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Hair Station Studio College of Beauty

111 Morris Street

Petal, Mississippi 39465

Phone: (601) 470-6574

Email: hairstationstudio@gmail.com

Licensed By:

Mississippi State Board of Cosmetology

239 North Lamar Street, Suite 301 , Jackson MS 39201

(601) 359-1820

This School has not been approved for Title IV funding

Administrative Staff

Director/Owner/Lead Instructor: Sylvina Buckley

Administrative Assistance Chelsea Buckley

Revised January 2022



WELCOME

A message From the Owner/ Director of Hair Station Studio College of Beauty

Welcome Student!

On behalf of the staff and administration at Hair Station Studio College of Beauty, we welcome you to our College. We would like you to know that whatever your goal, you will find Hair Station Studio College of Beauty to be a great choice in this industry.

Hair Station Studio College of Beauty maintains a commitment to excellence in its program. So in choosing Hair Station Studio College of Beauty, you have, indeed, chosen one of the best. We will continue to provide you with educational opportunities and services that merit such prestige. We challenge you to take advantage of all the valuable programs available to you and wish you success as you work toward your degree. We are excited that you are here!

Best regards,
Hair Station Studio College of Beauty Faculty and Staff

Note

This student catalog is the official guide of the programs, requirements, and regulations of Hair Station Studio College Of Beauty and students enrolling in the school are subject to the guidelines stated herein. All information contained in this student catalog including but not limited to fees, charges, courses, requirements, and conditions are subject to change by officials of Hair Station Studio College Of Beauty without prior notice.

Non-Discrimination Policy

As an equal opportunity cosmetology school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin. This institution complies with all guidelines, rules, and regulations established by all appropriate governmental agencies.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

This Catalog is written in the English language.

Mission Statement

The mission of Hair Station Studio College of Beauty is to maintain a commitment to excellence in our programs.

- To provide quality instruction to all students.
- To train each of our students in the basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary to achieve competency in the entry-level skills, obtain licensure, and gainful employment in the field of Cosmetology or related career fields.
- To provide a safe, supportive and energetic environment for our students that facilitates the knowledge, skills and confidence necessary to attain success in their field.
- To assist our graduates in securing employment in their field which will allow them to be responsible, contributing factors to society.

Student Services

The well-being of every student is important to the faculty and administrative staff of Hair Station Studio College of Beauty and there is a staff member available to provide guidance and assistance to those who need it. Private offices are available for student interviewing and advising. During an advising session, a staff member may discover that the student has a need for something other than academic progress, or matters relating to enrollment. At that time, all efforts by the staff members are made to help the student by giving advice on the subject or referring the student to the appropriate agency for assistance. Services are as follows:

Petal Police Department: (601)544-5331
Petal Children Task Force
(601) 255-5578 petalchlidrentaskforce.org
Forrest General Hospital: (601) 288-7000
Merit Health Wesley Medical Center: (601) 268-8000
AA Addiction Help: (800)497-1981
Pearl River Valley Opportunity: (601) 544-1394
The Center for Substance Abuse Prevention Help Line: (800)-967-5752
National Institute of Drug Abuse Hotline: (800)662-HELP(4357)
Poison Control Center: (800)222-1222
National Domestic Violence :1-800-799-7233
National Suicide Prevention Lifeline: 1-800-273-8255
The Salvation Army (601) 544-3684
Drug Treatment & Alcohol Treatment Center 24 Hour Detox: (601)255-6004
Forrest County Health Department: (601) 583-0291
Pine Grove Behavioral Health andAddition Services 1-888-574-4673
Drugs and Alcohol
Forrest WIC Distribution Center:(601) 582-2081
Runaway Hotline 1-800-786-2929
LightHouse Rescue Mission Homeless and Addiction: (601)544-2169
Haven House Homeless for Men living with HIV/AIDS: (601)450-4286

Referral Services

Hair Station Studio College of Beauty does not have the capacity to offer professional counseling for students with particular personal challenges. However, the school director maintains a listing of local referral services to attempt to help students with needs in childcare, physiological counseling, substance abuse, abuse and crisis shelters, and other services. The institute is not affiliated with any of the referred businesses, nor will it be held responsible for any actions of such. Information regarding these businesses is provided solely to assist the student in locating a referral for a demonstrated need and should not be misconstrued as an endorsement by Hair Station Studio College of Beauty. The institute does not maintain any institution housing referrals. **See list above.**

STUDENT RECORDS

STUDENT RIGHTS AND PRIVACY/RELEASE OF INFORMATION

Academic and financial records will be kept in the School's Administrative Office in locked file cabinets at all times. Students and their parents or guardian (if a student is a dependent minor) will be provided access to their records upon requesting an appointment with the main office personnel. Request for an appointment for access to their file will be honored within three (3) business days of the request. During the review, a member of the staff will be present. A student may receive copies of any record pertaining to him/her that is contained in the file.

Student records are maintained by the school for six years after the student completes or withdraws from the program. Transcripts are maintained indefinitely and can be issued for a fee.

Third party access to records is given to any Government Agency (ex: court officials, sheriff, police, attorneys), Mississippi State Board Representatives, Administrative Staff of Hair Station Studio College of Beauty, and Accrediting Agencies.

All other parties only upon written release from student per request.

TRANSCRIPTS

Upon completing all graduation requirements, the student will be issued one transcript without charge. Any additional transcripts will be provided for \$15.00 each. In the event the student withdraws or is terminated, all financial obligations must be met before an official transcript will be released.

Lockers

Hair Station Studio College of Beauty has lockers available for the student to use. If a student wishes to utilize a locker, he/she will be responsible for bringing in either a combination or pad lock for the locker. School administration has the right to access and inspect your locker at any time.

RESOURCE CENTER /Library

Students of Hair Station Studio College of Beauty will have access to the resource center located near the student locker area. Learning materials, books, diagrams, and student handouts will be presented in the specified area. All students have the right to utilize items in the resource center for school related projects and assignments. There is also a student resource board available to students and staff to post information, approved by a school administrator, regarding items such as ride sharing, items for sale, day care services, upcoming events, field trips, and any other pertinent information.

Parking

Student parking is available in the school's parking lot. Adequate parking is available for all students and staff.

School owner parking is at the back of the building near the back offices.

Housing and Childcare Facilities

The school does not currently provide housing or childcare facilities for its students or staff. These areas are the responsibility of the students and staff.

1500 Hours Cosmetology Program Objective

Course Objective: Upon completion of the course requirements, the determined graduate will be able to:

- a)** Project a positive attitude, a sense of personal integrity, and self confidence.
- b)** Practice effective communication skills, visual poise, and proper grooming.
- c)** Respect the need to deliver worthy service for value received in an employer-employee relationship.
- d)** Perform the basic manipulative skills in the area of hair care, skin care, and nail care.
- e)** Perform the basic skills to determine appropriate hair care, skin care, and nail care services to achieve the best overall look for each client.
- f)** Apply academics and practical learning and related information to ensure sound judgements, decisions, and procedures.

School Course Cosmetology 1500 hours

School Course- Cosmetology 1500 Hours

The Cosmetology course of study is designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full service :

Career Opportunities

- Salon Owner,
- Salon consultant,
- Theatrical Hair Stylist
- Salon Manager
- Stylist
- platform artist
- Salon trainer
- Hair designer
- Colorist

School Course: Cosmetology Instructor 1000 Hours

The Cosmetology Instructor course is designed to prepare licensed cosmetologist for the state licensing examination for a profitable employment as a cosmetology instructor.

Career opportunity:

- Cosmetology Instructor
- Platform Educator
- School Director
- Cosmetology School Manager
- Style Director
- School owner
-

Cosmetology Instructor 1000 Hour Program Objectives:

Cosmetology Instructor Objective

The **objective of the Cosmetology Instructor Program** is to provide the cosmetologists with the knowledge of teaching principles of Cosmetology as a profession. Emphasis is placed on the aspects of theory and practice of cosmetology in the teaching of the skills. Instructor trainees will be under the direct supervision of a licensed instructor at all times. The curriculum in this school of Cosmetology for the instructor training course shall be completed within one (1) year and 1000 clock hours of training.

Facilities and Equipment

Our educational institution includes classroom, dispensary, office and modern clinic laboratory in which the students practice “hands on” customer service. Hair Station Studio College of Beauty occupies approximately 3511 square feet of space and it is divided into 02 Administrative Office, 01 Classroom, 01 Facial Area, 02 Storage Room, 04 Restrooms, and Clinic Floor, 12 hair dryers, 6 shampoo bowls and cabinetry, 20 workstations, and chairs, dispensary, reception area, break area. The school is centrally air-conditioned and heated to provide a comfortable learning environment.

New Class Starting Dates

Class start dates are every Tuesday (subject to change)

HOLIDAY AND SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

MARTIN LUTHER KING DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY
CHRISTMAS EVE
CHRISTMAS DAY
NEW YEARS EVE
NEW YEARS DAY
SPRING BREAK
FALL BREAK
SUMMER BREAK

School is closed the following dates for 2021-2022

Fall Break October 12-13 2021
Thanksgiving Break November 24- 26, 2021
December Break 24th, 2021- January 1, 2022
Spring Break March 6-11, 2022
Summer Break August 4-5, 2022

Fall Break October 13-14, 2022
Thanksgiving Break November 23-25, 2022
Christmas Break December 23-January 1, 2023

How to Register

The Hair Station Studio College of Beauty will gladly make an appointment for you to talk with the school's admission representative. The school address is 111 Morris Street, Petal, MS 39465. The school Phone number is (601) 255-5475.

<p style="text-align: center;">Admissions Requirements Cosmetology 1500 Hours</p>

To enroll in Hair Station Studio College of Beauty for the Cosmetology Course 1500 Hours, an applicant must have a high school diploma or a GED certificate. The state law requires a photocopy of the following items that has to be maintained in the student's file at all times. Foreign education credentials must be translated and certified as equivalent to a U.S. High School diploma by an outside credentialing agency.

Admission Requirements : Cosmetology 1500 Hours

1. Is at least seventeen (17) years of age. Enrollees are required to submit a valid state/federal issued photo ID at enrollment . Must have a copy (Copy of ID)
2. Has successfully completed high school or its equivalent. Enrollees must submit an official high school transcript or GED Certificate & Transcript prior to enrollment.
3. Must be able to clearly read, write, & speak English (Affidavit)
4. Must have attended an interview and campus tour with the Director of Admissions prior to enrollment.
5. Must have a high school diploma, a GED certificate, an official transcript showing secondary school completion, or state certification of home school completion. Where the secondary education was obtained outside the United States, the applicant must present a copy of the proof of completion along with an original translation which has translate documents into English and confirm the academic equivalence to a U.S. high school diploma. A list of approved translation or credentialing services can be obtained from the Student Director. Evaluations must be received one (1) month prior to the time in which the student intends to enroll. (Copy of high school diploma, transcripts/GED transcripts, home school certification, or official report of foreign high school diploma and evaluation, if applicable)
6. Attend orientation prior to enrolling

* Because the school does not admit students who do not have a high school education or its equivalent, we do not admit Ability-to-Benefit students. *

Policy for Admission/Entrance For Foreign Students

Non US residents must submit either an alien registration card or a recognized Visa (I94), applicants must be beyond the compulsory school age, minimum of 16 years of age. A student qualifies if he/she provides one of the following:: - has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date.

COSMETOLOGY INSTRUCTOR COURSE OBJECTIVE 1000 HOURS

Cosmetology Instructor Objective

The **objective of the Cosmetology Instructor Program** is to provide the cosmetologists with the knowledge of teaching principles of Cosmetology as a profession. Emphasis is placed on the aspects of theory and practice of cosmetology in the teaching of the skills. Instructor trainees will be under the direct supervision of a licensed instructor at all times. The curriculum in this school of Cosmetology for the instructor training course shall be completed within one (1) year and 1000 clock hours of training as stated below.

ADMISSION REQUIREMENTS COSMETOLOGY INSTRUCTOR COURSE 1000 HOURS

Requirements:

- High School Diploma or GED Certificate and Licensed as a Cosmetologist.

- Applicant must be not less than 21 years of age.
- Applicant must have a current Mississippi Cosmetology License.
- Applicants must have a high school diploma or its equivalent.
- Applicant must have Photo ID.
- Applicant must read, write, and speak English
- Applicant must be a graduate of an approved beauty school in either the State of Mississippi or any other state.
- Applicant must have six (6) College Credit hours and five (5) hours of *Methods of Teaching*. Where such is not available, allied courses, approved by the Board, will be acceptable. These hours may be acquired during your training or a correspondence course.
- Have a personal interview with the school's Director.

TRANSFER STUDENT

It is up to the discretion of the school to accept any transfer credit/hours from another school. Hair Station Studio College of Beauty will accept hours at other institutions provided that such are accepted by the State Board of Cosmetology. Tuition for transfer students is charged by the hour. The Hair Station Studio will accept no more than 600 transferred hours for the basic cosmetology course. Hair Station Studio College of Beauty does not accept transfer hours for the Cosmetology Instructor Program. Students are allowed to re-enter the program after they have withdrawn. If the school chooses to accept any credits/hours the student will receive credit for previous training from an approved cosmetology school with proper documentation and after being evaluated by a designated school official. During this period, the theoretical and practical abilities of the student will be graded on the clinical floor. The program can be modified proportionately upon review and approval by the Director. The school does not recruit students already attending or admitted to another school offering similar programs of study, and the schools do not admit students attending high school.

Tuition for transfer students is based on the hourly rate (\$7.00) of program at time of enrollment at Hair Station Studio College of Beauty, along with an enrollment fee. There will be an additional charge for books, kit, or supplies if needed by the student.

Registering Hours with the State Board of Cosmetology – (Mississippi)

In order for Cosmetology students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID or driver's license and High School Diploma or GED.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. Ac-

According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

Right To Privacy and Information Release

Hair Station Studio College of Beauty is not accredited. NACCAS and Mississippi State Board of Cosmetology governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least six years.

<h3>Grading</h3>

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

Students are required to achieve a grade of at least 70% for each theory subject and earn a letter grade of "C" or better on practical and laboratory subjects.

Graduation Requirements & Diploma

Students must complete the clock hour requirements of their program with a cumulative grade point average of **70%** or better and pay all tuition and instructional material costs in order to receive a diploma from the college. The diploma signifies that the student has successfully completed the basic course training program and fulfilled all graduation requirements.

Employment Assistance

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Instructional Materials

Students who are enrolled in the Cosmetology program are furnished clinic apparel, textbooks, workbooks, and kits.

Tuition Payments

In the event the student is paying his or her tuition through Vocational Rehabilitation or Veterans Programs, all disbursements will be credited to the student's account for actual tuition or other charges. Students not paying tuition through the Vocational Rehabilitation or Veterans Programs Vocational Rehabilitation or Veterans Programs, will be billed monthly. The college reserves the right to suspend any student from school whose account is delinquent.

Advising Services

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the **first Tuesday** of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

Counseling Services

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

Student Conduct

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

Grievance Procedures

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the Owner. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the Owner. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the

Owner, will meet with the complainant to resolve the problem. The Owner will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can contact Mississippi State Board of Cosmetology 239 N. Lamar Street, Suite 301 Jackson, MS 39201 in writing.

Refund Policy

Refund and Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

**PERCENT OF SCHEDULED TIME
ENROLLED TO TOTAL COURSE/PROGRAM**

**TOTAL TUITION SCHOOL
SHALL RECEIVE/RETAIN**

0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro-rata refund of tuition to the student or provide course completion through a prearranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before an instruction of the course has begun, we will participate in a teach out agreement of the course or the school will either provide a full refund of all monies paid or completion of the course at a later time.

Cosmetology Course /Cosmetology Instructor Course

SATISFACTORY ACADEMIC PROGRESS POLICY

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology		Cosmetology Instructor	
0-450	Hours	0-499	Hours
451-900	Hours	500-1000	Hours
901-1200	Hours		
1201-1500	Hours		

Evaluation periods are based on actual hours completed.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program.

The Satisfactory Academic Progress Policy is provided to every student before enrollment.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

MAXIMUM TIME ALLOWED

COURSE	WEEKS	SCHEDULED HOURS
Cosmetology (Full time - 30hrs/wk) 1,500hrs	75 Weeks	2,250 Hours
Cosmetology (Part time - 20hrs/wk) 1,500hrs	112.5 Weeks	2,250 Hours
Cosmetology Instructor (Full time - 30hrs/wk) 1,000hrs	50 Weeks	1,500 Hours
Cosmetology Instructor (Full time - 20hrs/wk) 1,000hrs	75 Weeks	1,500 Hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. Student who exceed the maximum time frame must be terminated from the program. Students may then be permitted to re-enroll into the program on a cash pay basis in a manner consistent with the re-enrollment provisions of the institution’s admission policy.

* This school has not been approved for Title IV funding*

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
0-69	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation if the student has prevailed upon an appeal and if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on any potential impact on their financial aid eligibility and of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and

academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. We accept hours at other institutions provided that such are accepted by the State Board of Cosmetology. Tuition for transfer students is charged by the hour.

Re-Entry Procedure

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

* This school has not been approved for Title IV funding*

Leave of Absence Policy

A leave of absence (LOA) is a temporary interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation((see Refund Policy). Conditions to qualify for a LOA are as follows: The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if: The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

1. There must be a reasonable expectation that the student will return from the LOA;
2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave;
3. We will not assess the student any additional institutional charges as a result of the LOA;
4. The student must follow the schools policy in requesting the LOA. Student must apply in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so, e.g.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. We will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date;
5. We will approve a student's request for a LOA in accordance with the school's policy;
6. An LOA and any additional leaves may not exceed a total of 180 days in any 12 month period;
7. The school has the right to approve or disapprove the LOA request. we will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdraw calculation will be performed using their last day of attendance. The student will be withdrawn if the stu-

dent takes an unapproved LOA or does not return by the expiration of an approved LOA, and the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. Upon the student's return from the leave, she/he continues to earn In-House financing previously awarded for the period.

Leaves of Absence can be granted in cases of emergency or medical problems with doctor notification, which cause attendance to be impossible or impractical . Leaves of Absence will be granted in the case of pregnancy or new mothers . A leave of absence will be permitted with a letter from the student's doctor . If a student is called into active duty for the military the school will grant a leave of absence . A leave of absence will be granted for personal reasons . These are the only times leave of absences are granted .

All request for leaves of absence must be submitted in advance in writing, including the reason for the student's request and the student's signature. A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so, they may call they school. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. We will extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. The withdrawal date is always student's last day of attendance. The student will not be assessed any additional charges as a result of the LOA. The LOA together with any additional leaves of absences must not exceed 180 days in any 12 month period. A student granted a LOA that meets these criteria is not considered to withdrawn, and no refund calculation is required at that time.

* This school has not been approved for Title IV funding*

Cosmetology (Program of Study) 1500 Clock Hours

The professional course in Cosmetology requires the satisfactory completion of 1500 hours training. This will entitle you to take the Mississippi State Board of Cosmetology Examination for the State Cosmetology License).

Description: The primary purpose of this Cosmetology course is to train the student in the basic manipulative skills, safety, judgements, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry- level position in cosmetology or related career field.

Course Objective: Upon completion of the course requirements, the determined graduate will be able to:

- g) Project a positive attitude, a sense of personal integrity, and self confidence.
- h) Practice effective communication skills, visual poise, and proper grooming,.
- i) Respect the need to deliver worthy service for value received in an employer-employee relationship.
- j) Perform the basic manipulative skills in the area of hair care, skin care, and nail care.
- k) Perform the basic skills to determine appropriate hair care, skin care, and nail care services to achieve the best overall look for each client.

- l) Apply academics and practical learning and related information to ensure sound judgements, decisions, and procedures.

The Cosmetology curriculum according to the State Board of Cosmetology is as follows: Fifteen hundred (1500) hours of training are required of applicants for a certificate of registration as a cosmetology with at least a (1) hours of theory class per day. The hours shall be apportioned as follows:

**Subject - Unit
Hours**

Introduction: Limited to Orientation, History and career Opportunities
75

Life Skills Management, Communicating for Success, Client Consultation, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, and Professional Ethics

Infection Control: Bacteriology ; Health, Decontamination and Cleaning Methods,
75

Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety, Chemicals

Scalp Care, Shampoo and Conditioning: Properties of Hair and Scalp, Structure and Composition
75

Of the hair, Hair Growth and Loss, Disorders of The Hair and Scalp, Hair and Scalp Analysis, Scalp care and Massage, Brushing the Hair, Shampooing, Conditioning, Procedures and Practices

Hair Styling Principles, Elements, and Philosophy of Hair Design: Harmony;
150

Designing For Men; Principles and Techniques of Wet Hairstyling
Blow Drying and Waving: Hair Dressing: Braiding; Hair Extensions,
Hair Wrapping, Finger Waving, Enhancements, and Wigs, Thermal
Hair Straightening, Styling Long Hair, Styling Procedure, Up-do

Hair Cutting Basic Principles and Techniques of Sectioning and Haircutting:
200

Hair Cutting Tools; Body and Posture Positioning; Removing
Length or Bulk With Razor; Scissors, Clippers, Shears, Haircutting

Safety Precautions; Hair Cutting Angles

Hair Coloring- Bleaching Identifying Natural Hair Color and Tone; Types of Hair Color;
125

Client Consultation; Principles and Techniques of Temporary, SemiPermanent, Permanent Colors, Lightening; Tinting; Toning; HighLightening; Special Effects; Hair Color Safety Precautions Color Procedures, Balayage, Shadow root

Chemical Texture
200

The Hair Structure, Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing and Curl reformation Procedures

Facials, Related Theory
175

Skin Structure and Growth, Skin Disorders and Diseases, Skin. Analysis and Consultation, Determining Skin Type, Skin Care Products, Client Consultation, Facial Massage, Facial Equipment, Electrotherapy and Light Therapy, Aromatherapy, Facial Treatments Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair Makeup Color Theory, Procedures, Anatomy

Manicuring, Pedicuring, Nail Enhancements: Nail Structure and Growth, Nail Disorder and Disease
175

Tools and Products, Principles and Techniques of Manicuring, Pedicuring and Advance Nail Techniques, Aromatherapy, Nail Art, Procedures

Salon Business, Retail Sales: Fundamentals of Business Management, Opening a Salon, Written
50

tion

Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deduction
Telephone use, Advertising, Sales, Communications, Public/ Human Relations, Insurance, Seeking Employment, Job Skills, Salon Safety Building Your Business, Booth rent

Miscellaneous
200

Supervised Field Trips, Job Search, Interviews, Employment Assistant Training, Resume Development, Topics and skills that's applied by the Instructor to strengthen the student performance, Ethics

Required Total. 1500

Curriculum Total:

1500 Hours

1500 Clock Hour Cosmetology Program Description of Course

Introduction

The student will learn the history and basic fundamentals of Cosmetology. They will learn the origin of Cosmetology. Student will learn cosmetology board laws, rules and regulations. Student will learn how to prepare for the theory and practical state board exam.

Infection Control: bacteriology, and hygiene

Student will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The student will learn the two types of bacteria. The student will learn disinfecting rules, decontamination safety precautions, and rules of sanitation.

Cosmetology implements

Student will learn the principle tools and implements used in the practicing of cosmetology. Student will learn the correct techniques for holding combs, shears, clippers and razor

Scalp Care, Shampooing , Conditioning and hairloss

Students will learn the structures of the hair root, layers of the hair shaft and structure of hair protein. Students will learn different types of hair loss and treatments.

Shampooing and rinses

Student will learn a shampoo service. Student will scalp massage techniques and treatments.

Hair care and scalp care

Student will learn to identify services associated with the treatment of the hair and scalp. Student will learn proper draping procedure for hair services.

Hairstyling

Student will learn basic hairstyling techniques such as finger waving, wet styling, Thermal styling, Blow drying, Braiding, Wigs, Extensions. Student will learn how to fit and cut in a hair replacement system.

Hairpieces- (sales and service)

Student will learn how to sell hair replacement systems. Student will learn how to clean and service a hair replacement system. Student will learn how to apply and remove a hair replacement.

Haircutting

Student will learn basic cutting techniques: fingers-and-shear, shear-over-comb, freehand and shear cutting, freehand clipper cutting, clipper –over-comb, and razor cutting. Student will learn the art and science of haircutting and hairstyling. Student will learn the importance of the client consultation.

Hair coloring- bleaching

Student will learn the principles of color theory and their importance to hair coloring. Student will learn the classifications of hair color products and their actions on the hair

Chemical Texture (permanent waving, curl Reforming, relaxing, straightening)

Student will learn the effects and chemistry of chemical texture services for the hair. Student will learn hair and scalp analysis for chemical texture services. Student will learn the different types of permanent waves.

Student will learn the two most common types of relaxers.

Facials and Related Theory

Student will learn the structure and divisions of the skin. Students will learn the functions of the skin and learn recognizable skin disorders. Student will learn the benefits of facial massage and treatments. Student will learn the location and stimulation of facial nerves and facial muscles.

Student will learn how to apply make up and skin care products. Student will learn facial and makeup treatment equipment.

Anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves:

Student will learn the importance of anatomy and physiology to the barber profession. Students will learn the structure and reproduction of cells. Students will learn the important muscles of the head, face, and neck that relate to barbering services.

Manicures, Pedicure and nail Enhancements

Student will learn the five general shapes of nails. Students will learn the nail irregularities and diseases. The student will learn different nail extensions, wraps, nail art, product and procedures/safety.

Student will learn basic manicure and hand massage procedures. Student will learn how to use each nail cosmetic and what ingredient it contains.

Salon Business, Retail Sales

Student will learn the responsibilities associated with business development and ownership. Student will learn services and retail product sales techniques.

Miscellaneous

Student will learn industry positions available for Cosmetology. Student will learn how to write and resume and perform a job search. Prepare for interview.

GRADING

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined test scores. Students are evaluated on the following grade scale:

Theory:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

Students are required to achieve a grade of at least 70% for each theory subject and earn a letter grade of "C" or better on practical and laboratory subjects.

Graduation Requirements & Diploma Cosmetology

Students must complete the clock hour requirements of their program with a cumulative grade point average of **70%** or better and pay all tuition and instructional materials cost in order to receive a diploma from the college. The diploma signifies that the student has successfully completed the basic course training program and fulfilled all graduation requirements.

School Scheduled Times Open (closed Monday, Saturday, Sunday)

Full-time Students

Tuesday- Friday	8:00am - 4:30 pm
Class starts	8:00 am. - 9:30 am
Break	9:30 a.m. - 9:40 a.m.
Lunch	12:00 p.m. - 1:00 p.m.
Break	2:30 p.m. - 2:40 p.m.
Sanitation	3:30 p.m. - 4:30 p.m

Clinical Hours

Tuesday- Wednesday	10:00 am - 3:00 pm
Thursday- Friday	9:00 am - 3:00 pm

Theory Hours

Tuesday - Wednesday	8:00 am - 10:00 am
Thursday -	8:00 am - 9:00 am

No part-time available at this moment

TUITION

Cosmetology 1500 clock hours

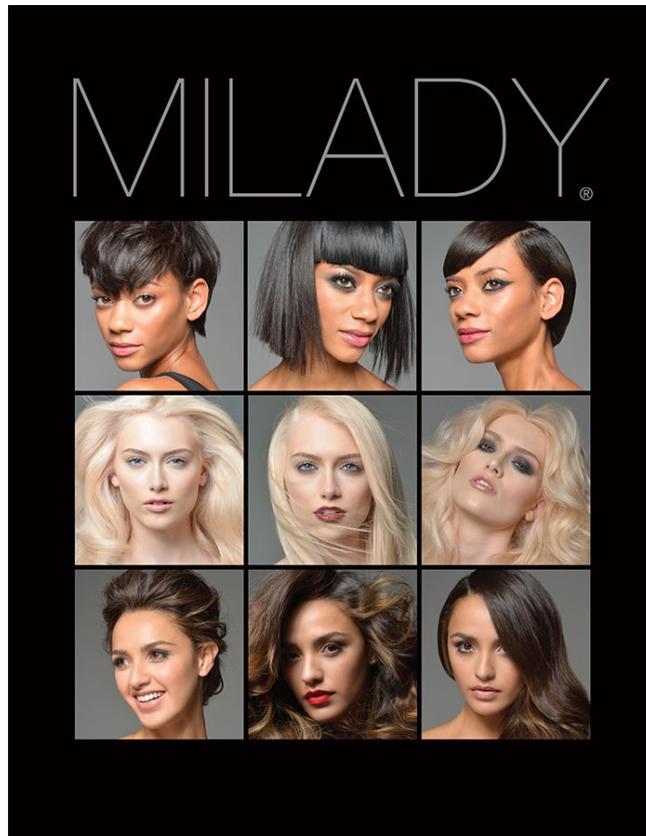
Clock Hours	Length of Course (Weeks)	Registration Fee	Books/Kits	Tuition Cost	Total Cost
1500	50 weeks (Full-time)	\$100	\$850 kit \$285 books	\$6500	\$7735.00
1500	75 weeks (Part-time 20 hours a week)	\$100	\$850 kit \$285 books	\$6500	\$7735.00

*** No part-time at the moment***

Methods of payment:

Used by the school include cash, cashier check, money order, credit card or through a non-federal agency or loan program. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Textbook



ISBN: 978-1-285-76941-1 (Hardcover) Milady Standard Cosmetology Textbook 13th Edition 2016

ISBN:978-1-2857-69554 Milady Exam Review Book 13th Edition 2016

ISBN:978-1-2857-6945-5 Milady Theory Workbook 13th Edition 2016

ISBN: 978-1-285-76947-9 Milady Practical Workbook 13th Edition 2016

Cosmetology Kit (Mandatory that student purchase kit/Books from the school only)

APPAREL

1 UltraLight Crinkle Nylon Cape & Salon Apron Set

Hair Color

1 Shampoo Cape

Soft' n Style

1 Styling Cape

Wide Mouth Applicator Bottle- 8oz

1 Chemical Cape

1 All purpose Cape

1- Classic Tint Bowl- Black

Translucent Dye Brush Set-3pc

Brushes & Combs

Disposable Black Latex Gloves-25

Aristocrat

1 Professional Comb Set

Cases & Totes

1 Deluxe Travel Case on Wheels

1 Manikin Tote Bag

1 Round Neck Brush
 1 Teasing Brush/Comb
 1 Carbon Rattail Comb- 9”
 Bamboo Collection
 1 Boar/Nylon Bristle Brush – 2”
 1 Boar/Nylon Bristle Brush – 2 ¼”
 3 Round Brushes
Manicure/Pedicure
 SALON CHIC
 Pro Manicure Brush-5 ½”
 1 Dual Purpose Carbon Comb- 8”
 Classic manicure Bowl Black
 1 Fluff Carbon Comb- 6 ¼”
 Pusher- 1
 1 Styling carbon Comb- 7”
 Orange wood Stick-1

 Emery Board/File- 1

Cutlery
 1 Togatta Ergonomic Shear- 5 ¾”
 1 Togatta Ergonomic Thinning Shears-28Tooth
 1 Styling Razor with Japanese Blade
 Replacement Blades -10/box

Electricals

Andis Pivot Motor Combo

Babyliss Pro Nano Titanium

2000W Mid-size Dryer

Marcel Curling Iron- ¾”

Ultra Thin Straightening Iron – 1”

Manicure Kit-6pc
 Toenail Clipper

MANIKINS
 Celebrity Deluxe Debra Manikin
 Whitney Manikin
 Zoey Manikin
 Tammie Color Training Manikin
 Mr. Sam Manikin
 Super Clamp Manikin Holder

Sundries
 Make-up Mirror
 Aluminum Series Spray Bottle 10 oz
 Large Super Grip Clips- 4pk 2X
 Medium Super Grip Clip- 4pk
 Dual Purpose Pincurl Clips- 80 bx

Rods & Rollers
 Cold WaveRods
 Short Pink3dozen
 Long Pink 3dozen
 Long White3dozen
 Long Gray-3dozen
 Jumbo Sandy- 3 dozen
 Smooth Roller Flat- 12 dozen

Career Opportunities

Film and TV Stylist.

Imagine being responsible for the looks of the stars of a television or film production. You would work with the director to create the hair styles for each character, and then be responsible for styling the hair on the set. Continuity is important—the hair must look the same from shot to shot. And you must also have the type of personality that works well with demanding actors.

Salon Education Director

Many salons offer robust training and advanced education programs—and someone has to run them! A salon education director prepares the curriculum, conducts the classes, oversees the education team and certifies the students. It’s a rewarding role if you want to share your knowledge with colleagues while maintaining your own clients in the salon

Salon Manager

If you have a head for business and you love to motivate and lead other stylists, consider a career in salon management. Some managers continue to work with clients; others devote themselves to management full time. Options range from working for a large corporation with many locations to management in a privately owned salon.

Curly Hair Specialist

Curly hair requires a special touch. To satisfy curly girls, it's important to understand the specific cutting and coloring techniques their texture requires, as well as the unique haircare needs for curly hair. As a curly hair expert, you'll build a loyal and lucrative clientele and carve out a niche for yourself in the salon world.

Celebrity Hairstylist

As a celebrity stylist, you're on call 24/7, but the rewards—home visits to the client's estate, traveling on press tours in a private jet, attending red-carpet events—are huge. The compensation is excellent, too! Most celebrity stylists have top-level skills combined with the kind of low-key personalities that keep their star clients in the spotlight.

Blowout bar stylist

Generally there's no cutting or chemical services in a blowout bar. You get the pleasure of transforming clients with your blow dryer and curling irons. This is a great gig as you're just getting started and need more experience in customer service to feel comfortable about moving on to a full-service salon.

Extension expert

This is a booming specialty as more and more clients are embracing extensions for length, volume and even pops of high-fashion hair color. You'll need training and patience because extension application can be time-consuming, but the money is great!

Color specialist

You're creative but can also switch on the science side of your brain to grasp the concepts of chemistry. You flip through swatch books just for fun; you refer to blondes as "ecru," "marshmallow" or "oyster." If you dream in color, consider a hair-color specialty.

Salon Owner

Do you like to be in charge and do things your way? Salon ownership allows you to be the captain of your own ship—from the décor to the products you work with, the staff you hire and the type of clients you service. Like any business, ownership also brings a degree of risk, but if you're up for the challenge, this could be the road for you.

Distributor Sales Consultant

Many distributors offer more than just a place to buy your hair color and developer—they also serve as educators and advisors for salon businesses. In this role, you would visit salons in your area to give them the scoop on the newest products and partner with them on strategies for their success.

Bridal Specialist

When it comes to styling, there are few days as significant as a client's wedding day. Wedding stylists must be artistic, empathic and efficient. You must also be able to juggle many personalities and moods, from nervous brides to bossy bridesmaids to fidgety flower girls. But the payoffs are huge—your work will live on in family photos forever!

Lash or brow specialist

You understand that the lash and the arch are the two most important ways to enhance a face. Your artistic eye will give you the skills to craft the perfect brow shapes or configuration of lash extensions. Demand is growing everywhere for these profitable services!

Graduation Requirements & Diploma Cosmetology

Students must complete the clock hour requirements of their program with a cumulative grade point average of **70%** or better and pay all tuition and instructional material costs in order to receive a diploma from the college. The diploma signifies that the student has successfully completed the basic course training program and fulfilled all graduation requirements.

Mississippi State Board of Cosmetology Licensing Requirements

The Mississippi State Board of Cosmetology requires that an applicant for Cosmetology:

- Be at least 17 years of age.
- Be able to read, write and speak English.
- Have at least a twelfth (12th) grade education or it's equivalent
- Has completed 1500 clock hours in cosmetology

1000 Hours Cosmetology Instructor COURSE OBJECTIVES:

The **objective** of this program and curriculum is to prepare the student to become a licensed Cosmetology Instructor. Upon the completion of 1500 clock hours a student can enroll in the instructor program. A student must accumulate 1000 additional hours to complete the instructor program if needed. A student must obtain a Cosmetology license before taking the State Board Instructors Examination.

Cosmetology Instructor: (Goal)

The cosmetology instructor course is designed to prepare cosmetologist for the state licensing examination for a profitable employment as a cosmetology instructor.

COSMETOLOGY INSTRUCTOR COURSE DESCRIPTION 1000 HOURS

Cosmetology Instructor at Hair Station Studio College of Beauty students in our Cosmetology Instructor Program are taught the latest entry-level methods of teaching and preparation of practical and academic classes. Students must also learn record keeping and school administration. Upon licensing, a cosmetology instructor may work as an instructor in any Mississippi State Board of Cosmetology licensed school and/or instruct in seminars, workshops, conventions as well as continuing educational classes.

Curriculum Overview 8 months of continuous training is required which will consist of a maximum of 30 hrs/week. There shall be a minimum total accumulation of 1000 (clock) hours. The State of Mississippi law requirement for academic and practical classes in cosmetology are divided approximately as follows: 60% clinic work and 40% classroom (both academic and practical application)

Methods of payment:

Used by the school include cash, cashier check, money order, credit card or through a non-federal agency or loan program. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Cosmetology Instructor Course of Study (1000 Hours) Curriculum

Subject Unit	Hours
Theory Observation	18
Skill Observation	90
Observation Academic and Skills (must be acquired prior to practice teaching)	

The Professional Teacher Including: Teaching Personality Technical Knowledge Teacher Characteristics Teachers as Professionals Preparations For Teaching Planning the Course (Lesson Plans Steps of Teaching)	218
Student Motivation and Learning Including: Laws Governing Learning Process Student Motivation Student Participation Student Personalities Slow Learner V. Gifted Learner	132
Testing and Evaluation	90
Method's, Management and Materials Including: Methods, Procedures&Techniques of Teaching Classroom Management Teaching Materials	429
Cosmetology Law, Rules, and Regulations	23
TOTAL	1000

Grading

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

Students are required to achieve a grade of at least 70% for each theory subject and earn a letter grade of “C” or better on practical and laboratory subjects.

Graduation Requirements & Diploma Cosmetology Instructor

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better and pay all tuition and instructional materials costs in order to receive a diploma from the college. The diploma signifies that you have successfully completed the cosmetology instructor training program.

TUITION

Cosmetology Instructor 1000 Hours

Program	Clock Hours	Tuition Cost				Kit/ material	Books	Total
		Full-Time	Part-Time	Enrollment Fee	Tuition			
Cosmetology Instructor	1000	33.3 Weeks	50 weeks	\$100	\$4200	\$650	\$229.90	\$5179.90
Part-time not available at this time								

* This school has not been approved for Title IV funding*

Ways of paying tuition payments

Full payment, Monthly payments, Weekly payments, Bi-weekly

There is a \$7.00 per hour fee charge for extra instructional for all programs.

Methods of payment:

Methods of payment used by the school include cash, cashier check, money order, credit card or through a non-federal agency or loan program.

Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Completion, Licensure and Placement Rates

The 2021 completion, licensure and placement rates for the school are as follows:

N/A



PROFESSIONAL
EDUCATOR



Cosmetology Instructor Books

ISBN-10: 1337786837 | ISBN-13: 9781337786836

Milady Professional Educator 4th edition
Professional Educator Course Management Guide on USB

Cosmetology Instructor Kit

Nylon Make-Up Cape

White Nylon Styling Cape -

Black Vinyl Shampoo Cape -

BRUSHES & COMBS

Scalpmaster Ball-tipped Vent Brush - 7 Row

Ball-tipped Cushion Brush - 7 Row"

Ionic Ceramic Round Brush with Pik - 2"

Ionic Ceramic Round Brush with Pik – 23A"

Round Neck Brush - 5 Row

Teasing Brush - 3 Row

Rectangular Cushion Paddle Brush

Salonchic Hard Rubber Cutting Comb - 8/4"

Hard Rubber Rat Tail Comb - 8"

Aristocrat

Rake Comb-872" Narrow Ruled Styling Comb - 7"

(12x] Rat Tail Comb with Fine Teeth - 8"

(12x) Flat Top Fingerwave Comb - 7"

Tapered Barber Comb - 772"

Flat Top Rat Tail Comb with Fine Teeth - 8"

Pin Tail Comb-872"

Dual Purpose Comb - 7"

CASES & TOTES

City Lights Roller Tote with Handle

CUTLERY

Scalpmaster Ejector Hair Shaper Togatta Shear And Razor Kit

ELECTRICALS

Babyliss Pro 2000W Ceramix Xtreme Dryer

Porcelain Ceramic Flat Iron - 1"

Hot Tools Marcel Curling Iron – 34"

HAIR COLOR

Soft 'n Style Classic Tint Bowl

Nylon Bristle Dye Brush - 1".

Multi-Angle Coloring Bottle - 9 oz.

MANIKINS Celebrity

Sam II Manikin with Holder

Debra Manikin

RODS & ROLLERS

Soft 'n Style Long Beige Smooth Magnetic Rollers - 1 dz.

Cold Wave Rods: Long Lilac - 1 dz.

Long White - 1 dz.

Long Gray - 1 dz.

MANICURE/PEDICURE

Cuccio A Kiss In Paris Set DL

Professional 120/240 Grit Nail Files - 8/bag

Manicure Brush 3-Way Buffer

180/180 Grit Nail File 100 Grit

Buffing Block 2-Sided

Foot File

Practice Hand

Satin Edge Manicure Kit - 6 pc.

Manicure Bowl

SUNDRIES

Soft 'n Style Wide Butterfly Clamps - 12

Duck Bill Clips - 12/bag

Dual Purpose Curl Clips - 80

Single Prong Pin Curl Clips

Clear Spray Bottle - 16 OZ

Square Timer

VETERANS SECTION

(Specifically applies to those students using veteran education benefits) Transfer of Hours Policy Transfer of Credits – TRANSFER POLICY: A student must submit a transcript of hours from the previous institution. Hair Station Studio College of Beauty has the right to accept all, part, or none of the transfer hours accumulated at said institution. Purpose: To ensure that our students are fully prepared for the state board Transfer hours in a way that allows the student to be scheduled with other students Process: Official Transcripts Received by School Remove from consideration any courses from other school that are below 75% Administer theory chapter tests on remaining courses from other schools over 75% Any chapter test taken that scores over a 75% is eligible for transfer. Eligible hours are then evaluated as to the ability to schedule those hours in a way that allows the student to be grouped with other students in a complete block. If those hours are able to be grouped by an entire block, they will be awarded. If they are not able to be grouped, then they will not be awarded. ALL TRANSFER ATTEMPTS MUST BE MADE PRIOR TO A STUDENT STARTING SCHOOL. Satisfactory Academic Progress (SAP) Policy Evaluation Period (based on actual hours completed) Students receiving veteran education benefits will be evaluated for Satisfactory Progress at 450, 900, 1200 AND 1500 hours for the Cosmetology and Cosmetology Instructor Programs, 340 AND 680 for our Cross-Over Program. Maximum Time Frame Students receiving veteran education benefits of the approved clock hour program need to complete in less than 110% of the total length of the program. In no case are Veteran benefits used past 110% of the total length. The VA will not pay for additional hours, but the veteran student may complete the program using other funding. Warning The first time a veteran student fails to meet minimum requirements for SAP during an evaluation period, he/she will be placed on a warning period. During this time, the student will still be considered to be making satisfactory academic progress (SAP). The student will be advised in writing on the actions required to attain SAP by the next evaluation. If at the end of the warning period (next evaluation period) the student has still not met both attendance and academic requirements, they will be terminated from the program. The student may appeal the non-satisfactory academic progress decision (see below – Appeals). Those students meeting attendance and academic requirements at the end of the warning period will be considered to be making SAP. 26 Appeals Rules cannot be written that will apply to every situation in every school. Therefore, any policy established by the school may be appealed due to mitigating circumstances. If a student wishes to appeal a non-satisfactory academic progress determination, it must be done in writing and contain reasons such as the death of a relative, an injury or illness of student, or other mitigating circumstances. Students must also provide documentation supporting this claim with a statement including changes in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. All appeals and results of the appeal are documented in the student's file. Anyone wishing to appeal a policy must do so using the appeals form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Appeals regarding a failure to meet the Satisfactory Academic Progress (SAP) must be made within 15 days of the negative determination. Should the student fail in his/her appeal, they will be terminated from the program. Note: The VA will be notified of veteran termination for lack of satisfactory academic progress and student benefits may be impacted. Any Student using VA benefits that wishes to continue attending Hair Station Studio College of Beauty may need to apply for financial aid or assume personal responsibility for continuing to attend Hair Station Studio College of Beauty Probation Students who fail to meet minimum requirements for attendance or academic progress at the end of the Warning period, can appeal their case based on mitigating circumstances. Probation is not a guarantee as it is at the discretion of the Administrators and information will be gathered to determine if the student is capable of making SAP by the next evaluation period. If the student doesn't meet all necessary requirements and is unable to make SAP, the appeal will be denied and student receiving Veteran Benefits will be terminated from the program. When administrators decide in favor to grant mitigating circumstance status, the student will be placed on probation and considered to be making SAP while on the executed academic/performance plan probation

period. If the student fails to execute the set academic/performance in order plan to meet SAP requirements during probationary period, the student will be terminated and dismissed from the program. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on probation must have an academic plan and be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. If at the end of the probationary period, students that have met the SAP standards will be taken off probation.

Those students that have still not met both attendance and academic requirements required for satisfactory academic progress or by the academic plan will be determined as NOT making satisfactory academic progress and terminated from the program. VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory academic progress. Note: Any student receiving VA benefits cannot have two consecutive missed SAP's. No more than two terms (evaluations periods) on warning/probation will be permitted.

SCHOOL STANDARDS/RULES & REGULATIONS

1. Professional conduct is the only level of conduct expected from students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
1. All absences must be reported. Student attendance is monitored closely so that students maintain Satisfactory Progress.
2. Tardiness is considered unexcused time as it is deemed unprofessional behavior. Students not physically present in class, per their class start time, are considered tardy.
3. Special permission must be obtained for days off and/or irregular hours. Time off must be obtained in advance through the Director of the school.
4. Students are not allowed behind the desk unless given permission or assigned desk duties.
5. The school assumes no responsibility for equipment or personal items.
6. Only emergency phone calls are allowed on school's phone.

7. Students not in proper uniform as described in school's published policies will not be allowed to attend class and will be sent home.
8. Students must exhibit a professional attitude and appearance while attending school.
9. Students must obey all rules of personal hygiene, sanitation, and decontamination.
10. The use of profanity, slang or gossiping will not be tolerated.
11. No Smoking, this is a smoke free campus. This includes VAPORES also. No smoking on the premises.
12. Food and Beverages are not allowed on the clinic floors or in the classrooms. They can only be consumed in the break area.
13. Any student under the influence and or in possession of drugs or alcohol will be terminated from the school immediately. Hair Station Studio College of Beauty IS A DRUG- FREE ZONE.
14. Students cannot refuse to service a client.
15. Students are assigned a workstation and are responsible for its sanitation and the sanitation of the school.
16. No student or personal beauty services allowed unless approved by the instructor.
17. No social visitor.
18. Bullying or harassment on any level.
19. Failure to bring your entire kit, books and workbooks every day.
20. Students will not be given time if they do not clock in.
21. Legal verification of hours must be made for each student. Each student must clock in upon arrival and clock out upon departure from school. If student leaves the school premises for any reason, the student must clock out. Hours could be missed if the student does not follow required clocking procedures.
22. All documentation of excused absences must be upon next day of returning.
23. The Mississippi State Board of Cosmetology and the school requires that all students be in school every day in prescribed uniform (Scrubs and lab jacket) with the exception to Fridays, the uniform will be (Polos, T-shirt with school logo and Khaki pants/blue jeans) Instructor choice.
24. Any student not in prescribed uniform with name tags will not be allowed to clock in. No flip flops, open toes, sandals, boots, head wraps, scarfs, head bands, bandanas
25. Full-time day students will have 30 minute lunch break, two 15 minute breaks. Part-time will have one 15 minute break each day. Any student not returning from lunch on time, will not be allowed to clock in the rest of the day. (Part-time not offered at this time)
26. Any student arriving after 8:15 will not be able to sign in until first break at 9:30 am
27. Instructors and administrators are authorized to clock out any student who exhibit unbecoming behavior. If a student continues to exhibit unbecoming behavior, the student will be terminated. No profanity is allowed anywhere in the school. Profanity is not professional or except-able.
28. Sanitation is a part of the student daily requirements and must be completed each day and graded by an instructor.

29. Only emergency telephone calls will be accepted on the business telephone. Students will not be allowed to leave class or clinic area to receive or make personal calls except in case of emergency. All cell phones must remain on silent, no student should be on cellphones period unless permission has been given to take photos of work.
30. Students are solely responsible for their personal property. This includes kits, books, purses, car, and etc... The school will not be responsible for such property. Lost or stolen kits must be replaced by the student.
31. Students cannot conduct free family members hair services. They will be charge the full price as any other client.
32. The floor instructor will assign patrons to students for clinical services. A service ticket is issued for each clinic assignment. No service is to be performed on any client or student without a service ticket. Any additional services must be paid for first.
33. No eating or drinking on the clinic floor.
34. No sitting on the clinic floor. (students)
35. Students must satisfactorily complete all their academic requirements within their designated enrollment period. Students must makeup any missed test or a zero will be given.
36. Students will receive a comprehensive progress report at the end of each educational module. This report will reflect the student written, practical and clinical work. The instructor will counsel with the student in areas of improvement needed.
37. Suspension from school can last from one to thirty days.
38. Students caught cheating will be subject to termination from the program.

The dress code for students enrolled at Hair Station Studio College of Beauty is as follows:

39. Scrub shirts & Scrub pants must be stain-free, smell fresh, lint free and wrinkle free. (Exceedingly loose or tight clothing is unacceptable.) Friday's uniform will be School polo and Khakis pants?blue Jeans, Instructor discretion.
40. Shoes must be supportive and closed all the way around. (No boots, pumps, wedges, mesh or see through. No part of the foot should be visible.)
41. A name tag will be issued to you and must be worn every day. DO NOT lose it! (Replacement School ID cards are \$15.00)
42. You are expected to maintain a professional appearance while in the building, or while attending any school related event. (Personal and oral hygiene included.)
43. Hair should be groomed and combed. Clean shaven or neat beards (men).
44. Make-up must look professional. (Nothing dramatic or radical, remember you will be dealing with clients.)
45. No hats, bandanas, scarves, or excessive headwear. (Unless otherwise given permission by the administration, i.e., religion permitting.)

46. No jackets, sweaters or sweatshirts over uniform. (You may wear a long-sleeved shirt under your purple scrub top as long as it is solid black or solid white and has no holes, stains or other markings.) School Lab Coats are allowed.

Duty Roster

A duty roster will be made monthly for all classroom/clinic floor duties. Duties will rotate out to be fair to all students. All state rules and regulations regarding disinfection and sanitation must be followed at all times. The instructor will check duties at the end of the day, student will be given a grade periodically.

Stock room

No students are allowed to be in the stock without the aid of an instructor. There will be one student assigned to dispensary weekly. All items must be signed in and out of the dispensary. Any item not returned will be the responsibility of person in charge.

CELL PHONE POLICY

All cell phones, mobile devices and all media players are prohibited from being used in classrooms or clinic at any time during school hours unless instructor gives permission. This includes all Bluetooth and/or hands-free devices. All such devices must be placed in “silent” mode. Use is permitted only in break rooms and outside of the building during assigned break times. If an emergency situation should arise you may receive permission from your instructor to step outside and use the phone.

UNIFORM POLICY

All students are expected to follow the dress code for the course in which they are enrolled. All students are required to dress professionally for the career chosen. A student not in uniform will not be permitted to attend classes and will be asked to change into proper attire or risk being dismissed for the remainder of the day. (Ultimately resulting in incomplete hours for that day.) This rule will be enforced beginning on the first day and will be carried out until the day of graduation. This policy will be reviewed during new student orientation. If you have any questions regarding the uniform policy, you may address them during that time.

ATTENDANCE POLICY

Students are expected to attend classes at scheduled starting time and to continue as scheduled throughout the day. All attendance and absences are recorded daily. It is the responsibility of the student to notify the instructor or administrative personnel if they will be absent or late. Students will clock in every morning. If students fail to clock, no hours will be given for that day. Student may clock in when they realize that they have not clocked .

Hair Station Studio College Of Beauty is required to take attendance by the actual time the student attends. Attendance records of each student are maintained. These records indicate the student's presence, absence, or tardiness for each scheduled class period. These records are maintained in such a manner as to make the student's attendance habits readily interpretable by authorized personnel. All absences will be considered unexcused. Students must attend 67% of contracted hours for each month. By 8:15 doors are locked and no student is allowed in until the first break.

Documents needed to make up work if absent goes as following:

- Sickness of a student or a student's child with a Doctor excuse
- Funeral with proper documentation (immediate family only, grandparents)
- Inclement weather (School discretion)
- Military Leave
- Jury with documentation
- Accident
- Hospitalization

If you do not maintain the minimum 67% of completed hours you will be placed on attendance probation at the end of each module. If during this probationary period you do not clock the minimum hours of 67% of their scheduled hours, you will be terminated.

Tardiness

Any student arriving after 8:15 will not be able to clock in until the first break (9:30 am). If the student continues excessive tardiness, he/she will be scheduled for an advisement session with the instructor. Three or more tardies a month will result in a suspension. Students returning from breaks and lunch late will be sent home for the day.

Makeup Hours

- Missed test can be made up on Tuesdays.
- Missed hours can be made up during the following times:
 - Students may make up time by attending educational workshops with instructor
 - Staying after school, if staff is available
 - Hairshows
 - Before Class begins 7:30 am -8:00 am

Emergency Removal

Students and employees of Hair Station Studio College of Beauty may be removed from regular classes of school premises for non-disciplinary health, safety and welfare reasons when the school or its designee determines that an emergency exists. Reasons that may be considered an emergency include:

Emergency Evacuation Plan

Evacuation plans are posted throughout Hair Station Studio College of Beauty. Everyone is instructed to leave everything. Do not try and gather any supplies or personal belongings, exit calmly, quietly, and swiftly to the area designated exit. Instructors are responsible for assisting any handicapped person. Instructor also gets student roster and patron list as he/she exits the building and role is called (head count) to assure that everyone is out of the building.

Important Numbers

Runaway Hotline- 1-800-runaway

Petal Police Department: (601)544-5331

Petal Children Task Force

(601) 255-5578 petalchlidrentaskforce.org

Forrest General Hospital: (601) 288-7000

Merit Health Wesley Medical Center: (601) 268-8000

AA Addiction Help: (800)497-1981

Pearl River Valley Opportunity: (601) 544-1394

The Center for Substance Abuse Prevention Help Line: (800)-967-5752

National Institute of Drug Abuse Hotline: (800)662-HELP(4357)

Poison Control Center: (800)222-1222

National Domestic Violence :1-800-799-7233

National Suicide Prevention Lifeline: 1-800-273-8255

The Salvation Army (601) 544-3684

Drug Treatment & Alcohol Treatment Center 24 Hour Detox: (601)255-6004

Forrest County Health Department: (601) 583-0291

Pine Grove Behavioral Health and Addition Services 1-888-574-4673

Drugs and Alcohol

Forrest WIC Distribution Center:(601) 582-2081

Runaway Hot line 1-800-786-2929

Light House Rescue Mission Homeless and Addiction: (601)544-2169

Haven House Homeless for Men living with HIV/AIDS: (601)450-4286

I CERTIFY THAT THIS CATALOG IS TRUE AND CORRECT IN CONTENT AND POLICY.

SYLVINA BUCKLEY, OWNER

Sylvina Buckley

REVISED JANUARY 2022