



TRICHOLOGY TRENDS INSTITUTE

Trichology Trends Institute of Cosmetology School Catalog

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MISSION STATEMENT

Our Cosmetology, Educator and Refresher program focus' on successfully preparing each student to pass the Illinois State Board Exam. Our school provides 1:1 real life training for each student to develop the theoretical knowledge and practical skills necessary for you to obtain a career in any beauty field. Trichology Trends Institutes mission is to teach the accuracy and speed that is required of an established professional. We closely observe your skills that are being developed. We accentuate the positive habits and change the negative habits in performance, activity and appearance. This raises self-expectations and increases self-confidence! We encourage learning by performing!

VISION STATEMENT

Our Institute is different from traditional beauty schools! We offer monthly start dates for each course. This also helps students to prosper alone with little to no competition! Our unique teaching gives you the hands-on repetition you deserve to perfect the skills you learn. This teaching technique is to ensure you receive the success you deserve! We offer theory readings with students and an educator to discuss the chapters of the book together. We help you understand the terminology behind the skills you are learning. We offer study tools to help pass each theory test. We offer 1 hour study sessions while the remainder of the day is spent on the clinic floor doing manikin work, projects or clients. We let students have 75% more hands on than any other school! We thrive to give you a strong foundation for your future.

SCHOOL FACILITIES

Our programs offer the challenge of a very stimulating and rewarding career. Trichology Trends Institute of Cosmetology is fully equipped to meet all of the demands of modern hair designing, while at the same time providing a high-tech atmosphere and attitude for progressive personal development. The facilities include a student lounge and lockers, client reception and work areas, a management office, a private classroom, and workstations.

Trichology Trends Institute of Cosmetology is split between two locations 321 and 331. Our first location has the clinic laboratory with modern equipment and atmosphere. Our second location has the classroom for theory and practical study and student lounge.

Trichology Trends Institute of Cosmetology has more than 2,000 square feet split between two locations of floor space that meets all the specifications and requirements as set forth by the Department of Financial and Professional Regulation of the State of Illinois.

The school is one level and has curbside wheelchair access. Handicap accessible bathroom. There is a water cooler that is handicap accessible. The hallways and doors are wide enough for wheelchairs. All stations accommodate wheelchairs.

HOURS OF OPERATION

Monday through Thursday: 9:00 am to 9:30 pm

Friday 9:00am to 7:00pm

Hours will vary depending on active classes.

LICENSURE

Trichology Trends Institute of Cosmetology is licensed by the Illinois Department of Financial and Professional Regulation, 320 West Washington Street, 3rd Floor, Springfield, IL 62786, telephone number (800) 560-6420. A copy of the school license may be viewed at the school.

LANGUAGE UTILIZED IN THE SCHOOL

Trichology Trends Institute of Cosmetology utilizes the English language in the catalog, documents, and software used by the school. All courses are taught in the English language.

OWNERSHIP

Trichology Trends Institute of Cosmetology is owned by Lucia DeBartolo as of September 2020.

ADMINISTRATION

Lucia DeBartolo

Owner/Director/Instructor

Phone: (847) 934-0190

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ADMISSION POLICY

To qualify for admission to Trichology Trends Institute of Cosmetology, a prospective student must demonstrate that they are academically prepared to be successful. A prospective student must be able to provide documentation of one of the following during the admission process:

- Graduation from a U.S. high school
- GED (high school equivalency diploma or certificate)
- Graduation from a foreign high school that is equivalent to a U.S. high school
- Successful completion of home-schooling as defined by the state where the student completed homeschooling
- If it has been 10 years since you've been in school there is no need for proof.
- Ability-To-Benefit Student: A student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education/training.

Trichology Trends Institute of Cosmetology does not enroll students under a training agreement.

ABSENCE

An excused absence is as follows: Doctors appointment with printed copy of note, funeral, car accident with police report or time dated photos, family emergency, ER visit with note, court date or jury duty with hearing notice, and religious holiday.

An unexcused absence is as follows: nonmedical appointments (tattoo, nail, hair, etc.), no call no show, car trouble, and sick day without doctors note.

LATE POLICY

If a student is more than 30 minutes late for class, the student will not be allowed to clock in. If a student has acceptable written documentation the student will be allowed to clock in. Student must bring a physical copy of the written documentation to campus.

ADMISSION PROCEDURES

The following admissions procedures apply to all new and transfer students. Transfer students are required to complete additional requirements if they would like their prior academic coursework to be considered for the awarding of transfer credits (please see the Transfer Students section of the catalog).

- (1) **Complete an Application for Admission:** Complete and submit the application for admission. The application for admission may be obtained from an admissions advisor.
- (2) **Pre-enrollment receipt:** Complete before signing enrollment agreement

- (3) **Provide Proof of Identity:** Applicants are required to provide proof of identification as part of the application for the admission process. The school will maintain a copy of the identification presented as part of the student's admission file.

Acceptable forms of photo identification include:

- Government-issued driver's license
- Government-issued non-driver ID card
- Government-issued passport
- Government-issued military or national identification card (consular, permanent resident card, immigrant visa card, employment authorization card)

Proof of Identity Cost:

Illinois State Driver's License \$30

Illinois State Identification Card \$10

Passport booklet \$130

Estimated Visa Application \$185

Social Security Card \$0

Official Transcripts \$10-30

Estimated Notarized Form \$10

- (4) **Provide Proof of Citizenship:** Social security card or TIN. The school will maintain a copy of the card presented as part of the student's admission file.

- (5) **Provide Secondary Education Verification Documents:** Applicants must demonstrate that they are academically prepared to be successful by providing one of the following:

- A high school diploma or official high school transcript with graduation date, demonstrating completion.
- GED
- Foreign transcript translated to English
- Home school transcript
- Ability-To-Benefit students will need to perform an industry standard test
- If it has been 10 years since you've been in school there is no need for proof.

We are required to verify that your proof of education is from a valid high school or high school equivalency program. If we determine that your diploma or high school equivalency diploma is not valid, you will be denied admission to the school.

- Official GED test scores or diploma.
- Evaluated foreign high school diploma or transcript. Please note the document must be translated into English by a certified translator and accompanied by an evaluation of a credentialed evaluation service certifying it is equivalent to a U.S. high school diploma. We can accept credentials translated and evaluated by any agency under NACES. A list of approved agencies is located at NACES (National Association of Credential Evaluation Services) under:

<https://www.naces.org/members>. We must receive a credential report directly from the evaluation services. Copies will not be accepted. Applicants are responsible for paying the costs of the translation and evaluation.

- Successful completion of homeschooling. Please note applicants must meet homeschooling requirements as defined by the state. If the state does not provide a certified homeschooling credential, the applicant must submit the following:
 - (a) A signed affidavit of completion (notarized letter) submitted by the student's parent attesting that the student has completed a home education program, pursuant to the requirements of the state
 - (b) A photo ID of the person completing the affidavit and documentation
 - (c) Supporting documentation as required by the state (your admissions advisor will notify you of those requirements)

(6) **Educator (500/1000) Documents:** A student wishing to enroll in the educator cosmetology programs must meet the above requirements as well as provide proof of holding a valid and current Illinois cosmetology license or submit an application for licensure.

(7) **Educator (500) Documents:** A student wishing to enroll in the educator cosmetology 500 program must meet the above requirements as well as provide proof of holding a valid and current Illinois cosmetology license and 2 years of experience with a W2.

(8) **Cosmetology Refresher Course:** A student wishing to enroll in the cosmetology refresher course must meet requirements one through four as well as submit proof that they failed the state board cosmetology examination three (3) times.

Trichology Trends Institute of Cosmetology does not recruit students who are already enrolled in a similar program at another institution.

Admitted students who would like to request a reasonable accommodation under the Americans with Disabilities Act should contact the ADA Compliance Coordinator.

Trichology Trends Institute of Cosmetology accepts re-entry students if they qualify. Please review the re-entry policy for specific requirements.

Once an applicant has completed the process to apply to the school, the admissions team and director review each applicant and their required application materials to determine if the applicant will be admitted.

The applicant will be notified of the decision in writing.

If the applicant is admitted, they will be notified of the next steps to enroll in their academic program.

If an applicant is not admitted and wishes to appeal the decision, they must write a letter/email to the school Director. Once the Director has evaluated the reasons for denial, the Director may either redo the personal interview for a second opinion or provide a response to the student. Appeals will not be considered if an applicant is not admitted because they do not meet the minimum education requirements to be admitted or if they have provided false information during the admission process.

APPLICANTS WITH NON-IMMIGRANT VISAS AND INTERNATIONAL STUDENTS

Applicants with non-immigrant visas should be aware of the following:

- (a) Federal financial aid is not available to an applicant with a non-immigrant visa.
- (b) An individual must be authorized to work in the United States to take the state licensure exam.

If an applicant needs assistance in understanding how their visa status impacts their ability to receive federal financial aid or take the state licensure exam after completing their program, they should contact an admissions advisor.

Trichology Trends Institute of Cosmetology is not eligible to enroll international students studying under an 1-20 student visa.

****Foreign Diplomas or Transcripts:** The school will accept a foreign diploma or transcript; however, the diploma or transcript **MUST** be equivalent to a U.S. high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. ***It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.*** Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance (COA). Guidance on who to contact to secure an official translation and evaluation can be obtained from the school Financial Aid Leader.

RE-ENTRY STUDENTS

If a withdrawn student wishes to re-enter their program, they start the process by contacting the school's admission advisor.

Students who are approved to re-enter the program within 180 days of their last date of attendance must comply with the following requirements:

- (1) Pay all outstanding tuition, fees, and overtime expenses or make satisfactory payment arrangements with the Financial Services Advisor.
- (2) Previous tuition payments will be credited to the student's balance based upon the original contracted cost for the course.

Students who are approved to re-enter the program after 180 days of their last date of attendance must comply with the following requirements:

- (1) Pay all outstanding tuition, fees, and overtime expenses or make satisfactory payment arrangements with the Financial Services Advisor.
- (2) Tuition will be assessed at the current hourly rate.
- (3) If a re-entering student has previously used all their absences provided under their original enrollment agreement, the student will not receive any additional time for absences under the new re-enrollment agreement.
- (4) Students are required to purchase a kit if their current kit is not complete. Any missing kit items must be purchased.
- (5) Students who re-enter after 180 days must write a re-entry essay that demonstrates their commitment to completing the program.

The decision to allow a student to re-enter a program is at the sole discretion of Trichology Trends Institute of Cosmetology. Students will be notified in writing of the outcome of their request to re-enter the program.

Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left the school.

Members of the U.S. Armed Forces, including the reserve components of the National Guard, will be readmitted to their former program if they notify the admission team that the reason for their withdrawal is their service in the Armed Forces. Trichology Trends Institute of Cosmetology will make every reasonable attempt to accommodate service members who request an absence due to their service.

TRANSFER OF CREDIT POLICY- STUDENTS ENTERING THE SCHOOL

Trichology Trends Institute of Cosmetology will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material and the applicability of the courses to the student's intended academic program at the school.

Transfer students are assessed tuition at the current per hour rate. Current tuition rate information is located in the "Costs of Tuition and Supplies" section of the catalog.

At the school's sole discretion, a student may be permitted to transfer in more hours than is described in the policy below, if the student is transferring from a school that has closed without notice and the student can demonstrate the appropriate course knowledge.

Trichology Trends Institute of Cosmetology does not award clock hour credits for service in the armed forces, paid or unpaid employment, or another demonstrated competency.

TRANSFER OF CREDIT POLICY

COSMETOLOGY

Cosmetology students transferring from another school.

A maximum of 800 hours will be accepted. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by state board.

All cosmetology transfer students must complete a minimum of 700 hours.

Students wishing to transfer to Trichology Trends Institute of Cosmetology program must submit a notarized transcript listing the hours earned before hours will be accepted. A maximum of 800 hours will be accepted; all transfer students must attend a minimum of 700 hours at Trichology Trends Institute of Cosmetology.

(1) Pass a practical test with a minimum of 83% on the following criteria:

- (a) Demonstrate State Board Sanitation and Disinfection
- (b) Finger Wave with 6 pin-curls
- (c) Color and Lightener Applications (Must perform four)
- (d) Permanent Wave (10 rods)
- (e) Chemical relaxer applications (virgin, re-touch)
- (f) Marcel iron work demonstrating the three base curl placements.
- (g) Haircut, style and finish of your choice (to complete on a doll head or model)

(2) Pass a written exam with a minimum of 83% passing

EDUCATOR (500)

Student instructor training students transferring from another school.

A maximum of 300 hours will be accepted. To determine how many transfer hours the school accepts is based on passing a written test and what is allowed by state board. All student instructor training transfer students must complete a minimum of 300 hours.

(1) Pass a written exam with a minimum of 83% grade.

EDUCATOR (1000)

Student instructor training students transferring from another school.

A maximum of 600 hours will be accepted. To determine how many transfer hours the school accepts is based on passing a written test and what is allowed by state board. All student instructor training transfer students must complete a minimum of 400 hours.

(1) Pass a written exam with a minimum of 83% grade.

COSMETOLOGY REFRESHER COURSE

Cosmetology Refresher course students transferring from another school: 0 (zero) hours will be accepted.

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Illinois Department of Financial and Professional Regulation (IDFPR) to deny licensure. The IDFPR may deny licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Trichology Trends Institute of Cosmetology is not responsible for students denied licensure.

DISCLOSURE FOR PROGRAMS LEADING TO LICENSURE

The following programs offered at Trichology Trends Institute of Cosmetology lead to licensure in the state of Illinois: Cosmetology, Cosmetology Refresher, and Educator (500/1000 hours). We have compiled a list of all states that require licensure for the program you are interested in enrolling. We have identified whether the institution's program curriculum meets, does not meet, or a determination has not been made yet, for other state's individual state educational requirements for professional licensure. You will receive a copy of this information in the school's admissions packet, prior to touring the school.

Please note that the school you are planning on attending has only had their curriculum evaluated by the state that you are attending school in, which meets the state's requirements for licensure and practice. In determining whether your program of study is acceptable in another state, each state board reviews the number of clock hours you attended in your home state, the subject areas and practical experiences you completed, as a part of the process of determining what, if any, additional requirements you may have to meet in order to be licensed in their state. We encourage all graduates who are considering becoming licensed in another state to first take the licensure exam in their home state, which will make it easier to transfer into another state. If you are not licensed by your home state, the state you are considering getting licensed in may require you to take additional training to meet their state minimum hour requirements and/or take their state licensure exam. State boards do not evaluate the curriculum of schools located in other states, but do, in most cases, recognize training from other states in order to transfer their license.

If, at any time, the program you are enrolled in ceases to meet the educational requirements for licensure in the state where the student is located, the school will provide written notice directly to the student in writing within 14 calendar days of making that determination.

ENROLLMENT INFORMATION

Enrollment periods: Trichology Trends Institute of Cosmetology usually begins classes monthly. Please refer to the tuition and registration schedule or contact the school for exact starting dates.

Holidays and school closures: Trichology Trends Institute of Cosmetology observes the following holidays: New Year's Day, the first full week in January, the week of July 4th, Thanksgiving Day and the Friday that follows, Christmas Eve and Day, Memorial Day and Labor Day. Extra days surrounding those holidays could be added. These dates are determined according to the calendar each year. Additional holidays may be added to the schedule at the discretion of school administration. The school is open for business unless there is a declared State of Emergency. In the event of inclement weather or school closings due to extenuating circumstances, Trichology Trends Institute of Cosmetology students should call the school at (224) 800-7713. *Unexpected closures and snow days will be announced via text message from Michela.*

Enrollment Agreement: Trichology Trends Institute of Cosmetology clearly outlines the obligation of both the school and the student in this contract. A copy of the Enrollment Agreement and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.

Payment schedule: Trichology Trends Institute of Cosmetology offers a variety of monthly financial payment schedules. See the Trichology Trends Institute of Cosmetology's Financial Aid Leader for details.

EDUCATION GOALS

Trichology Trends Institute of Cosmetology strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

- (1) To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- (2) To maintain an updated program that provides students with the knowledge to compete in their field of study.
- (3) To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- (4) To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- (5) To prepare students to successfully pass the state licensing exam for entry-level employment.

- (6) To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

STUDENT TEXTBOOKS AND KITS

Students may purchase tools & kit in its entirety from the school, or they may be purchased independently. If purchased independently, they must meet the criteria listed on the Student Tool & Kit List. Refer to the catalog kit list. If the student needs to replace tools & kit or an equipment item at any time during his or her enrollment in the school, these items may be purchased through the school or independently.

Students are advised to refrain from loaning any part of their tools, kit or textbooks. The school is not responsible for items that are lost or stolen. Published kit lists herein are subject to change.

Right to Independent Purchase of Textbooks, Tools and Kit: Any student who desires to independently purchase their textbook, or tools and kit from a vendor other than Trichology Trends Institute of Cosmetology has the right to do so. A student who chooses to do this should notify the school during contracting.

COST OF TUITION AND SUPPLIES

Our current tuition, fees, and supply costs are detailed below. Transfer students and students who are approved to re-enter their program are assessed a per clock hour rate for the remainder of their program.

TUITION

	COSMETOLOGY (1500 HOURS)	COSMETOLOGY REFRESHER (250 HOURS)
Tuition	\$ 18,000.00	\$ 3,100.00
Registration fee (<i>non-refundable</i>)	\$ 100.00	\$ 100.00
Tools & Kit (<i>non-refundable</i>)	\$ 700.00	(Optional) \$700
Textbooks (<i>non-refundable</i>)	\$ 350.00	(Optional) \$350
TOTAL COSTS	\$ 19,150.00	\$ 3,200.00

	EDUCATOR (1000 HOURS)	EDUCATOR (500 HOURS)
Tuition	\$ 7,900.00	\$ 5,280.00
Registration fee (<i>non-refundable</i>)	\$ 100.00	\$ 100.00
Tools & Kit (<i>non-refundable</i>) <i>built depending on what the student is missing</i>	(Optional) \$700	(Optional) \$700
Textbooks (<i>non-refundable</i>)	\$ 280.00	\$ 280.00
TOTAL COSTS	\$8,282.00	\$5,660.00

	Lash Extensions (16 HOURS)	Makeup (50 HOURS)
Tuition	\$ 750.00	\$ 1550.00
Registration fee (<i>non-refundable</i>)	\$ 100.00	\$ 100.00
Tools & Kit (<i>non-refundable</i>) <i>built depending on what the student is missing</i>	\$350	(Optional) \$350
Textbooks (<i>non-refundable</i>)	\$ 0.00	\$ 100
TOTAL COSTS	\$1200.00	\$1750.00

PER CLOCK HOUR RATE

PROGRAM	PER CLOCK HOUR RATE (TRANSFER AND RE-ENTRY STUDENTS ONLY)
Cosmetology	\$12.00
Educator (1000)	\$7.90
Educator (500)	\$8.80
Cosmetology Refresher	\$12.40

The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. The tuition may be paid by check, cash or credit card. Payments may be arranged with the school. Each student is given a receipt each time any type of payment is made.

****Any used and/or opened items in the Tools & Kits purchased from the school are considered unreturnable equipment. Unopened items from the kit cannot be returned to the school.***

Note: The total charges for a period of attendance are equivalent to the cost of the entire program, due to the length of the program.

Please contact the school's Financial Aid Leader for payment options. The school accepts cash, credit card, and personal check payments.

At its sole discretion, the school may adjust tuition and kit fees for students that transfer from a school that has closed without notice.

SCHOLARSHIP/FEE WAIVER POLICY

Trichology Trends Institute of Cosmetology offers limited scholarships to those who qualify. To determine eligibility for a full or partial scholarship, the applicant must complete an application and provide an essay. Scholarships are approved and awarded based on the individuals' need, ability to excel, personal desire, and interview results.

Trichology Trends Institute of Cosmetology also offers a scholarship for all students who apply to the cosmetology program and are accepted. The applicant must meet the requirements set forth in the admission requirements to qualify. This scholarship will be applied directly toward tuition upon completion of the program. The student must remain in satisfactory

progress for the duration of the time enrolled in the program to remain eligible for the scholarship.

LATE PAYMENTS

If a student fails to make a scheduled tuition payment, the student may be charged a \$15 late fee on the first day a payment is missed. After the 5th day of nonpayment, the student will be charged an additional \$50 late fee. During this time the student will not be allowed to return to school until all financial obligations are met. If a student consistently fails to make 3 scheduled payments, the student may be terminated from the program.

FUNDING ASSISTANCE AVAILABLE *for those that qualify*

- **Tuition Financing Company:** Each course offers TFC Tuition Financing (not a loan). TFC is a financing company that gives you extra time to pay off your student debt. Books and Kit must be paid directly to the school and cannot be included in the TFC payments. Payments start when you sign the contract.
- **Trichology Trends Payment Plan:** The School offers interest free monthly payments by cash, check or card. The card payment does have a processing fee of 3%. We do not charge tax. Payments are due on the 15th of each month, if it falls on a day you are not here, you must make a payment before.

CLASS SCHEDULE

COSMETOLOGY- 1500 HOURS	
Full Time- 43 Weeks 35 hours/week	Monday - Friday: 9:00am- 4:30pm
Part Time- 60 Weeks 25 hours/week	Monday - Thursday: 4:00pm - 9:30pm Friday: 4:00pm - 7:00pm
COSMETOLOGY REFRESHER COURSE- 250 HOURS	
Full Time- 7.1 Weeks 35 hours/week	Monday - Friday: 9:00am - 4:30pm
Part Time- 10 Weeks 25 hours/week	Monday - Thursday 4:00pm - 9:30pm Friday: 4:00pm - 7:00pm
EDUCATOR - 500 HOURS	
Full Time- 17.14 Weeks 35 hours/week	Monday - Friday: 9:00am - 4:30pm
Part Time- 24 Weeks 25 hours/week	Monday - Thursday: 4:00pm - 9:30pm Friday: 4:00pm - 7:00pm

EDUCATOR - 1000 HOURS				
Full Time- 28.57 weeks 35 hours/week		Monday - Friday: 9:00am - 4:30pm		
Part Time- 40 weeks 25 hours/week		Monday - Thursday: 4:00pm - 9:30pm Friday: 4:00pm - 7:00pm		
LASH APPLICATION SCHEDULE:				
Full Time	Saturday - Sunday	9:00 AM to 6:00 PM	8 hrs per day	16 hrs per week
MAKEUP ARTIST SCHEDULE:				
Full Time	Monday & Saturday	9:00 AM to 3:00 PM	5.5 hrs per day	11 hrs per week

CLASS CALENDAR START DATES

Any time of the year!

VOTER REGISTRATION

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of Illinois can be found at <http://www.votespa.com>. For information on Voter Registration and Election Dates for Federal Elections visit www.eac.gov/voter_resources.

WITHDRAWAL, SUSPENSION AND ADDITIONAL FEE

Students may be suspended or withdrawn (i.e. terminated) from enrollment in the School for reasons which include but are not limited to failing to comply with school rules or general policies, leaving the School without permission during the scheduled hours of the students' program, failing to attend for 14 consecutive calendar days, failing to complete practical worksheets, failing to attend theory classes or take theory tests, failing to meet the School's policies regarding Satisfactory Academic Progress, failure to pay tuition and charges when due, and/or jeopardizing the safety and security of any school member or visiting member.

As outlined in the Catalog, students may receive coaching sessions for noncompliance with certain policies. Once a student has received five (5) coaching sessions, the student may be suspended from School for five (5) days. Suspended Students will be required to pay the administrative re-entry fee of \$100.00. If a student receives two (2) more coaching sessions after re-admission from a five (5) day suspension, the student's enrollment may be permanently withdrawn by the school. A Student may be withdrawn by the school without prior coaching sessions for violating the future professional advisory policy.

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Trichology Trends Institute of Cosmetology. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

Attendance Policy and Documentation of Time

Developing and maintaining a satisfactory attendance record is an important part of each student's professional development. All students are expected to attend all classes, be on time, and remain in the classes for the scheduled duration. The state of Illinois requires students and staff to have a monthly progress report meeting to show if student is on or off track with their hours.

- (1) Within the first 20 days, if you are absent for 3 or more days of instruction, you may be subject to termination with the option of re-enrolling after 90 days.
- (2) If you fail to maintain an attendance percentage of 67% or above, you may be unable to participate in the following activities:
 - (a) Student awards
 - (b) Student service day(s) in the salon
 - (c) Student council
- (3) Any student who will be late or absent on any given scheduled school day **MUST** notify their instructor.
- (4) Any student who misses 5 consecutive calendar days may be subject to termination and considered to have withdrawn.
- (5) The school is open Monday through Friday from 9:00 AM to 4:00 PM for full time day students and Monday through Thursday from 4:00 PM to 9:30 PM and Friday from 4:00 PM to 7:00 PM for night students.
- (6) All courses require continuous attendance.
- (7) The prescribed attendance schedule must be maintained each week.
- (8) If a student is more than 30 minutes late for a class, the student will not be allowed to clock in. If a student has acceptable written documentation the student will be allowed to come to class. Students must bring a physical copy with them to campus; they cannot email it.
- (9) Students will clock in upon arriving at school and clock out before leaving at any time. Students must clock in and out for themselves only. When leaving the building for the day the time clock must reflect the correct times. Falsifying time is grounds for immediate termination.
- (10) Students cannot leave the campus during transitional periods.

Observe the appropriate breaks for your school schedule. Breaks are as follows:

Student Schedule	Transitional Periods	Lunch
9 hr/day	15 min in the morning & 15 min in the afternoon	1 hour

8 hr/day	15 min in the morning & 15 min in the afternoon	30 min
7 hr/day	N/A	30 min
6 hr/day	N/A	30 min
4 hr/day	10 min at mid-point of schedule	N/A

(11) Documentation of time: Students may not leave the school premises during regular hours.

(a) Students who leave school premises or those who leave early must clock out. Instructors then must remove the student from clinic floor reservations.

(b) Day students must clock out on the time clock for lunch for a full 30 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch. Students cannot shorten or lengthen their lunch.

(14) Students may not clock in or out for another student.

(15) Students must keep a record of all services each day on the “service tracking sheet,” which must be completed daily and turned in every month.

CLASSROOM: Students are not permitted to leave the classroom or clinic classroom area.

If it becomes necessary for a student to go to the restroom during this time, they are permitted to leave, but must return immediately. They are not to rest, smoke, etc., during this time. Students are not permitted to loiter or congregate in the restrooms, reception rooms, lobbies, building entrances, etc. nor are they permitted in the learning leaders office or supply room. Students must not leave the school premises during class hours.

CLINIC CLASSROOM: Students are not allowed to eat and drink in the clinic or classroom, use inappropriate language, talk loudly on or across the clinic classroom, and no cell phones are allowed on the clinic floor.

The student is responsible for the cleanliness of their workstation, mirror, and floor at all times. Hair must be swept up immediately following a haircut. No personal items, such as family pictures are allowed at the workstation. The student is responsible to clean the shampoo bowl immediately after using it.

You must maintain clean, sanitized, and in good working condition any equipment or implements you use. Instructors may examine your kit at any time.

Professional Image: All Students must adhere to the following professional dress code while in attendance:

- (1) Cosmetology and Cosmetology Refresher students must wear black clothing.
- (2) Pants cannot be see-through unless a shirt or dress covers your bottom.
- (3) Educator students can wear black pants with black, gray or white tops.
- (4) Clothing must be professional and clean.

- (5) Shoes are to be black, professional, practical, and comfortable. They must be closed toe and heel.
- (6) Hair should be styled prior to arriving at the school.
- (7) Any cosmetics should be applied prior to arriving at the school.
- (8) No words and no cartoons on any piece of clothing.
- (9) Students can wear black scrubs.

The following is a list of unacceptable dress for all Students in attendance:

- (a) Jeans or pants that have holes or patches are not permitted.
- (b) No sandals or open toed shoes are permitted. No slip-on shoes like crocs.
- (c) No head bands, caps, or sunglasses are allowed in the class area.
- (d) No shorts, mini-skirts, tank tops or any type of pants or jeans above the knee.
- (e) No baggy pants or loose waist pants without belts.
- (f) No multi-colored pants.
- (g) Foot thongs or beach sandals.
- (h) Tank tops, spaghetti string tops, or belly shirts.
- (i) Shirts cannot have any open holes in the back
- (j) Sweatpants.
- (k) Baseball hats, visors, bandanas, caps, or beanies.
- (l) Spandex or biking shorts.
- (m) Headphones, headgear, and/or earphones are not permitted in the classroom or on the clinic.
- (n) Sunglasses.

Students who fail to comply with the student dress code may be coached and may receive an advisory.

Sanitation and Personal Services

- (1) Students must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
- (2) Students must clean their stations in the clinic classroom, including the floor, after each service.
- (3) Hair must be swept up immediately after a service is completed before blow-drying.
- (4) Clinic stations must be cleaned at the end of the day, prior to clocking out for the day.
- (5) Students may receive services on Tuesday through Thursday. To receive a service, Students must do the following prior to starting the service:
 - (a) Notify a Learning Leader.
 - (b) Be scheduled off the service books by a Learning Leader.
 - (c) Pay for service supplies including perms, color, lightener, rinses, conditioning, treatments, manicures, nails, etc.
 - (d) Personal services are considered rewards and scheduled for Students who are up to date with all attendance guidelines, practical's, exams, and clinic practical worksheets. School assignments and successful learning are the priority.

Communication Guidelines and Professional Conduct

- (1) Visitors are allowed in the service reception area only. Visitors are not allowed in the student lounge or classroom area.
- (2) Only emergency calls are permitted on the business phone. Students may use the phones for a limited time. Please keep your calls to three (3) minutes or less. If phone calls are longer you need to clock out.
- (3) Cell phones are permitted in assigned areas of the school.
- (4) Students may not visit with another Student who is servicing a client.
- (5) Students may not gather around the service desk, service reception area, or offices.
- (6) Food, drinks, and water bottles are allowed only in the lunchroom.
- (7) Trichology Trends Institute of Cosmetology is a smoke-free campus.
- (8) Stealing or taking school property or another's personal property is unacceptable and is grounds for termination.
- (9) School administration has the right to access and inspect a student's locker at any time, refer to the locker policy.

Learning Participation Guidelines

- (1) Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable and is grounds for termination.
- (2) Students will be expected to maintain an average of 83% on all theory tests and assignments.
- (3) Students may not be released from required theory class to take a client.
- (4) Only service desk personnel may schedule or change client service appointments.
- (5) All services must be checked, and the service ticket initialed by a Learning Leader.
- (6) Students are expected to be continuously working on school-related projects, assignments, clinic practical's, reading theory, or test preparation during school hours.
- (7) Students will receive clock hours during the times they fully participate in their learning experience.
- (8) When Students are not scheduled with service appointments or are not scheduled to attend theory or a specialty class, they may focus on the following:
 - (a) Completion of clinic phases or practical In Between Clients (IBCs)
 - (b) Completion of theory review assignments
 - (c) Performing a service on another Student
 - (d) Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- (9) Student guidelines and rules.
- (10) Students may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration (field trip & community service). Conducting unauthorized hair, skin, barber, or nail services outside of school will be

reported to the state board and may result in your inability to receive a professional license.

- (11) Students are responsible for their own kit and equipment and may use a clinic station caddy only while working at that clinic station. All kit, equipment, tools, and personal items must be secured in the students assigned locker. Trichology Trends Institute of Cosmetology is not responsible for any lost or stolen articles.
- (12) Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- (13) All clinic practical IBCs are due on the assigned scheduled hour by the end of school.
- (14) All clinic practical IBCs will need to be completed 100% for completion of the program.
- (15) Theory Class: The school requires Students to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements

COURSE DESCRIPTIONS

COSMETOLOGY: Standard Occupational Classification (SOC 39-5012.00): *Classification of Instructional Programs (CIP 12.0401)*

The curriculum involves 1500 hours to satisfy Illinois State requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance & hygiene, personal motivation & development, retail skills, client record keeping, business ethics, as well as sanitation, state laws & regulations, salon-type administration, and job interviewing.

**Students will be prepared for an entry level cosmetologist position.*

COSMETOLOGY REFRESHER: (SOC 25-1194.00) (CIP 12.0401)

The curriculum involves 250 hours to satisfy Illinois state requirements. The course includes instruction and practical experience in Final Phase, state board, and the Milady textbook. This course is to assist with helping the student pass the cosmetology state board exam.

**Students will be prepared for an entry level cosmetologist position.*

EDUCATOR (TEACHER TRAINING): (SOC 25-1194.00, CIP Code 12.0413):

The curriculum involves 500 hours or 1000 hours to satisfy Illinois State requirements. The course includes extensive instructional experience in Professional Practices, Teaching Techniques, Communication, Coaching, Servicing, Salon Management, Student Teaching and Game Planning.

**Students will be prepared for an entry level cosmetologist instructor position.*

COSMETOLOGY COURSE OVERVIEW

Course Hours: 1500 clock hours

The course is divided into preclinical classroom instruction and clinical service-learning experiences.

- (1) **Pre-clinical Classroom Instruction:** The first 250 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- (2) **Clinic Classroom Learning Experience:** The remaining 1250 hours are spent in the clinic area where practical experience is gained.

Successful completion of the Cosmetology course will prepare you for work as:

- | | |
|--------------------------|------------------------------|
| ◆ Stylist | ◆ Color Specialist |
| ◆ Salon Owner or Manager | ◆ Permanent Wave Specialist |
| ◆ Stylist Assistant | ◆ Beauty Supply Sales Person |

COSMETOLOGY GRADUATION REQUIREMENTS

- 1) Complete the required number of clock hours of training (1500).
- 2) For a student to meet state requirements, all clinic practical worksheets must be completed in their entirety.
- 3) Pass written and practical exams with an 83% or higher.
- 4) Complete the required theory hours.
- 5) Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to the school.
- 6) Complete a graduate survey.

Once the student has met all these requirements, he/she will receive a CERTIFICATE of COMPLETION.

COSMETOLOGY COURSE OBJECTIVES

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship. Prepare students for licensure exams and gainful employment.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

COSMETOLOGY COURSE OUTLINE

The curriculum involves 1500 hours to satisfy Illinois State requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance & hygiene, personal motivation & development, retail skills, client record keeping, business ethics, as well as sanitation, state laws & regulations, salon-type administration, and job interviewing.

Your time at Trichology Trends Institute of Cosmetology in the cosmetology program will be divided into eight (8) designations:

- (1) **Basic Training:** The first 150 hours of classroom instruction are in general theory and practical application in the following subject areas: tools and their use, shampoo, understanding chemicals and their use, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy and physiology, electricity, ethics, nail technology and esthetics.
- (2) **Practical Chemical Application/Hair Treatment:** 360 hours of instruction are a combination of classroom instruction and hands-on training in the following subject areas: chemical safety, permanent waving, hair coloring, tinting and bleaching, hair relaxing, hair and scalp conditioning, shampooing, toning and rinsing.
- (3) **Hair Styling/Hairdressing:** 385 hours of instruction are in hair styling with a combination of classroom instruction and hands-on learning experiences in the following subject areas: cutting, thinning, shaping, trimming, application of electrical/mechanical equipment, curling, hair treatments and marcelling.
- (4) **Shop Management, Sanitation and Interpersonal Relations:** 200 hours of classroom instruction are in the following subject areas: labor law, workers' compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws, pertinent state and local laws and rules, business ethics, sanitation, electrical devices, personal grooming and hygiene.
- (5) **Creative Curriculum:** During your last 250 hours you will spend your time at Trichology Trends Institute of Cosmetology in "high gear" by dressing, acting and working like a true professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future beauty industry career.
- (6) **Esthetics:** A total of 75 hours of esthetics instruction are provided.
- (7) **Nail Technology:** A total of 45 hours of instruction in nail technology are provided.
- (8) **Electives:** A total of 35 hours in student electives are provided.

STATE OF ILLINOIS REQUIREMENTS

Cosmetology 1500 Hours

The instructional program of Trichology Trends Institute of Cosmetology meets or exceeds these requirements:

SUBJECT	PRACTICAL APPLICATION	THEORY HOURS
I. Basic Training Theory and Practical Application		
a) tools and their use	0	150
b) shampoo		
c) understanding chemicals and use		
d) types of hair		
e) sanitation		
f) hygiene		
g) skin diseases and conditions		
h) anatomy and physiology		
i) electricity		
j) ethics		
k) nail technology		
l) esthetics		
SUBTOTAL	-	150
II. Practical Chemical Application/Hair Treatment		
a) chemical safety	0	25
b) permanent waving	60	90
c) hair coloring, tinting, and bleaching to including toning	60	90
d) hair relaxing	15	60
e) hair scalp and conditioning	0	75
f) shampooing and rinsing	5	20
SUBTOTAL	140	360
III. Hair Styling/Hair Dressing		
a) cutting	60	155
b) thinning	5	10
c) shaping	0	5
d) trimming	0	15

e) application of electrical/mechanical equipment	0	15
f) hairstyling to include curling and marcelling	20	130
g) hair treatments	5	55
SUBTOTAL	90	385
IV. Shop Management, Sanitation, and Interpersonal Relations		
a) labor law	0	15
b) workers' compensation	0	15
c) client relations	0	15
d) bookkeeping	0	15
e) marketing and merchandising	0	15
f) emergency first aid	0	15
g) right-to-know laws	0	15
h) pertinent state and local laws and rules	0	15
i) business ethics	0	15
j) sanitation	0	25
k) electrical devices	0	15
l) personal grooming and hygiene	0	25
SUBTOTAL	0	200
V. Esthetics	10	75
VI. Nail Technology	10	45
VII. Electives	0	35
TOTAL HOURS	250	1250

COSMETOLOGY INSTRUCTIONAL METHODS

The 1500 clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

COSMETOLOGY PROGRAM

TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 1500-hour course:

- (1) **Academic theory exams:** Students must receive a grade of 83% or higher on each assigned theory exam. Exams are completed at the conclusion of each theory module. Depending on the length of the module, theory exams will occur weekly or bi-monthly. The theory exams will evaluate the student's academic performance for each subject of the curriculum.
- (2) **Core written and practical skills evaluation:** Students must receive a grade of 83% or higher on each practical skill exam in order to complete the Core program. The exams are an overview of instruction taught during the Core schedule. All Core practical skill exams must be passed with an 83% in order to transition to the Clinic Classroom. If students are unable to pass each exam after two attempts, the student may be asked to withdraw from the program and re-enroll in the next available Core class start date.
- (3) **Final exam (approximately 1300 hour written test):** The written exam covers an overview of all theory instruction, Illinois state law, and other items covered on the state cosmetology exam. Students must receive a grade of 83% or higher on all final exams.
- (4) **Practical skills exam:** Students must receive an 83% or higher grade on all final tests.

COSMETOLOGY REFRESHER COURSE OVERVIEW

Course Hours: 250 clock hours

This course is designed to assist students who are required by the State of Illinois who have failed the state written exam three (3) times, to gain additional hours of education in order to retake the exam. The course is divided into two designations:

- 1) **Theoretical Classroom Instruction** - 160 hours are theory and final phase, including weekly tests.
- 2) **Clinic Classroom Learning Experience** - 90 hours are practical applications in the clinic classroom.

Successful completion of the Cosmetology Refresher course will prepare you for work as:

- | | |
|--------------------------|------------------------------|
| ◆ Stylist | ◆ Color Specialist |
| ◆ Salon Owner or Manager | ◆ Permanent Wave Specialist |
| ◆ Stylist Assistant | ◆ Beauty Supply Sales Person |

COSMETOLOGY REFRESHER COURSE GRADUATION REQUIREMENTS

- 1) Complete the required number of clock hours of training (250).
- 2) For a student to meet state requirements, all clinic practical worksheets must be completed in their entirety.
- 3) Pass written and practical exams with an 83% or higher.
- 4) Complete the required theory hours.
- 5) Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to the school.
- 6) Complete a graduate survey

Once the student has met all these requirements, he/she will receive a CERTIFICATE of COMPLETION.

COSMETOLOGY REFRESHER COURSE OBJECTIVES

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship. Prepare students for licensure exams and gainful employment.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

COSMETOLOGY REFRESHER COURSE OUTLINE

The curriculum involves 250 hours to satisfy Illinois state requirements. The course includes instruction and practical experience in Final Phase, state board, and the Milady textbook.

This course is to assist with helping the student pass the cosmetology state board exam.

Your time in the Trichology Trends Institute of Cosmetology Refresher course will be divided into two designations:

- (1) **Theoretical Classroom Instruction:** This portion of instruction includes weekly tests and is a combination of training from the Milady Textbook, Final Phase, and our State Board Preparatory Class.
- (2) **Clinic Classroom Learning Experience:** Your time on the clinic floor will allow practical application of the information learned in the Milady Textbook and Final Phase classes, to further understanding and comprehension.

STATE OF ILLINOIS REQUIREMENTS

Cosmetology Refresher Course (250 hours)

The instructional program of Trichology Trends Institute of Cosmetology meets or exceeds these requirements:

SUBJECT	PRACTICAL APPLICATION	THEORY HOURS
I. Basic Training Theory and Practical Application	25	15
II. Shop Management, Sanitation, and Interpersonal Relations	25	15
III. Hair Styling/Hair Dressing	25	40
IV. Practical Chemical Application/Hair Treatment	25	40
V. Esthetics	10	10
VI. Nail Technology	10	10
TOTAL HOURS	120	130

COSMETOLOGY REFRESHER COURSE INSTRUCTIONAL METHODS

The 250 clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

COSMETOLOGY REFRESHER COURSE TESTING AND GRADING PROCEDURES

The following testing and grading procedures are incorporated into the Cosmetology Refresher course 250 hour:

- (1) Students must receive a grade of 83% or higher on assigned theory exams.
- (2) Students must receive 83% on each phase assignment completion.
- (3) Clinic Classroom Practical Assignments: One (1).

EDUCATOR (1000) COURSE OVERVIEW

Course Hours: 1000 clock hours

The course is divided into pre-clinical instruction and clinical service-learning experiences. The primary purpose of the cosmetology instructor course is to train students in the basic manipulative skills, safety judgments, proper work habits and desirable attitudes and ethics necessary to pass the State Board examination and for competency in job entry level positions in instructing cosmetology or related fields.

Successful completion of the Master Educator Cosmetology 1000 course will prepare you for work as:

- | | |
|-----------------------------------|------------------------------|
| ◆ Licensed Instructor | ◆ School Director/Manager |
| ◆ School Owner | ◆ Beauty Products Supervisor |
| ◆ State Board Member or Inspector | ◆ Styles Director |
| ◆ Manufacturer's Representative | ◆ Platform Artist |

EDUCATOR (1000) GRADUATION REQUIREMENTS

- 1) Complete the required number of clock hours of training (1000).
- 2) For a student to meet state requirements, all clinic practical worksheets must be completed in their entirety.
- 3) Pass written and practical exams with an 83% or higher.
- 4) Complete the required theory hours.
- 5) Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to the school.
- 6) Complete a graduate survey

Once the student has met all these requirements, he/she will receive a CERTIFICATE of COMPLETION

EDUCATOR (1000) COURSE OBJECTIVES

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received. Prepare students for licensure exams and gainful employment.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

EDUCATOR (1000) COURSE OUTLINE

The curriculum involves 1000 hours to satisfy Illinois State requirements. The course includes extensive instructional experience in Professional Practices, Teaching Techniques, Communication, Coaching, Servicing, Salon Management, Student Teaching and Game Planning.

Your time in the Trichology Trends Institute of Cosmetology educator (1000) course will be divided into two designations:

- (1) **Psychology and Methodology:** These classes focus on the theory of teaching, using *Milady's Master Educator* textbook, including weekly tests.
- (2) **Student Teaching:** You will learn to write lesson plans and do actual teaching from your lesson plans. There will be a practical teaching evaluation of your teaching skills.
- (3) **Objectives:** Upon completion of the course requirements, the determined graduate will be able to:
 - ⇒ Project a positive attitude and a sense of personal integrity and self-confidence.
 - ⇒ Practice proper grooming and effective communications skills and visual poise.
 - ⇒ Understand employer-employee relationships and respect the need to deliver worthy service for value received.
 - ⇒ Perform the basic skills necessary for teaching including writing lesson plans, performing demonstrations, directing Future Professionals projects, using library resources and audio-visual aids, supervising lab floor operations.
 - ⇒ Perform the basic analytical skills to determine proper makeup, hairstyle, wardrobe style and color application for the client's total image.
 - ⇒ Apply the theory, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

- (4) An approved school that intends to provide teacher training must utilize a teacher program that includes a minimum of 1000 clock hours or a 34 credit-hour equivalency (1 credit hour equals 30 clock hours) of instruction as noted below.
- (5) 500 hours of Post-Graduate School Training that includes all subjects in the basic cosmetology curriculum in Section 1175.530, including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.

- (6) 20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.
- (7) 20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
- (8) 150 hours of Application of Teaching Methods that include preparation and organization of subject matter to be presented on a unit-by-unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
- (9) 50 hours of Business Methods that include inventory, record keeping, interviewing, supplies, the Illinois Barber, Cosmetology, Esthetics, and Nail Technician Act of 1985 and 68 Ill. Adm. Code 1175.
- (10) 260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

STATE OF ILLINOIS REQUIREMENTS

Educator (1000 Hours)

The instructional program of Trichology Trends Institute of Cosmetology meets or exceeds these requirements:

SUBJECT	HOURS REQUIRED
I. Post-Graduate School Training	500
II. Educational Psychology	20
III. Teaching Methods (Theory)	20
IV. Application of Teaching Methods	150
V. Business Methods	50
VI. Student Teaching	260
TOTAL HOURS	1000

The course is divided into Postgraduate Training, Psychology and Methodology, and Student Teaching.

EDUCATOR (1000) INSTRUCTIONAL METHODS

The 1000 clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

EDUCATOR (1000) PROGRAM TESTING AND GRADING PROCEDURES

The following tests and grading procedures are incorporated during the student's 1000-hour course:

- (1) **Academic theory exams:** Students must receive a grade of 83% or higher on each assigned theory exam. Exams are completed at the conclusion of each theory module. Depending on the length of the module, theory exams will occur weekly or bi-monthly. The theory exams will evaluate the student's academic performance for each subject of the curriculum.
- (2) **500-hour skill evaluation exam**
- (3) **800 hour written exam:** This test is an overview of all related cosmetology subjects, i.e., anatomy, chemistry, etc. Law, and other items covered on the state cosmetology exam.
- (4) **Clinic Classroom Practical Assignments:** Students must complete all clinic classroom practical assignments

EDUCATOR (500) COURSE OVERVIEW

Course Hours: 500 clock hours (2 years of experience)

The course is divided into pre-clinical instruction and clinical service-learning experiences. The primary purpose of the educator (500) course is to train students in the basic manipulative skills, safety judgments, proper work habits and desirable attitudes and ethics necessary to pass the State Board examination and for competency in job entry level positions in instructing cosmetology or related fields.

Successful completion of the Educator (500) course will prepare you for work as:

- | | |
|-----------------------|-----------------------------------|
| ◆ Licensed Instructor | ◆ State Board Member or Inspector |
| ◆ School Owner | ◆ Manufacturer's Representative |

- ◆ School Director/Manager
- ◆ Beauty Products Supervisor

- ◆ Styles Director
- ◆ Platform Artist

EDUCATOR (500) GRADUATION REQUIREMENTS

- 1) Complete the required number of clock hours of training (500).
- 2) For a student to meet state requirements, all clinic practical worksheets must be completed in their entirety.
- 3) Pass written and practical exams with an 83% or higher.
- 4) Complete the required theory hours.
- 5) Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to the school.
- 6) Complete a graduate survey

Once the student has met all these requirements, he/she will receive a CERTIFICATE of COMPLETION.

EDUCATOR (500) COURSE OBJECTIVES

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received. Prepare students for licensure exams and gainful employment.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

EDUCATOR (500) COURSE OUTLINE

The curriculum involves 500 hours to satisfy Illinois State requirements. The course includes extensive instructional experience in Professional Practices, Teaching Techniques, Communication, Coaching, Servicing, Salon Management, Student Teaching and Game Planning.

Your time in the Trichology Trends Institute of Cosmetology educator (500) course will be divided into three designations:

- (1) **Psychology and Methodology:** These classes focus on the theory of teaching, using *Milady's Professional Educator* textbook, including weekly tests.
- (2) **Student Teaching:** You will learn to write lesson plans and do actual teaching from your lesson plans. There will be a practical teaching evaluation of your teaching skills.
- (3) **Objectives:** Upon completion of the course requirements, the determined graduate will be able to:
 - ⇒ Project a positive attitude and a sense of personal integrity and self-confidence.
 - ⇒ Practice proper grooming and effective communications skills and visual poise.
 - ⇒ Understand employer-employee relationships and respect the need to deliver worthy service for value received.
 - ⇒ Perform the basic skills necessary for teaching including writing lesson plans, performing demonstrations, directing Future Professionals projects, using library resources and audio-visual aids, supervising lab floor operations.
 - ⇒ Perform the basic analytical skills to determine proper makeup, hairstyle, wardrobe style and color application for the client's total image.
 - ⇒ Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.
- (4) An approved school that intends to provide educator (500) shall provide a curriculum that includes a minimum of 500 clock hours or a 34 credit-hour equivalency (1 credit hour equals 30 clock hours) in the following areas:
 - Practice of Cosmetology;
 - Theory of Cosmetology;
 - Methods of teaching; and
 - School Management
- (5) The 500-clock hour educator course shall be based upon 2 years of practical experience as a cosmetologist and shall consist of a minimum of 20 hours in each of the subject areas. The remaining hours shall be at the discretion of the school as listed in the course outline.

STATE OF ILLINOIS REQUIREMENTS

Educator (500) Hours with 2 years of experience

The instructional program of Trichology Trends Institute of Cosmetology meets or exceeds these requirements:

SUBJECT	HOURS REQUIRED
I. Educational Psychology	20
II. Teaching Methods (Theory)	20
III. Application of Teaching Methods	150
IV. Business Methods	100
V. Student Teaching	310
TOTAL HOURS	500

EDUCATOR (500) INSTRUCTIONAL METHODS

The 500 clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

EDUCATOR (500) PROGRAM TESTING AND GRADING PROCEDURES

The following tests and grading procedures are incorporated during the student's 500-hour course:

- (1) **Academic theory exams:** Students must receive a grade of 83% or higher on each assigned theory exam. Exams are completed at the conclusion of each theory module. Depending on the length of the module, theory exams will occur weekly or bi-monthly. The theory exams will evaluate the student's academic performance for each subject of the curriculum.
- (2) **250-hour skill evaluation test**
- (3) **300-hour written exam:** This test is an overview of all related cosmetology subjects, i.e., anatomy, chemistry, etc. Law, and other items covered on the state cosmetology exam.

MEASURABLE PERFORMANCE OBJECTIVES

1. Complete the required number of clock hours of training.
2. Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.

3. Satisfactorily pass final written and practical exams.
4. Upon completion, receive a graduation certificate.
5. Pass state board exam.

SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY

By following safety precautions, you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each client:

- (1) Protect clients' clothing by appropriately draping them.
- (2) Ask clients to remove any jewelry, hair accessories, glasses, etc.
- (3) Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
- (4) Wear gloves when dealing with chemicals.
- (5) Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

INDUSTRY REQUIREMENTS

COSMETOLOGY EMPLOYMENT REQUIREMENTS

Students interested in pursuing a career in the beauty industry should have:

- (1) High school Diploma or GED.
- (2) Completion of Cosmetology School.
- (3) Cosmetology license.
- (4) Develop finger dexterity and a sense of form and artistry.
- (5) Enjoy dealing with the public.
- (6) Keep aware of the latest fashions and beauty techniques.
- (7) Make a strong commitment to your education.
- (8) Be aware that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.
- (9) Knowledge of Salon Software.
- (10) Ability to sit, stand, walk, reach, climb and lift up to 50lbs.
- (11) Ability to perform all necessary services.

COSMETOLOGY TEACHER EMPLOYMENT REQUIREMENTS

Students interested in pursuing a career in the beauty industry should have:

- (1) High school Diploma or GED.
- (2) Completion of Cosmetology School.
- (3) Cosmetology license.

- (4) Completion of Teacher training.
- (5) Cosmetology Teacher license.
- (6) Develop finger dexterity and a sense of form and artistry.
- (7) Enjoy dealing with the public.
- (8) Keep aware of the latest fashions and beauty techniques.
- (9) Make a strong commitment to your education.
- (10) Be aware that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.
- (11) Knowledge of Salon Software.
- (12) Ability to sit, stand, walk, reach, climb and lift up to 50lbs.
- (13) Ability to perform all necessary services.
- (14) Ability to correct students.
- (15) Ability to deal with unhappy students/clients.
- (16) Ability to public speak

STUDENT Counseling SERVICES

- (1) **Housing:** Trichology Trends Institute of Cosmetology keeps a file of information about housing in the surrounding areas.
- (2) **Academic Advising:** Students are provided with academic advising and additional assistance as necessary. Information and advice on any financial assistance are accessible to students. Trichology Trends Institute of Cosmetology also gives advice and information to students on these subjects:
 - a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
 - b. Assistance with resume and job search.
 - c. Opportunities for continuing education following graduation.
 - d. Assistance with financial process
- (3) **Mental Health Counseling:** If referral to professional assistance is necessary, the school maintains a record of such referral.
 - a. Referrals to mental health counseling.
 - b. Assistance for students with disabilities.

GRADUATION REQUIREMENTS IN COURSES

1. Receive the required number of clock hours of training.
2. For a student to meet state requirements, all clinic practical worksheets must be completed in their entirety.
3. Pass written and practical exams with an 83% or higher.
4. Complete the required theory hours.
5. Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to the school.
6. Complete a graduate survey.

Once the student has met all these requirements, he/she will receive a **CERTIFICATE of COMPLETION**.

A certified transcript will be provided to a student who withdraws which will include hours that the school has been compensated for. For the purpose of transfer or graduation, hours will not be released by the school until all monies owed to the school have been paid and all academic requirements pertaining to those hours have been completed.

A student who withdraws will receive a certified transcript, which will include the number of hours for which the school has been compensated. For the purposes of transfer or graduation, hours will not be released by the school until all academic requirements pertaining to those hours have been completed.

A person is eligible to receive a license as a cosmetologist who submits proof that he/she is at least 18 years of age, has an education equivalent to the completion of high school, has completed the required clock hours in an approved school for the applicable course; paid the required fees, and has passed the examination conducted by the Illinois Dept. Of Financial and Professional Regulation to determine his/her fitness to receive a license.

Cosmetologists in the state of Illinois must obtain at least 14 clock hours of continuing education in order to renew their license every odd number year. Teacher Training in the state of Illinois must obtain at least 24 clock hours of continuing education in order to renew their license every even number year.

Each student is entitled to receive (free of charge) from Trichology Trends Institute of Cosmetology, one official transcript of all hours completed by the student at the school and the grades earned by the student for those hours. Additional transcripts will cost \$2 per transcript. *The school will not release an official transcript until all graduation requirements are met.*

CAREER SERVICES

Career opportunities for Cosmetologists include, but are not limited to: Hair Stylist, Color Stylist, Makeup Artist, Salon Owner or Manager, Product Trainer, Platform Artist and many more.

Career opportunities for Cosmetology Teachers include, but are not limited to: Brand Ambassadors, Cosmetology Instructor, Salon Owner, Brand Educator and many more.

Although Trichology Trends Institute of Cosmetology ***does not guarantee employment upon graduation***, Trichology Trends Institute of Cosmetology does maintain an aggressive job placement program and will inform students of job openings and opportunities. Trichology Trends Institute of Cosmetology coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak there.

The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume development, job interview preparation and job search skills.

Trichology Trends Institute has a Job Board with salon job openings.

Trichology Trends Institute of Cosmetology has placed students in the beauty industry as Cosmetologists, Makeup Artists, Beauty Industry Educators, Haircut Specialists, and Color Specialists.

TOOLS & KIT

Students are responsible for purchasing Trichology Trends Institute of Cosmetology Tools, Kit, and Books at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies.

The following items are contained in the Trichology Trends Institute of Cosmetology Tools and Kit and can be purchased from Trichology Trends Institute of Cosmetology or Burmax, Sally's Beauty Supplies, or Amazon.

COSMETOLOGY

COMBS & BRUSHES 1 Brush supreme 9 ROW style a/s 1 Brush Paddle cushion ball tip 1 Brush Thermal Vent #R14N 1 Brush 1.5" ceramic thermal rnd 1 Brush 2" ceramic thermal rnd 1 Brush 2.5" ceramic thermal rnd 1 Brush 3" ceramic thermal rnd 1 Comb set 10PC elite nano ionic 1 3PC Tortoise shell comb set in 4 Comb 7" styling #40 4 Krest blk 7" Finger wave 2 Krest blk 8" fine-tooth	ACCESSORIES 1 16 oz Spray Bottle 2 Female Mannequin 1 Male Mannequin 1 Deluxe Manikin Clamp 1 Clips 3" deluxe butterfly asst 1 Gator Clips 4.5" black 4/bg 1 Jump Duffle bag w/ wheels TOOLS 1 Wahl Clipper & Trimmer Set 1 Hairstyling Econ KIT w/Razor 1 Ceramic Babyliss pro flat iron 1 Marcel 1" Nano Titanium 1 Shark fin Shinzu set 5.5" 1 Babyliss 2000w Nano Titanium 1 Manicure & Pedicure set 6 pc
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We do not accept returns of any kind.

MAKEUP ARTIST

MAKEUP 1 Chroma Bar Eyeshadow Palette 1 Ego Trip Palette 1 Blush Palette 1 Tropical Glo Highlight Palette 1 15 Color Foundation Palette 1 Pro Mascara 4 Lip Pencils 1 Lipstick Palette	BRUSHES 10 Piece brush set TOOLS 30 Piece pack of Makeup Wipes 25 Piece Mascara Wands 1 Studio Set Bag
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We do not accept returns of any kind.

LASH

TOOLS 1 Black Neoprene Bag 1 Gold 3ml Adhesive 1 Classic Straight Tweezer 1 Classic Curved Tweezer 1 Lash Primer 10 Lint free Gel Patches 25 Disposable Mascara Wands 1 Adhesive Tape Roll 1 Hand Sanitizer 1 Manikin head 1 Intelliseal	LASHES 1 Classic C-Curl, 0.15, 8-15MM tray 1 Classic C-Curl, 0.20, 8-15MM tray
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We do not accept returns of any kind.

TEXTBOOKS

COSMETOLOGY

1 Milady's Standard Cosmetology 13th Ed, Theory Workbook, and exam booklet (Bundle Package) (non-refundable)
ISBN textbook 9781285769417
ISBN Workbook 9781285769455
ISBN Practical workbook 9781285769479
ISBN Exam review 9781285769554

EDUCATOR (500/1000 HOURS)

1 Milady's Professional Educator Student Course Book, 4th Edition; Theory Workbook and Exam Prep
(non-refundable)
Textbook ISBN 9781337786836
Exam review ISBN 981337786874

MAKEUP ARTIST

1 Milady Standard Makeup theory book 1st edition

(non-refundable)

ISBN textbook 9781111539597

WITHDRAWING FROM SCHOOL

Official Withdrawal Process: If a student wishes to officially withdraw from School, the student must notify the Financial Services Advisor of the school in writing at the following email address: trichologytrends@trichologytrends.com. The notification must be made in writing. The date the school is notified is the date of determination which is based on the postmark date on the written notification (including the date of an email) or the date the notification was delivered in person. Note, a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Official cancellation occurs when an applicant is not accepted by the school, or when a student or legal guardian cancels the Enrollment Agreement under the deadlines and requirements in the "Buyer's Right to Cancel" section. The school also may initiate an official withdrawal for reasons which include but are not limited to the expulsion of the student or the termination of the student for failure to meet the applicable requirements of the school's satisfactory academic progress policy or the failure to pay tuition and other charges by the applicable deadlines.

Unofficial Withdrawal Process: For unofficial withdrawals, a student's withdrawal date at the school is the student's last day of physical attendance in a class in the student's program at the school.

An unofficial withdrawal may occur for a variety of reasons including but not limited to failure to meet program attendance requirements, failure to attend a class in the student's program at the school for 14 consecutive calendar days, failure to meet the applicable requirements in the school's satisfactory academic progress policies, or failure to pay tuition and other charges by the applicable deadlines.

Unofficial withdrawals are determined by monitoring clock hour attendance every 10 days and a determination are made to withdraw a student who has been absent from School for 14 or more consecutive calendar days: the Withdrawal Date that will be used in this calculation is the student's last date of physical attendance.

In both cases the Withdrawal Date (which is sometimes referred to as the last day of attendance) will be used in the Institutional Refund calculation.

Buyer's Right to Cancel

Applicant or legal guardian has the right to cancel the contract and demand his/her money back in writing, within three (3) days of the start date except nonrefundable items. All monies collected by school are refunded except nonrefundable items. An applicant that cancels the contract after five (5) days of the start date but before the completion of the first day of class, the school may retain the application and registration fee. When the student has completed 5% or more of the course of instruction which includes: months, actual hours, exams, curriculum, and clients completed, the school may retain the application fee not to exceed \$100 and the cost of books or materials provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the school's institutional refund policy. The date the school is notified is the date of determination which is based on the postmark date on the written notification (including the date of an email) or the date the notification was delivered in person.

Trichology Trends Institute REFUND POLICY

For applicants who cancel 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.

- (1) All student refunds shall be made by the school 45 calendar days after the date of notice of the student's cancellation or the date that the school determines that the student has officially or unofficially withdrawn:
 - (a) An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school.
 - (b) When notice of cancellation is given within three (3) days after the date of enrollment, all application and registration fees, tuition and any other charges shall be refunded to the student.
 - (c) When notice of cancellation is given after the fifth (5th) day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application and registration fee, not to exceed \$100.00 and the cost of any books and tools/kit.
 - (d) When notice of cancellation is given after the student's completion of the first day of attendance but prior to the student's completion of 5% of the course instruction, the school may retain the application and registration fee, not to exceed \$25.00, 10% of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student.
 - (e) When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$25.00 and the cost of any books and materials provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the schedule of tuition adjustment.
 - (f) A student expelled by the institution shall receive a refund based on the chart. (Refer to chart below)

- (g) For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
- (2) Any monies due to a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
- (3) When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- (4) All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the kit purchase agreement.
- (5) If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- (6) If a course and/or program is canceled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- (7) A student's account may be sent to collections for nonpayment.
- (8) If the school closes permanently and no longer offer instruction after a student has enrolled, each student shall be given a refund equal to or greater than the percentage of time remaining to complete the course of instruction.

TITLE 68: PROFESSIONS AND OCCUPATIONS

CHAPTER VII: DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

SUBCHAPTER b: PROFESSIONS AND OCCUPATIONS

PART 1175 THE BARBER, COSMETOLOGY, ESTHETICS, HAIR BRAIDING, AND NAIL

TECHNOLOGY ACT OF 1985

SECTION 1175.510 ENROLLMENT AGREEMENTS AND REFUND POLICIES

Section 1175.510 Enrollment Agreements and Refund Policies

- a) All licensed private cosmetology schools shall have enrollment agreements that meet the requirements of Section 3B-12 of the Act. Licensed public cosmetology schools will be deemed to be in compliance with this provision if these schools comply with the requirements of their public institution.

b) All licensed cosmetology schools shall implement refund policies pursuant to Section 3B-13 of the Act and this Section.

1) When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.

2) *When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application and registration fee, not to exceed \$100, and the cost of any books or materials that have been provided by the school and retained by the student.*

3) *When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed \$100, 10% of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student.*

4) *When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$100, and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency, if any, or in accordance with this subsection (b). (Section 3B-13(1) of the Act)*

c) For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

Percentage of a Scheduled Course Completed	Amount of Total Tuition Owed to the school
0.01% - 4.9%	10%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

Transfer Hours

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution. For transfer students attending less than a full academic year, an evaluation will be done at the midpoint of the actual hours.

Interruptions, Course Incompletes, And Withdrawals

If the student needs to take off more time than allotted in the contract or more than 5 consecutive calendar days, he/she must drop from the program and reenroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

Noncredit, Remedial Course, And Repetitions

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

Completion Of Course Within Designated Period of Time

COSMETOLOGY SCHEDULE:				
Full Time	Monday - Friday	9:00 AM to 4:30 PM	7 hrs per day	35 hrs per week
Part Time	Monday - Thursday	4:00 PM to 9:30 PM	5.5 hrs per day	25 hrs per week
	Friday	4:00 PM to 7:00 PM	3 hrs per day	
COSMETOLOGY REFRESHER COURSE SCHEDULE:				
Full Time	Monday - Friday	9:00 AM to 4:30 PM	7 hrs per day	35 hrs per week
Part Time	Monday - Thursday	4:00 PM to 9:30 PM	5.5 hrs per day	25 hrs per week
	Friday	4:00 PM to 7:00 PM	3 hrs per day	
EDUCATOR (500/1000 HR) SCHEDULE:				
Full Time	Monday - Friday	9:00 AM to 4:30 PM	7 hrs per day	35 hrs per week
Part Time	Monday - Thursday	4:00 PM to 9:30 PM	5.5 hrs per day	25 hrs per week
	Friday	4:00 PM to 7:00 PM	3 hrs per day	

The state of Illinois requires 1500 clock hours for the **cosmetology course**. Students are expected to complete the course in no more than 150% of the program length. If a student is never absent, he/she should complete the course within 42.85 weeks for a full-time student and 60 weeks for a part-time student.

The state of Illinois requires 250 hours for the **cosmetology refresher course**. Students are expected to complete the course in no more than 150 percent of the program length. If a

student is never absent, he/she should complete the course within 7.14 weeks for a full-time student and 10 weeks for a part-time student.

The state of Illinois requires 500 and 1000 hours for the **educator courses**, students are expected to complete the course in no more than 150 percent of the program length. For the 500-Hour program, if a student is never absent, he/she should complete the course within 14.29 weeks for a full-time student or 20 weeks for a part-time student. For the 1000-Hour program, if a student is never absent, he/she should complete the course within 28.57 weeks for a full-time student or 40 weeks for a part-time student.

Probation

Students who fail to meet the minimum requirements for attendance and academic progress after the Warning period, the student 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.

FREEDOM OF INFORMATION POLICY REGARDING STUDENT RECORDS

Trichology Trends Institute of Cosmetology guarantees their students (either actively enrolled or previously in attendance) and their parents and/or guardians, if the student is less than 18 years of age, the right of access to their files. All files are kept in either a locking file cabinet or in an office that remains locked at all times. Files are maintained in the off-site administrative office. Copies are available at a charge of \$1.00 per page.

A responsible representative of Trichology Trends Institute of Cosmetology will, upon request, review a student's file with him or her and assist in the interpretation of the student's records and answer all questions.

Trichology Trends Institute of Cosmetology provides students annual notification of students' rights under FERPA October 1st of each year.

AUTHORIZED RELEASES

Trichology Trends Institute of Cosmetology protects the invasion of privacy rights of its students and staff by releasing only information that is legally required. Information of a personal nature is released only on the written instructions of the student or the parent/guardian if the student is a dependent minor. Trichology Trends Institute of Cosmetology must, however, make its student files available to certified, accrediting, regulatory, and other governing agencies who have the legal right to examine such files for

their compliance visits. Agencies requiring information from school records must make a written request which will become a part of the student's permanent file.

Only copies of original documents will be removed from the school. No portion of a file may be removed or reproduced without the permission of an officer of Trichology Trends Institute of Cosmetology, as all material and records contained therein are the property of Trichology Trends Institute of Cosmetology. Cumulative educational records are maintained by the schools for a minimum of 6 years. If copies are provided there will be a charge of \$1.00 per copy. See The Family Educational Rights and Privacy Act.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FAMILY POLICY COMPLIANCE OFFICE (FPCO) HOME

The family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are to the students and parents or guardians of dependent minors. The student has the right to file complaints with the US Department of Education 1-214-661-9490.

Student and parent or guardians of a dependent minor have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Student and parent or guardians of a dependent minor have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or guardians of dependent minors then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

RECORDKEEPING

Source: Federal Student Aid Handbook, Volume II, Privacy of Student Information (FERPA Rules)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right:

- (a) to review their education records,
- (b) to seek to amend inaccurate information in their records, and to provide consent for the disclosure of their records

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student. Therefore, the financial aid office is not usually the office that develops the school's FERPA policy or the notification to students and parents, although it may have some input.

STUDENT'S AND PARENTS' RIGHTS TO REVIEW EDUCATIONAL RECORDS

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a request. A school is required to provide the student with copies of education records or make other arrangements to provide the student access to the records if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to student records.

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws.

Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

PRIOR WRITTEN CONSENT TO DISCLOSE THE STUDENT'S RECORDS

Except, under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose personally identifiable information from the student's education records.

The written consent must -

- (a) state the purpose of the disclosure,
- (b) specify the records that may be disclosed,

- (c) identify the party or class of parties to whom the disclosure may be made, and,
- (d) be signed and dated

IF CONSENT IS GIVEN ELECTRONICALLY, THE CONSENT FORM MUST:

- (a) identify and authenticate a particular person as the source of the electronic consent, and
- (b) indicate that person's approval of the information contained in the electronic consent

The FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. Several of these allowable disclosures are of particular interest to the financial aid office since they are likely to involve the release of financial aid records.

DISCLOSURES TO SCHOOL OFFICIALS

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records. Typically, these might be admissions records, grades, or financial aid records.

Disclosure may be made to:

- (a) other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests
- (b) to officials of another postsecondary school or school system, where the student receives services or seeks to enroll

If your school routinely discloses information to other schools where the student seeks to enroll, it should include this information in its annual privacy notification to students. If this information is not in the annual notice, the school must make a reasonable attempt to notify the student at the student's last known address.

DISCLOSURES TO GOVERNMENT AGENCIES

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" includes employees of the Department - such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics - as well as firms that are under contract to the Department to perform certain administrative functions or studies. In addition -

Disclosure may be made if it is in connection with financial aid that the student has received or applied for such a disclosure may only be made if the student information is needed to

determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

A school may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formally the immigration and Naturalization Service.) in compliance with the student exchange visitor information System (SEVIS) program without violating FERPA.

DISCLOSURES IN RESPONSE TO SUBPOENAS OR COURT ORDERS

A school may release PII on F, J, or M nonimmigrant students to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

FERPA permits schools to disclose education records, without the student's consent, in order to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex-parte order issued in connection with the investigation of crimes of terrorism.

DOCUMENTING THE DISCLOSURE OF INFORMATION

Except as noted below, a school must keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This record must be maintained in the student's file as long as the educational records themselves are kept.

FERPA RESPONSIBILITIES AND STUDENT RIGHTS

A school is required to:

- (a) Annually notify students of their rights under FERPA.
- (b) Trichology Trends Institute of Cosmetology provides students annual notification of students' rights under FERPA October 1 of each year.
- (c) Include in that notification the procedure for exercising their rights to inspect and review education records; and
- (d) Maintain a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information

(does not apply to school officials with a legitimate educational interest or to directory information).

Student has the right to:

- (a) Inspect and review any education records pertaining to the student annually;
- (b) Request an amendment to his/her records; and
- (c) Request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- (a) The right to inspect and review the student's education records within 45 days of the days the school receives a request for access.
- (b) A student should submit to the president, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct person to whom the request should be addressed.
- (c) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- (d) A student who wishes to ask the institution to amend a record should write to the institution official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

[Note: In addition, a school may want to include its directory information public notice, as required by Sec. 99.37 of the regulations, with its annual notification of rights under FERPA.]

HEALTH AND SAFETY EXEMPTION REQUIREMENT 34 CFR 99.31(a)(10) & 34 CFR 99.36

A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals. The school only discloses personally identifiable information from an

education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

DISCLOSURES THAT POSTSECONDARY INSTITUTIONS MAY MAKE WITHOUT A STUDENT'S CONSENT

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- (a) To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements §99.34. (§99.31(a)(2))
- (b) To authorized representatives of the U.S Comptroller General, the U.S. Attorney General, the U.S Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the School's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).
- (c) To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction (§99.31(a)(6))
- (d) To accrediting organizations to carry out their accrediting functions (§99.31(a)(7)).
- (e) To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31 (a)(8)).
- (f) To comply with a judicial order or lawfully issued subpoena. (§99.31 (a)(9)).
- (g) To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31 (a)(10)).
- (h) Information the School has designated as "directory information" under §99.37. (§99.31 (a)(11))
- (i) To a victim if an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding (§99.31 (a)(13))
- (j) To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a

violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31 (a)(14))

To parents of a student regarding the student's violation of any Federal, State, or local law, or any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31 (a)(15)).

DISCLOSURE OF CONSUMER INFORMATION: YOUR RIGHT TO KNOW

Trichology Trends Institute of Cosmetology is committed to providing its students, their families, and their campus communities, full disclosure of all consumer information as required by State and Federal laws and regulations. The consumer information provided is intended to satisfy students' right to know and to give students the opportunity to make fully informed choices regarding the institution. It is the student's responsibility to review the information to ensure they have a full understanding of "Your Right to Know" as it relates to disclosure of consumer information at Trichology Trends Institute of Cosmetology. All campus consumer disclosure information is available upon request.

AMERICAN DISABILITIES ACT INSTITUTIONAL POLICY

Students with disabilities are not required to disclose disabilities to staff. The staff at Trichology Trends Institute of Cosmetology appreciate students and or parents advising admission staff during the enrollment process to ensure appropriate accommodations are made early in the education process. If a student develops a disability or obtains a diagnosis after enrollment the student should advise the campus lead instructor and or student support services director as soon as possible, especially if the student is requesting accommodations.

1. This institution does not screen out individuals with disabilities.
2. This institution does not provide separate services or programs to individuals with disabilities, unless necessary to ensure benefits and services are equally effective.
3. This institution does provide services in the most integrated setting possible.
4. This institution does make reasonable modifications in policies, practices and procedures to avoid discrimination.
5. This institution does ensure buildings are accessible to students with special needs.
6. This Institution does provide auxiliary aids (like translators) to individuals with disabilities at no additional cost to the student.

Grievance Procedure

The school is committed to working with students with disabilities to resolve disagreements regarding the need for and/or implementation of accommodations. A student requesting an accommodation and/or use of auxiliary aids and/or services may file a complaint in accordance with the procedures detailed below.

- (1) Informal Resolution: The coordinator will assist students with disabilities who have concerns about implementation of their accommodations or their treatment by School staff members or other students. At the request of a student, the coordinator will informally mediate or attempt to resolve issues related to the student's disability. If this informal process does not resolve the student's concerns, the student may request a formal resolution or file a formal complaint.
- (2) Formal Resolution: A student may request a formal resolution with the Director of The School.
 - To dispute the coordinator's decision to deny a request for accommodation.
 - To dispute the coordinator's decision to provide an alternate accommodation rather than the specific accommodation requested.
 - To dispute the coordinator's determination that the student has not presented sufficient documentation to support the requested accommodation.
 - To resolve concerns that the coordinator failed to effectively address concerns that a school staff member failed to provide an approved accommodation.

The Director will review all materials submitted by the coordinator and will interview, as necessary under the circumstances, the student, the coordinator, involved School staff, and other individuals who are relevant to the issue. The Director will render a decision in writing to the student.

- (3) Formal Complaint: if a student is not satisfied with the decision reached through formal or informal resolution, a formal complaint may be filed with the Title IX Coordinator. A student is not required to exhaust informal and formal resolution methods before filing a formal complaint. For more information see the Protected Class Non-Discrimination Policy and Procedures.

LEAVE OF ABSENCE POLICY

Trichology Trends Institute of Cosmetology does not offer leaves of absence.

Termination

Trichology Trends Institute of Cosmetology may terminate a student's enrollment for immoral and/or improper conduct, receiving three (3) coaching sessions, failing to comply with educational requirements, and/ or the terms as agreed upon within the enrollment contract. For more information, refer to the Student Professional Development Guidelines in the catalog. A student's enrollment may also be terminated due to missing 5 consecutive days. For more information, refer to the attendance portion of the Student Development Guidelines in the catalog. Any further questions may be directed to the school Director. The student will be charged an administrative termination fee of \$100.00. Applicants who are terminated or withdraw from the course are required to empty their student locker and gather all personal items. Any items left behind by Applicant will be stored for 10 days, at which time they become property of the school or will be discarded.

STUDENT GRIEVANCE POLICY AND PROCEDURES

It is the desire of Trichology Trends Institute of Cosmetology to have a grievance free school. However, occasionally a situation may arise where a student feels his/her problem has not received adequate attention or the student feels the institution's instructors have made an improper decision.

Students and staff are urged to make every effort to resolve disputes via the campus informal resolution process first. Informal resolutions are much faster and usually much more satisfactory in regards to outcomes than formal resolutions. Informal resolution steps are:

1. Student documents concern in writing and submit to trichologytrendsinstitute@gmail.com or in writing to the campus manager. Campus administrator will acknowledge student concerns within 3-5 business days upon receipt.
2. Student will participate in a corrective action plan meeting with campus administrator and or instructor and a corrective action plan will be developed to correct the issue.
3. Student and staff will sign the corrective action plan, which is designed to communicate expected action/behavior for student and staff.

In the event an informal resolution of a problem is unsatisfactory the student shall follow the following procedure for filing a formal grievance:

1. The student should register the grievance in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The grievance form may be given to the Institution's manager.
3. The grievance will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the grievance. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.
4. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency, if applicable.
5. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the grievance or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved

parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students should exhaust the institution's internal grievance process before submitting the grievance to the following agencies, if applicable:
 - Illinois Department of Financial and Professional Regulation
320 West Washington Street, 3rd Floor
Springfield, IL 62786
(800) 560-6420
 - National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600.

STUDENT SMOKING POLICY

Trichology Trends Institute of Cosmetology allows students to take up to 2 smoke breaks per day while on campus. These breaks may not exceed 10 minutes. Students **MUST** clock out during this time.

Students can smoke/vape in the front parking lot or in their car. They cannot use the back door but they may go around to the back. They may not stand in front of the front entrance to smoke.

Medical marijuana is not permitted on campus and students may not smoke prior to coming to class for the safety of themselves, other students, or clients.

STATEMENT OF NON-DISCRIMINATION

Trichology Trends Institute of Cosmetology provides equal opportunities in education for all prospective and enrolled students and in employment for all prospective and current employees, and does not discriminate on the basis of race, color, sex, age, disability, national origin, religion, ethnic origin, or any other characteristic protected by law, in its education programs and activities. For general complaint procedures relating to discrimination, please see the Harassment and Discrimination Complaint Procedures set forth in the "Harassment Prohibited" section.

Trichology Trends Institute of Cosmetology is committed to responding promptly and effectively when it learns of any form of possible discrimination based on sex. Trichology Trends Institute of Cosmetology responds to reports of sexual harassment, including sexual violence, as part of its efforts to stop the harassment and prevent its recurrence of possible sex discrimination.

HARASSMENT PROHIBITED

Trichology Trends Institute of Cosmetology is committed to providing an environment which is free of unlawful harassment. Trichology Trends Institute of Cosmetology prohibits harassment because of sex (including sexual harassment, harassment due to pregnancy, childbirth or related medical conditions and gender harassment) and harassment because of race, religion, color, national origin, medical condition, physical or mental disability, age, citizenship status or any other basis protected by federal, state or local law, regulation, or ordinance. **ALL SUCH HARASSMENT IS ILLEGAL.**

Trichology Trends Institute of Cosmetology's anti-harassment policy applies to all individuals involved in the operation of the Company, and prohibits unlawful harassment by an employee of Trichology Trends Institute of Cosmetology (including officers, supervisors, and co-workers), by students or clients of Trichology Trends Institute of Cosmetology, or by any third parties, such as clients. Vendors and/or independent contractors and their employees. This policy has been written to ensure that all Trichology Trends Institute of Cosmetology students, employees, and their parties feel that our campus is a safe and friendly place to learn and work.

Non-employee violators of this policy are subject to expulsion from Trichology Trends Institute of Cosmetology's facilities when harassment occurs on Company premises. Trichology Trends Institute of Cosmetology may discontinue service to off-Trichology Trends Institute of Cosmetology premise violators of this policy. Furthermore, Trichology Trends Institute of Cosmetology may report violators to the appropriate authority for civil or criminal action. Trichology Trends Institute of Cosmetology prohibits retaliation of any kind against students or employees, who, in good faith, bring harassment complaints or assist in investigating such complaints.

EXAMPLES OF PROHIBITED UNLAWFUL HARASSMENT

Prohibited unlawful harassment because of sex, race, religion, color, national origin, medical condition, physical or mental disability, age, marital status, citizenship status, or any other protected basis could include, but is not limited to, the following behavior:

- (1) Racially derogatory words, phrases.
- (2) Unwanted sexual invitations, advances, or comments.
- (3) Offensive demonstrations of a racial or ethnic nature.
- (4) Comments about racial/ethnic characteristics.
- (5) Visual conduct such as sexually oriented, pornographic and/or derogatory photographs, posters, drawings, cartoons, gestures, e-mail, or internet sites.
- (6) Negative comments about an employee's religious beliefs (or lack of religious beliefs);
- (7) Physical actions such as unwanted touching, assault, blocking another's way or interference with one's education because of sex, race, or any other protected category.
- (8) Threats or demands to submit to sexual advances or requests as a condition of continued enrollment, offers of educational benefits in return for sexual favors, or to avoid some other negative educational action.

- (9) Negative comments regarding a student's age when referring to students who are 40 and over.
- (10) Expressing negative stereotypes regarding a student's birthplace or ancestry.
- (11) Derogatory or intimidating references to a student's mental or physical impairments; and Retaliation against any student for making an allegation of harassment or for participating in such an investigation.

Trichology Trends Institute of Cosmetology will not tolerate the harassment of any student by another student, employee, third party vendor, client, instructor, supervisor, manager or director for any reason. Harassment is a violation of various state and federal laws which may subject the individual harasser to liability for any such unlawful conduct.

HARASSMENT AND DISCRIMINATION COMPLAINT PROCEDURES

Trichology Trends Institute of Cosmetology is committed to responding to incidents of discrimination and harassment, including without limitation, sexual harassment that Trichology Trends Institute of Cosmetology knows or should know about, even if a complaint or report has not been filed, and to respond to all complaints, reports, and other incidents of discrimination or harassment it knows or should know about. These procedures apply to complaints of discrimination or harassment by or against Trichology Trends Institute of Cosmetology employees, students, or third parties. Trichology Trends Institute of Cosmetology expects that everyone will act responsibly to establish a pleasant and friendly work/school environment. However, if a student feels he or she has been subjected to any form of harassment or discrimination, the students should firmly and clearly tell the person engaging in the harassing or discriminating conduct that it is unwelcome, offensive, and should stop at once.

A student may choose to make a formal complaint for harassment or discrimination to a Campus Director, a Trichology Trends Institute of Cosmetology manager, a corporate officer, or via email for investigation and disciplinary action regardless of whether or not the student has decided to press criminal charges. In the event of a formal complaint, the investigation of the discrimination or harassment claim will begin promptly. A student can also choose to make an informal complaint to a student services representative.

A harassment or discrimination report is not limited to strangers, but can be filed against another student, a Trichology Trends Institute of Cosmetology employee, or an outside third party, such as a client receiving services or a vendor. Likewise, if a student or employee witnesses another student, employee or third party harassing or discriminating against another individual, the student should report that conduct as well. Retaliation against any employee/student for filing a complaint or participating in an investigation is strictly prohibited. However, any student or employee who knowingly makes a false claim of harassment or discrimination will be subject to corrective action, up to and including, termination or enrollment or employment.

In the event of an internal disciplinary proceeding, the accuser is entitled to the same opportunities to have others present during such a proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Both the accuser and the accused shall be simultaneously informed in writing of (i) the outcomes of the institutional disciplinary proceeding that arises from an allegation of harassment or discrimination; (ii) Trichology Trends Institute of Cosmetology's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding; (iii) any change to the results that occurs prior to the time that such results became final; and (iv) when such results become final. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination will respect the alleged offense and any sanction that is imposed against the accused. However, Trichology Trends Institute of Cosmetology will upon request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by Trichology Trends Institute of Cosmetology against the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, Trichology Trends Institute of Cosmetology will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

In no event will mediation be used to resolve sexual assault complaints. Students or employees who report sexual misconduct will not be required to resolve the problem with the alleged harasser.

The complainant may proceed with a criminal investigation and a complaint simultaneously. In such an event, Trichology Trends Institute of Cosmetology may defer its investigation for a limited time for fact gathering and then will promptly resume its investigation.

The disciplinary sanctions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in the conduct and the results which followed as a natural consequence of the conduct.

Trichology Trends Institute of Cosmetology will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate. Possible sanctions or protective measures Trichology Trends Institute of Cosmetology may impose following a final determination of an institutional disciplinary proceeding regarding harassment or discrimination are the following: (i) written disciplinary warning; (ii) disciplinary probation; (iii) suspension of rights and privileges; (iv) suspension from school if a student or unpaid suspension if a Trichology Trends Institute of Cosmetology employee; (v) expulsion from School, or termination of employment in the case of a Trichology Trends Institute of Cosmetology employee; (vi) prohibition of any interaction between the victim and the accused and/or a requirement that they maintain a specified distance apart; (vii) refusal to service a client at Trichology Trends Institute of Cosmetology; (viii) termination of services with a third party vendor.

SEXUAL HARASSMENT

Trichology Trends Institute of Cosmetology prohibits sexual harassment, which is a form of prohibited sex discrimination and includes any acts of sexual violence or sexual assault. This policy applies to sexual or gender-based harassment that is committed by students, faculty, staff, or third parties, whenever the misconduct occurs on Trichology Trends Institute of Cosmetology property or off Trichology Trends Institute of Cosmetology property if: (i) the conduct was in connection with a Trichology Trends Institute of Cosmetology or Trichology Trends Institute of Cosmetology-recognized program or activity; or (ii) the conduct may have the effect of creating a hostile environment for a member of the Trichology Trends Institute of Cosmetology community or contributing to and/or continuing a hostile environment.

Definition

Sexual harassment can take two forms: quid pro quo and hostile environment.

Quid pro quo harassment occurs when a perpetrator causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when a perpetrator causes a student to believe the perpetrator will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. For example, when a teacher threatens to fail a student unless the student agrees to date the teacher, it is quid pro quo harassment.

Hostile environment harassment occurs when unwelcome conduct of a sexual nature is sufficiently serious that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a school employee, another student, or even someone visiting the school, such as a client or third-party vendor.

It is important to recognize that nonsexual touching or other nonsexual conduct does not warrant a claim of sexual harassment. In a cosmetology college there will be times when staff members and students must touch. The cosmetology industry is a hands-on service to the public, and in order to train students effectively, students and staff must learn how to touch others appropriately.

Our desire is not to create a sterile or cold environment where individuals fear touching or speaking to each other. However, our desire is to create a comfortable and safe work environment for students and staff members.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a harassing nature will constitute harassment when the person involved feels compelled to submit that misconduct in order to keep his or her position, to receive appropriate grades, or to benefit from a certain educational decision. If this type of misconduct interferes with a student's work, or creates an intimidating, hostile or offensive work environment for a student, it may be considered harassment.

CLERY ACT - CRIME AWARENESS/DRUG FREE WORKPLACE POLICY

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all prospective students and employees. The report includes all required policy and procedure statements.

1. Campus is defined as “any building or property owned or controlled by the institution within the same contiguous geographic area and used by the institution in direct support of or related to its educational purpose.”
2. The report is disseminated annually by October 1ST to all current and prospective students and employees. In addition, this report is provided to all individuals during enrollment or employment orientation which is conducted with each start class or upon hiring a new employee. At this time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes.
3. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member. Any off-campus events which are sponsored by the institution or the student council are supervised by institution employees. Thus, the institution will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.
4. The institution does not employ campus security officials. The security of the institution is the direct responsibility of each employee and the institution administration. No such individuals have the authority to make arrests.
5. All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the institution administration office on the designated form. All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The institution administrator will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.
6. All students and employees are encouraged to be responsible for their own security and the security of others.
7. Sexual assault prevention programs are discussed during new student/employee orientation and monthly in which includes extensive handouts and procedures directed toward personal protection, the prevention of crime, increasing awareness of rape, acquaintance rape, and other forcible and non- forcible sex offenses. To increase crime awareness and prevention, local law enforcement officers are periodically invited to speak to staff and students.
8. There are no buildings or properties owned or controlled by the institution’s student organizations which are recognized by the institution. There are no off-campus housing facilities.
9. The institution will provide timely warning to the campus community of any applicable crimes that have been reported to the campus administration or local agencies that are considered to represent a continuing threat to students and/or employees.

10. There were no crimes of murder forcible rape, or aggravated assault that show evidence of prejudice based on race, religion, sexual orientation or ethnicity as prescribed by the Hate Crime Statistic Act (28U.S..C534).
11. In the event a sex offense on campus, the accuser has the option to and should take the following steps:
 - a. Report the offense to institution administration in the administration office.
 - b. Reserve any evidence as may be necessary to prove criminal assault.
 - c. Request assistance, if desired, from institution administration in reporting the crime to local law enforcement agencies.
 - d. Report the crime to local law enforcement agencies.
 - e. Request a change in the academic situation if desired.
 - f. Contact an appropriate agency in the community for counseling or other service that may be needed.
12. Sexual harassment is a violation of federal and state law and is prohibited at all times. It is the express policy of the institution that all individuals associated with the institution are to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment in the workplace or institution is grounds for immediate termination.
13. The institution does not provide housing. The institution will change a victim's academic schedule after the alleged sex offense if requested by the victim, and the change is reasonably available.
14. The only on-campus services available to victims of sex assault are described in the Annual Security Report. There is no on-campus counseling, mental health, or other student services available.
15. Institution disciplinary action in cases of alleged sexual assault will be based on findings by the law enforcement agency investigation, facts pertaining to the crime and other related mitigation circumstance provided that:
 - a. The accuser and the accused may have others present during the institution disciplinary proceeding: and
 - b. Both the accuser and the accused shall be informed of the final determination of the disciplinary proceeding and any sanction(s) imposed against the accused.
 - c. Complete guidelines regarding institutional disciplinary action regarding sexual assault are found in the Annual Security Report
16. Possible sanction the institution may impose following a final determination regarding rape, acquaintance rape, or other forcible or non-forcible sex offense vary depending upon the determination and may include expulsion.
17. Drug abuse is prohibited at all times by students and employees on the institution property or as part of any of its activities. Drug abuse is defined as: "The unlawful manufacture, distribution, possession or use of illicit controlled substances, including alcohol." Employees and or students will be terminated if found in violation of the Drug and Alcohol abuse policy.
18. The institution prohibits possession, use and sale of alcoholic beverages, enforces the underage drinking laws and state and federal drug laws. Prevention Programs & Community Resources are posted in the classroom and included in the Annual Security

Report. Employees and students receive a copy of the “Terms and Symptoms of Drug Abuse” in which all negative symptoms of drug abuse are defined. Fact Sheets and posters about early warnings and guidelines regarding drug abuse are posted throughout the campus. As a condition of employment, employees will notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

19. There are no on-campus drug or alcohol counseling, treatment or rehabilitation programs available. Community Drug Abuse Information and Treatment, Crisis Intervention, counseling and mental health centers information can be available upon request to the school director.
20. Penalties to be imposed on students and employees for drug abuse or alcohol abuse violation occurring in the on the campus include:
 - a. notification of the abuse to the proper authorities
 - b. Termination of enrollment/employment. If the student or employee wishes to re-apply for enrollment or employment the individual must consider the responsibilities of his/her enrollment/employment, provide documentation of completed treatment program, and certify that if he/she is reinstated that he/she will no longer violate Drug and Alcohol abuse Policy. Campus President will review the request for re-enrollment or employment and deny or affirm the request.

TFC TUITION FINANCING

Trichology Trends Institute of Cosmetology has partnered with TFC Tuition Financing to provide our students with customized payment plans.

Providing an affordable way for you to get the education you need for the future you deserve.

As you look to invest in your education, one option is a tuition plan agreement, a Retail Installment Contract which is a transaction between you and the school to pay over time for the value of tuition plus interest. Once you decide on a payment plan with Trichology Trends, TFC will be servicing the agreement and collecting your tuition payments.

This is an important opportunity for our students to establish or strengthen their credit. Good credit plays an important role in your financial life. Not only is it essential for obvious things like qualifying for a loan or getting a credit card, but also for less obvious things like getting cell phone service, renting a car, and perhaps even getting a job. Agreement amounts will appear on your credit, and monthly payments will be reported to all three credit bureaus, so making timely payments is important. Working with TFC will help to build your credit - it is never too early or too late to improve your credit score.

Once you've signed your contract with the school, you'll receive a welcome call with your TFC account number and the TFC representative will review the terms of your payment plan. You will receive payment reminders every month via mail (or via email if you are participating in the automatic payment option) and email reminders five days prior to each due date.

TFC offers multiple payment options:

Online: www.tfcstudentinfo.com

By mail: TFC Tuition Financing, PO Box 579, San Ramon, CA 94583-0579

By phone: 800.872.9832

Or sign up for automatic payments with your bank account or credit/debit card

After you've been assigned your TFC account number, you may create a TFC student account online at www.tfcstudentinfo.com where you can view your account status, payment history and payoff amount. You can also update your contact information, manage automatic payments and view tax information. You may also opt-in to text message reminders prior to each due date.

TFC has a dedicated toll-free customer service line for questions, with in-house bilingual representatives ready to assist you. Extended operating hours are M-Th: 8am to 10pm, Fri 8am to 7pm and Sat: 8am to 4:30pm, all CT.

EQUIPMENT DAMAGE POLICY

Trichology Trends Institute of Cosmetology offers their students equipment and tools to use while on campus. Students will have to sign out school items. It is the student's responsibility to use the equipment or tools for their intended purposes and to not damage them. If a piece of equipment or tool is damaged while in the student's possession, the following procedures will be followed:

- If a student damages a tool or piece of equipment while it is being used on a client, no further action will be taken.
- If a student drops a tool or piece of equipment, the student will be responsible for supplying **half the cost** of the item per the price found at Salon Centric, Marlo, or Sally's.
- If a student leaves a tool or piece of equipment in barbicide for more than 1 hour, the student will be responsible for supplying the **full cost** of the item to be replaced. This cost will be determined based on the price found at Salon Centric, Marlo, or Sally's.

If a tool or piece of equipment needs to be replaced per the procedure outlined above, a copy of all purchase receipts from Salon Centric, Marlo, or Sally's showing the price of the replacement item will be kept in the student's file as proof of cost accrued by the student. Any charges accrued will be added to the student's ledger and students will be responsible for all accrued costs by the end of their enrollment.