

COSMETOLOGY TRAINING CENTER CATALOG
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(October 2011)

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WELCOME!

Welcome to **Cosmetology Training Center**, a professional high-tech hair styling school, offering modern methods in cosmetology for those seeking a rewarding, challenging, and profitable career. Our comprehensive curriculum will train you in all areas of cosmetology. In addition to creative hair design, make-up, perming, and dimensional hair color, we also teach you marketing and management. At **Cosmetology Training Center**, there is security to be found in knowing your newly acquired skills and knowledge will always be in demand while enjoying substantial financial rewards.

PROFESSIONAL AFFILIATIONS

The COSMETOLOGY TRAINING CENTER is fully licensed and approved by the Louisiana State Board of Cosmetology.

11622 Sunbelt Court
Baton Rouge, Louisiana 70809
(225) 756-3404

The school is accredited by the **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES.**

4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
703 600-7600

Member of the **LOUISIANA ASSOCIATION OF COSMETOLOGY SCHOOLS**

Approved by the **U.S. DEPARTMENT OF EDUCATION FOR FEDERAL STUDENT FINANCIAL AID PROGRAM.**

400 Maryland Ave., SW
Washington, DC 20202-4723

Approved by:

- Veterans Administration
- Louisiana Rehabilitation Services

OWNERSHIP/ADMINISTRATION

Cosmetology Training Center is owned by HAIR-A-FAIR Inc., a Louisiana Corporation with executive offices at 2516 Johnston Street, Lafayette, Louisiana 70503.

The officers of the Corporation are:
Lora Moreau – President
Andre' Moreau - Secretary - Treasurer

Lora Moreau, a native of Acadiana, directs the training center with enthusiasm and professionalism. Her daily involvement in the beauty student's education enables her to achieve her goal of excellence..."to educate the very best student to respond to changing fashion and beauty trends and to satisfy the needs of every salon client". With a beauty career spanning more than forty years, Lora's background includes owner-operator of salons, lecturer, retailer and television beauty consultant.

Because of Lora's love for this exciting career and her caring attitude for her students, it reflects in the success of her graduates that extends into the work force of the community. At C.T.C., her staff members teach far more than basics in hairstyling. Students learn additional skills, knowledge, and techniques that help them prepare for today's job market.

AUTHORIZATION

The Cosmetology Training Center is fully licensed and approved by the Louisiana State Board of Cosmetology.

FACILITIES AND EQUIPMENT

Cosmetology Training Center is a modern facility with 7,000 square feet of floor space, luxuriously decorated, and totally air conditioned. There are separate theory and practice rooms for each level of instruction where the environment stimulates and motivates the learning experience.

Cosmetology Training Center meets all health, safety, equipment and physical requirements of the Louisiana State Board of Cosmetology.

FACULTY PERSONNEL

The school employs a skilled team of instructors for training today's student for tomorrow's success through better education. Our Instructors have met all Cosmetology State Board requirements and are trained in all aspects of cosmetology.

STAFF

Lora Moreau-Director/Substitute Instructor
Andre' Moreau – Chief Financial Officer
Mary Mitchell Leach -Registrar/Financial Aid Officer
Dianne Langlinais - Admissions
Flossie Krantz - Administrative Assistant
Cortney Burleigh - Receptionist
Rosetta Green - Supervisor Instructor
Michelle Brasseaux - Instructor
Jennifer Babin-Instructor
Pam Lanclos - Instructor
Bonnie Latiolais – Instructor
Angie Landry – Instructor

SCHOOL MISSION AND OBJECTIVES

COSMETOLOGY TRAINING CENTER'S mission is to teach the required skills, develop creativity and personality, and instill a positive attitude in order for graduates to enter this great profession and fulfill their goals. Each student admitted to the school receives instruction in technical skills, professional services, business and job related information. Each student also participates in closely supervised cosmetology services while working in the clinic. Our program of study is designed to provide a broad base to maximize the employability of our graduates.

Objectives of the program are:

- To educate and develop technical skills, the highest level of each student.
- To train men and women for employment in the cosmetology industry.
- To develop professional qualities within each student.
- To prepare students with knowledge in the latest products, equipment and styling trends.
- To advise each student in the variety of employment opportunities within the field.
- To fulfill all requirements of the Louisiana State Board of Cosmetology.

CAREER OPPORTUNITIES

Since 1990, NACCAS has commissioned several job demand surveys to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The survey results indicate that salons in Louisiana plan to hire 6,580 new employees in the next 12 months. The average annual salary for a salon professional in Louisiana was \$41,145. This amount does not include tips and gratuities. Nationally, the average salon professional's salary was \$35,973.

Most importantly, 73% of Louisiana salon owners who attempted to hire new employees in 2006 said they were unable to find properly-trained applicants. This means that jobs would be immediately available for salon professionals.

As of January 2007, there were 25,756 professionals employed at Louisiana's 5,734 salons. In addition, 66% of salons in the state were employer owned and 13% were booth rental salons. The other 21% were a combination of both. Owners classified 57% of their salons as full-service salons and 25% were listed as haircutting salons. Barbershops made up only 5% of the total.

The following career opportunities exist in this exciting field:

Cosmetologist - SALONS – (private, chain, or department store)

Full Service Cosmetologist	Manufacturer's Rep
Salon Owner	Beauty Products Sales
Styles Director	Beauty Products Supervisor
Platform Stylist	Research Assistant

Free Lance Stylist
Theatrical Stylist
Beauty Supply Sales Representative
Cosmetology Specialist

- Permanent Waves
- Hair Colorist
- Makeup Artist
- Esthetician

State Board Member
Beauty Editor
School Director
Beauty Magazine Columnist
Desirologist

Manicurist

Salon Owner
Artificial Nail Tech
Manicurist/Pedicurist
Beauty Supply Sales

Instructor

Cosmetology Instructor
School Owner
Beauty School Director
Manufacturer's Educator

ADMISSION REQUIREMENTS

All applicants are required to visit the school for a personal interview with the Director of Admissions. An applicant is encouraged to apply for admission as far in advance of the starting date as possible. The school admits high school graduates and holders of high school graduation equivalency certificates.

ENROLLMENT REQUIREMENTS

Students must provide the following to start school:

1. Student application
2. Birth certificate or driver's license
3. High School Diploma or G.E.D.
4. Two pictures
5. \$10.00 money order made payable to Louisiana State Board of Cosmetology

SUPPLIES REQUIRED

Students are required to bring the following items:

1. Three ring binder notebook with loose leaf paper
2. Permanent marker
3. Highlight marker
4. Pencil
5. Ink pen
6. Spiral index card binder

NON-DISCRIMINATION POLICY

This institution does not discriminate on the basis of race, sex, religion, age, creed, financial status, ethnic origin, or area of residence. Non-discriminatory practices are in effect in its admission, instruction, and graduation practices.

CALENDAR OF OPERATION AND HOLIDAYS

Cosmetology Training Center is open Monday through Friday of each week. This schedule of operation is followed throughout the year with the exception of the holidays listed below.

Time not required to be made up (legal holidays): New Year's Day, Mardi Gras Day, July 4th, Thanksgiving Day, Labor Day, Christmas Day, Good Friday, Instructor Training Seminar, and school holidays. (15 total days)

ENROLLMENT DATES

A student may apply for enrollment at any time during the regular hours of operation. Standard enrollment dates usually fall on the first Monday of every month. Students must register prior to the enrollment date. Acceptance for enrollment during a specific month may depend on the number of applications received. The full cosmetology course has a limit of twenty students per beginning class to ensure maximum personal attention by the pre-clinic instructor.

STUDENT HOUSING

The school does not provide student dormitory facilities. However, a list of nearby desirable housing accommodations is provided. The Director of Admissions will gladly assist out-of-town students in securing satisfactory housing facilities.

THE CURRICULUM

The following outlines are offered as an explanation of the subjects required for completion of each of the standard courses of study. The length of time spent for each subject is listed in accordance with the guidelines of the Louisiana State Board of Cosmetology.

FULL COSMETOLOGY COURSE

This is a course of study in the basic services, theories, and principals of cosmetology arts and sciences. The minimum length of the course is 1,500 hours covering a period of not less than fifteen (15) months nor longer than 1-1/2 times the course length. This course is intended to train one to be employable as a licensed Cosmetologist. The course is directed toward developing good work habits and attitudes with respect to health, sanitation, and safety. The course encourages self-reliance, readiness to assist others, and professional ethics.

Objectives

1. To educate and develop technical skills to the highest level of each student.
2. To develop professional qualities within each student.
3. To prepare students with knowledge in the latest products, equipment, and styling trends.
4. To inform each student in the variety of employment opportunities within the field.
5. To fulfill all requirements of the Louisiana State Board of Cosmetology in order that the student becomes licensed.

Text Books

1. *Standard Book of Cosmetology and State Board Review of Cosmetology*
2. *Standard System of Salon Skills Student Journal*

References

1. Milady Cosmetology Theory Video Program
2. Standard System of Salon Skills Video Program
3. Glossary of Cosmetology Terms
4. Standard Dictionary
5. Matrix and Paul Mitchell Hair Color Videos

Course Format

1. Lecture
2. Practical Demonstrations
3. Audio-visual materials
4. Practical and theory worksheets
5. Illustrations
6. Written and practical evaluations

Work Projects/Evaluation Factors

<u>Evaluation Period One</u>	300 hours	
Theory exams		12
Practical Demonstrations		Project sheet #1
Clinic Experience		46
<u>Evaluation Period Two</u>	600 hours	
Theory exams		13
Practical Demonstrations		Project sheet #2
Clinic Experience		110
<u>Evaluation Period Three</u>	900 hours	
Theory exams		7
Practical Demonstrations		Project sheet #3
Clinic Experience		160
<u>Evaluation Period Four</u>	1,200 hours	
Theory exams		0
Practical Demonstrations		Project sheet #4
Clinic Experience		222
<u>Evaluation Period Five</u>	1,500 hours	
Final exams		
Practical Demonstrations		Project sheet #5
Clinic Experience		242

Tuition and Fees

A payment of \$500.00 is due at the time the enrollment is signed. The remainder of the tuition is payable \$1000.00 per month for the 2nd through the 15th month. Other options are available to students who qualify for financial aid. The total cost of the program is \$14,500.00

Registration Fee	\$100.00
Kit, Tools and Supplies	\$607.00
Textbooks & Handouts	\$393.00
Tuition	<u>\$13,400.00</u>
TOTAL COST	\$14,500.00

Full Cosmetology Course (total = 1,500 hours)

	Classroom Theory	Practical Theory	Total
1. Hair cutting wiggery, hair designs, finger waves pin curls, comb-outs	120	160	280
2. Hair styling	120	120	240
3. Shampoo and rinse	16	72	88
4. Dyeing, coloring tinting, bleaching	60	120	180
5. Permanent wave and hair relaxing	80	160	240
6. State board rules	8	8	16
7. Safety measures, shop management, retailing, people skills, client consultation	40	40	80
8. Anatomy, physiology, bacteriology	24	150	174
9. Skin care, hair care, facial massages and treatment	24	150	154

10. Basic Manicuring	8	40	48
Totals	500	1,000	1,500

INSTRUCTOR TRAINING COURSE

This is a course of study which covers the areas of instruction, supervision, and administration that may be assigned to the instructors while teaching all levels of cosmetology. The minimum length of the course is 750 hours covering a period of not less than 30 weeks. The course is designed to train student instructors to become employable as licensed Cosmetology Instructors. Following sound training principles, the program provides an opportunity to each student teacher to observe and assist experienced teachers in the performance of their duties, to perform skill demonstrations, to supervise practice teaching, as well as to thoroughly study the principles of teaching. The program permits trainees to apply in a classroom atmosphere, the practices and theories to which they are exposed as the program unfolds.

Objectives

The main objective is to train an instructor to master the subject matter and to utilize the latest teaching principles to impart this knowledge to others.

Text Books

1. *Master Educator Student Course Book and State Board Review Book* – Milady
2. *Standard System of Salon Skills Student Journal*

Course Schedule

1. With perfect attendance, a student should have 250 hours at the end of 10 weeks and is ready for first practical and academic evaluation.
2. At the end of the 20th week, a student should have 500 hours and is ready for second practical and academic evaluation.
3. At the end of the 30th week, a student should have 750 hours and is ready for the third and final evaluation.

Phase I (week 1 through week 10) – theory, assist instructors, and observe

- First period – teacher assist and observe
- Second period – teacher assist and observe
- Lunch period – as directed by school policy
- Third period – theory
- Last period – sanitation and clean-up

Phase II (week 11) – student takes final theory test and has first practical evaluation

(week 12 – week 17) – student continues as teacher assistant and observes

Phase III (week 18 – week 30) – Student instructor is ready to do practice teaching under supervision of a senior instructor in the different areas.

Work Projects/Evaluation Factors

<u>Evaluation Period One</u>	250 hours	
Theory exams		6
Practical Demonstrations		4
<u>Evaluation Period Two</u>	500 hours	
Theory exams		5
Practical Demonstrations		5
<u>Evaluation Period Three</u>	750 hours	
Theory exams		Final
Practical Demonstrations		Final

Tuition and Fees

A payment of \$500 is due at the time the enrollment agreement is signed. The remainder of the tuition is payable \$500 monthly until paid out. Other options are available to students who qualify for financial aid. The total cost of the program is \$3,500.

Administrative Fee	\$100.00
Textbooks	\$200.00
Tuition	<u>\$3,200.00</u>
TOTAL COST	\$3,500.00

Instructor Training Course (total = 750 hours)

Instructor training course must be under supervision of a licensed teacher of cosmetology for a minimum study of 750 hours in not less than 30 weeks.

Number of Hours of Study Required

Classroom Training

Science of Teaching.....	175
Teacher Assistance – Observation.....	200
Performance of Demonstrations.....	25
Clinic - Supervised Practice Teaching.....	<u>350</u>
Total	750

TRANSFER POLICY

The school does not accept students who have acquired hours at another school, however, we may accept a student who has dropped from our school and applies to be readmitted. The school accepts them provided there are openings in their level of training and the student has paid any money owed the school. The student returns on probationary status for one month. They are credited for hours earned in our school once State Board approves hours earned. The student is charged per hour according to the respective course for hours needed to complete the course plus a \$100.00 registration fee or 15% of the contract price of the course, whichever is less.

Cosmetology	-	\$8.93per hour
Instructor	-	\$4.26 per hour

OVERTIME CHARGES

Should a student fail to accumulate the required number of hours for the enrolled course during the enrollment time, he/she shall be required to pay \$25.00 per day for each day needed for as long as it takes to complete the course.

REFUND POLICY

- A. Any applicant not accepted by the school shall be entitled to a refund of all monies paid.
- B. If a student (or in a case of a student under legal age, his/her parent or guardian) cancels his/her contract and requests their money back in writing, within three (3)business days of the signing of the enrollment contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered in person to the school administrator or owner. This policy applies regardless of whether or not the student has actually started training.

- C. If a student cancels his/her enrollment after three (3) business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less an administrative fee of \$100.00.
- D. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized.

Percentage of Enrollment Time to Total Time of Course	Amount of Total Tuition School Shall Receive or Retain
0.01 % to 4.9%	20% retained
5% to 9.9%	30% retained
10% to 14.9%	40% retained
15% to 24.9%	45% retained
25% to 49.9%	70% retained
50% & over	100% retained

Students who attend school under Title IV funding when terminating from school are refunded according to the Title IV Refund calculations. Any remaining balance owed to the school is the student's responsibility. Non-Title IV students are refunded according to the contract when terminating.

- F. Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined in Item B or formal termination by the school which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented day of return.
- G. The stated value for textbooks, equipment and supplies issued by the school and accepted by the student will not be refunded. It is the policy of the Cosmetology Training Center to withhold the entire cost of each student's kit and books from any refund due the student at the time of termination. Once a student has received a kit and books, these items become the property of the student to utilize for the educational process. Upon termination, the school will not accept these kits and books back for reuse, as they are often times marked, incomplete with missing items, or unacceptable for reuse. The school also contends that the reuse of kits and books by numerous students is an unsanitary practice in the field of cosmetology. If the student drops out the cost of kit and book will be charged to the student.
- H. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school makes a settlement which is reasonable and fair to both.
- I. Should the school close permanently and no longer offer instruction after a student has enrolled, the student shall be entitled to a prorated refund of tuition.
- J. If a course is canceled subsequent to student's enrollment, the Cosmetology Training Center shall at its option either provide a full refund of all monies paid or provide completion of the course.
- K. If a student receiving TITLE IV FUNDS drops out and does not complete the course, the school will not refund the amount to the TITLE IV program if the amount to be refunded is \$50.00 or less.

CONDUCT

Students are dismissed from school if their conduct is inappropriate, if they do not meet the school's academic standards, or do not follow instructions. The school reserves the privilege of suspending or discontinuing a student for failure to make payments when due, ineptitude, misconduct, poor attendance, failing grades in practical and theory work, infraction of rules, disobedience or such reason as the Director may deem sufficient cause for suspension or dismissal. A copy of rules and regulations is given to each student and explained during registration and orientation classes.

STANDARDS OF SATISFACTORY PROGRESS

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school.

NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

ATTENDANCE PROGRESS:

COSMETOLOGY COURSE 1500 HOURS

FULL TIME: 25 HOURS PER WEEK

MAXIMUM TIME The maximum time frame a student has to complete the program is 150% of the contracted length of the program.

ATTENDANCE Students must attend at least 72 hours per month in order to be considered making satisfactory progress and to complete the course within the maximum time frame. Note: The contracted length of the 1500 hour Cosmetology Course for students attending 25 hours per week is 60 weeks with an additional 6 weeks which provides students with three weeks of excused absences and 3 weeks of school holidays (when school will be closed) for which he or she will not be charged. However, any student not completing the course within 66 weeks will be charged \$25.00 per day for additional instructional hours needed to complete the course.

INSTRUCTOR TRAINING COURSE 750 HOURS

Full Time: 25 hours per week

MAXIMUM TIME The maximum time frame a student has to complete the program is 150% of the contracted length of the program.

ATTENDANCE: Students must attend at least 72 hours per month in order to be considered making satisfactory progress and to complete the course within the maximum time frame. Note: The contracted length of the 750 hour Instructor Course for students attending 25 hours per week is 30 weeks with an additional 6 weeks which provides the student with 3 weeks of excused absences and 3 weeks of school holidays (when school will be closed) for which he or she will not be charged. However, any student not completing the course within 36 weeks will be charged \$25.00 per day of additional instructional hours needed to complete the course.

ACADEMIC PROGRESS:

The following factors will be measured to determine academic progress:

- THEORY WORK
- PRACTICAL AND CLINIC WORK

THEORY WORK and PRACTICAL WORK WILL BE GRADED ACCORDING TO THE FOLLOWING SCALE:

- 90-100=A
- 80- 89=B
- 70-79=C
- BELOW 70=FAILING

In order for a student to move to the next level, students are evaluated by their instructors on Theory and Practical work done in the classroom. Their 67% attendance is also required in order to move to the next level. When progress reports are produced at the beginning of each month, instructors meet with each of their students for advising the student on progress. An advisory report is kept in the office.

FINANCIAL AID EVALUATIONS

Students must maintain a C grade average (minimum of 70%) in Theory and Practical/Clinic work and 67% attendance in order to be considered making satisfactory progress.

DETERMINATION OF PROGRESS

FINANCIAL AID EVALUATIONS OF PRACTICAL /CLINIC /THEORY WORK and ATTENDANCE WILL BE MADE ACCORDING TO SET SCHEDULED HOURS FOR EACH COURSE.

COSMETOLOGY (450 HRS, 900 HRS, 1200 HRS)
INSTRUCTOR TRAINING (375 HRS)

ACADEMIC SATISFACTORY PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a cumulative theory grade average of 70% and pass a Final written and practical exam prior to graduation.

SATISFACTORY ATTENDANCE PROGRESS

Students must maintain a minimum of 67% of the cumulative scheduled hours to maintain satisfactory progress.

DETERMINATION OF PROGRESS

Students meeting requirements at the end of each payment period review points will be considered making satisfactory progress until the end of the next scheduled payment period. In order for a student to be considered making satisfactory progress, the student must meet both cumulative attendance and academic minimum requirements.

FINANCIAL AID WARNING

Students failing to meet requirements for attendance or academic progress at the end of any payment period will be placed on Financial Aid WARNING until the end of the next payment period or until re-establishing satisfactory progress, whichever occurs first. During the Financial Aid Warning period, students are considered to be making satisfactory progress and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making satisfactory progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be placed on Financial Aid Probation and will be suspended from receiving Title IV funds, unless the student appeals the Financial Aid Probation and wins on appeal.

APPEAL POLICY

If a student is determined NOT to be making satisfactory progress at the end of the Financial Aid Warning period, the student may appeal the negative determination. The appeal must be based on the following: the death of a relative, an injury or illness of the student, or other special circumstances. The student must submit his/her written appeal notice to the school administration with supporting documentation including why the determination should be reversed and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation. The written appeal will be reviewed within 5 business days by the school administration and the student will be notified of the results in writing. The results of the appeal review are final and not appealable. If the student wins on appeal, the student will be placed on Financial Aid Probation and will be considered making satisfactory academic progress until the end of the next payment period.

TERMINATION AND RE-ENTRY

If a student is terminated by the school the student must sit out for six months before applying for re-admission or a period of time at the discretion of the Director. The student must pay all fees owed to the school before going through the appeal process and determination will be made at that time. If accepted, the student will be readmitted on a probationary status for one month. The student will be charged the current hourly rate of tuition for the remaining hours and a re-admission fee of \$100.00.

POLICY REGARDING TEMPORARY INTERRUPTIONS

Students reentering school after authorized leaves of absences or otherwise will, if re-admitted into school, be deemed to be in the same status of satisfactory progress as of their last recorded date of attendance.

EFFECTS OF COURSE INCOMPLETES, WITHDRAWALS, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES ON SATISFACTORY PROGRESS

Course incompletes, withdrawals, repetitions, and non-credit remedial courses have no effect on satisfactory progress other than within the confines of the requirements as stated elsewhere in this document.

DAILY ATTENDANCE

Students are contracted for 25 hours per week. School is in session for 30 hours. Students are allowed one hour lunch periods. In addition, these rules apply:

1. No one gets 6 hours per day. All students must take a lunch period. After completing level I, students have the option to take 30 minute lunch periods.
2. Students will automatically be recorded as having at least one (1) hour for lunch if he/she forgets to clock out and back in. If the student chooses to take one half (30) minute lunch period in order to get make-up time, they must report to their instructor for assigned extra work during that time.
3. Students who leave at 1:00p.m. or earlier, or arrive at 11:00 or after (with permission) can skip lunch.

ABSENTEE POLICY

All students at the Cosmetology Training Center are required to maintain a minimum of 67% of attendance or termination may result. Students who fall below 67% attendance in the three separate months may be suspended or terminated. If the student fails to notify the school of withdrawal, the school must terminate on the 30th consecutive day of absence. Students who do not meet the minimums stated above as well as those who are absent on a day to day basis are counseled as to consequences of these absences. A report of students who are absent all week is made to the Director for the purpose of appropriate follow-up. Excused absence of 75 clock hours are permitted to the extent that the student will not be charged for them in order to meet the scheduled graduation date.

MAKE-UP WORK POLICY

It is the responsibility of the student to acquire all necessary assignments from the appropriate Instructor. Students will be granted the privilege of make-up work at the convenience of the school and with the permission of the Director. At the completion of the course, as determined by the scheduled graduation date on the Enrollment Agreement, students must have all make-up work completed. Any time after the scheduled graduation date (which includes the 75 hours of excused absences), the students will be charged the hourly rate listed on their Enrollment Agreement for hours needed to complete the course.

TARDY POLICY

Classes are scheduled from 9:00 a.m. to 3:00 p.m. It is important to arrive at school on time. Tardiness disturbs the entire class and will not be tolerated. Students running late must call to inform the school of the problem. NO CALL-NO CLOCK!!!! Late students will not be allowed into classes but will report to the front desk for other assignments. After three (3) tardies in a month (with phone calls) the student must

have a conference with the Administrative office to determine consequences. Students must report to class in proper uniform (this includes presentable hairstyles and make-up.)

RE-ADMISSION AND DISCONTINUATION POLICY

Students may discontinue their course of study either temporarily or permanently. Students who discontinue their course will need only pay for the scheduled hours up to the last date of attendance according to the school contract. All such charges will be computed on the basis of the school's refund policy. Students may apply to be readmitted to the institution after six months. Students reentering after discontinuation will be given full credit for all previous hours received. The student will reenter at the same status of satisfactory progress as at the time of discontinuation. Reentering students will be charged at the current hourly rate of tuition for the remaining hours. The institution offers no non-credit remedial courses and course incompletes and repetitions are not applicable and have no effect on satisfactory progress.

LEAVE OF ABSENCE POLICY / PROCEDURES

Any student requesting a leave of absence from the institution must submit a written request to the Director of the school or the Financial Aid Director. The request should be signed and dated by the student and must contain the dates the student expects to be unable to attend school. All leave of absence requests must be approved by a school official.

Federal regulations allow an approved leave of absence of no more than 180 days, however it is the policy of the school that a student take no more than 60 days leave of absence unless the circumstances are critical. Only one leave of absence may be granted to a student in any 12 month period. If the student's total number of days of all leaves of absence does not exceed 180 days in any 12 month period the institution will allow a leave of absence for circumstances beyond the control of the student. The leave of absence must be requested and approved in writing prior to a leave of absence occurring. In addition, the student is required to list the reason for the leave of absence. Emergency leaves of absence, without prior written request, may be granted provided the student completes the leave of absence request form and returns it to the school via mail or in person.

A student on a leave of absence will incur no additional charges by the school. Any student failing to return to school after the expiration of a leave of absence will be withdrawn from school on that day and a withdrawal date will be determined based on the school's refund policy and all refunds will be due 30 days from that date.

If a student is a Title IV loan recipient, the institution will explain to the student prior to granting the leave of absence the effect the leave may have on the student's grace period. A copy of the leave of absence request must be maintained in the student's file.

TERMINATION

If a student is terminated by the school, the student must sit out for six (6) months before applying for re-admission or a period of time at the discretion of the President. The student must go through the appeal process, **have paid any monies owed the school** and then determination will be made at that time. The student will be given full credit for all previous hours earned and will reenter on a probationary status. The student will be charged the current hourly rate of tuition for the remaining hours and a re-admission fee of \$100.00 to cover administrative costs.

COLLECTION POLICY

If a student drops out or leaves school with an outstanding balance, the student is notified by registered mail. An attempt is made to set up a payment schedule with the student. The student is given 15 days to respond to the letter to arrange payment.

STUDENT ADVISING

Each student is counseled monthly after monthly progress reports are issued. Should the student fail to achieve the minimum passing grades or fail to meet other fundamental standards of the school (attendance, attitude, cooperation, etc.), he/she is individually and privately advised. When a student is privately advised concerning academic progress, attendance or any other school related problem, a record

of the session shall be made and kept on file. A list of support services is available in the administrator's office and student handbook. Students who need more help than school instructors can provide are referred to the list of support services. If a student needs help with making appointments, the instructor provides help.

TESTING AND GRADING

Students are tested every week during their training. These tests are primarily learning tools that are incorporated into the classroom activities and assignments.

Practical grades are determined as follows: Entering each level the student is issued a PRACTICAL GRADE PROJECT sheet containing 50 practical assignments. Each completed project earns 2 points when it is approved and signed by an instructor. The projects may be performed on a clinic patron, another student, or a mannequin. This plan rewards each student for his/her individual effort and desire to achieve. Practical performances and test grades are recorded and kept on file.

The grading system of the Cosmetology Training Center is as follows:

90 - 100%	A
80 - 89%	B
70 - 79%	C

This grading scale reflects the Louisiana State Board of Cosmetology's requirement of a score greater than 70% in order to pass their licensing examination.

PRACTICAL SKILLS EVALUATION PROCEDURES

Specific criteria for performance in practical or laboratory skills are set forth in accordance with established procedures which follow the text material and State Board guidelines for all courses. These criteria are stated in the "Practical Cosmetology Skills Evaluation Criteria" document. Grading procedures are explained to students and used uniformly when giving practical grades. As each practice is completed by the student, it is checked by an Instructor and the applicable grade is recorded and signed.

Practical grading categories include:

1. Preparation, consumer safety, sanitation
2. Technique, Implement use, speed, overall completed procedure

PRACTICAL GRADING SCALE

Initial of evaluating Instructor indicates satisfactory or better on completed projects. For any practice to be counted and recorded towards course completion requirements, it must be initialed by an evaluator indicating it is rated satisfactory (2 points). In order to attain satisfactory, the student must earn at least one point in each of the above grading categories. If not initialed, the student does not receive a grade. The Instructor will explain why the student did not meet satisfactory standards and provide guidance on how to improve. Students should have a clear understanding of how and why each grade is determined by the Instructor. The student is asked to repeat the project until they are successful.

STUDENT GUIDELINES

The following guidelines have been set up to insure a professional and efficiently operated school. It is to your advantage as well as our professional image that all students adhere to the rules and regulations.

CLASSES

Classes are scheduled from 9:00 a.m. to 3:00 p.m. and it is important to arrive at school on time. Tardiness disturbs to the entire class and will not be tolerated. Students running late must call to inform the school of the problem. NO CALL IN – NO CLOCK IN!!!! Late students will not be allowed into classes but will report to the front desk for other assignments. After three (3) tardies in a month (with phone calls) the student must have a conference with the Administrative Office to determine consequences. Students must report to class in uniform (this includes presentable hairstyles and make-up).

LEAVING AND RE-ENTERING CLASS POLICY

After clocking in, a student leaving school during school hours will not be able to re-enter the same day without documentation from the office permitting them to do so. This does apply to lunch breaks. In case of an emergency, the Administrative Office will determine if the reason is acceptable or not. Students may not leave the premises while on break. Students may not leave the building to go to their cars at any time during school time or breaks without permission. This does not apply to lunch breaks.

GUM, THEFT, ALCOHOL, DRUGS, AND FIREARMS

Gum chewing is not permitted on the school premises and absolutely no drugs, alcohol, or firearms are permitted on school grounds or building. Stealing, alcohol, firearms, and drugs are grounds for immediate dismissal!!! (School premises means anywhere on school grounds including break areas and parking areas). **Any student that is determined to be acting in an unusual or unacceptable manner will be dismissed and must clock out and leave the premises.** If a student becomes ill, cannot attend class, or refuses to do client work, the student must clock out and leave the school.

EQUIPMENT

It is the responsibility of each student to have all equipment needed to perform services in the clinic. Students are not permitted to take tools and equipment home. It is unlawful to perform services outside the school. If turned in to the State Board, you could possibly lose your hours. A student not having tools and equipment is no excuse for not doing required work.

LOCKERS

Each student will be assigned a locker for the training period. Please keep personal belongings, purses, books, and other equipment stored in your lockers. Also, lockers should be kept locked at all times. There is a rental fee for your key and badge. The school is not responsible for your lost articles. Lockers may be inspected at any time by Administration. Your first \$10.00 key rental fee is included in your school fees. This is also true of your name badge. Should you lose or misplace either of these items, you must pay another \$10.00 for a key and \$3.00 for a name badge. If you do not pay the fee, it will be applied to your bill. You cannot remain in school without either item.

UNIFORMS FOR SCHOOL

Professional grooming is of the utmost importance while training at the Cosmetology Training Center. We expect female students to attend classes wearing proper make-up and hairstyles. Uniforms and shoes must be clean and neat. Ladies must wear eggplant colored uniforms with hose, eggplant, or black socks. Proper undergarments must be worn. Black cardigan sweaters may be worn for warmth. No body suits, colored belts or scarves, excessive jewelry, extra-long fingernails, or hats are allowed. Male students are required to wear brown uniforms as described in the dress code with black closed in shoes. All students must wear name tags every day while in school.

UNIFORMS FOR STATE BOARD TESTING

Black uniforms are provided by the school for all State Board tests. Black closed in shoes are acceptable. Name tags are not required to be worn at State Board.

TIME CARDS

Each student is required to check in and out on the clock. You will be given a credit for the hours shown on the time card only. No student is permitted to punch another student's time card. If an error is made or you forget to sign in or out, school personnel are not responsible. Specific guidelines are as follows:

1. Students must clock in at 9:00 a.m. Time cards will be picked up at 9:07. Anyone arriving after has to have called in before 9:00 a.m.
2. If you have a doctor's appointment or emergency, you must call in before 9:00 a.m. and bring a written excuse to be able to clock in after 9:15.

3. If you must be away from school during lunch for longer than 1 hour, you must have permission from the Director or office to clock back in (lunch period is 1 hour).

LUNCH PERIOD

Students are allowed a sixty (60) minute lunch period every day. This time must be shown on the time card. You may go to lunch when work on your patron permits. You may not wait for another student to go to lunch. If lunch is picked up and eaten on premises, clock in after eating, not upon return. Dispose of lunch wrappers, waste, etc... immediately after eating. Those working in clinic must time in and out for lunch with the receptionist. Students are responsible for cleaning the student lounge after eating.

SMOKING

Absolutely NO SMOKING allowed anywhere in school! Smoking will be allowed outside during regular breaks and at lunch time. Smoking is not allowed in the lounge. Please use ash trays when smoking on break and DO NOT DISPOSE CIGARETTES ON THE GROUND!!!!

VISITORS

Your friends and family are welcome in our school. However, your visit with them must be conducted in the reception room only. They are not permitted to sit, eat, or visit with you in the student lounge and break areas. You may show them the school, but take them back to the reception area. Students with small children will not be permitted to bring them to the school all day. You may do their hair, etc... but please arrange for them to be taken home when finished.

PHONE CALLS/CELL PHONES

Our telephones are limited to business calls only. Please advise your friends and family to use your cell phone number which cannot be used in class or in clinic. If you keep your cell phone in your locker, it must be turned off. Anyone who has a cell phone on their person or book bag while not outside on break or lunch will be issued a warning. Second offenders will be placed on suspension for two days. A student will not be called out of class or when working on a patron for personal calls, except in the case of an emergency. Please limit your calls during breaks and lunch periods.

PARKING

Two parking lots are provided for student use while enrolled in school. The front parking lot is reserved for the top 20 senior students who are next to graduate. This area is the two rows nearest Johnston Street. No other students may park in the front parking lot without permission. The parking lot in the back of the school is reserved for the students and staff only. The parking spaces nearest the back of the building are reserved for the other businesses in the shopping center.

Please adhere to these common rules of courtesy when utilizing the parking lots:

1. Please park so that you occupy only one space.
2. Please be careful as to not damage other student's vehicles.
3. Please do not honk your car horn so that we don't disturb the other businesses.
4. Please help us keep the parking lots free from trash.
5. Do not speed in the parking areas.
6. Please remember that the speed limit is 25 mph in the subdivision behind the school and there are children at play.
7. Please do not return to your vehicles without permission while clocked in at the school.

RESPECT

A disrespectful attitude toward your instructors, uncomplimentary remarks or refusal to do the work assigned to you by your instructors may result in your dismissal. Profane language will not be tolerated and may result in a one week suspension.

SCHOOL OFFICE

All business connected with your training will be conducted in the school office between 10:00 a.m. and 12:00 p.m.

LATE PAYMENT

We cannot continue to teach a student who is delinquent in payment of tuition. There is a \$25.00 late fee for a payment that is 5 days late. Should any student miss enough school to require an extension on their contract, an additional tuition charge will be made per day.

PERSONAL BEAUTY SERVICES

Students are permitted to have personal beauty work done here in the school with the permission and supervision of an instructor or counselor according to the daily schedule. Students are required to have exchange experiences (services) within their own groups. All manicuring supplies should be furnished by the students. Product costs for all other services must be paid before services are rendered. Services on students must be completed by 2:00.

PERMISSION

Students under 18 years of age and unmarried must have written permission from parents or guardian to change their hair color.

SUPPLIES

No supplies of permanent wave rods, etc... are to be taken out of the school at any time for any reason. Anything taken is considered stealing and subject to dismissal.

DROPPED DISMISSAL

Any student dropping from school is required to report to office for consultation concerning an exit interview.

TOWELS

Soiled towels must be placed in the hamper or the soiled towel bins immediately after use. One towel is permitted for a shampoo and set; two for a chemical service.

SANITATION

Each student will be assigned a sanitation duty for each week he or she is in school. Please cooperate. Keeping the school clean and tidy is part of your training on how to keep a beauty salon clean and presentable.

SCHOOL DIPLOMA

A diploma is issued by the Cosmetology Training Center to each student that successfully completes his course of study. Licenses are issued by the Louisiana State Board of Cosmetology to those individuals who complete either the Full Cosmetology Course or the Teacher's Training Course and pass the examination by the Board for that area.

GRADUATION REQUIREMENTS

To graduate from the Full Cosmetology Course, the student must complete 1,500 hours of training, attend school at least fifteen months (60 weeks), perform satisfactory entry-level cosmetology skills, and pass a written cosmetologist's graduation examination. To graduate from the Teacher's Training Course,

the student must complete 750 hours of training, attend at least 30 weeks of school, and pass a written teacher's graduation examination.

LOUISIANA STATE BOARD RULE REGARDING LOAN STANDING

In compliance with Louisiana Revised Statutes 37:2951, before occupational licensing boards may issue a license to a new or renewal applicant, the board must verify with the Louisiana Office of Student Financial Assistance (LOFA) whether an applicant for licensure has a default student loan. The act further requires that licensing boards establish conditional licenses for issue to applicants having defaulted student loans but who have "acceptable payment arrangements" with LOFA. In the past, an individual in default on a student loan not being eligible for Title IV funding could enroll as a self-paying student, graduate the course, pass the board exams and receive a license. This is no longer true under R.S. 37:2951. A graduate in this scenario is subject to having his license withheld if he has not met the criteria for acceptable payment arrangements as determined by LOFA. **If you have a defaulted loan, please see the Admissions Office before signing your enrollment contract.**

BOARD EXAMINATIONS

All students must complete all requirements, exams, and projects before they are cleared for State Board exams. Requirements are as follows:

1. Students must bring their own tools, mannequins, and supplies to State Board exam. Nothing is to be furnished by the school.
2. Students must furnish a \$50.00 money order to the State Board upon reaching 900 hours to accompany clearing papers in order to take the theory exam.
3. Students must furnish a \$50.00 money order to the State Board near completion of the course. This is to be sent with the practical exam clearing paperwork by the school (\$25.00 is to pay for the first year license and \$25.00 for the practical exam).

GRADUATION/BIRTHDAY PARTIES

It is the policy of the school to have a monthly party sponsored by the staff to celebrate all graduations and birthdays of the month. The school wishes to honor the students who have worked hard to graduate. The party is held during the school break. All refreshments are provided by the school. We ask that no one bring any additional refreshments. This means that this is the only party the graduate will have at the school. However, on the day of graduation, students may invite their immediate family to come at 2:45 for the presentation of the diploma. Students may receive gifts, presents, and flowers at the school on this special day.

EMPLOYMENT ASSISTANCE

The course includes classes in writing an employment resume, applying for a job, and conducting the job interview. The school cannot guarantee job placement. Students are provided information including names and phone numbers of salons interviewing for employees. It is the responsibility of the student to apply for the jobs and participate in the interviews.

MISCELLANEOUS INFORMATION

The school guarantees the right of students (parents of minor students) to gain access to their files under Administrator's supervision by making an appointment with the Director. Information from files of a student will not be released to any individual business or agency without the written consent of said student.