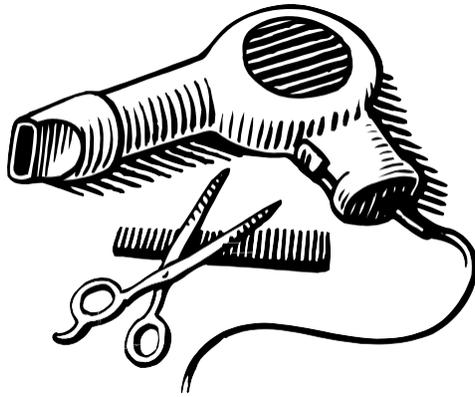


P&A *Scholars*
BEAUTY SCHOOL

CATALOG



Publication Revised November 2025

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

Table of Contents

Corporate Officers, Administrative and Instructional Staff	Page 3
License, Accreditation, Examination Agency	3
Licensing, Registration, Re-Registration Agency	4
Mission Statement	4
Code Of Ethics	4
Facilities And Equipment	4
Inclement Weather	4
Calendar Holidays	4
Administrative Prerogative	5
Extra Instructional Charges	5
Admissions Requirements	5
Admissions Of Ability-To-Benefit Students:	5
Re-Entry Requirements	6
Credit For Previous Training – Transfers	6
Enrollment/Start Dates	6
Statements Of Non-Discrimination	6
Statement Of Non-Discrimination/Handicapped	6
Right To Access Student Records/Privacy Act	7
Release Of Information	7
Drug Prevention/Awareness Policy	7
Advising Services	7
Leave Of Absence	7
Conduct Policy	8
Non-Discord and Disruption Policy	8
Grading Procedures	8
Employment And Placement	9
Graduation Requirement	9
Student Advisory Services	9
Competitions	9
Student Honor Awards	9
Transcript	9
Change Of Course Scheduled Hours	9
Institutional Refund Policy	9
Safety Requirements of the Profession	10
Pre Requisites for Employment	10
Demands of the Profession	11
What You Should Know About Compensation	11
Training Beyond State Minimum Requirements	12
Cosmetology Course Outline	13
Instructor Course Outline	17
Manicuring Course Outline	20
Esthetics Course Outline	23
Tuition And Fee Schedule For Course (s) Offered	27
Cash Payments & Additional Expenses	27
Application/ Licensure Information	28
School Schedules	28
School Rules and Regulations	28
Internal School Complaint Procedure Guidelines	30
Program Length	31
Dress Code	31
Class Start Dates / Graduation Dates / Program Length	31
Fire Extinguish/Drill Procedure	32
Campus Security	33
Copyright Infringement Policies and Sanctions	34
Satisfactory Progress Policy	36
FERPA	40
Outcome Rates	41

CORPORATE OFFICERS, ADMINISTRATIVE AND INSTRUCTIONAL STAFF

Chief Executive Officer / Co- Owner	Anna Jackson
President / Co-Owner	Lakia Hairston
Vice-President / Co-Owner	Preston Jackson Jr.
Financial Aid Director	Preston Jackson Jr.
Licensed Instructor.....	Dwight Garland
Licensed Instructor.....	LaTonya Smith
Licensed Instructor.....	Angela Patrick
Licensed Instructor.....	Catherine Wilson
Licensed Instructor.....	Shannon Moore

All employed instructors hold a current Michigan Cosmetology/Manicuring Instructor License.

LICENSED BY

**State of Michigan
Department of Licensing
and Regulatory Affairs
(LARA)**

Board of Cosmetology

P.O Box 30244
Lansing, Michigan 48904
(517) 241-0199

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
(855) 579-4635
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’s mission is to inspire and empower future beauty professionals by providing exceptional education, hands-on experience, and mentorship in a supportive and creative environment. We are dedicated to equipping our students with the skills, knowledge, and confidence to pass the State of Michigan licensing exam, become licensed and to excel with careers in the cosmetology industry, while promoting innovation, professionalism, and life long learning.

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 a licensed instructor. There are also lockers for personal use and a computer lab and a library for independent study and practice.

INCLEMENT WEATHER

P&A Scholars posts weather related school closings to local media. For other school closings, the Remind notification system is used. This requires that students have access to the app or opt in to the text messages. To opt in, send a text to 81010 and enter the message @padetroit. Then follow the prompts. Student should opt-out at the end of their enrollment.

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***

***Additional days are scheduled off during this holiday, and posted in advance. Contracted scheduled days reflect these days.**

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: \$13.00 per hour, Manicuring: \$13.00 per hour, Instructor Course: \$13.00 per hour, Esthetics:\$13.00 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 which shows High School completion; GED or equivalency; in lieu of high school diploma, transcript GED or equivalency; foreign high school diploma must be translated into English and the translation has been performed by an outside agency that is qualified to translate documents into English and qualified to confirm the academic equivalence to a U.S. high school diploma.
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 which shows High School completion, GED or equivalency; foreign high school diploma must be translated into English and the translation has been performed by an outside agency that is qualified to translate documents into English and qualified to confirm the academic equivalence to a U.S. high school diploma.

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.

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 a temporary interruption in a student’s program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the student’s reason for the LOA; and
- The request must include the student signature

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Vacation
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

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.

NON-DISCORD AND DISRUPTION POLICY

A student may not create discord in the classroom. You must voice all complaints in writing to the Administrative Office and follow the schools published grievance procedures. If a student is not filing a complaint according to the policy and procedures, but instead choose to cause "discord" and "disrupt" the learning environment, then that student will be subject to disciplinary action such as suspension. Students will be terminated depending on the severity of the issue and upon continued disruptive behavior.

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:

THEORY	GRADE	OVERALL	PRACTICAL	GRADE
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

All students requesting a transcript of hours will be charged a non-refundable fee of \$5.00 for each requested transcript. 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. 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.
- d. A student notifies the institution of his/her withdrawal.
- e. For students who enroll in and begin classes the following schedule of tuition adjustment is authorized with exception on registration fee:

<u>PERCENTAGE OF ELAPSED SCHEDULED TIME TO TOTAL TIME OF COURSE</u>	<u>AMOUNT OF TOTAL TUITION SCHOOL SHALL RECEIVE AND RETAIN</u>
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

- f. **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.
- g. **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.
- h. **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.
- i. **TERMINATION DATE FOR REFUNDS.** The termination date for refund computation purposes is always calculated based on the student’s last date of attendance.
- j. **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.
- k. **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.
- l. **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.
- m. **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.
- n. **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 mostly 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.

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 \$15.00 to \$22.00 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.

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 Fundamentals LAB Student Seat, eBook and Study Guide ISBN 9781940593524
- State of Michigan Cosmetology Laws and Rules Book – Available to view download and print at www.michigan.gov/cosmetology

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 Professional Educator, 3rd Edition – Text Book and Workbook ISBN-13: 9781337786836
- State of Michigan Cosmetology Laws and Rules Book – Available to view download and print at www.michigan.gov/cosmetology

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: 978-1285080475
- Milady Standard Nail Technology Student Workbook ISBN-13: 978-1285080512
- State of Michigan Cosmetology Laws and Rules Book – Available to view download and print at www.michigan.gov/cosmetology

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 750 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: 750 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:

- Fundamentals: Esthetics Complete Book Set ISBN: 978-1-951862-30-5
- State of Michigan Cosmetology Laws and Rules – Available to view download and print at www.michigan.gov/cosmetology

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
750 Hour Esthetics Course
Curriculum**

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Applications
Sanitation/ Patron Protection Laws and rules Personal hygiene	50	25	0	75	90
Salon Management Merchandising & Selling				(sanitation and patron protection be included in all services)	shall
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	750	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 (\$13 per Hour)

Tuition Fee	\$19,500
Registration Fee	\$300
Books & Kit	\$1,500
Total	\$21,300

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

Tuition Fee	\$7,800
Registration Fee	\$300
Book & Kit	\$900
Total	\$9,000

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

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

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

Tuition Fee	\$9,750
Registration Fee	\$300
Book & Kit	\$1500
Total	\$11,550

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 to view download and print at www.michigan.gov/cosmetology

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 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: 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:

www.michigan.gov/cosmetology 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 4:00 PM – 9 PM Tuesday through Friday, and 9:00 AM – 2:00 PM Saturday

THEORY CLASSES. Theory class for entire student body begins PROMPTLY at 9 AM/4 PM. There is a 10-minute grace period to enter class(s), at the discretion of the instructor. Any student arriving at School after 9:15 am/4:15 pm WILL NOT be permitted in theory class and will not be permitted to begin any class until 10am/5pm.

- CLASS TIME/SCHEDULES.** ALL STUDENTS, must be clocked-in by 10:15 AM/ 5:15 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.
- 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.
- 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, vaping, 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 or Vaping 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 and 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. **INTERNAL SCHOOL COMPLAINT PROCEDURE GUIDELINES.** 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.
 2. The complaint form 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 internal complaint process before submitting the complaint to the school's accrediting agency, if applicable. You may also contact the MI Dept. of Consumer & Industry Services, P.O. Box 30244, Lansing, MI 48909, 517-241-9202.
27. **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.
28. **PROGRESS REPORTS.** Students will receive progress reports which indicate progress in attendance, practical and theory grades (see satisfactory progress policy).
29. **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.
30. **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.
31. **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.** School reserves the right to establish and amend reasonable rules for the operation and use of the School. A student may be placed on probation, suspended, or terminated for any of the following causes:
 1. Attendance Related Violations - Excessive tardiness, early departures, or absenteeism without valid written justification. Failure to report absences or tardiness to the school office. Failure to obtain required documentation (such as written request or doctor's note) for extended absences. Repeated or extreme tardiness may result in dismissal for the day; repeated offenses may result in suspension or termination. Failure to maintain attendance requirements as outlined in the School's Satisfactory Progress Policy.

2. Academic or Training Progress Violations - Insufficient academic or practical progress as defined in the School's Satisfactory Progress Policy.
 3. Behavioral Misconduct - Improper, disruptive, abusive, or generally undesirable behavior toward students, school officials, or patrons. Use of abusive or vulgar language. Refusal to follow instructions of instructors or school officials. Cheating, swindling, stealing, or any dishonest act involving students, the School, or patrons. In the judgment of School officials, being a harmful influence on other students or the School environment.
 4. Drug and Alcohol Violations - Use of, possession of, or being under the influence of alcohol or illegal drugs during school hours or on school premises. Use of physician-prescribed medication that impairs reasoning, causes drowsiness, or limits the ability to safely operate equipment may require the student to be sent home for safety reasons. (See Drug-Free Workplace/School Policy.)
 5. Financial or Administrative Violations - Non-payment of monies owed to the School.
 6. Policy, Rule, and Law Violations - Failure to comply with School Rules and Regulations (posted on premises). Failure to comply with all applicable laws and regulations of the Board of Cosmetology. Breach of School discipline or procedures. Any cause the School administration deems necessary for the good of the School.
 7. Property, Equipment, and Hygiene Requirements - Mishandling, removal, or theft of School equipment or supplies. Failure to maintain required standards of personal hygiene and sanitation. Students are responsible for their own personal property.
 8. Uniform Requirements - Failure to wear the prescribed uniform during school hours.
 9. Practice and Liability Disclaimer - The School assumes no responsibility for negligence or lack of skill by one or more students practicing any part of the School's course on another student.
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 11.5 months (50 weeks) from the beginning date of class.

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

The anticipated (contracted) graduation date is 14 months (60 weeks) from the beginning date of class.

INSTRUCTOR & MANICURING COURSE – 600 HOURS REQUIRED

INSTRUCTOR & MANICURING -- FULL-TIME COURSE (30 HOURS PER WEEK – 600 HOURS)

The anticipated (contracted) graduation date is 5 months (20 weeks) from the beginning date of class.

INSTRUCTOR & MANICURING -FULL-TIME COURSE (25 HOURS PER WEEK – 600 HOURS)

The anticipated (contracted) graduation date is 6 months (24 weeks) from the beginning date of class.

ESTHETICS COURSE – 750 HOURS REQUIRED

ESTHETICS- FULL-TIME COURSE (30 HOURS PER WEEK – 750 HOURS)

The anticipated (contracted) graduation date is 6.25 months (25 weeks) from the beginning date of class.

ESTHETICS -FULL-TIME COURSE (25 HOURS PER WEEK – 750 HOURS)

The anticipated (contracted) graduation date is 7.5 months (30 weeks) from the beginning date of class.

FIRE EXTINGUISH/DRILL PROCEDURE

A. 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 Lakeria 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 Lokia 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 one location and therefore all monitoring and recording of any criminal activity is conducted on campus:
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 Lokia 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.p
df](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 EVALUATIONS

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

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

450 Hrs. Actual (15 Wks.)	900 Hrs. Actual (30 Wks.)	1200 Hrs. Actual (40 Wks.)
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COSMETOLOGY COURSE 25 HOURS PER WEEK – 1500 CLOCK HOURS

450 Hrs. Actual (18 Wks.)	900 Hrs. Actual (36 Wks.)	1200 Hrs. Actual (48 Wks.)
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MANICURING & INSTRUCTOR COURSE 30 HOURS PER WEEK

300 Hrs.
Actual
(10 Wks)

MANICURING & INSTRUCTOR COURSE 25 HOURS PER WEEK

300 Hrs.
Actual
(12 Wks)

ESTHETICS COURSE 30 HOURS PER WEEK

375 Hrs.
Actual
(12.5 Wks)

ESTHETICS COURSE 25 HOURS PER WEEK

375 Hrs.
Actual
(15 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>WEEKS</u>	<u>SCHEDULED HOURS</u>
Cosmetology (30 hrs/wk) - 1500 Hours	75 Weeks	2250
Cosmetology (25 hrs/wk) – 1500 Hours	90 Weeks	2250
Esthetics (30 hrs/wk) – 750 Hours	37.5 Weeks	1125
Esthetics (25 hrs/wk) – 750 Hours	45 Weeks	1125
Manicuring, Instructor (30 hrs/wk) – 600 Hours	30 Weeks	900
Manicuring, Instructor (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 previous 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 test and projects assigned (test 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 students 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 2024 data Annual Report, submitted in 2025, it exceeds the required benchmarks set by NACCAS with the following rates:

- The percentage of those who took the licensing exam and passed was 100%.
- Those who are working in the field for a placement rate of 78.57%.
- The average percentage of program completers scheduled to complete in the calendar year 2024 and who completed by submission of the 2025 annual report was 56.52%.