended, as paying it up front lowers your remaining balance and avoids interest charges.
- ✓ Students may defer up to 20% of their tuition (equal to the down payment) until after graduation. An arrangement must be made for the deferred amount and will be subject to interest per the student's payment agreement.
- ✓ Tuition can be converted to an estimated cost of \$8.83 an hour for all students participating in the program.
- ✓ Chanell Ardor offers interest-free monthly payment plans for the remaining tuition balance while the student is actively enrolled. Monthly payments begin on the 15th of the month following enrollment and continue each month thereafter.
- ✓ All tuition and fees are subject to change at the discretion of the school without notice. Please keep in mind that kit prices are subject to change based on supply availability and vendor arrangements

## **HYBRID INSTRUCTOR PROGRAM**

The Instructor Program is 150 clock hours. Students will be trained in the basic skills of Instructing including objectives; competencies; methods; lesson planning, teaching techniques of the practical laboratory; interpersonal relations; evaluation and grading principles; classroom management; communications; counseling; record keeping; safety/first aid; practical applications on the clinic floor; and basic skills of practical teaching techniques. These are all necessary to obtain licensure and for competency as an instructor or related position.

### **Course Objectives and Educational Goals**

The goal of Chanell Ardor Schools of Beauty and Culture is to develop, educate and build confidence in students by providing training and advanced techniques without impacting the quality. The curriculum is kept flexible enough to allow for new procedures and techniques, as they are developed; yet solid enough to maintain high academic standards. The final goal is, of course, to graduate students who will secure and retain employment and advance in their profession.

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Provide effective instruction in the classroom and teachings.
6. Perform administrative tasks, student evaluations and grading principles.
7. Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development as a licensed instructor.

### **Text & References**

A comprehensive library of references, books, texts, and audio/videos are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

### **Technology Requirements for Distance Learning**

Students participating in any distance education component must have access to high-speed internet and a computer, laptop, or tablet equipped with a camera and microphone.

### **Instructional Methods**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation and job entry-level skills. Equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **Grading Procedure**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. At least two comprehensive practical skills evaluations will be conducted during the course of study. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. The following grading system is

used for all tests, practical work, and projects:

93% - 100%    Excellent  
 85%-92%      Very Good  
 75% - 84%     Satisfactory  
 74% - 65%     Unsatisfactory (credit will be given for written exams only)  
 64% and below no credit/score will be entered as 0

### Course Requirements

The following minimum hours of technical instruction and practical operations are set by the state of Wisconsin:

	SUBJECTS	HOURS
I.	Orientation: Goals, rules, and review of curriculum.	14
II.	Teach Skills: Objectives, competencies, methods, lesson planning, teaching techniques of the practical laboratory, interpersonal relationships, evaluation and grading principles.	64
III.	Facilitating/Managing Skills: Classroom management, communications, counseling, record keeping, and safety/first aide.	32
IV.	Supervised Teaching (prerequisite: 1, 2, & 3): Practical applications on the clinic floor and basic skills of practical teaching techniques	40
	<b>TOTAL PROGRAM HOURS</b>	<b>150</b>

Distance Education- 64 hrs. (42.6% is distance education)

Onsite- 86 hrs.

### Schedule

Hours: 7.5 hours per week

Program Duration: 20 weeks

Mondays 9am-5:00 pm

\*Distance Education on select days.

### Graduation and Licensing Requirements

- Complete 150 hours of training
- Complete curriculum requirements
- Pass all written and practical exams with a minimum score of 75%
- Fulfill all financial obligations due to the school, or have made satisfactory arrangements to resolve any outstanding balance

Upon completion of all requirements listed above a certificate will be awarded. The Certificate will verify graduation and successful completion of the course for which the student has enrolled. Upon receiving a Certificate, the student will qualify to take the required State Board of WI Instructor Examination to obtain a license to practice.

### Hybrid Instructor Program Cost

FEE BREAKDOWN	AMOUNT	REQUIRED
Tuition	\$ 1,050.00	✓ Yes
Registration Fee	\$ 100.00	✓ Yes
Class/Lab Fee	\$ 100.00	✓ Yes
Digital Learning Access & eBooks	\$ 350.00	✓ Yes
<b>Total Program Cost</b>	<b>\$ 1,600.00</b>	

### Initial Payments

DUE TWO WEEKS PRIOR TO START OF CLASS	AMOUNT	
Down Payment	\$ 210.00	✗ No (Recommended)
Registration Fee	\$ 100.00	✓ Yes
Class/Lab Fee	\$ 100.00	✓ Yes
Digital Learning Access & eBooks	\$ 350.00	✓ Yes

• **Initial Payment with Down Payment:** \$760.00  
**Remaining Balance:** \$840.00

• **Initial Payment without Down Payment:** \$550.00  
**Remaining Balance:** \$1,050.00

### TUITION POLICY & PAYMENT PLANS

- ✓ The \$210.00 down payment is optional and not required to begin class. However, it is strongly recommended, as paying it up front lowers your remaining balance and avoids interest charges.
- ✓ Students may defer up to 20% of their tuition (equal to the down payment) until after graduation. An arrangement must be made for the deferred amount and will be subject to interest per the student's payment agreement.
- ✓ Tuition can be converted to an estimated cost of \$7.00 an hour for all students participating in the Aesthetician program.
- ✓ Chanell Ardor offers interest-free monthly payment plans for the remaining tuition balance while the student is actively enrolled. Monthly payments begin on the 15th of the month following enrollment and continue each month thereafter.
- ✓ All tuition and fees are subject to change at the discretion of the school without notice. Please keep in mind that kit prices are subject to change based on supply availability and vendor arrangements

## CHANELL ARDOR SCHOOLS OF BEAUTY & CULTURE RULES AND REGULATIONS

### Student Conduct

Students are expected to maintain professionalism at all times and conduct themselves with maturity, respect, and courtesy. Disruptive behaviors such as loud talking, yelling, profanity, or inappropriate language will not be tolerated. All smoking, eating and drinking are restricted to designated areas; remembering this is a smoke-free campus. Gossip, negative talk, or behavior that causes discord among students is strictly prohibited. While working with clients, students are expected to give their full attention and provide a professional service experience. Visiting or socializing with other students while serving a client is not permitted. Anyone caught stealing will be terminated immediately. No drugs or alcohol are allowed on the premises. If anyone is under suspicion, they will be sent home.

### Dress Code / Appearance

All dress attire must be professional. As a member of the beauty culture industry your overall appearance must reflect the nature of the business. Therefore, it is VERY IMPORTANT that ALL students always adhere to the dress code.

#### DETAIL DRESS ATTIRE

<b>SHIRTS</b>	Students may wear a black or white shirt of their choice; it can be solid or patterned. The school does not allow T-shirts, sweatshirts, or shirts with hoods. The shirt worn must be clean and free of stains. Chanell Ardor T-shirts are considered acceptable attire.
<b>BOTTOMS</b>	Students may wear black pants. Pant bottoms should be finished (no frayed ends) and not dragging on the ground. <i>The following are not allowed: skorts, shorts, ribbed cuffs, draw strings, or ties at the ankles, fleece lined pants, sweats, or other athletic type pants, including nylon pants, yoga pants, joggings, leggings, cargo pants or overalls.</i> Capri pants (for females) are allowed for summer wear.
<b>SKIRTS</b>	If a student chooses to wear a skirt, it must be black. The hemlines must be no shorter than 3 inches above the kneecap while student is standing. All garments must have a finished hem.
<b>SHOES</b>	A "sport shoe" or a "tennis shoe" made of leather or canvas. Tennis shoes or sport shoes may be black only. Other dress shoes or flats may be worn. From Memorial Day through Labor Day open toed shoes or sandals are allowed. <i>At no time are "flip flops" (defined as shoes that are secured only at the front) allowed. Keep in mind that if sandals are worn they should be "dress" sandals. All shoes should be clean and free of holes and stains. No crocs are permitted.</i>  The comfort and support of the feet, as well as the care of the shoes should be considered when making your shoe purchase for school. This profession requires a lot of time standing; therefore, foot support is very important.
<b>HAIR ORNAMENTS</b>	Hair ornaments should be appropriate with hairstyle and be of a professional style. No sweatbands, "do rags", or sport headbands are allowed. Decorative headbands are permissible.
<b>HAIR AND MAKEUP</b>	Student's hair should be styled before checking in for the day. Your "look" for the day must be established prior to the beginning of each day.



Students must obey all rules of personal hygiene, sanitation, and disinfection as reference in their textbook. An instructor will inform any student who is not in proper attire. If this is the students' first warning for the dress code violation, the instructor will give them a verbal warning. If the student has been previously warned about a dress code violation and is found to be repeating the same offense, they can be sent home. If the same offense is repeated a third time the student can be suspended for one day.

### **Time Clock**

All students are required to clock in upon arrival and clock out prior to leaving the school. Full-time students receive 30-minutes of lunchtime. Therefore, students are required to clock in and out for their lunch break. *It is PROHIBITED by the guidelines of this school for a student to clock in or out another student.* Should a student identify an error, the student is responsible for communicating the error to the instructor. The instructor will correct the time.

### **Phone Calls**

Students are not permitted to use the front desk phone for any reason, as it is reserved for business purposes and must remain available for incoming calls. Family and friends should only contact students at school in case of emergency or urgent matters.

Students may keep their personal cell phones with them during school hours. Phones must be on silent or vibrate mode to avoid disrupting instruction. Phones may be used on the clinic floor to take photos of student work, but personal calls or conversations are not permitted during class or client services.

Students on the business phone shall not attempt to answer any questions or give advice to an inquiring client, except to quote prices and give location. For inquiries about programs or instructor messages, students must take down the caller's name and number and refer the call to the appropriate staff member.

### **Visitors**

Students are not permitted to bring their children to school, and personal friends should be discouraged from coming to the school to visit, unless they are considering enrollment in the school or receiving services. Loitering on the premises is PROHIBITED.

### **Sanitation Maintenance**

Students are required to participate in sanitation daily, as per state requirements. Students are expected to keep their work areas; kit and equipment clean at all times. Hair clippings must be swept up immediately.

*Work areas, lockers and kits are subject to random inspection by State Board Inspectors and school instructors at any time. Students found with deficient equipment or unsanitary conditions are subject to dismissal from school.*

### **Class Participation**

As outlined in the program curriculum, a student's time must be occupied during scheduled school hours, in either practice or the study of theory.

### **Make Up Test Policy**

The opportunity to make up test will be granted to those who are absent on exam day, late, or who have failed a test. It is the responsibility of the student to work with the instructor to schedule the make-up exam during the designated sessions outlined in the program curriculum.



## **Lockers**

Each student is provided a locker. Students are to provide their own lock and an extra key (or the combination) must be given to school administrator to be placed in the student's secured file until graduation. All personal belongings are to be kept in student's locker. Students are responsible for the cleanliness and appearance of their locker at all times. State inspectors are allowed to inspect lockers, kits and stations whenever they inspect the school. The school is not responsible for any lost or stolen articles.

When a student is on a leave of absence from school, they **MUST** vacate all lockers and stations. The school is not responsible for removing and securing items left on the premises during that time. All articles found in assigned stations and lockers, once a student is on leave of absence, will be disposed of accordingly.

## **Student Breaks**

Students will be given periodic breaks, in addition to a 30- minute lunch, which can be utilized on or off campus. Food and beverages are **STRICTLY PROHIBITED** on the salon floor under any circumstances. We encourage our students to maintain a healthy lifestyle and to ensure the integrity of the industry, by maintaining a healthy and balance diet. Therefore, healthy snacks are allowed in the classroom. Chips or other noisy snacks are unacceptable. Liquid beverages are permitted, provided they are stored in secured containers.

Smoking is **PROHIBITED** in the building and is only permissible in acceptable locations outside of the school building. Students are **REQUIRED** to keep the designated smoking area free of any debris caused by smoking or any other trash accumulated during this break time.

## **Student Services**

Students may receive personal services on the clinic floor with prior approval from an instructor. Public clients will always be given priority, and personal services must never interfere with class schedules, required assignments, or scheduled client appointments.

Personal services are only permitted during a student's regularly scheduled school hours and must be directly related to their program of study. Activities such as styling your own hair or polishing your nails are considered personal services and also require instructor approval.

To be eligible for personal services, students must receive permission from an instructor. All services must be performed in a way that supports the learning environment and maintains the professionalism of the clinic floor.

## **Alcohol and Drugs**

The use of alcohol or drugs (unless prescribed by a physician) is **STRICTLY PROHIBITED**. Alcoholic beverages in a public building are illegal. The use of drugs, possession of such, or of any drug paraphernalia, is also illegal. The use of alcohol or drugs in any form on school premises, on school grounds, or at any school related activity would result in immediate expulsion. Students who need professional help can find referrals for counseling in the School Director's office.

## **Weapons in School**

Chanell Ardor is a **WEAPON(S) FREE** environment. Therefore, weapon(s) of any type are **PROHIBITED** from being on or near school grounds. Students caught with a weapon in school will be sent home immediately, the weapon(s) will be turned over to the local police department, and a decision will be made as to whether the student will be allowed to return to school.

## SCHOOL GUIDELINE AND DISCIPLINARY ACTION

IMMEDIATE WITHDRAWAL	INSTRUCTOR'S IMMEDIATE CLOCK OUT
1. Theft.	1. Leaving school without permission of instructor.
2. Clocking in for school and not being found on campus.	2. Failure to have proper equipment when needed.
3. Altering or forging time clock hours.	3. Use of foul language, ethnic, racial or sexual slurs.
4. Use of drugs or alcohol in the school	4. Receiving personal services without instructor's permission.
5. Causing extreme or willful disruption of school.	5. Gossiping or causing discord in the school.
6. Physical abuse of another person.	6. Smoking outside of designated areas.
7. Destruction of property	7. Refusing to perform an assignment, patron or otherwise.
	8. Using product or performing services not on patron ticket.
	9. Modifying customer or services without consulting instructor.
	10. Being in school under the influence of drugs or alcohol.
	11. Not wearing required smock and/or nametag.

### Disciplinary Action

First infraction of the rules and regulations will result in advising and a verbal warning.
Second infraction of the rules and regulations will result in a written warning.
Third infraction of the rules and regulations will result in a suspension not to exceed three (3) school days.
Fourth infraction of the rules and regulations, the student is subject for dismissal. A student may be terminated from the school upon determination by the Administration after counseling with the student the Administration has decided that the behavior pattern of the student cannot conform to school rules and policies.

**NOTE:** At the discretion of the Director, these rules may be changed and subsequently posted on the school's bulletin board.

### Attendance Policy

Satisfactory attendance is a vital part of each student's record. Students must attend theory class regularly and pursue the instruction of practical and clinical work diligently. A minimum of 75% of course hours must be achieved at the end of each month. Absences will be considered as excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons. All excused absences are to be substantiated in writing and are at the discretion of the school Administration. All other absences will be considered unexcused. If you have a special event to attend, it will be excused with a two-week notice. Attendance is calculated as Completed Hours divided by Scheduled Hours. Excused absences are still missed hours for the purpose of calculating attendance.

### Tardiness

Students are expected to arrive on time for all scheduled sessions. A grace period of up to 15 minutes is allowed; however, if a student arrives after this window, they must obtain permission from an instructor or administration to remain in school for the day. Approval is not guaranteed and will be based on the nature of the delay, as well as the student's overall attendance and punctuality record. While we understand that unexpected circumstances can occur, such exceptions are considered rare. All absences and tardiness, including time missed due to late arrivals, will count toward a student's total absent hours. Accumulated absent hours may result in additional fees and can impact a student's ability to complete

their program on time. Habitual tardiness may lower a student's attendance percentage, negatively affect progress evaluations, and may ultimately lead to dismissal from the program.

### **No Call – No Show**

Our job is to prepare students for employment. Part of that job is developing responsible habits. All jobs would require that they be notified if you were not coming to work that day. Students are required to call the school if they will not be present. The first "no call – no show" will result in verbal warning. The second "no call – no show" will be written up. A third "no call –no show" will result in three days suspension.

### **Make-Up Work or Class Missed**

Students will have an opportunity to make up missed or failed assignments. Immediately following a student's absence, they should make up any theory, practical, and lab work assignments. Students will have one week to complete any make up work once final curriculum grades are submitted; provided that student has attended school at least 50% of the time. Students with an attendance record less than 50% are required to re-take the module to receive a grade. Students must request permission from the Director or Instructor to make-up any classes that were missed on the next available class date.

### **Change of Class Status**

If a student finds they are unable to attend their scheduled hours they must request a change of status/schedule from the Director prior to attending a different schedule. The administrative staff must approve the new schedule.

### **Course Withdrawal**

Students have the right to withdraw from a course of instruction at any time. A withdrawal from the course or failure to complete a course notice will be placed in the students' academic file. Students who wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. In order for a student to be considered making satisfactory progress the student must maintain 75% in attendance and academic work.

### **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

PROGRAMS	EVALUATION HOURS A	EVALUATION HOURS B	EVALUATION HOURS C
<b>Cosmetology</b>	450 Scheduled Hours	900 Scheduled Hours	1225 Scheduled Hours
<b>Barbering</b>	450 Scheduled Hours	900 Scheduled Hours	NA
<b>Aesthetician</b>	300 Scheduled Hours	NA	NA
<b>Manicuring</b>	150 Scheduled Hours	NA	NA
<b>Instructor Training</b>	75 Scheduled Hours	NA	NA

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 in the course.

### **Attendance Progress Evaluation**

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% 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 133% of the course length) allowed for the students to complete each course at satisfactory academic progress is stated below:

PROGRAM	HOURS	MAXIMUM TIME ALLOWED
<b>Cosmetology</b> 35 hrs. week/full time	1550	59 Weeks, 2062 Scheduled Hours
<b>Cosmetology</b> 18 hrs. week/part time	1550	115 Weeks, 2062 Scheduled Hours
<b>Barbering</b> 35 hrs. week/full time	1000	38 Weeks, 1330 Scheduled Hours
<b>Barbering</b> 18hrs. week/part time	1000	74 Weeks, 1330 Scheduled Hours
<b>Esthetician</b> 18 hrs. week/part time	600	44 Weeks, 798 Scheduled Hours
<b>Manicuring</b> 18 hrs. week/part time	300	22 Weeks, 399 Scheduled Hours
<b>Instructor Training</b> 7.5 hrs. week	150	27 Weeks, 200 Scheduled Hours

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

### 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. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93% - 100%	Excellent
85%-92%	Very Good
75% - 84%	Satisfactory
74% - 65%	Unsatisfactory (credit will be given for written exams only)
64% and below	no credit/score will be entered as 0

### 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 Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **Warning**

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

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and the school may at their discretion and after consideration of circumstances terminate the student.

### **Re-establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **Interruptions, Course Incompletes and Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **Re-admissions**

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at point of re-entry. If the student was not meeting satisfactory progress, he shall initially be placed on probation for one month at re-enrollment.

### **Appeal Procedures**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and a written plan will be created with the student that will outline the reasoning and conditions for the appeal, as well as the goals and time specifications that must be met for a student to return to good standing. Failure to meet the conditions of the appeal will result in termination of the appeal, with no opportunity to reapply for an appeal.



### **Noncredit, Remedial Courses, Repetitions**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **Transfer Hours**

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when allowable maximum time frame has been exhausted.

### **Leave of Absence**

A student may be granted a leave of absence for circumstances beyond the control of the student. The leave of absence must be requested in writing and is subject to school approval. The student's administrative office will assist the student in requesting a leave of absence and determining what supporting documentation, if any, is required to approve the leave. Valid reasons for LOA are medical, military duty, or death of immediate family member. The maximum period is (60) calendar days. The school permits more than one leave of absence in a 12-month period if the total number of days absent does not exceed (180) calendar days in a 12-month period.

- Scheduled hours will not be accumulated
- The leave will not affect the student's satisfactory progress status
- The student's maximum timeframe for course completion and enrollment agreement end date will be extended by the number of calendar days of the leave
- The student will be informed as to when he or she is scheduled to resume training
- The student will return to school with the same academic and attendance status held prior to the leave
- Failure to return from a leave of absence on the scheduled date will result in immediate termination from school

### **Student's Responsibility upon Return from Leave**

The student will return to school from a leave of absence on the return date specified on the Leave of Absence Request form. A student who wishes to extend or shorten the scheduled leave of absence must contact the administrative office at least two business days prior to the originally scheduled return date or desired new return date.

### **Termination Policy**

A student may be terminated for violating any school rules, or for failing to maintain Satisfactory Progress Policy.

### **Cancellation/ 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 The school does not accept an applicant. 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 this case he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount 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 The school expels a student. (The institution will determine unofficial withdrawals 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:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- 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 refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or 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 a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

If you are the parent of a student under 18 years old or tax dependent, or if you are a student 18 years or older, you should know that the privacy of your child's (or your) school records is protected by a federal – the Family Educational Rights and Privacy Act of 1974 (FERPA). The FERPA gives certain rights to parents regarding their children's educational records. These rights transfer to the student or former student who has reached the age of 18 or is no longer tax dependent attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. The school must have written permission from the parent or eligible student before releasing any information from a student's record for each third-party request. However, the law allows schools to disclose records, without consent, to the following parties: school employees who have need-to-know; certain government officials in order to carry out lawful functions; appropriate parties in connection with financial aid to a student; organizations doing certain studies for the school; accrediting organizational, individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; state and local authorities to whom disclosure is required by state laws adopted before November 19, 1974. The school may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, and dates of attendance to those who have a legitimate need to know. You may, however, request in writing that the school not disclose any or all this information before publishing.

### **Disclosure of Educational Records**

Students and parents or guardians of dependent minors have the right to inspect, review and challenge information contained in their education records. Educational records are defined as files, materials, and documents, which contain information directly related to a student that is maintained by the institution. Written consent is required each time a review is requested before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Any inquiries or complaints regarding the above should be directed to the owner of the school, or authorized representative. It is asked that a twenty-four-hour notice be given to management by anyone wishing to inspect educational records. All inspection of records must be Cosmetology related subjects with emphasis on salon techniques done under supervision of school management. We do not publish a student directory. A record of student's hours and progress will be kept indefinitely. Student files will be retained for five (5) years.



## JOB PLACEMENT OPPORTUNITIES

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

### Possible Career Opportunities for Licensed Professionals

Graduates of programs in the beauty and culture industry that become licensed in Cosmetology, Barbering, Aesthetician, Manicurist, and/or Instructor; have some of the following career opportunities available:

LICENSED COSMETOLOGY PRATICITIONER	LICENSED BARBER
<ul style="list-style-type: none"> <li>▪ Hairstylist / Barber/ Manicurist/ Makeup Artist</li> <li>▪ TV/Motion Picture Hairstylist</li> <li>▪ Hair Extension Specialist</li> <li>▪ Product Representative</li> <li>▪ Editorial Stylist</li> <li>▪ Instructor</li> <li>▪ Salon / Spa Owner and/or Manager</li> <li>▪ State Board Examiner, Member, or Inspector</li> </ul>	<ul style="list-style-type: none"> <li>▪ Barber</li> <li>▪ TV/Motion Picture Barber</li> <li>▪ Product Representative</li> <li>▪ Instructor of Barbering</li> <li>▪ Salon / Spa Owner and/or Manager</li> <li>▪ State Board Examiner, Member, or Inspector</li> </ul>
LICENSED AESTHETICIAN	LICENSED MANICURIST
<ul style="list-style-type: none"> <li>▪ Aesthetician in Medical Setting</li> <li>▪ Spa/Resort Technician</li> <li>▪ Photo Shoot Makeup Artist</li> <li>▪ Department Store Promotional Artist</li> <li>▪ Product Representative</li> <li>▪ Instructor of Aesthetics</li> <li>▪ Salon / Spa Owner and/or Manager</li> <li>▪ State Board Examiner, Member, or Inspector</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manicurist</li> <li>▪ Nail Enhancement Specialist</li> <li>▪ Spa/Resort Technician</li> <li>▪ Editorial Nail Technician</li> <li>▪ Product Representative</li> <li>▪ Instructor of Manicuring</li> <li>▪ Salon / Spa Owner and/or Manager</li> <li>▪ State Board Examiner, Member, or Inspector</li> </ul>
LICENSED INSTRUCTOR	
<ul style="list-style-type: none"> <li>▪ Cosmetology, Barber, Aesthetician or Manicurist Instructor</li> <li>▪ Advertising</li> <li>▪ Guest Artist</li> <li>▪ Trainer of Instructors</li> <li>▪ State Board Examiner, Member, or Inspector</li> </ul>	

## HOUSING

No housing is available.

## ADVISING

Beginning on the day of enrollment, advising, and guidance is given to each student. Throughout the attendance of the school, advising is available whenever needed or necessary.

## STUDENT AID

Chanell Ardor Schools of Beauty and Culture currently does not offer financial aid.

### Family Tuition Discounts

Chanell Ardor Schools of Beauty and Culture is proud to support family members who wish to pursue a career in the beauty and barbering industry. Family members of the school owner may be eligible to receive discounted or waived tuition. These opportunities are extended as a professional courtesy and are offered at the discretion of the administration.

This policy is in place to support the personal and professional development of family members and is not intended to disadvantage or discriminate against other students. All students, regardless of tuition status, are held to the same academic and conduct standards.

### Tuition Payment Options

Chanell Ardor Schools of Beauty and Culture offers several options to pay for your education.

- ✓ **Direct or Private Loan from a Bank**
- ✓ **Monthly Payment Plan** - Students must pay a down payment for the registration fee, class lab fee, and kit, in addition to the required tuition down payment specified in their chosen program. The remaining balance can be paid in interest-free monthly installments over the duration of the program.
- ✓ **Tuition Financing** - Accessible options to make tuition affordable.
- ✓ **State Retraining Programs** - DVR

The school may at its option and without notice, prevent students from attending class until unpaid balance is satisfied.

*\* Tuition payments made by credit or debit card will incur an additional processing fee of three and one-half percent (3.5%)*

### Overtime Charges

Any student who does not complete a course within the allotted contract enrollment period will be required to pay the current rate per program hour. The student's enrollment agreement will terminate. The school may have any student whose contract terminated execute a new Agreement. The student shall be required to pay the current charges per program hour in effect at the time the new agreement is executed for each program hour the student must complete. A cumulative grade average of 85% must be maintained in order to meet graduation requirements. Normal enrollment periods provide adequate allowance for limited excused absences.

## **STUDENT GREIVANCE PROCEDURE**

If a student has a legitimate complaint against Chanell Ardor Schools of Beauty and Culture, the school will make every attempt to resolve it. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act that is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The student complaint will be reviewed by management, and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that the management cannot resolve it, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has not been involved in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. The student is required to try to resolve the problems through the school's complaint process. If the student is not satisfied through the course of action taken by the school, and wishes to pursue the matter further, they may contact the Department of Safety and Professional Services, 1400 East Washington Avenue, Room 112, Madison, WI 53703. Phone (608) 266-2112

## **SURETY BOND**

Chanell Ardor Schools of Beauty and Culture is bonded for the protection of the student. The bond is required by Section 440.62(2), Wis. Stats. and RL61.06 Wisconsin Administrative Code, and protects students of the School and their parents, guardians, and sponsors from risk of economic loss. Chanell Ardor Schools of Beauty and Culture bond is conditioned to provide indemnification to any student or enrollee of Chanell Ardor, or the parent or guardian, or sponsor of such a student or enrollee who suffers any loss or damage as a result of the following:

1. Fraud Misrepresentation by Chanell Ardor Schools of Beauty and Culture, LLC.
2. Violation of any state administrative rule, statute or school policy relating to the licensing or operation of Chanell Ardor Schools of Beauty and Culture, LLC.
3. A student or enrollee's inability to complete the course or courses of instruction because Chanell Ardor Schools of Beauty and Culture failed to perform its contractual obligations to the student or enrollee.
4. A student or enrollee being refused a tuition refund to which he or she is entitled.

A student or enrollee of Chanell Ardor Schools of Beauty and Culture or the parent or guardian, or sponsor of such a student or enrollee interested in information regarding claims, they can inquire with the Director of Academy or through Western Surety Company, P.O. Box 5077, Sioux Falls, SD 57117-5077.