



SCHOOLS OF BEAUTY AND CULTURE  
CHANELL ARDOR



**1810 SOUTH PARK STREET  
MADISON, WI 53713  
608-286-1104**

## **2021 – 2022 STUDENT CATALOG AND HANDBOOK**



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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 Executive Director  
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

Chanell Ardor Schools of Beauty and Culture is located Madison, WI. The interior of the school has been designed to reflect a professional atmosphere conducive to learning, as well as working in a licensed establishment. The school décor is very modern and reflects the likes of an upscale salon. The facility includes a Theory Classroom, Salon Floor, Facial Room, Mani & Pedi Lounge, and Administration Office with secure file storage, and Dispensary. The classroom is equipped with audiovisual equipment, wireless access, and course management material used for instruction. Reference materials related to the beauty industry (DVD's, modern salon styling guides, and additional books) are available for student use. The building entrance is ground level and handicapped accessible. Ample parking is available, and the building is smoke free.

Chanell Ardor is an English-speaking learning institution, which means all instruction, and materials are provided and displayed in the English language.

### Chanell Ardor Hours of Operation

Chanell Ardor School of Beauty and Culture is open Tuesday through Thursday and Saturdays. The detail schedule is as follows:

DAY	HOURS
Monday	9:00 AM – 9:30 PM
Tuesday	9:00 AM – 9:30 PM
Wednesday	9:00 AM – 9:30 PM
Thursday	9:00 AM – 9:30 PM
Saturday	9:00 AM – 3:00 PM

### Cosmetology and Barbering Program Start Dates 2021

DATES				
Jan 25 <sup>th</sup>	Feb 4 <sup>th</sup>	April 19 <sup>th</sup>	June 14 <sup>th</sup> and 28 <sup>th</sup>	July 12 <sup>th</sup> & 26 <sup>th</sup>
Aug 9 <sup>th</sup> & 23 <sup>rd</sup>	August 9 <sup>th</sup> & 23 <sup>rd</sup>	September 6 <sup>th</sup> & 20 <sup>th</sup>	October 4 <sup>th</sup> & 18 <sup>th</sup>	November 1 <sup>st</sup> & 15 <sup>th</sup>

### Manicurist Program Start Dates 2021

DATES		
June 14 <sup>th</sup>	August 9 <sup>th</sup>	October 11 <sup>th</sup>

### Other Program Starts Dates 2021

PROGRAM	START DATE	
Esthetics	June 14 <sup>th</sup>	October 4 <sup>th</sup>
Instructor	Please contact school for start dates and schedule	

### Holidays and Breaks 2021

HOLIDAY/BREAK	DATES
Martin Luther King Jr.	January 18 <sup>th</sup>
Spring Break	March 21 <sup>st</sup> – March 27 <sup>th</sup>
Memorial Day	May 31 <sup>st</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	September 6 <sup>th</sup>
Thanksgiving Break	November 25 <sup>th</sup> – November 27 <sup>th</sup>
Winter Break	December 24 <sup>th</sup> – January 1 <sup>st</sup>

### Cosmetology and Barbering Program Start Dates 2022

DATES					
January 10 <sup>th</sup> & 24 <sup>th</sup>	February 7 <sup>th</sup> & 21 <sup>st</sup>	March 7 <sup>th</sup> & 21 <sup>st</sup>	April 4 <sup>th</sup> & 18 <sup>th</sup>	May 2 <sup>nd</sup> & 16 <sup>th</sup>	June 13 <sup>th</sup> & 27 <sup>th</sup>
July 11 <sup>th</sup> & 25 <sup>th</sup>	August 8 <sup>th</sup> & 22 <sup>nd</sup>	September 5 <sup>th</sup> & 19 <sup>th</sup>	October 3 <sup>rd</sup> & 17 <sup>th</sup>	November 14 <sup>th</sup> & 28 <sup>th</sup>	

### Manicurist Program Start Dates 2022

DATES					
January 24 <sup>th</sup>	March 28 <sup>th</sup>	June 6 <sup>th</sup>	August 1 <sup>st</sup>	October 3 <sup>rd</sup>	December 5 <sup>th</sup>

### Other Program Start Dates 2022

PROGRAM	START DATE	
Esthetics	January 24 <sup>th</sup>	May 16 <sup>th</sup> September 5 <sup>th</sup>
Instructor	Please contact school for start dates and schedule	

### Holidays and Breaks 2022

HOLIDAY/BREAK	DATES
Martin Luther King Jr.	January 17 <sup>th</sup>
Spring Break	March 20 <sup>th</sup> – March 26 <sup>th</sup>
Memorial Day	May 30 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	Sept 5 <sup>th</sup>
Thanksgiving Break	November 24 <sup>th</sup> - November 26 <sup>th</sup>
Winter Break	December 24 <sup>th</sup> – January 1 <sup>st</sup>

### Emergency Closures

Emergency closures may occur in the event of an emergency or unexpected situation. Students will be notified of an emergency closing by phone call, text, or email, and/or a detailed explanation of the closure posted on the front door of the facility.

### Instructors Training

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
President/Executive Director	Tanisha Harbert
Director of Admissions and Marketing	Johlisa Jackson
Vice President of Student Affairs	Ytevia Watts
Licensed Instructor	Tanisha Harbert
Licensed Cosmetologist	Narda Galligan
Licensed Cosmetologist	Shante Hawkins

### Chanell Ardor Schools of Beauty and Culture, LLC Contact Information

<b>School Address:</b>	1810 South Park Street	Madison, WI 53713
<b>Email Addresses:</b>	General Information:	<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) 286-1104	Administrative Office Hours: Monday – Thursday 9:00 AM to 4:00 PM

*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
- 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. Chanell Ardor does not admit ability-to-benefit students.

### **Transfer Students**

Chanell Ardor will allow students to transfer in from another beauty school and may accept their hours based on receiving Official transcripts prior to any enrollment, along with the completion of any state transfer requirements (if applicable).

### **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, providing they have returned within six months. Students who have withdrawn can be re-admitted. Credit will be given for all hours previously earned if they re-enter within six months from their last day of attendance. Students who re-enter after six months from their last date of attendance may not receive credit for all previous hours. If a student does not return until after 6 months, they may be required to repeat the 360 hours of basic training in addition to the hours needed to complete the course. 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 realities. 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 matter 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**

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.

### **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. 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 per the following scale:

WRITTEN			PRACTICAL	
93% - 100%	Excellent	A	4	Excellent
85% - 92%	Very Good	B	3	Very Good
75% - 84%	Satisfactory	C	2	Satisfactory
74% & Below	Unsatisfactory	D	0 -1	Unsatisfactory

## Course Requirements

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

SUBJECTS	THEORY HOURS	PRACTICAL HOURS 1181
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 electrolysis. 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.). <b>(Hours may include structured visits conducted by the school outside the classroom at one or more cosmetology establishments.).</b>	40	75
<b>TOTAL HOURS</b>	<b>538</b>	<b>1012</b>

## Graduation and Licensing Requirements

- Complete 1550 hours of training
- Complete curriculum requirements
- Pass all written and practical exams with a score of at least 75%
- Fulfill all financial obligations due to the school

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.

## Advancement

Students advancement will be based on the amount of time in school and hours accumulated.

LEVEL	SUBJECT
<b>ESSENTIALS</b>	Basic Training including professional development, hair, nails, and skin care, and skills necessary to advance to practical application on the salon floor.
<b>TRANSITIONAL</b>	In consideration of present levels and performance, students will transition twice a month from the classroom to the floor. Procedures will include hairstyling, reception area duties, and live model practice. Transition will allow students to gain more confidence while enhancing the skills necessary to progress to the advance level.
<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 hair, skin, and nail services. State law and state board procedures, salon ecology, electricity, trichology, anatomy and physiology, and management.

## Student Schedules

### Daytime

“Essentials” theory training is 12 weeks on the following schedule:

Monday through Thursday 9:00 AM – 4:00 PM

E/O Saturday 9:00 AM – 3:00 PM

**“Advance” theory training schedule is as follows:**

Monday 9:00 AM – 4:00 PM

Tuesday 9:00 AM – 12:30 PM

### Evening

“Essentials” theory training is 18 weeks on the following schedule:

Monday through Thursday 5:00 PM – 9:30 PM

E/O Saturday 9:00 AM – 3:00 PM

**“Advance” theory training schedule is as follows:**

Monday 5:00 PM – 9:30 PM

Tuesday 5:00 PM – 6:00 PM

## Student Salon

Upon completion of Essentials and passing the Essentials Written and Practical Test Out examinations, students are promoted to senior status and begin practicing services with customers in the student salon.

**Schedule options for seniors are as follows:**

### Full-Time I (32 hours per week/ 5 days per week)

Monday through Thursday 9:00 AM – 4:00 PM, Saturday 9:00 AM – 3:00 PM

### Full-Time II (26-32 hours per week/ 4-5 days per week)

Monday through Thursday 9:00 AM – 4:00 PM, E/O Saturday 9:00 AM – 3:00 PM

### Part Time I (24 hours per week/ 5 days per week)

Monday through Thursday 5:00 PM – 9:30 PM, Saturday 9:00 AM – 3:00 PM

### Part Time II (18-24 hours per week/ 4-5 days per week)

Monday through Thursday 5:00 PM – 9:30 PM, E/O Saturday 9:00 AM – 3:00 PM

### Cosmetology Program Cost

PRICING BREAKDOWN	AMOUNT
Tuition	\$10,075.00
Registration Fee	\$ 100.00
Class Lab Fee	\$ 100.00
Student Kit	\$ 750.00
<b>Total Program Cost</b>	<b>\$ 11,025.00</b>

### Initial Payments

DUE PRIOR TO START OF 1 <sup>ST</sup> CLASS	AMOUNT
20% Down Payment	\$ 2,015.00
Registration Fee	\$ 100.00
Class Lab Fee	\$ 100.00
Student Kit	\$ 750.00
<b>Total Initial Payment</b>	<b>\$ 2,965.00</b>

### Payment Structure

REMAINING PAYMENT STRUCTURE	AMOUNT
<b>Remaining Balance</b>	<b>\$ 8060.00</b>
16 Payments of:	\$ 503.75

- ✓ All tuition and fees are effective as of April 2021 and 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.
- ✓ Tuition can be converted to an estimated cost of \$6.50 an hour for all students participating in the Cosmetology program.
- ✓ Please keep in mind that registration, class lab fee, and kit cost are not considered a portion of your tuition and must be paid in full prior to the start of any classes.
- ✓ The 20% down payment requirement is considered a payment towards a student's tuition and must be paid in full prior to the start of any class. This down payment will be applied to your tuition and adjusted as outlined above in the Payment Structure table.

## **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 realities. 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 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 matter 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.

### **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. 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 per the following scale:

WRITTEN			PRACTICAL	
93% - 100%	Excellent	A	4	Excellent
85% - 92%	Very Good	B	3	Very Good
75% - 84%	Satisfactory	C	2	Satisfactory
74% & Below	Unsatisfactory	F	0 -1	Unsatisfactory

## 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>

## Graduation and Licensing Requirements

- Complete 1000 hours of training
- Complete curriculum requirements
- Pass all written and practical exams with a score of at least 75%
- Fulfill all financial obligations due to the school

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.

## Advancement

Students advancement will be based on the amount of time in school and hours accumulated.

LEVEL	SUBJECT
<b>ESSENTIALS</b>	Basic Training including professional development, hair, and skin care, and skills necessary to advance to practical application on the salon floor.
<b>TRANSITIONAL</b>	In consideration of present levels and performance, students will transition twice a month from the classroom to the floor. Procedures will include barbering, reception area duties, hair care services and live model practice. Transition will allow students to gain more confidence while enhancing the skills necessary to progress to the advance level.
<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 hair, and skin. State law and state board procedures, salon ecology, electricity, trichology, anatomy and physiology, and management.

## Student Schedules

### Daytime

“Essentials” theory training is 12 weeks on the following schedule:

Monday through Thursday 9:00 AM – 4:00 PM

E/O Saturday 9:00 AM – 3:00 PM

**“Advance” theory training schedule is as follows:**

Monday 9:00 AM – 4:00 PM

Tuesday 9:00 AM – 12:30 PM

### Evening

“Essentials” theory training is 18 weeks on the following schedule:

Monday through Thursday 5:00 PM – 9:30 PM

E/O Saturday 9:00 AM -3:00 PM

**“Advance” theory training schedule is as follows:**

Monday 5:00 PM – 9:30 PM

Tuesday 5:00 PM – 6:00 PM

## Student Salon

Upon completion of Essentials and passing the Essentials Written and Practical Test Out examinations, students are promoted to senior status and begin practicing services with customers in the student salon.

**Schedule options for seniors are as follows:**

### Full-Time I (32 hours per week/ 5 days per week)

Monday through Thursday 9:00 AM – 4:00 PM, Saturday 9:00 AM – 3:00 PM

### Full-Time II (26-32 hours per week/ 4-5 days per week)

Monday through Thursday 9:00 AM – 4:00 PM, E/O Saturday 9:00 AM – 3:00 PM

### Part Time I (24 hours per week/ 5 days per week)

Monday through Thursday 5:00 PM – 9:30 PM, Saturday 9:00 AM – 3:00 PM

### Part Time II (18-24 hours per week/ 4-5 days per week)

Monday through Thursday 5:00 PM – 9:30 PM, E/O Saturday 9:00 AM – 3:00 PM

### Barbering Program Cost

PRICING BREAKDOWN	AMOUNT
Tuition	\$ 6,500.00
Registration Fee	\$ 100.00
Class Lab Fee	\$ 100.00
Student Kit	\$ 800.00
<b>Total Program Cost</b>	<b>\$ 7,500.00</b>

### Initial Payments

DUE PRIOR TO START OF 1 <sup>ST</sup> CLASS	AMOUNT
20% Down Payment	\$ 1,500.00
Registration Fee	\$ 100.00
Class Lab Fee	\$ 100.00
Student Kit	\$ 800.00
<b>Total Initial Payment</b>	<b>\$ 2,500.00</b>

### Payment Structure

REMAINING PAYMENT STRUCTURE	AMOUNT
<b>Remaining Balance</b>	<b>\$ 5000.00</b>
13 Payments of:	\$ 357.14
1 Payment of:	\$ 357.18

- ✓ All tuition and fees are effective as of April 2021 and 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.
- ✓ Tuition can be converted to an estimated cost of \$6.50 an hour for all students participating in the Barbering program.
- ✓ Please keep in mind that registration, class lab fee, and kit cost are not considered a portion of your tuition and must be paid in full prior to the start of any classes.
- ✓ The 20% down payment requirement is considered a payment towards a student's tuition and must be paid in full prior to the start of any class. This down payment will be applied to your tuition and adjusted as outlined above in the Payment Structure table.

## **ESTHETICIAN PROGRAM**

The Esthetician course of study consist of 600 clock hours. Students will be trained in the basic manipulative skills of Esthetics 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 aesthetics 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 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 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 matter 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.

### **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. 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 per the following scale:

WRITTEN			PRACTICAL	
93% - 100%	Excellent	A	4	Excellent
85% - 92%	Very Good	B	3	Very Good
75% - 84%	Satisfactory	C	2	Satisfactory
74% & Below	Unsatisfactory	F	0 -1	Unsatisfactory

### 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>

### Graduation and Licensing Requirements

- Complete 600 hours of training
- Complete curriculum requirements
- Pass all written and practical exams with a score of at least 75%
- Fulfill all financial obligations due to the school

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.

## Advancement

Students advancement will be based on the amount of time in school and hours accumulated.

LEVEL	SUBJECT
<b>ESSENTIALS</b>	Basic Training including professional development, sanitation, and skin care as well as skills necessary to advance to practical application on the salon floor.
<b>TRANSITIONAL</b>	In consideration of present levels and performance, students will transition twice a month from the classroom to the floor. Procedures will include skin care services, reception area duties, and live model practice. Transition will allow students to gain more confidence while enhancing the skills necessary to progress to the advance level.
<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.

## Student Schedules

### Daytime

Currently not available.

### Evening

“Essentials” theory training is 14 weeks on the following schedule:

Monday through Thursday 5:00 PM – 9:30 PM

E/O Saturday 9:00 AM -3:00 PM

### “Advance” theory training schedule is as follows:

Monday 5:00 PM – 9:30 PM

Tuesday 5:00 PM – 6:00 PM

## Student Salon

Upon completion of Essentials and passing the Essentials Written and Practical Test Out examinations, students are promoted to senior status and begin practicing services with customers in the student salon.

### Schedule options for seniors are as follows:

#### Part Time I (24 hours per week/ 5 days per week)

Monday through Thursday 5:00 PM – 9:30 PM, Saturday 9:00 AM – 3:00 PM

#### Part-Time II (18-24 hours per week/ 4-5 days per week)

Monday thru Thursday 5:00 PM – 9:30 PM, and E/O Saturday 9:00 AM – 3:00 PM

### Esthetician Program Cost

<b>FEE BREAKDOWN</b>	<b>AMOUNT</b>
Registration Fee	\$ 100.00
Tuition	\$ 6,000.00
Student Kit	\$ 873.00
Class/Lab Fee	\$ 100.00
<b>Total Program Cost</b>	<b>\$ 7,073.00</b>

### Initial Payments

<b>DUE PRIOR TO START OF 1<sup>st</sup> CLASS</b>	<b>AMOUNT</b>
20% Down Payment	\$ 1,200.00
Student Kit	\$ 873.00
Registration Fee	\$ 100.00
Class/Lab Fee	\$ 100.00
<b>Total Program Cost</b>	<b>\$ 2,273.00</b>

### Payment Structure

<b>REMAINING PAYMENT STRUCTURE</b>	<b>AMOUNT</b>
<b>Remaining Balance</b>	<b>\$ 4,800.00</b>
6 Payments of:	\$ 800.00

- ✓ All tuition and fees are effective as of April 2021 and 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.
- ✓ Tuition can be converted to an estimated cost of \$10.00 an hour for all students participating in the Esthetic program.
- ✓ Please keep in mind that registration, class/lab fees, kit cost and sales tax are not considered a portion of your tuition and must be paid in full prior to the start of any classes.
- ✓ The 20% down payment requirement is considered a payment towards a student's tuition and must be paid in full prior to the start of any class. This down payment will be applied to your tuition and adjusted as outlined above in the Payment Structure table.

## **MANICURIST PROGRAM**

The manicurist 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 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 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 matter 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.

### **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. 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 per the following scale:

WRITTEN			PRACTICAL	
93% - 100%	Excellent	A	4	Excellent
85% - 92%	Very Good	B	3	Very Good
75% - 84%	Satisfactory	C	2	Satisfactory
74% & Below	Unsatisfactory	F	0 -1	Unsatisfactory

### 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>	<b>131</b>	<b>169</b>

### Graduation and Licensing Requirements

- Complete 300 hours of training
- Complete curriculum requirements
- Pass all written and practical exams with a score of at least 75%
- Fulfill all financial obligations due to the school

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.

## Advancement

Students advancement will be based on the amount of time in school and hours accumulated.

LEVEL	SUBJECT
<b>ESSENTIALS</b>	Basic Training including professional development, sanitation, and nail care as well as skills necessary to advance to practical application on the salon floor.
<b>TRANSITIONAL</b>	In consideration of present levels and performance, students will transition twice a month from the classroom to the floor. Procedures will include nail care services, reception area duties, and live model practice. Transition will allow students to gain more confidence while enhancing the skills necessary to progress to the advance level.
<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.

## Student Schedules

### Daytime

Currently not available.

### Evening

“Essentials” theory training is 7 weeks on the following schedule:

Monday through Thursday 5:00 PM – 9:30 PM

Saturday 9:00 AM -3:00 PM

### “Advance” theory training schedule is as follows:

Monday 5:00 PM – 9:30 PM

Tuesday 5:00 PM – 6:00 PM

## Student Salon

Upon completion of Essentials and passing the Essentials Written and Practical Test Out examinations, students are promoted to senior status and begin practicing services with customers in the student salon.

### Schedule options for seniors are as follows:

#### Part Time I (24 hours per week/ 5 days per week)

Monday through Thursday 5:00 PM – 9:30 PM, Saturday 9:00 AM – 3:00 PM

#### Part-Time II (18-24 hours per week/ 4-5 days per week)

Monday thru Thursday 5:00 PM – 9:30 PM, and E/O Saturday 9:00 AM – 3:00 PM

### Manicurist Program Cost

FEE BREAKDOWN	AMOUNT
Tuition	\$ 2,450.00
Registration Fee	\$ 100.00
Class/Lab Fee	\$ 50.00
Student Kit	\$ 600.00
<b>Total Program Cost</b>	<b>\$ 3,200.00</b>

### Initial Payments

DUE PRIOR TO START OF 1 <sup>st</sup> CLASS	AMOUNT
20% Down Payment	\$ 610.00
Registration Fee	\$ 100.00
Class/Lab Fee	\$ 50.00
Student Kit	\$ 600.00
<b>Total Program Cost</b>	<b>\$ 1,360.00</b>

### Payment Structure

REMAINING PAYMENT STRUCTURE	AMOUNT
<b>Remaining Balance</b>	<b>\$ 1,840.00</b>
4 Payments of:	\$ 460.00

- ✓ All tuition and fees are effective as of April 2021 and 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.
- ✓ Tuition can be converted to an estimated cost of \$8.17 an hour for all students participating in the Manicure program.
- ✓ Please keep in mind that registration, class/lab fees, and kit cost are not considered a portion of your tuition and must be paid in full prior to the start of any classes
- ✓ The 20% down payment requirement is considered a payment towards a student's tuition and must be paid in full prior to the start of any class. This down payment will be applied to your tuition and adjusted as outlined above in the Payment Structure table.

## **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 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. Provide effective instruction in the classroom and teachings.
6. Perform administrative task, student evaluations and grading principles.
7. Apply academic learning, technical information and related matter 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.

### **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 practical skill evaluations. 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. 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 per the following scale:

WRITTEN			PRACTICAL	
93% - 100%	Excellent	A	4	Excellent
85% - 92%	Very Good	B	3	Very Good
75% - 84%	Satisfactory	C	2	Satisfactory
74% & Below	Unsatisfactory	F	0 -1	Unsatisfactory

### 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 aid.	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>

### Graduation and Licensing Requirements

- Complete 150 hours of training
- Complete curriculum requirements
- Pass all written and practical exams with a score of at least 75%
- Fulfill all financial obligations due to the school

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.

### Instructor Program Cost

FEE BREAKDOWN	AMOUNT
Registration Fee	\$ 50.00
Tuition	\$ 1,200.00
Student Kit	\$ 200.00
<b>Total Program Cost</b>	<b>\$ 1,450.00</b>

### Initial Payments

DUE PRIOR TO START OF 1 <sup>st</sup> CLASS	AMOUNT
1/2 Down Payment	\$ 600.00
Registration Fee	\$ 50.00
Student Kit	\$ 200.00
<b>Total Program Cost</b>	<b>\$ 850.00</b>

### Payment Structure

REMAINING PAYMENT STRUCTURE	AMOUNT
<b>Remaining Balance</b>	<b>\$ 600.00</b>
2 Payments of:	\$ 300.00

- ✓ All tuition and fees are effective as of April 2021 and 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.
- ✓ Tuition can be converted to an estimated cost of \$8.00 an hour for all students participating in the Instructor Program.
- ✓ Please keep in mind that registration, class/lab fees, and kit cost are not considered a portion of your tuition and must be paid in full prior to the start of any classes.
- ✓ Half of the tuition cost is required as the down payment and applied towards a student's tuition and must be paid in full prior to the start of any class. This down payment will be applied to your tuition and adjusted as outlined above in the Payment Structure table.

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

### Student Conduct

Students are always expected to conduct themselves as adult ladies and gentlemen. This means loud talking, yelling, or profanity will not be tolerated. All smoking, eating and drinking are restricted to designated areas; remembering this is a smoke-free campus. Silence is to be observed in the classroom. Unnecessary conversation or noise will not be allowed. Students are not permitted to gossip or cause discord. All students are expected to give clients their undivided attention. No visiting with other students is permitted in the presence of a client. 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

SHIRTS	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.
BOTTOMS	Students may wear black slacks. No jeans are allowed. 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.
SKIRTS	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.
SHOES	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.
HAIR ORNAMENTS	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.
HAIR AND MAKEUP	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 sterilization 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 immediately. As governed by state law, all tardiness and absent time must be deducted from the possible EIGHT (8) hours of instruction time for each day.

### **Phone Calls**

Do not use the phone at the front desk for any reason. This is the business line and must stay open for incoming calls. Please advise your family and friends that they are not to call you at school except in the case of emergency or very important messages. Cellular phones are prohibited on the clinic floor during instruction hours, also in the classroom during theory sessions. Cellular phones may be kept in your care and used during lunch break or before and after school. If you are on the phone you are not doing your work.

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. No information is to be given by a student to anyone calling regarding the cost of programs offered, etc. Name and numbers must be taken for this type of call or for personal calls for instructors.

### **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**

All breaks must be taken in designated break areas. 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.

## **Parking**

Students are not allowed to park in the parking spaces nearest to building. Students must park in the lower lot to the right of the building. This will insure adequate parking for student salon clients.

## **Student Services**

Personal services are permitted on the clinic floor with the instructor's permission. Students may receive personal services on the clinic floor with the permission of an instructor. Public clients will always be given priority for requested services. Personal services for students will not be allowed to interfere with class schedules, required assignments, or assigned public client services. Personal services are only to be rendered during the students regularly scheduled school hours and for services directly related to the program of study. Polishing your own nails or styling your own hair is included in personal services and must be approved. To be eligible to receive free personal services, a student must have a minimum of 85% Grade Point Average (GPA), 85% prior month attendance percentage, and instructor approval. Students that do not meet the requirements for free personal services are still eligible to receive personal services, but they must pay the Student Pricing. A Student Price List of available personal services can be reviewed at the Front Desk.

## **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 suspension not to exceed three (3) school days.
Third 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 85% 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 scheduled sessions, with a grace period of up to 15 minutes. If that grace period is exceeded, the student will be asked to wait until the next session before clocking in. Exceptions may be made for extenuating or unforeseen circumstances. Chanell Ardor will allow each student two (2) exceptions to the "15-minute late rule" every month and this will be tracked by the computerized time clock system. Unused passes will not carry over to subsequent months.

### **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 85% in attendance and 75% in academic work.

### **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

PROGRAMS	EVALUATION HOURS A	EVALUATION HOURS B	EVALUATION HOURS C
Cosmetology	450 Scheduled Hours	900 Scheduled Hours	1225 Scheduled Hours
Barbering	500 Scheduled Hours	1000 Scheduled Hours	NA
Esthetics	300 Scheduled Hours	600 Scheduled Hours	NA
Manicurist	150 Scheduled Hours	300 Scheduled Hours	NA
Instructor Training	75 Scheduled Hours	150 Scheduled Hours	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 85% of the hour’s 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 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

PROGRAM	HOURS	MAXIMUM TIME ALLOWED
Cosmetology 32 hrs. week/full time	1550	73 Weeks, 2325 Scheduled Hours
Cosmetology 26 hrs. week/full time	1550	89 Weeks, 2325 Scheduled Hours
Cosmetology 24 hrs. week/part time	1550	97 Weeks, 2325 Scheduled Hours
Cosmetology 18 hrs. week/part time	1550	129 Weeks, 2325 Scheduled Hours
Barbering 32 hrs. week/full time	1000	47 Weeks, 1500 Scheduled Hours
Barbering 26 hrs. week/full time	1000	58 Weeks, 1500 Scheduled Hours
Barbering 24 hrs. week/part time	1000	63 Weeks, 1500 Scheduled Hours
Barbering 18hrs. week/part time	1000	83 Weeks, 1500 Scheduled Hours
Esthetician 24 hrs. week/part time	600	38 Weeks, 900 Scheduled Hours
Esthetician 18 hrs. week/part time	600	50 Weeks, 900 Scheduled Hours
Manicurist 24 hrs. week/part time	300	19 Weeks, 450 Scheduled Hours
Manicurist 18 hrs. week/part time	300	25 Weeks, 450 Scheduled Hours
Instructor Training 7.5 hrs. week	150	30 Weeks, 225 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%	<b>EXCELLENT</b>
85% - 92%	<b>VERY GOOD</b>
75% - 84%	<b>SATISFACTORY</b>
74% and Below	<b>UNSATISFACTORY</b>

## 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.

### **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	TOTAL TUITION SCHOOL
ENROLLED TO TOTAL COURSE/PROGRAM	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, Manager 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</li> <li>▪ TV/Motion Picture Hairstylist &amp; Makeup Artist</li> <li>▪ Image Consultant</li> <li>▪ Manicurists</li> <li>▪ Hair / Eyelash Extension Specialist</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 Hairstylist &amp; Makeup Artist</li> <li>▪ Image Consultant</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 Subject</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>▪ Photo Shoot Nail Artist</li> <li>▪ Product Representative</li> <li>▪ Instructor of Subject</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>▪ <b>Instructor of Subject</b></li> <li>▪ <b>Advertising</b></li> <li>▪ <b>Guest Artist</b></li> <li>▪ <b>Photo Shoot Nail Artist</b></li> <li>▪ <b>Cosmetology, Barber, Aesthetician or Manicurist Instructor</b></li> <li>▪ <b>Trainer of Instructors</b></li> <li>▪ <b>State Board Examiner, Member or Inspector</b></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.

### Tuition Payment Options

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

- ✓ **Full Payment Upon Enrollment** – Pay your tuition in full upon enrollment and receive a 10% discount from the program cost. **(This discount is not applicable if you receive a tuition discount)**
- ✓ **Direct or Private Loan from a Bank**
- ✓ **Monthly Payment Plan** - Students will make a down payment of registration fee, class lab fee, and kit; including the required tuition down payment as outlined in the program of interest and pay the balance (Interest-Free) in equal payments over the number of months requires to complete the program.
- ✓ **Tuition Financing** - We offer low interest financing to make school affordable. Registration fee, class lab fee, and student kit may not be financed and must be paid for before starting class.
- ✓ **Federal or State Retraining Programs**

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.