

# Grace Beauty College Handbook

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## Handbook

**Mission Statement:** To train competent professionals in all aspects of diverse hair artistry and skin care, it is our desire to foster an atmosphere of entrepreneurship as well as professionalism that will inspire, motivate, and lead to the success of those we serve.

Designated School Official: Teresa N. Long, Head Instructor of all programs

Administrator: Edward Long III

Support Administrative Staff: Edward Long Jr., Jarius Long, Jordan Long

**Our Mission is to train competent professionals in all aspects of diverse hair artistry and skin care, it is our desire to foster an atmosphere of entrepreneurship as well as professionalism that will inspire, motivate, and lead to the success of those we serve.**

### Admission/Registration

Grace Beauty College is an open admission beauty college but is limited to availability. There is a \$50 non-refundable admission fee due at the time of submission. All prior education, transcripts, and credit hours will be evaluated for credit towards a certificate at Grace. Students will be notified within 10 days of the results of the credit evaluation and admission acceptance. Should a course at Grace Beauty College be interrupted more than 6 months, students will need to reapply for admission. Guest student or students wanting special training will follow the same application process.

### Academic Honesty Policy

As with all Grace Beauty College courses, this course follows the disciplinary procedures regarding cheating and plagiarism.

Students are expected to exhibit honesty in the classroom, in homework, in papers submitted to the instructor, and in quizzes or tests. Each instructor should define what constitutes honest work in a specific course. If any deviation from ordinary standards, such as the permitted use of notes for an examination or an "open book" test, should be stated clearly by the instructor. Cheating is defined as submitting work for academic evaluation that is not the student's own, copying

answers from another student during an examination, using prepared notes or materials during an examination, or other misrepresentations of academic achievement submitted for evaluation and a grade.

Plagiarism in research writing is considered cheating. Plagiarism is defined by the *MLA Handbook* as “the act of using another person’s ideas or expressions in writing without acknowledging the source . . . to repeat as your own someone else’s sentences, verbatim.”

A student apprehended and charged in cheating, including plagiarism, during his/her college matriculation is subject to the following discipline:

1. First Incident of Cheating – failure in paper or exam
2. Second Incident of Cheating – failure in the course involved.
3. Third Incident of Cheating – dismissal from the university

**Disability Services-** If you need course adaptations or accommodations because of a disability, please make an appointment with the school administrator.

**Course Textbooks-** (Included in tuition)

Milady Standard Cosmetology 13<sup>th</sup> Edition. Cengage Learning. (2014)

Milady Standard Barbering 6<sup>th</sup> Edition. Cengage Learning (2016)

Milady Standard Nail Technology printed. Cengage Learning (2015)

Milady Standard Esthetic 13<sup>th</sup> Edition. Cengage Learning (2016)

Milady Standard Master Educator 13<sup>th</sup> Edition. Cengage Learning (2016)

### **Grading Scale**

**NOTE:** Indiana State board of Cosmetology requires a 75% grade average on all tests. To increase licensing, it is the policy of Grace Beauty college to require 80% grade average for passing. Grades 79% or below will be repeated up to the allotted contract period. If test have not been completed after this time, a \$30 free will be accessed for any additional testing time.

A 90% - 100%

B 89% - 80%

### **Course Work Completion**

1. In the case of students falling behind on their course work, students will have until the end of semester to complete all make up work.

2. If student fails to complete the course work in the allotted time the student will be placed on probation the following semester. At this time student will be given to the end of the said semester to complete make-up work while maintaining current scheduled work.
3. If student fails to complete make-up work during the second semester of college, student will at that time be terminated from the college.
4. If student is terminated from the college, student may re-apply after 6 months following all admission steps.

### **Standards & practices for a safe work environment**

Grace Beauty College believes in maintaining safe and healthy working conditions. Professional Licensing Agency's sanitation practices have been placed in conspicuous places throughout the facility. Administrators, Instructors, and Students are expected to participate in keeping the facility clean and safe. Cleaning expectations will be assigned monthly. This includes and is not limited to folding towels, disinfecting, and sanitizing utensils, and sweeping floors. The use of all electronic devices is prohibited while working with clients and during theory or practical classes. In the in event of an emergency or a call must be taken please excused yourself

### **Drugs & Alcohol Policy**

Grace Beauty College is a smoke, drug, and alcohol-free facility. Please do not indulge during operational hours.

### **Harassment Policy**

Grace Beauty College will not tolerate harassment or intimidation of our student, instructors or administrators on basis prohibited by law. This includes race, color sex or sexual orientation, religion, national origin, disability, marital or veteran status. Violation of this policy must be brought to the immediate attentions of college administrators.

Smoking, Drugs & Alcohol use is prohibited on school property and during operational hours.

### **Attendance/Tardiness/Absences**

Grace Beauty College offers full-time and part-time enrollment options. This includes a 50-hour weekly schedule and or a 20-hour weekly schedule. Hours of operations are Tuesday - Saturday 8:00 to 6:00 p.m. A calendar is available for planned absences. In the event of an absent or tardy, make up days may be schedule at the school's discretion. Tardiness will be assigned at 8:35 a.m. and students will not be allowed to attend this day if prior arrangements have not been made.

Per Indiana Code 820 IAC 8-2-8 Students are granted discretionary hours for attending (job shadowing events, shows etc.). The said hours should not exceed a maximum of 10% of required hours per course. These hours can be used as make hours to cover any make up hours including holidays.

No call no shows will not be tolerated and will result in dismissal from college on the 3<sup>rd</sup> occurrences. If this happens, Students will be allowed to reapply to college after 6 months and once all prior balances are brought current. If students exceed contracted time of completion, a \$3.00 per hour overage fee will be enacted. In the case of unplanned conditions such as bad weather, students will be notified via text, email, or phone.

### **Refund Policy**

#### **Federal VA Policy: Title 38 US Code CFR 21.4255 Refund Policy; Non-Accredited Courses for IHL/NCD**

A refund of the unused portion of tuition, fees and other charges will be made to the veteran of eligible person who fails to enter or fails to complete the course as required by Veteran Administration regulations. The refund will be within 10% of the exact pro rata refund. No more than \$10 of the established registration fee will be retained if a veteran or eligible fail to enter and complete the course. The code states that the exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. This policy will change upon accreditation of the school by an accreditation body recognized by the US Department of Education. The State Approving Agency will be notified accordingly.

### **Enrollment**

Enrollments are taken the first Tuesday of every month for all courses.

### **Holidays**

Grace Beauty College observes the following holidays:

July 4<sup>th</sup>

Thanksgiving Day

Christmas Day

New Year's Day

### **Dress Code**

Students will receive a Grace Beauty College shirt & badge and will be required to wear black pants, black shoes. Students must be in full uniform in hour to clock hours. If shirts or badges are lost, or damaged, it is the student's responsibility to replace these items.

Grace Beauty School shirt- cost \$20

Grace Beauty School badge- cost \$5

### **Tuitions, Hours, & Fees**

Grace Beauty College seeks to provide a quality education at completable rates. Tuition is based on the Indiana professional licensing prescribe credit hours per each course.

Barber & Cosmetology (Full time, 50 hrs/wk, par-time 20 hrs/wk)1500 Hours

Registration Fee \$50

Textbooks, \$300

Cosmetology Student kit \$750

Hair shaper shears

1600Watt hairdryer

single blade thinning shear.

Straight razor

3 hot irons

vent brush,

styling brush

haircutting comb

8 rattail combs

3 nylon bristle brush,

shampoo cape

spray bottle

steel clip,

curl clips

magnetic rollers

manicure student kit

shoulder bag

mannequin head & stand

Barber Student kit \$750

Mist Spray Barber Pole Bottle

Barber Comb

Flat Top Comb Black

Personna Double Edge Razor Blades

Neck duster

Male Manikin head with beard

6" hair Styling & Thinning Shears

1600Watt hairdryer

Andis master Clipper

Andis T-outliner Trimmer

Straight razor

Tuition,\$10,00.00 / Out of StateTuition \$17,050

Total Tuition & Fees \$11,100/ Out of State Total Tuition & Fees \$18,150

Braids & Extension(Part time, 20 hrs/wk)150 Hour

Registration Fee \$50

Textbooks, Kit \$600

Tuition, \$750

Total Tuition & Fees \$1,200

Cosmo/Barber cross over(Part time, 20 hrs./wk.) 100hrs

Registration Fee \$50  
Textbooks \$300  
Not kit required.  
Tuition, \$2,000 (Total Tuition & Fees \$2,350)

Esthetics(Full time, 50 hrs/wk, par-time 20 hrs/wk)700 Hours

Registration Fee \$50  
Textbooks \$300  
Student Kit \$500  
Tuition, \$6000.00  
Total Tuition & Fees \$6,850.00

Out of State Fees \$13,850.00

Esthetics Student Kit

1pc x Makeup Mannequin Head  
1pc x Digital Eye Stickers  
5pairs x False Eyelash  
1Box12 Row x Individual Eyelashes 10mm  
1Box x Cluster Eyelashes  
1pc x Straight Tweezers  
1pc x Curve Tweezers  
3pcs x Mini Eyelash Brush  
1pc x Air Puffer Blower  
1pc x Scissors  
10pcs x Disposable Cotton Swab  
1pc x Eyelash Glue Remover 5g  
1pc x Eyelash Cleaner  
1pc x Eyelash Adhesive  
1pc x Eyelash Extension Eye Patch  
1pc x Tape  
2pc x Glue Ring Shaped Holder  
1pc x Makeup Bag & Kit  
1pc x Eyelash Glue Holder  
Facial wash  
Facial moisturizer  
Facial astringent

Instructor (Full time, 50 hrs/wk, par-time 20 hrs/wk) 1000 Hours

Pre-requisite: Student must have obtained a license in cosmetology, barbering, manicuring or an esthetics course prior to enrolling in this course.

Registration Fee \$50  
Textbooks \$1,000.00 (Teaching Manual)  
No kit required.  
Tuition, \$6000.00  
Total Tuition & Fees \$7,500.00  
Out of State Fees \$14,000.00

International Beauty/Barber/Esthetics Masters Level Course (Full time, 50 hrs/wk) 4-years

Registration Fee \$100

Textbooks, Kit \$3,250 (See fees for Barber/Beauty/Esthetics/Manicure)

Student Insurance by age, 18-24(\$327.50/yr.) 25-30(\$671.50/yr.) 31-40(1,492.85/yr.)

Tuition, \$40,000

Total Tuition & Fees \$43,150.00 plus yearly Insurance Premium

Manicuring (Full time 50 hrs/wk, or Part-time 20 hrs/wk) - 450 Hours,

Registration Fee \$50

Textbooks, \$300

Manicuring Student Kit \$350

Manicure Bowl

Practice Hand & Finger

Gold Stork Scissors

Toe Nail Clippers

Cuticle Nipper

Foot File 80/180Grit

File 180 Grit

File Black 100 Grit

Spoon Pusher

Nail Brush

Tip Cutter

Manicure Brush

Sterilization Jar

Tuition, \$3,000

Total Tuition & Fees \$3,700.00, Total Out of State Fees \$7,700

Indiana State Law course- 50 Hours - \$600

Guest student course - \$50/Hours

**Syllabus/Course Description**

Prerequisite: Student must be at least 16 with and completed the 10<sup>th</sup> grade

Each training course is designed to integrate course content with a practicum experience. Priority is given to theoretical knowledge retention and the development of skills and practice behaviors in the context of entry level work in a salon/spa or barbershop. This includes performing services such as cutting, trimming, styling, arranging, dressing, curling, coloring, or texturing on the head, face or neck of a client. It also includes for cosmetology or manicuring students, dressing, polishing, sculpting, tipping, or wrapping the nails of a person. The practicum functions salon/spa or barbershop placement experiences. Financial literacy, life and business skills are also apart of all courses.

Barbering- This course will train students in performing one (1) or more of the following practices upon the head, face, or neck of a person: (1) Cutting, trimming, styling, arranging,

dressing, curling, permanent waving, cleansing, bleaching, tinting, coloring, or similarly treating hair. (2) Shaving or trimming beards and mustaches, including the use of a straight razor. (3) Applying oils, creams, antiseptics, clays, powders, lotions, or other preparations, either by hand or by mechanical appliances, in the performance of facial or scalp massage. Sanitation, bacteriology, and sterilization 40, Laws and rules 20, Salesmanship 15, Management 10, Skin10. Hair 10, Facials 45, Hair styling, (includes air waving, finger waves, and thermal curling) 225 Electricity/light therapy High frequency UV/infrared 10, Chemistry 10, Shampoo/massage 70, Scalp treatment 35, History of barbering 10, Shaving/shaping (includes mustache and beard) 45, Honing and stropping 15, Personal hygiene/professional ethics 10, Equipment care 10, Hair coloring130, Semi-permanent Permanent waving and chemical relaxing 265, Haircuts 300, Anatomy and physiology 15, Hairpieces Full, partial, facial 50, 150 discretionary hours Total hours to complete this course is 1500.

Cosmetology- This course will train students in performing any of the following acts on the head, face, neck, shoulders, torso, arms, hands, legs, or feet of a person: (1) Cutting, trimming, styling, arranging, dressing, curling, waving, permanent waving, cleansing, bleaching, tinting, coloring, or similarly treating hair. (2) Applying oils, creams, antiseptics, clays, lotions, or other preparations to massage, cleanse, stimulate, manipulate, exercise, or beautify. (3) Arching eyebrows. (4) Removing superfluous hair from the body using depilatories, waxing, or tweezers. (5) Manicuring and pedicuring. (6) Shaving or trimming beards and mustaches. (7) Giving facials, applying makeup, and giving skin care. Theory and Sanitation and Total Subject Demonstration Actual Practice Hours: Hair cutting 275, Sanitation 40, Statutes and rules 10, Salesmanship 10, Management 10, Manicuring 30, Pedicuring 20, Hair removal (waxing)15, Eyebrow Upper lip Chin area Anatomy and physiology 5, Skin 5, Hair 5, Electricity 5, Chemistry 10, Shampooing 35, Scalp performances 20, Facials 20 and makeup 45 Hair coloring 190, Texture services 320, Hair styling 280, Includes wet and thermal sets, hair waving, hair pressing, hair braiding, and finger waves, 150 discretionary hours. Total hours to complete this course is 1,500.

Manicuring- This course will train students in cleaning, dressing, polishing, sculpting, tipping, or wrapping the nails of a person's hand. Subject Demonstration Actual Practice Hours: Sanitation 40. Anatomy and disorders 25, Statutes and rules 10. Nail techniques with sanitation 190, (1) Basic preparation Tips Sculptures Overlays 20 Product application Fiberglass Gel nails, Nail wrapping Acrylic Nails Manicuring 60, Pedicuring 35, Chemistry 10, Salesmanship 15, Electric drill/file 45 discretionary hours. Total hours to complete this course is 450.

Barber/Cosmetology Cross Over- This course is for the licenses professions who hold a cosmetology and or barber license. This individual can take an additional 100-hour course to qualify for additional licensure. (Barbering)History of barbering 10 Shaving/shaping (includes mustache and beard) 55 Honing and stropping 15 Personal hygiene/professional ethics 10 Equipment care 10 All of the bold underlined numbers add up to 100(Cosmetology) Manicuring



30 Pedicuring 20 Nail Diseases and Disorders 10 Hair removal (waxing) 15 Eyebrow Upper lip Chin area Facials and makeup 25 All of the bold underlined numbers add up to 100

Esthetician- This course will train students in practices such as giving facials, applying makeup, and giving skin care. (2) Beautifying, massaging, or cleaning the body with the use of cosmetic preparations, antiseptics, tonics, lotions, or creams. (3) Removing superfluous hair from the body using depilatories, waxing, or tweezers. An esthetician curriculum shall be a minimum course of seven hundred (700) hours of instruction in the theory and practice of esthetics consisting of the following: Subject Theory and Demonstration Practice Actual Practice Total Hours Chemistry of skin care 40 Physiology and histology 60 (1) Anatomy (2) Skin and gland structure and function (3) Conditions and disorders of skin (4) Histology of skin; cells and tissue Bacteriology, disinfection, sterilization, and sanitation 35 (1) Personal hygiene (2) Public health (3) Sanitation, disinfection, and sterilization (4) Methods and procedures Introduction and operation to skin care Machinery 50 (1) Types of current (2) Purpose and effects Introduction to skin care 45 (1) Facial structure (2) Skin analysis (3) Patron appointments and consultation Skin care 155 (1) Massage and cleansing procedures (2) Movements in facial massage manipulations (3) Mask and packs (4) Massage and cleansing hands and feet (credit will not be allowed for manicures and pedicures) (5) Extraction technique Makeup 55 (1) Contouring (2) Application (3) Color accent (4) Purpose and effects (5) Supplies and implements (6) Preparation and procedures (7) Eyelash application Hair removal (superfluous hair) 70 Tweezing, waxing, and depilatories (1) Eyebrow arching (2) Lip, chin, and face (3) Leg (4) Body areas Introduction to advanced spa techniques 25 (1) Exfoliation techniques (2) Advanced techniques Safety precautions 20 (1) In skin care (2) Machinery (electrical) (3) Facial treatments (4) Makeup Professional and personality development 20 (1) Professional ethics and practices (2) Personality development (3) Personal attitude and image Salesmanship, marketing, salon management, and retailing 45 (1) Salon development (2) Insurance (3) Client records State statutes and rules 10 Discretionary hours 70 Total All of the bold underlined numbers add up to 700 Total hours to complete this course is 700.

Instructor- This course can only be taken by a licensed professional who holds either a Cosmetology, Barber, Esthetician or Manicuring license. This individual will complete instructor's curriculum and test while teaching, demonstrate and evaluate student performance in accordance with IPA regulations up to 1000 hours. Student instructors will abide by school's mission and objectives in addition to managing clinic salon and all duties it entails. The following are the requirements for the one thousand (1,000) hour curriculum for instructor training: Subject Theory and Demonstration Practice Actual Practice Total Hours Orientation and review of the pertinent curriculum 150 Introduction to teaching 60 Course outline and development 330 (1) Lesson planning (2) Teaching techniques (3) Teaching aids (4) Developing, administering, and grading examinations School administration 50 (1) Record keeping (2) Law and rules Teaching (1) Assisting in the clinic and theory classrooms 150 (2) Practice teaching in the clinic and theory classrooms 260 Totals All of the bold underlined numbers add up to 1,000 hours

Indiana State Law Course- This course will provide students with 50 required hours of Indiana state law concerning all beauty cultural licenses.

Braiding & Extension course- This course will train student in the art of braiding and installing hair extensions on clients using proper sanitary measures. Hours are prescribed by skill level need

Guest Student - This course will train students in desired area of continued education that may be go toward hours for completing licensure or for self-edification. Hours are prescribed by skill level need

### Course Work Completion

In the case of students falling behind on their course work, students will have until the end of semester to complete all make up work.

If student fails to complete the course work in the allotted time the student will be placed on probation the following semester. At this time student will be given to the end of the said semester to complete make-up work while maintaining current scheduled work.

If student fails to complete make-up work during the second semester of college, student will at that time be terminated from the college

If student is terminated from the college, student may re-apply after 6 months following all admission steps.

### Course Calendar

(Semester I) Course Content

**Barber\*| Cosmetology\*| Manicuring\*| Esthetics\*|Instructor\***

**The first 12 weeks will also include development of skilled base practices for all course areas, which shall continue throughout the duration of enrollment.**

<u>Week 1</u>	***Infection control/***State Regulations & Laws/ <u>Implements, Tools, &amp; Equipment</u> *Chapter 1&2
<u>Week 2</u>	***Anatomy/Physiology *Chapter 3&4
<u>Week 3</u>	***Basics of Chemistry/Electricity/ <u>Nutrition</u> *Chapter 5&6
<u>Week 4</u>	**Properties & Treatment of Hair & Scalp/***Histology of the Skin, Structure & Growth Diseases & Disorders *Chapter 7&8
<u>Week 5</u>	**Principles of Hair Design/ Hair Styling /Shampooing & Conditioning\ <u>Nail Diseases &amp; Disorders</u> \Skin Analysis *Chapter 9&10

Week 6	<b>**Haircutting (Men\Women/ Nail Chemistry Simplified)\Skin Care Products, Chemistry, Ingredients (***Midterm Exam) *Chapter 11&amp;12</b>
Week 7	**Chemical Texture Services/Treatment Room *Chapter 13&14
Week 8	**Haircoloring/ Manicuring & Pedicuring Facial Massage *Chapter 15&16
Week 9	***Hair Removal & Shaving / Facials (Men & Women)/ Makeup\ Electric Filing\ Advanced Nail Techniques (Tips, Wraps, Gels) *Chapter 17&18
Week 10	**Nail Structure & Growth/ Manicuring & Pedicuring/ Advanced Nail Techniques/ Advanced Topics and Treatments *Chapter 19&20
Week 11	****Review Week/ (Final Exam)
Week 12	****Review****Licensing Exam Prep

### **State Examinations Must be Passed before the start of Semester II**

#### Semester II. (Student Success/My Holistic Self)

Week 1	***Health & Wellness
Week 2	***Stress Management
Week 3	***Family Engagement
Week 4	***Communication Skills
Week 5	***Listening Skills
Week 6	***Conflict Resolution
Week 7	***Time Management
Week 8	***Personal/Professional Development
Week 9	***Strengths & Weaknesses/Failures
Week 10	***Mentorship
Week 11	***Goal/Objectives/Purpose
Week 12	***My Motivation/Inspiration

#### Semester III (Financial Intelligence)

Week 1	***Personal Finances
Week 2	***Giving
Week 3	***Budgeting
Week 4	***Saving
Week 5	***Taxes
Week 6	***Building Capital
Week 7	***Equity
Week 8	***Insurance
Week 9	***Investing
Week 10	***IDA Accounts
Week 11	***Retirement
Week 12	***How to Start a Financial Portfolio

Semester IV (Intro to Business)

Week 1	****Industry Trends
Week 2	****Retail Products
Week 3	****Area of Expertise
Week 4	****Website Design
Week 5	****Advertising
Week 6	****Building a Brand
Week 7	****Using Social Media
Week 8	****Marketing
Week 9	****Building Cliental
Week 10	****Customer Service
Week 11	****Work Hours
Week 12	****Conflict in the workplace.

Semester V & VI (\*\*\*\*Capstone Project) (\*Instructor Capstone Project) Create online course

Business Plan (Marketing Plan), Financial Portfolio, Business Portfolio, Business Cards, Product Creations, Cliental Development.

**This catalog is true and correct in both policy and content.**

Signature: *Teresa N. LongOwner*

Updated date: 11-30-2020