



CATALOG

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Introduction

To participate in the various federal programs available to accredited schools Perfections Beauty Colleges admits as regular students only those persons having a high school diploma or its equivalent, a transcript showing high school completion, or a certificate of attainment. Perfections Beauty Colleges also will admit students with the following: evidence of the completion of home schooling that state law treats as a home or private school; verification of a foreign student's high school diploma translated in English by an outside agency qualified to translate and confirmed academic equivalence to a U.S. high school diploma. Perfections Beauty Colleges does not recruit students already attending or admitted to another institution offering a similar program of study. Perfections Beauty Colleges offers training to handicapped students, providing classrooms are on the first floor.

Statement of Non-Discrimination - Perfections Beauty Colleges admits students of any race, creed, sex, religion, national origin, and the handicapped to all the rights, privileges, programs and activities generally accorded or made available to students at the institution. We do not discriminate on the basis of age, race, color, sexual orientation, gender identity, religion, national or ethnic origin, or handicap in the administration of educational policies and grant programs.

Title IX Policy - Students, instructors, and staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any institution - related activity. Sexual Harassment is defined as unwelcome sexual advances (including sexual assault), requests for sexual favors, and / or physical, verbal or written conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in the institution's programs or activities, or
- Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in the institution's programs or activities, or
- Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct, or
- Such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in the institution's programs or activities.

Perfections Beauty Colleges

Campus Address

CAMPUS 1:

7809 Waynetowne Boulevard
Dayton, OH 45424
(937) 233-1377
ACCREDITED INSTITUTION

ADMINISTRATION OFFICES:

7809 Waynetowne Boulevard
Dayton, OH 45424
(937)233-1377
www.perfectionsbeautycolleges.com

NACCAS (Accreditation Agency)

3015 Colvin Street
Alexandria, Virginia 22314
(703) 600-7600

Perfections Beauty Colleges is closed on the following Holidays:

New Years Day (12/31/22-1/4/23)

Thanksgiving Day (11/24/22-11/30/22)

Independence Day (7/3/23 - 7/5/23)

Christmas Day (12/24/21-12/30/21)

Labor Day (9/5/22-9/6/22)

Memorial Day (5/29/23 - 5/30/23)

Easter (4/7/23 - 4/11/23)

Spring Break (3/13/23 - 3/17/23) Week may vary but in March

Program Start Dates: (As of 1/11/22)

Full Time Basic Cosmetology and Advanced Cosmetology

Courses for full time Basic Cosmetology and Advanced Cosmetology start every Monday of the month next beginning 9/11/2022.

Part Time Basic Cosmetology and Advanced Cosmetology

We temporarily do not offer part time Basic Cosmetology or Advanced Cosmetology as of 11/1/2021.

Full Time Basic Manicuring and Advanced Manicuring:

2/21/2022.

Part Time Basic Manicuring and Advanced Manicuring:

We temporarily do not offer part time Basic Manicuring and Advanced Manicuring as of 11/9/2021.

Basic Esthetics

1/17/2022.

Advanced Esthetics

10/1/2022

**Dates per course are subject to change at anytime the school feels necessary.*

Class Delay/Cancellation Due To Bad Weather

Class delay or cancellation due to bad weather conditions will be announced on WHIO TV 7, K99.1 FM and 1290 WHIO News-Talk Radio Stations as well as www.whio.com, www.k99online.com and www.eagledayton.com.

The institution will try to announce and post any closing/delay as soon as a decision has been made. Evening students who wish to call about an evening closing should not contact their institution Manager until after 4:00 p.m.

Institution Frontage



The Institution

Part of the floor space is taken up with classrooms, theory rooms, practical rooms, facial rooms, offices, libraries and lunch rooms. Our students practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register. Our students learn inventory control and assists in operating our supply system. Our objectives are to help the students become more “salon ready”. Our institution stimulates salon conditions to help our students “learn by doing”, with modern equipment and a variety of supplies that help enhance the student’s product knowledge.

The institution is constantly improving and updating its facilities to meet the criteria of a modern up-to-date cosmetology institution. Theory classrooms contain visual aids as well as charts, libraries, and chalkboards to aid the students with learning the theory of cosmetology. Practical classrooms are furnished with working stations and mannequins for the student to use in practicing the techniques of basic cosmetology. Both theory and practical classrooms are closed separate areas to aid in a learning atmosphere free from audio and visual distractions. The institution is equipped for individuals with disabilities (physical and intellectual) such as all handicap accessible restrooms, classroom doorways, lower sinks, accessible ramps and parking. We offer accommodation to those who have a state certified IEP that must be presented upon enrollment.

Approvals

Perfections Beauty Colleges is licensed by The Ohio State Cosmetology and Barber Board, 1929 Gateway Circle, Grove City, OH 43123. Phone: (614) 466-3834. License is displayed by the office door.

Perfections Beauty Colleges is accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin St., Alexandria, VA 22314. Phone: 703-600-7600. Accreditation is displayed in the office.

Perfections Beauty Colleges is currently in the process to be approved by FAFSA. Phone: 1-800-433-3243.

Vaccinations

The institution does not require vaccinations or proof of vaccination.

Mission Statement

Instructional Program Goals and Objectives

The primary purpose of Perfections Beauty Colleges; Basic Cosmetology, Basic Manicuring, Basic Esthetics, Advanced Esthetics, Advanced Cosmetology, Advanced Manicuring, Student Instructor - Cosmetology and Student Instructor - Manicuring program is to provide the student with the necessary skills and knowledge to obtain entry level employment in the cosmetology industry. As a result of this instruction and supervised practice the student shall:

1. Be able to demonstrate through practical application the skills and techniques used in the practice of the specified branch of cosmetology, within the acceptable standards of The Ohio State Cosmetology and Barber Board.
2. Exhibit a safety awareness which is reflected in good work habits including cleanliness, orderliness and habits of safe practice.
3. Demonstrate the necessary technical knowledge and comprehension of scientific, mathematics and mechanical principles to form sound judgements.
4. Demonstrate the ability to properly manipulate and care for the tools, instruments and equipment which is necessary for safe and correct usage.
5. Exhibit qualities of self-confidence, initiative a cooperative attitude and an appreciation for professionalism, as in needed for successful employment in the cosmetology industry.
6. Exhibit qualities of leadership for effective participation in the various organizations affiliated with the cosmetology industry.
7. Exhibit awareness and an understanding of the necessity of continuing education. This course of study is intended to qualify the student for The Ohio State Cosmetology and Barber Board Licensing Exam and future entry level employment in the Beauty Profession.

Admission Requirements

Enrollment in Perfections Beauty Colleges is open to career minded individuals who, in the opinion of the college staff, would be able to benefit from and utilize the skills taught for gainful employment. Applicants must have completed a high school diploma or its equivalent, a transcript showing high school completion, or a certificate of attainment. Perfections Beauty Colleges also will admit students with the following: evidence of the completion of home schooling that state law treats as a home or private school; verification of a foreign student's high school diploma translated in English by an outside agency qualified to translate and confirmed academic equivalence to a U.S. high school diploma. A student with a foreign high school diploma must have a certified translation into English by a recognized translation agency; or an authenticated translation from an accredited university with a language expert on the faculty who can attest to the authenticity and translation of the education document. Perfections Beauty Colleges is an English-speaking institution and our classes are taught only in English. These requirements are the same for all courses taught at Perfections Beauty Colleges.

Students must begin their training on a scheduled class start.

Enrollment Agreement

The student agrees to abide by all the rules and regulations in effect or which may become effective in the school during their period of enrollment. The student understands that he/she will be eligible to apply for examination for licensure under Ohio state law when he/she has completed the prescribed hours and has received a certificate of graduation from the school.

The student agrees to attend classes as required and when unable to attend will bring a reasonable and acceptable excuse upon returning to school. He/she understands that it is a state requirement that any days missed will be made-up as per state board requirements.

The institution reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change in tuition will not affect currently attending students.

Cash paying students are not entitled to a refund. In house payment plans differ from those of student loans. Should a student be dismissed or quit all monies that are contractually bound are due upon exiting.

Credit For Previous Training / Transfer of Hours

Transfer of hours from one institution to another is acceptable provided satisfactory transcripts are furnished and The Ohio State Cosmetology and Barber Board approves the transfer. The institution reserves the right to exclude hours, as per The Ohio State Cosmetology and Barber Board, if the transfer hours do not apply to Ohio Laws and Regulations or the institution's course requirements. All students requesting to transfer to Perfections Beauty Colleges will follow the guidelines of their Admissions Advisor who will handle the transfer personally. Each student transferring to Perfections Beauty Colleges will be put through a practical and theory examination before starting classes to determine their skill competency. A licensed instructor will use a scoring chart provided from The Ohio State Cosmetology and Barber Board to determine where the student falls on their skill competence to determine if the Institution will accept all of their transfer hours or only a certain amount. The amount determined will then be deducted from required program hours. If a student requests a transfer of his/her hours to another institution, there will be a \$100.00 transfer charge prior to the student's hours being transferred. Tuition obligation with Perfections Beauty Colleges must be fulfilled prior to the transfer of any hours to another institution.

Transfers

Transferred hours are treated as both completed and attempted hours for the purpose of determining when the allowable maximum time-frame has been exhausted in the determination of the student's pace of completion. SAP evaluation periods are based on actual contracted hours at the institution. The institution does not allow transfer of hours if the student owes the Institution money or if they have completed all the required course hours but not fulfilled the Institutions graduation requirements. The Institution reserves the right to drop the hours down to where they feel necessary.

Re-entry Policy

The student must set an appointment with their Admissions Advisor. Any student wishing to re-enter after an official withdrawal will be charged a registration fee of \$100.00. If there has been a tuition rate increase, the student may be charged the difference between the previous and present tuition rate. This rate will be charged for hours needed to complete only. If there has been an increase in supply charges the student will be charged the difference. If there has been an addition to the student kit and/or textbooks, the student will be charged the difference. If a student needs books and equipment again, they will be charged at the current price. A new contract must be signed. The student is given a return and completion date

based on the hours they should have left to complete. The student must pay any tuition owed from their previous enrollment before re-entering. The student's name is now entered into the institution's computer system as a current student. The student resumes the status they had prior to leaving concerning Satisfactory Academic Progress and curriculum. The student is evaluated on his/her first day of attendance as to their capabilities. If they are re-entering as a junior theory student they will resume where they left off. If it is a senior student, he/she will be evaluated as to practical capabilities and a determination will be made concerning whether or not the student is floor ready. If not, they will spend supervised time practicing in the lab prior to taking clients on the clinic floor. Any student who is dismissed due to drug use or distribution or fighting will not be granted re-entry into the institution. The institution has a **zero-tolerance policy**.

Tardiness Policy

Junior students are **not** permitted to be one (1) minute late. Senior students are **not** permitted to be one (1) minute late. First violation will be a warning; second violation will deem the student to serve an in school suspension with no hours (see rules and regulations). Senior students are not permitted to be one (1) minute late on theory class day (day depending on program). Students late four (4) times in a month will result in a one (1) day suspension and furthermore (see rules and regulations).

Refund Policy

- a) An applicant not accepted by the school shall be entitled to a refund of all monies paid, excluding the \$100 application fee for all courses.
- b) If a student (or in case of a student under legal age, his/her parents, or guardian) cancels his/her enrollment and demands his/her money back, in writing, within three days from the signing of an enrollment agreement or contract, **all monies** collected by the school shall be refunded less the application fee. The cancellation date will be determined by the USPS postmark on written notification, or the said information is delivered to the school administrator in person with confirmation of date given with both party's signature. This policy applies regardless of whether or not the student has actually started training.
- c) A student notifies the institution of his/her withdraw.
- d) If a student cancels his/her enrollments after three days after the signing but prior to entering classes, he/she shall be entitled to a refund of all monies to the school less an application fee of \$100.00 and registration fee of \$250. This only applies to a student who signs up 1 week prior to classes starting. Ex. If a student signs up in January for a June 1st class this will not apply. If a Student Signs up the last week of May before the June 1st class D. will apply.
- e) If a student becomes terminated or expelled for any reason by the Institution, by either party, including student decision, course or program cancellation, or school closure the Institution will follow the Institutional Refund Policy Retainment percentages to determine the amount of tuition that will be retained based on scheduled hours enrolled in a course.
- f) For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized.
- g) All Refund Calculations will be based on Scheduled Hours.

<u>Percentage of Enrollment Time to Total Time of Course</u>	<u>Amount of Total Tuition School Shall Receive or Retain</u>
0.01% to 4.9%	20% Retained or Received
5% to 9.9%	30% Retained or Received
10% to 14.9%	40% Retained or Received
15% to 24.9%	45% Retained or Received
25% to 49.9%	70% Retained or Received
50% AND OVER	100% Retained or Received

“Enrollment time” is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the institution. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined in item b, or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the termination date would be earlier of the documented date of return or the date that the student notifies the institution that he/she will not be returning. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The official cancellation or withdraw date shall occur on the earlier of the dates of any instances listed under the refund policy which include but not limited to items a-g.

- h) The institution shall reimburse the cost of the unused equipment or supplies that a student was required to purchase as a condition of enrollment or continued participation in the course of instruction to a student who for any reason withdraws or dismissed by the school and who within 20 days of withdrawal or dismissal tender for reimbursement the equipment and supplies in their original unused condition.
- i) In the case of illness or disabling accident, death in the immediate family or other circumstances beyond the control of the student the institution makes a settlement which is reasonable and fair to both.
- j) If an institution is permanently closed and ceases to offer instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition or participate in a Teach-Out Agreement. If a course is canceled subsequent to a student’s enrollment, and before instruction has begun, the school shall at its option: (1) provide a full refund of all monies paid; or (2) provide a completion of the course. If the institution cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the institution shall at its option: (1) Provide a pro rate refund for all students transferring to another school based on the hours accepted by the receiving school; or (2) Provide completion of the course and/or program; or (3) Participate in a Teach-Out Agreement; or (4) Provide a full refund of all monies paid.

In the event a student requests a transfer of his/her hours for another institution, there will be a charge of one hundred dollars (\$100.00) for such transfer. Tuition obligation with institution must be fulfilled prior to transfer of any hours.

There will be a \$50.00 fee for the first contract amendment and a \$100.00 fee for any subsequent contract amendment.

All refunds will be issued in the name of the student, unless the student is a minor, in which case refund will be issued to the parent or legal guardian.

The Institution will send the refund through certified mail with a signature required for delivery.

A student terminating his/her enrollment prior to the completion of educational objectives may do so by contacting their Admissions Advisor or Manager. A written explanation is necessary to formally withdraw. A written explanation must be submitted before the withdraw/drop date. Withdrawing or dropping without a formal written notice will result in automatic termination. All monies are due immediately on the following Monday and a permanent DT on their school account. No refunds of any monies will be given. No Exceptions.

Unofficial withdraws for clock hour students are determined by the school through monitoring clock hours attendance at least every thirty (30) days.

The student understands that he/she will be eligible to apply for the examination for licensure for Basic Cosmetology, Advanced Cosmetology, Basic Esthetics, Advanced Esthetics, Basic Manicuring, Advanced Manicuring, Student Instructor – Cosmetology and Student Instructor - Manicuring under the state law when he/she has received a certificate of graduation from the school. Upon completion of the prepared course of study, each student is awarded a diploma certifying the school's requirements have been met. Students must pass written and practical school examinations, have completed required clock hours and meet school requirements, including a mock state board exam, before taking the state board exam. Students are given a max of (5) five times to repeat the mock practical and theory test. Anything after five times, student will be required to repeat the entire course of study. Students are required to complete a minimum of 10 people per course per standards as outlined in students' contract. All monies due before graduation must be paid in full.

Any holder of the consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods and services obtained pursuant hereto or with proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder. Any collection correspondence regarding cancellation and settlement from the school clearly acknowledges the existence of the refund policy. If promissory notes or contracts for tuition are sold, discounted to third parties, the third party must/will comply with the refund policy of Perfections Beauty Colleges.

A withdrawing student's refund will be reduced by the exclusion of an administrative/withdrawal fee of \$100.00 and 5% of the institutional charges for refund calculation but not exceeding \$150.

Refunds are calculated based on the student's last day of attendance.

Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.

Contractual days include both weekdays, weekends, unexpected school closures, and holidays. You have 3 days for cancellation of this contract. USPS postmarked documents will be accepted should the school be closed but within 3 days of signing of contract. The day you sign you are enrolled as a Perfections Beauty Colleges student on the day of signing contract. An email will be counted as a postmarked letter for withdraw should you not be able to make it to the school as long as it is received by the school within 3 days of signing.

Kits, Books, and uniforms are non-Refundable after 3 days of signing contract or after start of 1st day of class whichever comes first. If a student cancels their contract they will be required to pay full price for the student kit, books, and uniforms. Students will not be granted the kit to keep when dismissed, dropped or withdrawn as the institution purchases the kits upfront and covers the cost on behalf of the student. Should the student pay for the kit during the time they are in school in full and receive appropriate certifications from the school the student will receive the kit upon manager's approval. The school reserves the right to deny the kit for any reason they deem necessary.

Should the student take the institution to court, the student is liable for any and all attorney fees the institution accumulates.

Any student who has a board approved IEP must present a copy at the time of enrollment. IEPs given at a later date will not be accepted. This is at the managers sole discretion.

All unexcused absences will be charged **\$15.00** per hour for Basic Cosmetology, **\$14.17** per hour for Advanced Cosmetology, **\$14.50** for Basic Manicuring, **\$12.00** per hour for Advanced Manicuring, **\$22.50** per hour for Basic Esthetics, **\$12.00** per hour for Student Instructor – Manicuring, **\$11.02** per hour for Student Instructor – Cosmetology for a total of 7.5 hours per day. The school allows **6 days free of charge (Basic Cosmetology and Advanced Cosmetology)**, **2 days free of charge (Basic Manicuring and Advanced Manicuring)**, **3 days free of charge (Basic Esthetics)**, **5 days free of charge (Student Instructor - Cosmetology)** and **2 days free of charge (Student Instructor - Manicuring)** to be missed during your program term.

The institution also charges **\$15.00** per hour for Basic Cosmetology, **\$14.17** per hour for Advanced Cosmetology, **\$14.50** for Basic Manicuring, **\$12.00** per hour for Advanced Manicuring, **\$22.50** per hour for Basic Esthetics, **\$18.33** per hour for Advanced Esthetics, **\$12.00** per hour for Student Instructor – Manicuring, **\$11.02** per hour for Student Instructor – Cosmetology for a total of 7.5 hours per day if you go over your graduation date (minus the allowed unexcused days per program above) **on top of your missed unexcused days.**

***Hourly Rates will be adjusted as accordingly. Any hours accrued after their graduation date will be charged at the current institutions rate.**

Students may file a complaint with The Ohio State Cosmetology and Barber Board. You may contact them at 1929 Gateway Circle, Grove City, OH 43123 or by phone (614) 466-3834.

Enrichment Seminars

Through special arrangements with national professional cosmetology organizations and manufacturers, Perfections Beauty College provides to its students, at *no additional charge*, information, demonstrations and product knowledge of current trends in the cosmetology industry. Below is only a partial listing of companies represented:

O.P.I.	Guest Speakers/Artists
Matrix	Guest Speakers/Artists
Area Salons & Day Spas	Guest Speakers/Artists
BioElements Professional Skin Care	Guest Speakers/Artists
Pretty In A Minute	Guest Speakers/Artists

Scholarship And Fee Waiver Policy

Partial scholarships (promotional sales) are given as promotions for various class starts, organizations and contests. The institution may offer a scholarship for family for no tuition charge to the enrolling student. A fee waiver policy, if instituted, is made available to all students in a particular class. Scholarships are valid for 1 year from the date issued by the directors.

Promotions

Any promotional sales running for student enrollments, in any course, **will not** apply to current students already enrolled unless authorized by Director. Decisions are up to the sole discretion of the Director and are **FINAL**.

Student Financial Aid Information

Grants Available Through FAFSA

Need Based:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grants
- Subsidized Direct Stafford Loans

Non-Need Based:

- Direct Unsubsidized Stafford Loans
- Parent PLUS Loans

Other:

- Iraq and Afghanistan Service Grant
- Other Title IV, HEA assistance

Payment Plans Through Institution

Private Financial Assistance:

- Private Payment Plan (All students qualify)

Selection Criteria for Selecting Recipients and Determining Award Amount

Financial aid recipients that are selected to receive to a financial aid award will vary from program to program. Most of the aid awarded at Perfections Beauty Colleges is based on financial need and the eligibility of the program. Students must have a processed FAFSA on file and completed the verification process before an award is offered.

The information you provide on the FAFSA is used to calculate your *expected family contribution* (EFC). In turn, it is used to calculate your eligibility for numerous other need-based aid programs, including other federal programs, state-based programs, and college-based aid.

Perfections Beauty Colleges uses the Expected Family Contribution (EFC) as determined by the U.S. Department of Education from information provided on the Free Application for Federal Student Aid (FAFSA).

The Office of Student Financial Aid and Scholarships uses the following formula to calculate your financial need:

$$\begin{aligned} & \text{Cost of Attendance (COA)} \\ & - \text{Expected Family Contribution (EFC)} \\ & = \text{Financial Need} \end{aligned}$$

All federal and state aid are awarded according to federal and state guidelines and eligibility criteria. Funds are awarded until funds are exhausted. The amount of the award will vary based on the program. The Federal Direct Loan will be awarded based on classification.

Federal Eligibility Requirements:

- Must complete a Free Application for Federal Student Aid (FAFSA)
- You must be a U.S. citizen or eligible non-citizen.
- You must be classified as a degree-seeking student at Perfections Beauty Colleges to be eligible for financial aid. Some program do not qualify for FAFSA if they do not meet the clock hour minimum requirement.
- You must not be in default on a federal loan or have an overpayment on a federal
- Generally, you cannot receive aid from two schools for the same term. If you are attending multiple schools, you must notify the Office of Student Financial Aid and Scholarships.

- You must maintain Satisfactory Academic Progress (SAP). Read the Satisfactory Academic Progress Policy Below.

Financial Aid Awards Terms and Conditions Accepted By Students

1. I must maintain Satisfactory Academic Progress (SAP), which is a cumulative academic grade average of 75% or better on tests, work projects (practical's / operations) and other required course work, complete my program of study within 133% of the hours needed to graduate (Please review the SAP policy).
2. I may be awarded only up to my cost of attendance (COA). I am required to report any outside scholarships & loans that I receive & that they may reduce the amount of financial aid that I receive in order that my total award does not exceed my COA. I will use all awarded funds only for expenses related to my study. I must return any funds received that I am not eligible for.
3. If I decide to withdraw from Perfections Beauty Colleges before the 60% mark of the semester I will not be eligible to receive my full disbursement of federal aid that I was awarded.
4. I cannot be enrolled in two or more post secondary schools at the same time. Funds are awarded based on financial need & clock hours. I am obligated to report any change in my circumstances.
5. I do not owe a refund on any grant or loan, am not in default on any loan or have made satisfactory arrangements to repay any defaulted loan, & have not borrowed in excess of the loan limits under Title IV programs at any institution.
6. I authorize Perfections Beauty Colleges to defer my tuition, fees, books, room & board charges to my federal, state & institutional aid. I understand that I may rescind this authorization at any time.

I authorize release & exchange of information between Perfections Beauty Colleges, educational institutions, & educational state agencies, & agree that such information exchanged may include financial, enrollment, academic status, identification, legal residency, & location information necessary to assure proper administration of federal, state & institutional financial aid programs. If I purposely give false or misleading information, I may be fined \$20,000, sent to prison, or both.

Disbursements of Financial Aid

- You will receive financial aid in two payments unless otherwise noted. Disbursements are made directly to your student account.
- If you are a first time loan borrower, you must complete the entrance counseling session AND you must also sign your Direct Loan Master Promissory Note. You may complete both at studentloans.gov.
- I understand this award is contingent upon the availability of federal, state and institutional funding for these program(s) and, in addition, the award amount(s) may be modified, changed, or canceled at any time without prior notification as regulations or funding for the student financial aid programs change or if my financial aid eligibility

Communication

- You are responsible for checking your mail and student texting app regularly. This is our primary point of communication.

Disbursement for Books and Supplies

If you receive Federal Pell Grant funds disbursed to you and combined with your other Federal Aid they create an overpayment of your account, you may use these funds to purchase books and supplies. REMEMBER, Federal Pell Grants cannot be disbursed until all of your financial aid paperwork has been submitted.

Loan Exit Counseling

Student borrowers in federal loan programs are required to complete online Exit Counseling when they graduate, leave school, or drop below half-time enrollment. Exit Counseling assists borrowers as they prepare to begin repayment of their loans and offers money management tips.

This session helps borrowers understand their rights, responsibilities in repayment, and options for a repayment plan. This includes students with Direct Loans, Grad PLUS loans, and Federal Consolidated loans.

Visit the Federal Student Aid website, log in with your federal PIN or FSA ID, and select the "Complete Counseling" link, then "Exit Counseling" to begin.

Note: This is not the same as the federal Financial Awareness Counseling Tool, which can be found on the same site. Taking a demo counseling session will not fulfill your requirement.

National Student Loan Data Services (NSLDS) Disclosure

Loan Information will be submitted to the National Student Loan Data Services (NSLDS) and will be accessible to authorized agencies, lenders, and institutions.

Student borrowers in federal loan programs are required to complete online Exit Counseling when they graduate, leave school, or drop below half-time enrollment. Exit Counseling assists borrowers as they prepare to begin repayment of their loans and offers money management tips

Perfections Beauty Colleges

Professional Image Policy

Effective 1/11/22

A PROFESSIONAL IMAGE IS CRITICAL TO SUCCESS IN OUR INDUSTRY.

AS PART OF OUR TRAINING WE REQUIRE OUR STUDENTS TO DRESS AND PRACTICE A PROFESSIONAL IMAGE.

PROFESSIONAL ATTIRE:

Perfections Beauty Colleges Black Smock/ Black Barber Jacket for males/ Black Apron/T-shirt

- **Smock or Barber Jacket** Must be worn into the building upon arrival at school, during school and when you leave for the day.
 - **Black Aprons** Perfections Beauty Colleges only.
 - **Perfections T-shirt** To be worn with black nursing pants or approved jeans –Friday only unless otherwise advised.
- If you arrive at school without your Smock/Barber Jacket/Apron/T-shirt you will **NOT** be able to attend school that day.

NO DENIM - NO SPANDEX - NO SWEAT SUIT- NO YOGA MATERIAL ALLOWED – NO PERFUME OF ANY KIND – NO SMELLY LOTIONS

COLOR: BLACK

(NO DINGY OR FADED BLACK WILL BE ALLOWED)

SHIRTS Female students should wear women’s clothing – no men’s crew neck t-shirts allowed. Only student shirts provided by the school may be worn.
Appropriate sleeves- underarms cannot be visible
Appropriate length- no Crop or Halter tops are permitted. Midriff, cleavage and lower back must be covered.
Unacceptable tops / Jackets- Sweat Shirts, Hooded Tops, Running Suits, loud prints, any wording other than provided by Perfections Beauty Colleges.

PANTS Black Nursing Pants only.

SKIRTS

OR DRESSES Not Allowed

SHOES No open toed shoes, backless straps, boots, sandals or dress shoes.
Black Clean Tennis shoes only (student should consider comfort factor)

SOCKS Socks, Nylons, or Footie’s must be worn at all times.

NAME

BADGES Must be worn as a courtesy to your fellow students, educators, and guests
Badges should be worn on left shoulder of your Smock/Barber Jacket/ Apron or T-shirt.

HAIR &

MAKE-UP This is an image business and you need to look appropriate.
All students need to strive for a professional appearance concerning their hair, make-up, and nails.
Hair must be pulled back behind the ears. Ears must be exposed. Half up and down is acceptable as long as ears are shown.

ACCESSORIES Jewelry (earrings, necklaces, rings, pins) are permitted. Masks must be solid black. No logos or sayings.
No Hats or Bandanas are permitted.

TATTOOS &

BODY Will be handled on an individual basis.

PIERCING Students may be asked to cover tattoos and remove excessive unprofessional looking jewelry concerning body piercing.

COMMENTS:

All attire must be professional looking. Male students must dress and accessorize as a professional male and female students must dress and accessorize as a professional female. The decision to send you home for the day is the decision of the Manager or Supervisor, their decision is final. Products and chemicals used during many services can be damaging to exposed clothing. Perfections is not responsible for damaged or stained clothing so dress appropriately and be careful when performing any service. Please remember this is a Beauty & Fashion Industry. Please dress with style and flair so we establish a contemporary salon atmosphere. Even though we have instituted rules and regulations along with this Professional Image Policy, there is plenty of room for your own personality and creativity to be implemented. If you have any doubts whether an article of clothing is acceptable, ask your Instructor first.

PERFECTIONS BEAUTY COLLEGES MAINTAINS THE RIGHT TO CHANGE OR ALTER OUR PROFESSIONAL IMAGE POLICY AT ANY TIME. ALL PROSPECTIVE AND/OR CURRENT STUDENTS WILL COMPLY IMMEDIATELY.

Student Services

Perfections Beauty Colleges offers a complete range of student services. Below is a partial listing:

Orientation: Orientation is held during the first week of each starting class. Students register. Make tuition payments, receive advising and information from the faculty and staff.

Lockers: Sufficient temporary locker space is available for students at each campus. You must provide your own combination lock. The office must always have the combination or spare key. Any violation of this will result in the lock being cut off at the expense of the student. All contents of lockers must be removed at the end of the day so the next group of students arriving for the day will have a locker. No Bags are to be placed on top of the lockers.

Library: Each campus is equipped with a library. The library includes tapes, wall charts, manuals, books, magazines, T.V. and a V.C.R. Reference material may be checked out of the library through your instructor. Material from the library is not permitted off campus.

Product/Service Discounts: Professional products from our inventory and student clinic services are available to all currently attending students at discounted prices.

Parking: Parking is available at the campus.

Student Lounge: Campus lounge is furnished with a refrigerator, microwave and seating area. Vending machines are available as well.

Advisement: Advisement and guidance begins with the admission interview and continues throughout the student's course of study. The school keeps evaluation records and has private conferences with each student at least two times per enrollment period. Students may request additional advisement sessions at any time by contacting the School Manager. A substance abuse referral program is available; all requests are kept strictly confidential.

Voter Registration: You may register to vote by going to the internet address www.sos.state.oh.us if you have not already done so. Forms are also available in the institution office.

Constitution Day: Constitution Day is held on September 17th of each year. If Constitution Day falls on Saturday, Sunday, or holiday Perfections Beauty Colleges will hold Constitution Day preceding or the following week. The institution will provide students with the Constitution of the United States as well as fast facts. The institution provides an activity where students will analyze primary source documents that span the course of American history to determine their connection to the U.S. Constitution.

Satisfactory Academic Progress Policy

Standards:

This institution expects all of its students in Basic Cosmetology, Advanced Cosmetology, Basic Esthetics, Advanced Esthetics, Basic Manicuring, Advanced Manicuring, Student Instructor – Cosmetology and Student Instructor - Manicuring to maintain Satisfactory Academic Progress (SAP). The institutions SAP Policy is applied Consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time / full time). Only students making Satisfactory Academic Progress are eligible to receive Title IV funding. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences, INC., (NACCAS) and the federal regulations established by the United States Department of Education. The student must:

7. Maintain a cumulative academic grade average of 75% or better on tests, work projects (practical's / operations) and other required course work.

93-100+	Excellent
84-92	Good
75-83	Satisfactory
Below 75	Failing

Students are permitted to take any failed exam over with a maximum grade of 75% (written) and 80% (practical) substituting for the failed test grade up to two (2) times. If a student does not take a test when it is scheduled their grade is considered "0", therefore when the test is made up the maximum grade of 75% (written) and 80% (practical) substitutes the test grade. (Make up test must be completed prior to the end of the evaluation period.)

8. Maintain a cumulative average attendance level of at least three-fourths (3/4) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours maximum per week would have to maintain an average weekly attendance of at least 22.5 hours per week ($3/4 \times 30 = 22.5$). Regardless of the average level of attendance, students who have been absent more than 14 calendar days will be dismissed. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the Catalog.
9. Students must be on pace (*Pace is defined as a percentage of the cumulative number of hours completed by the student divided by the cumulative number of hours attempted/scheduled.*) to complete the course within 133% of the normal time frame. For example, if a student has contracted to complete their course within 60 weeks, he or she must complete within 90 weeks.
10. Students meeting the minimum requirements for attendance and academic progress on a cumulative basis at any evaluation point will be considered to be making Satisfactory Academic Progress until the next evaluation. The pace at which a student must be attending to be considered making Satisfactory Academic Progress is defined as a minimum of 75%.

Academic Progress:

A student's compliance with SAP is divided into evaluation periods and is assessed with the student at each of the following times:

Full Time

Advanced Cosmetology 1800 Hour Course	Basic Cosmetology 1500 Hour Course	Advanced Manicuring 300 Hour Course	Basic Manicuring 200 Hour Course	Basic Esthetics 600 Hour Course	Advanced Esthetics 900 Hour Course	Student Instructor- Cosmetology 1000 Hour Course	Student Instructor- Manicuring 300 Hour Course
450 Hrs / 15 Wks	450 Hrs / 15 Wks	150 Hrs / 5 Wks	100 Hrs / 3 ½ Wks	300 Hrs / 9 Wks	450 Hrs / 8 Wks	500 Hrs / 13.5 Wks	150 Hrs / 5 Wks
900 Hrs / 30 Wks	900 Hrs / 30 Wks	300 Hrs / 10 Wks	200 Hrs / 7 Wks	600 Hrs / 17 Wks	450 Hrs / 16 Wks	1000 Hrs / 26.3 Wks	300 Hrs / 10 Wks
1350 Hrs / 45 Wks	1200 Hrs / 40 Wks						
1800 Hrs / 60 Wks	1500 Hrs / 50 Wks						

Note: Student must have completed both actual hours and scheduled weeks.

Part Time

Advanced Cosmetology 1800 Hour Course	Basic Cosmetology 1500 Hour Course	Advanced Manicuring 300 Hour Course	Basic Manicuring 200 Hour Course	Student Instructor- Cosmetology 1000 Hour Course	Student Instructor- Manicuring 300 Hour Course
450 Hrs / 30 Wks	450 Hrs / 30 Wks	150 Hrs / 10 Wks	100 Hrs / 7 Wks	500 Hrs / 27 Wks	150 Hrs / 10 Wks
900 Hrs / 60 Wks	900 Hrs / 60 Wks	300 Hrs / 20 Wks	200 Hrs / 14 Wks	1000 Hrs / 52.6 Wks	300 Hrs / 20 Wks
1350 Hrs / 90 Wks	1200 Hrs / 80 Wks				
1800 Hrs / 120 Wks	1500 Hrs / 100 Wks				

Note: Student must have completed both actual hours and scheduled weeks.

Special Notes:

The SAP evaluation is maintained in the student's file and may be accessed by student at any time.

At any time a student is deemed unable to complete the course based on the MTF (maximum time frame) of 133%, they will be in unsatisfactory academic progress and ineligible for Title IV Funds.

Students who exceed the MTF shall be terminated from the program. Should the student want to continue with the program they will continue on a cash pay basis. The student must set an appointment with their Admissions Advisor to be re-enrolled in their course of study. Any student wishing to re-enter after an official withdrawal will be charged a registration fee of \$100.00. If there has been a tuition rate increase, the student may be charged the difference between the previous and present tuition rate. This rate will be charged for hours needed to complete only. If there has been an increase in supply charges the student will be charged the difference. If there has been an addition to the student kit and/or textbooks, the student will be charged the difference. If a student needs books and equipment again, they will be charged at the current price. A new contract must be signed. The student is given a return and completion date based on the hours they should have left to complete. The student must pay any tuition owed from their previous enrollment before re-entering. The student's name is now entered into the institution's computer system as a current student. The student resumes the status they had prior to leaving concerning Satisfactory Academic Progress and curriculum. The student is evaluated on his/her first day of attendance as to their capabilities. If they are re-entering as a junior theory student they will resume where they left off. If it is a senior student, he/she will be evaluated as to practical capabilities and a determination will be made concerning whether or not the student is floor ready. If not, they will spend supervised time practicing in the lab prior to taking clients on the clinic floor.

Warning:

Students who fail to meet SAP standards during a given evaluation period will be placed on Warning for the following evaluation period. A student remains eligible to receive aid during the Warning period and will be considered as making SAP during the Warning Period. Students who fail to meet SAP by the conclusion of the Warning period will be deemed not to be making Satisfactory Academic Progress, and will lose any remaining eligibility for student Title IV Funds and may be terminated at the discretion of this institution.

Unsatisfactory:

Students who fail to meet minimum requirements for attendance or academic progress after the warning period (unless they successfully appeal) will be placed on an Unsatisfactory Status. Any student considered to be making Unsatisfactory Progress in accordance with the regulations of the school shall be notified, in writing. Such written notification shall include the reasons for such determination. Students with a determination of Unsatisfactory are 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 probationary period. The student must successfully appeal the determination of unsatisfactory following the warning period to be placed on Probation. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. The student and the administrative will make a written plan on the actions required to attain satisfactory progress by the next evaluation. If at the end of the probationary period, the student has NOT met both the attendance and academic requirements, the student will be determined as NOT making Satisfactory Academic Progress and, if applicable, students will be deemed ineligible to receive Title IV Funds.

Appeal Procedures:

Students who wish to appeal the decision that they are not making SAP must submit written appeal to the institution's Director within 5 days of receiving unsatisfactory academic progress determination. The written appeal must include an explanation of the circumstances (*example: family death, illness, or other extenuating circumstance*) that caused the student's unsatisfactory academic progress, as well as what has changed in the students situation that would result in the improvement of progress by the next evaluation. In order for the appeal to be considered, the student must still be able to complete his or her course in the maximum time frame. The Director shall consider the appeal and either grant probation not to exceed one payment period in which the student will remain eligible for Title IV Funds, or deny the student's appeal and terminate Federal Aid. The Director will provide notice to the student concerning the results of the student's appeal and attach a copy of the documentation to the student's SAP evaluation which are then placed into the students file. Students receive a copy of their results for their own keeping.

Reinstatement:

A student that prevails upon the appeal process, reentering the program after an interruption of training, or having reestablished SAP, and determined as making Satisfactory Academic Progress will be reentered into the course and financial aid funds will be reinstated to the student.

Interruptions, Course Incompletes, Repetitions, or Withdrawals Policy:

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

Transfers:

Transferred hours are treated as both completed and attempted hours for the purpose of determining when the allowable maximum time-frame has been exhausted in the determination of the student's pace of completion. SAP evaluation periods are based on actual contracted hours at the institution.

Course Incompleteness:

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction and therefore does not apply to the institutions SAP standards.

Leave of Absence Policy:

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA) for their program to avoid additional charges. Students are required to follow the institutions policy in requesting an LOA. LOA's cannot be used for vacations. A LOA must be requested in writing in advance unless unforeseen circumstances prevent the student from doing so, must include the student's reasons for the LOA, must be signed and dated by the student and must be approved by the director. The institution may grant an LOA to students who did not provide a request prior to an LOA due to unforeseen circumstance. The institution will document its reasoning for the decision, collect the request from the student at a later date, and establish the start of the approved LOA at the first date the student was able to attend. The written request must include starting and ending dates of the LOA and the reason for the leave of absence. A LOA for a medical emergency may be granted for up to 60 days. Do not request a LOA unless you absolutely need one. Under no circumstances can the school grant a LOA if the LOA, together with any additional LOA previously granted (maximum of 2 LOA's in a 12-month period), exceeds a total of 180 days in any 12-month period. Students cannot request a LOA within 90 days of each other. Students will not be assessed additional institutional charges as a result of their LOA. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the satisfactory academic progress status they held prior to the start of the LOA. When Students return from their LOA both parties will sign an enrollment agreement addendum to reflect the same number of days taken in the LOA to the student's contract period and maximum time frame. Students who fail to return from the LOA or takes an unapproved LOA (as the institution is required to take attendance) the student's withdraw date for the purposes of calculating a refund will be the students last date of attendance. Any student who is granted an LOA is in accordance with the Institutions policy is not considered to have withdrawn and no refund calculation is required at this time. Financial aid funds could be lost for students receiving Title IV funds when they are dismissed. An LOA is not offered to students who are receiving any promotional rate. Upon enrolling all students who receive a promotional rate will have signed and acknowledged this mandate.

Student Recognition Programs and Awards

President's List: A student earns "President's List" status if he/she earns and maintains a 95-100% G.P.A. and meets the attendance criteria. This is the highest academic achievement at Perfections Beauty Colleges. Letters of award are given monthly.

Student of the Month: A student earns "Student of the Month" status if he/she meets all criteria. Some areas of evaluation are attendance, attitude, professionalism, grade point average and appearance. The student will receive a certificate.

Perfect Attendance: A student earns "Perfect Attendance" status if he/she does not miss any scheduled days, is not late, and does not leave early.

Graduation Requirements

The student understands that he/she will be eligible to apply for the examination for licensure for Basic Cosmetology, Advanced Cosmetology, Basic Esthetics, Advanced Esthetics, Basic Manicuring, Advanced Manicuring, Student Instructor – Cosmetology and Student Instructor - Manicuring under the state law when he/she has received a certificate of graduation form the school. Upon completion of the prepared course of study, each study is awarded a diploma certifying the school's requirements have been met. Students must pass written and practical school examinations have completed required clock hours and meet school requirements, including a mock state board exam(s), before taking the state board exam. Students are given a max of (5) five times to repeat the mock practical and/or theory test. Anything after five times, student will be required to repeat the entire course of study. Students are required to complete a minimum of 10 people per course per standards as outlined in students' contract. All monies due before graduation must be paid in full. No hours will be submitted to board unless students entire balance is paid. **If a student does not pass any exam or graduation requirement before they graduate, after their graduation date they will be required to stay in school with no hours and will be responsible to pay for the daily hours per their contract agreement amount per hour.** All hours and diploma will be held until final completion. NO EXCEPTIONS! Mocks are offered once a month (Manicuring students who start in the middle of the month will be offered 2 mock days. Each class will be informed at the beginning of enrollment if this applies. This only applies to Manicuring students). Theory tests once failed the first time can be retaken one week after failing. Every time a theory test is failed after that a week is added. Ex. Failed once you wait a week, failed twice you wait 2 weeks and so on. 500's are to be scheduled out with an instructor during Monday-Wednesday morning a week prior to testing. The same 500 test cannot be taken a week within each other. Ex. If you take a "Hair" 500 on Monday and you fail you must wait 2 weeks to retake the same category of Hair regardless if you wait a week for failure.

State Examination and Licensure Requirements

In order to work in Ohio as a Cosmetologist, Advanced Cosmetologist, Esthetician, Manicurist and Advanced Manicurist, or Student Instructor an individual must possess a license issued by The Ohio State Cosmetology and Barber Board. After completion of training, students are required to take and pass the state exam by The Ohio State Cosmetology and Barber Board. The fee for taking the exam is \$31.50 (an additional \$31.50 for same day Advanced exam), payable to the Treasurer, State of Ohio. The state exam consists of practical skills and a written test. Our school prepares you for this exam. Graduates may apply for a work permit and the fee is \$7.50. The work permit, when received from The Ohio State Cosmetology and Barber Board will allow the graduate to work through the first scheduled exam date. All applications for examination must be made through the online portal at <https://elicense.ohio.gov>. Once an examination application has been submitted and approval completed by the Board, an email will be sent to the applicant indicating they are Eligible to Schedule an examination. All examination notices will be sent to the applicant via email correspondence. For examination questions, please contact The Ohio State Cosmetology and Barber Board at (614) 466-3834.

General Information

Absences: All absences are recorded on a daily/weekly attendance sheet. Excusable type absences are: legal matters, death in the immediate family and special leave permission upon approval. Documentation will need to be brought in upon return to school. Students are not permitted to miss no more than 3 days in a row within a month period or automatic dismissal will result. All monies will be due immediately on the following Monday and a permanent DT on their school account. Students must call in 4 hours prior to their day of

absence. Perfections Beauty Colleges reserves the right to deem an absence inexcusable wherever they feel necessary.

Academic Schedule: Junior classes are for 9 weeks (full time students) and 17 weeks (part time students) based on the requirements of the specific course. Senior classes are for the remainder of the enrollment period. Both junior and senior classes include both theory and practical application. Part time classes are available.

Grading Scale:	<u>Cumulative Academic Average</u>
	93-100+ Excellent
	84-92 Good
	75-83 Satisfactory
	Below 75 Failing

Students are required to maintain no less than a 75% cumulative academic grade point average (G.P.A.) to remain in satisfactory academic progress. If a student falls below a 75% G.P.A., the student will have the opportunity to take a make-up test which is administered weekly. It is the responsibility of the student to request a make-up test from their Instructor. If a student passes a re-test, the higher grade recorded will be a 75% (written) and 80% (practical). All re-tests must be completed within the progress evaluation segment they were scheduled, or a 0% will be recorded for that test. A test that is not taken on a scheduled test day will be considered a 0% and the higher re-test grade recorded will be a 75% (written) and 80% (practical).

Withdrawal/Drop: A student terminating his/her enrollment prior to the completion of educational objectives may do so by contacting their Admissions Advisor or Manager. A written explanation is necessary to formally withdraw. A written explanation must be submitted before the withdraw/drop date. Withdrawing or dropping without a formal written notice will result in automatic termination. All monies are due immediately on the following Monday and a permanent DT on their school account. No refunds of any monies will be given. No Exceptions.

Complaints: A student desiring to file a complaint with The Ohio State Cosmetology and Barber Board may do so at: The Ohio State Cosmetology and Barber Board – 1929 Gateway Circle – Grove City, OH 43123 – (614) 466-3834 or by calling the Toll Free number 1-800-686-5780. A student may also visit The Ohio State Cosmetology and Barber Boards website at cos.ohio.gov/FOR-THE-PUBLIC/COMPLAINTS. From there choose either the Report License or Infection Control Standards Issues or Ohio Consumer Fraud Complaint Form and completely fill out the required fields. Submit and State Board will be in contact. Students may request a Toll Free Complaint Number Letter and Placecard at anytime to make salon complaints. A copy of this placecard is included at the end of this catalog for your convenience.

Conduct: Conduct becoming a professional must be adhered to. After three warnings and discussions with the student, unsatisfactory conduct may result in termination.

Textbook: The institution uses the most recent version per each course as they deem necessary. The current versions used:

- Basic Cosmetology – Milady Bundle ISBN 9781285769455; 9781285769417
- Advanced Cosmetology – Perfections Beauty Colleges Internal Course Material 2022
- Basic Manicuring- Milady Bundle ISBN 9781337786560; 9780357446867
- Advanced Manicuring – Perfections Beauty Colleges Internal Course Material 2022
- Student Teaching- Cosmetology/Manicuring – ISBN 9781133693697
- Basic Esthetics – Milady Bundle ISBN 9780357920565
- Advanced Esthetics - Perfections Beauty Colleges Internal Course Material 2022

Privacy of Student Education Records

Family Education Rights and Privacy Act (FERPA)

Family Policy Compliance Office (FPCO) Home

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be 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 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 (34 CFR § 99.31):
 - 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 student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order to 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. School must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Rules and Regulations

Section II: Professionalism

1. No students may refuse a patron for any reason.
2. No gum chewing is permitted.
3. Do not keep implements in pockets.
4. Eating or drinking is permitted only in the break room or upon instructor/managers approval.
5. Swearing is not permitted in the school. Any unprofessional behavior may be cause for suspension.
6. Students are not permitted to approach nor have direct contact with any patron until patron has paid for their service and has been assigned to you.
7. Students are not permitted to discuss their personal problems, habits or feelings with a patron. This is the patron's time to talk, not yours.
8. Students are not permitted to talk to one another while one or both are working on a patron. This is disrespectful to your patrons.
9. Students should be respectful to others on the clinic floor. Speak in a quiet voice. Clowning around is not permitted.

Section III: Clinic/Lab procedures

1. Desk Procedures are to be followed including calling patrons and students with appropriate titles and last names. (Examples: Mrs. Smith, Mr. Jones.)
2. Your Instructor must check all individual services at specified points.
Services to be checked include, but are not limited to:
 - A. Haircuts
 - B. Perm Partings
 - C. Perm Wraps
 - D. Chemical Processing
 - E. Roller Placements
 - F. Final Checks

At the completion of your service, your Instructor will check your work and sign the Key-Rec ticket. If you have a question about procedures ask the Instructor for supervision.

3. Your student Kit must be kept clean at all times and will be inspected periodically.
4. Implements and materials must be sanitized before each use. This is a State Board regulation.
5. Only services paid for on your Key-Rec ticket can be performed. Tickets must be displayed on your mirror at all times during a patron's service.
6. Use only products provided for you in the dispensary. DO NOT use outside products.
7. Students are responsible for placing their patron under the dryer. After setting, always remove shampoo cape before placing someone under the dryer, unless it is a chemical service.
8. Workstations must be clean at all times. You are responsible for the station you were assigned.
9. Properly drape all patrons, models or students before a service.
10. After a haircut, the student must remove all hair clippings from the floor before requesting the haircut check and furthering continuing services.

11. When servicing a patron do not go for supplies and materials until you have draped your patron and have made all necessary preparations.
12. Student is not permitted to leave the school until all patrons the student has been servicing has been combed out.
13. Clinic/Theory practice is a full-time operation. You cannot be idle and receive hours at anytime.

Section IV: Student Policies

1. Your Time Card is rung only by you. Any deviation may be cause for suspension or dismissal.
2. All students must clock in/out for lunch when advised. Students are not to wait any minutes longer whether that be 1 minute or 5 minutes. When an instructor informs you to go to lunch you need to clock out. This is due to scheduling. Check with your Instructor before leaving the school for any reason, includes errands and lunch.
3. No student is permitted to be gone for longer than a half an hour (seniors), one hour (juniors), unless an Instructor has given him or her permission. Both Juniors and Seniors are permitted only half hour lunch on Fridays.
4. If you need to leave school early, you must write a note asking permission to leave, with a reason, date, and time and give it to your Instructor 3 days prior to leaving early. Must have Managers or Instructors approval prior to leaving. Evening students cannot leave early for any reason due to needing a (3) three hour minimum to receive hours.
5. All students must do shop duties assigned to them and sign their corresponding duty to ensure completion. This is a State Board regulation as well as Perfections Beauty Colleges Policy.
6. Students are not permitted to perform a service on other students or themselves without an Instructor's permission. You could be suspended immediately for violating this rule.
7. No student shall bring electronic devices of any kind. This includes, but is not limited to: radios, tape recorders, translation devices, cellular phones, pagers / beepers, etc. These devices will be confiscated immediately.
8. Any student who has a board approved IEP must present a copy at the time of enrollment. IEPS given at a later date will not be accepted. This is at the managers sole discretion.
9. No outside product is EVER allowed inside the school. Even if a patron or another students ask we do not allow this to take place.

Section V: Attendance Policy

1. Call your Instructor if you are going to be absent under any circumstance.
2. If you must be absent for a continuous period of time, you must let your Instructor know. Your Instructor will help you follow the proper channels concerning a leave of absence (promotional offers offer no leave of absence). Juniors are not permitted to take any leave of absence unless otherwise directed by the schools discretion. Poor attendance could result in being dismissed from school.
3. You must arrive on time. If you are going to be late for any reason you must reach out to the Institution.
4. All juniors and all senior students must attend the week before any holiday break or they will be suspended for one week.
5. Seniors are permitted only one Friday off per month with prior approval and written notice. Evening juniors and seniors should attend every Friday to complete on time, however if they choose they are permitted to take only one Friday off a month. If a student misses a scheduled Friday they will be

suspended for up to one week or dismissed.

6. To obtain a Friday off a student must be in attendance for (4) days that week and good academic standing. No one is permitted to take off the mandatory week before any holiday break.

Section VI: Test

1. Mocks are offered once a month (Manicuring students who start in the middle of the month will be offered 2 mock days. Each class will be informed at the beginning of enrollment if this applies. This only applies to Manicuring Students).
2. Theory test once failed for the first time can be retaken one week after failing. Every time a theory test is failed after that a week is added. Ex. Failed once, you wait a week, failed twice, you wait 2 weeks and so on.
3. 500's are to be scheduled out with an instructor during Monday-Wednesday morning a week prior to testing.
4. The same category 500 cannot be taken a week within each other. Ex. If you take a "Hair" Category 500 test on Monday and fail, you must wait 2 weeks to retake the same category Hair regardless of if you waited the week for failure. After a week you can take a different 500 category.
5. Once you take any test you will be shown what you missed that day and will not be allowed to see the test at any point thereafter. Students are not allowed to take notes or have their book open during review. An instructor will explain what you missed.

Section VI: Violations/Suspensions

The Violations leading to immediate withdrawal

1. Perpetration or theft of any object belonging to another student, customer, staff member or school.
2. Physical or vulgar abuse of another individual committed on campus grounds, including provoking a fight.
3. Use of foul language, foul gestures or threatening behavior towards a staff member student or patron.
4. Use of drugs, alcohol or any other behavior-altering substance on the institutions property (this includes the parking lot).
5. Causing class disruption after being warned for the same infraction in the past.
6. Clocking another student's time card or having another student do the same for you.
7. Non-Satisfactory progress for two consecutive segments (Two SAP Periods).
8. Not returning to school the next day after a holiday break.

The Violations Leading to a One-Week or More Suspension *(all suspensions are served in school with no clock hours)*

1. Leaving school grounds without Supervisor's permission.
2. Not attending scheduled "Friday" - Cosmetology (day depending on program; Tuesday and Friday – Nail ; Thursday and Friday – Esthetics) or leaving early on a scheduled Friday without proper documents such as an approved doctor's note, etc. Must have prior approval and written notice the Monday before leaving early on a Friday.
3. Non-Attendance or leaving early the week before any holiday break.
4. Failure to come to school with necessary equipment and books.
5. Not following an Instructor's directions.
6. Use of foul language, ethnic, racial or sexual slurs to another student, clients or staff.
7. Use of products, services not charged on service ticket, or using any other products other than those supplied by the school.
8. Removing time cards or time sheets (own or another student's or staff's) from the school grounds.
9. Refusing to perform services or being impolite to a patron. The Manager decides who a student will perform work on, not a student.

10. Assigning a patron service to another student or receiving personal services without permission of the Instructor in charge.
11. Eating and drinking anywhere except the student lounge.
12. Spreading gossip about another student, staff member or patron.
13. Following instructions given by another student without an Instructor's permission. Students should not be asking another student for help.

The Violations Leading to a Two-Day Suspension *(all suspensions are served in school with no clock hours)*

1. Soiled uniform and poor hygiene (body odor, bad breathe, etc.). This includes coming in smelling like weed. You will be asked to leave. Be reminded of our Drug and Alcohol policy.
2. Practice improper sanitation and sterilization measures.
3. Abuse of student phone use. Students are to only be on phones during breaks or lunch. All phone calls must be take place in the office as approved if outside of lunch hours. Abuse of this privilege will be denied unless an emergency call is made to the school. All calls are limited to 5 minutes.
4. Failure in daily clean up of work area and assigned duty at end of day.
5. Failure to clock in and out in the proper manner or on the correct day. Hours will not be given if you fail to clock in at the appropriate times of the day. Hours will be calculated by your last clocked time.
6. Being late or leaving class or clinic floor without proper authorization from an Instructor.
7. Not receiving permission from the receptionist and Instructor before taking a break or lunch.
8. Not having Key-Recs (Customer Service Tickets), Weekly sheets, or Daily attendance sheet signed by an Instructor (unless otherwise directed by instructor) or turning in tickets to the proper location DAILY.
9. Being discourteous to anyone in the school including, students, staff, or patrons.
10. Using the school's telephone for personal use at anytime. Students are not to receive personal phone calls at anytime. These phones are for business use only.
11. Smoking or vaping on premises. We have a zero-tolerance policy. You may smoke in your car but not in or on the premises. Smoking or vaping in the bathroom will be automatic dismissal.

The Violations Leading to a One-Day Suspension *(all suspensions are served in school with no clock hours)*

1. Four times late as senior within a calendar month. Forgetting to clock in and out or a corrections by staff is counted as a late.
2. Improper Uniform. Includes name badge and apron/smock.
3. Chewing Gum.
4. Not having homework completed on time. We do not give partial credit. All assignments are to be turned in the day it is due or it's a 0 and you still have to complete the assignment.
5. Having drinks or food on the senior floor.

General

1. Three suspensions constitute sufficient cause for dismissal from this school.
2. It must be realized that the above guidelines do not encompass all violations that may occur and therefore, are not all inclusive and / or limit any action by the school in any way, shape or form.
3. These guidelines may be revised at anytime as the school administrator deems necessary to meet internal, state and federal standards.
4. If you are absent for **3 consecutive days** you will be dismissed from the school. This includes unexcused absence, having a doctor's note that is not approved or no call no shows/mix.
5. If you are absent for **more than 2 days within a week** you will be up for dismissal from the school. Final decisions are made by the school. Doctor's notes only apply when accepted by the school. The school reserves the right to deny any documentation provided for days missed.
6. Students who are dismissed will have a permanent DT on their account.
7. If using a school locker, you must provide the combination or give a spare key to the office. Any locks on lockers that do not have a key or combination in the file will be cut off at the student's sole costs.

8. Perfections Beauty Colleges is not reliable for any locks taken off the lockers.

Unexcused/Excused Absences

1. Excused Absence is having a doctor's note to prepare for surgery or having surgery. This only applies to your children and husband/wife.
2. Unexcused Absence is having a medical note for minor sicknesses, injuries, or in and out appointments (Urgent Care, etc.). This includes work notes or any other medical note.
3. All unexcused absences will be charged \$10.36 per hour for a total of 7.5 hours per day. The school allows 3 days free of charge to be missed during your program term. The school also charges \$10.36 per hour for a total of 7.5 hours a day if you go over your graduation date (minus the 3 allowed unexcused days) on top of your missed unexcused days.

The Director's Decisions are final.

Student Internship Program

Students meeting the school's requirements regarding attendance, grades, professionalism, and satisfactory academic progress may participate in the Internship Program. Students must have 50% of their training completed to participate. Students can earn up to 10% of their course hours while serving as an intern in an approved Internship Salon. This program allows students the opportunity to experience an actual salon environment in addition to the school's clinic. In addition to salon preparedness this program assists in job placement upon graduation. Students who transfer hours from another institution are not eligible for the Internship program or students who do not choose to intern at their 750 actual hour mark. The Institution only allows students to intern at an approved salon within 10 minutes from the institution's physical location located at 7809 Waynetowne Blvd. Dayton, OH 45424. The internship program is only offered to our Basic Cosmetologist and Advanced Cosmetologists.

Job Placement

Graduate with confidence. Perfections Beauty Colleges maintains a placement service which is available to all of Perfections Beauty Colleges graduates, not only when they graduate, but at any later date. The school keeps salon referral records. These referrals are available at no additional charge; however, the student is advised that the law prohibits any school, college, etc. from guaranteeing placement as an inducement to enter said school. Employment at any salon is not guaranteed. Final hiring is at the discretion of the salon/institution itself.

Pregnancy

Pregnancy will be handed on an individual basis. LOA's will not be given to students until the end of their pregnancy term unless otherwise approved by the owner. The institution gives a maximum of 2 months after birth for maternity leave starting the day of the students last day of physical attendance. Students who choose to breast feed will be given time to pump twice a day for 20 min max each. Dr. appointments are to be scheduled **before or after** school. The school will allow a student to request 1 hour off at the **end of the day once a month Monday-Wednesday**. The last 2 months of pregnancy upon Dr.'s request the institution will give 1 hour at the **end of the day one day per week Monday-Wednesday** for appointments. Student will need a written doctors note for the day of their appointment. Any student who does not bring documentation, the school reserves the right to deny early leave request. High risk pregnancies will be dealt with on an individual basis. Students understand that they are required to perform all the requirements the

school has set forth that coincides with The Ohio State Board of Cosmetology and Barber Board’s course requirements. Should students need special accommodations they will be handled on an individual basis.

Job Opportunities

Basic Cosmetologist

(1500 Clock Hours)

Hairstylist
Hair Colorist
Wig Specialist
Facial Expert
Representative
Make-Up Artist
Manicurist
Salon Owner
Beauty Consultant
Cosmetic Salesperson
Demonstrator
Buyer
Manufacturer's Representative
Research Assistant
Trade Technician
Technical Supervisor
Skin Care Salon Owner
Beauty Editor

Advanced Cosmetologist

(1800 Clock Hours)

All the opportunities for a Cosmetologist
Apply to the Advanced Cosmetologist plus:
Salon Manager, Cosmetology Instructor

Basic Manicuring

(200 Clock Hours)

Manicurist
Nail Artist
Nail Manufacturer’s
Nail Salon Owner

Advanced Manicuring

(300 Clock Hours)

All of the opportunities for the
Manicurist plus:
Nail Salon Manager

Basic Esthetics

(600 Clock Hours)

Makeup Artist
Medical Esthetician
Brand Trainer
Cosmetics Buyer

Advanced Esthetics

(900 Clock Hours)

All the opportunities for a Cosmetologist
Apply to the Advanced Cosmetologist plus:
Salon Manager, Cosmetology Instructor

Physical Demands Of The Profession

As a cosmetologist, manicurist, esthetician, or student instructor you will spend a great deal of time on your feet. Proper shoes and posture will help offset fatigue that can result from hours of standing. Because you will be spending most of your time on your feet when working as a professional cosmetologist, manicurists, esthetician, or student instructor good posture should be developed as early as possible through regular exercise and self-discipline.

Student Internal Complaint Policy

Student who are enrolled as a student are shown this Internal complaint Policy during orientation. Each student is aware of the policy and will sign the new student orientation sheet acknowledging they have been over the policy. Students who have a complaint should first speak with their Instructor, Manager or Admissions Advisor. If a student is not satisfied they can leave a written complaint to the Owners. The complaint should outline the allegation or nature of the complaint, and have the signature, address and telephone number of the complainant. (For further information, please see the school Manager.)The institution can provide forms for the student to fill out for their complaint.

A school representative will meet the complainant within 10 days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint should be referred to the school's Complainant Committee.

The institution's complaint committee will meet within 21 calendar days of receipt of the complaint and review the allegations.

If no further information is needed, the Complaint Committee shall act on the allegations and letter to be sent 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. Each complaint and the resolution from such complaint will be filed with the students file for 6 years.

After the final decision has been made by the school, if a student is still desiring to file a complaint with The Ohio State Cosmetology and Barber Board may do so at: The Ohio State Cosmetology and Barber Board – 1929 Gateway Circle – Grove City, OH 43123 – (614) 466-3834 or by calling the Toll Free number 1-800-686-5780. A student may also visit The Ohio State Cosmetology and Barber Boards website at cos.ohio.gov/FOR-THE-PUBLIC/COMPLAINTS. From there choose either the Report License or Infection Control Standards Issues or Ohio Consumer Fraud Complaint Form and completely fill out the required fields. Submit and State Board will be in contact. Students may request a Toll Free Complaint Number Letter and Placecard at anytime to make salon complaints. A copy of this placecard is included at the end of this catalog for your convenience.

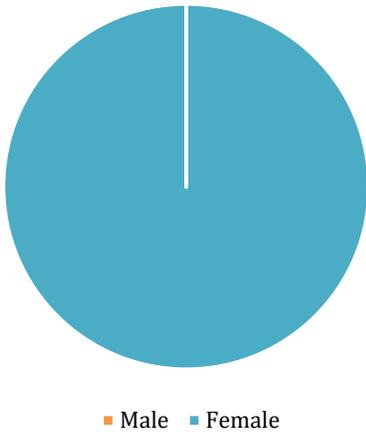
It is up to the school for the final discretion.

Copyright Infringement Policies and Sanctions

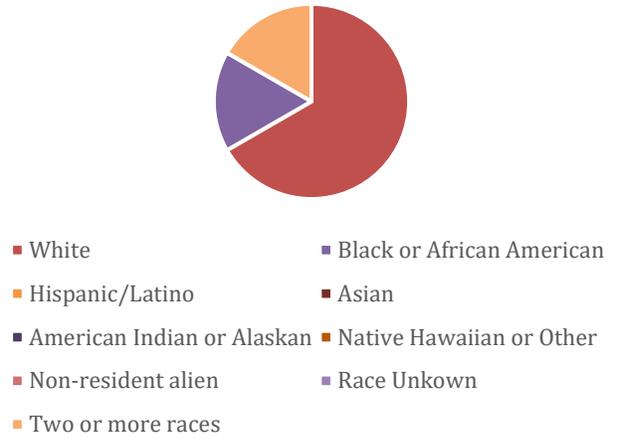
Perfections Beauty Colleges is committed to respecting U.S. copyright law. Students who are looking to enroll or are enrolled understand that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities, which include but not limited to paying either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For details, see Title 17, United States Code, Sections 504, 505. For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>. Perfections Beauty Colleges will take every complaint made by copyright owners and implement disciplinary procedures for those who have been found engaging in any illegal activity. If any staff member or student is found to have engaged in any illegal activity the staff member or student will be let go or dismissed immediately. Currently Perfections Beauty Colleges does not have any school computers for student usage.

Student Body Diversity

Student Gender



Student Race/Ethnicity



1500 Hour Basic Cosmetology Curriculum

SUBJECT AREA	1500 Hour Core	Clinic 50% Core	Theory 25% Core
1. Infection Control & Principles/Practices <ul style="list-style-type: none"> • Bacteriology • Dispensary Requirements & Operations 	60	30	15
2. Properties of the Hair & Scalp <ul style="list-style-type: none"> • Trichology • Draping Techniques/ Client Protection • Shampoos/Rinses/Treatments • Disorders/Diseases/Conditions • Chemistry (<i>Basics/pH</i>) 	120	60	30
3. Hair Procedures & Practices <ul style="list-style-type: none"> • Styling & Finishing (<i>Roller Setting/Hair Molding</i>) • Thermal Styling (<i>Thermal Iron/Straightening/Blow-dry Techniques</i>) • Formal Styling (<i>Braiding/Wigs/Hair Pieces & Hair Additions</i>) • Haircutting Basics • Haircutting Techniques & Tools(<i>Shears/Razor/Texturizing/Clippers/Trimmers</i>) 	460	230	115
4. Chemical Procedures & Practices <ul style="list-style-type: none"> • Chemical Texturizing (<i>Permanent Wave/Chemical Relaxers/Curl Re-forming/ Corrections</i>) • Hair Coloring (<i>Dimensional Coloring Techniques/ Corrections</i>) 	480	240	120
5. Manicure & Pedicure Procedures & Practices <ul style="list-style-type: none"> • Structure of Nails (<i>Anatomy of Bones, Skin and Muscles</i>) • Diseases, Disorders, and Conditions • Basic Manicure and Pedicure • Manicure and Pedicure (<i>Tools/ Equipment</i>) • Hand/ Arm/ Foot/ Leg Massage • Artificial Nail Enhancements / Maintenance 	120	60	30
6. Skin Care Procedures & Practices <ul style="list-style-type: none"> • Skin Theory (<i>Anatomy of Skin/Body Systems/Cells/ Tissues</i>) • Diseases, Disorders, and Conditions • Basic Facials (<i>Techniques/Treatments/Hair Removal</i>) • Relaxation Treatments/ Health History • Electricity (<i>Principles/Safety/Effects/Therapies</i>) 	90	45	22.5
7. Artificial Lashes/Extensions	8	4	2
8. Facial Make-Up <ul style="list-style-type: none"> • Brow Tinting 	22	11	5.5
9. Salon Operations & Communication Skills <ul style="list-style-type: none"> • Salon Operation & Management (<i>Sales/Consultation/Career Development/Professional Image</i>) • Communication Skills (<i>Listening Skills/Product & Service Education/Consultation</i>) 	120	60	30
10. Cosmetology Laws & Rules <ul style="list-style-type: none"> • Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement • Continuing Education / Policies & Procedures • Human Trafficking (1 Hour) 	20	10	5
Total	1500	750	375
Flexible Learning Hours		375	
Parameters: <ul style="list-style-type: none"> • Each School must prepare and submit for approval a teaching plan within this curriculum. • Flexible Learning Hours can be used to create an Individualized Learning Plan if necessary • Internship Hours would be designated as Flexible Learning Hours. 			

1800 Advanced Cosmetology Curriculum

*These 300 hours are **in addition** to completing the Basic Cosmetology 1500 hour course resulting in completion of 1800 hours for Advanced Cosmetology.*

SUBJECT AREA	300 Hour Core	Clinic 50% Core	Theory 25% Core
1. Cosmetology Laws and Rules Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedures	10	0	10
2. Public Health and Safety Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	50	25	12.5
3. Advanced Techniques Advanced techniques/services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	240	120	60
Total	300	145	82.5
Flexible Learning Hours		72.5	
Parameters: <ul style="list-style-type: none"> • Each School must prepare and submit for approval a teaching plan within this curriculum. • Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary 			

200 Basic Manicuring Curriculum

SUBJECT AREA	Recommended 200 Hour Core	Recommended Clinic 50% Core	Recommended Theory 25% Core
1. Infection Control & Principles/Practices <ul style="list-style-type: none"> • Bacteriology • Dispensary Requirements & Operations 	30	15	7.5
2. Anatomy <ul style="list-style-type: none"> • Bones, Muscles & Systems • Nervous System • Joints, Cartilage • Ligaments of the Hand, Arm, Foot & Leg 	10	5	2.5
3. Massage <ul style="list-style-type: none"> • Client Health Issues & Pre-Screening • Preparation • Manipulations (Hand/Arm, Feet/Legs) • Relaxation Treatments 	10	5	2.5
4. Nail Care Procedures & Practices <ul style="list-style-type: none"> • Safety Precautions • Basic & Advanced Manicures • Basic & Advanced Pedicures • Polish Application Techniques • Structure of the Nail • Diseases, Disorders, and Conditions (Hand, Arm, Foot & Leg) 	55	27.5	13.75
5. Chemistry <ul style="list-style-type: none"> • Compounds and Mixtures • Nail Enhancement Composition • Ingredients • Nail Cosmetics 	10	5	2.5
6. Nail Enhancements <ul style="list-style-type: none"> • Application Procedures • Artificial Nail Structure • Preparation • Application • Removal • Nail Repairs 	35	17.5	8.75
7. Specialized Equipment <ul style="list-style-type: none"> • Curing Methods • Drills/ Advanced Tools • Safety & Effects 	10	5	2.5
8. Salon Operations & Communication Skills <ul style="list-style-type: none"> • Salon Operation & Management (<i>Sales/Consultation/Career Development/Professional Image</i>) • Communication Skills (<i>Listening Skills/Product & Service Education/Consultation</i>) 	20	10	5
9. Cosmetology Laws & Rules <ul style="list-style-type: none"> • Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement • Continuing Education / Policies & Procedures • Human Trafficking (1 Hour) 	20	10	5
Total	200	100	50
Flexible Learning Hours		50	
Parameters: <ul style="list-style-type: none"> • Each School must prepare and submit for approval a teaching plan within this curriculum. • Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary • Internship Hours would be designated as Flexible Learning Hours. 			

300 Advanced Manicuring Curriculum

*These 100 hours are **in addition** to completing the Basic Manicuring 200 hour course resulting in completion of 300 hours for Advanced Manicuring.*

SUBJECT AREA	100 Hour Core	Clinic 50% Core	Theory 25% Core
1. Cosmetology Laws and Rules Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedures	10	0	10
2. Public Health and Safety Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	40	20	10
3. Advanced Techniques Advanced techniques/services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	50	25	12.5
Total	100	45	32.5
Flexible Learning Hours		22.5	
Parameters: <ul style="list-style-type: none"> • Each School must prepare and submit for approval a teaching plan within this curriculum. • Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary 			

600 Basic Esthetics Curriculum

SUBJECT AREA	Recommended 600 Hour Core	Recommended Clinic 50% Core	Recommended Theory 25% Core
1. Infection Control & Principles/Practices <ul style="list-style-type: none"> • Bacteriology • Dispensary Requirements & Operations 	60	30	15
2. Anatomy <ul style="list-style-type: none"> • Head • Bones (<i>Full Body</i>) • Muscles, Nerves, Cells, Tissues (<i>Full Body</i>) 	30	15	7.5
3. Specialized Equipment <ul style="list-style-type: none"> • Electricity (Principles/Safety/Effects/Therapies) • Ultra-Violet & Infra-red Light Therapies • Safety & Effects 	30	15	7.5
4. Massage <ul style="list-style-type: none"> • Client Health Issues & Pre-Screening • Preparation • Manipulations • Relaxation Treatments 	60	30	15
5. Chemistry <ul style="list-style-type: none"> • Compounds and Mixtures • Water, Chemistry and Effects • Ingredients • Cosmetics 	30	15	7.5
6. Skin Care Procedures & Practices <ul style="list-style-type: none"> • Skin Theory (<i>Anatomy of Skin/Body Systems/Cells/ Tissues</i>) • Diseases, Disorders, and Conditions • Basic Facials (<i>Techniques/Treatments/Hair Removal</i>) □ Health History • Hair Removal 	200	100	50
7. Study of Skin <ul style="list-style-type: none"> • Skin Theory (<i>Histology, Structure, Functions</i>) • Nutrition • Skin Analysis • Diseases and Disorders 	55	27.5	13.75
8. Make-Up <ul style="list-style-type: none"> • Equipment, Implements and Products • Theory • Application (<i>Corrective, Day/Night, Theatrical</i>) □ Brow Tinting 	67	33.5	16.75
9. Artificial Lashes/Extensions	8	4	2
10. Salon Operations & Communication Skills <ul style="list-style-type: none"> • Salon Operation & Management (<i>Sales/Consultation/Career Development/Professional Image</i>) • Communication Skills (<i>Listening Skills/Product & Service Education/Consultation</i>) 	40	20	10
11. Cosmetology Laws & Rules <ul style="list-style-type: none"> • Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement • Continuing Education / Policies & Procedures • Human Trafficking (1 Hour) 	20	10	5
Total	600	300	150
Flexible Learning Hours		150	
Parameters: <ul style="list-style-type: none"> • Each School must prepare and submit for approval a teaching plan within this curriculum. • Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary □ Internship Hours would be designated as Flexible Learning Hours. 			

300 Hour Advanced Esthetics Curriculum

*These 300 hours are **in addition** to completing the Basic Esthetics 600 hour course resulting in completion of 900 hours for Advanced Esthetics.*

SUBJECT AREA	300 Hour Core	Clinic 50% Core	Theory 25% Core
1. Cosmetology Laws and Rules Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedures	20	10	10
2. Public Health and Safety Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	100	50	50
3. Advanced Techniques Advanced techniques/services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	180	100	45
Total	300	160	105
Flexible Learning Hours		35	
Parameters: <ul style="list-style-type: none"> • Each School must prepare and submit for approval a teaching plan within this curriculum. • Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary 			

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1000 Student Instructor – Cosmetology Curriculum

Subject Area	1000 Hour Core	Clinic 50% Core	Theory 25% Core
Cosmetology Laws and Rules Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies and Procedures Inspection and Enforcement Policy and Procedures	200	100	50
Curriculum Development Lesson Planning Presentation Skills Educational Aids Use of Technology Distance Learning Grading Assessment	300	150	75
Learning Styles Learning Modalities Special Learning Needs Learner Accommodations	200	100	50
Classroom Management Structuring the Learning Environment Communication Skills Professional Ethics Conflict Management	300	150	75
Total Hours	1000	500	250
Flexible Learning Hours		250	

300 Student Instructor – Manicuring Curriculum

Subject Area	300 Hour Core	Clinic 50% Core	Theory 25% Core
Cosmetology Laws and Rules Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies and Procedures Inspection and Enforcement Policy and Procedures	50	25	12.5
Curriculum Development Lesson Planning Presentation Skills Educational Aids Use of Technology Distance Learning Grading Assessment	100	50	25
Learning Styles Learning Modalities Special Learning Needs Learner Accommodations	50	25	12.5
Classroom Management Structuring the Learning Environment Communication Skills Professional Ethics Conflict Management	100	50	25
Total Hours	300	150	75
Flexible Learning Hours	75		

HUBER HEIGHTS CAMPUS HOURS

BASIC COSMETOLOGY AND ADVANCED COSMETOLOGY

JUNIOR DEPARTMENT

Monday thru Thursday
(Days)

9:00 a.m. to 12:00 noon
Theory, Demonstration Practical's
12:00 noon to 1:00 p.m. – Lunch
1:00 p.m. to 5:00 p.m.
Demonstration, Practical's, Sanitation

Monday, Tuesday, &
Wednesday (Eves)

5:00 p.m. to 8:00 p.m.
Theory, Demonstration, Practical's, Sanitation

Friday (Eves)

10:30 a.m. to 4:30 p.m.
(One-half hour lunch when assigned by an Instructor)

SENIOR DEPARTMENT

Monday thru Thursday (Days)

9:00 a.m. to 5:00 p.m.
Clinic, Practical's, Sanitation
(One-half hour lunch when assigned by an instructor)

Friday (Days)

8:30 a.m. to 10:30 a.m. – Theory
10:30 a.m. to 4:30 p.m. – Clinic, Sanitation
(One-half hour lunch when assigned by an Instructor)

Monday thru Thursday (Eves)

5:00 p.m. to 8:00 p.m.
Clinic, Practical's, Sanitation

Friday (Eves)

8:30 a.m. to 10:30 a.m. – Theory
10:30 a.m. to 4:30 p.m. – Clinic, Sanitation
(One-half hour lunch when assigned by an Instructor)

HUBER HEIGHTS CAMPUS HOURS

BASIC MANICURING AND ADVANCED MANICURING

JUNIOR DEPARTMENT

Monday thru Thursday
(Days)

9:00 a.m. to 12:00 noon
Theory, Demonstration Practical's
12:00 noon to 1:00 p.m. – Lunch
1:00 p.m. to 5:00 p.m.
Demonstration, Practical's, Sanitation

Monday, Tuesday, &
Wednesday (Eves)

5:00 p.m. to 8:00 p.m.
Theory, Demonstration, Practical's, Sanitation

Friday (Eves)

10:30 a.m. to 4:30 p.m.
(One-half hour lunch when assigned by an Instructor)

SENIOR DEPARTMENT

Tuesday (Days)

8:00 a.m. to 9:00 a.m. – Theory
9:00 a.m. to 5:00 p.m. – Clinic, Sanitation
(One-half hour lunch when assigned by an Instructor)

Monday, Wednesday and Thursday (Days)

9:00 a.m. to 5:00 p.m.
Clinic, Practical's, Sanitation
(One-half hour lunch when assigned by an instructor)

Friday (Days)

10:30 a.m. to 4:30 p.m. – Clinic, Sanitation
(One-half hour lunch when assigned by an Instructor)

Monday thru Thursday (Eves)

5:00 p.m. to 8:00 p.m. – Theory
Clinic, Practical's, Sanitation
(One-half hour lunch when assigned by an instructor)

Friday (Eves)

10:30 a.m. to 4:30 p.m. – Clinic, Sanitation
(One-half hour lunch when assigned by an Instructor)

HUBER HEIGHTS CAMPUS HOURS

BASIC ESTHETICS AND ADVANCED ESTHETICS

JUNIOR DEPARTMENT

Monday thru Thursday
(Days)

9:00 a.m. to 5:00 p.m.
Theory, Demonstration Practical's
(One-half hour lunch when assigned by instructor)

*****NO EVENING CLASSES**

SENIOR DEPARTMENT

Monday thru Wednesday (Days)

9:00 a.m. to 5:00 p.m. – Clinic, Sanitation
(One-half hour lunch when assigned by an Instructor)

Thursday (Days)

8:00 a.m. to 9:00 a.m. – Senior Theory
9:00 a.m. to 5:00 p.m. - Clinic, Practical's, Sanitation
(One-half hour lunch when assigned by an instructor)

Friday (Days)

10:30 a.m. to 4:30 p.m. – Clinic, Sanitation
(One-half hour lunch when assigned by an Instructor)

*****NO EVENING CLASSES**

HUBER HEIGHTS CAMPUS HOURS

STUDENT INSTRUCTOR – COSMETOLOGY AND STUDENT INSTRUCTOR- MANICURING

Monday thru Thursday(Days)

9:00 a.m. to 12:00 p.m. – Clinic, Practical's, Sanitation
12:00 p.m. to 1:00 p.m. – Theory
1:00 p.m. to 5:00 p.m. - Clinic, Practical's, Sanitation
(One-half hour lunch when assigned by an Instructor)

Friday (Days)

8:30 a.m. to 10:30 a.m. – Theory
10:30 a.m. to 4:30 p.m. – Clinic, Sanitation
(One-half hour lunch when assigned by an Instructor)

Tuition/Fees

<u>Title</u>	<u>Clock Hours</u>	<u>Length of Program Full Time*</u>	<u>Length of Program Part Time*</u>	<u>Kit/Text/Supplies/Uniform</u>	<u>Registration Fee</u>	<u>Application Fee</u>	<u>Tuition</u>
Basic Cosmetology	1500 / 37.5 hrs per week	10 Months	20 Months	\$3,025	\$250	\$100	\$22,500
Advanced Cosmetology	1800 / 37.5 hrs per week	12 Months	24 Months	\$3,175	\$250	\$100	\$25,500
Basic Manicuring	200 / 29.5 hrs per week	7 Weeks	14 Weeks	\$975	\$250	\$100	\$2,900
Advanced Manicuring	300 / 29.5 hrs per week	10 Weeks	21 Weeks	\$1,025	\$250	\$100	\$3,600
Basic Esthetics	600 / 37.5 hrs per week	17 Weeks	N/A	\$1,625	\$250	\$100	\$13,500
Advanced Esthetics	900 / 37.5 hrs per week	24 Weeks	N/A	\$1,750	\$250	\$100	\$16,500
Student Instructor - Cosmetology	1000 / 37.5 hrs per week	6.5 Months	N/A	\$275	\$250	\$100	\$11,018.76
Student Instructor - Manicuring	300 / 37.5 hrs per week	2 Months	N/A	\$275	\$250	\$100	\$3,600

*Length of Programs may vary slightly by 1 or 2 weeks depending on start date and holidays off.

There will be a **\$50.00** fee for the first contract amendment and a **\$100.00** fee for any subsequent contract amendment.

After length of program/contract time of scheduled classes, student may be required to pay **\$10.36** per hour for additional training.

All unexcused absences will be charged **\$15.00** per hour for Basic Cosmetology, **\$14.17** per hour for Advanced Cosmetology, **\$14.50** for Basic Manicuring, **\$12.00** per hour for Advanced Manicuring, **\$22.50** per hour for Basic Esthetics, **\$18.33** per hour for Advanced Esthetics, **\$12.00** per hour for Student Instructor – Manicuring, **\$11.02** per hour for Student Instructor – Cosmetology for a total of 7.5 hours per day. The school allows **6 days free of charge (Basic Cosmetology and Advanced Cosmetology)**, **2 days free of charge (Basic Manicuring and Advanced Manicuring)**, **3 days free of charge (Basic Esthetics)**, **5 days free of charge (Student Instructor - Cosmetology)** and **2 days free of charge (Student Instructor - Manicuring)** to be missed during your program term.

The institution also charges **\$15.00** per hour for Basic Cosmetology, **\$14.17** per hour for Advanced Cosmetology, **\$14.50** for Basic Manicuring, **\$12.00** per hour for Advanced Manicuring, **\$22.50** per hour for Basic Esthetics, **\$18.33** per hour for Advanced Esthetics, **\$12.00** per hour for Student Instructor – Manicuring, **\$11.02** per hour for Student Instructor – Cosmetology for a total of 7.5 hours per day if you go over your graduation date (minus the allowed unexcused days per program above) **on top of your missed unexcused days**. For the convenience of students who pay full tuition upon registration, the institution can assist you in arranging a time payment plan with weekly/monthly payments should you go over your amount due. **ALL MONIES DUE PRIOR TO GRADUATION MUST BE PAID IN FULL OR ATTENDENCE WILL BE INTERRUPTED**. Payments are accepted in the forms of Money Order or Cash. No Credit Cards or Checks accepted at this time. You must sign and date a receipt for your records of any money paid to the institution.

Should the student complete the program earlier than the estimated timeframe stated in the contract, the student’s financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institutions, if applicable.

Consumer Information

O*NET

The O*Net program is the nation’s primary source of occupational information. Central to the project is the O*Net database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O*Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O*Net please visit the website at www.onetcodeconnector.org

Program	CIP Code	SOC Code	O*Net	Occupational Title
All Cosmetology Programs	12.0401	39-5012	39-5012.00	Hairdressers, Hairstylists, and Cosmetologist
All Manicuring Programs	12.0410	39-5092	39-5092.00	Manicurists and Pedicurists
All Esthetics Programs	12.0409	39-5094	39-5094.00	Skin Care Specialists

OUR STAFF

Administrative Officials

Owner / Instructor / Legal Entity.....Miss Yvonne
Owner / Instructor / Legal Entity.....Mrs. Stover
Owner / Instructor / Legal Entity.....Miss Yolanda
InstructorMrs. Louise
InstructorMrs. Alex
Career Planning SpecialistMrs. Rose



OHIO STATE COSMETOLOGY AND BARBER BOARD

To protect and support the public through regulation and education, while promoting the integrity of the cosmetology and barbering industries.

1929 GATEWAY CIRCLE GROVE CITY, OHIO 43123

PHONE: (614) 466-3834 WWW.COS.OHIO.GOV

Dear Authorized Representative,

Effective September 13, 2016, salons are required to post a notice containing the Board's toll free complaint number and online Consumer complaint information. Section 4713.41 (F) states:

"A notice that contains a toll-free number and online process for reporting alleged violations of this chapter, as prescribed by the board of cosmetology, is posted at the salon in a common area for all customers of salon services."

The toll-free complaint number and online process have been created for reporting only safety, sanitation and/or licensing issues. Any service-related issues must be handled by the salon.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher H. Logsdon".

Christopher H. Logsdon
Executive Director

Salons may create own poster or placard using the exact language below.
Cut here to display this information

You may file a complaint regarding safety, sanitation and/or licensing issues with this salon by calling the Ohio State Cosmetology and Barber Board.

1-800-686-5780

OR

Submitting an online complaint at:
www.cos.ohio.gov
and navigating to the Complaint Tab.

This toll-free number and online complaint process is for reporting safety, sanitation, and/or licensing issues. Any service related issues must be handled by the salon.