**New Directions Student Handbook Exhibit IV.1**



***“Strengthening Skills & Encouraging Dreams”***

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**www.newdirectionsbeautyinstitute.com**

**Student Handbook**

**With**

**Rules**

**&**

**Regulations**

# Mission Statement

**It is our mission to ensure that every student receives the theoretical and practical training needed to successfully pass the state examination, while providing an energetic environment that facilitates the confidence and skills necessary to attain career success. Our priority is to help our students unlock their creativity and imaginations and ultimately achieve professional success.**

***Revised: 12/09/2020***

# 5 Phases to Success

New Directions Beauty Institute has implemented a 5-phase program that will ensure our students success in their chosen careers. This program consists of:

* **Phase 1- Orientation:**

Breaking the ice with the student, familiarizing the student with the institute, staff, fellow classmates, and the rules and regulations.

* **Phase 2- Theory/Practical:**

Students will begin in a classroom setting to learn theory and practical of hair, nails, and skin.

* **Phase 3- Advanced and Business Professional:**

The student is taught business professional on the first day of class and is expected throughout the course to display such actions. At this point the student is graded on professionalism.

* **Phase 4- Clinic:**

The student is prepared to advance to the clinic floor, perform services on clients, learn advanced techniques, front desk and dispensary operations and to unlock their creative imaginations!

* **Phase 5- Job Placement Assistance and Salon Relationships:**

The student is ready for internship, mock interviews, and salon visits.

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New Directions Beauty Institute, furthermore, known in this document as “the school” or “the institute”.

# Student Rules & Regulations

These are the rules and regulations of ***New Directions Beauty Institute***. Please read and understand that these rules will apply while you are enrolled in this school. These are rules and regulations we have incorporated into our program to help us provide better service to you. These rules are set forth in order to operate effectively, and also help you obtain the maximum benefits from your hours of training. **These rules must be followed at all times**. **If violations occur, it will result in probation or termination of the student or students involved**.

#  General Facilities

New Directions Beauty Institute is a 17,000 square foot building with three levels. We have 4 classrooms, 3 breakrooms and 5 restrooms. Our facility has a reception area with sneeze guard, social distancing notices, and hand sanitizer for COVID-19 protection. We have 28 styling stations, 10 hair dryers, 6 shampoo bowls, 4 manicure and pedicure stations and a spa area for servicing clients. Our classrooms are equipped with projector screens, dry eraser boards, DVD players, and televisions. Our client floor has two televisions, and a DVD player. Student breakrooms have a microwave, refrigerator, lockers and tables and chairs. In our spa room we have cabinets, four spa beds, four wax machines, and two towel warmers.

# Admission Policy

New Directions Beauty Institute only admits students who are 17 1/2 years of age or older with a high school diploma or GED. \*All applicants must possess and present **a valid State issued identification card and social security card for admittance.**

All students must maintain a schedule of attendance that will allow them to complete their course in a timely manner as described within the contract**. Students not making satisfactory progress in attendance and academics will receive advice and given limited time to show improvement before being terminated from school**. If the requirements for graduation are not met by the ending date of the student’s contract, additional pro-rated charges will be applied in order to meet Ohio State Board of Cosmetology requirements. New Directions Beauty Institute does not recruit students already attending or admitted to another school offering a similar program of study.

**Re-enrollment**: If a student has been dropped, expelled, or terminated from New Directions Beauty Institute and wishes to return, he/she must contact the Registrar, who will then forward information to the Director of Instruction, Manager or Supervisor for their comments regarding approval for re-entry. If a student is allowed to return within six (6) months, there will be a re-enrollment fee of $100.00, $10.00 fee for the State Board of Cosmetology and additional charges that are due. No registration fee is due at this time. However, if a student re-enrolls after six (6) months, the student will be required to pay an additional $150.00 registration fee, and the re-enrollment fee of $100.00 and the $10.00 State Board Fee.

# Previous Hours

New Directions Beauty Institute will accept hours from previous training, if the Ohio State Cosmetology and Barber Board recognizes the hours. Ohio State Cosmetology and Barber Board will send a letter to New Directions Beauty Institute informing the school of what hours are recognized by the board in a particular area of study. “For the purpose of the U.S. Department of Veterans Affairs beneficiaries, all transcripts are to be evaluated and maintained in the student’s file.”

# New Enrollment

Open Enrollment Class Schedules, for new starts, are scheduled for the first and third Tuesday of every month. **NOTE:** **All students MUST attend scheduled orientation before acceptance into school.**

# Graduation Requirements

Each student must complete the required hours for the enrolled course of study. The student must also pass tests, written and practical, with a cumulative score of at least 75%. All tuition and fees must be paid by the completion of the course hours or satisfactory payment arrangements must be approved by the administrative office in order to release hours to the Ohio State Cosmetology and Barber Board.

# Changes and Revisions

**New Directions Beauty Institute reserves the right to change and/or revise the rules and regulations when deemed necessary and/or the law dictates the need for said changes to be made.** Updates and/or notices may require the student’s signature and will be posted on the Student Bulletin Board two (2) weeks prior to effective date. Our Educational and Administrative Staff are available to assist students with personal problems pertaining to their education. However, they are not professional counselors. A list of agencies is available for assistance with drug, alcohol, emotional, and other problems that an individual may experience.

# Cancellation and Refund Policy

New Directions Beauty Institute’s refund policy applies to terminations by either party, for any reason including the school’s decision, student’s decision, course cancellation and school closure.

New Directions Beauty Institute complies with the mandated policy. Any monies due to the applicant or student will be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a full refund of all monies paid.
2. A student under the legal age of 18 or parents/guardian of dependent minors cancels his/her contract and demands his/her money back in writing, within three days of signing their enrollment agreement. All monies will be refunded whether or not the person has started training.
3. A student cancels his/her contract after three business days after signing, but prior to entering class. A refund of all monies paid to the school will be made less the registration fee.
4. A student withdraws from school.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or when the student notifies the school that he/she will not be returning.
6. A student is expelled by the school.
7. In type 2, 3, 4, or 5 official cancellations shall be determined by the postmark on the written notification or the date the notification is delivered in person.
8. **All funds owed to New Directions Beauty Institute at the time of drop, termination or withdrawal are due immediately. Any exceptions are at the discretion of the Director.**

Any monies due a student who withdraws or if a student unofficially withdraws from school will be refunded within 45 days of determination that the student has withdrawn with or without informing the school. The determination of unofficial withdrawal will depend of the school’s monitoring of the student’s participation every fourteen days. If the student does not inform the school of cancellation, the official cancellation date will be 14 days after the last day of attendance or the expiration of an approved leave of absence and student refunds will be based on this last day of attendance.

New Directions Beauty Institute will consider mitigating circumstances on a case-by-case basis.

# Course and/or Program Cancellation Policy

If New Directions Beauty Institute cancels a course and/or program and ceases to offer instruction subsequent to a student’s enrollment, and/or before instruction of the course has begun, the school shall at its option;

1. Provide a full refund of all monies paid; or
2. Provide completion of the course and/or program

If New Directions Beauty Institute cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction of the course has begun, the school shall at its option:

1. Participate in a teach out agreement, or
2. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or
3. Provide completion of the course and/or program or
4. Provide a full refund of all monies paid

# Collection Policy

In the event a student fails to pay the fees for their course of study, New Directions Beauty Institute will seek representation to collect monies owed to the school. New Directions Beauty Institute’s Collection Policy procedures will reflect ethical business practices. The name of the National Accrediting Commission of Career Arts and Sciences will not be used in the institution’s refund policy nor in any of its collection efforts. Our collection correspondence regarding cancellation and settlement from New Directions Beauty Institute itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy. If promissory notes or contacts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy.

# School Closure Policy

If New Directions Beauty Institute closes permanently and ceases to offer instruction after a student becomes enrolled and instruction has begun, the school must make arrangements for the students. The school has at its option:

1. Participate in a Teach-Out agreement, or
2. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.

# Non-Refundable

Once the student attends class and more than three business days have elapsed since signing the enrollment agreement, the following fees are non-refundable: the registration fee of $150.00 per course, application fee of $25.00, and the Ohio Law Summary of $10.00; totaling $185.00. The re-enrollment fee of $100.00 is non-refundable.

# Refund Calculation\*

**Amount of time completed Amount due to school**

**(Based on Scheduled Hours)**

0.01% - 4.9% 20%

5% - 9.9% 30%

10% - 14.9% 40%

15% - 24.9% 45%

25% - 49.9% 70%

50% and over 100%

**\*THE FOLLOWING REFUND POLICY IS APPLICABLE TO STUDENTS RECEIVING TUITION ASSISTANCE FROM THE VETERANS ADMINISTRATION**

Pursuant to NRS 394.449, the refund for students receiving tuition benefits from the Veterans Administration will be calculated on a pro rata basis if the student withdraws or is expelled prior to the completion of more than 60% of the program hours. The refund will be a pro rata percentage of the tuition as stated in the enrollment agreement less 10% of the stated tuition or $100.00, whichever is less. For students receiving Veterans tuition assistance, 100% of the tuition will be due the school after the completion of more than 60% of the program hours. Any refund due under this provision will be paid within 15 calendar days of date of termination or withdrawal. No refund will be made for books and supplies received by the student unless approved by the Director of Instruction or Executive Director.

# Title 38 United States Code Section 3679(e) School Compliance Form

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institutions will be required to sign this compliance form to confirm your compliance with the requirements as outlined. **Effective August 1, 2019, the State Approving Agency, or the Secretary when acting in the role of the State Approving Agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:**

**Note:** A ***Covered Individual*** is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill ® benefits.

* Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 (A “Statement of Benefits” obtained from the Department of Veteran’s Affairs (VA) website – ebenifts.va.gov or a VA from 28-1095 from for chapter 31 authorization purposes can substitute a Certificate of Eligibility) and ending on the earlier of the following dates:
1. The date on which payment from VA is made to the institution
2. 90 days after the date the institution certified tuition and fees following receipt of the certificate of eligibility.
* Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from VA under chapter 31 or 33.

Your signature on this document attests that your facility currently complies with the requirements of 38 USC 3679 (e), or will comply by the effective date of August 1, 2019. Please ensure that policies in the next publication of your catalog, bulletin, or addendum align with the above requirements.

Cassandra Brown, Financial Aid Advisor\_\_\_\_\_\_\_\_\_\_\_\_ Cassandra Brown\_\_\_\_\_\_\_\_\_

Print Name and Title of Official Signature and Date

New Directions Beauty Institute\_\_\_\_\_\_\_\_\_

Name of School

In addition, statute allows your policy to require the covered individual to take the following additional actions:

1. Student must submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of the course of education.
2. Student must submit a written request to use such entitlement.
3. Student must provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Institution may also require additional payment or impose a fee for the amount that is the difference between the amount of the student’s financial obligation and the amount of the anticipated or actual VA educational benefit disbursement.

If your educational institution will be requiring any of these additional actions by students, please submit your policy update to the Ohio SAA by July 15, 2019. You should also ensure that these policies are part of the next publication of your catalog, bulletin, or addendum.

Waivers\* of this requirement may be granted by VA. VA will send communication about obtaining waivers at a later date. If you receive a waiver, please send that documentation to the Ohio State Approving Agency so we may correctly document your compliance.

\*The Ohio SAA does not have any information about waivers and cannot answer questions regarding waivers of this regulation. Please contact the VA for questions about the waiver.

**Please return signed form to:**

Ohio Department of VA Services

SAA for Veterans Education & Training

77 South High Street, 7th Fl.

Columbus, Ohio 43215

Phone: 614.466.9287

Fax: 614.387.7317

*GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs*

# Return of Title IV Funds

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

Refunds are returned in the following order:

# Order of Return of Title IV Funds

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Direct Loans (other than Direct PLUS loans)
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return is required
5. FSEOG for which a return of funds is required

# Restart Procedures

If a student been withdrawn from school, he/she must be cleared through the Director to restart. Rescheduling of classes and a new starting date will be provided by the Admission’s Office and given to the Registrar’s Office to restart their training program.

# Kit and Book Authorization Fees

Advanced Esthetics Training Kit - $650.00 Advanced Natural Hairstyling Kit - $600.00

Advanced Manicuring Kits - $500.00 Advanced Cosmetology Kit - $800.00

Manicuring Kit - $500.00

The kit and books must be purchased by the student and the cost is non-refundable. The cost of the Cosmetology Kit, Hair Design Kit, Nail Kit, Esthetics Kit, Teacher Training Kit includes class instruction books (not listed on student enrollment agreement). Please note, the **student is responsible for examination licensure fees.**

# Make-up Policy

A student who is absent on the date the last or most recent test was given will be required to complete the most recent test on the first day upon returning to school. It's the responsibility of the student to ask the instructor to take “that particular test”, they missed, **on their** **first day back**. Students may clock make-up hours upon authorization from the Lead Instructor.

# Course and Tuition Fees

|  |  |
| --- | --- |
| **Advanced Cosmetology** |  |
| Tuition | $ 16,015.00 |
| Application Fee | 25.00 |
| Registration Fee | 150.00 |
| Ohio Law Book | 10.00 |
|  | **$ 16,200.00** |
| **Advanced Natural Hair** |  |
| Tuition | $ 6,715.00 |
| Application Fee | 25.00 |
| Registration Fee | 150.00 |
| Ohio Law Book | 10.00 |
|  | **$ 6,900.00** |
| **Manicuring** |  |
| Tuition | $ 2,315.00 |
| Application Fee | 25.00 |
| Registration Fee | 150.00 |
| Ohio Law Book | 10.00 |
|  | **$ 2,500.00** |
| **Advanced Manicuring** |  |
| Tuition | $ 3,815.00 |
| Application Fee | 25.00 |
| Registration Fee | 150.00 |
| Ohio Law Book | 10.00 |
|  | **$ 4,000.00** |
| **Advanced Esthetics** |  |
| Tuition | $ 8,665.00 |
| Application Fee | 25.00 |
| Registration Fee | 150.00 |
| Ohio Law Book | 10.00 |
|  | **$ 8,850.00** |

# Course Descriptions

**Cosmetology (1500 Hours):**

The course objective is to prepare students for licensure and employment in cosmetology related careers. This course requires instruction in combined theory and practical application and provides the state required 1500 hours in the study of theory, practice, clinical training, and the instruction of job readiness, salon management, and Ohio state law. The Milady curriculum provides theory instruction in general science, hair beautification, hair cutting, chemical application, hair removal, manicuring, massage, facials, skin care, salon readiness, and salon management and is taught using multiple teaching methods for various learning styles including lecture, games and activities, video presentations, and guest speakers. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience.

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At the completion of each Milady chapter, a review is provided, and a standardized chapter test is administered and graded. Practical training is provided by demonstration and reinforced in a clinic setting using clients and mannequins with all work supervised and graded by licensed instructors. The advanced component provides training in Ohio law, Advanced techniques, sanitation and public safety, and salon supervision and advanced. All recorded grades are accumulated and used the calculate student GPA. Completion within forty-five (45) weeks based on full-time attendance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cosmetology 1500 Hours** | **Non-Clinic** | **Clinic** | **Core** |
| **Infection Control & Principles/Practices** | **15** | **45** | **60** |
| Bacteriology |  |  |  |
| Dispensary Requirements & Operations |  |  |  |
| **Properties of the Hair & Scalp** | **30** | **90** | **120** |
| Trichology |  |  |  |
| Draping Techniques/Client Protection |  |  |  |
| Shampoo, Rinses, & Treatments |  |  |  |
|  Disorders, Diseases, Conditions |  |  |  |
| Chemistry |  |  |  |
| **Hair Procedures & Practices** | **115** | **345** | **460** |
| Styling & Finishing (Roller Setting/Hair Molding) |  |  |  |
| Thermal Styling |  |  |  |
| Formal Styling |  |  |  |
| Haircutting Basics |  |  |  |
| Haircutting Techniques & Tools |  |  |  |
| **Chemical Procedures & Practices** | **120** | **360** | **480** |
| Permanent Weave |  |  |  |
| Chemical Relaxing |  |  |  |
| Tinting, Bleaching, Foiling |  |  |  |
| **Manicuring & Pedicure Procedures & Practices** | **30** | **90** | **120** |
| Structure of Nails |  |  |  |
| Disorders, Diseases, Conditions |  |  |  |
| Artificial Nail Enhancements |  |  |  |
| Basic Manicure & PedicureTools And Equipment |  |  |  |
| Hand/ Arm/ Foot/ Leg Massage |  |  |  |
| **Skin Care Procedures & Practices** | **22.5** | **67.5** | **90** |
| Skin Theory |  |  |  |
| Basic Facials (Techniques/Treatments/  |  |  |  |
| Disorders, Diseases, Conditions |  |  |  |
| Relaxation Treatments/ Health History |  |  |  |
| Electricity (Principles/Safety/Effects/Therapies) |  |  |  |
| **Eyelash Extensions** | **3** | **5** | **8** |
| **Facial Make-Up****Brow Tinting** | **6** | **16** | **22** |
| **Salon Operations & Communication Skills** | **30** | **90** | **120** |
| Salon Operations/Advanced |  |  |  |
| Communication Skills |  |  |  |
| **Cosmetology Laws & Rules** | **5** | **15** | **20** |
| Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement |  |  |  |
| Continuing Education / Policies & Procedures |  |  |  |
| Human Trafficking (1 Hour) |  |  |  |

 **1500**

The course objective is to prepare students for licensure and employment in cosmetology related careers. This course requires instruction in combined theory and practical application and provides the state required 1500 hours in the study of theory, practice, and clinical training, and 300 hours in the instruction of job readiness, salon management, and Ohio state law. The Milady curriculum provides theory instruction in general science, hair beautification, hair cutting, chemical application, hair removal, manicuring, massage, facials, skin care, salon readiness, and salon management and is taught using multiple teaching methods for various learning styles including lecture, games and activities, video presentations, and guest speakers. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience.

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| --- |
|  |

At the completion of each Milady chapter, a review is provided, and a standardized chapter test is administered and graded. Practical training is provided by demonstration and reinforced in a clinic setting using clients and mannequins with all work supervised and graded by licensed instructors. The advanced component provides training in Ohio law, Advanced techniques, sanitation and public safety, and salon supervision and advanced. All recorded grades are accumulated and used the calculate student GPA. Completion within forty-five (45) weeks based on full-time attendance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Advanced Cosmetology 1800 Hours** | **Non-Clinic** | **Clinic** | **Core** |
| **Infection Control & Principles/Practices** | **15** | **45** | **60** |
| Bacteriology |  |  |  |
| Dispensary Requirements & Operations |  |  |  |
| **Properties of the Hair & Scalp** | **30** | **90** | **120** |
| Trichology |  |  |  |
| Draping Techniques/Client Protection |  |  |  |
| Shampoo, Rinses, & Treatments |  |  |  |
|  Disorders, Diseases, Conditions |  |  |  |
| Chemistry |  |  |  |
| **Hair Procedures & Practices** | **115** | **345** | **460** |
| Styling & Finishing (Roller Setting/Hair Molding) |  |  |  |
| Thermal Styling |  |  |  |
| Formal Styling |  |  |  |
| Haircutting Basics |  |  |  |
| Haircutting Techniques & Tools |  |  |  |
| **Chemical Procedures & Practices** | **120** | **360** | **480** |
| Permanent Weave |  |  |  |
| Chemical Relaxing |  |  |  |
| Tinting, Bleaching, Foiling |  |  |  |
| **Manicuring & Pedicure Procedures & Practices** | **30** | **90** | **120** |
| Structure of Nails |  |  |  |
| Disorders, Diseases, Conditions |  |  |  |
| Artificial Nail Enhancements |  |  |  |
| Basic Manicure & PedicureTools And Equipment |  |  |  |
| Hand/ Arm/ Foot/ Leg Massage |  |  |  |
| **Skin Care Procedures & Practices** | **22.5** | **67.5** | **90** |
| Skin Theory |  |  |  |
| Basic Facials (Techniques/Treatments/  |  |  |  |
| Disorders, Diseases, Conditions |  |  |  |
| Relaxation Treatments/ Health History |  |  |  |
| Electricity (Principles/Safety/Effects/Therapies) |  |  |  |
| **Eyelash Extensions** | **3** | **5** | **8** |
| **Facial Make-Up****Brow Tinting** | **6** | **16** | **22** |
| **Salon Operations & Communication Skills** | **30** | **90** | **120** |
| Salon Operations/Advanced |  |  |  |
| Communication Skills |  |  |  |
| **Cosmetology Laws & Rules** | **5** | **15** | **20** |
| Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement |  |  |  |
| Continuing Education / Policies & Procedures |  |  |  |
| Human Trafficking (1 Hour) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Non-Clinic** | **Clinic** | **Core** |
| **Cosmetology Laws & Rules** | **10** | **0** | **10** |
| Ohio Revised Code Statuses |  |  |  |
| Ohio Administrative Rules |  |  |  |
| License & Permit Policy & Procedures |  |  |  |
| Continuing Education Policy & Procedures |  |  |  |
| Inspection & Enforcement Procedures |  |  |  |
| **Public Health & Safety** | **12.5** | **37.5** | **50** |
| Sanitation Practices & Procedures |  |  |  |
| Sterilization Practices & Procedures |  |  |  |
| Dispensary Operation & Procedures |  |  |  |
| Bacteriology, Contagious & Communicable Disease Control |  |  |  |
| Salon Operations & Procedures |  |  |  |
| Consumer & Product Safety |  |  |  |
| **Advance Techniques** | **60** | **180** | **240** |
| Advanced Anatomy of Hail & Scalp |  |  |  |
| Advanced Haircutting & Styling |  |  |  |
| Advanced Chemical Services |  |  |  |
| Salon Supervision & Advanced |  |  |  |
| Specialized Equipment Use & Control |  |  |  |
| Product & Service Sales Training |  |  |  |
| Communication Skills |  |  |  |

 **TOTAL HOURS 1800**

**Measure Performance Objectives**

1. The student has gained a solid informational background in all areas of Cosmetology.
2. The student has learned the importance of all areas of practical application.
3. The student has learned the correct procedures for performing all practical operations to accomplish the proper end result while ensuring the safety of the patron.
4. The student passes the State Board licensing exam and obtains a license.
5. The student is salon ready and employable for an entry level position.

**Instructional Techniques**

1. Theory classes utilizing lecture, visual aids, white board, and student lab with DVD’s.
2. Demonstration classes by staff instructors and guest speakers.
3. Supervised class participation.
4. Practical assessments and written examinations.

**Evaluation Procedures**

1. Written test and practical assessments at the completion of each module.
2. Evaluation of practical performance, academic progress and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

**Required Level of Achievement**

Written test grades and practical assessments must be at least 75%.

**Grading System and Evaluations**

The following will be measured to determine academic progress:

**Theory**: Theory or Technical instruction is instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

**Grading Scale**

|  |  |  |  |
| --- | --- | --- | --- |
| 100-90 | A |  | Excellent |
| 89-80 | B |  | Good |
| 79-75 | C |  | Satisfactory |
| 74-64 | D |  | Unsatisfactory |
| 63-0 | F |  | Failure |

**Advanced Natural Hair (600 Hours):**

The objective of this course is to prepare students for licensure and employment in natural hair care related professions. This course requires instruction in combined theory and practical application and provides the state required 450 hours in the study of theory, practice, and clinical training, and 150 hours in the instruction of job readiness, salon advanced, and Ohio state law. Students will gain the knowledge of the structure and chemistry of the hair and scalp as well as proper use of products and techniques in providing natural hairstyling services. The Milady curriculum provides theory instruction in sanitation, shampooing, braiding with and without extensions, introduction to locking; several different techniques to weave placement, styling and proper weave removal. Each student will have the knowledge of state laws, salon operations, salon ownership and communication skills to own and manage a natural hair styling salon. Multiple teaching methods for various learning styles are used including, lectures, games, activities, video presentations, and guest speakers. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience.

At the completion of each Milady chapter, a review is provided, and a standardized chapter test is administered and graded. Practical training is provided by demonstration and reinforced in a clinic setting using clients and mannequins with all work supervised and graded by licensed instructors. The advanced component provides training in Ohio law, Advanced techniques, sanitation and public safety, and salon supervision and advanced. All recorded grades are accumulated and used the calculate student GPA. Completion within fifteen (15) weeks based on full-time attendance.

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| --- | --- | --- | --- |
| **Advanced Natural Hairstyling Program600 Hours** | **Non-Clinic** | **Clinic** | **Core** |
| **Infection Control & Principles/Practices** | **20** | **60** |  **80** |
| Bacteriology |  |  |  |
| Dispensary Requirements & Operations |  |  |  |
| **Properties of the Hair & Scalp** | **20** | **40** | **60** |
| Trichology including growth patterns and textures |  |  |  |
| Diseases and Disorders |  |  |  |
| Draping Techniques/Client Protection |  |  |  |
| Shampoos/Rinses/Treatments |  |  |  |
| Chemistry |  |  |  |
| Scalp Treatments, Oils, Creams, & Conditioners |  |  |  |
| Massage |  |  |  |
| Electricity |  |  |  |
| Moisturizing, Conditioners, Scalp Creams and Oils |  |  |  |
| **Hair Procedures & Practices** | **50** | **140** | **190** |
| Combing, Brushing, & Detangling |  |  |  |
| Shampoos, Rinses, & Conditioners |  |  |  |
| Scalp Treatments, Oils, Creams, Massage, & Electricity |  |  |  |
| Hair Dressings |  |  |  |
| Artificial Hair Removal, Braids, Weaves, & Extensions |  |  |  |
| Product Chemistry- Types of Products & Uses |  |  |  |
| Moisturizing, Conditioners, Scalp Creams, & Oils |  |  |  |
| Sanitary & Safety Precautions & Ingredients |  |  |  |
| Basic Styling Knowledge – History |  |  |  |
| Growth Patterns, Styles, Textures, Sectioning, Parting |  |  |  |
| Tools & Equipment (Types of Combs, Brushes, Hooks, Yarn Loops, Hook Needles, Thread, & Coils) |  |  |  |
| Preparation for Braiding & Dryer Equipment |  |  |  |
| Decorations, Beads, & Ribbons |  |  |  |
| Types & Patterns of Braids, Twists, Knots, Multiple Strands, Corn Rows, & Hair locking |  |  |  |
| Care of Wigs, Hair Additions, Artificial Hair, Ponytails, Switches, Strands, & Wiglets |  |  |  |
| Methods of Hair Additions: Glued, Bonded, Woven, Sewn-In |  |  |  |
| Artificial Hair Design Special Effects |  |  |  |
| Trimming of Artificial Hair, Cutting of Perimeter Lines, Braid Ends, Braid Removal, & Scalp Care |  |  |  |
| **Anatomy & Facial Shapes** | **20** | **40** | **60** |
| Anatomy of the Head, Bones, Muscles, Nerves, and Circulatory System |  |  |  |
| Structure of the Skin |  |  |  |
| Facial Structures |  |  |  |
| **Salon Operations & Communication Skills** | **10** | **20** | **30** |
| Client Consultations, Texture & Type of Extension or Style |  |  |  |
| Client Education (Pre/Post Care, Home Care) |  |  |  |
| Human Relations & People Skills |  |  |  |
| Retailing, Salesmanship, Follow-Up Services |  |  |  |
| **Cosmetology Laws & Rules** | **10** | **20** | **30** |
| Ohio Revised Code Statutes |  |  |  |
| Ohio Administrative Rules/ Inspection & Enforcement |  |  |  |
| License & Permit Policy & Procedures |  |  |  |
| Continuing Education |  |  |  |
| Policies & Procedures |  |  |  |
| Human Trafficking (1 hour) |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| **Cosmetology Laws and Rules** | **10** | **0** | **10** |
| Ohio Revised Code Statutes |  |  |  |
| Ohio Administrative Rules |  |  |  |
| License & Permit Policy & Procedures |  |  |  |
| Continuing Education |  |  |  |
| Policies & Procedures |  |  |  |
| Inspection & Enforcement |  |  |  |
| **Public Health & Safety** | **12.5** | **25** | **50** |
| Sanitation Practices & Procedure |  |  |  |
| Sterilization Practices & Procedures |  |  |  |
| Dispensary Operations & Procedures |  |  |  |
| Bacteriology, Contagious & Communicable Disease Control |  |  |  |
| Salon Operations & Procedures |  |  |  |
| Consumer & Product Safety |  |  |  |
| **Advanced Techniques** | **22.5** | **45** | **90** |
| Advanced Anatomy of the Hair & Scalp |  |  |  |
| Advanced Hair Braiding & Styling |  |  |  |
| Salon Supervision & Advanced |  |  |  |
| Specialized Equipment Use and Control |  |  |  |
| Product and Service Sales Training |  |  |  |
| Communication Skills |  |  |  |
|  |  |  |  |
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**TOTAL HOURS 600**

**Measure Performance Objectives**

1. The student has gained a solid informational background in all areas of Cosmetology.
2. The student has learned the importance of all areas of practical application.
3. The student has learned the correct procedures for performing all practical operations to accomplish the proper end result while ensuring the safety of the patron.
4. The student passes the State Board licensing exam and obtains a license.
5. The student is salon ready and employable for an entry level position.

**Instructional Techniques**

1. Theory classes utilizing lecture, visual aids, white board, and student lab with DVD’s.
2. Demonstration classes by staff instructors and guest speakers.
3. Supervised class participation.
4. Practical assessments and written examinations.

**Evaluation Procedures**

1. Written test and practical assessments at the completion of each module.
2. Evaluation of practical performance, academic progress and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

**Required Level of Achievement**

Written test grades and practical assessments must be at least 75%.

**Grading System and Evaluations**

The following will be measured to determine academic progress:

**Theory**: Theory or Technical instruction is instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

**Grading Scale**

|  |  |  |  |
| --- | --- | --- | --- |
| 100-90 | A |  | Excellent |
| 89-80 | B |  | Good |
| 79-75 | C |  | Satisfactory |
| 74-64 | D |  | Unsatisfactory |
| 63-0 | F |  | Failure |

**Advanced Manicuring (300 Hours):**

The course objective is to prepare students for licensure and employment in the field of manicuring. This course requires instruction in combined theory and practical application for 200 hours and 100 hours in the instruction of job readiness, salon advanced, and Ohio state law. The Milady curriculum provides theory instruction general science, the care of fingernails, toenails, beautification of nails, nail extensions, techniques of massage of hands, forearms, feet and lower legs, and salon readiness and is taught using multiple teaching methods for various learning styles including lecture, games and activities, video presentations, and guest speakers. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience.

At the completion of each Milady chapter a review is provided, and a standardized chapter test is administered and graded. Practical training is provided by demonstration and reinforced in a clinic setting using clients and hand mannequins with all work supervised and graded by licensed instructors. The 100-hour advanced component provides training in salon advanced, Ohio law, and sanitation and public safety. All recorded grades are accumulated and used the calculate student GPA.

|  |  |  |  |
| --- | --- | --- | --- |
| **300 Hours Advanced Manicuring**  | **Non-Clinic** | **Clinic** | **Core** |
| **Infection Control & Principles/Practices** | **10** | **20** | **30** |
|  Bacteriology |  |  |  |
| Dispensary Requirements & Operations |  |  |  |
| **Anatomy** | **3** | **7** | **10** |
| Bones, Muscles, & Systems |  |  |  |
| Nervous System |  |  |  |
| Joints & Cartilage |  |  |  |
| Ligaments of Hand, Arm, Foot, & Leg |  |  |  |
| **Massage** | **3** | **7** | **10** |
| Client Health issues & Pre-Screening |  |  |  |
| Preparation |  |  |  |
| Relaxation Treatments |  |  |  |
| Manipulations |  |  |  |
| **Nail Care Procedures & Practices** | **15** | **40** | **55** |
| Safety Precautions |  |  |  |
| Basic & Advanced Manicures |  |  |  |
| Basic & Advanced Pedicures |  |  |  |
| Application of Polish |  |  |  |
| Structure of the Nail |  |  |  |
| Diseases, Disorders, and Conditions  |  |  |  |
| **Chemistry** | **3** | **7** | **10** |
| Compounds and Mixtures |  |  |  |
| Ingredients |  |  |  |
| Artificial Nail Composition |  |  |  |
| Nail Cosmetics |  |  |  |
| **Nail Enhancements** | **10** | **25** | **35** |
| Application Procedures |  |  |  |
| Artificial Nail Structure |  |  |  |
| Preparation |  |  |  |
| Application |  |  |  |
| Removal |  |  |  |
| Nail Repairs |  |  |  |
| **Specialized Equipment** | **3** | **7** | **10** |
| Specialized Equipment Types |  |  |  |
| Curing Methods |  |  |  |
| Safety Standards |  |  |  |
| **Salon Operations & Communication Skills** | **5** | **15** | **20** |
| Human Relations |  |  |  |
| Personality/Presentation |  |  |  |
| Salon Operation/Advanced |  |  |  |
| Sales/Interpersonal Skills |  |  |  |
| Career Development |  |  |  |
| **Cosmetology Laws & Rules** | **5** | **15** | **20** |
| Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement |  |  |  |
| Continuing Education / Policies & Procedures |  |  |  |
| Human Trafficking (1 Hour) |  |  |  |
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| --- | --- | --- | --- |
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| **Cosmetology Laws & Rules** | **10** | **0** | **10** |
| Ohio Revised Code Statutes |  |  |  |
| Ohio Administrative Rules |  |  |  |
| License & Permit Policy & Procedures |  |  |  |
| Continuing Education Policies & Procedures |  |  |  |
| Inspection & Enforcement Policy & Procedures |  |  |  |
| **Public Health & Safety** | **10** | **30** | **40** |
| Sanitation Practices & Procedures |  |  |  |
| Sterilization Practices & Procedures |  |  |  |
| Dispensary Operations & Procedures |  |  |  |
| Bacteriology, Contagious, & Communicable Disease Control |  |  |  |
| Salon Operations & Procedures |  |  |  |
| Consumer & Product Safety |  |  |  |
| **Advanced Techniques** | **15** | **35** | **50** |
| Advanced Anatomy of Nail & Skin |  |  |  |
| Advanced Muscles and Massage Techniques |  |  |  |
| Advanced Pedicure Care and Service |  |  |  |
| Salon Supervision & Advanced |  |  |  |
| Specialized Equipment Use & Control Product & Service Sales & Training |  |  |  |
| Communication Skills |  |  |  |

 **TOTAL HOURS 300**

**Measure Performance Objectives**

1. The student has gained a solid informational background in all areas of Cosmetology.
2. The student has learned the importance of all areas of practical application.
3. The student has learned the correct procedures for performing all practical operations to accomplish the proper end result while ensuring the safety of the patron.
4. The student passes the State Board licensing exam and obtains a license.
5. The student is salon ready and employable for an entry level position.

**Instructional Techniques**

1. Theory classes utilizing lecture, visual aids, white board, and student lab with DVD’s.
2. Demonstration classes by staff instructors and guest speakers.
3. Supervised class participation.
4. Practical assessments and written examinations.

**Evaluation Procedures**

1. Written test and practical assessments at the completion of each module.
2. Evaluation of practical performance, academic progress and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

**Required Level of Achievement**

Written test grades and practical assessments must be at least 75%.

**Grading System and Evaluations**

The following will be measured to determine academic progress:

**Theory**: Theory or Technical instruction is instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

**Grading Scale**

|  |  |  |  |
| --- | --- | --- | --- |
| 100-90 | A |  | Excellent |
| 89-80 | B |  | Good |
| 79-75 | C |  | Satisfactory |
| 74-64 | D |  | Unsatisfactory |
| 63-0 | F |  | Failure |

**Manicuring (200 Hours):**

The course objective is to prepare students for licensure and employment in the field of manicuring. This course requires instruction in combined theory and practical application for 200 hours. The Milady curriculum provides theory instruction general science, the care of fingernails, toenails, beautification of nails, nail extensions, techniques of massage of hands, forearms, feet and lower legs, and salon readiness and is taught using multiple teaching methods for various learning styles including lecture, games and activities, video presentations, and guest speakers. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience.

At the completion of each Milady chapter a review is provided, and a standardized chapter test is administered and graded. Practical training is provided by demonstration and reinforced in a clinic setting using clients and hand mannequins with all work supervised and graded by licensed instructors.

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| --- | --- | --- | --- |
| **Manicuring 200 Hours** | **Non-Clinic** | **Clinic** | **Core** |
| **Infection Control & Principles/Practices** | **10** | **20** | **30** |
|  Bacteriology |  |  |  |
| Dispensary Requirements & Operations |  |  |  |
| **Anatomy** | **3** | **7** | **10** |
| Bones, Muscles, & Systems |  |  |  |
| Nervous System |  |  |  |
| Joints & Cartilage |  |  |  |
| Ligaments of Hand, Arm, Foot, & Leg |  |  |  |
| **Massage** | **3** | **7** | **10** |
| Client Health issues & Pre-Screening |  |  |  |
| Preparation |  |  |  |
| Relaxation Treatments |  |  |  |
| Manipulations |  |  |  |
| **Nail Care Procedures & Practices** | **15** | **40** | **55** |
| Safety Precautions |  |  |  |
| Basic & Advanced Manicures |  |  |  |
| Basic & Advanced Pedicures |  |  |  |
| Application of Polish |  |  |  |
| Structure of the Nail |  |  |  |
| Diseases, Disorders, and Conditions  |  |  |  |
| **Chemistry** | **3** | **7** | **10** |
| Compounds and Mixtures |  |  |  |
| Ingredients |  |  |  |
| Artificial Nail Composition |  |  |  |
| Nail Cosmetics |  |  |  |
| **Nail Enhancements** | **10** | **25** | **35** |
| Application Procedures |  |  |  |
| Artificial Nail Structure |  |  |  |
| Preparation |  |  |  |
| Application |  |  |  |
| Removal |  |  |  |
| Nail Repairs |  |  |  |
| **Specialized Equipment** | **3** | **7** | **10** |
| Specialized Equipment Types |  |  |  |
| Curing Methods |  |  |  |
| Safety Standards |  |  |  |
| **Salon Operations & Communication Skills** | **5** | **15** | **20** |
| Human Relations |  |  |  |
| Personality/Presentation |  |  |  |
| Salon Operation/Advanced |  |  |  |
| Sales/Interpersonal Skills |  |  |  |
| Career Development |  |  |  |
| **Cosmetology Laws & Rules** | **5** | **15** | **20** |
| Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement |  |  |  |
| Continuing Education / Policies & Procedures |  |  |  |
| Human Trafficking (1 Hour) |  |  |  |
|  |  |  |  |

 **TOTAL HOURS 200 Hours**

**Measure Performance Objectives**

1. The student has gained a solid informational background in all areas of Cosmetology.
2. The student has learned the importance of all areas of practical application.
3. The student has learned the correct procedures for performing all practical operations to accomplish the proper end result while ensuring the safety of the patron.
4. The student passes the State Board licensing exam and obtains a license.
5. The student is salon ready and employable for an entry level position.

**Instructional Techniques**

1. Theory classes utilizing lecture, visual aids, white board, and student lab with DVD’s.
2. Demonstration classes by staff instructors and guest speakers.
3. Supervised class participation.
4. Practical assessments and written examinations.

**Evaluation Procedures**

1. Written test and practical assessments at the completion of each module.
2. Evaluation of practical performance, academic progress and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

**Required Level of Achievement**

Written test grades and practical assessments must be at least 75%.

**Grading System and Evaluations**

The following will be measured to determine academic progress:

**Theory**: Theory or Technical instruction is instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

**Grading Scale**

|  |  |  |  |
| --- | --- | --- | --- |
| 100-90 | A |  | Excellent |
| 89-80 | B |  | Good |
| 79-75 | C |  | Satisfactory |
| 74-64 | D |  | Unsatisfactory |
| 63-0 | F |  | Failure |

**Advanced Esthetics (750 Hours):**

The course objective is to prepare students for licensure and employment in skin care and beautification related careers. This course requires instruction in combined theory and practical application and provides the state required 600 hours in the study of theory, practice, and clinical training, and 150 hours in the instruction of job readiness, salon advanced, and Ohio state law. The Milady curriculum provides theory instruction in general science, beautification, massaging, cleansing and/or stimulating the skin of the human body, except the scalp, by the use of cosmetic preparations, antiseptics, eyebrows, and removing hair from the body, except the scalp, by the use of cosmetic preparations, antiseptics, tonic lotions, creams, or electrical devise for the care of the skin. The application of cosmetics, eyelashes, eyebrow waxing, and removing hair from the body of any person by the use of depilatories, waxing or tweezers is taught. Salon readiness is taught using multiple teaching methods for various learning styles including lecture, games, and activities, video presentations, and guest speakers.

At the completion of each Milady chapter, a review is provided, and a standardized chapter test is administered and graded. Practical training is provided by demonstration and reinforced in a clinic setting using clients and mannequins with all work supervised and graded by licensed instruction in combined theory and practical application. The advanced component provides training in Ohio law, Advanced techniques, sanitation and public safety, and salon supervision and advanced. All recorded grades are accumulated and used to calculate student GPA. This course requires instruction in combined theory and practical application. Completion within nineteen (19) weeks based on full-time attendance.

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| --- | --- | --- | --- |
| **Advanced Esthetics 750 Hours** | **Non-Clinic** | **Clinic** | **Core** |
| **Sanitation & Bacteriology** | **15** | **45** | **60** |
| Bacteriology |  |  |  |
| Dispensary Requirements and Operations |  |  |  |
| **Anatomy** | **10** | **20** | **30** |
| Head |  |  |  |
| Bones (full body) |  |  |  |
| Muscles, Nerves, Cells, Tissues (full body) |  |  |  |
| **Specialized Equipment/Treatments** | **10** | **20** | **30** |
| Electricity |  |  |  |
| Ultra-Violet & Infra-red Ray Light Therapies |  |  |  |
| Safety and Effects |  |  |  |
| **Massage** | **20** | **40** | **60** |
| Clinic Health Issues & Pre-Screening |  |  |  |
| Preparation |  |  |  |
| Manipulations |  |  |  |
| Relaxation Treatments |  |  |  |
| **Chemistry** | **10** | **20** | **30** |
| Compounds and Mixture |  |  |  |
| Water, chemistry and effects |  |  |  |
| Ingredients |  |  |  |
| Cosmetics |  |  |  |
| **Skin Care Procedures & Practices** | **50** | **150** | **200** |
| Skin Theory |  |  |  |
| Diseases, Disorders, and Conditions |  |  |  |
| Basic Facials |  |  |  |
| Health History |  |  |  |
| Brow Tinting |  |  |  |
| Hair Removal |  |  |  |
| **Study of Skin** | **15** | **40** | **55** |
| Skin Theory |  |  |  |
| Nutrition |  |  |  |
| Skin Analysis |  |  |  |
| Diseases and Disorders |  |  |  |
| **Make-Up** | **17** | **50** | **67** |
| Equipment, Implements and Products |  |  |  |
| Artificial Lashes/Extensions |  |  |  |
| Theory |  |  |  |
| Application (Corrective, Day/Night, Theatrical) |  |  |  |
| **Lash Extensions** | **3** | **5** | **8** |
| **Salon Operations & Communication Skills** | **10** | **30** | **40** |
| Human Relations  |  |  |  |
| Personality/Presentation |  |  |  |
| Salon Operation/Advanced |  |  |  |
| Sales/Interpersonal Skills |  |  |  |
| Career Development |  |  |  |
| **Cosmetology Laws and Rules** | **5** | **15** | **20** |
| Ohio Cosmetology Statues and Rules |  |  |  |
| Inspection and Enforcement |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Cosmetology Laws & Rules** | **10** | **0** | **10** |
| Ohio Revised Code Statutes |  |  |  |
| Ohio Administrative Rules |  |  |  |
| License and Permit Policy & Procedures |  |  |  |
| Continuing Education |  |  |  |
| Policies & Procedures |  |  |  |
| Inspection and Enforcement |  |  |  |
| Policy and Procedures |  |  |  |
| **Public Health and Safety** | **15** | **35** | **50** |
| Sanitation Practices & Procedures |  |  |  |
| Sterilization Practices & Procedures |  |  |  |
| Dispensary Operations & Procedures |  |  |  |
| Bacteriology, Contagious and Communicable Disease Control |  |  |  |
| Salon Operations & Procedures |  |  |  |
| Consumer and Product Safety |  |  |  |
| **Advanced Techniques** | **22.5** | **67.5** | **90** |
| Advanced Anatomy of the Skin |  |  |  |
| Advanced Treatment of Muscles and Nerves |  |  |  |
| Advanced Facial and Body Treatments |  |  |  |
| Salon Supervision & Advanced |  |  |  |
| Specialized Equipment Use and Control |  |  |  |
| Product and Service Sales Training |  |  |  |
| Communication Skills |  |  |  |
|  |  |  |  |
|  |  |  |  |

**TOTAL HOURS 750**

**Measure Performance Objectives**

1. The student has gained a solid informational background in all areas of Cosmetology.
2. The student has learned the importance of all areas of practical application.
3. The student has learned the correct procedures for performing all practical operations to accomplish the proper end result while ensuring the safety of the patron.
4. The student passes the State Board licensing exam and obtains a license.
5. The student is salon ready and employable for an entry level position.

**Instructional Techniques**

1. Theory classes utilizing lecture, visual aids, white board, and student lab with DVD’s.
2. Demonstration classes by staff instructors and guest speakers.
3. Supervised class participation.
4. Practical assessments and written examinations.

**Evaluation Procedures**

1. Written test and practical assessments at the completion of each module.
2. Evaluation of practical performance, academic progress and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

**Required Level of Achievement**

Written test grades and practical assessments must be at least 75%.

**Grading System and Evaluations**

The following will be measured to determine academic progress:

**Theory**: Theory or Technical instruction is instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

**Grading Scale**

|  |  |  |  |
| --- | --- | --- | --- |
| 100-90 | A |  | Excellent |
| 89-80 | B |  | Good |
| 79-75 | C |  | Satisfactory |
| 74-64 | D |  | Unsatisfactory |
| 63-0 | F |  | Failure |

**Instructor Apprenticeship (300 Hours):**

The course objective is to prepare the apprentice on how to instruct their students on the theory and practical applications of beauty. Ensure that students know and understand Ohio Laws and Rules. Teach customer service skills. Deliver classroom lectures and oversee students as they practice on real customers. Stay up to date about the beauty industry and ensure that their students do too.

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructor Apprenticeship 300 Hours** | **Core Hours** | **Clinic** | **Theory** |
| **Laws and Rules**Ohio Revised Code StatutesOhio Administrative RulesLicense and Permit Policy and ProceduresContinuing Education Policies and ProceduresInspection and Enforcement Policy and Procedures |  **50** |  **25** |  **12.5** |
|  **Curriculum Development**Lesson PlanningPresentation SkillsEducational AidsUse of TechnologyDistance LearningGradingAssessment | **100** | **50** | **25** |
| **Learning Styles**Learning ModalitiesSpecial Learning NeedsLearner Accommodations | **50** | **25** | **12.5** |
| **Classroom Management**Structuring the Learning EnvironmentCommunication SkillsProfessional EthicsConflict Management | **100** | **50** | **25** |
|  **Total Hours** | **300** | **150** | **75** |
|  **Flexible Learning Hours** | **75** |  |  |

# Course Fees

**Reminder**: Once the student attends class more than three business days and more than three business days have elapsed since signing the enrollment agreement, the following fees are non-refundable. The registration fee of $150.00 per course; application fee of $25.00, and the Ohio Law Book cost of $10.00; totaling $185.00. Re-enrollment fee of $100.00.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Tuition** | **Supplies, Uniform, & Kit (including books)** | **Administrative Fees** | **Total** |
|  |  |  |  |  |
| Advanced Cosmetology | $ 16,015 | $ 800 | $ 185 | $ 17,000 |
| Advanced Natural Hair | $ 6,715 | $ 600 | $ 185 | $ 7,500 |
| Advanced Manicuring | $ 3,815 | $ 500 | $ 185 | $ 4,500 |
| Manicuring | $ 2,315 | $ 500 | $ 185 | $ 3,000 |
| Advanced Esthetics | $ 8,665 | $ 650 | $ 185 | $ 9,500 |

# Additional Charges May Be Incurred

1. **When a student’s contractual agreement period expires, but hours are not complete, the student MUST pay for the additional hours at the rate of $10.50 per hour or their hours will NOT be released to the Ohio State Cosmetology and Barber Board**.
2. When due to unforeseen changes in their scheduled work hours, a student may request and sign an amendment or change to their contract. This however may alter the original ending date of the contract agreement. Request for any change of schedule must be made in writing and may or may not be approved. A $50.00 fee will be charged for all contractual changes.
3. After a student has accumulated overages on the contract, they may be required to start making payments toward those overages.
4. When a student requests in writing that their hours and/or transcripts be transferred to another school, all monies due to New Directions Beauty Institute must be paid in full.
5. Should the student complete the program earlier than the estimated timeframe stated in the contract, the financial aid package may be recalculated and this may result in liabilities owed by the student and/or institution, if applicable.

# Payment

New Directions Beauty Institute accepts cash, approved debit cards, credit cards, money orders and participates in the Title IV program as methods of payment for tuition and costs associated with training.

# Attendance Policy

All students are required to remain in good attendance status while enrolled in New Directions Beauty Institute. Good attendance is crucial so that a student will complete his/her course of study in a timely manner according to the contractual agreement. To verify a student’s attendance, it is required that all students clock in and out when entering or leaving school.

**Student Completion Hour** **Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Scheduled hours |  |  | Weeks to complete schedule  |  |
|  | 35 |  |  |  51.43 |  |
|  | 20 |  |  |  90.00 |  |
|  | 18 |  |  | 100.00 |  |

Students whose cumulative attendance drops below 75% for any evaluation period, will be given a warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met the attendance requirements he/she will be placed on probation and if applicable, student may be deemed ineligible to receive Title IV funds.

If a student will be absent from school, it is recommended that the student inform the school of his/her intended absence by telephone or in writing. A record of the absence is recorded. The hours of operation at New Directions Beauty Institute are Tuesday – Saturday, 8:00am - 4:30 pm; part-time day classes are held Tuesday – Friday, 8:00am – 12:00pm and Saturday from 8:00am – 4:30pm. **The school is closed on Sundays and Mondays.**

New Directions Beauty Institute will not deduct hours from a student as a penalty. A student will receive credit for all hours “clocked”. Therefore, it is crucial that a student clock in and out. The hours of attendance are calculated by rounding up to the nearest quarter hour.

# Student Absenteeism

A student may be dropped for excessive absenteeism. It is the discretion of New Directions Beauty Institute to determine excessive absenteeism since extenuating circumstances may occur which need to be accompanied by documentation from a doctor, court, or other official business. However, after fourteen (14) consecutive days of absences a student will be dropped for nonattendance (“drop date”). A refund (if due) will be given within forty-five (45) days of the drop date.

# Leave of Absence Policy

An authorized Leave of Absence (LOA) is a temporary interruption in a student’s program of study. A LOA refers to the specific time period during a program when a student it not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA.

A LOA must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. A LOA may only be granted if there is a reasonable expectation that the student will return from the LOA. A student must follow the institution’s policy requesting a LOA. A student granted a LOA is considered to be in accordance with the institution’s policy and is not considered to have withdrawn. Therefore; no refund calculation is required at that time.

The student must apply in advance for the LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student was involved in a car accident and sustained injuries and needed a few weeks to recover before returning to class, the student would not have been able to apply for the LOA in advance. The request must be in writing. The student must state the reason for the request such as job adjustments, illness, COVID-19, financial issues, religious, etc. and the request must include the students’ signature. If New Directions Beauty Institute grants a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstances, the institution must document the reason for its decision. The institution must collect the LOA request form the student at a later date. In this example, the beginning date of the approved LOA will be determined by the school to be the first day the student was unable to attend the school because of the accident. If a need occurs that will not allow the student to come back to school on the agreed upon expected date, written documentation must be submitted to the school by the student. A student will not be granted a LOA if the LOA together with any additional Leaves of Absence previously granted exceed a total of 180 calendar days in any twelve-month period. The student will be withdrawn if the student has taken an unapproved LOA or does not return by the expiration of an approved LOA. The student’s withdrawal date for the purpose of calculating a refund will be the student’s last date of attendance.

New Directions Beauty Institute establishes the start date of the approved LOA as the firsts date the student is unable to attend. The student’s contract period will be extended by the same number of calendar days taken in the LOA and that such changes to the contract period must be recorded in the addendum to the enrollment agreement and must be signed by all parties. The student will not be assessed charges as a result of the LOA.

# Funeral Leave

Students may use their allotted days for a death or funeral. Once the allotted hours or days are used up, students will be over their contract. Students will then be charged $10.50 per hour.

# Late

**Classes start at 8:00am. Students are considered late at 8:07am. Students are allowed one late per month. After that, the student will be sent home for that day and every day thereafter the student is late**. The student must notify the school registrar if they are going to be late, should an emergency or unforeseen circumstance occur, so that you may clock in at a later time. Remember, a student **will** incur additional cost for overages, if they go over their contractual hours. A student can be placed on probation and ultimately suspended for excessive tardiness.

# Theory

Students are tested at the end of each Theory chapter. A cumulative theory grade of 75% or above must be maintained. Practical work is assessed at different levels and is approved by an instructor when it meets the average grade scale. Any grade below 75% is unacceptable. Any student caught cheating on an exam will be suspended or terminated. First (1st) offense students will receive a five (5) day suspension; the second offense could result in expulsion from school.

If a student is unable to attend theory, he /she will not be allowed to practice on the clinic floor for that day. A student is not allowed to leave the theory class once class has begun without the instructor’s approval.

Extenuating circumstances may occur and in lieu of a student attending theory, a student may participate in an academic assignment (i.e. essay, vocabulary words or worksheet) to receive credit for theory for that day with the approval of the instructor.

It is important that students arrive to school on time to participate in scheduled theory class. New Directions Beauty Institute will cooperate with our students as much as possible to ensure timely completion of the cosmetology course. If a student is suspended from school due to excessive tardiness, he/she may go over the contract period and incur additional cost. Excessive absences and tardiness will result in students not completing scheduled curriculum and very important chapters of study. New Directions Beauty Institute will not repeat those chapters which means students must do independent study on their own.

# Red Saturday

**Saturdays are mandatory!** Students are eligible for one approved Red Saturday off every sixty days with permission. If a student is absent on Saturday without prior permission or a doctor’s excuse, the student will be suspended for three (3) days. Students can return on Friday of the following week. If a student notifies the school of illness or emergency as their reason for not attending on Saturday, the student is required to bring in verification or doctor’s excuse on Tuesday in order to clock in*.*  When a student is suspended, the student is charged for days missed. However, if a student leaves early on Saturday, not abiding by contractual agreement, this could count as one approved Saturday, but the student must get prior approval. If students leave without permission it is still considered a Red Saturday.

# Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the Advanced Cosmetology, Advanced Natural Hair, Advanced Manicuring, Manicuring, and Advanced Esthetics programs scheduled for a particular category of attendance (part-time, full-time), whether participating in Title IV programs or not. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The Satisfactory Progress Policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

# Attendance Progress Evaluations

Students are to attend a minimum of 75% of the scheduled hours based on the applicable attendance schedule in order to be considered making satisfactory attendance progress. Evaluations are conducted based on scheduled hours to determine if the student has met the minimum requirements. Evaluations are based on cumulative attendance as of the scheduled hours of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total hours scheduled. The student’s start month in school will be counted as the first month of the evaluation period. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course, given the attendance rate, the student will graduate within the maximum time frame allowed.

# Maximum Time Frame

The maximum time frame (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Program** | **Schedule** | **Hours Per Week** | **Weeks to Complete** | **Program Hours** | **Maximum Weeks** | **Maximum Hours to Complete** |
| Advanced Cosmetology | Full Time | 37.5 | 48 | 1800 | 63.84 | 2394 |
| Advanced Cosmetology | Part Time | 22.5 | 80 | 1800 | 106.4 | 2394 |
| Advanced Natural Hair | Full Time | 37.5 | 16 | 600 | 21.28 | 798 |
| Advanced Natural Hair | Part Time | 22.5 | 26.67 | 600 | 35.47 | 798 |
| Advanced Manicuring | Full Time | 37.5 | 8 | 300 | 10.64 | 399 |
| Advanced Manicuring | Part Time | 22.5 | 13 | 300 | 17.29 | 389 |
| Advanced Esthetics | Full Time | 37.5 | 20 | 750 | 26.6 | 997.5 |
| Advanced Esthetics | Part Time | 22.5 | 33 | 750 | 43.89 | 987.52 |
| Manicuring | Full Time | 37.5 | 5.33 | 200 | 7.09 | 265.88 |
| Manicuring | Part Time | 22.5 | 8.9 | 200 | 11.84 | 266.4 |

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

Students are assigned academic learning and a minimum of practical learning experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience. The grading system is as follows:

**Grading Scale**

|  |  |  |
| --- | --- | --- |
| 100-90 | A | Excellent |
| 89-80 | B | Good |
| 79-75 | C | Satisfactory |
| 74-64 | D | Unsatisfactory |
| 63-0 | F | Failure |

Students are tested at the end of each Theory chapter. A cumulative theory grade of at least 75% must be maintained. Practical work is assessed at different levels and is evaluated by an instructor using the grading scale. Any grade below 75% is unacceptable. The GPA is calculated by using the cumulative practical and theory grades. To be in satisfactory academic progress, the GPA must be 75% or better.

At each evaluation period, students achieving a minimum passing grade of 75% and attending the required minimum hours according to the attendance policy will be deemed to be making satisfactory progress in their course of study. Any student not meeting the minimum requirements for academic or attendance progress will be considered to be making unsatisfactory progress and will be placed on probation, which could lead to a student being withdrawn or terminated. Students will be immediately notified of any evaluation that impacts eligibility for financial aid.

# Evaluation Summary

The following summarizes the evaluation periods for each program. As part of your evaluation process, your cumulative theory grades and practical grades are used to calculate your Grade Point Average (GPA). A 75% GPA is considered as Satisfactory Progress. Your cumulative attendance will be evaluated as well and must be at least 75%. SAP evaluation periods are based on actual contracted hours at the institution. Evaluations will be conducted when you reach the following scheduled hours.

The first evaluation must occur no later than the mid-point of the academic year or the course and/or program, whichever is sooner. (Note: all evaluations must be completed within seven (7) School Business Days (see Glossary Term) following the established evaluation points.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Evaluation Period 1** | **Evaluation Period 2** | **Evaluation Period 3** | **Evaluation Period 4** |
| Advanced Manicuring - 300 Hours | 150 Scheduled Hours | 300 Scheduled Hours | N/A | N/A |
| Advanced Natural Hair - 600 Hours | 300 Scheduled Hours | 600 Scheduled Hours | N/A | N/A |
| Advanced Esthetics - 750 Hours | 375 Scheduled Hours | 750 Scheduled Hours | N/A | N/A |
| Advanced Cosmetology - 1800 Hours | 450 Scheduled Hours | 900 Scheduled Hours | 1350 Scheduled Hours | 1800 Scheduled Hours |
| Manicuring - 200 Hours | 100 Scheduled Hours | 200 Scheduled Hours | N/A | N/A |

Your evaluation will be written. At the time your evaluation is completed, you will review, and sign. Students will receive a hard copy of the SAP at the time of each evaluation.

In addition to the above evaluation of your Academic Progress, you will also be required to sign a monthly report of your clocked hours which will be submitted to the Ohio State Cosmetology and Barber Board.

# Determination of Progress Status - Veterans Administration

Students receiving tuition benefits from the Veterans Administration who fail to meet the 80% minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing of the actions required to attain satisfactory academic progress and monitored as follows:

* Advanced Manicuring & Manicuring Course – Bi-Weekly
* Advanced Esthetics Course – Every 30 Days
* Advanced Natural Hair Course – Every 30 days
* Advanced Cosmetology Course – Every 30 days

Advanced Manicuring and Manicuring students who are placed on warning will have their academic and/or attendance progress reviewed bi-weekly from the date of warning. Should they not achieve the 75% minimum requirement, they will be placed on probation and re-evaluated two weeks from date of probation. If the student has still not met the minimum satisfactory progress requirement, the student will be terminated from the program. The student may appeal the determination in writing (see Appeal Procedure). If the student has met the SAP requirement at either the warning or probation stage, he/she will be deemed in good standing.

Advanced Esthetics, Advanced Natural Hair and Advanced Cosmetology students who are placed on warning will have their academic and/or attendance progress reviewed 30-days from the date of warning. Should they not achieve the 75% minimum requirement, they will be placed on probation and re-evaluated in 30-days from the date of probation. If the student has still not met the minimum satisfactory progress requirement, the student will be terminated from the program. The student may appeal the determination in writing (see Appeal Procedure). If the student has met the SAP requirement at either the warning or probation stage, he/she will be deemed in good standing.

# Determination of Progress Status

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

# Warning

Students who fail to meet minimum requirements for attendance or academic progress will be placed on warning and considered to be making satisfactory progress during the warning period. The institution must determine that satisfactory progress standards can be met by the end of the subsequent evaluation period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation and be given an academic plan to ensure that the student is able to meet the institutions satisfactory progress requirements. If at the end of the warning period, the student has still not met both the attendance and academic requirements he/she may be placed on probation and, if applicable, the student may be deemed ineligible to receive Title IV funds.

# Probation

Students who fail to meet minimum requirements for attendance or academic progress, after the warning period, may be placed on probation and considered to be making satisfactory progress during the first probationary period if a student appeals this decision and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, the student will not be deemed eligible to receive Title IV funds.

# Reinstatement of Satisfactory Progress and Reinstatement of Financial Aid

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

# Interruptions, Course Incompletes, Withdrawals

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

# Appeal Process

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit documentation as to why the student failed to make satisfactory academic progress and what has changed in the student’s situation that will allow achievement of satisfactory academic progress at the next evaluation period. This information should include the allowable special circumstances (such as a documented illness, death in the family, documented abuse or documented incarceration). Appeal documents will be reviewed, and a decision will be made and reported to the student within thirty (30) calendar days. The appeal and decision documents will be retained in the student’s file. If the student prevails upon appeal prior to being placed on probation, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

# Non-Credit and Remedial Courses

Noncredit and remedial courses do not apply to New Directions Beauty Institute. Therefore, these items have no effect upon the school’s satisfactory progress standards.
+

# Transfer Hours

With regard to satisfactory academic progress, a student’s transfer hours will be counted as both attempted and earned hours. All transfer hours must be approved by the Ohio State Cosmetology and Barber Board and transmitted to the school in writing by the Board before a student is enrolled in class or the hours will not be accepted by New Directions Beauty Institute. **Incompletes, repetitions, and non-credit remedial courses have no effect upon the school’s satisfactory progress policy.**

# Procedure for Complaint

Within ten days after the receipt of the complaint, the lead instructor will review it. The complainant is called into the office to discuss the nature of the complaint. If after careful evaluation and the complaint is not resolved, it is then referred to the complaint committee. The meeting between the complaint committee and the complainant is documented. The complainant is given a copy of the written records at the time of the meeting. The complaint committee is comprised of the Registrar, Director of Instruction and a member of the public sector.

The complaint committee will meet within 21 (twenty-one) days to review the allegation. If more information is needed a letter will be sent to the complainant requesting additional information. The complaint committee shall act on the allegation and a letter will be sent to the complainant within 15 (fifteen) calendar days. Students may also contact the board directly at: Ohio State Cosmetology and Barber Board, 1929 Gateway Circle, Grove City, Ohio 43123 or at 1.800.686.5780.

# Advising

New Directions Beauty Institute offers advising to students throughout their training at this institution. A list of professional counseling agencies is posted in the student’s lounge.

# Dress Code

**Before clocking in:** ALL students are required to wear the “appropriate colored smock(s)” corresponding to the course being taken “daily”. New Directions Beauty Institute has a standard of professional dress code which includes uniform, hair and nails. We do allow our students to have nail tips, however, if the tips do not allow you to make a tight fist they are too long and must be cut down. **Absolutely NO corkscrew nails are allowed**. All Cosmo, Natural Hairstyling, and Nail Technology students are required to wear - solid black pants or capri’s, black jeans, black leggings, knee length skirts/dresses, no different color threads, no holes or tears. NO BLUE JEANS, faded black jeans, shorts or cutoffs are allowed. No tank tops or shirts; no sleeveless blouses or sleeveless shirts are allowed. Blouses and shirts must not reveal cleavage or chest. Black rubber sole athletic or supportive in-toe shoes with “1/2-inch soles” (one other color welcome, but predominately black). Nurse crocks are welcome. No baby-doll shoes. If a smock gets torn, burned, has holes in it or is severely stained, the student must replace that smock by purchasing a new one for $25 dollars. A T-shirt may also be purchased in lieu of a vest for $20.00 dollars. Hair must be styled, manicured nails and make-up applied (if applicable). Decorative head bands or ornaments to enhance your “hairstyle” or beauty are allowed. NO HATS, SCARVES, RAGS OR WRAPS ARE ALLOWED.

Esthetics Students – are required to wear white smock, white top, solid white pants, no different color threads or colors and white closed-toe rubber sole shoes with “1/2-inch soles”. Nurse crocks are welcome. No baby-doll shoes. Students MUST have sleeves on blouse or shirt which can be short but not sleeveless. Students must wear a blouse or shirt that covers cleavage or chest. No shorts or cutoffs are allowed. All students must have their hair styled, natural nails (short), no acrylic nails and make-up applied (if applicable). If a smock gets torn, burned, has holes in it or is severely stained, the student must replace that smock by purchasing a new one for $25.00. A T-shirt may also be purchased in lieu of a vest for $20.00. Decorative head bands or ornaments to enhance your “hairstyle” or beauty are allowed. NO HATS, SCARVES, RAGS OR WRAPS ARE ALLOWED.

**ALL students** must have all of their approved equipment and textbooks with them daily or serious consequences will occur. **All students** must practice good personal hygiene and sanitation while in school.

Only **“ONE”** tote bag or equivalent, on wheels or carry on, per student is welcome. You MUST wear your New Directions Beauty Institute name badge, with the student’s first name on it. **If you lose your name badge, an additional badge MUST be purchased for $7.00.**  If you do not meet the requirements:

 1st Offense you will be issued a written warning

 2nd offense you will be dismissed from school for the day or days and/or could be

 suspended or terminated.

# Lockers

The Registrar, upon request and as they become available, will assign a locker to you. You must supply a “combination lock” to lock your locker. You MUST also give the registrar the combination. All personal belongings such as: purse, tools or equipment, etc. are the student’s responsibility and should be secure in your locker, if it will fit. Once you have received your Student Kit, it is your property and you are responsible for everything in it. Do **NOT** give out your locker combination to students. Keep it locked at all times. **New Directions Beauty Institute is not responsible for lost, broken or stolen items**. Lockers must be cleaned out immediately upon: 1) Graduation 2) withdrawal 3) medical leave of absence or 4) termination for any reason. **THERE IS TO BE ABSOLUTELY NO FOOD ITEMS STORED IN THE LOCKERS**.

If Management discovers perishable food items inside the locker, the student in violation will suffer consequences. After twenty (20) days, New Directions’ staff will empty the unused locker and discard all property. In case of an emergency New Directions Beauty Institute has the right to cut the lock to your locker.

# Supplies

All items, mannequins, and books that are used in your training must be purchased through New Directions Beauty Institute and will be issued to you once the school has received payment in full for them. A kit case will be issued to you. You may choose to transfer your items into a sturdier case such as a “pulley tote” on wheels. That is welcome, but ONE only. No additional items such as more than one piece of luggage may be brought into New Directions Beauty Institute unless you have received permission from the Supervisor or Manager.

# Sanitation

Must be done daily per the State Board, including all sanitation duties assigned.

# Student Conduct

**New Directions Beauty Institute will suspend and/or terminate anyone in school under the influence or in possession of alcohol or any illegal substance or firearms.** Students causing disruptions or being unprofessional such as gossiping, badgering clients for tips, soliciting clients to come to student’s home for services, being disrespectful to a client, fellow student or staff member, using profanity, being disruptive, tainting our school with negativity, **will be suspended and/or terminated depending upon the severity of the situation. Otherwise, the student could be issued a written warning and/ or suspended for the amount of days that are appropriate for the offense.** Students must understand the importance of “Professionalism” in our industry and conduct themselves in such a manner while in school. Failure to comply with rules and/or regulations and/or insubordination could lead to suspension and/or termination.

No personal phone calls will be allowed on the school business phone. **No cellular phones can be used while on the clock or on the floor.** **BLUETOOTHS ARE ABSOLUTELY PROHIBITED ON SCHOOL PREMISES.** When off the clock, cell phones can be used in student lounge or outside the building on lunch or breaks only. **Place all cell phones on vibrate**. **Students!!!!!** Do **not** attempt to teach other students. If you have any questions, ask an instructor. Students are not allowed visitors during school hours.

**Any student damaging or destroying any property will be charged the cost of repair and or replacement and that act could result in suspension or termination.**  We are very proud of our facility. Please join us in taking pride in our facility and keeping the appearance nice. No student is allowed to get over eight (8) hours per day without prior approval from an instructor. The number of performances on manikins, patrons, or fellow students is shown as minimum requirements as determined by our curriculum under Ohio Law. This means students are not complete until you graduate from school. PRACTICE, PRACTICE, PRACTICE because accuracy and speed are important.

A thirty (30) minute lunch break is allowed for students who are full time attending eight (8) hours per day. You MUST clock out for lunch and clock in when you return. Instructors will assign specific lunch times. This will prevent too many students leaving at the same time. Students also receive two (2) fifteen-minute breaks; the instructor will sign you out and in. No one is allowed to clock in or out for you. This is grounds for expulsion or termination. For other scheduled hours, see your instructor regarding your breaks and lunch times.

This is a nonsmoking institution. If you smoke, you must clock out and leave the building during lunch or break. IPODS, MP3 players etc., are not allowed while on the clock.

# Parking

Designated student parking is located in the center rows of the parking lot. Parking for customers and disabled persons is located curbside, in front of the businesses in this complex.

# Social Media Policy

We request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Users are to engage in such exchanges with mutual respect for others’ opinions or entity. This policy falls under Student Conduct.

New Directions Beauty Institute also reserves the right to amend this policy and changes in our operations.

# Termination from School

**New Directions Beauty Institute reserves the right to terminate any student who:** is caught stealing on school property, either inside the building or outside; fails to maintain satisfactory academic progress; exhibits conduct which is found by the administration to be detrimental to the individual, other students, staff, the community or the college. New Directions Beauty Institute maintains the right to terminate any contract that does not exhibit moral, ethical and professional standards: fails to meet attendance and/or academic requirements; fails to meet financial obligations to New Directions Beauty Institute as agreed upon; or is absent fourteen (14) consecutive calendar days without notifying the college.

# Certificates

Upon completion of the required hours, per course, the student will receive a certificate of completion.

# Occupations Available

**Advanced Cosmetology** - Salon Owner, Salon Stylist, Hair Color Specialist, Texture Service Specialist, Wig or Extension Specialist, Retail Specialist, Skin Care Specialist, Hair Stylist, Day Spa Stylist, Salon Manager, Product Educator, State Board Member, Accreditation Specialist, Cosmetic Chemist, Platform Artist, Instructor, Nail Technologist**. For additional career information see Standard Occupational Classification (SOC) Code 39-5012.00**

**Advanced Natural Hair** - Salon Owner, Platform Artist, Educator, Salon Manager, Hair Stylist for Movie Stars, Texture Service Specialist. **For additional career information see Standard Occupational Classification (SOC) Code 39-5012.00**

**Advanced Manicuring**- Salon Owner; Platform Artist; Educator, Manicurist, Pedicurist, and Manager of Nail Salon. **For additional career information see Standard Occupational Classification (SOC) Code 39-5092.00**

**Advanced Esthetics-** Salon Owner, Platform Artist, Skin Care Specialist, Make-Up Artist, Educator. **For additional career information see Standard Occupational Classification (SOC) Code 39-5092.00**

**Manicurist** - Salon Owner; Platform Artist; Educator, Manicurist, Pedicurist, and Manager of Nail Salon. **For additional career information see Standard Occupational Classification (SOC) Code 39-5092.00**

# Employment Assistance

New Directions Beauty Institute **will not make any guarantee of employment or salary upon graduation.** New Directions Beauty Institute will provide the student with placement “leads” which will consist of identifying employment opportunities and advising the student of appropriate means of attempting to accomplish these opportunities.

# Student Records

Students and their parents or guardians (if student a dependent minor) may have access to their records upon written request to the Director or Manager. The Director, Manager or Supervisor will supervise and interpret the records and answer any questions that the student or their parents may have. Students and parents/guardians of dependent minors requesting copies of their student file will be charged fifty cents (.50) per page. The school releases student records without written consent to NACCAS (accrediting agency), the United States Department of Education, the State Licensing Agency and any other school official. This institution maintains a record of all release forms and requests for information. Student performance sheets and curriculum sheets can’t be removed, property of New Directions Beauty Institute.

# Clinic

**All services are performed by students and must be checked by the instructor on duty**. Students will service clients in a polite, professional, and courteous manner, with requests being honored if possible. Clients are assigned on a rotational system per Ohio Law. Students are required to only perform and provide services that are paid for by clients and written on client ticket. All supplies used on clients and students are approved and provided by New Directions Beauty Institute for insurance reasons. Students are not allowed to bring any chemical products into the school. Finishing products may be allowed with **prior** permission from the Supervisor or Manager. Students are not allowed to purchase products from beauty supply stores and retail them to customers of the school; nor are they allowed to solicit clients to their homes for monetary gain for providing cosmetology services. State Board and New Directions Beauty Institute will not allow this practice. Any student engaged in this type of conduct is subject to immediate termination from school.

# Student Services

All personal services for students will be performed on Tuesday and Wednesday, sometimes Thursday at the discretion of the instructor. Students must have 75% or above academically and/or in attendance to give or receive a personal service or be a model. Students receive a 10% discount on chemical services. Students who have graduated or dropped out and are no longer in daily attendance at New Directions Beauty Institute cannot receive services at student prices. All student services must have prior instructor approval with a signed pass.

# Release of information to a Third Party

Consent forms may be obtained in the Registrar’s office. When releasing information to a Third (3rd) Party, the student and/or parent or guardian (if the student is a dependent minor) must sign a release form. An exception will be made for legal accreditation purposes (see student records). The school requires a release form be completed for each third-party at the time requested.

# FERPA

New Directions Beauty Institute is in compliance with provisions granted under the Family Educational Right’s and Privacy Act of 1974 (FERPA or the Buckley Amendment). Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The FERPA was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

1. Institutions must have written permission from the student in order to release any information from a student’s educational record.
2. Institutions may disclose directory information in the student’s educational record without the students consent.
3. It is good policy for the institution to notify the student about such disclosures and to seek the written permission of the student to allow the disclosure of any educational records including directory information.
4. Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
5. Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
6. Institutions should notify the students about their right under FERPA through annual publications.
7. When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.
8. The school should always seek a written consent from the student before disseminating educational records to third parties.

FERPA gives parents or guardians of dependent minor’s 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 “eligible students”.

* Parents or eligible students have the rights 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 a great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
* Parents or eligible students have the right to request that a school correct records which they believe to e inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student 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 than has the right to place a statement with the record setting forth his or her view about the contested information.
* Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
	+ School officials with legitimate educational interest;
	+ Other schools to which a student is transferring;
	+ Specified officials for audit or evaluation purposes;
	+ Appropriate parties in connection with financial aid to a student;
	+ Organizations conducting certain studies for or on behalf of the school;
	+ Accrediting organizations;
	+ To comply with a judicial order or lawfully issued subpoena;
	+ Appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.
	+ Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify the parents and eligible students annually of their rights under FERPA. The actual means of notification, (special letter, student handbook, or newspaper article) is left to the discretion of each school.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office U. S. Department Compliance Office 600 Independence Avenue, SW, Washington, DC 202-4605.

The Family Educational Right’s and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a United States Federal Law that gives an eligible student the right to seek educational records, an opportunity to seek to have the records amended, and have control over the disclosure of personally identifiable information from the records. New Directions Beauty Institute provides every enrollee with a FERPA agreement maintained by a party acting for the agency or institution.

# Important, Important, Important

The following suspensions will occur unless otherwise stated in the Student Conduct section.

Students who choose to ignore or violate any rules and regulations of this school could be issued a written warning by a school official. Disregard for rules, regulations and/or insubordination could result in suspension and/or termination. Depending on severity of the violation, a student could be terminated immediately.

# School Calendar

**New Class Start Dates**

New Directions Beauty Institute will start a new class every Tuesday effective January 1, 2020

**New Directions Beauty Institute will be closed on the following dates:**

January 1, 2020 - New Year’s Day

January 20, 2020 - Martin Luther King Jr. Day

May 25, 2020 - Memorial Day

July 4, 2020 - Independence Day

September 7, 2020 - Labor Day

November 26, 2020 -Thanksgiving Day

November 27, 2020 - Observance of Thanksgiving Holiday
December 25, 2020   Christmas Day

# Non-Discrimination

New Directions Beauty Institute does not discriminate on the basis of sex, race, age, color, ethnic origin, sexual orientation, gender identity or religion.

# For Your Information

Students MUST register with the Ohio State Cosmetology and Barber Board to take their examinations for both practical and written and successfully pass them in order to receive a license.

# The address for the Ohio State Cosmetology and Barber Board

Ohio State Cosmetology and Barber Board

1929 Gateway Circle

Grove City, Ohio 43123

614-466-3834

# School Staff

Ms. Nicole Perrin-Hill – School Director

Ms. Cassandra Brown – Financial Aid Officer

Ms. Mae Adams – Registrar

Ms. Vernise Robinson - Administrative Assistant

Ms. Annhelika Haithcock - Office Assistant

# School Faculty

Ms. Nicole Perrin-Hill - Instructor

Ms. Erica Scott – Instructor

Ms. LaTonga Smith – Instructor

# Owner

New Directions Beauty Institute is owned and operated by Expertise, Inc.

1911 Stella Lake, Las Vegas, NV 89106

(702) 636-8686

# Accreditation

N.A.C.C.A.S.

(National Accrediting Commission of Career Arts and Sciences)

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302

Telephone: 703-600-7600

# Affiliation

AACS American Association of Cosmetology Schools

# Signature Page for Receiving Handbook/Abiding by Rules & Regulations

(Printed Name) I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have thoroughly read and understand all the information given in the Student Handbook with Rules and Regulations. I will abide by the Rules and Regulations with the understanding that if I don’t follow the instructions given, there will be serious consequences. My signature below indicates I have also received a copy of this booklet.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Date

 WITNESSED BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Directions Beauty Institute Staff Member Date