



**SHEAR SKILLS SCHOOL
OF COSMETOLOGY**
"WHERE PASSION MEETS CREATIVITY"

Catalog and Procedure

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Catalog and Procedure

At Shear Skills School of Cosmetology, our core mission is centered on cultivating work-ready talent, distinguished by our trademark diploma, "I HAVE DONE IT." We are committed to preparing our students for success in a range of state-regulated licensing and specialty permit areas. Our educational offerings encompass:

- Cosmetology: Providing comprehensive training for versatile careers in beauty.
- Esthetician: Equipping students with skills for both beauty and medical skin care professions.

- Specialty Permit Certificate for Eyelash Extension: Offering specialized training in this highly sought-after skill.

Our educational philosophy is rooted in developing each student's unique beauty talent, underscored by a mindset of creating joy and smiles in our customers and the community. We believe in nurturing a profound love and care for human beauty and craftsmanship, ensuring our graduates not only excel in their technical skills but also in their ability to connect and contribute positively to society.

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The Shear Skills School of Cosmetology at Waked Century Plaza includes:

1. Beauty Stations: Equipped with chairs and hair wash stations for practical hairdressing training.
2. Nail Stations: Complete with an ADA-compliant station and a nail technician seat.
3. Towel Warmer and Nail Polish Display: Conveniently located for easy access.
4. Hair Salon Area: Outfitted with hair dryer chairs, including an ADA-compliant option.
5. Pedicure Stations: Portable stations for pedicure services.
6. Waiting Room: Comfortable area for clients and visitors..

7. Theory Teaching Area: Furnished with 10 chairs and 3 tables for theoretical instruction and learning.

This facility is designed to support a comprehensive educational experience in beauty and cosmetology, with spaces tailored for both practical and theoretical learning.

Licensing and Affiliations

Shear Skills School of Cosmetology operates under the licensure of the Arizona Barbering and Cosmetology Board. This affiliation underscores the school's commitment to maintaining the highest standards in beauty education and regulatory compliance. The board's details are:

Arizona Barbering and Cosmetology Board

Address: 1740 W Adams St #4400

Phoenix, Az 85007

Phone: (480) 784-4539

Hours of Operation

Shear Skills School of Cosmetology is committed to providing flexible and accessible education to our students. Our hours of operation are designed to accommodate various schedules, ensuring ample time for both instruction and practice. The school operates according to the following schedule:

- Monday, Tuesday, Thursday, Friday: 8:00 AM - 2:00 PM
- Wednesday: 8:00 AM - 5:00 PM

Holiday Schedule and School Closures

The school observes several holidays throughout the year, during which our facilities will be closed. These scheduled closures allow our students and staff to observe important national holidays and spend time with their families. The holidays observed include:

- New Year's Day: January 1st and 2nd
- Memorial Day: The last Monday of May
- Independence Day: July 4th
- Labor Day: The first Monday of September

- Thanksgiving: November 27-29th.
- Veterans Day: November 11th
- Christmas Eve & Day: December 24th. & 25th.
- 1 Week Closed for Spring Break (March 25 - April 5)
- 1 Week Closed for Fall Break (October 14 - 18)
- 2 Weeks Closed for Winter Vacation (December 16 - January 2nd).

Should there be any unplanned closures or changes in our operating schedule, students will be notified in advance. The school ensures to communicate any such changes promptly to minimize inconvenience and ensure continuity in our students' educational journey.

Program Overview

At Shear Skills School of Cosmetology, we offer a diverse range of programs to cater to various career paths in the beauty industry. Each program is designed to provide thorough training and practical experience. Our programs and their respective start dates are:

- **Cosmetology Classes:** These classes begin on the first Tuesday of each month or as needed, providing comprehensive training in a broad range of beauty techniques.
- **Esthetics Classes:** Starting on the first Tuesday of each month or as needed, these classes focus on skincare and esthetics, preparing students for careers in both beauty and medical skincare fields..
- **Instructor Classes:** These classes, beginning on the first Tuesday of each month or as needed, are designed for those aspiring to teach and guide future beauty professionals.

Flexible Enrollment and Class Attendance

Understanding the dynamic nature of our students' lives, Shear Skills School of Cosmetology embraces a flexible approach to enrollment and class attendance. This flexibility allows students to:

- **Start Immediately:** Students can begin their program right after enrollment, facilitating a smooth and uninterrupted entry into their educational journey.
- **Customizable Schedules:** We offer adaptable scheduling options to accommodate students with varying commitments, such as working professionals, young parents, or college students. This ensures that education at our school is accessible and manageable alongside other responsibilities.

Our dedication to flexible education underscores our commitment to making professional beauty training accessible to everyone, regardless of their life circumstances. We believe in empowering our students by providing an education that adapts to their needs, helping them to succeed both academically and personally.

Attendance Policy Overview

Shear Skills School of Cosmetology's attendance policies are designed to accommodate diverse student needs while aligning with Arizona Barbering and Cosmetology Board regulations. Our policies ensure fairness and consistency in attendance tracking across all programs.

Full-Time Attendance

- Defined as 34.5 hours per week.
- Per Arizona Barbering and Cosmetology Board law, attendance is limited to a maximum of 8 hours per day and 40 hours per week.
- Billing for full-time students is based on the scheduled 34.5 hours per week, irrespective of actual attendance.

Attendance Based on Contracted Hours

- The school operates on scheduled contracted hours rather than actual attendance.
- For instance, a full-time contracted student is billed for 34.5 hours per week regardless of actual hours attended.
- Shear Skills School of Cosmetology enforces a stricter policy, requiring withdrawal for absence of 7 consecutive days without an acceptable excuse.
- This policy is in place to maintain academic integrity and ensure consistent progress for all students.

Our attendance policies reflect our commitment to a structured yet adaptable educational framework, providing clarity and flexibility to support our students' diverse circumstances and educational goals.

Policy on Unexpected Closures

Shear Skills School of Cosmetology is committed to maintaining a consistent and reliable schedule for our students and staff. However, there are occasions, such as severe weather conditions, when unexpected closures may be necessary for the safety and well-being of our community.

Communication of Closures

- In the event of an unforeseen closure, we prioritize timely and effective communication with our students.
- Notifications will be disseminated through multiple channels, including:
- The Shear Skills School of Cosmetology website
- Our social media platforms, with a focus on our Facebook page ○ Text messages to all enrolled students

Communication Channels at Shear Skills School of Cosmetology

- **Active Communication:** For immediate or urgent communication, the Shear Skills School of Cosmetology texting number is the most efficient method, ensuring almost instant responses.
- **Passive Information Sources:** For regular updates and general information, our website and Facebook page are the primary sources. These platforms are consistently updated to provide the latest and most accurate information. We encourage all students and staff to regularly check these channels to stay informed about school operations, particularly in scenarios that may lead to sudden changes in our schedule. Our commitment to clear and proactive communication is a cornerstone of our operations, ensuring that all members of the Shear Skills School of Cosmetology community remain well-informed and prepared.

Vacation Policy Overview

At Shear Skills School of Cosmetology, our educational schedule is designed to provide continuous learning opportunities throughout the year. Consequently, the school does not close for vacations other than the ones specified on the **.Holiday Schedule and School Closures.**

Student Vacation Choices and Attendance

- Students have the discretion to take personal vacations as per their individual needs.
- It is important to note that any hours missed due to personal vacations will be counted towards the student's allowed absences under our attendance policy.
- Students are encouraged to plan their vacations thoughtfully, considering their educational commitments and attendance requirements.

Flexible Scheduling and Student Responsibility

- Shear Skills School of Cosmetology operates on a flexible schedule, allowing students to tailor their attendance to their personal circumstances.
- Students are responsible for managing their attendance in line with the school's attendance policies.
- We advise students to be proactive in balancing their educational objectives with personal time off.

Impact on Scholarships

- Our student contracts include detailed guidelines regarding scholarships, which are often attendance-based.
- Students should be aware that scholarships for specific categories may be impacted by low attendance.
- We strongly recommend that students review their contracts for specific details regarding the relationship between attendance and scholarship eligibility. This policy is part of our commitment to offering flexible and student-centric education while maintaining academic integrity and program standards. Students are encouraged to make informed decisions regarding vacations, keeping in mind their academic progression and any potential impact on financial incentives.

Overview of Teaching Methodology

Shear Skills School of Cosmetology prides itself on a teaching methodology that integrates high quality products and market-recommended, customized techniques. Our approach to education in cosmetology, esthetics, and nail technology is structured into four progressive levels, each designed to build upon the last and ensure comprehensive skill development.

Four-Level Instructional Program

- **Level 1 - Foundations in Skills and Theory:** This introductory level focuses on the fundamentals, providing students with a strong theoretical foundation and initial skill development.
- **Level 2 - Clinical Application and Specialized Activities:** At this stage, students start working with live models in our clinic area under close instructor supervision. This level includes time devoted to specialized activities, allowing students to apply their learning in a practical environment.
- **Level 3 - Advanced Clinical Practice:** Students continue their clinic work, undertaking more advanced procedures under instructor guidance, further refining their skills and expertise.

- Level 4 - State Board Examination Preparation: The final stage focuses on preparing students for the state board examination process, ensuring they are well-equipped to succeed.

Emphasis on Theory and Practical Skills

- Our curriculum begins with a strong emphasis on theory, particularly in areas of disinfection, sanitation, and safety techniques.
- Students engage in active theory teaching in class, supplemented by self-guided digital learning, with a focus on preparing for the Arizona State Board licensing examination.
- After completing specific theory hours, tracked both manually and digitally through systems like Milady CIMA, PSI, and our school's digital platform, students progress to practical studies.

Practical Studies and Skill Advancement

- Practical training involves a structured progression from paper exercises and practice tools to mannequins, followed by in-class practice on real people, and eventually, serving customers.
- This progression is carefully advised and guided by instructors, ensuring a gradual and comprehensive skill development aligned with industry standards.

Our teaching methodology is designed to provide a holistic and thorough educational experience, balancing theoretical knowledge with practical expertise, and preparing students for professional success in the beauty industry.

ADMISSION REQUIREMENTS

0. Must be at least 17 yrs. (with legal guardian signature)
1. Completion of the enrollment agreement with application fee of \$150 (Non-Refundable administration fee)
2. State ID or driver license
3. Local address or temporary address if driver license does not have the most updated local address

4. High school diploma or equivalent (GED), Shear Skills School of Cosmetology only
accepts diplomas as acceptable by the state. Interview in person with administration advisor. Shear Skills School of Cosmetology will review; Ability to benefit test, and does not guarantee acceptance of this.

- For foreign high school diploma or transcript, Shear Skills School of Cosmetology only accept the translated version of the high school diploma or transcript from acceptable agency
5. Registration fee, which is due by the first day of class unless prior arrangements are made.
6. For students re-entering the program, refer to the Satisfactory Academic Policy (SAP).
7. For a transferred student from another state outside of Arizona, your transferred hours have to be received and accepted by the state board of Arizona before enrollment, for the hours to be accepted by Shear Skills School of Cosmetology.

PHYSICAL REQUIREMENTS FOR ADMISSION

Admission Health and Physical Criteria

In compliance with professional and legal standards, Shear Skills School of Cosmetology sets forth specific health and physical requirements for admission into our courses. These criteria are essential to ensure the safety and well-being of all students and clients, and to maintain the integrity of our educational programs.

Health Standards

Applicants must be free from contagious or infectious diseases. This requirement is crucial to prevent the transmission of illnesses and to protect the health of both students and clients within the school's practical settings.

Physical and Mental Fitness

Prospective students must possess the physical and mental capability to perform the required tasks and duties associated with our beauty and cosmetology programs. This includes, but is not limited to, the ability to:

Engage in necessary physical activities, such as standing for extended periods, performing manual dexterity tasks, and handling beauty and cosmetology equipment.

Demonstrate the mental aptitude required for learning, comprehending, and applying course materials and techniques.

These criteria are established to ensure that all students are able to fully participate in and benefit from the training provided at Shear Skills School of Cosmetology, preparing them for successful careers in the beauty industry. It is the responsibility of the applicant to assess and understand these requirements before enrolling in our programs.

TRANSFER STUDENTS

Policy on Accepting Transfer Students

- Shear Skills School of Cosmetology adheres to specific guidelines for accepting transfer students, ensuring compliance with state laws and educational standards. Our policies are designed to recognize prior learning while maintaining the integrity of our programs.

Acceptance of Previous Hours

- We may accept hours accrued by a student at another institution, subject to the student's ability to meet the minimum requirements set by the Arizona State Board of Cosmetology within the prescribed time frame.
- Transfer students are required to attend and pay for a minimum number of hours, as determined by school management and in accordance with State Law.

Certification and Credit Application

- Credits for hours accumulated at a former school will be applied only if certification of those hours and the student's progress is received by Shear Skills School of Cosmetology before the student's graduation.

- Students must complete the State Board requirements within the allowed timeframe for their transfer hours to be recognized.

Maximum Time-Frame and Credit Hours

- Transfer hours that are accepted towards a student's educational program are counted as both attempted and completed hours for determining when the maximum allowable time-frame, as detailed on page 15 of the Length of Course section, has been exhausted.

Reciprocity and Licensing

- Reciprocity pertains to the ability of a student licensed in one state to obtain a license in another state.
- Students are advised to obtain specific requirements related to reciprocity for their intended state from the Arizona Barber and Cosmetology Board.

Non-Recruitment Policy

- Shear Skills School of Cosmetology does not engage in the recruitment of students who are currently enrolled at other institutions.

I affirm that I have carefully read the foregoing authorization and that I fully understand the meaning and intent of this document. I affirm that I have signed this authorization voluntarily.

Arizona Barber and Cosmetology Board and Transfer Hours

- The Arizona Barber and Cosmetology Board acceptance of transferred hours is a primary criterion for our acceptance of transfer students, whether from within Arizona or other states.
- The secondary criterion involves Shear Skills School of Cosmetology's assessment of the transferred student's skills and knowledge, especially in relation to passing the Arizona State Board of Cosmetology licensing exam, both in theory and practical aspects.
- PSI, the state licensing exam agency, sets the standards for these exams. Students transferring from schools that teach to PSI standards are likely to have their hours accepted, pending approval by the Arizona State Board of Cosmetology.

- Note: All transfer students must provide their academic transcript from the institution they previously attended.

JOB SERVICES

Job Opportunities and Notifications

- We regularly post job openings and opportunities as notified by local salons and beauty businesses.
- While we strive to provide current and relevant job market information, it is important to note that we cannot legally guarantee employment.

Guidance

- Personalized guidance services are available to students and graduates through the Director upon request.
- These services are designed to offer guidance and advice on career options, job search strategies, and industry trends.

Market Demand and Proactive Approach

- The beauty industry, particularly in the fields of Nail Technology and Esthetics, is currently experiencing high demand for skilled practitioners.
- We encourage our students to proactively engage with local salons and beauty businesses before, during, and after their education at the school. This approach helps them to better understand the job market, enhancing their job security and career planning.

Legal Disclaimer

- As an educational institution, Shear Skills School of Cosmetology legally cannot guarantee job placement. Our role is to equip students with the necessary skills and knowledge and to provide guidance and resources for their job search. Shear Skills School of Cosmetology is dedicated to

supporting our students in achieving their career aspirations in the beauty industry. We believe that our proactive and comprehensive approach to job

counseling and placement assistance greatly benefits our graduates in navigating the job market.

GRADUATION REQUIREMENTS

Cosmetology Program

Each student must:

1. Complete 1600 clock hours of training in Arizona.
2. Meet the state's practical requirements.
3. Achieve an average score of 75% or higher across all written tests and practical work.
4. Fulfill all financial obligations to the school.

Esthetics Program

Each student must:

nt must:

1. Complete 600 clock hours of training in Arizona.
2. Meet the state's practical requirements.
3. Achieve an average score of 75% or higher across all written tests and practical work.
4. Fulfill all financial obligations to the school.

Instructor Program

Each student must:

1. Complete 350 clock hours of training in Arizona.
2. Hold a current license as a Cosmetologist, Esthetician, or Nail Technician for a minimum of one year.
3. Meet the state's practical requirements.
4. Achieve an average score of 75% or higher across all written tests and practical work.
5. Fulfill all financial obligations to the school.

Upon successful completion of their program, graduates of Shear Skills School of Cosmetology will receive a diploma certifying their course completion. This diploma, bearing the graduate's name and date of graduation, will be officially signed and dated by the school administration. In Arizona, graduates must take additional steps to become licensed professionals.

This includes:

1. Completing an application process for testing, as required by the Arizona State Board of Cosmetology.
2. Upon approval from the Arizona Barbering and Cosmetology board graduates are then eligible to schedule their licensing examination.

It is important to note that graduation from the school and receipt of a diploma is a distinct step from obtaining professional licensure, which is governed by state regulations and requires Board approval and successful examination completion.

COURSES AVAILABLE

Cosmetology Program Academic Overview

- Course Title: Cosmetology AZ (1600 Hours)
- Language: English
- Textbook: Milady's Standard Cosmetology
- Course Description: This program encompasses theoretical and practical elements of cosmetology, preparing students for roles such as cosmetologist, hair stylist, and hair designer.
- Objectives: To develop skilled, highly competent graduates for diverse opportunities in the beauty industry.
- Teaching Methods: Lectures, demonstrations, discussions, visual aids, classroom, and clinical practice.

Curriculum Outline (Total 1600 Hours):

1. Orientation and Haircutting
2. Sanitation
3. Statutes & Rules
4. Salesmanship
5. Management
6. Manicuring/Nail Technology
7. Pedicuring
8. Hair Removal (Waxing)
9. Anatomy & Physiology
10. Skin, Hair, Electricity, Chemistry
11. Shampooing
12. Scalp Treatments

13. Facials & Makeup
14. Hair Coloring
15. Texture Services
16. Hairstyling
17. Discretionary Hours

Graduation: Diploma awarded upon completion and passing state board examination.

Grading Scale:

- A (Excellent): 90-100
- B (Good): 80-89
- C (Average): 75-79
- F (Failing): 0-74

This comprehensive curriculum ensures graduates are well-prepared for licensure and professional practice in the beauty industry.

Esthetics

- Course Title: Esthetics AZ (600 Hours)
- Language: English\Spanish
- Textbook: Milady's Standard Esthetics
- Course Description: This 600-hour course, as mandated by the Arizona Board of Cosmetology, provides comprehensive training in esthetics, preparing students for roles as estheticians and makeup artists.

Course Objectives: To equip students with practical and theoretical knowledge in esthetics, fostering high-level skills and a solid foundation for various opportunities in the beauty industry.

- Teaching Methods: Lectures, demonstrations, discussions, visual aids, classroom, and clinical practice.

Curriculum Outline (Total 600 Hours):

1. Orientation and Chemistry
2. Physiology & Histology
3. Bacteriology & Sanitation
4. Skin Care Machinery
5. Skin Care

6. Makeup
7. Hair Removal
8. Advanced Spa Techniques
9. Safety Precautions
10. Professional Development
11. Salesmanship and Salon Management
12. State Statutes & Rules
13. Discretionary Hours

- A (Excellent): 90-100
- B (Good): 80-89
- C (Average): 75-79
- F (Failing): 0-74

Graduates receive a diploma and official transcripts, certifying their readiness for professional practice as estheticians and makeup artists.

Instructor

- Academic Overview: Instructor Training Program
- Course Title: Instructor Training AZ (350 Hours)
- Language: English\Spanish
- Textbook: Milady's Professional Educator
- Course Description: This 350-hour course, mandated by the Arizona Board of Cosmetology, is designed for licensed professionals in Cosmetology, Esthetics, or Nail Technology. It focuses on teaching methodologies and educational practices to prepare students for instructional roles in the beauty industry.

Course Objectives: To produce well-trained educators with expertise in teaching techniques, lesson planning, and classroom management, contributing to the development of future professionals in the beauty industry.

- Teaching Methods: Includes lectures, demonstrations, discussions, visual aids, classroom, and clinical practice.
- **Curriculum Outline** (Total 350 Hours):
 1. Orientation and Curriculum Review
 2. Introduction to Teaching
 3. Course Outline and Development
 4. School Administration

5. Clinical and Theory Classroom Assistance
6. Practice Teaching

Curriculum Details: Includes psychology of student training, grooming, personality development, lesson planning, teaching methods, audio-visual techniques, examination techniques, and more.

Grading Scale:

- A (Excellent): 90-100
- B (Good): 80-89
- C (Average): 75-79
- F (Failing): 0-74

Graduates receive a diploma and official transcripts, certifying their readiness for teaching roles in the beauty industry.

PROGRAM COSTS

Program Cost Summary: The latest information on costs, scholarships, and payment plans for Shear Skills School of Cosmetology programs is available on their official website. Prospective and current students are advised to refer to this source for the most current information.

Scholarship Eligibility: Scholarships are primarily reserved for students who have exhausted other funding options such as federal aid, military benefits, and vocational rehabilitation assistance. Enrollment in a program automatically qualifies a student for the maximum scholarship available, based on attendance.

Payment and Fees:

- Registration fees, books, and equipment costs are non-refundable and non returnable upon receipt.
- Payment methods include cash, money orders, credit cards, and non-federal agency loan programs.
- A 3% processing fee is added to credit/debit card payments.

Specific Program Costs (as of the latest update January 30 2024):

- **Cosmetology Program:**

- \$15,000 price, offering significant incentives and a payment plan
- \$1300 Includes Starter Cosmetology Kit and Milady Cengage platform
- **Esthetician Program:**
- \$6050 price, with incentives and a monthly payment plan.
- \$1300 Includes Starter Esthetician Kit and Milady required books & Cengage platform
- **Instructor Training Program:**
- \$3050 price.
- \$1000 Includes Starter Instructor Kit and Milady required books & Cengage platform

Payment Plan Policy:

- Monthly payments can be any amount above \$350.00, with applicable fees based on the payment amount.
- The total package price must be paid off, subtracting any incentives/discounts, before graduation.
- The enrollment fee is due upon signing of the enrollment contract. This fee may not be refunded unless the school fails to provide space on the designated start date. Tuition can be paid in full upon registration or with a down payment of half and individual payment plans throughout the course weeks. Kit and required books are Non-Refundable and must be paid 3 weeks prior to start date.
- If Student has excessive absences, they may be charged extra tuition as stated in section on attendance

Other Fees:

Students have the opportunity to receive services. A small fee for any products used will be charged. Permission must be granted by an instructor and client work will always take priority. All supplies used for personal services must be paid prior to the service.

Termination Fee: \$2050 cosmetology and esthetic course plus percentage of hours enrolled

Scholarships/Discounts Policy: Scholarships are subject to conditions related to student conduct and attendance.

Scholarship Termination Fee: Full program price will be required.

Attendance Policy: Consistent attendance is required as per Arizona StaCosmetology regulations. Shear Skills School of Cosmetology offers flexible scheduling within these requirements.

Transferred Students: Transferred students must purchase specific course materials and are not eligible for full scholarship and discount benefits.

This overview provides a summary of the costs, scholarships, and payment plans for various programs at Shear Skills School of Cosmetology, reflecting the institution's commitment to transparent and accessible education.

REFUND POLICY – NOTICE OF CANCELLATION

1. Application: For all terminations including student withdrawal, course cancellation.
2. Refund Timeline: Refunds issued within 45 days of official cancellation or withdrawal.
3. Pro-rated Refund Schedule: Based on the percentage of scheduled time enrolled to the total course/program:
 - 0.01% to 4.9% - 20% of tuition retained by the school.
 - 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.
4. Additional Charges: Separate calculation for non-refundable items like kit materials and books at withdrawal.

5. Financing Options
 - Cash Payment: Full or installment payments.
 - Financial Aid Programs: Pell Grants and loans for qualified students. This policy ensures clarity on financial responsibilities and options for students at Shear Skills School of Cosmetology, adhering to legal and academic standards.

6. Cash Payment Options
 - The school encourages Cash Payment for the maximum incentives/discounts/scholarships.
 - Payment plans also offer discounts based on attendance and payment amounts. Details are available in the student contract and on the school's website. The school's zero-interest, debt-free payment plan.
 - Note on Cash Payment Option: Students opting for the Cash Payment method must ensure that their program costs are fully paid off, subtracting any incentives, before graduation or at the time of graduation to be eligible to graduate. This requirement is crucial to fulfill financial obligations and complete the program successfully at Shear Skills School of Cosmetology.

TRANSCRIPT OF RECORDS

Transcript of Records Policy

Students can request their academic transcript by submitting a written request and ensuring all financial obligations to the school are fulfilled. A transcript fee of \$25.00 is required.

DISCLOSURE OF EDUCATIONAL RECORDS/STUDENT PRIVACY

All students, parents or guardians of dependent minor students, proper authorities of the schools and government agencies have the right to inspect, review, and challenge information contained in the educational records of the school. The student's records may be reviewed with the director of the school at a time that is during normal business hours.

The director of the school will assist the student or allow the party to evaluate the records.

Education records are defined as files, materials, and documents, which contain information directly related to the student such as name, address, and phone number of the student, date, and place of birth, major field of study, dates of attendance, degrees, and awards received, date of graduation, the previous school attended, and/or date of graduation from the previous school and maintained by the institution.

Before publishing “directory information” such as name, address, and phone number 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 the previous school, allow the student or guardian to deny authority to publish one or more of these items:

Provide and permit access to student and other school records as required.

STUDENT INFORMATION RELEASE POLICY

Academic and Legal Overview: Disclosure of Educational Records/Student Privacy Shear Skills School of Cosmetology adheres to student privacy laws, allowing students, parents/guardians of dependent minors, and authorized school and government entities to inspect, review, and challenge the educational records of students. These records include personal and academic information.

Student Information Release Policy:

- Requests for student information must be in writing or verified by telephone.
- All requests should specify the information needed and be signed and dated.
- The Director will consult with the student/parent for consent to release information.
- Students/parents have the right to access their records, under supervision, during normal business hours.
- Educational records are maintained for seven years post-enrollment.
- Financial records are stored securely and accessed only by authorized personnel.
- Transcript requests incur a fee of \$25.00.

Directory Information:

Before releasing directory information, students/guardians may opt out of publishing certain items.

Note: Written authorization from the student is required for releasing information to third parties, including text messages and emails.

RULES AND REGULATIONS OF THE SCHOOL

Academic and Legal Overview: Rules and Regulations of Shear Skills School of Cosmetology

1. **Timeliness:** Students must clock in and be in class at the start of each session. Late arrival over 30 minutes disallows entry to theory sessions.
2. **Absence Notification:** Notify the office by 8:00 am for absences. Extended absences (over 3 days) require a written explanation.
3. **Make-Up Time and Charges:** Time lost must be made up. Additional charges apply for training beyond contract date.
4. **On-Site Presence:** Students must clock out when leaving and clock in upon return.
5. **Lunch Break:** 30-minute lunch break is allotted.
6. **Time Clock Policy:** Self-check-in and out only.
7. **Uniform Requirements:** Specific dress code including all black attire, Black scrubs are preferred, closed-toe shoes, and name tag. Uniforms must not have prints even if print is black: ripped garments are not permitted. Sweaters must also be black.
8. **Hygiene and Sanitation:** Adherence to personal hygiene and sanitation rules is mandatory.
9. **Personal Property:** Responsibility for personal belongings and equipment.
10. **Availability of Kits and Books and Laptop:** Must be ready for use and inspection.
11. **Telephone and Cell Phone Policy:** Restricted use of school and personal phones.(Only during break)
12. **Professional Behavior:** Required at all times; non-compliance may lead to dismissal.
13. **Food and Gum:** Not allowed in classrooms or clinic floors.
14. **Academic Progress:** Retesting for unsatisfactory scores, with specific time frames for retests and make-ups.
15. **Amendments to Rules:** The Owner/Director may change rules, with changes posted for student awareness.

Professional and Respectful Conduct: The school emphasizes professional and respectful behavior, ensuring inclusivity, safety, and an optimal learning environment. Aggressive or unsafe behavior, whether physical, verbal, or via social media, is unacceptable and may result in immediate class withdrawal, determined by the school enrollment director.

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.

EVALUATION PERIODS

Satisfactory Academic Progress Policy

Shear Skills School of Cosmetology implements a Satisfactory Academic Progress Policy that applies to all enrolled students. This policy, detailed in the school catalog, is provided to students before enrollment.

Evaluation Periods

Students' progress is evaluated based on actual hours acquired:

- Cosmetology (1600 hours): Evaluations at 160, 650, 1000, and 1540 hours.
- Esthetics (650 hours): Evaluations at 120, 240 and 540 hours..
- Instructor (350 hours): Evaluations at 80 and 160 and 290 hours.

Transfer Students: Midpoint of contracted hours or established evaluation periods, whichever is earlier.

Evaluation Criteria

Evaluations assess minimum requirements for satisfactory academic progress and attendance. Students are evaluated monthly for Arizona State Board hours and academic progress, ensuring they meet both attendance and academic standards by the course midpoint.

Attendance Progress Evaluations

At Shear Skills School of Cosmetology, students must maintain a minimum attendance rate of 80% of the hours possible based on their attendance schedule to be considered in satisfactory attendance progress. Attendance progress is evaluated at the end of each evaluation period. The attendance percentage is calculated by dividing the total hours attended by the total hours scheduled. These evaluations ensure that students maintain at least 80% cumulative attendance from the start of the course, projecting timely graduation within the maximum timeframe allowed.

Academic Progress Evaluations

Shear Skills School of Cosmetology uses a systematic grading approach for academic progress evaluations. Academic learning is evaluated after each unit of study, while practical assignments are rated upon completion and must achieve a satisfactory level (reflected as 100% in the computer system) to count towards course completion. Students are required to repeat unsatisfactory performances. At least two comprehensive practical skills evaluations are conducted during the course. Practical skills are assessed based on the school's criteria. Students must maintain a minimum written grade average of 75% and pass final written and practical exams to graduate.

The grading scale is as follows:

93-100: Excellent

85-92: Very Good

75-84: Satisfactory

74 and below: Unsatisfactory

Missed tests and incomplete assignments must be made up.

Quantitative and Qualitative Factors for Satisfactory Academic Progress

To measure student progress towards satisfactory completion of the program, the following criteria are applied:

1. Cumulative Theory Grade: Students must maintain a minimum cumulative theory grade level of 75% or higher.
2. Practical Worksheet Completion: A minimum cumulative academic level of 75% or higher is required for practical worksheet completion. For state practical graduation requirements, practical worksheets must eventually be completed with 100% accuracy.
3. Cumulative Academic Grade: Theory and practical grades are averaged to achieve a cumulative academic grade of 75% or higher.
4. Attendance Requirement: Students must attend a minimum of 80% of their scheduled hours. Hours are updated on the 1st and 15th of each month. For graduation, the measurement of success includes an average grade of 75% or more across the entire course, encompassing both quantitative and qualitative aspects.

TRANSFER HOURS

In the context of Satisfactory Academic Progress (SAP) at Shear Skills School of Cosmetology, transfer hours are considered both attempted and completed. These hours are factored into the calculation of the maximum allowable timeframe for program completion. Additionally, if a student switches programs, the accepted hours from the initial program or other institutions are also counted towards SAP in the new program. This ensures a consistent and fair approach to measuring academic progress for all students, including those with transfer credits.

MAXIMUM TIME FRAME

Shear Skills School of Cosmetology sets a maximum time frame for course completion, not exceeding 125% of the course length, as follows:

Cosmetology (1600 hours)

- 34.5 hours/week: 47 weeks (Max 1634 hour)

Esthetics (600 hours)

- 34.5 hours/week: 18 weeks (Max 634 hours)

Instructor (350 hours)

- 34.5 hours/week: 11 weeks (Max 384 hours)

For transfer students, the maximum time is 80% of scheduled contracted hours. Students who exceed the maximum time frame may continue on a cash pay basis, with full payment required before graduation paperwork is issued.

DETERMINATION OF PROGRESS STATUS

At Shear Skills School of Cosmetology, students who meet the minimum academic and attendance requirements at each evaluation point are deemed to be making satisfactory academic progress until the next evaluation. Students will receive a digital copy of their Satisfactory Academic Progress Determination via email, text messaging, or other digital messaging platforms like CRM system messages, following each evaluation. This process ensures continuous monitoring and communication of students' academic standings in compliance with academic standards.

WARNING

Students at Shear Skills School of Cosmetology who fail to meet the minimum requirements for attendance, academic progress, or financial monthly payments are placed on a warning period but are still considered to be making satisfactory academic progress during this time. Written advice is provided to students on the necessary actions to achieve satisfactory academic progress by the next evaluation. If a student does not meet the attendance, academic, and financial requirements by the end of the warning period, they may be placed on probation. This process ensures that students are given fair opportunities to meet all program criteria.

PROBATION

Students at Shear Skills School of Cosmetology who fail to meet minimum requirements for attendance, academic progress, or financial obligations after a warning period are placed on probation. During probation, they are considered to be making satisfactory academic progress if they appeal the decision and the appeal is successful. Probation eligibility requires the potential to meet Satisfactory Academic Progress standards by the end of the evaluation period. Students on an academic plan must meet its requirements by the next evaluation to be deemed making satisfactory progress. Failure to meet attendance, academic, or financial requirements by the end of probation will result in a status of not making satisfactory academic progress.

APPEAL PROCEDURE

Students not making satisfactory academic progress may appeal within ten days. Grounds for appeal include:

- Death of a relative.
- Injury or illness of the student.
- Other special or mitigating circumstances.

The appeal process involves:

- Submitting a written appeal on a designated form.

- Explaining the failure to meet standards and providing supporting documentation.
- Describing changes in the student's situation enabling future academic progress. The school reviews appeals and communicates decisions within 30 days. Successful appeals lead to the reversal of

progress determinations and reinstatement of financial aid, where applicable.

Documentation is retained in the student file.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students at Shear Skills School of Cosmetology can re-establish satisfactory academic progress by fulfilling the following criteria by the end of their warning or probationary period:

- Meeting the minimum attendance requirements.
- Achieving the academic standards set forth.
- Maintaining up-to-date monthly financial payments as agreed upon.

Successfully meeting these conditions will allow students to regain their status of satisfactory academic progress within the program.

LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

Shear Skills School of Cosmetology's policy for course incompletes and withdrawals is aligned with financial aid requirements:

- Leave of Absence: Not accepted under any circumstances.
- Withdrawal Requirements: Students absent for over 10 consecutive days must withdraw, stopping all financial aid and hours.
- Re-enrollment:
 - After 180 days: Different terms may apply.
- Hour Reporting: Student hours are reported monthly and valid for 5 years. All transfer hours must be discussed and agreed upon before enrollment.
- Arizona State Law Compliance: Maximum of 8 hours of study per day and 40 hours per week. Students must complete a minimum of 4 hours per week, but the school's policy requires a minimum of 4 hours per week.

- Student Schedule:
 - Monday, Tuesday, Thursday and Friday: 8:00-2:00 pm. (6,50 hours) ○
 - Wednesday: 8:00-5:00 (8.5 hours)

This policy ensures compliance with state law and financial aid regulations, emphasizing the importance of consistent attendance and engagement in the program.

SUMMER TERMS

Shear Skills School of Cosmetology operates with continuous course offerings throughout the year and does not have a distinct summer term. The school maintains an open enrollment policy, allowing students to enroll and commence their studies immediately at any time of the year. This approach facilitates flexible and ongoing access to educational programs.

MAJORS, DEGREES, AND SECOND DEGREES

We are a for-profit post-secondary school and do not offer majors, degrees or second degrees. Upon graduation, the student will be given a certificate of completion.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

These do not apply to our institution and have no impact on the school's satisfactory academic progress standards.

NON-DISCRIMINATION POLICY

The school practices no discrimination in admission, instruction, financial, and graduation policies based on race, color, age, sex, creed, religion, ethnic origin, financial status, or geographic location.

TERMINATION POLICY

The school may terminate or suspend students for behaviors such as substance influence, consistent failing grades, poor attendance, physical altercations, theft, rule violations, disruption,

disrespect, or behaviors deemed unfit for the beauty industry. This includes any unsafe or unprofessional actions that create a hostile environment.

EMPLOYMENT STATISTICS

While many graduates of Shear Skills School of Cosmetology find employment in the beauty industry, largely due to the skills and education received at the school, it is important to note that the school cannot guarantee employment. This aligns with legal regulations prohibiting educational institutions from promising or guaranteeing job placement. The beauty industry's growth does offer excellent opportunities, and the school often receives inquiries from employers about graduates, but employment cannot be assured.

CAMPUS SECURITY/CRIME REPORTING POLICIES

Shear Skills School of Cosmetology adheres to the following policies:

- **Timely Warnings:** Issued for potential threats, with reports made via text/call at 928-366-4205 or email to Shearskillsschoolofcosmetology@gmail.com
- **Crime Reporting:** Immediate reporting of security breaches to the Owner/Manager.
- **Security Monitoring:** Continuous monitoring by the Owner/Manager.
- **Security Personnel:** The school has no security force and reports crimes to civil authorities.
- **Voluntary Confidential Reporting Policies:** The school has no specific policies on voluntary confidential reporting.
- **Security and Access:** School premises are monitored, with restricted access outside business hours.
- **Campus Police:** There is no campus police.
- **Counseling Services:** Referral to professional services for personal crises.
- **Security Awareness and Crime Prevention:** Regular updates and orientation discussions on crime reports and prevention.
- **Off-Campus Criminal Activity:** No off-campus facilities; emergencies should be reported to local police.
- **Alcoholic Beverages and Illegal Drugs Policies:** Strict reporting and enforcement of laws against illicit alcohol and drug activities.

- Substance Abuse Education: Drug-Free School program with detailed policy coverage during orientation and mandatory counseling for financial aid recipients. These policies demonstrate the school's commitment to safety, legal compliance, and the well-being of its community.

FERPA

FERPA is a federal law ensuring the confidentiality of student education records. Annually, Shear Skills School of Cosmetology informs students about:

- Student Rights: These include the right to review and amend their education records, consent to disclosures of identifiable information, and file complaints with the Department of Education.
- Review and Amendment Procedures: How to access and request changes to their education records.
- Disclosure Policy: Disclosures to school officials with legitimate educational interests. Directory Information: Certain information, like attendance dates and graduation details, may be released. More sensitive data requires written student consent for release.

Student Consent: Students have the right to refuse the release of any directory information, which is upheld until the school receives written permission to release it.

Parental Access to Education Records: At the postsecondary level, parents do not have inherent rights to access their child's education records. Release of these records to parents is permissible only with the student's written consent or under a subpoena. **Posting of Grades:**

Public posting of grades using identifiable information without student consent violates FERPA.

Staff Responsibilities: Employees with access to student education records must comply with FERPA. Unauthorized disclosure, improper use of sign-on credentials, or misuse of student information is prohibited and may result in disciplinary action or legal consequences.

Key Points to Remember:

- Always verify identification and consent before releasing educational records.
- Confidential conversations about a student's record should be restricted to those with legitimate educational interest.
- Removal of documents from the office or sharing confidential information without authorization violates FERPA.

- Social security numbers, citizenship, gender, ethnicity, religious preference, grades, GPA, and daily class schedules are strictly confidential and require written student consent for disclosure.

Authorization Consent Form: Not required when transmitting information to state and federal agencies, or for institutional, state, and federal program review and audit purposes.

Shear Skills School of Cosmetology emphasizes strict adherence to FERPA regulations to protect the privacy and confidentiality of student records.

Shear Skills School of Cosmetology

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
STUDENT RELEASE

Student Name (Last, First) _____

Student ID# or SSN# _____

Student's Authorization for Disclosure

I hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and authorize Shear Skills School of Cosmetology to discuss and/or disclose the following education records to the person listed below:

Transcripts

Financial records

Disciplinary Records: _____

(specify incident or indicate "All")

Other _____ (please specify)

All information regarding my enrollment at Shear Skills School of Cosmetology without limitation

Name of Authorized Person: _____

Relationship to Student: _____

Address of Authorized Person: _____

City _____ State: _____ Zip: _____

Telephone # (____) _____ - _____

The purpose of releasing this information is _____

I understand that this authorization will be in effect as long as I am a student at Shear Skills School of Cosmetology or until I revoke this authorization in writing.

I affirm that I have carefully read the foregoing authorization and that I fully understand the meaning and intent of this document. I affirm that I have signed this authorization voluntarily.

Student Signature _____ Date _____

STUDENT GRIEVANCE POLICY

A Grievance Policy is a formalized procedure designed to address and resolve complaints or issues raised by students regarding their educational experience. This policy at Shear Skills School of Cosmetology includes:

1. **Submission:** Students must submit grievances in writing within 60 days of the incident.
2. **Review Process:** The complaint is reviewed by school management, with an initial response issued within 30 days.
3. **Further Action:** Complex issues may require referral to appropriate external agencies.
4. **Comprehensive Investigation:** Involves interviews and, if necessary, an informal hearing with an unbiased committee.
5. **Resolution and Reporting:** The committee makes recommendations, with a final decision by school management. Outcomes are documented to identify patterns or areas for improvement.
6. This policy ensures systematic, fair, and transparent handling of student grievances.

Shear Skills School of Cosmetology's Student Grievance Policy aligns with its mission statement.

1. **Initial Complaint Submission:** Students must submit written grievances within 60 days of the incident on a designated form provided by the institution.
2. **Review and Response:** Management reviews the complaint, responding within 30 days. This may not resolve the issue but will outline further investigation or actions.
3. **External Referral:** If necessary, unresolved complaints may be referred to relevant agencies.
4. **Investigation Process:** May include interviews with staff and students.
5. **Informal Hearing:** For complex issues, a hearing committee is formed, including unbiased members. The hearing should occur within 90 days of the

committee's formation, with recommendations issued within 15 days of the hearing.

6. Final Decision: School management reviews the committee's report and makes a final decision.
7. Exhaustion of Internal Processes: Students must complete the institution's internal grievance process before escalating the complaint externally. This policy ensures a fair and systematic approach to addressing student grievances, maintaining compliance with accreditation and federal financial aid guidelines.

**Welcome to a Brighter Future
Shear Skills School of Cosmetology**



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