**THE BEAUTY SCHOOL**

**GENERAL INFORMATION PACKET**

**Instructor Program**

**COURSES OFFERED**

* Certified Instructor- Cosmetology

**The Beauty School is committed to:**

* Providing quality education and training in all phases of Cosmetology and Instructor training.
* Equipping our students with the necessary skills for entry-level employment in their profession.
* Providing high academic standards and a broad-based curriculum that will prepare our students to successfully pass their State Board Exam.
* Providing information on career placement

**Educational Objective**

* To provide a quality curriculum that will prepare students for the Virginia State Board Exam
* To provide an atmosphere for learning
* To provide highly qualified and dedicated instructors
* To motivate students to commit to a shared responsibility for their education
* To provide the information necessary for successful employment

**School hours**

Monday - Sunday 11:59am to 11:59pm (Online instructor program only)

**Admission Requirements:**

1. Applicants must be at least 17 years of age and must have completed High School or have a General Equivalency Diploma (GED).
2. A copy of Diploma or GED, and transcripts from a technical school (if applicable), presented to The Beauty School, with a graduation date.
3. Copy of current driver’s license
4. All student enrollment forms and documents **must** be completed and returned to The Beauty School.
5. All students must sign a binding contract.
6. Payment of $100 Non-Refundable Application Fee is due at time of enrollment packet submission.
7. Upon receipt of school acceptance letter, full payment is required or payment schedule must be arranged and initial payment received at least **30 days** prior to the class start date. Credit check may be required if monthly plan is requested. Additional fee of $25 is required for such credit reporting.
8. A copy of **unexpired** Virginia Cosmetology license, in good standing, at time of enrollment for the Instructor training program.
9. Students are admitted, trained and referred for employment without regard to sex, sexual orientation, race, age, color, ethnic origin, religion, financial status, or on the basis of handicap as required by section 504, 34 Code of Federal Regulations.

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## **Credit for Previous Training**

Training completed in cosmetology at another school may qualify for transfer credits. However no more than 50% of the clock hours of a cosmetology course can transfer. To qualify for credit the following criteria must be met:

* Request credit at the time of enrolment; previous training must not have been longer than one year
* Provide official documentation from a licensed training school and test grade for each section that student has received credit for.
* Student must have passed each section with a minimum grade of “B”
* Syllabus of previous school must be compatible with course syllabus of The Beauty School LLC.
* The student must have a letter of good standing from the former school.
* Student must be in satisfactory academic progress for attendance in accordance to the previous school’s attendance policy.

**Transfer of credits from The Beauty School LLC:**

We do accept credits from other schools, however we cannot guarantee our credits will transfer. Students requesting transfer hours must request an official academic transcript and have met all financial obligations to The Beauty School LLC. Acceptance of such credits will be at the sole discretion of the receiving institution.

**Graduation Requirements**:

* Successful completion of all phases of study, required test, assignments and projects for the course;
* Completion of the designated hours for the course of study (**160 Clock Hours**)
* Maintain 95 percent attendance rate;
* Maintain a GPA of 80 percent;
* Pass all final written exams for applicable course;
* Final tuition balances must be paid in full;
* Complete all required exit paperwork
* Complete Exit Interview

Tuition and required hours: Effective 4/19/2021

Certified Instructor\* - 160 hours $ 3500.00

**\* Must hold a valid current Virginia Cosmetology License, in good standing.**

**Payment plans and deposits:**

**PAYMENT PLANS AND DEPOSITS: The Beauty School LLC is considered the lender for this payment plan.**

1. Tuition is due **15 days** prior to class start date.
2. If participating in an approved payment plan, **initial 50 % deposit of total tuition & fees** must be paid **15 days** prior to class start (for approved payment plans only)
3. All tuition balances must be paid in full prior to the contracted graduation date.
4. **0 %** interest is charged for tuition & fees paid by the end of the program.
5. A late payment fee of $25.00 will add to all payments after **5 days**

**Overtime Charges:** Student(s) who exceed the contracted end date for their program will be charged an **“Overtime Fee”** of $10.00 per hour for every hour of instruction required beyond that date. Payment of all overtime charges must be paid in full, or acceptable payment arrangements made, to graduate.

**Orientation:** All students must attend an orientation session prior to the first day of class, to review school policies on attendance, grading, and safety procedures. Orientation dates and times will be sent to students electronically.

**Student Conduct:**

The School reserves the right to terminate any student who fails to maintain passing grades; is excessively absent or tardy; fails to pay tuition; engages in unlawful or improper conduct or conduct contrary to the best interests of the School and its students, or any conduct that reflects discredit upon the School; demonstrates disruptive or disrespectful behavior or fails to comply with established rules and procedures while in class (**refer to course syllabus disciplinary policy**).

**Grievance and complaints:** Grievances and complaints must be submitted to the Owner via email correspondence. The school email address is thebeautyschoolva@gmail.com.

**School Calendar:**

Will be provided to students in Orientation.

# School Holidays:

# The Beauty School will be closed on the following days:

MLK, Jr. Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving (Wednesday and Thursday)

Christmas Eve/Christmas Day

New Year’s Eve/New Year’s Day

**Consumer Disclosure**

**COST:**

How much will the Cosmetology Instructor Program cost me?

##### ANSWER:

Registration fee: $ 100.00

Tuition and fees: $3400.00

**Total Cost**: **$3500.00**

##### SUCCESS:

How long will it take me to complete the programs?

##### ANSWER:

The cosmetology instructor program takes **12 weeks** to complete**.**

**EMPLOYMENT:**

What are the chances of getting a job when I graduate?

##### ANSWER:

By getting to know the interests and goals of our students, instructors and staff guide our graduates to job opportunities that match their career objectives. Because of our reputation in the cosmetology community, we receive calls on a regular basis recruiting our graduates. We also have representatives from local salons present programs to our students periodically. Although we cannot guarantee employment, the school works with students to secure employment in his/her chosen field of study. Graduates of our programs are queried after graduation to determine how their careers are developing and to provide additional assistance, if required.

**CERTIFICATION:**

Are there required exam and license fees for Cosmetology Instructor licenses in Virginia?

##### ANSWER:

Yes, a license application must be submitted. Graduates of the cosmetology instructor will obtain licensure after submission of the license application and training verification form. The Beauty School LLC will submit all license applications, fees and forms, for all graduates, upon completion of the program(s), and after all final tuition payments have been posted to the students account.

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# LICENSING AGENCIES

The Beauty School LLC is licensed by the Department of Professional and Occupational Regulation. The school license number is **1205001620.**

**Licensed By: Department of Professional and Occupational Regulation / DPOR**

 **9960 Mayland Drive Suite 4000**

**Richmond, Virginia 23233-1485**