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**MISSION STATEMENT**

D.A.Y College of Cosmetology is committed to helping you achieve a career that not only is rewarding but will empower, uplift, validate and ultimately build self-esteem in not only you but the men and women that become your clients, your friends, and your family away from home. Our goal is to help you become confident in your work and build a career that will last a lifetime. We are committed to providing high quality and relevant training for the students here at D.A.Y College of Cosmetology. We will help each individual student accomplish the highest level of training that this career offers as well as the confidence you need to graduate and start building your own clientele.

**General Information**

* Students must be 16 years of age or older.
* Students must have a high school diploma/GED or have completed the 10th Grade.
* Students must provide a copy of Birth Certificate, Social Security Card, Driver’s License, and Diploma or High School Transcript upon enrollment.
* Cosmetology/Nail Student’s Dress Code: Black pants with any color D.A.Y shirt or black scrubs. The student will need to purchase their choice of a black stylist vest. D.A.Y College of Cosmetology will provide the student with a name tag that is required to be worn at all times.
* Esthetics Dress Code: Black Scrubs with name tag.
* 1,500 hours of instruction and practice will be required to graduate for cosmetology.
* 600 hours of instruction and practice will be required to graduate for the nail program.
* 750 hours of instruction and practice will be required to graduate for the esthetics program.
* While attending D.A.Y College of Cosmetology you will be allowed to observe operations in an operating salon with instructor’s approval.

**D.A.Y College of Cosmetology**

**Cosmetology Course**

**D.A.Y College of Cosmetology**

Cosmetology is the study and application of beauty treatment. Branches of specialty include hairstyling, skin care, cosmetics, manicures /pedicures, non- permanent hair removal such as waxing and permanent hair removal process such as electrolysis.

**Full time- 32 hours a week (48 weeks or 11 months)**

**Part time- 18-20 hours a week (or 17-20 months)**

**Cancellation Policy**

All payments are due 30 days after the financial agreement is signed. If a student should complete the course before full payment is made, they will be required to pay remaining balance before the release of requirements to the state board of cosmetology. If for some reason a student decides to terminate their agreement the student has 7 days from the date of the enrollment agreement is signed to receive a full refund, minus $1000 (nonrefundable) for the expenses of supplies (kit, books, nametag, t shirt). Should the student terminate their contract, the student is responsible to continue all payments for a year after doing so.

**Cosmetology Curriculum**

**Full time students**: Class begins at 9:00 am. Theory from 9:00 am-10:00 am followed by a 15 minute break. Practical work begins at 10:15 am. Lunch is to 12:00pm-1:00pm unless otherwise engaged with a client. Practical work resumes from 1:00pm-4:30pm.

**General information**

Level 1- 0-200 hours inside of the classroom, first 200 hours of practical work performed on their mannequins.

Level 2- 200-750 hours inside of the classroom, 200-750 hours of practical work are performed on their mannequins or clients of D.A.Y College of Cosmetology.

Level 3- 750-1500 hours inside of the classroom, 750 -1500 hours of practical work are performed on their mannequins or clients of D.A.Y College of Cosmetology and begin studying for the requirements of the Tennessee State Board of Cosmetology.

**Harassment Policy**

DAY will not permit any type of harassment of instructors, students, clients, etc. Any harassment reports will be thoroughly investigated and could be grounds for suspension or expulsion.

**Grounds for Termination**

Not following attendance policy. Not following the conduct code. Not following the dress code.

**Course Materials**

Milady Standard Textbooks of Cosmetology, Milady Exam Review, and Beginner Practical kit.

**Graduation**

Upon completion of 1500 hours and curriculum testing, students will have the opportunity to invite their family and friends to their graduation ceremony. Before receiving their diploma, all requirements must be completed, and all student loans must be paid in full.

**School closings**

Should inclement weather arise one of the following schedules will be implemented.

Snow day: Classes will be canceled. Office will be closed.

Delayed schedule: Day school will be on a one- hour delay. Classes will meet from 9:30 am until 1:00 pm. This will count as a full day. Night school will operate on a regular schedule unless weather conditions deteriorate during the day.

WBBJ TV CHANNEL 7 will be notified of closings or delays.

**Cheating**

Students are expected to do their own work.

1st offense- Clock out for the day receiving 0’s.

2nd offense- Week expulsion receiving 0’s.

**D.A.Y COLLEGE OF COSMETOLOGY**

**21 A Meridian Springs Dr. Jackson, TN 38301**

***Application Agreement***

***Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_***

***Zip \_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Employer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Work Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spouse Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Emergency Contact Name and Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Do you live with your parents? \_\_\_\_\_\_\_\_\_\_\_ Do you have a high school diploma or GED? \_\_\_\_\_\_\_\_\_\_\_***

***Have you ever attended Cosmetology school? \_\_\_\_\_\_\_\_\_\_\_ Expected start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Fathers Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Mothers Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Full Time \_\_\_\_\_\_\_\_\_\_\_\_\_ Part Time \_\_\_\_\_\_\_\_\_\_\_ Apprentice\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Cosmetology \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nails \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Esthetics \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***$100.00 Non-Refundable Enrollment Fee is due upon signing agreement. This will include t-shirt, name tag, etc.***

***I certify that the statements on this application are complete and true.***

***Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Parent/Legal Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***D.A.Y. College Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_***

**D.A.Y College of Cosmetology**

**Attendance Policy**

* Full time student hours are Tuesday through Friday 8:30-4:30. Part time student hours are Tuesday through Friday 8:30-1:30.
* Students are allowed only 1 excused & 1 unexcused absences per month. If student exceeds this amount, he/she is suspended for one week.
* If student is excessively late (8 or more unexcused) within 4 months, he/she will be suspended for one week.
* Each excused absence or late must be approved by the owner or instructor prior to absence.
* Failure to communicate about excessive absences within 30 days may result in being withdrawn from D.A.Y College of Cosmetology.
* Excused absences include:

- Personal Illness (Must provide doctors note)

- Illness of immediate family member

- Death of a family member

- Religious observations

- Extreme weather conditions

- Work related

* Job Shadowing is limited to 1 excused day per week and form must be filled out and approved by an instructor or owner.

***Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Parent/Legal Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***D.A.Y. College Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_***

**D.A.Y College of Cosmetology**

**Rules as of 1/1/2022**

* **Attendance:** Students are allowed only 1 excused & 1 unexcused absences per month. If student exceeds this amount, he/she is suspended for 1 week.
* **Theory:** Student must be signed in by 9:00 a.m. After 9 a.m. classroom doors will be shut & student will not be allowed to sign in until theory is over at 10 a.m.
* **Appearance:** Look Professional!
* **Lunch:** 11:00 a.m. – 12:00 p.m. Part time students do not take a lunch break.
* **Sanitation:** The sign in sheet will be with one of the instructors. Before student can sign out sanitation will be checked.
* **Communication:** Student must tell an instructor when he/she will be absent/late.
* **Practical Sheets:** Student must show instructor his/her work when it is completed. Every service left blank will count for 5 minutes off time. Always have client sign a Chemical Service Sheet!
* **Stealing** is prohibited in this school and will result in immediate expulsion!
* **Student must wash color bowls/bottles completely.**
* **Classroom tables** are to be kept clean of books, purses, drinks, etc.

If student’s belongings are left on table after theory, you will be clocked out.

* If student has bathrooms for sanitation, make sure they are stocked with toilet paper and paper towels and take out the trash.
* **Equipment**: Your tools are your responsibility. Lost or broken tools provided to you in your kit are the responsibility of the student to replace. Lockers are provided for storage (please provide your own lock)

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D.A.Y College of Cosmetology**

**Student Financial Agreement for Cosmetology**

21 A Meridian Springs Dr.

Jackson, TN 38301

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Time 8:30 AM - 4:30 PM \_\_\_\_

Part-Time \_\_\_\_

**Payment Options:**

\_\_\_\_ $9,500 ~ $1000 down, $566.67 each month for 15 months.

\_\_\_\_ $9,500 ~ $2,000 down, $500.00 each month for 15 months.

**\_\_\_\_** $9,500 ~ $3,000 down, $366.67 each month for 15 months**.**

\_\_\_\_ $9,500 ~ $1,000 down, $708.00 each month for 12 months.

\_\_\_\_ $9,500 ~ $2,000 down, $625.00 each month for 12 months.

**\_\_\_\_** $9,500 ~ $3,000 down, $458.33 each month for 12 months**.**

**Cancellation Policy**

If a student should complete the course early, full payment will be required before release of requirements to the state board of cosmetology. If for any reason a student decides to terminate their agreement the student has 7 days from the date the agreement is signed to receive full refund, minus non-refundable down payment. Should the student terminate their contract, the student is responsible to continue all payments after terminating their contract.

**Program Transfer Policy**

If the student should decide to change programs **within D.A.Y College** before graduating from their original program, there is a $500 transfer fee.

**School Transfer Policy**

If the student should decide to leave D.A.Y College of Cosmetology to attend another school, hours will only be transferred after ¾ of tuition is paid. If a student wishes to transfer to D.A.Y College of Cosmetology from another school, tuition will be prorated by hours.

**Late Payment Policy**

Students who are 5 days past their due date cannot clock hours until their monthly payment has been made. A $25 late charge will apply.

**\*Student agrees to not have excessive tardiness or absences\***

**\*State Board records will not be released until full payment is made\***

**\*Must have good attendance. If student should take longer than 15 months $350.00 will be charged for each additional month, she/he attends\***

**\*If the student is absent from school for 60 consecutive days without a leave request, the student will be removed from the class roster and must wait until the next enrollment period to return to class.**

***Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Parent/Legal Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***D.A.Y. College Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_***

**D.A.Y College**

Indulge in your enrollment benefits now!

|  |  |
| --- | --- |
| Haircuts, Blowouts, Beard & Bang Trims  **FREE!**  All Other hair Services Using School Product  **40% OFF!**  All Nail Services  **50% OFF!**  All Hair Services Using Your Own Purchased Products  **60% OFF!** |  |

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| --- | --- |
| School Hours: 8:30 A.M. – 8 P.M.  (Tuesday-Friday)  D.A.Y College of Cosmetology  21 A Meridian Springs Dr. | Jackson, TN 38301 | 731.608.8881 |http://daycollegeofcosmetology.com |  |