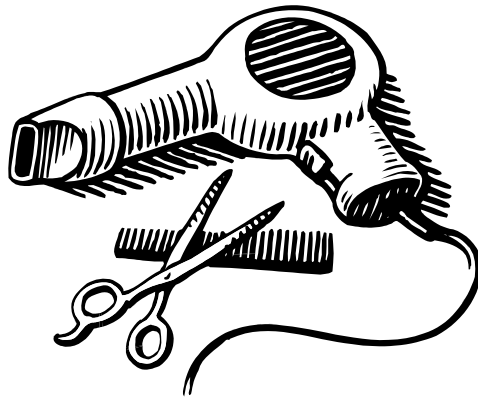




CATALOG



Publication Revised March – 2018

**“The door is open to a creative future and a brighter tomorrow”
At P&A Scholars Beauty School**

12001 Grand River Ave, Detroit, MI 48204
(313) 933-9393

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CORPORATE OFFICERS, ADMINISTRATIVE AND INSTRUCTIONAL STAFF

Co-Owner.....	Preston Jackson Sr.
President / Co-Owner.....	Lakia Hairston
Vice-President / Co-Owner.....	Preston Jackson Jr.
School Director / Co- Owner.....	Anna Jackson
Financial Aid Director.....	Rick Hairston
Administrative Assistant.....	Monyell Paige
Financial Aid Officer.....	Lisa Smith
Enrollment Officer / Compliance Assistant.....	Shannon Smith
Enrollment Officer.....	Patricia Jackson
Instructor	Cirila Vazquez
Instructor	Dwight Garland
Instructor	Fatimah Reese

All employed instructors hold a current Michigan Cosmetology Instructor License.

LICENSED BY

**State of Michigan
Licensing and Regulatory Affairs**

P.O Box 30244
Lansing, Michigan 48904
(517) 373-0580

ACCREDITED BY



National Accrediting Commission of Career Arts & Sciences

3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600
www.naccas.org

EXAMINATION AGENCY

PSI Examinations

3210 East Tropicana
Las Vegas, NV 89121
(800) 733-9267

Email: comments@psiexams.com

LICENSING, REGISTRATION, RE-REGISTRATION AGENCY

Michigan Department of Consumer and Industry Services

Bureau of Commercial Services

Licensing Division

P.O. Box 30244
Lansing, Michigan 48909
Phone (517) 241-9202

“ACKNOWLEDGEMENT”

This School Catalog is dedicated to our students: Past, Present and Future, with hopes that the doors at **P & A Scholars Beauty School** will open to a creative future and a brighter tomorrow.”

MISSION STATEMENT

P & A Scholars Beauty School is committed to providing quality education to men and women who desire to enter the field of Cosmetology. Their major objective is to provide it's students in each course of study, the best possible training for them to master the necessary skills and procedures required by the State Board of Cosmetology to successfully pass their examination and obtain their license, and ultimately become a productive part of our Society. Also to prepare students for a career in Cosmetology, effectively training students to meet the current public demands for an entry level position in a salon or job related field.

CODE OF ETHICS

1. This school has as its principal objective the training of qualified cosmetologists to render the best possible service to its clients.
2. This school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in cosmetology.
3. This school observes all rules and regulations issued by the State of Michigan Board of Cosmetology and their accrediting agency.
4. This school encourages its instructors to keep up to date on the latest teaching methods in the way of reading educational books and attending teacher's refresher or advanced courses, workshops and trade school.
5. This school maintains honest and fair relationships with its staff, students, patrons, State Board, and other schools.
6. This school purchases only high-grade standard equipment, cosmetics and supplies to be used for the instruction of its students.
7. This school advertises truthfully and makes honest presentations to its students.
8. This school refrains from any criticism, which reflects unfavorably on other schools and the cosmetology profession.
9. P&A Scholars Beauty School does not recruit students already attending or admitted to another school offering a similar program of study.

FACILITIES AND EQUIPMENT

A private office is available for interviewing and advising students. The school is constantly improving and updating its facilities to meet the criteria of a modern, up-to-date cosmetology school. Theory classroom consists of visual aids such as charts, posters and a whiteboard to aid the students in learning theory of cosmetology. Practical classrooms are furnished with workstations and mannequins for students to practice the techniques of hair styling basics. The clinic area consists of working stations where the students work on customers under direct supervision of an instructor. There are also lockers for personal use and a computer lab and a library for independent study and practice.

INCLEMENT WEATHER

When the local public schools are closed due to inclement weather or extenuating circumstances P&A Scholars Beauty School will be closed.

CALENDAR HOLIDAYS

P & A Scholars Beauty School is closed for the following holidays:

New Year's Day
Martin Luther King Jr. Birthday
Memorial Day
Fourth of July

Labor Day
Thanksgiving Day
Christmas Day

Students are encouraged to attend School all other days and not plan vacations around the holidays as School is closed for the specified day only. Additional holidays may be announced at the discretion of the Administrator of the School.

ADMINISTRATIVE PREROGATIVE

The administration reserves the right to make changes in course and in programs, staff, and tuition rates as necessary. The School also reserves the right to cancel a course for which there is insufficient enrollment. The School intends all changes to be to the ultimate benefit of the student. Any changes in tuition and fees for enrollment, kit equipment, books and supplies will not affect students with prior arrangements.

EXTRA INSTRUCTIONAL CHARGES

Payment of tuition in full is required prior to graduation. However installment payment plan may be made at the discretion of the school for extenuating circumstances beyond graduation date. A student not completing the enrolled course by the end of his/her contracted completion date will be charged extra instructional charges at an hourly rate derived from the original tuition cost divided by scheduled program hours. Cosmetology: \$11.00 per hour, Manicuring: \$13.00 per hour, Instructor Course: \$13.00 per hour, Esthetics: \$12.00 per hour. Such additional charges may be waived due to extenuating circumstances.

ADMISSIONS REQUIREMENTS

COSMETOLOGY, MANICURING AND ESTHETICS COURSES:

The School admits as regular students persons having the following:

1. High School diploma or transcript; GED or equivalency; in lieu of high school diploma, transcript GED or equivalency;
2. Seventeen (17) years of age
3. Social Security Number verification

INSTRUCTOR COURSE:

Admission requirements for the Instructor Course include all of the following:

1. Hold a current cosmetology license;
2. Eighteen (18) years of age;
3. A high school diploma or transcript' GED or equivalency;

In addition to the above (for each course) the School admits as regular students only persons who meet all of the following requirements:

1. Is a citizen of the United States or holds a recognized Visa;
2. Provide proof of age and education and/or equivalency.

ADMISSIONS OF ABILITY-TO-BENEFIT STUDENTS:

We do not accept students on Ability to Benefit Basis

RE-ENTRY REQUIREMENTS

A re-entry student must make re-application to the School and Michigan State Board of Cosmetology. An Enrollment Agreement/Contract must be written for all re-entry students. If the student has an unpaid balance from the original contract the unpaid balance will be recited in the re-entry contract (original contract will become void). Tuition for the part of the Course completed will be adjusted for the advancement allowed. The student will be charged a pro-rate hourly for the hours needed to complete and for any necessary equipment needed for re-entry.

CREDIT FOR PREVIOUS TRAINING - TRANSFERS

We accept transfer hours for Cosmetology, Manicuring, Esthetics and Instructor courses for students with previous training from an accredited Cosmetology/Nail or Esthetics school with proper documentation (official transcript, diploma, and license) showing hours, services and tests. The student must:

1. Be interviewed and accepted for enrollment
2. Pass an examination with a score of not less than 50% in order to receive any credit for prior training
3. The student must request a transcript from a previous enrollment.

The student shall not attend classes until all registration and enrollment forms and all required transfer documents have been submitted and evaluated by the school.

The percentage of hours accepted by this school is determined by the percentage that the student scores on the entrance examination given. We will not accept more than 1000 transfer hours in a 1500-hour course or 400 hours in a 600-hour course. The contracted program will be modified proportionately and the contracted hours and educational costs adjusted on the student's tuition. The acceptance of any and/or all of the transferring hours and services is at the discretion of the school. A permanent record is maintained in the student's file documenting this information.

Transferability of clock hours & services earned at this school to another institution is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not their clock hours & services will be accepted by another institution of the student's choice. All students who transfer, withdraw, and are terminated/dropped will be charged a fee of \$150.00.

CAMPUS TRANSFERS

P&A Scholars Beauty School has two (2) campuses: Detroit (Main Campus) and Ferndale (Branch Campus). According to the State of Michigan, each separate building is a separate school. For this reason, if a student requests to transfer from one campus to another, there is a charge of \$50. All campus transfers must be authorized in advance. All specific paper work that needs to be completed and instructors and staff notified before the student can transfer campuses. Students will only be allowed 1 campus transfer during the duration of the course, unless an extenuating circumstance exists and management approves otherwise.

ENROLLMENT/START DATES

A Student may apply for enrollment any day of the school calendar year. All Students must be interviewed and make formal application to the School to be accepted for enrollment. After the student has met all admissions requirements, been accepted and signed an Enrollment/Agreement Contract, he/she is told when to report for classes. All course classes begin on Tuesday of each week unless otherwise scheduled. If the student does not report for class when he/she is scheduled to begin, or does not notify the school that he/she wishes to cancel; the school's Refund Policy shall apply.

STATEMENTS OF NON-DISCRIMINATION

The admission, Instruction, and graduation policies practiced by **P & A Scholars Beauty School** do not discriminate regardless of race, age, sex, creed, religion, marital status, financial status, color or ethnic origin, country or area of origin or residence. This practice and requirement of non-discrimination also extends to employment by the School and the admission of students to programs and activities operated by the School; nor does the School discriminate against otherwise qualified handicapped individuals.

STATEMENT OF NON-DISCRIMINATION/HANDICAPPED

P & A Scholars Beauty School, complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. However, any handicapped person seeking admission should be aware that the course requires a high level of manual dexterity and coordination and that an individual evaluation is necessary to determine employability in the beauty industry. **P & A Scholars Beauty School** facilities are readily accessible to handicapped students but there are no special facilities.

RIGHT TO ACCESS STUDENT RECORDS/PRIVACY ACT

P & A Scholars Beauty School Guarantees to protect the privacy of all student files unless specifically directed by the student in accordance with the Privacy Act of 1974 – PL 93.579. The School guarantees the student (parent or legal guardian if the student is under legal age or a dependent) access to their cumulative record and to provide proper supervision and interpretation of records when they are being reviewed by students (parent or legal guardian of a dependent minor if the student is under legal age or a dependent). The records shall be made available to the student (parents of dependent minors or legal guardian of a dependent minor if the student is under legal age or a dependent) upon written request, at a time convenient to the School but no more than five (5) days after the receipt of request.

RELEASE OF INFORMATION

P & A Scholars Beauty School provides adequate safeguard of student records by complying with the Family Education Right to Privacy Act (FERPA) and by observing the following procedures.

- a. Requiring written legally authorized request from third parties desiring information per occurrence;
- b. Protecting the privacy rights of students, parents of dependent minors, or guardians, and staff members; and
- c. Providing for copies of any information sent out of the school.

The School guarantees to protect the privacy of all student files unless specifically directed by the student or a parent/guardian of a minor student in accordance with the Privacy Act of 1974 – Public Law 93.579. Authorization To Release Information Forms are available in the School Office and signed by the student or a parent/guardian of a minor student for a specific need. All staff members are advised and knowledgeable of the procedure for release of information on students. All students are advised on the procedure for Right to Privacy/Release of information at the admissions interview and on orientation day.

Before publishing “directory information” such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, the institution allows the student or guardian to deny authority to publish one or more of these items. The institution provides and permits access to student and other school records as required by National Accrediting Commission of Career Arts and Sciences and other Governmental Agencies as required. **P&A Scholars Beauty School** provides for the cumulative educational records of students to be maintained for a period of seven years.

DRUG PREVENTION/AWARENESS POLICY

The use of illegal drugs or alcohol in any form during the school day/evening is prohibited. Students who exhibit evidence of drug, alcohol abuse or intoxication in School, are subject to disciplinary action of suspension or termination. Possession of drug paraphernalia is subject to the laws of the State of Michigan. Students that may have a drug or alcohol problems affecting their progress should see the Administrator for advising. He/she will refer them to a Drug Prevention Program coordinator. All advising will be confidential.

ADVISING SERVICES

Advising is provided to students periodically during their contracted course. This advising is done on an individual basis and includes, but is not limited to academic and practical advising. Career advising is provided to the student regarding interview, employment opportunities and marketable skills.

Advising is available to students that have academic, personal, or faculty problems affecting their progress. They are to see the instructor in charge of their class and if further advising is necessary he/she will direct them to the appropriate person. Advising is utilized as preventive disciplinary action on attendance, academic, undesirable behavior, etc.

Advising sessions for all students are held at intervals of the enrolled course; they are held in conjunction with the evaluation periods. Students are counseled on progress and satisfactory or outstanding results, such as attendance, academic progress, positive attitudes, and contributions to the School etc. Written Progress reports are discussed and a copy of the report is given to the student at the time of the advising session.

LEAVE OF ABSENCE

A leave of absence (LOA) is considered a temporary interruption in a student's program of study, specifically the time period when a student is not in attendance. The leave of absence will extend the student's contract period by the same number of days taken in the LOA. These changes must be signed by all parties with the new contracted completion date on the Leave of Absence/Contract Addendum. Any student wishing to request an LOA must notify an instructor or other authorized official in writing prior to the scheduled leave is to take place, unless under extreme circumstances. Extreme circumstances include, but are not limited to: death in the family, illness, hospitalization, etc. The written request must include the reason for the LOA. The School Director has authority to either grant approval or denial based on the circumstances and must do so within 2 business days. The student must give reasonable expectation that he/she will return from the LOA for approval from the School Director.

While the student is on an approved LOA, the School will not assess any additional charges. The LOA together with any additional approved leaves of absence must not exceed a total of 180 days in any 12-month period. The student may return early from the LOA to review material previously covered. However, the student must resume the academic program at the point he/she began the LOA in order to be considered off the LOA.

If a student does not return from their LOA, the Office of Academic Affairs will notify the Office of Financial Aid. The school will assume the student has unofficially withdrawn on the day of the expected documented return from their LOA. This begins the withdrawal process. If the student is receiving Title IV Financial Aid, the Office of Financial Aid will complete the R2T4 (Return to Title IV) process as per regulations as described in the Financial Aid Handbook.

Upon return of a leave of absence the student will re-enter the program with the exact same status as when he/she left with regards to satisfactory academic and attendance progress. Unless the above criteria are met, the LOA will not be approved and if the student ceases to attend, he/she will be considered a withdrawal.

CONDUCT POLICY

Students are required to comply with all School Rules and Operating Policies as outlined in the contract, during the orientation session of the first day of class, as well as posted additions. Students are required to act in a manner that will reflect credit on themselves, the School, and the business or industry for which they are being trained. Failure to adhere to and observe School Rules and Operating Policies will result in probation, suspension or termination. Profanity and/or disruptive behavior will not be tolerated and will be cause for dismissal from School for the day. Recurrences may result in suspension, probation and possible termination.

GRADING PROCEDURES

Academic progress will be reviewed and evaluated at the end of each evaluation period (see Satisfactory Progress Policy) and is based upon theory, practical grades, and number of services completed. Theory grades are made up of quizzes and chapter exams. Practical grades are based upon completion of established number of Laboratory/Clinic services and manikin assignments. Theory exams and practical grades will be on the following scale:

<u>THEORY</u>	<u>GRADE</u>	<u>OVERALL</u>	<u>PRACTICAL</u>	<u>GRADE</u>
PERCENTILE RANKING			PERCENTILE RANKING	
90% - 100%	A	EXCELLENT	90% - 100%	A
80% - 89%	B	GOOD	80% - 89%	B
75% - 79%	C	AVERAGE	75% - 79%	C
Below 75%	D	FAILING	Below 75%	D

All failing or incomplete grades must be made in accordance with make-up policy. Instructors will advise students when make-up exams and assignments will be scheduled and review with the students on the following monthly review of progress. Students must maintain a minimum of 75% in theory and in practical/laboratory work in order to be considered making satisfactory progress. All students are required to achieve 75% or better (theory) and (practical) grades on the course final exams to be considered satisfactory. (See Satisfactory Progress Policy for more details.)

PROGRESS REPORTS (See Satisfactory Progress Policy.)

EMPLOYMENT AND PLACEMENT

The School has contacts in the Cosmetology industry and all information pertaining to possible employment will be made available to the student. Upon successful completion of an enrolled course, students may register for employment assistance and the School will use its best efforts to place the student. Employment information is also posted on the bulletin board (when available). **However, the student must be aware that the school does not guarantee employment or compensation nor does it act as an employment agent.** All students will be provided career advising regarding interview, employment opportunities and marketable skills.

GRADUATION REQUIREMENT

A diploma shall be issued to the student at the time of graduation provided that the student has

- A. Completed all required hours of course;
- B. Curriculum requirements theory and practical, with a satisfactory grade of 75% or above; (The student must achieve a satisfactory grade of 75% on all final exams.) Students may begin taking their finals the last 100 hours of the course, provided that they have completed all curriculum requirements.
- C. Satisfied all financial obligations to the school (or have made arrangements for payment with the administrative office). If the students' financial obligations have not been met the student will not be allowed to continue his/her course.

The diploma will acknowledge that the student has successfully completed all phases of the enrolled course and is therefore eligible to take the examination administered by PSI Exams for the Michigan Board of Cosmetology. If a graduate owes outstanding money to the State of Michigan, have been convicted of a crime, have had disciplinary action taken against a license or registration, or do not have the required education needed to become licensed, the student may be ineligible to take the cosmetology exam for licensure.

COMPETITIONS

Students have the opportunity to compete in various competitions, which give them the opportunity for personal creativity and expression. Students who do not actually compete still benefit from the competitions by developing a sense of team spirit.

STUDENT HONOR AWARDS

Exemplary students receive honor awards in recognition of their accomplishments during their education.

TRANSCRIPT

Students with a \$0.00 balance requesting a transcript of hours will be charged a non-refundable fee of \$5.00 for each requested transcript. Students with an outstanding balance will be charged 10% of that balance in order to receive transcripts.

Certificates of completion or transcripts will not be issued unless the student has met all requirements including fulfillment of their financial obligations. Transcripts will be provided, at no cost to other institutions, agencies, etc., upon request, provided that the student has made provisions for the school to release information to third party.

CHANGE OF COURSE SCHEDULED HOURS

A student may not change attendance of his/her contracted scheduled course hours after enrollment without the approval of the School Director or Administrator. A student may change scheduled course hours without a fee charge. All administrative changes/documentation must be completed prior to the change, for it to be effective.

INSTITUTIONAL REFUND POLICY

BOOKS AND/OR KIT Each student will be supplied with 1 school uniform included with the tuition. If books and styling kit are added to the total fees, these items will be supplied at the appropriate times during the course and not necessarily on the first day of class. Replacement of lost, stolen, or misplaced equipment, supplies, and books shall be the responsibility of the individual student. The student equipment, supplies, and books are not issued until the student has begun classes and after the three day cancellation period and they are non-refundable.

- a. Should a student (or in the case of a student under legal age, his/her parent or guardian) be terminated for any reason, all refunds will be made according to the following refund schedule:
- b. Cancellation must be made in person or by certified mail. Cancellation date will be determined by the postmark on written notification or date written notification is delivered to the school official in person.
- c. All monies will be refunded if the applicant is rejected or not accepted by the school or if the student cancels within three (3) business days after signing the Enrollment Agreement/Contract and making initial payment. This policy applies whether or not the student has started training.
- d. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the \$300 Registration Fee.
- e. A student notifies the institution of his/her withdrawal.
- f. For students who enroll in and begin classes the following schedule of tuition adjustment is authorized with exception on registration fee:

PERCENTAGE OF ELAPSED SCHEDULED TIME TO TOTAL TIME OF COURSE:

AMOUNT OF TOTAL TUITION SCHOOL SHALL RECEIVE AND RETAIN

0.01% to 4.9%	20% retained
5% to 9.9%	30% retained
10% to 14.9%	40% retained
15% to 24.9%	45% retained
25% to 49.9%	70% retained
50% and over	100% retained

- g. **COURSE CANCELLED BEFORE INSTRUCTION BEGINS.** If a course is cancelled before a student begins training, the school may provide completion of the course or provide a full refund of all monies paid.
- h. **COURSE CANCELLED AFTER INSTRUCTION BEGINS.** If a course is cancelled after a student begins training, the school may provide a pro-rata refund for students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course and/or program OR participate in a Teach-Out Agreement OR provide full refund of all monies paid.
- i. **ENROLLMENT TIME.** Is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the school.
- j. **TERMINATION DATE FOR REFUNDS.** The termination date for refund computation purposes is always calculated based on the student's last date of attendance.
- k. **FORMAL TERMINATION DATE.** The school will terminate a student after fourteen (14) days of the last day of physical attendance if no prior written notice is received. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days. In the case the student does not return from a leave of absence on the scheduled date of return, as documented in the student file, the date of withdrawal shall be the last date of attendance prior to the leave of absence or the date student notifies the institution that the student will not be returning. Students who transfer, withdraw and are terminated/dropped will be charged a fee of \$150.00.
- l. **REFUNDS.** Institutional Refunds as well as R2T4 will be made within forty-five days of formal termination, whether officially or unofficially, receipt of Cancellation Notice.
- m. **ILLNESS OR DISABLING ACCIDENT.** In the case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the School will make a settlement, which is reasonable and fair to both.
- n. **TEMPORARY INTERRUPTIONS.** A student may request a leave of absence for up to one hundred and eighty (180) days during a twelve-month enrollment period upon which written request to the School Director is required. The status of the student upon leave of absence, withdrawal or any official interruption of training will remain the same upon reinstatement into the course.
- o. **SCHOOL CLOSURE.** In the event of school closure, the school will provide a pro-rata refund of tuition OR provide course completion through a prearranged teach-out agreement with another institution.

SAFETY

All future professionals are encouraged to take an active role in maintaining a safe environment. To avoid accidents and injuries, future professionals are required to take preventative measures by:

- Using equipment properly
- Following manufacturer's directions when using chemicals and products
- Immediately wiping spills found on the floor
- Assisting elderly and disabled guests
- Keeping all aisles and areas around work stations free from personal items and debris; and
- Immediately reporting building and equipment safety hazards to administration personnel.

PRE REQUISITES FOR EMPLOYMENT

Licensure Requirements - To perform cosmetology, manicuring and esthetic services in the State of Michigan, you must have a valid license to perform services in that field.

Regulatory oversight restrictions – The State of Michigan regulates the Cosmetology industry in the State to protect consumers. In addition to other efforts, random and complaint related unannounced inspections to salons, spas and other cosmetology facilities are performed to verify compliance with the State of Michigan's Laws and Rules for Cosmetology.

DEMANDS OF THE PROFESSION:

To be assured of success, and meet the requirements set forth by employers, the industry makes certain demands of its professionals.

1. It is important for you to know that performing this service for others is truly what you want to do and that you and are willing to devote the necessary hours and days of intensive training to accomplish that goal.
2. In a business that deals with the public, employers seek people with a warm, friendly personality.
3. Patrons come in all types of personalities too, and the Professional Cosmetologist quickly learns the ability to listen, to be tactful and be diplomatic at all times.
4. Physical stamina is also vital. This is one field where you literally cannot "sit down on the job".

WHAT YOU SHOULD KNOW ABOUT COMPENSATION

Cosmetology is basically a commission business, and that is the reason it is such a lucrative field for achievers. It is important to understand how salons pay.

On the sliding scale commission, which is a universal favorite, you must be willing, in the beginning to work for 40 – 50% of your gross pay, knowing you'll make more as your gross gets higher. If you're not on the higher end consistently, you must figure out why, and do something about it. The sliding scale commission works like this;

If you gross \$200 or less each week
You make 40% commission on that amount

If you gross \$200 to \$300 each week
You make 50% commission on that amount

If you gross \$300 to \$400 each week
You make 55% commission on that amount

If you gross \$400 or more each week
You make 60% commission on that amount

So a gross of \$150 times 40% is \$60, and if the commission were a straight 50%, your take-home pay on a \$150 gross would be \$75, a difference of \$15.

The rates used here as an example do not necessarily represent actual wages or percentages, but can help you figure the different pay plan. Don't forget commission on retail sales. Many salons offer retail hair care and toiletry items, that may receive commission on as well.

The weekly guarantee is a specified amount of money that you can count on, if your commission does not meet it for any given week. Guarantees range from \$50 to \$150 or more depending on the additional duties required.

RETURN OF TITLE IV, HEA POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. P&A Scholars Beauty School will calculate the amount of Title IV be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students' who **withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment** at P&A SCHOLARS BEAUTY SCHOOL. It is separate and distinct from the P&A SCHOLARS BEAUTY SCHOOL refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned to the Federal government.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds to the Federal government for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Treatment of Title IV, HEA Aid When a Student Withdraws

The law specifies how your school must determine the amount of Title IV, HEA program assistance that you earn if you withdraw from school. The Title IV, HEA programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV, HEA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

“Official” Withdrawal from the School

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for **return and refund purposes** will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
- Upon receipt of the official withdrawal information, P&A SCHOLARS BEAUTY SCHOOL, will complete the following:
1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
 2. Two calculations are performed:
 - a. The students ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school’s refund requirement (see school refund calculation):
 3. The student’s grade record will be updated to reflect his/her final grade.
 4. P&A SCHOLARS BEAUTY SCHOOL, will return to the Federal government the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
 5. They will provide the student with a letter explaining the Title IV, HEA requirements:
 - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Title IV, HEA Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
 6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the original date

of notification of intent to withdraw.

Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school, the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. P&A SCHOLARS BEAUTY SCHOOL, calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. P&A SCHOLARS BEAUTY SCHOOL, Executive Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, P&A SCHOLARS BEAUTY SCHOOL, will provide the student with a refund letter explaining Title IV requirements:
 - a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
 - c) Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Post-Withdrawal Disbursement

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).

The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Disbursement Restrictions – 30 Day, First time, First Year Undergraduate Students

There are some Title IV, HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

Student and Institution Responsibilities

If you receive (or your school or parent receive on your behalf) excess Title IV, HEA program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV, HEA program funds.

Institution Responsibilities in regards to return of Title IV, HEA funds

P&A SCHOLARS BEAUTY SCHOOL 's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Student Responsibilities

If your school is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were disbursed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.

- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV, HEA Program Funds

The requirements for Title IV, HEA program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV, HEA program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

Withdrawal Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdrawal After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

P&A SCHOLARS BEAUTY SCHOOL measures progress in Clock Hours, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

- If this percentage is greater than 60%, the student earns 100%.
- If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

P&A SCHOLARS BEAUTY SCHOOL will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to P&A SCHOLARS BEAUTY SCHOOL or Sign a repayment agreement with the U.S. Department of Education.

Order of Return

P&A SCHOLARS BEAUTY SCHOOL is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Direct PLUS loans

- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Time frame for returning an unclaimed Title IV, HEA credit balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with P&A SCHOLARS BEAUTY SCHOOL or Department of Education to return the amount of unearned grant funds.

Refund vs. Return to Title IV, HEA Funds

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that P&A SCHOLARS BEAUTY SCHOOL may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. P&A SCHOLARS BEAUTY SCHOOL may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what P&A SCHOLARS BEAUTY SCHOOL refund policy is, you may ask your Schools Financial Planner for a copy.

Return to Title IV, HEA questions?

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice.**

Larger salons and small chains may offer another pay inducement plan called a draw. With a draw you are paid your commission or set sum, whichever is higher, like in the guarantee plan.

Most of the hassle of self-employment has been removed when you work for a department store or chain salon. Regular store benefits for health and life insurance; in store buying discounts; job security through store personnel office hiring; and, or course, regular hourly wage are some of the benefits.

*This information was obtained from Milady Job Hunting for the Cosmetologist Milady Publishing Corporation, Bronx, NY

A Cosmetology Instructor can expect to make between \$8.00 to \$12.00 an hour in a school, unless one goes to a technical college to work and the salaries there will vary. The employment outlook depends on a wide variety of factors, including: trends and events affecting overall employment, location, employment turnover, occupational growth, etc. Jobs for adult education teachers are expected to grow faster than average through 2012.

TRAINING BEYOND STATE MINIMUM REQUIREMENTS

This institution offers some programs that are longer than the State of Michigan requirements. The rationale for the extended required time for completion allows for additional training and preparation for our students to not only pass the State examination but also gain the skills required to be prepared to meet the current public demands of this field.

COSMETOLOGY COURSE OUTLINE

P&A Scholars Beauty School

Program Level – Undergraduate Certificate

COURSE BEGINS AND ENDS. The course operates continuously, beginning on Tuesday of each week unless otherwise scheduled and continuing until curriculum requirements have been reached and 1500 hours have been completed. (See School Calendar for schedule of School Holidays)

COURSE PURPOSE. For the student to acquire a broad knowledge of both the science and art of Cosmetology, and be able to use the knowledge as a foundation to be successful in the profession of Cosmetology. For the student to develop his/her physical dexterity and manipulative skills and develop loyalty and enthusiasm for the profession. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and to be able to use his or her initiative to produce professional results. To prepare students to take the Board of Cosmetology examination and obtain entry-level employment.

COURSE DESCRIPTION. Cosmetology is the cosmetic treatment of the skin, hair and nails. The art of cosmetology is the actual performance of the many beauty cultural practices. To derive the utmost benefit from Cosmetology; practical performance, demonstration and practice are employed in conjunction with the study of theory.

INSTRUCTIONAL METHODS. Methods of lecture, demonstration, drill, role-play, discussion, handouts, assignment sheets – job sheets, audio//visual aids, student participation, question and answer, and textbook/workbook will be used.

TEACHING STRATEGY. Use of the chalkboard, audio visual aids, and live models whenever possible. Presenting new material in a manner to which the student may relate. Giving special attention to slow learners. Encouraging questions, explaining new words, terms, techniques, implements, and equipment. Requiring that students take notes. Using demonstration that includes student participation. Listing new words on the chalkboard.

STUDENT ACTIVITY. Requires note taking drills, role-play, discussion, homework, and reading assignments. Hands on practice sessions and performance of laboratory/clinical services. Examinations/Evaluations in practical and theory. Practical workbook assignments.

COURSE OBJECTIVES.

Upon completion of the Cosmetology course the student will be able to:

1. Analyze hair and scalp problems and administer corrective treatments
2. Have a thorough knowledge of anatomy hair structure and chemistry
3. Administer cold/acid waving techniques
4. Administer chemical and physical techniques of hair straightening
5. Care for and style wigs
6. Give a professional shampoo
7. Administer hair coloring
8. Create hair styles through the use of roller placement, thermal waving/curling, finger waves, pin curls and blow curling/waving
9. Administer a facial with make-up and remove superfluous hair
10. Give a professional manicure, pedicure and nail extensions
11. Operate/open a salon and employ the principles and practices of salon management
12. Employ basic first aid measures
13. Practice good hygiene and good grooming
14. Practice professional ethics and personality development
15. Drape for a cosmetology service
16. Employ rules of sanitation and sterilization
17. Employ safety precautions

18. Practice and employ the board of Cosmetology rules, regulations, and laws
19. Give a professional hair shaping
20. Practice good salesmanship
21. Seek and obtain employment

OCCUPATIONAL OBJECTIVES. Once the student has completed the course and passed the Board of cosmetology examination for license and has been licensed, he/she will be qualified to obtain employment as a Cosmetologist in a salon, as a demonstrator for a cosmetic firm or a Cosmetologist in a department store salon to name a few occupational titles. (See “Careers in Cosmetology” for further opportunities. Milady Cosmetology Textbook)

SOC CODE: 39-5012.00 - Hairdressers, Hairstylists, and Cosmetologists
<http://www.onetonline.org/link/summary/39-5012.00>

CIP CODES: 12.0401/12.0407

REQUIREMENTS.

ATTENDANCE: 1500 hours (theory, practical, and laboratory/clinic services). After successful completion of basic training program (350 hours) to include theory and practical the student will be evaluated to determine their level of competency to perform the practical laboratory/clinic services in the advanced levels (Senior and Intermediate).

BOOKS/READING:

- Pivot Point Salon Fundamentals Text and Workbook ISBN 978-1-936349-42-5 Retail \$150.00
- State of Michigan Cosmetology Laws and Rules Book – Available to view download and print at <http://www.dleg.state.mi.us/bcsc/forms/cos/coslawbk.pdf>.

STUDENT MATERIALS: Cosmetology supplies, manikins, stand, pencil, pen and notebook. etc. (student must purchase kit material separately).

EXAMINATIONS:

- a) Examinations are given at the completion of each lecture and/or chapter. All subjects have theory written examinations. All subjects that emphasize practical skills have a practical examination.
- b) A final examination is given the week of completion of the course to include theory and practical written and practical performance and also State of Michigan Cosmetology Laws and Rules.
- c) Students are counseled and advised of their progress at the scheduled evaluation periods.(See Satisfactory Progress Policy for evaluation periods.)

Training schedules for theory, practical, and examinations are posted in each class.

EVALUATION STANDARDS

- a) Written examinations are based on material taught in the classroom
- b) Practical/Performance are based on procedure and material taught in classroom. The instructor will observe each phase of the procedure while the student is performing the skill.
- c) The student’s progress will be observed and evaluated during each class session.
- d) The student will be counseled and advised of their progress at the scheduled evaluation periods. (See Satisfactory Progress Policy for further details).

COSMETOLOGY COURSE HOURS, SUBJECTS; THEORY AND PRACTICE

1500-Hour Course

All phases are introduced as to their relation of another phase keeping complete control and continuity. Each phase is timed in hours as to importance. The approximate hours spent in each phase of study are as follows:

State of Michigan Cosmetology Curriculum pursuant to **R 338.2161**

SUBJECT	THEORY HOURS	PRACTICAL HOURS	UNASSIGNED HOURS	TOTAL HOURS	MINIMUM PRACTICAL HOURS
Sanitation / patron protection Laws and rules Personal hygiene Salon Management Mechanical and electrical equipment safety	90	40	0	130	585 (Sanitation and Patron Protection shall be included in all services)
Facials Skin analysis and care Manipulations massage, electricity Skin care Removal of hair by the use of wax, tweezers, or depilatories Make up and eyebrow arch	35	80	0	115	40 (a minimum of 5 services in each category)
Hairdressing Arranging, cutting, dressing, curling, pressing, wiggery, and fingerwaving Natural hair cultivation	125	400	0	525	300 (a minimum of 20 services in each category)
Scalp and hair treatments	10	15	0	25	30
Hair Coloring Temporary Semi permanent Permanent Bleaching & dimension coloring Color mixing	40	170	0	210	80 (a minimum of 8 services in each category)
Chemical Hair Restructuring Permanent waving Straightening and relaxing	40	180	0	220	80 (a minimum of 15 services in each category)
Applied chemistry occupational safety and health administration as related to skin, hair, nails and scalp	20	10	0	30	5
Applied anatomy, physiology, and histology of the human head, hands nails, skin and hair	45	0	0	45	0
Manicuring/pedicuring	15	55	0	70	35
Artificial Nails	5	15	0	20	5
Unassigned hours	0	0	110	110	0
Totals	425	965	110	1500	1160

All areas integrate theory so that the student will receive practical experience concurrently with theoretical knowledge at all levels of training in order that the student meets the State requirements for examination and the school's educational

requirements prior to graduation.

All areas include safety precautions and procedures pertaining to subject matter. Each week's assignment is posted in classrooms so the Student Instructor can see all upcoming lessons/training plans.

GRADUATION REQUIREMENTS COSMETOLOGY – See Page 9 of the Catalog

INSTRUCTOR COURSE OUTLINE

P&A Scholars Beauty School

Program Level – Undergraduate Certificate

GOAL/OBJECTIVE. The school's goal/objective for this course is to provide basic training to men and women who desire to enter the world of Cosmetology. Teaching and to effectively prepare these men and women for their State Board examination for an instructor license as well as prepare them for an entry level position in cosmetology teaching or job related field.

COURSE BEGINS AND ENDS. The course operates continuously, beginning Tuesday of each week of the school calendar year (unless otherwise scheduled) and continues until 600 hours of theoretical, written assignments, practice teaching, and all teacher requirements have been satisfactorily completed.

COURSE PURPOSE. To prepare licensed cosmetologists to become effectively trained Cosmetology Instructors. To provide well planned basic materials to train competent individuals to teach in schools of Cosmetology. To prepare the licensed Cosmetologist to meet the State Board requirement for examination for the Instructor License as well as educational and industry requirements to teach Cosmetology.

COURSE DESCRIPTION. The Instructor Course is presented as the art and practice of teaching to help the individual identify resources and to stimulate through process by which teaching can be made effective and stimulating. Instruction in public speaking, audio visual aids, Board of Cosmetology Rules and Regulations, teaching methods, lesson planning, and testing/grading is emphasized.

COURSE OBJECTIVES. The Instructor Trainee will learn to:

1. Teach the practical and theory of Cosmetology
2. Analyze how people learn
3. Develop lesson Plans and training procedures
4. Use visual aids appropriately
5. Develop tests, measure student's learning
6. Acquire speaking techniques
7. Motivate students
8. Manage classroom/laboratory
9. Teach Board of cosmetology Laws, Rules and Regulations
10. Keep accurate records of students
11. Teach Sanitation, Sterilization and Safety Precautions of the Industry

OCCUPATIONAL OBJECTIVES. Once the Instructor Trainee has completed the course, he/she will be qualified to seek employment as a Cosmetology instructor in Schools of Cosmetology, as an educator for a product line, manufacturers' Educational Director, School Director, to name a few occupational titles. (See "The world of Cosmetology" for further opportunities. Milady Textbook.)

SOC CODE: 25-1194.00 - Vocational Education Teachers, Postsecondary
<http://www.onetonline.org/link/summary/25-1194.00>

CIP CODES: 12.0413

REQUIREMENTS.

TRAINING PARTICIPATION TIME. 600 hours in the participation of theory, written assignments and practice teaching under the direct supervision and tutelage of the Director of Education.

READING.

- Milady Publishing Cosmetology Teacher – Text Book and Workbook ISBN-13: 9781428321519 Retail \$150.
- State of Michigan Cosmetology Laws and Rules Book – Available to view download and print at <http://www.dleg.state.mi.us/bcsc/forms/cos/coslawbk.pdf>.

APPRAISAL OF INSTRUCTOR TRAINEE PROGRESS. Workbook to be completed on each chapter. Written assignments completed on designated topics and practice teaching performed on designated topics. A final written examination and practical performance evaluation at end of the course (covers complete Instructor Course of theory, written assignments and practice teaching). The Instructor Course student will be observed during each class session and appraised of progress at the conclusion of each class.

MATERIALS. Cosmetology tools, supplies and implements (provided by School for use in training), pen, (red and black) pencil, notebook, Lab Jacket, Standard Textbook of Cosmetology, Teacher Training Manual and Workbook.

SPECIAL ASSIGNMENTS. Assignments; Lesson plans to be constructed on assigned subjects. Develop and construct test and/or evaluation on assigned subjects. Written performance procedures with safety precautions on assigned subjects. Create visual aids for lesson plans on assigned subjects.

EVALUATIONS

1. Written examination based on material taught in the course.
2. Practical evaluation (performance based). The Director of Education will use evaluation sheets and observe each phase of the procedure while the instructor trainee is performing the skill.
3. The Instructor Trainee's progress will be observed and evaluated during each class session.
4. Instructor Course students are counseled and advised on their progress, to include academic and attendance. (See Satisfactory Progress Policy for evaluation periods).

TEACHER ACTIVITY

1. Required note taking
2. Drill, homework and reading assignments
3. Role-play. Discussion
4. Hands on practical sessions
5. Evaluations/examinations

INSTRUCTIONAL TRAINING METHODS

1. Lecture
2. Demonstration
3. Drills
4. Role Play
5. Discussion
6. Handouts, Assignment Sheets, Job Sheets
7. Audio/Visual Aids
8. Teacher participation
9. Question and Answer
10. Textbook
11. Board of Cosmetology Rules and Regulations handbook.

INSTRUCTIONAL/TRAINING STRATEGY FOR INSTRUCTOR TRAINEE

1. Use the chalkboard
2. Use the Audio Visual Aids
3. Present new materials in a manner to which the Instructor Trainee can relate
4. Give special attention to slow learners
5. Encourage questions
6. Explain new words, terms, techniques and equipment
7. Require that Instructor Trainee take notes
8. Use demonstration that includes Instructor Trainee participation
9. List new words on chalkboard

INSTRUCTOR COURSE HOURS, SUBJECTS; THEORY AND PRACTICE TEACHING
600-Hour Course

All phases are introduced as to their relation of another phase keeping complete control and continuity. Each phase is timed in hours as to importance. The approximate hours spent in each phase of study are as follows:

State of Michigan Instructor Curriculum pursuant to **R 338.2172**

SUBJECT	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL HOURS
Orientation and review of the cosmetology curriculum	25	50	75	20
Introduction to teaching				
Course outlining and development Lesson Planning	30	0	30	0
Teaching Techniques				
Teaching Aids Developing	130	85	215	30
Grading administrating and examinations				(a minimum of serves in each category)
Laws and rules	15	10	25	70
Record Keeping School Administration				
Teaching	0	125	125	15
Assisting in the clinic and theory classrooms				
Practical Teaching in the clinic and theory classrooms	0	130	130	35
TOTAL	200	400	600	170

All areas integrate theory so that the student will receive practical experience concurrently with theoretical knowledge at all levels of training in order that the student meets the State requirements for examination and the school's educational requirements prior to graduation.

All areas include safety precautions and procedures pertaining to subject matter. Each week's assignment is posted in classrooms so the Instructor Trainee can see all upcoming lessons/training plans.

GRADUATION REQUIREMENTS – See Page 9 of the Catalog

MANICURING COURSE OUTLINE

Program Level – Undergraduate Certificate

COURSE BEGINS AND ENDS. The course operates continuously, beginning on Tuesday of each week of the school calendar year (unless otherwise scheduled) and continuing until curriculum requirements have been satisfactorily completed and 600 hours have been achieved.

COURSE PURPOSE. For the student to acquire a broad knowledge of both the science and art of Manicuring, and be able to use the knowledge as a foundation to be successful in the profession of Manicuring. For the student to develop his/her physical dexterity and manipulative skills and develop loyalty and enthusiasm for the continuous study, hard work and perseverance, and to be able to use his or her initiative to produce professional results. To prepare students to take the Board of Cosmetology examination for Manicuring, and obtain entry-level employment.

COURSE DESCRIPTION. Manicuring is the cosmetic treatment of the hands, feet, legs, arms and nails. The purpose of the cosmetic treatment is to improve the appearance of the hands, legs, arms, feet and nails. The actual performance of the many techniques employed by the Manicurist is referred to as the art of Manicuring. Practical performance demonstration and practice are employed in conjunction with the study of theory.

INSTRUCTIONAL METHODS. Methods of lecture, demonstration, drill, role-play, discussion, handouts, assignment sheets – job sheets, audio/visual aids, student participation, question and answer, and textbook/workbook will be used.

TEACHING STRATEGY. Use of the chalkboard, audio visual aids, and live models whenever possible. Presenting new material in a manner to which the student may relate. Giving special attention to slow learners. Encouraging questions, explaining new words, terms, techniques, implements, and equipment. Requiring that students take notes. Using demonstration that includes student participation. Listing new words on the chalkboard.

STUDENT ACTIVITY. Requires note taking drills, role-play, discussion, homework, and reading assignments. Hands on practice sessions and performance of laboratory services. Examinations/Evaluations in practical and theory.

COURSE OBJECTIVES.

Upon completion of the Manicuring course the student will be able to:

1. Analyze nail and foot problems and administer corrective treatments.
2. Recognize nail and skin disorders, irregularities and diseases of the foot and hand.
3. Identify the anatomy and physiology of the arm, hand, foot, leg, and nail structure.
4. Select and use correct equipment, implements, materials and cosmetics for a manicure/pedicure.
5. Prepare a manicure/pedicure table for the service.
6. Administer the physical techniques of the massage.
7. Perform a plain and oil manicure/pedicure.
8. Perform men's manicures.
9. Perform nail polish applications.
10. Perform nail wraps, nail repairs, and nail extensions (tips, caps, press-on artificial nails).
11. Perform nail sculpturing and fill-ins.
12. Employ basic first aid measures.
13. Practice hygiene and good grooming.
14. Practice professional ethics and personality development.
15. Employ rules of sanitation and sterilization.
16. Employ safety precautions.
17. Practice and employ the Board of Cosmetology, rules, regulations, and laws.
18. Practice good salesmanship.

19. Seek and obtain employment.

OCCUPATIONAL OBJECTIVES.

Once the student has completed the course and received his/her Manicuring License, he/she will be qualified to obtain employment as a Manicurist in a salon, as a demonstrator for a cosmetic firm or a Manicurist in a department store salon to name a few occupational titles.

SOC CODE: 39-5092.00 - Manicurists and Pedicurists
<http://www.onetonline.org/link/summary/39-5092.00>

CIP CODES: 12.0410

REQUIREMENTS:

ATTENDANCE: 600 hours to include theory, practical, and laboratory. After successful completion of basic training program, to include theory and practical the student will be evaluated to determine their level of competency to perform laboratory/clinic services in the advanced level.

BOOKS/ READING:

- Milady Standard Nail Technology ISBN-13: 978-1-4354-97689
- Milady Nail Technology Workbook ISBN-10:1-4354-9764-3 \$150 for set
- State of Michigan Cosmetology Laws and Rules Book – Available to view download and print at <http://www.dleg.state.mi.us/bcsc/forms/cos/coslawbk.pdf>.

STUDENT MATERIALS: Manicuring/Pedicuring tools, supplies, implements, etc, (student purchases kit supplies). Pen, pencil, notebook and small lock for locker.

EXAMINATIONS:

- d) Examinations are given at the completion of each lecture and/or chapter. All subjects have theory written examinations. All subjects that emphasize practical skills have a practical examination.
- e) A final examination is given the week of completion of the course to include theory and practical written and practical performance and also State of Michigan Cosmetology Laws and Rules.
- f) Students are counseled and advised of their progress at the scheduled evaluation periods.(See Satisfactory Progress Policy for evaluation periods.)

Training schedules for theory, practical, and examinations are posted in each class.

EVALUATION STANDARDS

- a) Written examinations are based on material taught in the classroom
- b) Practical/Performance are based on procedure and material taught in classroom. The instructor will observe each phase of the procedure while the student is performing the skill.
- c) The student's progress will be observed and evaluated during each class session.
- d) The student will be counseled and advised of their progress at the scheduled evaluation periods. (See Satisfactory Progress Policy for further details).

**P&A Scholars Beauty School
Manicuring Curriculum
600-Hour Course**

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Applications
Sanitation/patron Protection Laws and rules Personal Hygiene Salon Management Mechanical and electrical Equipment safety	50	50	0	100	100 (Sanitation and patron protection shall be included in all services)
Anatomy and disorders	25	0	0	25	0
Artistic Principles	30	0	0	30	0
Brush Art	5	5		10	
Paraffin Treatments	5	5		10	
Manicuring/Pedicuring Techniques Art of Massage Techniques	70	50	0	120	50
Chemistry/occupational Safety and health Administration	15	0	0	15	0
Artificial Nails/ Extensions/ Repairs Sculpting Overlays Wraps Gels Fill-Ins	90	150	0	240	70
Unassigned Hours	0	0	50	50	0
Totals	290	260	50	600	220

All areas integrate theory so that the student will receive practical experience concurrently with theoretical knowledge at all levels of training in order that the students meets the State requirements for examination and the school's educational requirements prior to graduation.

All areas include safety precautions and procedures pertaining to subject matter. Each week's assignment is posted in classrooms so the Student can see all upcoming lessons/training plans.

GRADUATION REQUIREMENTS – See Page 9 of the Catalog

ESTHETICS COURSE OUTLINE

Program Level – Undergraduate Certificate

COURSE BEGINS AND ENDS. The course operates continuously, beginning on Tuesday of each week unless otherwise scheduled and continuing until curriculum requirements have been reached and 600 hours have been completed. (See School Calendar for schedule of School Holidays)

COURSE PURPOSE. For the student to acquire a broad knowledge Esthetics and be able to use the knowledge as a foundation to be successful in the profession of Esthetics. For the student to develop his/her physical dexterity and manipulative skills and develop loyalty and enthusiasm for the profession. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and to be able to use his or her initiative to produce professional results. To prepare the student for the State Esthetics examination given by the Michigan State Board of Cosmetology Department of Regulations and Licensing and to obtain entry level employment

COURSE DESCRIPTION. The student will acquire a broad knowledge of Esthetics, and be able to use the knowledge as a foundation to be successful. The student will learn Anatomy and Physiology of the face neck hands and arms, Identify and assess skin conditions and disorders, Perform facial treatments for all skin types, waxing services, spa treatments, and makeup applications and to obtain business management skills required to seek employment .

INSTRUCTIONAL METHODS. Methods of lecture, demonstration, drill, role-play, discussion, handouts, assignment sheets – job sheets, audio//visual aids, student participation, question and answer, and textbook/workbook will be used.

TEACHING STRATEGY. Use of the chalkboard, audio visual aids, and live models whenever possible. Presenting new material in a manner to which the student may relate. Giving special attention to slow learners. Encouraging questions, explaining new words, terms, techniques, implements, and equipment. Requiring that students take notes. Using demonstration that includes student participation. Listing new words on the chalkboard.

STUDENT ACTIVITY. Requires note taking drills, role-play, discussion, homework, and reading assignments. Hands on practice sessions and performance of laboratory/clinical services. Examinations/Evaluations in practical and theory. Practical workbook assignments.

OCCUPATIONAL OBJECTIVES. Once the student has completed the course and passes the State Board Esthetics Examination for License and has been licensed, he/she will be qualified to obtain employment as a licensed esthetician in the salon, medical, and retail Industries.

SOC CODE: 39-5094.00 - Skin Care Specialists
<http://www.onetonline.org/link/summary/39-5094.00>

CIP CODES: 12.0406/12.0408/12.0409

REQUIREMENTS.

ATTENDANCE: 600 hours (theory, practical, and laboratory/clinic services). After successful completion of basic training program (150 hours) to include theory and practical the student will be evaluated to determine their level of competency to perform the practical laboratory/clinic services in the advanced levels (Senior and Intermediate).

BOOKS/READING:

- Milady Standard Esthetics Fundamentals ISBN-10:1-4283-1892-5 ,ISBN 13:978-1-42831902-8 Retail \$150
- State of Michigan Cosmetology Laws and Rules Book – Available to view download and print at <http://www.dleg.state.mi.us/bcsc/forms/cos/coslawbk.pdf>.

STUDENT MATERIALS: Cosmetology supplies, manikins, stand, pencil, pen and notebook. etc. (student must purchase kit material separately).

EXAMINATIONS:

- a) Examinations are given at the completion of each lecture and/or chapter. All subjects have theory

- written examinations. All subjects that emphasize practical skills have a practical examination.
- b) A final examination is given the week of completion of the course to include theory and practical written and practical performance and also State of Michigan Cosmetology Laws and Rules.
 - c) Students are counseled and advised of their progress at the scheduled evaluation periods.(See Satisfactory Progress Policy for evaluation periods.)

Training schedules for theory, practical, and examinations are posted in each class.

EVALUATION STANDARDS

- a) Written examinations are based on material taught in the classroom
- b) Practical/Performance are based on procedure and material taught in classroom. The instructor will observe each phase of the procedure while the student is performing the skill.
- c) The student's progress will be observed and evaluated during each class session.
- d) The student will be counseled and advised of their progress at the scheduled evaluation periods. (See Satisfactory Progress Policy for further details).

P&A Scholars Beauty School 600 Hour Esthetics Course Curriculum

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Applications
Sanitation/ Patron Protection Laws and rules Personal hygiene Salon Management Merchandising & Selling	50	25	0	75 (sanitation and patron protection shall be included in all services)	90
Communications/Career Development/ Desk	10	18	0	28	0
Mechanical and electrical Equipment safety	25	25	0	50	15
Anatomy and disorders	40	0	0	40	0
Artistic Principles/makeup	20	20	0	40	0
Facials/skin care techniques	20	200	0	220	75
Advanced topics in Esthetics	5	0	0	5	0
Color Theory/Prof. Makeup Techniques	20	15	0	35	0
Male Skin care & Grooming	10	0	0	10	0
Skin Disorders/ Dermatology *(this is just learning about Dermatology, not practicing Dermatology as would a Doctor.)	12	0	0	12	0
Special Esthetic Procedures	5	5		10	5
Chemistry/occupational safety And health administration	15	0	0	15	0

Temporary removal of hair	5	5	0	10	5
Unassigned hours	0	0	50	50	0
Totals	237	313	50	600	190

All areas integrate theory so that the student will receive practical experience concurrently with theoretical knowledge at all levels of training in order that the student meets the State requirements for examination and the school's educational requirements prior to graduation.

All areas include safety precautions and procedures pertaining to subject matter. Each week's assignment is posted in classrooms so the Instructor Trainee can see all upcoming lessons/training plans.

GRADUATION REQUIREMENTS– See Page 9 of the Catalog

LECTURE SUBJECTS FOR ALL COURSES

The following outline topics will be taught with each curriculum for all courses offered.

- I. Drug Prevention – A.I.D.S. Awareness
 - A. Drug prevention
 1. Types of drugs
 2. Health hazards
 3. State and federal penalties and sanctions
 4. State and local programs available
 - B. A.I.D.S. Information
 5. Definitions
 6. Statistics dealing with related deaths
 7. Transmission/prevention
 8. Facts/myths
 - C. First aid
 9. Introduction
 10. Rules of first aid
 11. Procedure for first aid of;
 - A. Abrasions
 - B. Burns
 - C. Electrical shock
 - D. Artificial respiration
 - E. Epileptic fit
 - F. Fainting
 - G. Heat exhaustion
 - H. Nose bleed
 - I. Breathing obstruction
 - D. School Emergency Procedure – (where they are posted)
- II. Job Preparation, Interview, Employment, Federal and State Taxes
 1. Introduction
 2. Preparation for the interview (do's and don'ts of an interview)
 3. How to prepare a resume
 4. How to prepare an employment application
 5. How payroll deductions are calculated
 6. How to write an acknowledgement letter; to employer and/or prospective employer; if waiting for reply; if hired.
- III. State Licensing Laws Rules and Regulations
 1. Type of license
 2. Qualification for licensing
 3. Scope of license
 4. Renewal of license
 5. Fees
 6. Disciplinary proceedings and penalties for violations complaint procedures for violations or rules promulgated pursuant thereto;
 7. Complaint procedures for violations or rules promulgated pursuant thereto;

8. Requirements for cosmetology salons/school and inspections
9. State sanitation requirements

TUITION AND FEE SCHEDULE FOR COURSE (S) OFFERED

Cosmetology Course of Study 1500 Hours of Instruction (\$11 per Hour)

Tuition Fee	\$16,500
Registration Fee	\$300
Books & Kit	\$1,000
Total	\$17,800

Manicuring Course of Study 600 Hours of Instruction (\$13 per Hour)

Tuition Fee	\$7,800
Registration Fee	\$300
Book & Kit	\$300
Total	\$8,400

Instructor Course of Study 600 Hours of Instruction (\$13 per Hour)

Tuition Fee	\$7,800
Registration Fee	\$300
Book Only	\$150
Total	\$8,250

Esthetics Course of Study 600 Hours of Instruction (\$12 per Hour)

Tuition Fee	\$7,200
Registration Fee	\$300
Book & Kit*	\$300
Total	\$7,800

*** = Books and tools must be purchased separately by student.**

ADDITIONAL EXPENSES

Each student is required to purchase notebook(s), pens, pencil, and marker, lock(s) for locker and any other necessary kit items. Students are required to purchase and wear the required school uniform.

Students are responsible for print costs associated with having available each day of school a copy of the State of Michigan Cosmetology Laws and Rules Book – Available for free to view download at <http://www.dleg.state.mi.us/bcsc/forms/cos/coslawbk.pdf>.

CASH PAYMENTS

For cash paying students, the tuition and all fees are due and payable in full. However, at the school's option, for those students that choose to make installment payments a student may pay a deposit upon enrollment (including \$300 registration fee and the costs of book and kits), then the tuition costs would be divided up into equal monthly payments of the number of months that the student is contracted for, until the balance is paid in full (prior to graduation or contract ending date; whichever date is first). Cash, Check, Money Order, Credit and Debit Cards accept payments.

If the student must attend beyond the contracted ending date in order to complete the course, he/she must pay a charge equal to; pro-rata hourly the original tuition fee for each hour needed to complete the course. (This charge is defined as extra instructional charges.)

P&A Scholars Beauty School, Inc. reserves the right to change tuition and fees, make subject changes when necessary and make substitutions in Equipment and Supplies without prior notice. Any changes in tuition and fees for enrollment, kit equipment, books and supplies will not affect students with prior arrangements.

Monthly payments are due in accord with the individual's Enrollment Agreement/Contract. If a scheduled payment is not made within twenty-five (25) days after it is due the unpaid balance shall immediately become payable immediately or the student will be dropped from classes.

Additional fees may apply if they become applicable; Re-enrollment Fee \$150.00: Termination/Early Withdrawal and/or Transfer Out Fee \$150.00: Campus Transfer Fee: \$50.00, Change of Course schedule (hours of attendance); A student may change scheduled course hours within the enrollment period without additional charges, (all administrative work must be completed prior to the schedule course change and if applicable the admissions officer must be notified, for it to be effective) All tuition, fees, and over-contract charges must be paid in

full prior to the student's graduation date or the student must have made arrangements with the administrative office for payments. Students requesting a transcript of hours will be charged a non-refundable fee of \$5.00 for each transcript requested. Transcripts will be provided, at no cost, to other institutions, agencies, etc., upon request, if the student has made provisions for the school to release information to a third party.

APPLICATION/ LICENSURE INFORMATION

On the students behalf, the school will file an application for student registration or re-registration with the State of Michigan – Board of Cosmetology upon enrollment/re-enrollment. The application must accompany a fee of \$15.00 (non-refundable check or money order made payable to the State of Michigan – Cosmetology). Upon successful completion of the graduation requirements, prior to licensure, the student will register with The State of Michigan:
<https://mylicense.mdch.state.mi.us/MyLicenseEnterpriseDleg/Login.aspx> or (517) 241-9288 and pay applicable fees.

If you have been convicted of a felony for which you could have gone to jail, have had disciplinary action taken against a license or registration, or do not have the required education needed to become licensed, you are required to submit additional information to the State of Michigan before being considered and approved to take the examination for licensure. If you have any outstanding fees owed to the State of Michigan, they will need to be paid prior to registering to take the examination for licensure.

Then the student will be eligible to register for testing for licensing with PSI Exams. The application must accompany the required fees. Please contact PSI Exams directly for more information: www.psiexams.com or 1-800-733-9267. This fee is for examination only. For Instructor Trainee's Course, upon passing the examination the student will be required to file a separate licensure application and fee payable to the State of Michigan – Cosmetology Board for his/her license to be processed.

SCHOOL RULES AND REGULATIONS

The School reserves the right to amend or modify, add or delete any Rules and Regulations or Operating Policies. Any breach of the following will cause for possible suspension, dismissal or termination as determined by the School Director/Administrator. These Rules and Regulations are clearly posted in the school and access is available to each student prior to admission.

SCHOOL OPERATING HOURS: Tuesday through Saturday **Days** 9:00 AM – 4:00 PM / **Evenings** 5:00 PM – 10:00 PM

SCHOOL SCHEDULES:

30 HOURS PER WEEK SCHEDULE

Days 9:00 AM - 4:00 PM Tuesday through Saturday
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25 HOURS PER WEEK SCHEDULE

Days 9:00 AM – 2:00 PM Tuesday through Saturday
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Evenings 5:00 PM – 10 PM Tuesday through Friday, and 9:00 AM – 2:00 PM Saturday
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NO SATURDAY - Evenings 5:00 PM – 10 PM Monday through Friday

THEORY CLASSES. Theory class for entire student body begins PROMPTLY at 9 AM/5 PM. There is a 10-minute grace period to enter class(s), at the discretion of the instructor. Any student arriving at School after 9:10 am/5:10 pm WILL NOT be permitted in theory class and will not be permitted to begin any class until 10am/6pm.

1. **CLASS TIME/SCHEDULES.** ALL STUDENTS, must be clocked-in by 10:15 AM/ 6:15 PM each day in order to attend school for that day. Students are not permitted to leave the building except on breaks and/or lunch periods, unless an Instructor grants permission.
2. **ABSENTEEISM NOTIFICATION – MAKE-UP WORK/CLASSES.** If a student is going to be absent, he/she must call and notify the School office between 8:30 A.M. and 10:00 A.M. Theory and Practical Class work; See your instructor for classes/work to be made-up. All work must be made-up within the Satisfactory Progress Evaluation Period. The student that is receiving Scholar-ship Tuition benefits may be interrupted and certification will be delayed. It is the responsibility of the student to understand clearly the make-up policy and act accordingly.

3. **DOCUMENTATION FOR ABSENTEEISM REQUIRED.** Absences due to illness, Doctor's appointments, court dates, death or any valid, justifiable, absence should be documented by doctor's slip, court papers, funeral director's slip, etc.
4. **EXCESSIVE/CONTINUAL ABSENCES.** A student may not be absent more than fourteen (14) consecutive days without being terminated. The most successful graduates are those students who had a perfect attendance record in school. The following policy has been established to be as fair as possible to all students and to work for the benefit of all. A student's hours are scheduled on the date of enrollment. In order for each student to maintain satisfactory academic progress, he or she must meet a minimum requirement of 67% of the scheduled hours.
5. **TARDINESS/LATENESS/EARLY DEPARTURE.** In case of extreme tardiness or lateness by the student, the School has the right to dismiss the student for the remainder of the day. Continual tardiness, lateness, or early departures will not be tolerated. Students will be counseled when excessive lateness, tardiness and/or leaving early occur.
6. **SCHOOL ILLNESS/INJURY.** Students that are too ill/injured to perform services or duties will be dismissed for the day. (Coughing, sneezing etc).
7. **STUDENT EQUIPMENT/SUPPLIES/UNIFORMS.** Students are required to come to School prepared with their equipment, books and all supplies needed for their assigned tasks as well as dressed in the proper uniform and shoes. If the student is unprepared and/or is not in proper uniform to include nametags, the student will be dismissed for the day. Sunglasses are not permitted unless by Doctor's prescription and documentation is required. All equipment must be in a sanitized state of readiness at all times. Each student is responsible for his/her equipment, supplies, books, kit materials and personal property. All students are required to be groomed, to reflect an image of the profession that they are being trained for.
8. **MAKE-UP TIME/WORK.** There is time built into the contracted period of time for make-up time and work assignments to be completed. Students are to check with their instructors for class schedules for the week for which any make-up work is required. All Make-up work due to absences or failing exam grade(s) must be completed within the evaluation period or the student will receive a failing grade
9. **DRUGS/ALCOHOL.** The use of illegal drugs and alcohol in any form during the School day is grounds for dismissal and/or suspension. See Drug Free School/Work-Place Act of 1988 Policy.
10. **TUITION.** Tuition payments are to be made on a regular basis by those who are making installment payments. Any change from payment arrangements made at contract time, must be taken up with the School Administrator. Overdue payments may be cause for interruption of training.
11. **SIGN IN/CLOCK IN.** All students are to sign in or clock in on a daily basis. This is your responsibility. No student will be allowed to sign another student's name. Clock hours are recorded daily and input into our software system. Failure to Sign in or Clock In will result in loss of hours, since only hours recorded will be sent to the State of Michigan. Hours are totaled daily and appropriately recorded, they are forwarded to the State Board of Cosmetology by the tenth (10th) of each month.
12. **CONDUCT.** Smoking, eating, gum chewing or drinking beverages on the Laboratory/Clinic Floor or in the intermediate or Junior Rooms is prohibited. Profanity and disruptive behavior will not be tolerated and will be cause for dismissal from School for the day. Recurrences may result in suspension, probation and possible termination.
13. **COOPERATION.** All students are required to cooperate with the teaching staff. Failure to do so will result in dismissal for the day. Recurrences may result in suspension, probation and possible termination.
14. **STATIONS/WORK AREAS.** Each student is responsible for cleaning his/her work area/station. Each student shall assist on a daily basis in keeping the premises clean and orderly at all times.
15. **SANITATION.** Sanitation and cleanliness are essential to the cosmetology industry. Therefore, we require that all students participate in light cleaning throughout the school. Janitors have been contracted to take care of the majority of the work, but students must participate in the day-to-day cleaning of the school. Refusal to participate will be grounds for suspension or termination.
16. **ENTRANCE AND EXIT.** Students are to enter and exit the building by the main entrances ONLY. Fire exits are to be used only in case of emergencies.
17. **LUNCH PERIOD/LUNCH ROOM.** ONLY students that attend more than five hours will be allowed to take a lunch period. Junior Room students lunch periods are assigned by their instructor. Intermediate and senior student's lunch periods will be assigned based on Laboratory/Clinic/Class activities. All in-house food is to be eaten in the lunchroom ONLY. Smoking is not allowed in the school. Each student is responsible for removing his/her rubbish and placing it in the trash container. Each student is responsible for keeping the lunchroom premises clean and orderly at all times. The lobby is not to be used by students for breaks, lunch or loitering.
18. **TELEPHONES/VISITORS.** Personal use of School telephones, except for emergencies, is prohibited during school hours. Students will not be permitted to take personal calls unless it is an emergency. A message and/or number will be taken and given to the appropriate individual in a professional manner. The public phone is for student use during breaks or lunch ONLY. Visitors are prohibited during school hours. All visitors will be restricted to the reception area.
20. **TEACHER ASSISTANCE/WORK ASSIGNMENTS.** Students, who are unsure or uncertain about a service, an assignment, or a procedure, shall seek teacher assistance only. Refusing a work assignment is an automatic dismissal for

the day. Repeated offenses may result in suspension, probation and/or termination from the School. Students are not permitted to instruct or assist other students.

21. **SCHOOL OFFICES/DISPENSARY.** No one is allowed in the School offices without permission or a staff member being present. Students are not allowed in dispensary unless assigned to dispensary duties.
22. **SCHOOL SUPPLIES.** Any student using School supplies for personal use will be charged and billed accordingly.
23. **SCHOOL PROPERTY.** Any student damaging, stealing, or defacing the School or School property (and fellow students) will be terminated from School and prosecuted.
24. **SOLICITATION.** All solicitation in the School is prohibited. Solicitation of a patron for cosmetology services performed outside of school is prohibited.
25. **ADVISING.** Advising is provided to the student a minimum of three (3) times during their contracted course. This advising is done on an individual basis and includes, but is not limited to, academic and practical advising. Career advising is provided to the student regarding job interviews, employment opportunities and marketable skills.
26. **CRIME AWARENESS.** Students that observe or become aware of misconduct that leads or may lead to a misdeed or crime should advise their Instructor of the knowledge of such conduct and the instructor will communicate the observance and/or knowledge of such act to the proper authorities.
27. **PROGRESS REPORTS.** Students will receive progress reports which indicate progress in attendance, practical and theory grades (see satisfactory progress policy).
28. **STUDENT PERSONAL SERVICES.** Students may have their hair styled and/or treated, only on days set aside for this purpose and only with the permission of an instructor. On any other occasion, a student may pay for and receive clinic services during non-scheduled school time. Students under the age of eighteen (18) must have written permission from a parent, guardian or sponsor before receiving a chemical service.
29. **PERSONAL EQUIPMENT/SUPPLIES AND PROPERTY.** Large purses, tote bags, etc. are not permitted in school. Students should never bring personal valuables or large sums of money to school. All personally owned equipment should be marked and if equipment is lost it must be replaced by the student. The School accepts NO responsibility for lost, stolen or misplaced equipment or personal property. Students may not borrow from other students without permission from the individual.
30. **ASSIGNMENT OF STUDENT/PATRON SERVICES.** Students are assigned services on the public by a nondiscriminatory and need basis. Students are not allowed to refuse to perform services on a patron. (If for some reason a student feels that they should not service a patron, they should inform an instructor. The Instructor will evaluate the request, make a decision, and advise the student accordingly.) Every effort will be made to assist students in obtaining the services needed to graduate, as the need exists.
32. **CLINIC LABORATORY/PATRON SERVICES.** All services performed on patrons are to be checked by the instructor. Haircuts, tints, bleach and perms are to be checked before student proceeds with patron services. Perms must be checked while processing and must be checked before student proceeds with patron services. Perms must be checked while processing and must be checked before setting the patron.
33. **ATTENDANCE SCHEDULE (CONTRACTED).** Students must adhere to their attendance schedule, as outlined at time of enrollment and documented on contract. Students must have approval from his/her instructor to attend make-up/additional hours other than his/her scheduled hours.
34. **SUSPENSION/PROBATION OR TERMINATION (POSSIBLE CAUSE)**
 - a. Excessive tardiness/early departures/absenteeism without valid justification; this must be in writing form and it becomes a part of your permanent record.
 - b. Improper/disruptive/abusive behavior or treatment of other students, school officials or school patrons.
 - c. Abusive/vulgar language used in the school.
 - d. The use of/under the influence of alcohol or drugs in any form during school hours on school premises. Because of the use of chemicals, various dangerous equipment, and servicing the public, medication prescribed by a physician which restricts the ability to operate machinery, impair reasoning or cause drowsiness could be grounds to be sent home.
 - e. Refusal to take and/or follow instructions from instructor or school official.
 - f. Cheating, swindling, or stealing from other students, the school, or the school's patrons.
 - g. Insufficient progress in training.
 - h. Non-payment of monies due to the school.
 - i. Failure to comply with the School Rules and Regulations.
 - j. In the school official's judgment, the student is a harmful influence on other students in the course.
 - k. For any cause the school officials deem necessary for the good of the school.
35. **ATTENDANCE IS MANDATORY ON SATURDAYS and HOLIDAY WEEKENDS. Unless otherwise stated in your Enrollment Agreement, attendance on Saturdays and Holiday Weekends are mandatory.** It is a requirement by the State of Michigan that students complete a minimum amount of services before graduating from the program. The school invests in advertising to the general public so that our students have an opportunity to practice these services on live clients. Saturdays and Holidays are our busiest days for clinic services. It is required that students are in school on these days prepared to service the public. If more than 3 Saturdays are missed in a quarter of a year, the student may be suspended from school. No exceptions on Holiday Weekends (Friday and Saturday before Mother's Day, Easter, etc.).

DRESS CODE

All students must wear the provided black uniform or P&A Scholars Beauty School Logo T-Shirt with black slacks. All students must wear black rubber bottom closed toe shoes. If sweaters are to be worn, they must be approved by the instructor. If the student does not have this type of clothing and shoes he/she must purchase them. Instructor Trainees and Refresher Course students may wear casual clothing with lab coat. All students must wear nametag.

CLASS START DATES & GRADUATION DATES

All classes begin Tuesday of each week (unless otherwise scheduled) during the school calendar year. All course schedules are designed to allow some absences, early departures, lateness, emergencies and possible school closure due to holidays and/or inclement weather.

PROGRAM LENGTH

COSMETOLOGY COURSE 1500 HOURS REQUIRED

COSMETOLOGY FULL-TIME COURSE (30 HOURS PER WEEK – 1500 HOURS)

The anticipated (contracted) graduation date is 14.6 months (62.5 weeks) from the beginning date of class.

COSMETOLOGY FULL-TIME COURSE (25 HOURS PER WEEK – 1500 HOURS)

The anticipated (contracted) graduation date is 17.5 months (75 weeks) from the beginning date of class.

INSTRUCTOR, MANICURING & ESTHETICS COURSE – 600 HOURS REQUIRED

INSTRUCTOR, MANICURING & ESTHETICS- FULL-TIME COURSE

(30 HOURS PER WEEK – 600 HOURS)

The anticipated (contracted) graduation date is 5.8 months (25 weeks) from the beginning date of class.

INSTRUCTOR, MANICURING & ESTHETICS -FULL-TIME COURSE

(25 HOURS PER WEEK – 600 HOURS)

The anticipated (contracted) graduation date is 7 months (30 weeks) from the beginning date of class.

SCHOOL COMPLAINT PROCEDURE

In accordance with P&A Scholars Beauty School's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures are given at the time of 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 in order 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 which is the subject of the grievance occurred. This may be turned in at the Administrative office or emailed to YOUMATTER@PANDASCHOLARS.COM
2. The complaint will be given to the school Director.
3. The 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 it cannot be resolved by the management, 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 had no involvement 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. If the student wishes to pursue the matter further, contact the accrediting agency: NACCAS 3015 Colvin Street, Alexandria, VA 22314. Students must exhaust the institution's complaint process before submitting the complaint to the school's accrediting agency, if applicable. You may also contact the State of Michigan Licensing and Regulatory Affairs, P.O. Box 30244, Lansing, MI 48909, 517-241-9202. https://www.michigan.gov/lara/LCE-992_474650_7.pdf

FIRE EXTINGUISH/DRILL PROCEDURE FIRE EXTINGUISHER

INSTRUCTIONS (instructions on the fire extinguisher)

1. Pull pin. Hold upright.
2. Stand back 8 feet.
3. Aim at base of fire – Squeeze – Sweep.

“FIRE DRILLS WILL BE ANNOUNCED”

- B. Instructors will have periodic fire drills to familiarize students, employees, and patrons with the routes leading to the building exits nearest them in the event it becomes necessary to evacuate the building. Instructors will also periodically demonstrate to staff and students fire extinguisher equipment and where it is located in the school.

C. FIRE DRILL PROCEDURES

- a. Immediately following the order to evacuate the building turn off hair dryer and other electrical devices in the operation.
- b. Close all doors to prevent spread of fire or smoke.
- c. Give immediate attention to safety of all persons in the area (to include patrons).
- d. Form a double line and evacuate the school building immediately in an orderly fashion through the nearest exit (refer to floor plan).
- e. Walk. Do not run. Do not take personal belongings.
- f. SILENCE will be strictly observed. Listen for any specific instructions from your teacher.
- g. Roll Call will be taken once a safe distance outside to ensure no one was left behind. Teachers will report the results of the roll call to the Director.
- h. Once outside of the building stay away from the fire site unless instructed to do so for the purpose of aiding in the evacuation of injured personnel.
- i. Personnel in the area should begin to immediately fight the fire with fire extinguisher or other means available. Relinquish this duty to the fire fighters when they arrive.
- j. Most important, AVOID PANIC! DON'T SHOUT FIRE! STAY CALM!
- k. See floor evacuation plan posted on wall in your area for the precise directions to exit.

Campus Security

The Institution Campus Security report is handed out to each student in the enrollment packet during the enrollment process prior to admission. Updated Campus Security Statistics are posted or distributed to all students and staff on an annual basis. The School Director has a copy on file that is available upon request.

P&A Scholars Beauty School is committed to providing safety to all of its students, faculty and staff.

- (1) If a crime happens to you or your property, or if there is an emergency occurring on campus, contact Rick Hairston, Financial Aid Director, or any other available staff member.
- (2) P&A Scholars Beauty School will provide students, faculty and staff with a copy of the crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and

compiled in the annual report. The report will show number of incidents only on campus and is divided into the following categories:

Criminal Homicide:

- Murder and non-negligent manslaughter
- Negligent manslaughter

Sex Offenses:

- Forcible sex offenses
- Non- forcible sex offenses

Robbery

Motor Vehicle Theft

Arson

Liquor law violations:

- Arrests for liquor violations, drug law violations, and illegal weapons possession
- Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.

Aggravated assault

Burglary

Hate crimes

- (3) Although the school does not employ security officers, P&A Scholars Beauty School has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.
- (4) In addition to the required annual campus security report, P&A Scholars Beauty School will provide a timely warning to students of any occurrences of the following crimes that are reported to local police agencies and are considered to represent a serious or continuing threat to students and employees. As soon as the school becomes aware of the crimes, students and employees will be notified in their next class. These crimes are: criminal homicide, forcible and nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes including crimes involving bodily injury reported to local police agencies that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug and weapons law violations.

Note: P&A Scholars Beauty School is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor.

- (5) If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact Lakia Hairston or Anna Jackson.
- (6) Access to the building is only given to students during the normal class day. Any students seeking access outside normal class time must make prior arrangements and be accompanied by authorized staff. Maintenance is done in-house; therefore, no outside entity has access to the building at any time.
- (7) We encourage students and employees to be responsible for your own security and the security of others. If you have concerns about walking from the building to your car after dark, either walk in groups or contact one of the school officials and we will provide an escort to walk you to your car.
- (8) P&A Scholars Beauty School does not provide any programs on campus regarding security or prevention of crimes. If students wish to learn more about personal security or prevention of crimes, contact the Detroit Police Department for more information.
- (9) P&A Scholars Beauty School consists of three locations and therefore all monitoring and recording of any criminal activity is conducted at both campuses:
12001 Grand River Avenue, Detroit, Michigan 48204.

Drugs and Alcohol Policy:

- School policy prohibits the possession, use and sale of alcoholic beverages to anyone.

- School policy also prohibits the possession, use and sale of illegal drugs.
- School policy supports and enforces State underage drinking laws.

Students caught in any of the above situations will be withdrawn from the program and will be reported to authorities.

For information on drug or alcohol-abuse education programs please contact:
Detroit Drug Rehab and Alcohol Addiction Treatment Centers: toll free: 1.877.437.8422

Sex Offenses:

If a sex offense occurs while in school, please contact the Detroit Police Department – Southwestern District (phone number: (313) 596-5300) and report this immediately to Lakia Hairston or Anna Jackson. P&A Scholars Beauty School will do everything possible to assist in this serious matter. If such a serious offense occurs, it is important to preserve evidence for proof of the criminal offense.

For information on sexual abuse education programs please contact:
Michigan Coalition Against Domestic and Sexual Violence at: (517) 347-7000.

If a sex offense happens where both the accused and the accuser attend P&A Scholars Beauty School, both the accuser and the accused:

- Are entitled to the same opportunities to have others present during a disciplinary proceeding and
- Will be informed of the school's final determination of any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused and
- The dismissal that may occur following a final determination of said proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

P&A Scholars Beauty School will work with students to change a student's academic situation (i.e., allowing the student to take a leave of absence, allowing the student to enroll in a later program, etc.) if the victim requests the change and the change is reasonably available.

Individuals wishing to learn additional information about registered sex offenders may go to the Michigan State Police Sex Offender Registry at: http://www.michigan.gov/msp/0,1607,7-123-1589_1878_24961---,00.html

Copyright Infringement Policies and Sanctions

The use of copyrighted material may require the permission of the copyright owner. The absence of a copyright notice or symbol on a work does not mean it is not copyrighted. Copyrighted works can include, but are not limited to, text, graphics, music, and photographs.

It is stated in the copyright law that, "anyone who violates any of the exclusive rights of the copyright owner is an infringer of the copyright or right of the author." Commonly, anyone who engages in any of these activities including unauthorized peer-to-peer file sharing, without obtaining the copyright owner's permission may be liable for infringement and subject to civil and criminal liabilities.

Anyone responsible for civil copyright infringement may be ordered to either pay actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For details, see Title 17, United States Code, Sections 504, 505.

All P&A Scholars students and staff are required to abide by and comply with all state and federal laws governing copyrights and trademarks. Failure to do so may result in termination from school.

The following sites are sources for more information on compliance and copyright laws:

<http://www.copyright.gov/>

<http://www.copyright.gov/circs/circ1.pdf>

<http://www.copyright.gov/legislation/hr2281.pdf>

P&A SCHOLARS BEAUTY SCHOOL

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. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

TITLE IV, HEA AND ACADEMIC PROGRESS

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 (the computer system will reflect completion of the practical assignment as a 100% rating). 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:

90% - 100%	A	EXCELLENT	90% - 100%	A
80% - 89%	B	GOOD	80% - 89%	B
75% - 79%	C	AVERAGE	75% - 79%	C
Below 75%	D	FAILING	Below 75%	D

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

All periods of enrollment count toward SAP (Fall, Winter, Summer, Spring) including periods when a student does not received Title IV aid.

Title IV, HEA Academic Year Definition:

For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

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

****Academic Year – Defined as 900 clock hours and see each program below for the weeks.**

Evaluation Periods Are As Follows:**COSMETOLOGY COURSE 30 HOURS PER WEEK – 1500 CLOCK HOURS**

450 Hrs.	900 Hrs.	1200 Hrs.
Actual	Actual	Actual
(15 Wks.)	(30 Wks.)	(40 Wks.)

COSMETOLOGY COURSE 26 HOURS PER WEEK – 1500 CLOCK HOURS

450 Hrs.	900 Hrs.	1200 Hrs.
Actual	Actual	Actual
(17.30 Wks.)	(34.61 Wks.)	(46.15 Wks.)

COSMETOLOGY COURSE 25 HOURS PER WEEK – 1500 CLOCK HOURS

450 Hrs.	900 Hrs.	1200 Hrs.
Actual	Actual	Actual
(18 Wks.)	(36 Wks.)	(48 Wks.)

MANICURING & INSTRUCTOR COURSES 30 HOURS PER WEEK

300 Hrs.	600 Hrs.
Actual	Actual
(10 Wks)	(20 Wks)

MANICURING & INSTRUCTOR COURSES 26 HOURS PER WEEK

300 Hrs.	600 Hrs.
Actual	Actual
(11.53 Wks)	(23.07 Wks)

MANICURING & INSTRUCTOR COURSES 25 HOURS PER WEEK

300 Hrs.	600 Hrs.
Actual	Actual
(12 Wks)	(24 Wks)

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:

<u>COURSE</u>	<u>MAXIMUM TIME ALLOWED</u>	
<u>HOURS</u>	<u>WEEKS</u>	<u>SCHEDULED</u>
Cosmetology (30 hrs/wk) - 1500 Hours	75 Weeks	2250
Cosmetology (26 hrs/wk) – 1500 Hours	86.53 Weeks	2250
Cosmetology (25 hrs/wk) – 1500 Hours	90 Weeks	2250
Manicuring, (30 hrs/wk) – 600 Hours	30 Weeks	900
Manicuring, (26 hrs/wk) – 600 Hours	34.61 Weeks	900
Manicuring, (25 hrs/wk) – 600 Hours	36 Weeks	900
Instructor Course, (30 hrs/wk) – 600 Hours	30 Weeks	900
Instructor Course, (26 hrs/wk) – 600 Hours	34.61 Weeks	900
Instructor Course, (25 hrs/wk) – 600 Hours	36 Weeks	900

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

****Academic Year – Defined as 900 clock hours**

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 Title IV, HEA probation.

Title IV, Financial Aid WARNING

Students who fail to meet minimum requirements for attendance or academic progress at the end of a payment period will be placed on a Title IV, HEA Financial Aid Warning the first time. Any student on Title IV, HEA Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only. 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 that payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will lose Title IV, HEA eligibility; with the right to appeal. The student will be placed on a Title IV, HEA Academic Development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

APPEAL PROCEDURES FOR LOSS OF TITLE IV, HEA FUNDING

A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP Evaluations.

A student, who wished to appeal Academic Development Status and loss of Title IV, HEA eligibility, must submit a *written request* to the School Director within ten (10) business days of being notified that they are in a non-satisfactory progress status.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide a written statement and information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Director will notify the student in writing of the decision and all decisions are final.

If the student wins the appeal they will then be placed on *Financial Aid Probation*, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

Title IV, HEA FINANCIAL AID PROBATION

Any student that prevails upon the appeal process shall be placed on Title IV, HEA Financial Aid probation and will be eligible to receive Title IV, HEA during this period. A student placed on Title IV, HEA Financial Aid Probation may receive Title IV, HEA program funds for one payment period only. While on Title IV, HEA

Financial Aid Probation, the student must meet the institutions SAP standards and may also need to complete an Academic Improvement Plan, which will be developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

Those who are not making SAP at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods, at which time a student must meet SAP prior to having eligibility reinstated at the next payment period.

REQUIREMENTS OF THE ACADEMIC IMPROVEMENT PLAN

- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.
- Maintain a 75% grade point average. (The higher grade point is required to raise the standard to help the student make up for areas that may have been previously lacking).
- Attend theory class regularly (student must attend an average of 4 out of the 5 hours required for theory class each week).
- Complete all required tests and projects assigned (tests and projects must be completed and turned in when requested).
- The academic improvement plan will be monitored by the School Director (or designate).
- The school will notify the student each month on their academic improvement status during the progress report/advising session. Status of the student's progress will be written on the progress report form for the student to sign.
- Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.

REESTABLISHMENT OF Title IV, HEA STATUS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to 70% or better, and/or 2) Increasing cumulative attendance to 80% by the end of a Warning or Probation period.

REINSTATEMENT OF Title IV, HEA FINANCIAL AID

Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

INTERRUPTIONS, COURSE INCOMPLETES, 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. If a student has an incomplete grade that is failing and then when that student completes it the new grade will be recorded.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. If a student decides to change programs, for instance from Cosmetology to Manicuring, the student will be required to start all over. SAP will be evaluated within the new course.

REENTRY STUDENTS/INTERRUPTIONS

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay the registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

Re-enrollment is at the discretion of the school administration.

A student must complete a program, as a graduate, before enrolling in a different program.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents of dependent minors certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents of dependent minors or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents of dependent minors or eligible students to review the records. Schools may charge a fee for copies.
- Parents of dependent minors or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents of dependent minors and eligible students about directory information and allow parents of dependent minors and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents of dependent minors and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

P&A Scholars Beauty School

Outcome Rates

Pursuant to NACCAS Standard I Criterion 3 and 4, An institution must assess its achievement of its programs and students on a basis of pass rates for the State of Michigan licensing examination (70%min) Job Placement Rates for those who took the licensing exam (60%min) and program completion rates (50%min).

This institution is proud to announce that with 2016 data Annual Report, submitted in 2017; it exceeds the required benchmarks set by NACCAS with the following rates:

- ☐ The percentage of those who took the licensing exam and passed was 82.35%.
- ☐ Those who are working in the field for a placement rate of 62.90%.
- ☐ The average percentage of program completers scheduled to complete in the calendar year 2016 and who completed by submission of the 2016 annual report was 58.88%.