



STUDENTS RIGHT TO KNOW

CONSUMER INFORMATION GUIDE 2019

CAMPUS – 4180 Elizabeth Lake Rd. Waterford, MI, 48328

(248) 738 - 3860

CONSUMER INFORMATION

Consumer Information is updated on an annual basis and made available to enrolled and prospective students and staff of D&S School of Cosmetology electronically online at www.dandsschoolofcosmetology.com by clicking the “Consumer Information” tab and viewing our Consumer Information Guide and Catalog or in paper format upon request.

STUDENT RIGHT TO KNOW ACT

The Student Right to Know and Campus Security Act requires that universities throughout the country produce statistics and/or information on the following subjects: 1) completion and graduation rates; 2) financial assistance available to students and requirements and restrictions imposed on Title IV aid; 3) crime statistics on campus; 4) other institutional information including: the cost of attendance, accreditation and academic program data, facilities and services available to disabled students, and withdrawal and refund policies.

Publication Revised February 2019

CORPORATE OFFICERS, ADMINISTRATIVE AND INSTRUCTIONAL STAFF

CEO / Co- Owner..... Delphine Jackson
Vice-President/Co-Owner.....Sylvester Jackson
Instructor.....Dwight Garland

All employed instructors hold a current Michigan Cosmetology Instructor License.

LICENSED BY

**State of Michigan
Department of Commerce
Board of Cosmetology**

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

ACCREDITED BY



National Accrediting Commission Of Career Arts & Sciences

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

EXAMINATION AGENCY

PSI Examinations

3210 East Tropicana
Las Vegas, NV 89121
(800) 733-9267
Email: comments@psiexams.com

LICENSING, REGISTRATION, RE-REGISTRATION AGENCY

**Michigan Department of Consumer and Industry Services
Bureau of Commercial Services**

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

Notice of Availability of Consumer Information

Consumer Information is updated on an annual basis and made available to enrolled and prospective students and staff of D&S School of Cosmetology electronically online at <http://www.dandsschoolofcosmetology.com/>

Or by paper upon request. This information is updated as required or by July 1st annually. For more information about the Consumer Information, please contact: Delphie Jackson by email: Deljackson1@yahoo.com

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (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 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 or eligible students have the right to inspect and review the student's education records maintained by the school. Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents 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. This written permission must be obtained per occurrence. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - o School officials with legitimate educational interest*;
 - o Other schools to which a student is transferring;
 - o Specified officials for audit or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;
 - o Organizations conducting certain studies for or on behalf of the school;
 - o Accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and
 - o State and local authorities, within a juvenile justice system, pursuant to specific State law.
 - o Schools may disclose, without consent, "directory information" records of a student that would not generally be considered harmful or an invasion of privacy if disclosed.
 - o the parents of a "dependent student" according to the prior year tax returns.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.

If an eligible student believes that a school has failed to comply with FERPA, the student may complete a FERPA complaint

form. An eligible student may obtain a complaint form by calling (202) 260-3887.

“School Officials” include parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions. A school official generally has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility.

For more information on FERPA visit: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

Retention, Graduation, Transfer-Out, Licensure and Placement Rates

D&S School of Cosmetology retention rate as reported to the Integrated Postsecondary Education Data System (IPEDS) must be made available to any enrolled student or prospective student through appropriate publications or electronic media. In the case of a request from a prospective student, the information must be made available prior to the student’s enrolling or entering into any financial obligation with the school.

Retention Rates:

- Full time students – N/A
- Part time students – N/A

Completion/Graduation Rate N/A%

Transfer – Out Rates N/A%

(IPEDS DATA HAS NOT YET BEEN REPORTED)

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 graduation rates (50%min).

This institution is proud to announce that with 2017 data Annual Report, submitted in 2018; 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 100%.
- The average percentage of program **completers** scheduled to complete in the calendar year 2017 and who completed by submission of the 2016 annual report was 85.71%.

Disabled Students

D&S School of Cosmetology recognizes and accepts its obligations under the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008, prohibiting discrimination on the basis of a disability to provide reasonable accommodations and academic adjustments to qualified disabled students in all programs and activities.

Students have the responsibility to both self-disclose and request accommodation through the school manager. Communication with faculty or other staff members does not constitute fulfilling the ADA accommodation requirements. Verification through documentation from a health care provider is required prior to accommodations or adjustments being determined and fulfilled.

Obtain Information

The school manager is responsible for managing the ADA process, including negotiations, and finalizing appropriate student accommodations. D&S School of Cosmetology is wheel chair accessible.

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 D&S School of Cosmetology students and staff are required to abide by and comply with all state and federal laws governing copyrights and trademarks. Failure to do so may result in termination from school.

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

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

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

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

Plagiarism

Students at D&S School of Cosmetology are prohibited to plagiarize any information out of the text books used by the school as well as plagiarizing any information from the school’s website and catalog. If a student has been caught plagiarizing, disciplinary actions will be taken.

Vaccinations

Vaccinations are not required for admission into D&S School of Cosmetology.

Drug Free Workplace – Notice to Students and Staff

The use of illegal drugs, controlled substances or alcohol in any form during the school day/evening is prohibited. Students or staff members 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. If needed, students shall be referred to: Detroit Drug Rehab and Alcohol Addiction Treatment Centers Toll Free: (877)437-8422

[D & S School of Cosmetology – Drug and Alcohol Prevention Program](#) -Drug Law Violations

Student Diversity

Student Gender

100% Female 0% Male

Student Race Ethnicity

40% Black/African American

40% White

20% Hispanic/Latino

Undergraduate Student Age

50% 24 and under 50% 25 and over

Undergraduate Student Residence

Undergraduate Distance Education Status

*Distance Education is not offered.

Financial Aid Code of Conduct

I. ETHICAL PRINCIPLES:

All decisions and actions made or taken by any of the Institution's financial aid office employees or any other officers and employees who have contact with guaranty agencies or lenders (for federal or private loans) shall be consistent with the following principles:

1. **STUDENT CHOICE:** Students must be given have a genuine, fair and equal **opportunity to choose** among and between all lenders and loans, federal and private, which choice shall not limited to those made lenders or loans made available or recommended by the Institution.
2. **STUDENT INTERESTS:** The Institution must seek to establish relationships with those lenders which offer the best benefits for students – interest rates and fees, payment terms and services.
3. **AVOIDANCE OF CONFLICTS:** No director, officer or employee of the Institution should have any relationship – as director or employee or representative – with any lender or guaranty agency nor accept anything of value, other than token marketing items and nominal conference refreshments, from any lender. The Institution should not accept any service or thing of value from any lender or guaranty agency, other than training for financial aid staff relevant to loan processing, loan processing materials and financial literacy materials, emergency staffing services, entrance and exit counseling services conducted under the supervision of a financial aid officer of the Institution, and reimbursement of reasonable costs for domestic travel to training conferences hosted by lenders and/or guaranty agencies.
4. **INSTITUTIONAL DISCLOSURE:** If the Institution develops and uses a preferred lender list, the selection process and criteria must be disclosed in writing to students. If any lender or guaranty agency offers to make philanthropic contributions to the Institution for institutional aid or student financial assistance, there can be no promise of preferred status or other commitments given in exchange for or because of such contributions.
5. **STUDENT PRIVACY:** All student financial information – about need, resources, loans and other aid – must be kept confidential and, without written student authorization, not shared with outside parties, other than the United States Department of Education (DOE), state aid agencies, lenders, servicers and guaranty agencies.

II CODE OF CONDUCT:

All directors, officers, employees and other representatives of the Institution ("**Institutional Representatives**") are required to comply with each of the following rules in this Code of Conduct for Lender Relationships & Loans ("**Code**") and to also promptly inform either the Institution's ethics officer , legal counsel or president (as directed by the Institution in writing) if they become aware of facts indicating that there may have been a violation of the Code:

1. **PROHIBITED RELATIONSHIPS:**

- a) No Institutional Representative shall act as a officer, employee, consultant or sales representative for any guaranty agency or lender, no financial aid officer or employee of the Institution (including any officer of the Institution with responsibility for overseeing the financial aid office and/or the Institution's relationships with lenders) shall serve on the board of directors of a lender, and no other employee, officer and director of the Institution shall serve as an uncompensated member of the board of directors of any lender, unless such individual has confirmed in

writing that he/she will abide by the Institution's published conflict of interest policy and has obtained written permission from the ethics officer, legal counsel or president of the Institution.

b) No financial aid officer or employee of the Institution shall serve on any **advisory board** for any guaranty agency or lender, nor shall any other Institutional Representative serve on such a board, unless such service has been **approved in writing** by the ethics officer, legal counsel or president for the Institution.

2. **PROHIBITED INVESTMENTS:** No Institutional Representative shall purchase or accept any stock, bond or other equitable or legal interest in any guaranty agency or lender, nor any option to acquire such an interest, but this prohibition shall not preclude ownership of units in a mutual fund holding such stocks or bonds.

3. **PROHIBITED BENEFITS TO INDIVIDUALS:** No Institutional Representative shall accept any prize, gift, compensation, entertainment (including concert and sporting event tickets), meals, travel cost reimbursement or other benefit from any guaranty agency or lender ("**Prohibited Benefits**"), but this does not include promotional items of nominal value, conference meals and refreshments open to all attendees, and reimbursement of reasonable costs for domestic travel to attend conferences or seminars providing training on the administration of loans or to attend advisory board meetings focused on best practices. If any lender or guaranty agency attempts to offer any Institutional Representative any Prohibited Benefit, he or she shall promptly report this to the Institution's ethics officer, legal counsel or president [**WHERE REQUIRED:** and to the state department of education for any state in which the Institution maintains a campus.].

4. **PROHIBITED BENEFITS OR INDUCEMENTS TO INSTITUTION:**

a) The Institution shall not accept any payment or benefit of any kind from any guaranty agency or lender, including without limitation any rebate or share of revenue and any computer software or hardware (at no charge or at below market rates), as consideration for entering into a contractual relationship or for placing a lender on a preferred lender list.

b) The Institution shall not accept from any lender any 'opportunity pool,' revenue sharing arrangements or similar funding arrangements offered for use in making private loans to higher risk students in exchange for promises or concessions by the Institution.

c) The Institution may accept philanthropic contributions from a lender or guaranty agency, only if such contributions are made without any expectation or promise of any preferred status, advantage, recommendation, business volume, or other benefit.

5. **PROHIBITED PROMOTIONS:** The Institution shall not allow its name, logo, emblem or mascot, or any other words, symbols or photographs readily associated with the Institution to be used by any guaranty agency or lender in any advertisement, publication or other communication suggesting that the Institution has endorsed loans or services offered or guaranteed by the guaranty agency or lender. The Institution shall assure that all materials provided to students about federal or private educational loans shall prominently identify the name of the lender.

6. **PROHIBITED REPRESENTATIONS & SERVICES:**

a) The Institution shall not allow any employee, agent or representative of any lender or guaranty agency to represent himself or herself to the public, or to otherwise act, as an agent or representative of the Institution.

b) No Institutional Representative shall represent himself or herself to the public, or otherwise act, as an agent or representative of any lender or guaranty agency.

c) The Institution generally shall not accept any assistance from a lender or guaranty agency for financial aid office or call center staffing, but may accept: staffing assistance on a short term basis in the event of a disaster creating emergency needs; entrance and exit counseling services when supervised by a financial aid officer of the Institution; and financial literacy materials not promoting any lender or guaranty agency.

7. **PROHIBITED INDUCEMENTS BY INSTITUTION:** The Institution shall not offer or provide to any guaranty agency or lender any inducement to secure any business relationship, any particular kind of loans or scholarships, services or other benefits. This prohibition includes, but is not limited to, any promise of loan volume, preferred status, or any other advantage or benefit.

8. **LOAN PROCESSING ARRANGEMENTS:**

- a) The Institution shall not use any software or processing system or practices that create a 'default' arrangement through which a student borrower is automatically referred to any one or more federal or private student lenders, whether or not any such lenders have been designated by the Institution as "preferred lenders."
- b) The Institution shall not use any financial aid processing or packaging practices that delay certification of borrowers choosing federal or private student loan lenders not on the Institution's Lender List.

9. **FEDERAL AND PRIVATE COMPARISONS:** If the Institution provides students with information on loans from private lenders, it shall provide each student with a separate written reminder of the potential availability of federal student loans and a written comparison of the principal terms of such loans to the principal terms of federal student loans, including eligibility conditions, interest rates, origination fees, and repayment options & terms.

10. **LIMITATIONS ON STUDENT INFORMATION DISCLOSURES:** In the absence of a signed authorization from specific students or parents (in the case of minors) or documentation showing that the specific students or parents have filed an application with a specific lender, the Institution shall not disclose any information about the financial needs, resources and loan options or considerations of its students to any prospective lender or to any other person or entity, excluding those entities and persons to which disclosure is authorized under FERPA statutory and regulatory provisions.

11. **PUBLICATION OF CODE:** A copy of this Code shall be provided at least annually to all employees of the Institution, each of whom shall be required to sign a written certification confirming that they have received and read the Code. This Code shall be posted on the Institution's website and, upon request, a paper copy of the Code shall be given to all students either in written mailings or email notice.

Federal Pell Grant Recipients

___% Full-time Beginning Undergraduate Students*

According to IPEDS Data, the average Pell Grant Award is \$_____ for a full award year.

*Beginning students are those who are entering postsecondary education for the first time.

Financial Aid Info

<http://www.dandsschoolofcosmetology.com>

Contact Information for Financial Aid Information:

Sylvester Jackson – Financial Aid Director
4180 Elizabeth Lake Rd. Waterford, MI, 48328
Phone: (248) 738 - 3860

Net Price Calculator

<http://www.dandsschoolofcosmetology.com/>

Transfer Policy

We accept transfer hours for Cosmetology, Manicuring 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.

Cosmetology Program Description

Program Level – Undergraduate Certificate

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

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

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

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

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

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

COURSE OBJECTIVES.

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

1. Analyze hair and scalp problems and administer corrective treatments
2. Have a thorough knowledge of anatomy hair structure and chemistry
3. Administer cold/acid waving techniques
4. Administer chemical and physical techniques of hair straightening
5. Care for and style wigs
6. Give a professional shampoo
7. Administer hair coloring
8. Create hair styles through the use of roller placement, thermal waving/curling, finger waves, pin curls and blow curling/waving
9. Administer a facial with make-up and remove superfluous hair
10. Give a professional manicure, pedicure and nail extensions

11. Operate/open a salon and employ the principles and practices of salon management
12. Employ basic first aid measures
13. Practice good hygiene and good grooming
14. Practice professional ethics and personality development
15. Drape for a cosmetology service
16. Employ rules of sanitation and sterilization
17. Employ safety precautions
18. Practice and employ the board of Cosmetology rules, regulations, and laws
19. Give a professional hair shaping
20. Practice good salesmanship
21. Seek and obtain employment

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

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

CIP CODES: 12.0401/12.0407

REQUIREMENTS.

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

BOOKS/READING:

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

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

EXAMINATIONS:

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

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

EVALUATION STANDARDS

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

Instructor Course Program Description

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

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

CIP CODES: 12.0413

REQUIREMENTS.

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

READING.

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

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

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

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

EVALUATIONS

1. Written examination based on material taught in the course.
2. Practical evaluation (performance based). The Director of Education will use evaluation sheets and observe each phase of the procedure while the instructor trainee is performing the skill.

3. The Instructor Trainee's progress will be observed and evaluated during each class session.
4. Instructor Course students are counseled and advised on their progress, to include academic and attendance. (See Satisfactory Progress Policy for evaluation periods).

TEACHER ACTIVITY

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

INSTRUCTIONAL TRAINING METHODS

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

INSTRUCTIONAL/TRAINING STRATEGY FOR INSTRUCTOR TRAINEE

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

Student Catalog

<http://www.dandsschoolofcosmetology.com>

Textbook Information

Cosmetology Students:

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

Manicure Students:

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

Instructor Course Students:

- Milady Publishing Cosmetology Teacher – Text Book and Workbook ISBN-13: 9781428321519 Retail \$150.
- State of Michigan Cosmetology Laws and Rules Book – Available to view download and print at

Cost to Attend

Cosmetology Course of Study 1500 Hours of Instruction (\$9.33 per Hour)

Tuition Fee	\$14,000
Registration Fee	\$200
Books & Kit	\$800
Total	\$15,000

Instructor Course of Study 600 Hours of Instruction (\$5.83 per Hour)

Tuition Fee	\$3,500
Registration Fee	\$150
Book Only	\$250
Total	\$3,900

Disbursement of Books and Supplies

All students are distributed books and supplies at the necessary time in the course and not necessarily on the first day of class.

Student Cancellation and Refund Policy

- 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:
- 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.
- 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.
- A student notifies the institution of his/her withdrawal.
- For students who enroll in and begin classes the following schedule of tuition adjustment is authorized with exception on registration fee:

PERCENTAGE OF ELAPSED SCHEDULED TIME TO TOTAL TIME OF COURSE

0.01% to 4.9%
 5% to 9.9%
 10% to 14.9%
 15% to 24.9%
 25% to 49.9%
 50% and over

AMOUNT OF TOTAL TUITION SCHOOL SHALL RECEIVE AND RETAIN

20% retained
 30% retained
 40% retained
 45% retained
 70% retained
 100% retained

- COURSE CANCELLED BEFORE INSTRUCTION BEGINS. If a course is cancelled before a student begins training, the school may provide completion of the course or provide a full refund of all monies paid.

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

Voter Registration:

D&S School of Cosmetology encourages all students to register to vote and to be active participants in the democratic process. Below are links to voter registration information for the State of Michigan.

http://michigan.gov/sos/0%2C1607%2C7-127-1633_8716_8726_47669---%2C00.html

Constitution Day:

Commemorating the September 17, 1787 signing of the Constitution, Constitution Day celebrations and activities are held every year on September 17, at D&S School of Cosmetology. If this day falls on a day our school is closed, we will celebrate the week prior or the week following.

Campus Security:

<http://www.dandsschoolofcosmetology.com>

Facilities

4180 Elizabeth Lake Rd. Waterford, MI, 48328
(248) 738 - 3860

Contact Information for Institutional Information:

Delphine Jackson – President
4180 Elizabeth Lake Rd. Waterford, MI, 48328
(248) 738 - 3860