



ROGERS
ACADEMY OF BEAUTY

ROGERS ACADEMY OF BEAUTY
2375 E. STATE ROUTE 69
PRESCOTT, AZ 86301
928-848-9928

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ROGERS ACADEMY OF BEAUTY

About Rogers Academy of Beauty

Ownership:

Rogers Academy of Beauty is a private cosmetology, nail technology and aesthetics school and is owned by Rogers Academy LLC. The school was founded in 2007 and continues to deliver well trained and professional students. The President has 32 years of training in the cosmetology field as well as 28 years teaching and directing cosmetology schools.

Our Mission:

ROGERS ACADEMY OF BEAUTY mission is to provide quality education in a creative and inspiring environment for careers in Cosmetology, Nail technology, and Aesthetics with a strong focus on business skills.

Rogers Academy's commitment:

At ROGERS ACADEMY OF BEAUTY, we are excited to provide you with the education needed for a successful career in the Beauty Industry! Our professional learning environment, with a low teacher/student ratio, provides our students with more personalized attention. Our Instructors maintain current knowledge and training in the Cosmetology, Hairstyling, Nail and Aesthetics fields to provide solid education to our students. Our ultimate commitment is to prepare students for licensure and give them the needed skills for the workplace.

Student commitment:

Greet all that you meet with a smile. Strive for excellence in all that you do and continue to educate your self for a lifetime. Be positive and enthusiastic about your success and others. Look to the future and what is in front of you, as the past is behind you. And always remember every day to be "Fabulous"!

Rogers Academy of Beauty is located at:

Rogers Academy of Beauty
2375 E. State Route 69
Prescott, AZ 86301
928-848-9929

www.rogersacademyofbeauty.com

Licensing and membership associations:

Rogers Academy of Beauty is licensed to operate by:
Arizona State Board of Cosmetology
1740 W. Adams #4400
Phoenix, AZ 85007
480-784-4539

www.azboc.gov

Rogers Academy is also an active member of:
National Cosmetology Association
American Association of Cosmetology Schools

Hours of Operation:

Tuesday – Saturday 8:30 am to 4:00 pm.

Rogers Academy of Beauty Facility:

ROGERS ACADEMY OF BEAUTY is established in a modern, contemporary facility which promotes interactive learning, cleanliness, and safety for both the students and public. The Academy features the following:

- Modern reception area
- Large spacious student salon
- Chrome and Mirrored Styling Stations with Hydraulic Chairs
- Individual Mobile Workstation
- Modern Classrooms with Flat Screen Video Display
- 2 dispensary areas to accommodate all programs offered
- Shampoo Area
- Pedicuring Area
- Manicuring Area
- Spacious waxing and treatment rooms
- Aesthetics department featuring: Hydraulic Facial Beds, Lighted Makeup Stations, Hot Towel Cabinets, Lucas Machine, Multi-Function Facial Machines, Microdermabrasion, Microcurrent Machines, Photo Light Therapy Machines Hydro-dermabrasion machine and Cavitation Machine.
- Inside and outside student break areas
- 2 locker areas to facilitate all programs offered
- Generous parking for students and salon clients.

Cosmetology, Hairstylist, Nail Technology and Aesthetics Careers:

The Cosmetology, Hairstyling, Nail Technology and Aesthetics fields of the Beauty Industry are exciting and rewarding careers. The health and beauty of the hair, nails, and skin are important to people who strive to look and feel their best. Billions of dollars are spent each year on beauty services and products to enhance the hair, nails, and skin. The career options are infinite due to the continuing progression of the Beauty Industry.

Career Opportunities and Employment:

There are many diverse career opportunities a Cosmetologist, Hairstylist, Nail Technician or Aesthetician can choose from within the industry. These career opportunities and fields of employment can be as varied as:

- Salon or spa owner
- Salon or spa professional/manager
- Professional makeup artist
- Cosmetologist
- Hairstylist
- Nail technician
- Aesthetician
- Cosmetology, Hairstyling, Nail Tech or Aesthetics Instructor or school employee
- Product distributor or educator
- Manufacturer representative
- Movie and Fashion Industry
- Platform Artist
- Cruise ship Cosmetologist, Hairstylist, Nail Technician, or Aesthetician
- State Board Member, Inspector, or Examiner

Admission Requirements: (School pricing see Appendix 1)

Every applicant to ROGERS ACADEMY OF BEAUTY must meet the following requirements for admission into our programs:

- A completed student application form.
- Minimum of 16 years of age.
- A copy of high school diploma, GED and record of home-schooling following state laws.
- Foreign high school diplomas must be translated into English by an agency approved by American Translators Association: www.attanet.org
- Student meets ATB(Ability to Benefit) requirements.
- Valid Picture ID (Driver's license, State ID, Military ID, or Passport).
- Social Security Card.
- Arizona Driver's License, Birth certificate or passport for proof of citizenship.
- Payment of \$100.00 for application fee (non-refundable).
- A completed Enrollment Agreement.

-Payments may be made by cash, check, cashier's check or money order. Any tuition paid in full at time of start date will be eligible for 20% off tuition.

-Read the catalog carefully prior to the signing of the contract agreement. An application is not a guarantee of enrollment. All applications will be carefully reviewed. Rogers Academy of Beauty will not enroll any student that is currently enrolled in another school offering the same or similar programs. Rogers academy has not entered into any Articulation or Transfer Agreements with any other institutions. All courses are taught in English.

"This institution **will** inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted, as appropriate. Rogers Academy of Beauty is not seeking approval for the Student Instructor Course.

Rogers Academy of Beauty reserves the right to waive admission fees for all previous enrolled students as per re-entry policy and procedure.

*Rogers Academy of Beauty does not offer housing. The Academy will assist in locating available housing if needed.

Rogers Academy of Beauty is not currently accredited by a nationally accredited association and does not accept federal financial aid.

Veteran Affairs:

Rogers Academy permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 30, 31, 33, 35 and 1606 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Rogers Academy ensures that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under all chapters.

Ability-To-Benefit Policy:

Students must be 18 years of age or older and pass the Wonderlic test of 18 points or higher or 16 years of age with 10 minimum high school credits with 2 being English and pass the Wonderlic test of 18 points or higher.

Scholarship Program:

Rogers Academy of Beauty offers partial scholarships during designated enrollment periods. Any student awarded the scholarship will owe the total of full tuition should that student choose to withdraw from the program offered at scholarship pricing.

Transfer Students:

In addition to the completion of the standard entrance requirements, students who have attended other training programs in cosmetology, nail technician and aesthetics are required to provide official documentation of hours attended, as well as, the date of withdraw in order to transfer credit to Rogers Academy of Beauty. Transferring students will be evaluated for knowledge of techniques and practical application. A maximum of 800 hours for cosmetology, 500 Hours for Hairstyling, 300 hours of nail technician and 300 hours for aesthetics will be credited. Rogers Academy will determine the appropriate classes and time required to complete training. In cases that a student has been out of a program for more than 5 years, Rogers Academy reserves the right to deny any transfer of previous hours in any of the above-mentioned programs. Rogers Academy does not accept prior experiential learning as credit into their educational program. Students wishing to transfer out of Rogers Academy may request (in writing) all current records regarding hours earned and academic achievement.

Rogers Academy of Beauty does not accept any transfer hours for the Cosmetology student instructor program.

Notice concerning transferability of hours and credentials earned at our institution:

The transferability of hours you earn at Rogers Academy of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution which you may seek to transfer. If the hours or diploma that you earn at this Academy are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this Academy will meet your educational goals. This may include contacting the institution in which you may seek to transfer after attending Rogers Academy of Beauty to determine if your hours or diploma will transfer. This will include institutions and well as state governing bodies. **See Appendix 1 for Transfer Student Pricing**

*Rogers Academy of Beauty does not pro-rate tuition for transfer students. Full tuition rates apply regardless to hours transferred.

Attendance:

Full time students are scheduled to attend Tuesday thru Saturday from 8:30 A.M. to 4:00 P.M. (35.0 hours per week) with 30 minutes for lunch daily and 2 10-minute breaks. Morning break will be at 9:15 Tuesday-Friday and 2nd break will be in the afternoon, at the discretion of the student as schedule shows available for the clinic floor students. Morning break for Saturday and afternoon breaks will be at the discretion of the student as schedule permits on clinic floor. Phase 1 students will follow the regular weekly schedule. Students are required to use the designated time clock for the recording of hours. Hours cannot be verified if not evident on the time clock. There will not adjustments made to the automated timeclock. Each student will clock in upon arrival of day, out and in for lunch and out at the end of scheduled day. Any student that must leave the campus in a vehicle, must clock out. This is necessary for the recording of hours that are reported to Arizona State Board of Cosmetology. If student fails to clock out, they will be suspended for the remainder of the day. If student fails to clock out or back in for lunch, 30 minutes will be automatically deducted from the days' time. More time may be removed if staff member can document that the student was not on the campus for a longer period. Students that fail to clock out at end of the day will lose their time. Rogers Academy cannot verify attendance that is not on the time clock. Students are to attend from on scheduled attendance days as well as makeup days. Part-time students will attend Phase

1 of their program following full time schedule and will comply with part time schedule once this portion is completed. All students are expected to comply with the schedule that is agreed to in their contract and attend theory class as required. Absent or tardy students must call the attendance line 928-910-3031 before 8:15 am. A No CALL/NO SHOW will not be tolerated by the Academy and will automatically be suspended the following day. This excludes Saturday and Tuesday. Tuesday and Saturday are mandatory attendance. If a student fails to call the attendance line on a Saturday or Tuesday by 8:15 the student will receive 3-day suspension as these two days are mandatory attendance days. No excuses will be allowed i.e. Sick, court, family emergency. We cannot make the judgement that a student's day of absence is more important than that of another. All absences and tardiness for scheduled instruction are recorded by the time clock. If students are late for theory, they will not be able to clock in until 9:30 A.M. Students may not clock in any later than 9:30 am Tuesday-Friday and 9am Saturday. Clinic floor services are scheduled to start at these times on these days. Students may schedule to be later or out of a particular date no less than 1 week prior to late or absence. If absences or tardiness are excessive and affect satisfactory progress, the student will be counseled. Students will receive a monthly progress report showing monthly grades and attendance. (Student instructor schedule will be customizable)

Late or Absence:

Students must call in no later than 8:15am to inform school of being late or not attending. Any call after 8:15am will be considered no call no show and student will be suspended 1 day of the next scheduled attendance day. Saturday and Tuesday are mandatory days and missing these days will result in 3 days suspension. Rogers Academy of Beauty will no longer honor excused absences. Each program offers extra days added to the contract to cover these days. Any days that must be attended after contract date is considered overtime and will result in \$15 dollars per hour owed and must be paid before any state board paperwork will be filed.

Makeup Time for Full time and Part time Schedule:

Full time and Part time students can make up time missed Tuesday — Saturday from 4:00 to 4:30. To attend this makeup time students must be on time the day of the makeup day. Students that clock in late will not be able to stay for this opportunity. Students staying for the makeup time must be working on theory projects or practical assignments. This time is not to be used to perform services. Students not following this policy will be sent home and will not be able to attend future makeup time Students must remain in dress code unless permission is given to change. To receive this time students must be in the building.

Request for Time Off:

Students may request a Saturday or Tuesday off in writing without suspension, Request for time off any day, this includes Saturday and Tuesday, must be given to the school Director at a minimum of 1 week in advance of the date needed. Requests not given will result in the suspension policy to be placed into effect.

Request Forms:

Students may request any enrollment documents and official transcript forms at any time from the school director.

Start Dates: (Please see Appendix 3)

Classes will be scheduled to start at various intervals for Cosmetology, Hairstyling, Nail technology, and Aesthetics, and by special arrangement for Cosmetology Student Instructor. Modified Schedules may be approved on a case by case basis. The Academy reserves the right to reschedule, postpone, or cancel classes.

Holidays and School Closings:

The Academy recognizes the following days as holidays:

- New Year's Day
- Independence Day
- Thanksgiving break (Thursday and Friday)
- Christmas Eve and Christmas Day

In the event of severe weather or snowfall, students should call the School director number regarding school closure or a delayed schedule. The Academy reserves the right to close additional days with posted notice. School closures will result in an extension of the contract’s end date.

Course Schedules:

Full time and part time schedules are listed below

Cosmetology	Hairstyling
46 Weeks full time / 1600 clock hours 70 weeks part time/ 1600 clock hours	29 Weeks full time / 1000 clock hours 42 Weeks part time / 1000 clock hours
Full time: Tues. – Sat. 8:30 A.M. – 4:00 P.M.	Full time: Tues. – Sat. 8:30 A.M. – 4:00 P.M.
Part time: Req Full time for the first 10 Weeks Tues., Wed. and Sat. 8:30 A.M. – 4:00 P.M.	Part time: Req Full time for the first 9 Weeks Tues., Wed. and Sat. 8:30 A.M. – 4:00 P.M.

Aesthetics	Nail Technology
23 Weeks full time/ 800 clock hours 36 weeks part time/ 800 clock hours	18 weeks full time/ 600 clock hours 27 weeks part time/ 600 clock hours
Full time: Tues. – Sat. 8:30 A.M. – 4:00 P.M.	Full time: Tues. – Sat. 8:30 A.M. – 4:00 P.M.
Part time: Req Full time for the first 4 Weeks Tues., Wed. and Sat. 8:30 A.M. – 4:00 P.M.	Part time: Req Full time for the first 3 Weeks Tues., Wed. and Sat. 8:30 A.M. – 4:00 P.M.

Student Instructor
10 weeks full time/ 350 clock hours Custom schedule available
Full time: Tuesday – Saturday 8:30 A.M. – 4:00 P.M.
Part time: Custom Schedule Available

Equipment and supplies:

Students receive a complete kit that includes all textbooks and equipment required for their course. A locker and trolley storage station will be provided to each student to store their kits and books while at school. Once students receive their kit it is their sole responsibility to have it with them every day. Any items misplaced or broken is the responsibility of the student to replace or return to the manufacturer under warranties provided with the tools. Supplies and supplementary instructional resources needed for daily classes and clinic floor will be provided by the Academy. Transfer students can provide a kit that matches the items in the school kit or purchase on from the Academy.

Course Outlines and Curriculum:

All student receive orientation first day of school.

Cosmetology Course Outline:

DESCRIPTION: The Cosmetology Course offers a 1600-hour course in the science and art of Cosmetology. The program is designed to prepare and educate each student in the fundamentals of the basic cosmetology education set forth by the Arizona State Board of Cosmetology. It will also prepare each student for the practical and theory examination for an Arizona Cosmetology License. In addition, the course will incorporate the knowledge needed for employment in cosmetology salons and spas.

GOALS: Upon completion of the course requirements, the graduate will be able to:

1. Perform and meet the standards set by the school and the cosmetology industry.
2. Perform technical, communication, and servicing skills.
3. Successfully complete the State of Arizona requirements to practice Cosmetology.
4. Exhibit the kind of professionalism necessary to gain and maintain entry level employment.
5. Take and pass the Arizona State Board of Cosmetology Exam for Cosmetology licensing.

PROFILE: The clock hour education is taught within a structured curriculum that prepares students for state board examination, graduation, and entry level skills. The cosmetology course encompasses both theory and practical education for each topic. Clinic equipment and products are comparable to those used in the industry. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Instruction will be supplemented with visual aids, guest speakers, and other instructional techniques.

REFERENCES: Academy Students participate in a curriculum that combines educational materials from a variety of sources. Our Students follow the Milady’s Standard Cosmetology Textbook.

GUEST SPEAKERS: The Academy regularly schedules guest speakers and educators. They include instructors, professional stylists, salon owners, and major manufacturer’s representatives. Students gain insight into “real world” of the Beauty business and receive valuable information on what it takes to be successful from these industry experts. Students also have access to information about local, national and international beauty industry trade shows and educational seminars.

GRADING PROCEDURES: Students are assigned theory study and a minimum of practical experiences. Theory is evaluated by written exams after each chapter of study. Practical skills are evaluated per procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation of 75%.

Cosmetology Course Curriculum:

<u>Subject/UNIT</u>	<u>Hours</u>
Theory of Cosmetology and Arizona Law: Provides the student with a working knowledge of the laws of Arizona pertaining to cosmetology and the science of the art of personal beautification. Includes sanitation, chemistry, anatomy, physiology, hygiene, business ethics, professionalism, resume development, interview preparation, and job search skills	200
Monitor Duties: Sanitation, salesmanship, ethics, and salon management.	50
Chemical Hair Restructuring: Including permanent waving and chemical hair relaxing, especially thioglycolate and sodium hydroxide.	100
Hair Coloring and Bleaching: Methods used in the art of tinting and bleaching hair.	250
Haircutting: The art of cutting and shaping various types of hair using different types of tools.	250
Hair Styling: The art and techniques of developing particular hairstyles to individuals including pressing, thermal curling and waving.	200
Facials and Makeup: The art of skin care and treatment including massage and physical and chemical depilatories.	50
Massage: The art of massage as an aid to skin care, nail care and scalp treatments.	50
Nail Technology: The art of the care of the feet and hands to include manicuring, pedicuring, sculpture nails, extensions, wraps, overlays and related services.	100
Shampooing: A study of the techniques and methods used in shampooing and the removal of chemical products, including conditioning, re-conditioning and rinse applications.	100
Treatment of the Hair and Scalp: Recognition of hair and scalp disease, and those conditions which require medical treatments as well as those that can be treated by the cosmetologist. Methods of treatments and scientific brushing.	100
Electricity and Light Therapy: Use of electricity and lights as they pertain to cosmetology.	25
Creative Preference	25
Disinfection Procedures	100
TOTAL HOURS	1600

Miscellaneous lectures given by instructors and demonstrators on the uses of new products and tools will be given from time to time as needed.

The hour requirements must be met by each student in each category for the earned hours to be accepted by the state licensing board for examination. The generous portion of creative preference hour is to be applied as needed in curriculum related areas or if a desire to specialize in a specific area.

Hairstyling Course Outline:

DESCRIPTION: The Hairstyling Course offers a 1000-hour course in the science and art of hairstyling. The program is designed to prepare and educate each student in the fundamentals of the basic hairstyling education set forth by the Arizona State Board of Cosmetology. It will also prepare each student for the practical and theory examination for an Arizona Hairstyling License. In addition, the course will incorporate the knowledge needed for employment in hairstyling salons.

GOALS: Upon completion of the course requirements, the graduate will be able to:

1. Perform and meet the standards set by the school and the cosmetology industry.
2. Perform technical, communication, and servicing skills.
3. Successfully complete the State of Arizona requirements to practice Hairstyling.
4. Exhibit the kind of professionalism necessary to gain and maintain entry level employment.
5. Take and pass the Arizona State Board of Cosmetology Exam for Hairstyling Licensing.

PROFILE: The clock hour education is taught within a structured curriculum that prepares students for state board examination, graduation, and entry level skills. The hairstyling course encompasses both theory and practical education for each topic. Clinic equipment and products are comparable to those used in the industry. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Instruction will be supplemented with visual aids, guest speakers, and other instructional techniques.

REFERENCES: Academy Students participate in a curriculum that combines educational materials from a variety of sources. Our Students follow the Milady’s Standard Cosmetology Textbook.

GUEST SPEAKERS: The Academy regularly schedules guest speakers and educators. They include instructors, professional stylists, salon owners, and major manufacturer’s representatives. Students gain insight into “real world” of the Beauty business and receive valuable information on what it takes to be successful from these industry experts. Students also have access to information about local, national, and international beauty industry trade shows and educational seminars.

GRADING PROCEDURES: Students are assigned theory study and a minimum of practical experiences. Theory is evaluated by written exams after each chapter of study. Practical skills are evaluated per procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation of 75%.

Hairstyling Course Curriculum:

<u>Subject/UNIT</u>	<u>Hours</u>
Theory of Cosmetology and Arizona Law: Provides the student with a working knowledge of the laws of Arizona pertaining to cosmetology and the science of the art of personal beautification. Includes sanitation, chemistry, anatomy, physiology, hygiene, business ethics, professionalism, resume development, interview preparation, and job search skills	200
Monitor Duties: Sanitation, salesmanship, ethics, and salon management.	50
Chemical Hair Restructuring: Including permanent waving and chemical hair relaxing, especially thioglycolate and sodium hydroxide.	50
Hair Coloring and Bleaching: Methods used in the art of tinting and bleaching hair.	190
Haircutting: The art of cutting and shaping various types of hair using different types of tools.	190
Hair Styling: The art and techniques of developing particular hairstyles to individuals including pressing, thermal curling and waving.	100

Massage: The art of massage as an aid to scalp treatments.	25
Shampooing: A study of the techniques and methods used in shampooing and the removal of chemical products, including conditioning, re-conditioning and rinse applications.	50
Treatment of the Hair and Scalp: Recognition of hair and scalp disease, and those conditions which require medical treatments as well as those that can be treated by the cosmetologist. Methods of treatments and scientific brushing.	25
Electricity and Light Therapy: Use of electricity and lights as they pertain to cosmetology.	10
Creative Preference	10
Disinfection Procedures	100
TOTAL HOURS	1000

Miscellaneous lectures given by instructors and demonstrators on the uses of new products and tools will be given from time to time as needed.

The hour requirements must be met by each student in each category for the earned hours to be accepted by the state licensing board for examination. The generous portion of creative preference hour is to be applied as needed in curriculum related areas or if a desire to specialize in a specific area.

Aesthetics Course Outline:

DESCRIPTION: The Aesthetics Course offers an 800-hour course in the science and art of Aesthetics. The program is designed to prepare and educate each student in the fundamentals of the basic aesthetic education set forth by the Arizona State Board of Cosmetology. The student is prepared for the practical and Theory examination to obtain an Arizona Aesthetic License. Our program has an additional 200 hours beyond the Arizona State Board of Cosmetology 600-hour requirements. We have added additional hours to our program to allow for extensive training in machine integrated skincare. This enable our students to enter the industry into not only salons and spas, but into the medical offices needing highly trained clinical aestheticians.

Objectives: Upon completion of the course requirements, the graduate will be able to:

1. Perform and meet the standards set by the school and the aesthetic industry.
2. Perform technical, communication, and servicing skills.
3. Successfully complete the State of Arizona requirements to practice Aesthetics.
4. Exhibit the kind of professionalism necessary to gain and maintain entry level employment.
5. Take and pass the Arizona State Board of Cosmetology Exam for Aesthetic licensing.

PROFILE: The clock hour education is taught within a structured curriculum that prepares students for state board examination, graduation, and entry level skills. The aesthetic course encompasses both theory and practical education for each topic. Clinic equipment and products are comparable to those used in the industry. The course is presented through lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Instruction will be supplemented with visual aids, guest speakers, and other instructional techniques. The student to teacher ratio is 20 students per one Instructor.

REFERENCES: Students follow Milady’s Standard Esthetics Fundamentals Textbook and The Hair Nail & Skin aesthetic procedure book. A comprehensive library of references, periodicals, books and DVD’s are available to support the course of study and supplement the student training.

GRADING PROCEDURES: Students are assigned theory study and a minimum of practical experiences. Theory is evaluated by written exams after each chapter of study. Practical skills are evaluated per procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation of 75%.

Aesthetics Course Curriculum:

<u>Subject/UNIT</u>	<u>Hours</u>
THEORY OF AESTHETICS: Theory includes instruction on Infection control, anatomy, physiology and history of the body, diseases and disorders, principles and practices of infection control and safety, and Arizona	100

cosmetology laws and rules. Theory shall be taught throughout the course with each practical phase: Interpersonal skills and professional ethics, chemistry, electricity, job seeking, history, product analysis, nutrition, business ethics, professionalism, resume development, interview preparation, and job search skills	
DISINFECTION PROCEDURES: Public sanitation, methods, chemical agents, types, classification, bacterial.	50
CONSULTATION AND ANALYSIS: Professional atmosphere for client consultation, in depth skin analysis w/ Woods Lamp, classifications of skin types.	50
PREPARATION AND CLEANSING: Cleansing procedures, supplies, preparation of the client, basic facial analysis, use and safety.	50
MASSAGE: Principles and techniques of massage, benefits, hand exercises, methods.	50
MANUAL FACIAL: Facials treatments, towel steaming the face, treatment for various skin types.	100
ELECTRICAL FACIAL (European/Machine): Principles and techniques of facials with the use of machines, facial treatment for various skin types.	200
MASKS AND PACKS: Preparation, application and removal of masks and packs.	25
PHYSICAL & CHEMICAL DEPILATORIES: Hair removal, physical and chemical depilatories, hair removal treatments.	40
MAKEUP APPLICATION: Cosmetics application, color analysis and draping, preparation, client analysis, makeup artist, artificial lash application.	25
BODY SPA MODALITIES: scrubs, masks, wraps and various body treatments.	25
EXFOLIATION MODALITIES: Microdermabrasion, chemical and enzyme peels.	50
ALTERNATIVE TECHNOLOGY: Hot stone therapy, Aroma therapy, paraffin & etc.	25
CREATIVE PREFERENCE	10
TOTAL HOURS	800

Miscellaneous lectures given by instructors and demonstrators on the uses of new products and tools will be given from time to time as needed.

The above hour's requirements must be met by each student in each category for the earned hours to be accepted by the state licensing board for examination. The generous portion of creative preference hour is to be applied as needed in curriculum related areas or if a desire to specialize in a specific area.

Nail Technology:

DESCRIPTION: The Nail Technology Course offers a 600-hour course in the science and art of Cosmetology. The program is designed to prepare and educate each student in the fundamentals of the basic nail technology education set forth by the Arizona State Board of Cosmetology. It will also prepare each student for the practical and theory examination for an Arizona Cosmetology License. In addition, the course will incorporate the knowledge needed for employment in cosmetology salons and spas.

GOALS: Upon completion of the course requirements, the graduate will be able to:

1. Perform and meet the standards set by the school and the cosmetology industry.
2. Perform technical, communication, and servicing skills.
3. Successfully complete the State of Arizona requirements to practice Nail Technology.
4. Exhibit the kind of professionalism necessary to gain and maintain entry level employment.
5. Take and pass the Arizona State Board of Cosmetology Exam for Nail Technology licensing.

PROFILE: The clock hour education is taught within a structured curriculum that prepares students for state board examination, graduation, and entry level skills. The nail technology course encompasses both theory and practical education for each topic. Clinic equipment and products are comparable to those used in the industry. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Instruction will be supplemented with visual aids, guest speakers, and other instructional techniques.

REFERENCES: Academy Students participate in a curriculum that combines educational materials from a variety of sources. Our Students follow the Milady's Standard Nail Technology Textbook.

GUEST SPEAKERS: The Academy regularly schedules guest speakers and educators. They include instructors, professional stylists, salon owners, and major manufacturer’s representatives. Students gain insight into “real world” of the Beauty business and receive valuable information on what it takes to be successful from these industry experts. Students also have access to information about local, national, and international beauty industry trade shows and educational seminars.

GRADING PROCEDURES: Students are assigned theory study and a minimum of practical experiences. Theory is evaluated by written exams after each chapter of study. Practical skills are evaluated per procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation of 75%.

Nail Technology Course Curriculum:

<u>Subject/UNIT</u>	<u>Hours</u>
THEORY: of manicuring. Arizona law and rules. Practical Theory which includes safety, sanitation, chemistry, anatomy, electricity, physiology, hygiene, business ethics, professionalism, resume development, interview preparation, and job search skills.	80
EXTENSION, WRAPS, OVERLAYS: includes tip application, silk wraps, fiberglass wraps and acrylic overlays.	120
NAIL SCULPTURING: includes application of acrylic nails using free form.	120
MANICURING: includes plain, hot oil, deluxe paraffin manicuring.	110
PEDICURING: includes plain, sea salt, deluxe paraffin and special pedicuring.	110
MASSAGE: on hands, arms, legs and feet. Includes proper techniques used in massage.	30
MONITOR DUTIES: includes daily application of disinfection and sanitation procedures.	10
CREATIVE PREFERENCE: includes all forms of nail art.	10
DISINFECTION PROCEDURES: includes all disinfection and sanitation.	10
TOTAL HOURS:	600

Miscellaneous lectures given by instructors and demonstrators on the uses of new products and tools will be given from time to time as needed.

The above hour’s requirements must be met by each student in each category for the earned hours to be accepted by the state licensing board for examination. The generous portion of creative preference hour is to be applied as needed in curriculum related areas or if a desire to specialize in a specific area.

Student Instructor Course Outline:

DESCRIPTION: The Student Instructor Course offers a 350-hour course in Cosmetology Instruction. The program is designed to prepare and educate each student in the fundamentals of the basic principles of cosmetology instruction set forth by the Arizona State Board of Cosmetology. It will also prepare each student for the practical and theory examination for an Arizona Cosmetology Instructor’s License. In addition, the course will incorporate the knowledge needed for employment as an instructor of cosmetology.

OBJECTIVES: Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal self-confidence and integrity.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio/visual aids, conducting theory class instruction and evaluating student achievement, supervising clinic operations, and maintaining required student records.
5. Application of theory, technical information, procedures and related matter.

PROFILE: The clock hour education is provided through steps which address specific tasks necessary for state board preparation, graduation and job entry skills. Clinic equipment, implements, and products are comparable to those used in the industry. Student Instructors will demonstrate their level of competency through completion of required

classroom and clinic student teaching activities. Audio-visual aids, guest speakers, and other related learning methods are used in the course.

REFERENCES: Students follow Milady’s Master Educator Textbook. A comprehensive library of references, periodicals, books and DVD’s are available to support the course of study and supplement the student training.

GRADING PROCEDURES: Students are assigned theory study which is evaluated by written exams after each chapter of study. Practical skills are evaluated according to procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation of 75%.

Student Instructor Curriculum:

<u>Subject/UNIT</u>	<u>Hours</u>
THEORY OF TEACHING SCIENCES: Professional and teaching development while following the Milady’s Master Educator Textbook business ethics, professionalism, resume development, interview preparation, and job search skills	100
ORIENTATION: Includes all information pertaining to the school and the teacher training program	10
PRACTICAL DEMONSTRATION: Includes practical procedures and teaching methods.	50
CONDUCTING THEORY CLASSES: Includes teaching theory classes.	20
RECORD PREPARATION: Includes instruction in record preparation.	10
ARIZONA COSMETOLOGY LAWS & RULES: Includes all Arizona Laws and Regulations.	10
EVALUATION, ASSESSMENT AND REMEDIATION METHODS: Practical and written.	100
CLINIC FLOOR WORK: Includes instruction on the clinic floor.	50
TOTAL HOURS	350

* Proof of one year of work experience is required before training and testing for instructor’s license.

*Course is not approved for veterans education benefits.

Graduation Requirements for all offered courses:

Students must meet the following requirements of study to qualify for graduation. A diploma and certificate of graduation will be issued upon completion of the course of study. The graduation requirements are as follows:

- Completion of all course hours required by the Arizona State Board of Cosmetology
- Completion and passing of all written and practical requirements.
- Full payment of all fees and tuition, and/or compliance with Financing Agreement.
- Completion of school board examinations (written and practical) with a passing score.
- Application to PCSHQ completed and money order for first license with passport size photo turned into school board examiner
- Completion of school exit paperwork and interview requirements with School manager.

Requirements for Licensure:

Requirements for admission to the licensing examination for the Arizona State Board of Cosmetology:

An applicant must be a graduate of a school of Cosmetology, Hairstyling, Nail Technology, Aesthetics or student instructor program and complete the required hours for the specified course. Applicant must make application and pay the required examination fee for the specific examination.

*All education and learning situations at the Rogers Academy are conducted in English, including classroom and clinic.

Student Financial Assistance:

Rogers Academy is not currently accredited with any national accreditation association. Rogers Academy does accept VA educational benefits, Department of Arizona Vocational Rehabilitation financing and is affiliated with NACOG for our cosmetology, nail technology and aesthetics programs upon proof of eligibility. Rogers Academy of Beauty also offers inhouse financial loan programs. Please contact the Admissions Director for terms of the programs offered.

Rogers Academy of Beauty allows 12 months after completion of program to pay off the student inhouse financing with 0% interest. Any tuition remaining after the 12 months will result in 21.99% interest being added to the amount loaned upon completion of program. Any payments more that 60 days late will be considered in default and will be referred to a 3rd party collection company.

Re-entry Students:

Former students of the Academy who wish to re-enter, must request approval from the Academy's Administration. The request will be reviewed, and a decision made with 30 days of the request. Students who are re-admitted within six months of the original official withdrawal date will be re-admitted and their hours honored. The school does not recruit students already attending or admitted to another school offering a similar program of study.

Satisfactory Academic Progress Policy:

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. 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 (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1250, 1600 clocked (actual) hours
Hairstylist	450, 725, 1000 clocked (actual) hours
Esthetics	400, 800 clocked (actual) hours
Nail technology	300, 600 clocked (actual) hours
Student Instructor	175, 350 clocked (actual) hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Students must maintain an accumulative grade point average of 75% and attendance of 70%. If student fails to reach the goal by not being at 75% grades or 70% attendance at the following evaluation student will be terminated. If student falls below in grades or attendance at any evaluation, they will be placed on a warning with a plan to bring the student up to SAP by following evaluation. Student may file for an appeal with the Executive Director showing extenuating circumstances and showing what has changed so that the student will be complying for the following evaluation or plan chosen by the Executive Director. Extenuating circumstances must be of medical, jury duty, or military reasons, The Executive Director will return a decision on the appeal within 10 days.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Attendance Progress Evaluations:

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school

will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Students who miss 10 consecutive days without communicating with school director may be terminated on the 11th consecutive day.

Maximum Time Frame:

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Courses:

MAXIMUM TIME ALLOWED

	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 35 hrs./wk.) -- 1600 Hours	69 Weeks	2400
Cosmetology (Part time, 21 hrs./wk.) – 1600 Hours	97 Weeks	2400
Hairstyling (Full time, 35 hrs./wk.) – 1000 Hours	43 Weeks	1500
Hairstyling (Part time, 21 hrs./wk.) – 1000 Hours	55 Weeks	1500
Aesthetics (Full time, 35 hrs./wk.) – 800 Hours	35 Weeks	1200
Aesthetics (Part time, 21 hrs./wk.) – 800 Hour	51 Weeks	1200
Nail Technology (Full time 35 hrs./wk.)-600 hours	26 weeks	900
Nail Technology (Part time, 21 hrs./wk.)	38 weeks	900
Student Instructor (Full time 35 hr./wk.)-350	15 weeks	525

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours.

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

Academic Grading Procedures and Progress Evaluations:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least three comprehensive practical skills evaluations will be conducted while study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 – 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Determination of Progress status:

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

Warning:

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students will be deemed ineligible to receive VA Educational benefits.

Probation:

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. 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. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive VA Educational benefits.

Re-Establishment of Satisfactory Academic Progress:

Students may re-establish satisfactory academic progress and VA Educational benefits, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Incomplete Courses, Withdrawals:

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

Appeal Procedure:

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.

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

Transfer hours:

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Job Placement Policy:

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

Student Grievance Policy:

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Standards of Conduct:

1. Students are required to treat guests, other students and staff with respect at all times. This includes professional and respectful conduct, language and manner at all times. The use of derogatory language and gossiping will not be tolerated.
2. The use of derogatory language toward a fellow student, client, or staff member will not be tolerated and will result in student being suspended immediately and day following. Continuation of this behavior may result in termination.

- 3.** Students are expected to arrive at school on time and following good hygiene behaviors, this includes daily showers, teeth brushed, hair clean and done, and nails being clean and free of debris.
- 4.** Students must be in dress code. This includes hair and makeup done, and that the student is wearing their name badge daily.
- 5.** Students must park in the designated parking area
- 6.** Students must keep all personal belonging in locker provided.
- 7.** Students must be fair, honest and never steal.
- 8.** Students must use designated time clock to clock in at beginning of the day, out for lunch, in for lunch and out at the end of the day. Breaks are not required to be clocked out unless the student leaves the premises. Failure to clock out and leave the premises will result in suspension of that day. Repeated offenses may result in suspension of 1-3 days.
- 9.** Students are expected to be on time. School starts at 8:30 am. Students who arrive after 8:30 am Tuesday – Friday will not be allowed to clock in until 9:30am to avoid the disruption of the theory class in session. Saturdays, students must not be any later than 9:00 am, unless otherwise pre- scheduled with the director.
- 10.** Students must inform the attendance line by 8:15 am of late or absence day of day in question, or student will receive a 1-3-day suspension. Suspension length will be at the discretion of the Director. Day(s) will be served immediately following the day of offense. Failure to contact the attendance line by 8:30 am will be considered no call no show and immediate suspension will occur.
- 11.** Students receive a 30-minute lunch and two 10-minute breaks per day.
- 12.** Students receive 30-minute lunches per day. It is the responsibility of the student to take their lunch as allowed with clinic floor schedule, or time scheduled with classroom instructor. Failure to do so may result in the student missing their lunch. If extended time is needed this must be approved by the instructor and front desk manager.
- 13.** Students are permitted 3 tardiness per month, every subsequent tardy thereafter will result in a 1-day suspension. Continued violation may result in 1-3-day suspension. Tuesday through Friday 9:30am is the latest to clock in and 9:00am on Saturday, unless otherwise noted.
- 14.** Saturdays, Tuesdays and day before and after holidays and school outside events (i.e. hair shows, classes, open house) are mandatory unless prearranged out. Missing of these days will result in suspension of 1-3 days. Prearranged days off must be made 2 weeks in advance with school director and the front desk manager. These days are not considered excused.
- 15.** Absences are highly discouraged, any days missed with must have a doctor note, letter from courts, or proof of bereavement to be excused and not used in overtime charges.
- 16.** Students must participate in school activities while clocked in.
- 17.** Students are responsible for all equipment once received. No items will be replaced if lost or taken.
- 18.** Students must arrive to school with all books and supplies needed for daily training. Borrowing of equipment is not allowed at any time.
- 19.** Students must only eat and drink in the designated break room or outside break area. Food and drink are not permitted on the student salon floor or in classrooms at any time. Gum chewing is not allowed at any time in the school facility.
- 20.** Students are expected to maintain their work area clean and free from clutter. Any items other than training equipment is to be kept in designated locker. Any items left out at the end of day will be placed in lost and found and must be retrieved from an instructor.
- 21.** School monitor duties will be assigned to each student and must be completed before leaving school for the day.
- 22.** All assignments are required to be turned in on designated date made by instructor. Failure to turn in assignments will result in the student not being allowed to take the test for that class. Any missed tests from

either failure to turn in assignments or missing of days are required to be made up by end of month in order to maintain grade point average.

23. Any missed tests and assignments will result in the grade of a "0".
24. Students on the student salon floor are required to turn in their monthly operations sheet or this will result in a "0". This will affect your GPA and may result in counseling.
25. Students are to know current pricing of services and retail.
26. Consultations must be done on every client prior to each service.
27. Students may not refuse a guest at any time. Refusal will result in the student being suspended that day and day following. Repeated violations may result in termination.
28. Smoking is only permitted in designated area.
29. Students are not permitted to instruct other students at any time.
30. Personal services are permitted with instructor permission. Services must be paid for before services are performed at 50% off school salon prices. (See page 17 for student service rules)
31. Behavior that inhibits the training of other students will not be tolerated, the student will be counseled and may be suspended or terminated at the discretion of the director.
32. Unless receiving a service, no other persons may be anywhere in the school other than the waiting area.
33. **Rogers Academy reserves the right to add, change or amend any policies at any time.**

Student Services:

Each Tuesday of the month, students may book appointments. Students will be allowed one service per month; this is to allow for all students to have the chance to get services. Services are half the price of a regular service. Students must have 100% attendance the previous week of service requested. Part-time students can get services on their day off with 100% attendance for that week and week prior.

Disciplinary Policy:

The Academy's Administration reserves the right, at its sole discretion, to suspend or terminate any Student for insubordination, refusal to cooperate with Faculty or School Administration, inability to follow instructions or schedules, failing to observe the Grievance Policy and Procedure, failure to observe the Standards of Conduct, or in any situation where the Administration feels that the Student's continued attendance jeopardizes the learning environment and educational mission of the Institute. Disruption of an Educational Institution is a crime in the State of Arizona.

Any infraction of the Standards of Conduct, General Policies, or the Enrollment Agreement could result in any of the following disciplinary actions:

PROBATION:

A Student may be placed on probation for a specified time for violating the Standards of Conduct or General Policies or Rules of the Academy. If the Student does not correct the problem, he/she will be placed on a second probation. If the problem is not corrected during the second probationary period, he/she may be suspended for three days or dismissed permanently at the discretion of the School Administration.

SUSPENSION:

Enrollment may be immediately suspended at the discretion of School Administration for up to three days for violation of the Standards of Conduct or General Policies. Students may receive in-house suspension at the discretion of the Administration.

DISMISSAL – TERMINATION:

Enrollment may be terminated at the discretion of School Administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution for any of the following reasons:

- Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement.
- Non-conformance with the state laws and regulations governing schools and students.
- Non-compliance with the school’s Satisfactory Academic Progress Policy.
- An action which causes or could cause bodily harm to a client, student, or employee of the school.
- Engaging in the manufacture, distribution, dispensation, possession, or use of drugs.
- Being under the influence of drugs or alcohol while on the premises.
- Immoral or improper conduct.
- Theft or Willful destruction of school or student property.

Collections Policy:

If the students fail to make the required payments to the school upon termination of the program, Rogers Academy of Beauty may use a third-party representation to collect funds owed to the school. This collection process will adhere to the following guidelines:

- Collection procedures will reflect good taste and sound, ethical business practices.
- Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy.
- If a promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

Disciplinary decisions may be appealed by submitting a clear and concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal.

Dress Code:

Students are required to be in dress code always. Students must arrive in the morning ready for the day. Hair must be styled, makeup and nails to be done. Makeup is not to be done after arrival of school unless for a special project day. Any student not in dress code will be sent home to change and is expected to return in proper attire in a timely fashion. Students that choose not to return will be suspended the following school day.

1. Clothing must be all black free of print, emblems or logos. This includes pants, skirts, shirts, dresses, under shirts, undergarments, outerwear, and stockings. No dots, stripes, lace, flowers etc. Denim and color are not permitted at any time. Rogers Academy shirts and jackets are the only items permitted to have a logo.
2. All students will receive a black smock and name tag and must always be worn, black scrubs may be worn in Aesthetics Department with name tag.
3. Shirts must have sleeves that completely cover the under-arm area. Shirts must be modest with no inappropriate cleavage to be showing. Cap sleeves are not permitted nor is any shoulder or back barring shirts. Students will be sent home to change if these guidelines are not followed.
4. Shoes and accessories ie. Jewelry, belts may be of any color. Shoes must have complete closed toe and back heel. Heels on shoes must not be more than 1’ in height. All shoes must be without holes, be clean, neat and in good repair. (slippers, flip flops, sandals are not permitted) shoes must be worn with hose or socks always.
5. **Stockings and leggings** must be black with no print or design and are only permitted to be worn, when worn under dresses or skirts. **Leggings are not pants and may not be worn as so.**
6. Pants are to be solid black with not print or design. Leggings will not be permitted to be worn as pants. Students will be sent home to change if this occurs. Pants must have back pockets if they are of the tight fitted material type. Shorts are not permitted to be worn at any time.
7. Skirts and dresses may not be any shorter than 3 inches above the knee. (If a staff member is in question, the length will be measured) And stockings or leggings must be worn. (No bare legs at any time)

8. Name tags must be worn every day, no exceptions will be made. If your name tag is at home, you may use a loaner for 1 day. If it is lost, you must purchase a new name tag (\$15) from the front desk.
9. Rogers Academy of Beauty shirts, jackets and hats are available to be purchased and may be worn any day of the week with blue denim pants, skirts. No rips or tears of the fabric. No other hats, scarfs or head pieces may be worn on the head at any time, unless worn for religious reasons
10. **All clothes must be clean and in good repair. Absolutely no bare shoulders, backs, belly's, bare underarms, cleavage. Bare legs or bare toes are to be shown at any time.**

Student Advice/Counseling:

Rogers Academy of Beauty Staff members are available for discussion and advise students. When a student actively peruses advice from staff member regarding personal issues, a recommendation will be offered to seek a licensed counselor. A list of counselors and resources will be provided to the student to seek out the professional by choice. Where possible, the school will cooperate with students about issues that relate to their success in the program. Rogers academy does not provide physiological assessment or counseling to student in any manner ort capacity.

Physical Demands and General Requirements of the Cosmetology Profession:

ROGERS ACADEMY OF BEAUTY is concerned with your success in the Beauty Industry. Students interested in pursuing a career as a Cosmetologist, Nail Technician, Aesthetician or Instructor should be aware of the requirements for success. Students should be able to perform the day-to-day functions noted below:

1. A student must have ability to do tasks, using their hands and fingers to grasp, handle, control, move, assemble, or feel objects or tools.
2. Students must have the ability to bend and twist the body while standing or sitting when servicing clients.
3. Students must be aware that they may be required to be on their feet for 10 to 12-hour days.
4. A student must enjoy interacting with the public and able to follow a client's direction. A student must be able to communicate well and help educate the client on the care of hair, nails or skin.
5. A student must be willing and able to work long hours while building a personal clientele to earn the desired income.
6. Strive to continually upgrade your abilities through educational classes, attendance at trade shows, and seminars.

REFUND POLICY:

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring

attendance at least every 30 days.)

7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- Rogers Academy of Beauty Veterans refund policy complies with 38 CFR §21.4255. In the event the veteran or eligible person fails to enter the course, withdraws or is dismissed at any time prior to completion, any unused portion of the tuition, fees and other charges will be refunded. Any amount in excess of \$10 of the application/registration fee is subject to proration. The amount charged will not exceed the exact pro-rate portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of number of days in the course. Refunds are made within 45 days of the last date of the student's attendance.

Overtime Policy:

Rogers Academy provides students with a sufficient and appropriate amount of time to complete their program and most students can complete hours on or before their ending date on their enrollment agreement. No penalty will be charged for medical reasons with a valid doctor's excuse given for each absence. Bereavement for the immediate family, or court appearances with enough documentation will be excused. However, some students fail to satisfactorily complete the program in the period specified because of poor attendance. Any student not completing hours by the ending date on the enrollment agreement will be subject to OVERTIME CHARGES at the rate of \$15.00 per hour.

****Overtime charges cannot be certified for VA educational benefits.**

Leave of Absence Policy:

Students may request a leave of absence in writing for approval by the administration. If approved, the official leave extends the contract period by the same number of days designated in the leave document or used by the student. No re-entry fee will be charged if the student returns to class on or before the first-class day scheduled after the termination of the leave of absence. A leave of absence will be approved for no more than 60 calendar days. An extended leave of absence may be approved based on mitigating circumstances. Payments must continue as scheduled during a student's leave of absence. The request for a leave of absence must be made in writing and approved by the administration.

Withdrawal Requirements:

Students who withdraw from enrollment prior to course completion must complete all required State Board and school paperwork and immediately pay all charges owed to the Academy for training according to the Enrollment Agreement. An Administrative fee of \$150.00 will be charged for early withdrawal.

Consumer Disclosures:

Family Educational Rights and Privacy Act (FERPA) Policy:

To Protect the privacy of students and families, federal law sets certain conditions on the disclosure of personal information from records kept by schools that participate in the FSA programs. The relevant law is the Family Education Rights and Privacy Act of 1974 (FERPA). Rogers Academy of Beauty FERPA Policy covers important information with regards to the rights provided to student's records. This policy covers important information, including, but not limited to, the following:

1. Gives the student or parent or guardian if the student is a dependent minor the right to inspect and review the student's educational records within 45 days of the day the Academy receives the request for access, and records that are exempt and not included as the student's record
2. The right to request an amendment of the student's educational records that the student believes are inaccurate, misleading, or in violation of the student's privacy
3. The right to deny consent to disclosures of personally identifiable and directory information contained in their student's education records, except to the extent that FERPA authorizes disclosures without consent, such as the department of Education and Accrediting Agencies
4. The definition of what Rogers Academy of Beauty has designated as Directory Information that may be released without consent to any inquirer
5. Information regarding how students may request additional personally identifiable information be disclosed to a specific individual in writing each time
6. Prevention of disclosure of directory information
7. Access without consent and
8. The right to file a complaint about alleged non-compliance with FERPA

The policy is designed to ensure students' rights by safeguarding our academic and financial records and insuring only authorized persons access them. Rogers Academy of Beauty retains students records for a minimum of 5 years and retains student transcripts indefinitely.

***Rogers Academy of Beauty reserves the right to release any information required by NACCAS(Accreditation) or state and federal agencies that provide funding.**

Drug Policy:

Rogers Academy actively supports the prevention of drug and alcohol abuse. We are concerned with having a safe and drug free environment. Penalties to be imposed on students and employees for drug abuse violations occurring in the school include:

- Notification of the abuse to the proper authorities.

- A leave of absence from enrollment/employment during which time the individual must consider the responsibilities reinstated that he/she will no longer participate in abuse activities affecting performance.
- Termination will be considered based on the circumstances surrounding the violation.

Crime Awareness:

The Prescott Police Department will visit with students about self-protection, personal safety and rape prevention. This will be scheduled periodically.

Crime Statistics

Statistics concerning ¼ mile radius around the location of our facility for 2017 are as follows:

Sex offenses	0
Robbery	0
Aggravated Assault	0
Homicide	0
Drugs	0
Rape	0
Vandalism	0
Forgery / Fraud	0

Sexual Harassment Policy:

Students, Instructors, and Staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any School-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:

- i) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in the School's programs or activities, or
- (ii) 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 School's programs or activities, or
- (iii) 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
- (iv) 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 School's programs or activities. Should you have reason to believe that you have been Sexually Harassed at the School or any of its activities, you may contact the School's compliance officer direct at 928-848-9929.

Statement of Non-Discrimination:

The Academy does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, disability, age, marital status, national origin, or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in the application, admission, operation, participation, access and treatment of the School's programs and activities.

Americans with Disabilities Act Compliance:

Rogers Academy is a newly built facility approved by the City of Prescott conforming to ADA (Americans with Disabilities Act) guidelines.

Section 504/ADA Policy

The Academy does not discriminate in admission or access to our program based on age, race, color, sex, disability, sexual orientation, religion, or national origin. If you would like to request academic adjustments or auxiliary aids, please contact the Academy's Business Manager, who is the Compliance Officer. You may request academic adjustments or auxiliary aids

at any time. The Business Manager/Compliance Coordinator Officer is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institute will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

(1) Notify the Business Manager in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and the need for accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact Business Manager Darrin Rogers by telephone direct line at 602-486-5100.

(2) The Business Manager will respond within two weeks of receiving the request.

(3) If you would like to appeal the decision regarding your request, please contact the Institute's Compliance Committee at 602-486-5100 with all the previously requested information. Appeals must be submitted within one week of the date of the Business Manager/Compliance Coordinator's response.

OSHA:

The United States Department of Labor of the Occupational Safety and Health Administration (OSHA) requires the school to advise its students of the chemicals used in training. Students will learn about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in the school. A notebook containing Material Safety Data Sheets for the chemicals used at the school is available in the administrative office.

Voter Registration:

If you are not a registered voter and would like to be, you can register at www.sos.state.az.us/election/message.htm.

BASIC REQUIREMENTS FOR A SAFE WORKPLACE:

1. Proper Ventilation: Some fumes can be harmful.
2. Proper Use of Flammables: Read labels and always follow precautions.
3. Designated smoking areas: Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.
4. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.
5. Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
6. Proper Use of First Aid: Keep first aid kit available at front desk.
7. Fire Safety: Post and review evacuation procedure during new student orientation.
8. In the event of fire:
 - a) contact fire department (Keep number readily available. Give name and address of business, nature of fire (what is burning), and name of person reporting the fire.
 - b) Evacuate premises by following the planned procedure for the facility.
 - c) Plan alternate exits for use in the event regular route is blocked by the fire.
 - d) Service extinguishers at least annually.
9. Use of extinguishers. Install away from potential fire hazards and near an escape route. Follow the instructions. Many works as follows:
 - a. Pull the pin

- b. Aim the nozzle
 - c. Squeeze the handle
 - d. Sweep from side to side at base until fire goes out.
10. Recommended Procedures: The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:
- a. Everyone is leaving the premises and fire department has been called.
 - b. The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
 - c. You can fight the fire with your back to an escape route.
 - d. Your extinguisher is rated for the type of fire you are fighting and is in good working order.
 - e. You know how to operate the extinguisher.

Rogers Academy is equipped with fire alarms, sprinklers, and fire extinguishers. Fire drills with safe exit plans will be conducted regularly.

INSTRUCTIONAL STAFF AND FACULTY:

Sheri Rogers

President/Executive Director

Mrs. Rogers is the President and Executive Director of Rogers Academy LLC. Mrs. Rogers has been a professional administrator and Director of Cosmetology Schools for over 3 decades in the metro Phoenix area. Mrs. Rogers is a lifelong licensed salon stylist, beauty industry executive, and a master career educator. Her many associations with industry professionals and advanced education keeps her strongly involved in the industry. Her belief that knowledge is power has her to strive to continually be educated so that she can bring that to her students and staff.

Sheila Manley

Director of Education

Ms. Sheila has been a licensed educator since 2012. She is also a salon stylist in her free time. Ms. Sheila is responsible for cosmetology basic and advanced teaching. She is a trained master in hair extensions and teaches this class to our students. She is also an educator for the **Elevation H Cutting and Coloring** program the Academy is excited to be offering. Ms. Sheila is continually attending advanced education classes to help benefit her students.

Lorrie Anne Murphy

Cosmetology and Aesthetics Lead Educator

Ms. Murphy has been a licensed educator since 2011. She has been a Salon Stylist since 1994 and a Salon Owner. Ms. Murphy is a highly trained educator in Aesthetics, Cosmetology and Nail Technology. She continues to strive for excellence and attends advanced education on a regular basis.

Rosemary Tracy

Cosmetology and Aesthetics Instructor

Mrs. Rosemary has been a licensed educator since 2019. She is the co-owner and operator of Crimson Chair in Downtown Prescott.

Patricia Chalcraft-Till

Cosmetology and Aesthetics Instructor

Mrs. Trish has been a licensed educator since 2019. She is a part-time instructor and works part-time in a salon.

Megan Crissinger

School Director and Front Desk Manager

Megan is a licensed cosmetologist and has extensive knowledge in administrative duties. She has worked at some of the most prestigious salons in Arizona. Megan is responsible for all school processes and daily running's of the Academy business.

Brent Crissinger

Admissions Director

Brent is trained in admissions and is the institutes VA certifying official. Brent conducts the tours and interviews for the Academy.

Darrin Rogers

Financial Aid Director/School Business Manager

Darrin Rogers has 3 decades of managing business and working in financial departments. Darrin conducts all financial decisions of the Academy as well as all exit interviews with students on finance agreements with the Academy.

SUBSTITUTE INSTRUCTORS:

All substitutes are trained in all facets of the education of Rogers Academy of Beauty.

Jill Rene' Hassen

Cosmetology, Nail technology and Aesthetics Substitute Educator

Sandee Cassino

Cosmetology and Aesthetics Educator

Ginger Hinkle

Cosmetology and Nail Technology Educator

Ms. Ginger has been a licensed educator since 2006. She is our lead nail technology instructor. She also is well versed in Cosmetology and Aesthetics; she assists in those areas as needed. Ms. Ginger has been trained in many advanced education areas and brings a wealth of knowledge to the Academy. She continues to take advanced education on a regular basis and strives for perfection in all that she teaches.

Appendix 1:

Tuition Pricing for 2020:

Cosmetology Course (1600 hours)

Tuition: \$15,000.00

Kit: \$1,850.00

Application fee: \$100.00

Total: \$16,950.00

Hairstyling Course (1000 hours)

Tuition: \$13,034.00

Kit: \$1,816.00

Application Fee: \$100.00

Total: \$14,950.00

Aesthetics Course (800 hours)

Tuition: \$11,600.00

Kit: 1,250.00

Application Fee: \$100.00

Total: \$12,950.00

Nail Technician (600 hours)

Tuition: \$8,600.00

Kit: 1,250.00

Application Fee: \$100.00

Total: \$9,950.00

Student Instructor (350 hours)

Tuition: \$4,850.00

Application Fee: \$100.00

Total: \$4,950.00

Transfer Students:

Cosmetology - \$15 per hour

Hairstyling - \$13 per hour

Aesthetics - \$14.50 per hour

Nail Tech - \$14.50 per hour

(Does not include books and kit)

Appendix 2:

**2017/2018 Institutional Outcome Rates-Combination
of All Programs Offered**

Completion rate= 84%

Licensure rate= 88%

Placement rate= 89%

Appendix 3:

2020 Start Dates:

Cosmetology:

June 16th

July 21st

August 25th

September 29th

November 3rd

December 8th

Hairstyling:

July 21st

September 29th

December 8th

Aesthetics:

June 16th

July 21st

August 25th

September 29th

November 3rd

December 8th