

**Chillicothe Beauty Academy & Tech LLC
2017/2018 School Catalog**

**Professional Training
In all aspects of
The Beauty Industry**



**Chillicothe Beauty Academy & Tech LLC
Phone 660-240-5135
Fax 660-240-5136
505 Elm Street
Chillicothe, MO 64601
www.chillicothebeautyacademy.com
Email: 505cbat@gmail.com**

Facilities and Equipment

The facilities of Chillicothe Beauty Academy & Tech LLC are equipped to please both student and clients. Our facilities are heated and air-conditioned to provide pleasant atmosphere year round. The building contains 4,586 square feet of floor space. There are two levels in our facility in which the lower level contains a locker room, two restrooms, dispensary, reception area, waiting area and clinic floor admission office, instructor area, laundry and break area. The upper level contains class room and library with supply storage. Our facility is a **Smoke free facility**. Our facility is located in the downtown business district of Chillicothe, MO.

Our Mission Statement

To provide a quality education in the Cosmetology field so the graduating students will be prepared to take the state licensure examination and become successfully employed in the cosmetology industry.

Non-Discrimination Policy

Chillicothe Beauty Academy & Tech LLC does not discriminate on the basis of sex, race, age, color, ethnic origin or religion of any hiring or enrollment positions.

Admissions Requirements

Chillicothe Beauty Academy & Tech LLC follows the admission guidelines as set forth by the Missouri Board of Cosmetology & Barber Examiners. The guidelines are as follows:

All applications must be a high school graduate with a diploma or transcript, or a holder of a high school equivalency diploma (GED). All applicants must be 17 years of age or older prior to the date of their Board of Cosmetology & Barber Examination for licensure.

To apply for admissions the following procedures must be followed:

- Fill out the application for admissions included with this catalog and mail or drop by in person to Chillicothe Beauty Academy & Tech LLC, 505 Elm, Chillicothe, MO 64601 along with a \$50.00 non-refundable application fee.
- After notification of our acceptance you must schedule an interview and bring to the school a copy of your birth certificate or a valid driver's license each 2"x2" color pictures (for your student license), high school diploma or transcript or GED certificate and any other college transcripts which you have attended. At this same time, you must bring a check or money order made out to the State Board of Cosmetology & Barber Examiners for your student license. See the table below for the amount of the student license.
- If you were not born in the United States a copy of Certification of Naturalization or Declaration of intent is needed as well as the above.
- All students must sign an enrollment contract prior to the start of classes which can be done at the interview or any time prior to the scheduled start date.
- Applicants applying for Instructor training must already possess a valid Class CA Hairdressing & Manicuring license.
- The rules, policies and fees described herein may be changed, by the authorities of this institution, without notice and without commitment to such original rules, policies, and fees deemed necessary to change.

Student license cost: Class CA Hairdressing & Manicuring \$5.00

Class MO Manicurist \$5.00

Instructor Training \$5.00

Teaching Systems

Chillicothe Beauty Academy & Tech LLC utilizes the Milady System for CA-Cosmetology training, Milady system for MO-Nail Technology, Milady system for the instructor training.

ALL COURSES ARE TAUGHT IN ENGLISH

Library

Our library has many books including magazines, motivational books, hairstyle books, DVD, VHSs and are available for students use during school hours, but may be checked out with instructor approval.

Tuition, Textbooks, & Supplies Cost

The costs charged by the school for the different courses offered are as listed below.

Class CA Hairdressing & Manicuring Program

Student Kit.....	\$ 900.00
Student TextBooks.....	\$ 135.00
Tuition	\$10,000.00
Total Cost	\$11,035.00

The following items are not to be included in the enrollment contract and must be provided by the student at the student's expense and therefore are not refundable by the school.

1. Uniform
2. State Board of cosmetology & Barbers Examination Fee (\$150.00)
3. Transportation cost
4. Cost of equipment lost or damaged by student.
5. State Board of Cosmetology & Barbers Examiners Student License (\$5.00)
6. Room and board
7. All other expenses.
8. \$50.00 Non-refundable application fee.

Instructor Training Program

Student TextBooks.....	\$ 125.00
Tuition.....	\$4,000.00
Total cost.....	\$4,555.00

The following items are not to be included in the enrollment contract and must be provided by the student at the student's expense and therefore are not refundable by the school.

1. Uniform
2. State Board of cosmetology & Barbers Examination Fee (\$150.00)
3. Transportation cost
4. Cost of equipment lost or damaged by student.
5. State Board of Cosmetology & Barbers Examiners Student License (\$5.00)
6. Room and board
7. All other expenses.
8. \$50.00 Non-refundable application fee.

Class MO Manicurist Program

Student Kit	\$ 450.00
Student TextBooks.....	\$ 125.00
Tuition.....	\$2,920.00
Total Cost.....	\$3,495.00

The following items are not to be included in the enrollment contract and must be provided by the student at the student's expense and therefore are not refundable by

the school:

1. Uniform
2. State Board of cosmetology & Barbers Examination Fee (\$150.00)
3. Transportation cost
4. Cost of equipment lost or damaged by student.
5. State Board of Cosmetology & Barbers Examiners Student License (\$5.00)
6. Room and board
7. All other expenses.
8. \$50.00 Non-refundable application fee.

Refund Policy

The refund policy applies to tuition and fees charged in the enrollment contract for courses and for all terminations for any reason by either party including student decision. Other misc. charges the student may have incurred at the institution (EG: extra kit materials, books, product, unreturned school property, etc.) will be calculated separately at the time of termination / withdrawal. All fees are identified in the catalog & enrollment contract.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Application not accepted by the school shall be refunded all monies paid to the school less the \$50.00 non-refundable Application fee. If the student (or in the case of student under legal age his/her parent or legal guardian) cancels the enrollment in writing within 3 business days of signing the enrollment agreement, all monies collected by the school will be refunded, except the \$50.00 non-refundable application fee, even if classes have begun. A student must provide a written notice of the student's intent to withdraw or direct oral communication from the student to a current staff member. The "official termination date" will be determined by the postmark on the written notification, the date oral notification is received by the school staff member directly, from the student; the date written notification is delivered to the school in person; the date of expulsion by the school, after 14 consecutive calendar days of absence from the last date of attendance or the expiration of an approved Leave of Absence.

If a student cancels the enrollment more than 3 business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the \$50.00 non-refundable application fee will be made. For a student who enrolls and begins classes, but withdraws or is terminated by the school prior to course completion (after three days of signing the contract), the following schedule of tuition earned by the school applies.

All refunds are based on schedule hours:

Enroll to total length of Course or Program	Amount of tuition owed to Chillicothe Beauty Academy & Tech LLC
.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Within 2 weeks after a termination occurs or is determined, the school shall prepare a termination statement.

Any monies due the applicant or student shall be refunded within (45) days of formal cancellation date or determination date as defined above.

In the case of a disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

If the school is permanently closed and no longer offering instruction after student has enrolled, the student shall be entitled to a pro-rata refund of tuition within 45 days of the official closure date. A list of the student's who were enrolled at the time of the school closure, including the amount of each pro-rata refund shall be submitted to all our accrediting agencies at the time refunds are issued.

If a course is canceled subsequent to a student's enrollment, the school at its option may:

(1) Provide a full refund of all monies paid within (45) days or (2) Provide completion of the course later.

Refund calculations shall be based upon a student's last date of physical attendance in the school.

All students who withdraw / are terminated prior to course completion will be charged a termination fee of \$150.00

If a student is absent for (14)consecutive days the School will conduct a formal termination at that time.

If a student fails to return to school after a leave of absence, the school will conduct a formal termination and refund to the appropriate person or agency within (45) days of the earlier of the scheduled leave of absence return date or the date student notifies the school she/he will not be returning from the leave.

If a Title IV financial aid recipient withdraw prior to course completion, a calculation for the return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student.

After all applicable returns to TIV aid have been made this refund policy will apply to determine the amount earned by the school and the owed by the student. If the student has received personal payments of Title IV aid, the student may be required to refund the aid to the applicable program.

Collection procedures shall reflect good taste and sound ethical business practices.

No accrediting agencies named shall be used in any collection effort. All collection correspondence regarding cancellation and statement from the school or any third party representing the school shall clearly acknowledge the existence of the school's withdrawal and settlement policy.

If any promissory note or contract for tuition is sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the school.

Over contract fees policy

All students are allowed to miss a certain amount of scheduled class hours without penalty depending on the course which the student is attending, per the table below. Once the student goes past the contract end date, over contract fees will be assessed to the student per scheduled hour of additional instruction needed to complete the course. The over contract fees must be paid weekly in advance of attending and receiving credit class achieves the required hours for the course of attendance. If the fee is not paid in advance or other arrangements made, the student will not be allowed to attend class. All fees must be paid or other arrangements made, prior to the student being eligible for the State board of Cosmetology & Barber Examination. The current over contract hourly rate are as listed in the table below:

<u>Course</u>	<u>Time allowed to complete course</u>
Class CA Hairdressing & Manicuring	1500 hours
Class MO Manicurist	400 hours
Instructor Training	600 hours
<u>Over contract hourly rate (per scheduled hour)</u>	

Per hourly rate is \$7.75

Career Opportunities in Cosmetology Field

Your education at Chillicothe Beauty Academy & Tech LLC is the foundation to your career in the Cosmetology Industry. This training can prepare you for many exciting employment opportunities such as:

Class CA Hairdressing & Manicuring

Class MO Manicurist

Hairstylist

Salon Owner

Manufacturer's Representative

In Salon Educator

Platform Artist

Instructor Training

Manufacturer's Representative

In Salon Educator

Color Specialist

Platform Artist

School Owner

Salon Owner

Day Spa Owner

Class MO Manicuring

Class MO Manicurist

Salon Owner

Professional Product Salesperson

Manufacturer's Representative

Color Specialist

Cosmetology Instructor Training

Cosmetic Sales Specialist

Professional Product Salesperson

Class MO Manicurist

Class CH Hairdresser

Class CA Hairdressing & Manicuring

Hairstylist

Patrons of the School

Patrons of the school play a vital part in your education. Without our customers the student would not be able to train in real life situations, Since our patrons pay for the services they receive the cost of tuition to the student is much lower than it would be without them. Students are allowed to keep any gratuities which the patron leaves for them, however it is the student's responsibility to track and report any income received as required by local, state, or federal law.

Class CA Hairdresser & Manicuring Student Kit

- 1 Milady Standard Class CA Hairdressing & Manicuring Text Book
- 2 Milady Workbook

Plastic Organizer Tote with locking lid

1 Marcel 1" curling iron

1 Mannequin table clamp

1 Jumbo duffle bag

1 Wahl clipper and trimmer set

1 Tint bowl

1 8 oz Bottlesence tint bottle

1 Premium tweezer slant

1 Brush ceramic round 2.5" soft

1 Brush ceramic round 1.75" soft

6 7" styling combs

1 Brush ceramic round 2" soft

1 Brush ceramic round 1.25" soft

4 Long pink perm rods

4 Long orchid perm rods

1 bag of 100 nylon roller picks

1 pack 12 4.1/2" crock hair clips Blk/wht

1 angle edge bleach & tint brush

1 Manicuring Kit 2 files, nail clipper, cuticle pusher

2 Mannequin Heads

1 Ceramic Babyliss flat iron

1 large handheld mirror

1 Ionic handheld hair dryer

5 piece Bottle Set travel size

1 6 oz applicator bottle

1 16 oz spray bottle

1 Reversible nylon kids cape

6 Pintail combs

2 Dual purpose lift comb 7"

1 Brush Thermal vent

6 Rattail combs 8.5"

4 Long white perm rods

4 Long gray perm rods

4 Jumbo orchid perm rods

1 box of 12 Steel duckbill clips

1 Tint brush

1 4 oz clear measuring cup

Instructor Training Kit

1 Milady Master Educator textbook

1 Milady Master Educator workbook

Class MO Manicurist Student Kit

1 Milady Class MO Manicurist textbook

1 Milady Class MO Manicurist Technology workbook

OPI On The Go Kit & Add On Kits

Sanitation & Safety

N-A-S '99" 4 oz

Swiss Guard Hand Sanitizer 4 oz

Swiss Blue Liquid Hand Soap

Safety Glasses

Avoplex Moisture Replenishing Lotion 4 oz.

Thinset Brush on Nail Adhesive

Acrylic Application

Bondex $\frac{1}{4}$ oz

Bon-aid $\frac{1}{2}$ oz

Acrylic System

Reusable Nail Forms (3)

Disposable Nail Forms (20)

2 oz American Round Sable Acrylic Brush

Kolinski Sable Acrylic Brush

RapiDry topcoat

Nail Envy Natural Nail

Strengtheners

4 Assorted OPI Polish 1 Red

Wooden Dowels (5)

Pusher Plus Nail Plate Preparation Tool

Files & Implements

Diamond Coated File

Manicures & Pedicures

Nail Wipes (100)

Avoplex Exfoliating Treatment

Avoplex Nail & Cuticle Oil $\frac{1}{4}$ oz

Manicuring Bowl

Adhesives

Nail Manicure Brush

Toe Separators

Foot File

OPI Absolute & Clarite' Odor Free

Clarite Curing Resin Polish

RapidDry Spray Nail Dryer

Acrylic Nail Basecoat

Ridge Filler

Brush Cleaner 1 oz

Dappen dishes (3)

The Fluffy

Expert Touch Table Towels (10)

Cuticle Stick

Finger Nail Clipper

Toenail Clipper

OPI Mini cuticle Nipper

Brilliance Block

Educational Materials

OPI Product & Procedure Workbook

Avoplex Table Top Instruction

All packed in On-The Go Carrying Case

Note*The complete student kit is to remain at the school through the entire time the student is in training and shall not be removed from the school at any time until after the student has graduated in accordance with State Law.**

Note***The school reserves the right to change the contents of the student kit from time to time as different items become available.. A full kit is available to view at the school if so requested.

Note***This equipment becomes the personal property of the student who is solely responsible for its contents. Students are expected to maintain the kit by replacing broken or missing parts. The school **IS NOT** responsible for lost or stolen articles. The school may, however, retain possession of the kit in the event a graduating or terminating student has not fulfilled all contractual payments or obligations to the school until such time all obligations are fully satisfied.

Chillicothe Beauty Academy & Tech LLC

Chillicothe Beauty Academy & Tech LLC issues yearly crime reports to all staff and students.

Late Payment Fees & Penalties for all courses

Contractual payments made after 14 days of payment due date will be subject to 1-1/2% interest monthly (18% annual) with a minimum charge of \$25.00 monthly. If Contractual payments are not paid as scheduled, the student may be terminated or suspended from classes.

Complaint Policy

A student, teacher or interested party may file a complaint against the school. The complaint must be filed in writing, must outline the allegation or nature of complaint and be delivered to the Director / Owner / Instructor Mrs. MeLinda Kimmis- Chillicothe Beauty Academy & Teach LLC - Chillicothe, MO 64601.

Within 10 days of receipt of the written complaint a school representative will carefully review the complaint and arrange a meeting with the complainant. The school's representative will document the meeting between her or herself and the complainant and will provide the complainant with a copy of this documentation at the time of the meeting. If the issue is not resolved through this meeting the complaint will be turned over to the school's complaint committee. The complaint committee will meet within 21 days of the receipt of the complaint and review the allegations. If more information is needed a letter will be sent to the complainant. Outline the additional information. If no further information is needed the committee will act on the allegations and send a letter to the complainant, within 15 days, starting the steps taken to correct the problem, or information to show the allegations were not warranted or based on fact. If the complainant wishes to pursue the matter further the complainant can contact and obtain a complaint from Accrediting Agency.

Note: The Complainant is required to try to resolve the issue through the schools' complaint Procedure prior to filing a complaint with the school's accrediting agency.

Repetition & Re-entrance

Re-entrance to the program following termination or withdraw may be pursued. A 30-day minimum waiting period will be required prior to application for readmission and will be permitted only if the student was making satisfactory progress at the time of termination or withdrawal can provide a reasonable cause for unsatisfactory progress and reapplies within 2 years of withdraw / termination date.

In the event the student was not making satisfactory progress in the prior enrollment but provides a reasonable cause as to the reason it must be determined and that the student can achieve satisfactory progress within 2 months of the re-date or the student will not be allowed to re-enter. Any student re-entering will be charged hourly tuition at the current rate of tuition at the time of re-entry.

Any student re-entering will be given full credit for prior hours received provided the student maintained satisfactory grade averages. Student's status at re-entry will be the same as when the student left. A re-petitioning student who re-enters classes in mid-month, that was in warning / provation of either academic or attendance in their prior attendance will not be subject to warning / probation until a full reporting month cycle has passed.

Prior Credit Evaluation

Students with transfer credits from another cosmetology school will receive a transcript evaluation. The maximum transfer hours our facility will accept from another school is 50% of the required clock hours for course completion. In order for our school to accept these hours the student must have maintained satisfactory progress and earned the hours within 2 years of the date of application of admissions into our school and the school the student transfers from must be accredited by a USDE recognized accrediting agency.

Appropriate credit will be awarded and course shortened proportionately in accordance with the State Board of Cosmetology & Barbering Examiners regulations which the hours were earned to properly fill out and endorse an hour transfer form issued by the State Board of Cosmetology Examiners.

This form must also be approved by the State Board of Cosmetology & Barber

Examiners prior to our school crediting transfer hours to the student's transcript.

Make up Time, Test, Quizzes & Homework

Chillicothe Beauty Academy & Tech LLC course are "clock hours" meaning a student receives credit for actual hours attendance. When a student is absent it is the responsibility of the student to schedule with the instructor a time to make up any homework, quizzes or test which the student missed during the absence. Any work not made up by the student will be recorded as a zero.

Graduation Requirements

1. To fulfill minimum 75% grade requirements.
2. To fulfill minimum 75% attendance requirements complete required hours of training
3. All tuition and contractual fees must be paid in full or other arrangements made by the time the required clock hours are earned to receive your diploma and make application for the State Board of Cosmetology & Barbers Examiners.

****Clock hours are earned to receive your diploma and make application for the State Board of Cosmetology & Barber Examiners.**

Clock Hours Require

- Class CA Hairdressing & Manicuring 1500 hours
- Class MO Manicurist 400 hours
- Instructor Training 600 hours

Job Placement Assistance

Chillicothe Beauty Academy & Tech LLC does not, by law, guarantee job placement. The staff and faculty, however will make every effort to assist graduates in securing employment in the field. This assistance is provided in the form of a unit of instruction relating to Job Searching.

Housing

Chillicothe Beauty Academy & Tech LLC does not offer housing or room and board at this time. The Director will provide a list of Realtors who can assist the student in locating local housing if requested.

Career Advising

Chillicothe Beauty Academy & Tech LLC offers career advising and job placement assistance of requested by the student to help ensure the students success.

Graduation Requirements / Diploma

Upon completion of the course chosen all students will be considered to have graduated and will receive a diploma provided that the student has:

1. Completed the specified clock hours for the chosen course and
2. Received a minimum average of 75% in both theory and practical portions of
3. the course and
4. Received a minimum average of 75% in attendance and
5. Completed and turned in all "level sheets"
6. Paid all contractual fees in full or other arrangements have been made.

State Regulatory Agency

Chillicothe Beauty Academy & Tech LLC operates under licensure by the Missouri State Board of Cosmetology and Barber Examiners. Throughout the training you will learn of the regulations oversights this agency has chosen, field of study and will take a State Law Test prior to graduation. The address and phone number is as listed below:

Board of Cosmetology and Barber Examiner

3605 Missouri Boulevard - P.O. Box 1062

Jefferson city, MO 65102

Phone: 573-751-1052

Fax: 573-751-8167

<http://pr.mo.gov/cosbar.asp>

Right of Student to Access Files

Any student or parent / legal guardian of dependent minor may exercise their right to review his/her educational records in the presence of an authorized staff member, to obtain copies of the records (at the cost of reproduction), to write a response to material in the record, to challenge the content of the record on the grounds of inappropriateness, inaccuracy or invasion of privacy, and to have the record explained.

The student must file a request for an information they wish to review in writing to the Director / owner / Instructor MeLinda Kimmis, of the school.

The requested information will be made available to the student within 10 business days in most cases.

Licensing Requirements of Graduates

Graduates of Chillicothe Beauty Academy & Tech LLC must pass the Missouri State Board Licensure Examination relative to the course of study attended prior to becoming licensed to practice in the State of Missouri. The test consists of both written and practical examination of which the student must score a minimum of 75% on both to become licensed.

The test is held at various locations throughout the state of various dates. The school will assist the student schedule his or her at the end of his or her training.

Release of Student Records

Chillicothe Beauty Academy & Tech LLC collect and maintains records on each student. The records contain information about the student and their education. These records are generally kept at the school for a minimum of three years.

The following persons, agencies and organizations may have restricted access to student records without written consent of the student or parent / guardians of dependent minors. Any other access to student records shall be only upon written consent of the student, parents / guardians of dependent minors, upon court order or legally issued subpoena.

1. School officials and or Instructor with a legitimate educational interest.
2. Representatives of federal, state and local government when auditing and evaluating educational programs or when required by law.
3. In connection with a student financial aid application.
4. Accrediting organizations for accreditation purposes.
5. Parents or legal guardians of dependent children.
6. Officials of other schools in which the student proposed to attend.
7. In connection with an emergency situation.

With the exception of the above, no student information will be released unless requested in writing, by the student or parent / guardians of dependent minors. If the student or parents / guardians of dependent minor wish to have information released to any third-party Chillicothe Beauty Academy & Tech LLC will provide a for which must be filled out and signed prior to each release of such information.

The school will not publish any directory information such as name, address, phone of student, date and place of birth, major file of student, date of attendance, degrees and awards received, date from previous school, without allowing student or parent / guardians of dependent minors to deny authority to publish one or more of these items.

Termination by the School

Chillicothe Beauty Academy & Tech LLC represents honesty and integrity to the Cosmetology Industry, therefore the philosophies that we base our academic, business and service ethics are also expected of our students and staff. Chillicothe Beauty Academy & Tech LLC reserves the right to revise these policies at any time.

Any revisions will require compliance of all students enrolled at the time those revisions are adopted.

Dress & Appearance Code

Chillicothe Beauty Academy & Tech LLC does not recruit students already attending or admitted to another school offering training in Class CA Hairdressing & Barbering Examiners, Instructor Training or Class MO Manicuring.

Physical Demands and Employment Expectations of Class CA State Board of Cosmetology & Barber Examiners, Class MO Manicuring and Instructor

Training Courses

You have chosen one of the above fields as your profession. There are clock hour courses which require your attendance on a regular basis. This prepares you for a good attendance habit in future salon or related employment which future employers expect. These fields do require long periods of standing sitting, hand and arm movement. You will learn proper posture and standing techniques through a unit of study in your textbook. Proper holding of implements will help prevent wrist fatigue or injury. Your future employers will expect you to be punctual, courteous to

clients and staff and always present yourself as a professional in the industry.

Most

employers will expect you to continue your education by attending trade shows and advance training classes yearly. To be successful you will most likely be required to work some evening hours and on weekends as these are the busiest service times and will be when you will make the most money.

Safety Requirements of Class CA State Board of Cosmetology & Barber Examiners, Class MO Manicurist and Instructor Training Courses

All of the fields are licensed under the Missouri State Department of Public Health. Personal and public hygiene is very important while you are a student as well as entering any of the above fields. You will study sterilization and the requirements of the law. In your training, you will come in contact with chemicals we apply to the hair, skin, and nails. Education in product knowledge can help to protect you and the client.

Chillicothe Beauty Academy & Tech LLC
Class CA Hairdressing & Manicuring Course

Curriculum

Teaching program to be used: Milady Standards

1	Shampoo of all kinds.....	40 hours
2	Haircoloring, rinse & bleaches.....	130 hours
3	Haircutting & shaping.....	130 hours
4	Permanent waving & relaxing.....	125 hours
5	Hair setting pin curls, finger waves, thermal curling.....	225 hours
6	Comb outs and hair styling techniques.....	105 hours
7	Scalp treatments & scalp diseases.....	30 hours
8	Facial, eyebrows, and arches.....	40 hours
9	Manicuring hand and arm massage, and treatment of nails..	110 hours
10	Cosmetic chemistry.....	25 hours
11	Salesmanship and establishment management.....	10 hours
12	Sanitation and sterilization.....	30 hours
13	Anatomy.....	20 hours
14	State Law.....	10 hours
15	Misc, lectures and test review.....	470 hours
	Total.....	1,500 hours

23

Chillicothe Beauty Academy & Tech LLC
Class MO Manicurist Curriculum

Teaching program to be used: Milady Standard Class MO-Manicurist

Manicuring, hand & arm massage and treatment of nails.....	260 hours
Salesmanship and shop management.....	20 hours
Sanitation and Sterilization.....	20 hours
Anatomy.....	10 hours
State Law.....	10 hours
Study of the use & application of chemicals.....	80 hours
Total.....	400 hours

Chillicothe Beauty Academy & Tech LLC

Instructor Training

Teaching program to be used: **Milady's Master Educator**

Basic principles of student teaching.....	200 hours
Psychology as applied to Cosmetology.....	50 hours
Business management and experience.....	50 hours
Practice teaching (theory & practical.....	300 hours
Total.....	600 hours

Absence Notification

If a student is going to be absent, the student, parent or spouse must call before the scheduled start time. Failure to notify the school of absence (i.e.) NO CALL-NO SHOW shows a lack of professional ethics and will result in a **"Failure of notification of Absence"** notice. If the student does not have access to a phone other arrangements must be made. Accumulation of 5 or more written notices for this offence may result in termination from the program at the discretion of school officials.

Pre-approved Time Off

Occasionally a student may need a day off for something that is planned in advance (ie wedding, vacation, or a personal matter). The student must submit the request in writing to the instructor or director at least one week in advance. The student is responsible to schedule make up time for any absence. Exceptions will be made for emergency.

Leave of Absence

A student requiring a leave of absence may do so up to two times during the course. Either leave shall be for a period of no less than 7 calendar days and no more than 60 calendar days. The leave shall be requested by the student in advance (exceptions will be made for unforeseen circumstances) and in writing must be for an unusual circumstance, signed by the student and approved and signed by a school official. During the absence, the student will not accrue absence hours, therefore the satisfactory progress will be affected. A student who returns from a leave of

absence or other official interruptions of training must return to school in the same satisfactory progress status they had prior to their departure. This applies to the Class CA-Hairdressing and Manicuring Class MO-Manicurist, Instructor training (IT) course.

Exceptions will be allowing additional leave and shorter or longer lengths of leave for Armed Forces students participating in official training or duties. A leave of absence will be approved unless there is a reasonable expectation that the student will not return.

Notice: School Cancellation Due to Snow

School cancellation due to snow, natural disaster, or inclement weather will be aired on local radio station of city where Chillicothe Beauty Academy & Tech LLC is located

Chillicothe Beauty Academy & Tech LLC School Rules & Regulations

All rules and regulations of the State Board of Cosmetology & Barbering Examiners must be strictly adhered to.

Failure to comply with any or all school rules may result in dismissal.

Any act of insurrection or dissemination may result in immediate dismissal.

Foul language is not permitted and may lead to having to leave the school premises.

Students are not permitted to leave the school without permission and without clocking out.

Any fraudulent misuse of the time clock or time cards will result in dismissal, and the occurrences will be reported to the State Board of Cosmetology & Barbers Examiners.

Students will only receive credit for hours clocked on his or her own time card by that student. It is the student's responsibility to make sure that he or she is clocked in or out.

If over 6 $\frac{1}{2}$ hours of attendance have been acquired in a day, a 30-minute lunch period must be taken. Student who are clocked in, but are not on the physically on The premises will not receive credit for such minute's or hours.

All hours gained toward the completion of course will be in the classroom or the clinic training, or in completion of assigned projects.

Students who are pregnant must have a doctor's release to enter or remain in training.

Student must speak to an instructor personally about being tardy to school, and have documentation showing proof, then instructor or owner will decide if student will be allowed to clock in.

If a student clocks out longer than 45 minutes without documentation, they will not be allowed to clock back in for the remainder of the day.

Students are expected to be congenial and respectful of other students, staff, and clients. Personal differences are to be settled outside of the school setting and school property.

Students who are not in compliance with the school Dress Code and Personal Appearance Policy WILL NOT be allowed to clock in for training. The practice services performed on the public pay a large percentage of training cost. Intentional or prolonged failure to make a diligent effort to please clients or intentional or prolonged failure to follow the instructor's requirement, supervision or guidance will result in dismissal. Students may not refuse clinic service assignments.

Tools or books lost or damaged must be replaced at the student's expense.

All workstations must be kept neatly arranged during and after service to a patron.

Instruction is given entirely by instructors.

Students will be required to acknowledge by date and signature all offered services.

Smoking is permitted behind the school. This includes electronic cigarettes, student must clock out for no longer than 15 minutes.

Students cannot be called to the telephone except for emergencies.

No cell phones, or any other devices are allowed. Cell phones must be kept in your locker and only used on break or lunch break.

The front desk is for business only. Student(s) should cooperate by staying away from the front desk unless on business.

Visitors should limit their stay only to drop off lunch or an item needed, and are not allowed beyond the reception area.

All personal property must be put away at all times, either in a student's locker or kept in their vehicle. This includes purses, bags, anything of value. The CBA & Tech will not be responsible for lost or stolen items.

Student services must be approved by an instructor, some services will be free other services requiring a chemical may have a small fee for product.

Personal Appearance and Dress Code

Chillicothe Beauty Academy & Tech LLC students demonstrate their professional knowledge through their own personal appearance. Chillicothe Beauty Academy & Tech LLC maintains standards in dress, make-up, nail care, image and personal hygiene.

All students shall come to school in compliance with the appearance requirements as listed below. Should a student come to school without any or all of the appearance requirements the student will not be allowed to clock in, and directed to leave the school and be allowed to return only when in compliance.

We are proud to be in the business of helping people improve their appearance, it is therefore very important that we demonstrate our professional knowledge through our own appearance.

Female Dress Code: The following policies pertain to the female's dress code:

Basic Uniform: ANY BLACK AND WHITE COMBINATION,***no flannel or tee shirts PJ's or sweats will be allowed.

Shoes: No open toe shoes. Tennis shoes must be clean and in good condition, professional shoe.

Accessories: Accessories such as scarves, belts, and jewelry are encouraged. A ll

must be in good taste, necklace must be short enough not to be in a client's space. Student shall stay properly dressed in uniform until dismissed unless previous arrangements with the instructor or owner was made.

****Make-up:** Professional use of make-up mascara, eye shadow, foundation, blush and lip color.

**** Nails:** Nails must be kept manicured, neat and clean

****Hair:** should be kept styled and clean. (no bed head)

****Image:** Professional image through attire, grooming, actions and mannerisms.

****Male Dress Code:** Black and white Uniform. The following policies pertain to the male student's dress code.

Uniform: Slacks (Black or White) clean and pressed. No sweat pants, or PJ's.

Shirt: Clean and pressed no flannel, PJ's tee shirts, without print.

Shoes: No open toe shoes. Tennis shoes must be clean and in good shape, shoes must be kept clean.

Accessories: Accessories that are appropriate with the male image. Must be in good taste.

Hands: Hands must be kept clean and manicured.

Hair: Hair must be clean, well-trimmed and styled to keep up with current trends.

Facial Grooming: Male student must be clean shaven or with professional trimmed mustache, beard or sideburns.

Image: The student must be able to present the acceptable professional image through attire, grooming, actions, and mannerisms.

No Baseball cap or hats are to be worn at the school.

Personal Hygiene for all students;

Breath needs to be fresh through daily brushing and good oral hygiene. The use of breath mints is encouraged.

Body hygiene: Daily bathes or showers are required. The use deodorants or antiperspirants is required.

Attendance

Chillicothe Beauty Academy & Tech LLC requires all student keep their scheduled hours. Adherence to this policy will insure completion of the program by the designated graduation date.

The benefits that you will receive from achieving a good attendance record as seen in the following ways.

1. Your job opportunities will be enhanced.
2. You will graduate without incurring over contract penalties.
3. Time Clock

The student shall not leave the school building while clocked in.

The student cannot have another student clock them in.

If an error occurs while using the time clock it must be brought to an instructors or authorized school official's attention immediately.

Clinical Training

Chillicothe Beauty Academy & Tech LLC has developed the clinic floor of training to develop the student's technical skills, communication skills and salesmanship as they learn to deal with real life situations.

The following policies apply when on the clinic floor:

- 1 Services must be evaluated and checked by the instructor.
- 2 Clinic service goals must be kept and achieved to insure skill development.
- 3 Student must clean up hair after each haircut prior to next service.
- 4 Student must charge all customers for services performed.
- 5 We are a smoke free facility
- 6 Rudeness and/or profanity to clients, staff or fellow students will not be tolerated.
- 7 Student must maintain accurate and current clinic grade sheet.
- 8 Student may be permitted to have their hair styled or other services provided in the clinic but must obtain a signed permission slip from the instructor and pay for the service as designated on the slip.
- 9 Instructors are not allowed to do student's hair unless it is being done for instruction purposes.
- 10 Chewing gum is permitted a long as it is done in a non-distracting manner, but not permitted during a client service.
- 11 Students may not use the business phone.

12 Only **Emergency** calls from parents, spouse or children may be received. Messages will be taken on all other incoming calls. Because of the heavy load of business calls our phone maintains it is necessary that our desk limit messages. Please ask family and friends to call only when it is extremely important to get word to you. If a student receives calls on a frequent basis there will be disciplinary actions taken.

13 Front Desk- No loitering is allowed in the front office.

14 Students are not allowed to alter appointment without instructor permission..

15 Unauthorized area: Due to student privacy act, only school staff is allowed access to the office areas.

16 School is not responsible for lost, stolen, broke or personal product equipment and supplies.

17 Lunch break, student must clock out for 30 minutes lunch break. Full time students will receive two 15 minute breaks.

Termination / Dismissal

Chillicothe Beauty Academy & Tech LLC represents honesty and integrity to the Cosmetology Industry, therefore the philosophies that we base our business and service ethics are also expected of our students and staff.

THE POLICIES STATED BELOW WILL AUTOMATICALLY CONSTITUTE TERMINATION FOR CHILLICOTHE BEAUTY ACADEMY & TECH LLC

1 A student shall not steal from the school, another student, staff or client.

2 A student shall not lie or cheat about matters.

3 A student shall not exhibit disrespect through expression, action, or words that; belittle, display contempt or rebellion toward another person.

4 A student shall not commit fraud or forgery of the school records, grades or time card.

5 A student shall not access any unauthorized areas without permission or in the company of school personnel.

6 A student showing inability, through lack of academic achievement or professional competency to maintain the training goals may be forced to discontinue his/her training.

7 A student shall not exhibit blatant or habitual abuse to the policies of this school.

8 A student shall not exhibit any observable use, or effects of use or mind-altering chemicals (i.e. drugs, alcohol, etc.) involving school time or activities. This includes lunch breaks and extracurricular activities involving school sponsorships.

- 9 A student shall not exhibit physical violence that would pose a threat to the wellbeing and safety of the other students, staff and clients.
- 10 Students can accept gratuity.
- 11 The accumulation of 5 or more "Failure of Absence Notification" may result in termination from the program.
- 12 If a student fails to re-establish satisfactory academic progress by the next evaluation period after being put on probation the student will be terminated from his/her course of study.
- 13 No student shall engage in the act of any bullying of another student attending our school whether on or outside of school property, before, during or after school hours.
- 14 No student shall engage in any form of copyright infringement including peer to peer file sharing.

These items above are listed as examples and are not intended to be a complete list, for which immediate termination may result. We realize that each situation presents a unique set of circumstances and fairness dictates that the situation be reviewed in the surrounding circumstances. At all times the school reserves the right to exercise discretion in determining the appropriate action to be taken.

Satisfactory Academic Progress Policy

Chillicothe Beauty Academy & Tech LLC has a minimum grade and attendance standard which must be met and followed by all students to continue classes and graduate from their course of study. These standards apply to all students in attendance of all courses regardless of their sex, race, age, color, ethnic origin, religion or method of payment for tuition, books, equipment and other fees.

Evaluation Period: Students are evaluated for Satisfactory Academic Progress Monthly for all courses and are given a progress report indicating the student's progress in all areas. The monthly progress will be used to determine if the student has met the minimum requirements for satisfactory academic progress.

The frequency of evaluation ensures students have ample opportunity to meet both attendance and academic progress requirements of at least one evaluation by midpoint during study.

Attendance Progress Evaluation Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% (rounded to the nearest whole percentage) cumulative attendance since the beginning of the course which indicates that, given the same attendance rate the student will graduate within the maximum time frame allowed.

Class CA Board of Cosmetology & Barber Examiners Hours: 1500 hours

Class MO Manicuring: 400 hours

Instructor Trainee: 600 hours

- A student who has not completed the course within this timeframe will be terminated from the program unless an extension is granted in writing by an official at the school.

- The maximum time allowed for a transfer student who needs less than full course requirements will be determined based on 75% of scheduled hours.

Academic Progress Evaluations: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated throughout and at the end of each unit of study. Various practical level sets, depending on the attended hours, must be initialed by instructor as the student performs the required procedures. Various grades of practical skill tests will be conducted throughout the course study. Students must maintain a minimum of both written grade and practical average of 75% (when rounded to the nearest whole). Student must make up failed or missed tests and assignments. Numerical grades are considered to the following scale.

Written and Practical
95% thru 100% Excellent
90% thru 94% Above Average
80% thru 89% Average
75% thru 79% Below Average
75% & Below Failure or Failing.

"Family Rights and Privacy Act"

Chillicothe Beauty Academy & Tech LLC

Provides privacy and protection of students grades according to the

"Family rights and Privacy Act"

Determination of Progress Status: Student meeting the minimum requirements for academic and attendance at the evaluation points are considered to be making satisfactory progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Determination at the time of the evaluation. Students deemed not making satisfactory progress may be put on probation.

Warning: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning (probation). The student will be advised in writing on the actions required to attain satisfactory attendance or academic progress by the next evaluation. If at the end of the warning (probation) period, the student has not met both attendance and academic requirements he/she may be deemed ineligible to continue with the course.

**Curriculum Prescribed for Cosmetology Schools
Pursuant to 20 DSR 2085-12.050**

<u>Subject</u>	<u>Column A Class CA Hairdressing & Manicurist</u>	<u>Column B Class Mo-Manicurist</u>
Shampooing of all kinds		40
Hair coloring, bleaches and rinses	130	
Hair Cutting and Shaping	130	
Permanent waving and relaxing	125	
Hair setting, pin curls, finger waves, thermal curling	225	
Comb outs and hair styling techniques	105	
Scalp treatments and scalp disease	30	
Facials, eyebrows, and arches	40	
Manicuring hand & arm massage, and treatment of nails	110	220
Cosmetic Chemistry	25	
Salesmanship and establishment management	10	20

Sanitation and sterilization	30	20
Anatomy	20	10
State Law	10	10
Study of the use and application of certain Chemicals		40
Misc. lectures and test review	470	80
Total	1,500	400

**Curriculum Prescribed for Instructors Training(IT)
pursuant to Statutes of Cosmetology 329.080**

Subject	Column A
Basic principles of student teaching Psychology as applied to Cosmetology	200
Business management & experience	50
Practice teaching (theory & practical)	300
Total	600