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## **Mission Statement**

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David Pressley School of Cosmetology was founded in 1959 by Mr. and Mrs. Pressley, with a sincere desire to establish a complete cosmetology curriculum to prepare students for their future responsibilities as professional cosmetologists.

Our mission is to train and develop students in the professional skills and techniques needed to succeed and progress in the field of cosmetology. In this dynamic and constantly changing beauty industry, our students will be prepared to be technically flexible to react to changes. This is achieved through a comprehensive, updated curriculum delivered by qualified instructors in a positive learning environment.

## **Accreditation**

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David Pressley School of Cosmetology is nationally accredited by the National Accrediting Commission of Career Arts and Sciences, (NACCAS), at 3015 Colvin St, Alexandria, VA 22314

By telephone: (703) 600-7600; <http://naccas.org/naccas/>

We are licensed by the Michigan Department of Regularity Affairs (LARA), North Ottawa Tower, P.O. Box 30018 Lansing, MI 48909-7518; By telephone: (517) 241-9201; <http://www.michigan.gov/lara>

## **Non discrimination**

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David Pressley School of Cosmetology does not discriminate on the basis of sex, race, age, color, ethnic origin or religion.

## **Admissions**

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### **Admissions Criteria**

1. All students admitted to the Cosmetology, Cosmetology Instructor Student, Esthetics and Skin Care Limited Specialist Instructor Student programs must be at least 17 years of age and have successfully completed high school or its equivalent as evidenced by any of the items on the following list:
  - copy of high school diploma
  - copy of GED certificate
  - an official transcript showing high school completion
  - home schooling (secondary level) certificate
2. In order to be admitted to our school, students will also need a proof of identification:
  - Michigan Identification card
  - Valid State Driver's license
  - U.S. Passport
3. In order to be admitted to our school, students will also need a signed and valid Social Security Card.
4. Students admitted to the Cosmetology Instructor program must also hold a current cosmetology license issued by the State of Michigan, Board of Cosmetology. Students admitted to the Skin Care Limited Specialist Instructor Student program must also hold a current esthetics license issued by the State of Michigan, Board of Cosmetology

### **Transfer Students**

David Pressley School of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study.

Transfer students will be given credit in accordance with the regulations of the Michigan State Board of Cosmetology. David Pressley School of Cosmetology does not transfer more than 500 hours for students who previously attended another cosmetology school.

The transfer student is required to provide a transcript of grades and hours from previous training. Hours to be transferred must be within one year of your previous drop date from the previous school. A test shall be required prior to admittance to our school, to determine the level of competency in theory and practical clinic skills. Hours will be granted based on the results of the testing. Students may transfer hours from one David Pressley Campus to another with management approval; full hours may be granted.

Transfer hours accepted by the School will be counted as both attempted and completed clock hours for purpose of determining graduation and when maximum time frame is completed. Hours accepted by the school will modify the tuition cost of the program. It will also modify the amount of the financial aid for which a student is eligible.

SAP evaluation periods are based on actual contracted/completed hours at the institution.

### **Restarts**

Student's academic and attendance progress is monitored daily. Students not making academic progress, as noted in Section III, may be allowed to restart their program upon management approval. Restarting students will reenter in the same progress status as when they left, with the hours and grades accumulated from their previous program. Their attendance average will also transfer. Students restarting within 180 days after their official drop will continue to be awarded in the same Federal Financial Aid FAFSA year.

Students who voluntarily/involuntarily drop from their program may be allowed to restart one time after 180 days from their official drop date. All restarts are subject to management approval.

## **Location and Facilities**

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### **Main Campus – Royal Oak**

Our main campus is conveniently located at 1127 S. Washington Ave, Royal Oak, Michigan 48067. We are 3 blocks north of the I-696 Expressway and the Woodward interchange, one mile west of I-75 and the I-696 interchange. Cosmetology, Esthetics and Cosmetology Instructor Student, Skin Care Limited Specialist Instructor programs are offered here.

The school is on 1-1/3 acre campus. The main building occupies close to 10,000 square feet of space including 5 self-contained classrooms, a large well-lighted and ventilated clinic area that is fully equipped with shampoo bowls, styling stations, hair dryers, a reception desk, a dispensary and waiting area for clinic patrons. The main building also contains a directors' office, financial aid office, administrative and enrollment office, student lockers, student lounge, teacher's lounge, laundry area, public restrooms which are handicapped accessible. Free parking is provided both north and south of the building. Teaching aides such as DVDs, Television, Dry Erase Boards, Flipcharts, PowerPoint, Milady Textbooks and Workbooks are used in the classroom.

### **Branch Campus-Taylor**

The branch campus is located at 21255 Wick Road, Taylor, Michigan, 48180. Cosmetology and Cosmetology Instructor student programs are offered here. The building occupies 4,756 square feet including two classrooms; a large well-lit and ventilated clinic area that is fully equipped with shampoo bowls, styling stations, hair dryers, a reception desk, dispensary and waiting room for our patrons. The building also contains offices for Admissions and Financial Aid. A student lounge is

provided as well as lockers and three restrooms. Teaching aides such as DVDs, Television, Dry Erase Boards, Flipcharts, PowerPoint, Milady Textbooks and Workbooks are used in the classroom.

## **Faculty and Staff -**

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President/Owner: Michelle Gutek  
 Manager: **(Taylor)**Shauna Benz  
 Manager: **(Royal Oak)** Isabella Prasatek  
 Financial Aid Director: **(Royal Oak)** Ginevra Green  
 Financial Aid Advisor: **(Taylor)** Brittany Pizzo  
 Administrative Counselor: **(Royal Oak)** Casey McKinney **(Taylor)**Marcella Jones  
 Cosmetology Lead Instructor: **(Royal Oak)** Isabella Prasatek  
 Senior Instructor: **(Taylor)** TBA

Instructors:

**(Royal Oak)** Sonja Baldwin-Siegmann **(Taylor)** Suzanne Paulsen-Brown  
**(Royal Oak)** Cierra Green **(Taylor)** Rachel Helhowski  
**(Royal Oak)** Tanay McKlevy **(Taylor)** Candy Woodart  
**(Royal Oak)** Jeneine Matthews **(Taylor)** Michell Trimai  
**(Royal Oak)** Andrea Morris **(Taylor)** Charlotte Pettaway  
**(Royal Oak)** Tara Agents **(Taylor)** Tara Bailey  
**(Royal Oak)** Pamela Ehrke  
**(Royal Oak)** Alexandra Burris  
**(Royal Oak)** Jesse Nemer

Substitute: **(Taylor)** Shauna Benz/Brittany Pizzo **(Royal Oak)** Charlotte Pettaway

## **Tuition**

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The following course prices include a student kit with books and a \$150.00 registration fee. David Pressley School of Cosmetology does not charge an application fee. The cost for transportation, living costs and misc/personal costs are obtainable from the school's administration or Financial Aid office. *Payments for tuition or other costs may be in the form of cash, check or credit.*

### **COURSE/PROGRAM COST**

### **PAYMENT PLAN**

**\*The Esthetics and Limited Skin Care Specialist Instructor are offered at the Royal Oak Campus only**

<b>Cosmetology(day)</b> (1500 clock hours)	Books & Supplies.....\$850	\$1500.00 first day of class
	Registration fee.....\$150	\$1500.00 per month for 11 months
	<u>Tuition.....\$17,000</u>	
	<b>Total..... \$18,000</b>	
<b>Cosmetology (evening)</b> (1500 clock hours)	Books & Supplies.....\$850	\$1286.00 first day of class
	Registration fee.....\$150	\$1286.00 per month for 13 months
	<u>Tuition.....\$17,000</u>	
	<b>Total.....\$18,000</b>	
<b>*Esthetics (day)</b> (600 clock hours)	Books & Supplies.....\$550	\$5250 due at contract signing
	Registration fee.....\$150	\$5250 due at 300 clock hours
	<u>Tuition..... \$9,800</u>	

**Total.....\$10,500**

<b>*Esthetics (evening)</b> (600 clock hours)	Books & Supplies.....\$550	\$5250 due at contract signing
	Registration fee.....\$150	\$5250 due at 300 clock hours
	<u>Tuition.....\$9,800</u>	
	<b>Total.....\$10,500</b>	

<b>Cosmetology Instructor</b> (600 clock hours)	Books & Supplies.....\$450	\$2500.00 due at contract signing
	Registration fee.....\$150	\$2500.00 due at 300 clock hours
	<u>Tuition.....\$4,400</u>	
	<b>Total.....\$5,000</b>	

<b>*Limited Skin Care Specialist Instructor</b> (300 Clock Hours)	Books & Supplies.....\$450	\$1250 due at contract signing
	Registration fee.....\$150	\$1250 due at 150 clock hours
	<u>Tuition.....\$1900</u>	
	<b>Total.....\$2500</b>	

## **Financial Aid**

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David Pressley School of Cosmetology participates in the U.S. Federal Pell Grant Program and the William D. Ford Federal Direct Loan programs. Financial aid is available to students who qualify. Title IV funding can only be used for tuition costs; additional charges are not included. To find out more information about Financial Aid, please contact the school's Financial Aid office.

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

Median Loan debt for students at our school:

Cosmetology - \$9,833; for Esthetics - \$6,333; for Cosmetology Instructor students: \$6,333.00

## **Additional Charges**

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Overtime charges will be applied to hours beyond the allowed absences (150 for cosmetology, 40 for Cosmetology Instructor students and Esthetics students, 20 hours for Skin Care limited Specialist Instructor students), at a cost of \$10.00 per hour. Student's uniform (logoed t-shirt and apron) is not included in Tuition costs.

## **Scholarships**

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The William T. Pressley Scholarship is made available to cosmetology students once a year. To be eligible, students must be in the second half of their cosmetology program, have an attendance rate and average grade of 90% or higher, never been put on probation or been subject to disciplinary action. Invitation for application will be posted on the notice board generally in February with all relevant detail. **Amount: Cosmetology - \$500.00 Esthetics - \$250.00**

## **Institutional Refund Policy**

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- A. Our school does not assess an application fee.
- B. The required date of refund is determined by counting 45 days from the date a student's withdrawal was determined, whether determined officially or unofficially. Refund calculations are based on a student's scheduled clock hours as of the student's last day attended.
- C. Official cancellation/withdrawal shall occur on the date that an applicant is not accepted by the school. Student is entitled to a refund of all/any monies paid to the school.

- D. Official cancellation/withdrawal shall occur on the date that a student/guardian cancels the contract and requests his/her money back in writing within (3) business days of signing the enrollment agreement/contract, regardless of whether the student has actually started training. The student is entitled to a refund of all/any monies paid to the school. The date of determination will be the earlier of postmark on written notification or verbal notification.
- E. Official cancellation/withdrawal shall occur on the date that a student/legal guardian cancels the contract after (3) business days of signing, but prior to entering classes. The student is entitled to a refund of all/any monies paid to the school. The date of determination will be the earlier of postmark on written notification or verbal notification.
- F. Any monies due our applicants/students are refunded within forty-five (45) days of official cancellation or withdrawal.
- G. For students who enroll in and begin classes, the following schedule of tuition adjustments is authorized:

<u>% time to total time of course</u>	<u>amount of total tuition owed to the school</u>
0.01% TO 4.9% .....	20%
5.00% TO 9.9% .....	30%
10.00%TO 14.9% .....	40%
15.00% TO 24.9% .....	45%
25.00% TO 49.9% .....	70%
50.00% AND OVER .....	100%

- H. Official Withdrawal:
  - 1. Official cancellation/withdrawal date for a student notifying the school of his/her withdrawal, is determined by the earlier of the postmark on written notification, or the date said notification is delivered to the school administrator / owner in person.
  - 2. Official cancellation/withdrawal date for a student on an approved leave of absence who notifies the school that he or she will not be retuning, shall be determined as the earlier of the scheduled return date or the date the student notifies the institution that the student will not be retuning either verbally or by postmark on envelope.
- I. Administrative withdrawal:
  - 1. Attendance is taken every day. Unofficial withdrawals are determined through monitoring a student's clock hour attendance every day. Students should understand that if he/she is absent for 14 consecutive calendar days without approval, the school reserves the right to terminate the students' enrollment.
  - 2. If a student does not return from an approved leave of absence, the student's scheduled hours as of the last day attended will be used in the refund calculations. The date the student fails to return is the withdrawal determination date, unless the student notified of non-return earlier than the scheduled date.
  - 3. Official cancellation/withdrawal date will be determined as the date that a student is expelled from the school.
- J. Eligible Title IV aid recipients who fail to complete over 60% of a payment period of enrollment are considered to have not earned all of the Federal Aid that may have been previously awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of unearned Federal Student Aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the Institution's refund policy. In many cases, the return of unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with Federal student

aid. This policy may also result in the student owing a refund of unearned Federal aid to the Department of Education.

Any monies due the student shall be refunded within 45 days of formal cancellation by the student or formal termination by the school. The required date of the refund is determined by counting from the earliest date the withdrawal was determined. The refund is calculated based on the student's last date of attendance.

- K. When mitigating circumstances are in evidence, in the withdrawal of a student, the school may exercise flexibility in the refund scheduled to the student. The refund to the student may exceed the minimum tuition adjustment stated above.
- L. Program or Course Cancellation:
- A. If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall at its option:
- Provide a full refund of all monies paid; or
  - With the student's agreement, move the student into the next available scheduled class.
- B. If a school cancels a course and/or program and ceases to offer instruction after students enrollment, and before instruction has begun, the school shall at its option:
- Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the school; or
  - Provide completion of the course and/or program; or
  - Participate in a Teach- Out Agreement
- M. School Closure:
- In the event that the school closes permanently and ceases to offer instruction after students have enrolled or if a course is canceled after students have enrolled and instruction has begun then students shall receive a pro-rata refund of tuition and a list of all student who were enrolled at the time of school closure, including the amount of each refund will be submitted to our accrediting agency.
- N. Other costs: an additional charge of \$10.00 per hour will be charged for absence hours beyond the program allowance (see catalog). The cost of the student uniform is not included in tuition. The cost of one each t-shirt and apron is \$41.00 for Esthetic students and \$41.00 for Cosmetology students, including tax. The cost of creating a kit to take the state board licensing tests may cost a student between \$0 and \$350. There will be a withdrawal fee of \$150.00 for students who are terminated or who voluntarily drop before completion of their course. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates.

## **GRADUATION REQUIREMENTS**

The following minimum requirements must be met in order to graduate:

- The required number of clock hours for that program must be completed
- All written and practical exams must be completed with a passing grade of 75 percent
- The required number of minimum practical applications must be completed
- All the financial obligations to the school must be met, unless alternative arrangements have been approved with management

## **Title IV Funds Credit Balance**

If a student has a Credit Balance from a Title IV disbursement the student will receive a refund within 14 days.



## **Return to Title IV Funds Policy**

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Generally, Federal Student Loans and Pell Grants (Title IV Funds) are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of the Federal loans and Grants that the student was originally scheduled to receive.

If a recipient of loan funds and/or grants withdraws from a school after beginning attendance, the amount of funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received.

The federally mandated "Return to Title IV Funds" policy applies to any student receiving federal financial aid who fails to complete the payment period for which he or she was charged. The formula which determines the amount of Federal Title IV Funds that must be returned to the Federal Government by the school or student is as follows:

The refund, calculated by payment periods, applies to any student receiving grant or loan funds that withdraws or is administratively withdrawn from the program on or before the 60% point in a payment period. The percentage of Title IV Funds to be returned is equal to the number of calendar days remaining in the payment period, as determined by the student's last date of attendance, divided by the number of calendar days in the payment period. If a "Return of Title IV" calculation is required, the student may be obligated to repay a portion of the loans and/or grants obtained for that student's tuition.

The order in which Title IV funds are returned to the Government are:

- Unsubsidized Loan
- Subsidized Loan
- Pell Grant

Any refunds due to the U.S. Department of Education (DOE) will be returned within 45 days of the date the school determines the student has withdrawn.

After the "Return to Title IV" refund is calculated, the student's tuition will be recalculated in accordance with the Institution's refund policy. Early withdrawal may mean that school charges that were previously paid by student federal loans and/or grants might become a debit that the student will be responsible for paying.

Worksheets used to determine the amount of federal "Return of Title IV Funds" are available upon request from our School's Financial Aid Officer. For further information on payment period definitions, please consult your Financial Aid Officer.

### **Title IV Credit Balance**

If, after calculation and refund of unearned Title IV monies and the payment of authorized institutional refunds are completed /applied, there is a Title IV credit balance, the school will, within 14 days, issue a check by mail, for the balance to the student. If the check is returned to the school, the school will refund the monies back to DOE, no later than 45 days after date of determination of withdrawal. If the check is not cashed within 240 days, the school will refund the monies back to the DOE.

### **Post Withdrawal Disbursement**

- If the amount of Title IV aid earned by the student is greater than the amount disbursed, the unearned Title IV aid must be returned to the appropriate Title IV program

- If the amount of Title IV aid earned by the student is less than the amount disbursed, the institution must perform a post withdrawal disbursement.

**Crediting a Student Account with a Post Withdrawal Disbursement:**

If outstanding charges exist on a student’s account, the institution may credit the student’s account with all or a portion of a post-withdrawal disbursement up to the amount of the outstanding charges. If Direct Loan funds are used to credit a student’s account, the student (parent for PLUS) must be notified and given an opportunity to cancel all or a portion of the loan prior to posting the funds to the student’s account. A post-withdrawal disbursement of Title IV grant funds may be used to credit a student’s account for current outstanding tuition and fees.

**Post Withdrawal Disbursement Not Credited to a Student Account:**

The institution must offer any amount of a post-withdrawal disbursement that is not credited to the student’s account to the student (parent for PLUS) within 30 days of the date of the institution’s determination that the student withdrew. The notification must be written and if the student or parent responds within 14 days and requests some or all of the funds, the institution must disburse the funds within 180 days for loans, 45 days for grants, of the date of determination that the student withdrew. If no response is received, no disbursement may be made. If a response is received after 14 days, the institution has the option of making the disbursement or not; however, the institution must notify the borrower electronically (retain receipts to document that notice was sent and received) or in writing if the disbursement will not be made.

**Post withdrawal disbursement requirements:**

1. These disbursements must be made from available grant funds before available loan funds.
2. These disbursements should always be made in the order of funds that benefit the student the most.
3. Written notification to a student’s account:
  - Identify the Title IV funds not credited to the student’s account,
  - Explain the ability of the student to accept or decline, and
  - Advise the student about the 14 day deadline for response.

**Student Withdrawal**

Generally, a student is considered to have withdrawn if the student does not complete all of the clock hours and weeks of instructional time in the payment period for which that student was scheduled to complete.

**Withdrawal of Enrollment (Student Initiated)**

“Withdrawal” means that the enrollment reserved for the student in a particular class is being prematurely ended by the student. In these cases, students are requested to advise an Admissions’ Officer of their intent to withdraw from their class. Upon receipt of this notice, the appropriate school departments will be notified so that proper action can be taken.

**Unapproved Leaves of Absence/ Withdrawal**

Students who cease attendance at school will be dropped after 14 consecutive calendar days of non-attendance. Federal Student Financial aid Return to Title IV calculations will use the last day attended as the student’s withdrawal date.

**Administrative Withdrawal (School Initiated)**

“Administrative Withdrawal” means that the enrollment reserved for the student is being prematurely ended by the school. The school may initiate administrative withdrawal for a number of reasons, including but not limited to the following: providing false information on the enrollment

agreement (including but not limited to education status certification); failing to maintain Satisfactory Academic Progress; failure to return from a Leave of Absence; being tardy or absent in excess of school policy; failing to pay all monies owed to the school on a timely basis; destroying or damaging any property of the school (the student may be held liable for repair or replacement of damaged property); bringing a weapon on campus; using, possessing and/or distributing alcoholic beverages or illegal drugs on campus; being under the influence of alcohol or illegal drugs while on school premises; engaging in unlawful or improper conduct or conduct contrary to the best interests of the school or any other conduct that reflects discredit upon the school; and demonstrating behavior disruptive to normal classroom discipline, including behavior that could be considered as harassment (sexual or otherwise, including but not limited to ethnic/racial intimidation or harassment).

## Class Start Dates For 2023

Cosmetology – Day

And Cosmetology Instructor **(Royal Oak)** January 16, May 15, August 7, October 23  
**(Taylor)** January 30, May 1, July 31, October 30

Cosmetology – Evening

And Cosmetology Instructor **(Royal Oak)** March 6, September 18  
**(Taylor)** March 6, September 11

\*Esthetics – Day

And Skin Care Limited Specialist Instructor **(Royal Oak)** January 9, April 10, July 10, October 2

\*Esthetics – Evening

And Skin Care Limited Specialist Instructor **(Royal Oak)** February 6, May 1, July 24, October 16

\*Esthetics and Skin Care Limited Specialist Instructor is offered at our Royal Oak Campus only

## David Pressley School of Cosmetology 2023 Holiday / Closings

New Years Day	January 2	Monday
In House Staff Meeting	April 3	Monday
Memorial Day	May 27	Saturday
	May 29	Monday
Independence Day	July 4	Tuesday
Dream Cruise <b>(Royal Oak Campus)</b>	August 19	Saturday
Labor Day	September 2	Saturday
	September 4	Monday
In House Education	November 6	Monday
Thanksgiving	November 23	Thursday
	November 24	Friday

	November 25	Saturday
Christmas	December 23	Saturday
	December 25	Monday
New Year's	December 30	Saturday

The school is closed for staff conferences generally twice a year. The dates of these school closings are posted for the students ahead of time. In the case of poor weather or other extenuating circumstances, it may be necessary to close the school. If this should happen, students should refer to any local television station to ascertain if David Pressley School of Cosmetology is on the list of school closings. For all other changes, please refer to the school calendar. Full time Cosmetology Classes, Esthetics and Cosmetology Instructor programs start at various times during the year. The exact starting dates are contained in the school calendar.

## **Career Counseling and Placement Services**

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Our administrative staff and instructors are readily available to counsel students in all areas that pertain to their training. Although staff members are not qualified to counsel students regarding personal matters, personal counseling by the administrative staff and instructors is available to all students during their training to the best of the staff's abilities. An employment log is maintained and updated to help graduates find employment. The school provides students with employment assistance by identifying employment opportunities and advising students on appropriate means of attaining those opportunities. David Pressley School of Cosmetology does not guarantee employment or salary upon graduation.

## **Conduct**

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Student Rules and Regulations setting forth the conduct requirements of the school are issued the first day of class and are updated and supplemented periodically, through school notices and circulars posted on the notice board. Students are expected to abide by the general rules and regulations of the school. Any disruptive or illegal behavior will result in immediate termination of enrollment.

## **Grounds for Termination or Suspension**

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A student's failure to comply with the rules, regulations and policies of the school regarding, but not limited to, satisfactory attendance, academic progress and Standards of Conduct, are grounds for termination by the school. A termination fee of \$150.00 will be charged.

## **Dress Code**

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The Michigan State Board of Cosmetology requires all students to wear a uniform and a name tag. Cosmetology and Esthetics students at David Pressley School are required to wear black pants, a black logo printed t-shirt, black logo printed apron and black shoes/boots with closed heel and toe and rubber soles. Cosmetology Instructor students and Skin Care Limited Specialist Instructor students are required to wear black pants, black logo apron, black or white shirt, and black shoes/boots with closed heel and toe and rubber sole. The school logo uniform pieces are available for purchase at the school's administration office. The cost of your uniform (t-shirt and apron) is not included in the tuition or fees.

## **Attendance and Tardiness**

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150 absent hours are allowed for Cosmetology students, 40 for Esthetics and Cosmetology Instructor students. These allowed absent hours are for personal time that may be used in case of illness, doctor's appointments which cannot be scheduled on days off, car trouble, etc. Although this allowance is made available to students, it will delay students' graduation date and students are encouraged to use it sparingly if at all. Any absent hours beyond what is allowed are considered excessive and will be subject to an overtime fee of \$10.00 per absent hour.

Students who fail to maintain a 67% attendance rate will be put on warning at their next SAP (Satisfactory Academic Progress) point. If the student fails to raise their attendance percentage during the warning period, the student will be subject to disciplinary actions, not excluding termination of enrollment. Please see Satisfactory Attendance Policy.

All full-time students must be clocked in and ready for class or clinic by 9:00am to receive full hours. All evening students must clock in by 5:00pm to receive full hours. You may clock in up to 15 minutes late. Any clock in from 9:08am – 9:15am, or 5:08pm – 5:15pm will be deducted 15 minutes.

The program consists of subjects which are taught once a week. Excessive absences in one or more subjects may result in a change in the student's class status. Make up work can be done in theory class when time permits or when the student has been put back into a class and can re-take exams and learn practical work that has been missed. Any change to a student's schedule must be authorized and approved by management.

## **Grading System and Progress Reports**

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Students are graded on a daily basis throughout the course. Examinations are given periodically to establish student progress. All written and practical examinations are graded with 75% as passing. Student progress reports are run at the beginning of each month. Copies are provided to students, upon the student's request.

The following grading system will be utilized for all tests in theory and practical work:

<b>100-96</b>	<b>Excellent</b>
<b>95-86</b>	<b>Very Good</b>
<b>85-80</b>	<b>Good</b>
<b>79-75</b>	<b>Satisfactory</b>
<b>Below 75</b>	<b>Failed/Unsatisfactory</b>

## **Grading Procedures**

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Grading Procedures for each subject are as follows:

- Students are assigned theory study and a minimum number of practical experiences required for course completion
- Theory is evaluated after each unit of study
- Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better
- Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Evaluation of Practical Work
- Students must maintain a theory 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

## **Graduation Requirements**

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- The required number of clock hours for that program must be completed
- All written and practical exams must be completed with a passing grade of 75 percent
- The required number of minimum practical applications must be completed
- All the financial obligations to the school must be met, unless alternative arrangements have been approved with management
- Upon fulfilling the above requirements, a diploma will be awarded to the student.

## **Access to Student's Files**

### **FERPA and Release of Personal Information and Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education. FERPA gives students and parents or guardians of dependent minors certain rights with respect to the student's education records. These rights of the parents or guardians of dependent minors transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level.

Students and parents or guardians of dependent minors have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in the education records unless, for reasons such as great distance, it is impossible for the student and/or parents or guardians of the dependent minor to inspect the records. Schools may charge a fee for copies.

Students and parents or guardians of dependent minors have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the student and/or parents or guardians of dependent minors then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student and/or parents or guardians of the dependent minor has the right to place a statement with the record commenting on the contested information in the record.

Our school must have written permission from the student and/or parents or guardians of the dependent minor before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know basis;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained Court Orders or Subpoenas;
- Persons who need to know in cases of health and safety emergencies; and
- State and local authorities within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, "directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose "directory" information about them. Schools must notify students and parents or guardians of dependent minors annually of their rights under FERPA. The actual means of notification (special

letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left to the discretion of each school.

### **Student Records Access**

Students and parents or guardians of dependent minors shall have the right to review the student's records. Parental rights shall be provided to both parents/guardians irrespective of marital status or custodial arrangement unless the school is provided with a court order or some legally binding document that specifically limits these rights. Access must be provided within forty-five (45) days after the parent(s), guardian(s) or student notifies the school requesting review. All materials in the cumulative folder and intended for school use shall be available. The Manager shall be present during any review of student records

### **Request for Amendment and Further Appeal**

Students and parents or guardians of dependent minors shall have the opportunity to challenge the contents of the school records at a hearing as scheduled by the Manager, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The school Manager's decision or reply may be appealed to the President of the school within one workweek after receiving it by written request. All records concerning the complaint and how it was handled must be sent to the President of the school. Within one workweek after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance.

### **Release of Student Records**

Student and/or parents or guardians of dependent minors, persons or agencies requesting release of a student record must contact the Manager. The Manager shall provide a form to the student to be completed and signed. If the parent(s), guardian(s), or student signs the release form giving approval for transfer or release of the records, a copy of the records shall be released to the requester for the stated purpose. Our school may charge a fee for copies.

## **Cosmetology Course Outline**

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The cosmetology course of study is a 1500 clock hour program. The program is divided into two divisions, Junior and Senior. The first 350 hours of school are spent in the Junior classroom where training includes lectures, demonstrations, and practice on mannequin heads as well as classmates. After completion of 350 hours and achievement of satisfactory test grades, plus a proficiency in hands on skills that will enable the student to perform an acceptable job on the mannequin and their colleagues, they are promoted to the Senior division. The Senior division covers 1150 hours of classroom and clinic studies. The clinic floor is a classroom open to the public where students perform services on clients. During Senior division, students will spend 1-2 days per week working on senior theory, practical applications and State Board Preparation, the remaining time is spent on the clinic floor.

## **Objectives**

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At the successful conclusion of the course, the student will:

- Be awarded a diploma and certificate of completion
- Be prepared for the Michigan State Board of Cosmetology examination and obtain a cosmetology license.

- Be able to demonstrate the knowledge and essential skills needed to succeed and progress in the field of cosmetology. They will also possess the technical skills necessary to react to change in a field of a constantly changing fashion industry.
- Be knowledgeable of the personal characteristics necessary to be successful in this service industry.

## **Cosmetology Curriculum**

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The approximate hours spent in each phase of study are as follows:

<b>Subject Matter</b>	<b>Theory</b>	<b>Practical</b>	<b>Unassigned Hours</b>	<b>Total</b>	<b>MPA's</b>
<i>Sanitation/Patron Protection</i>	90	40	0	130	585
<i>Facials</i>	35	80	0	115	40
<i>Hairdressing</i>	125	400	0	525	300
<i>Scalp and Hair Treatments</i>	10	15	0	25	30
<i>Hair Coloring</i>	40	170	0	210	80
<i>Chemical Hair Restructuring</i>	40	180	0	220	80
<i>Applied Chemistry/OSHA</i>	20	10	0	30	5
<i>Applied Anatomy</i>	45	0	0	45	0
<i>Manicuring and Pedicuring</i>	15	55	0	70	35
<i>Artificial Nails</i>	5	15	0	20	5
<i>Unassigned Hours</i>	0	0	110	110	0
<b>Totals</b>	<b>425</b>	<b>965</b>	<b>110</b>	<b>1500</b>	<b>1160</b>

## **Teaching and Learning Methods**

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Clock hour education is provided to train and develop students with the professional skills and techniques needed to succeed and progress in this ever-changing industry. Special attention is given in the areas of state board preparation, graduation and employment opportunities for our students, recent graduates, and alumni students.

The course is presented through comprehensive lesson plans that are delivered with useful, creative, and productive career-oriented activities.

Interactive lectures, demonstrations, cooperative learning, practical lessons, student salon days, and student participation are means of subjects that are presented. Audio visual aids, guest speakers, field trips, and projects related to the course are methods that are also used. Professional salon products and tools are introduced and encouraged for our students to use and become familiar with. It is in our best interest to assure that our students are prepared for a successful career in the beauty Industry

## **Grading Procedures**

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Grading Procedures for each subject are as follows:

- Students are assigned theory study and a minimum number of practical experiences required for course completion
- Theory is evaluated after each unit of study
- Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better
- Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Evaluation of Practical Work



- Students must maintain a theory 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
- The following grading system will be utilized for all tests in theory and practical work:

<b>100-96</b>	<b>Excellent</b>
<b>95-86</b>	<b>Very Good</b>
<b>85-80</b>	<b>Good</b>
<b>79-75</b>	<b>Satisfactory</b>
<b>Below 75</b>	<b>Failed/Unsatisfactory</b>

## **Appearance and Uniform Policy**

Students must be in uniform at all times or may be sent home for the day with absent hours. The following uniforms for Cosmetology and Esthetics students are acceptable:

- black logo t-shirt
  - black logo apron
  - full length black pants (no jeans, sweatpants, or capris)
  - all black closed-toe & heel shoes/boots w/rubber sole
1. In cooler weather, students may wear long sleeved or ¾ sleeved shirts underneath their t-shirts. Cosmetology students may wear only black and no alterations to the student's uniforms are allowed.
  2. A student name badge is issued at orientation. This name badge must be worn at all times on the front of the apron in plain view. Replacement badges are \$1.00 each.
  3. Purses and coats are not permitted in classrooms or clinic. Please store these items appropriately.
  4. Students are expected to obey all rules of personal hygiene, sanitation and disinfection. Soiled uniforms and shoes, offensive odors, bad breath, chewing gum and discourteous remarks about a guest will make a client harder to work on and often prompt them to complain to the office or an instructor. On the other hand, a pleasant smile, good grooming, courtesy and professional dignity will give your guest confidence in you and your ability. A pleasing personality is as necessary to our profession as our technical ability.

## **Cosmetology Career Options**

Cosmetology CIP code: 12.0401

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Cosmetology CIP code: 12.0401

*Here are a sample of the SOC codes and occupations for which the Cosmetology program prepares a licensed graduate:*

- 39-5012.00 - *Hairdressers, Hairstylists, and Cosmetologists*
- 39-5091.00 - *Makeup Artists, Theatrical and Performance*
- 39-5092.00 - *Manicurists and Pedicurists*
- 39-5094.00 - *Skin Care Specialists*

**NACCAS Rates:** Institutional placement rate: 65.41%,

Institutional graduation rate: 77.50%; on time grad rate for 1<sup>st</sup> time students: .07%

## **Esthetics Course Outline (Offered at our Royal Oak Campus only)**

The esthetics course of study consists of 600 clock hours. The first 150 hours are spent in the classroom with instruction that involves demonstrations, guest speakers, lectures and practical application on colleagues. After the first 150 hours and with satisfactory test grades, the student will progress to the Senior division where students then acquire more experience at practical application on the clinic floor servicing clients. Theory and practical applications continue throughout the course. The State of Michigan requires 400 clock hours, our program is 600 hours as we have added advanced applications of makeup, body treatments, and chemical peels; based upon demand from students and salons. Advanced training in skin care and Bio elements product knowledge; with additional education coming directly from Bio elements representatives.

This is in addition to instruction that includes: instructor demonstrations, theory work, guest speakers, practical applications on classmates, and manikin work. The 600 hours curriculum consists of 150 Junior hours and 450 Senior hours. Theory and practical work continue throughout the course.

## **Objectives**

At the successful conclusion of the course, the student will:

- Be awarded a diploma and certificate of completion
- Be prepared for the Michigan State Board of Cosmetology examination and obtain an esthetician license
- Be able to demonstrate the knowledge and essential skills needed to succeed in this career
- Be able to perform facials, massage technique, basic make-up application, temporary hair removal and skin care consultations
- Be knowledgeable of the person characteristics necessary to be successful in this service industry.

## **Esthetics Curriculum**

The approximate hours spent in each phase of study are as follows:

<b>Subject Matter</b>	<b>Theory</b>	<b>Practical</b>	<b>Total</b>	<b>MPA's</b>
<i>Sanitation/Patron Protection</i>	30	50	80	110
<i>Mechanical and Electrical</i>	30	45	75	20
<i>Equipment Safety</i>				
<i>Anatomy and Disorders</i>	40	0	40	0
<i>Artistic Principles</i>	25	30	55	0
<i>Facial/Skin Care Techniques</i>	40	210	250	70
<i>Chemistry/Occupational Safety and Health Administration</i>	20	0	20	0
<i>Temporary Removal of Hair</i>	15	15	30	10
<i>Unassigned Hours</i>	50	0	50	0
<b>Totals</b>	<b>250</b>	<b>350</b>	<b>600</b>	<b>210</b>

## **Teaching and Learning Methods**

Clock hour education is provided to train and develop students with the professional skills and techniques needed to succeed and progress in this ever changing industry. Special attention is given

in the areas of state board preparation, graduation and employment opportunities for our students, recent graduates, and alumni students.

The course is presented through comprehensive lesson plans that are delivered with useful, creative, and productive career oriented activities.

Interactive lectures, demonstrations, cooperative learning, practical lessons, student salon days, and student participation are means of subjects that are presented. Audio visual aids, guest speakers, field trips, and projects related to the course are methods that are also used. Professional salon products and tools are introduced and encouraged for our students to use and become familiar with. It is in our best interest to assure that our students are prepared for a successful career in the beauty Industry

## **Grading Procedures**

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Grading Procedures for each subject are as follows:

- Students are assigned theory study and a minimum number of practical experiences required for course completion
- Theory is evaluated after each unit of study
- Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better
- Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Evaluation of Practical Work
- Students must maintain a theory 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
- The following grading system will be utilized for all tests in theory and practical work:

<b>100-96</b>	<b>Excellent</b>
<b>95-86</b>	<b>Very Good</b>
<b>85-80</b>	<b>Good</b>
<b>79-75</b>	<b>Satisfactory</b>
<b>Below 75</b>	<b>Failed/Unsatisfactory</b>

## **Appearance and Uniform Policy**

---

Students must be in uniform at all times or may be sent home for the day with absent hours. The following uniforms for Esthetics students are acceptable:

- Black logo t-shirt
  - Black logo apron
  - full length black pants (no jeans, sweatpants, or capris)
  - all black closed-toe & heel shoes/boots w/rubber sole
1. In cooler weather, students may wear long sleeved or  $\frac{3}{4}$  sleeved shirts underneath their t-shirts. Esthetics students may wear only black and no alterations to the student's uniforms are allowed.
  2. A student name badge is issued at orientation. This name badge must be worn at all times on the front of the apron in plain view. Replacement badges are \$1.00 each.
  3. Purses and coats are not permitted in classrooms or clinic. Please store these items appropriately.

- Students are expected to obey all rules of personal hygiene, sanitation and disinfection. Soiled uniforms and shoes, offensive odors, bad breath, chewing gum and discourteous remarks about a guest will make a client harder to work on and often prompt them to complain to the office or an instructor. On the other hand, a pleasant smile, good grooming, courtesy and professional dignity will give your guest confidence in you and your ability. A pleasing personality is as necessary to our profession as our technical ability.

## **Esthetics Career Options**

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Esthetics CIP code: 12.0409

Here are samples of the SOC codes and occupations for which the Esthetics program prepares a licensed graduate:

- 39-5091.00 - Makeup Artists, Theatrical and Performance
- 39-5094.00 - Skin Care Specialists

**NACCAS Rates:** Institutional placement rate: 65.41%

Institutional graduation rate: 77.50%; on time grad rate for 1<sup>st</sup> time students: 28.5%

## **Cosmetology Instructor Student Course Outline**

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The State of Michigan requires 500 clock hours, our program is 600 hours. We offer an extensive hand on training program in all subjects related to cosmetology for preparation to become a licensed cosmetologist instructor. Student Instructors learn the 350-hour junior curriculum for cosmetology; providing the full knowledge to be able to educate students. The remaining 250 hours are spent on the clinic floor shadowing a licensed instructor, hands on consultations, color formulations, establishing haircut guides, and learning state requirements for MPA's and grading. The extra 100 hours is to benefit the student instructor for the transition from Cosmetology Instructor Student to licensed Instructor. The curriculum reflects 600 solid hours of training.

This Program is designed to prepare a licensed cosmetologist to teach all phases of the basic cosmetology curriculum in a licensed school. The student is also prepared for the state licensing examination for cosmetology instructors. Graduates from this program must pass the state written exam prior to being issued a cosmetology instructor license.

## **Objectives**

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At the successful conclusion of the course, the student will:

- Be awarded a diploma and certificate of completion
- Be prepared for the Michigan State Board of Cosmetology examination and obtain an instructor's license
- Be able to develop lesson plans and curriculum
- Demonstrate acceptable teaching methods and procedures

## **Cosmetology Instructor Curriculum**

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The approximate hours spent in each phase of study are as follows:

<b>Subject Matter</b>	<b>Theory</b>	<b>Practical</b>	<b>Total</b>	<b>MPA's</b>
<i>Orientation and Review</i>	25	50	75	20

<i>Intro To Teaching</i>	30	0	30	0
<i>Course Outlining and Development</i>	80	85	165	20
<i>Law and Rules</i>	15	10	25	70
<i>Teaching</i>	0	125	125	15
<i>Assisting and Teaching In Clinic/Theory Classroom</i>	0	180	180	25
<i>Unassigned Hours</i>	0	0	0	0
<b>Totals</b>	<b>150</b>	<b>450</b>	<b>600</b>	<b>150</b>

## **Teaching and Learning Methods**

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Clock hour education is provided to train and develop students with the professional skills and techniques needed to succeed and progress in this ever-changing industry. Special attention is given in the areas of state board preparation, graduation and employment opportunities for our students, recent graduates, and alumni students.

The course is presented through comprehensive lesson plans that are delivered with useful, creative, and productive career-oriented activities.

Interactive lectures, demonstrations, cooperative learning, practical lessons, student salon days, and student participation are means of subjects that are presented. Audio visual aids, guest speakers, field trips, and projects related to the course are methods that are also used. Professional salon products and tools are introduced and encouraged for our students to use and become familiar with. It is in our best interest to assure that our students are prepared for a successful career in the beauty Industry

## **Grading Procedures**

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Grading Procedures for each subject are as follows:

- Students are assigned theory study and a minimum number of practical experiences required for course completion
- Theory is evaluated after each unit of study
- Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better
- Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Evaluation of Practical Work
- Students must maintain a theory 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
- The following grading system will be utilized for all tests in theory and practical work:

<b>100-96</b>	<b>Excellent</b>
<b>95-86</b>	<b>Very Good</b>
<b>85-80</b>	<b>Good</b>
<b>79-75</b>	<b>Satisfactory</b>
<b>Below 75</b>	<b>Failed/Unsatisfactory</b>

## **Appearance and Uniform Policy**

---

Students must be in uniform at all times or may be sent home for the day with absent hours. The following uniforms for Cosmetology Instructor students are acceptable:

- Black or white long or short sleeve shirt
  - black logo printed apron
  - full length black pants (no jeans, sweatpants, or capris)
  - all black closed-toe shoes/boots w/rubber sole
1. No alterations to the Instructor student's uniforms are allowed.
  2. A student name badge is issued at orientation. This name badge must be worn at all times on the front of the apron in plain view. Replacement badges are \$1.00 each.
  3. Purses and coats are not permitted in classrooms or clinic. Please store these items appropriately.
  4. Students are expected to obey all rules of personal hygiene, sanitation and disinfection. Soiled uniforms and shoes, offensive odors, bad breath, chewing gum and discourteous remarks about a guest's scalp and hair will make the guest harder to work with, and often prompt them to complain to the office or an instructor. On the other hand, a pleasant smile, good grooming, courtesy and professional dignity will give your guest confidence in you and your ability. A pleasing personality is as necessary to our profession as our technical skills.

## **Cosmetology Instructor Career Options**

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### **Cosmetology Instructor CIP code: 12.0413**

Here are samples of the SOC codes and occupations for which the Cosmetology Instructor program prepares a licensed graduate:

- 39-5012.00 - Hairdressers, Hairstylists, and Cosmetologists
- 39-5091.00 - Makeup Artists, Theatrical and Performance
- 39-5092.00 - Manicurists and Pedicurists
- 39-5094.00 - Skin Care Specialists
- 25-9031.00 – Instructional Coordinators
- 25-9031.01 – Instructional Designers and Technologists
- 11-9033.00 – Educational Administrators, Postsecondary
- 11-9039.00 – Educational Administrators, All Other

**NACCAS Rates:** Institutional placement rate: 65.41%

Institutional graduation rate: 77.50%; on time grad rate for 1<sup>st</sup> time students: N/A

## **Limited Skin Care Specialist Instructor Student Course Outline (Offered at our Royal Oak Campus Only)**

The Skin Care Limited Specialist Instructor student course of study consists of 300 clock hours. This program is designed to prepare a licensed Esthetician to teach all phases of the basic Esthetics curriculum in a licensed school. The student is also prepared for the state licensing examination for Skin Care Limited Specialist Instructors. Applicants must have an active Esthetics license to be admitted into the Skin Care Limited Specialist Instructor program. Graduates from this program must pass the state practical and written exam prior to being issued a Skin Care Limited Specialist Instructor license.

## **Objectives**

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At the successful conclusion of the course, the student will:

- Be awarded a diploma and certificate of completion
- Be prepared for the Michigan State Board of Cosmetology examination and obtain an instructor's license
- Know how to conduct orientation for students to their course of study.
- Understand the presentation of information and how it applies to classroom situations.
- Learn components of teaching as well as the tools, curriculum, lesson plans, teaching methods, theory, practical, structure of a class, and teaching aids.
- Effects of classroom management on the teaching and learning process.
- Understanding the basic components of the learning process.
- Learn how positive and negative effects can influence the classroom environment.

## **Skin Care Limited Specialist Instructor Curriculum**

The approximate hours spent in each phase of study are as follows:

<b>Subject Matter</b>	<b>Theory</b>	<b>Practical</b>	<b>Total</b>	<b>MPA's</b>
<i>Orientation and Review</i>	10	15	25	10
<i>Intro To Teaching</i>	30	0	30	0
<i>Course Outlining and Development</i>	80	85	165	20
<i>Law and Rules</i>	15	10	25	40
<i>Teaching</i>	0	0	0	15
<i>Assisting and Teaching In Clinic/Theory Classroom</i>	0	55	55	0
<i>Unassigned Hours</i>	0	0	100	0
<b>Totals</b>	<b>135</b>	<b>165</b>	<b>300</b>	<b>85</b>

## **Teaching and Learning Methods**

Clock hour education is provided to train and develop students with the professional skills and techniques needed to succeed and progress in this ever-changing industry. Special attention is given in the areas of state board preparation, graduation and employment opportunities for our students, recent graduates, and alumni students.

The course is presented through comprehensive lesson plans that are delivered with useful, creative, and productive career-oriented activities.

Interactive lectures, demonstrations, cooperative learning, practical lessons, student salon days, and student participation are means of subjects that are presented. Audio visual aids, guest speakers, field trips, and projects related to the course are methods that are also used. Professional salon products and tools are introduced and encouraged for our students to use and become familiar with. It is in our best interest to assure that our students are prepared for a successful career in the beauty Industry

## **Grading Procedures**

Grading Procedures for each subject are as follows:

- Students are assigned theory study and a minimum number of practical experiences required for course completion
- Theory is evaluated after each unit of study
- Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better

- Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Evaluation of Practical Work
- Students must maintain a theory 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
- The following grading system will be utilized for all tests in theory and practical work:

<b>100-96</b>	<b>Excellent</b>
<b>95-86</b>	<b>Very Good</b>
<b>85-80</b>	<b>Good</b>
<b>79-75</b>	<b>Satisfactory</b>
<b>Below 75</b>	<b>Failed/Unsatisfactory</b>

## **Appearance and Uniform Policy**

Students must be in uniform at all times or may be sent home for the day with absent hours. The following uniforms for Cosmetology Instructor students are acceptable:

- Black or white long or short sleeve shirt
  - black logo printed apron
  - full length black pants (no jeans, sweatpants, or capris)
  - all black closed-toe shoes/boots w/rubber sole
5. No alterations to the Instructor student’s uniforms are allowed.
  6. A student name badge is issued at orientation. This name badge must be worn at all times on the front of the apron in plain view. Replacement badges are \$1.00 each.
  7. Purses and coats are not permitted in classrooms or clinic. Please store these items appropriately.
  8. Students are expected to obey all rules of personal hygiene, sanitation and disinfection. Soiled uniforms and shoes, offensive odors, bad breath, chewing gum and discourteous remarks about a guest’s scalp and hair will make the guest harder to work with, and often prompt them to complain to the office or an instructor. On the other hand, a pleasant smile, good grooming, courtesy and professional dignity will give your guest confidence in you and your ability. A pleasing personality is as necessary to our profession as our technical skills.

## **Skin Care Limited Specialist Instructor Career Options**

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Esthetics CIP code: 12.0409

Here are samples of the SOC codes and occupations for which the Esthetics program prepares a licensed graduate:

- 39-5091.00 – Makeup Artist, Theatrical and Performance
- 39-5094.00 – Skin Care Specialists

**NACCAS Rates:** Institutional placement rate: 65.41%

Institutional graduation rate: 77.50%, on time grad rate for 1<sup>st</sup> time students: N/A

## **Satisfactory Academic Progress Policy**

Satisfactory Academic Progress (SAP) in attendance and academic work as stipulated below is a requirement for all students enrolled in David Pressley School of Cosmetology.



All students receive written SAP evaluations at their SAP check points, whether the report indicates “maintaining” or “not maintaining” (Not maintaining may mean warning or probation status, as applicable). At these check points a form automatically generates from our software system verifying SAP for financial aid and administrative officers. An administrator will find the student and the student and administrator will countersign the documents. If counseling is indicated, notes will be made on the document. All periods of enrollment count (Fall, Winter, Spring, and Summer) including periods when a student does not receive financial aid.

A student who meets the minimum requirements for attendance and academic performance is considered to be making satisfactory academic progress until the next scheduled evaluation.

A student who does not achieve minimum standards is no longer eligible for Title IV student aid unless the student is on warning status or has prevailed upon appeal of the determination that has resulted in the status of probation.

Our SAP policy is provided to students prior to enrollment in our Pre-Enrollment Information.

An Academic Year is defined as 900 clock hours.

Our Cosmetology program is 1500 clock hours and consists of two academic years, AY 1 begins on the students start date and ends at 900 actual hours, AY 2 begins at 900 actual hours and ends when the student graduation date.

Our Esthetics and Cosmetology Instructor programs are 600 clock hours and the academic year begins on the students start date and ends on the student’s graduation date.

Our Skin Care Limited Specialist Instructor program is 300 clock hours and the academic year begins on the student’s start date and ends on the student’s graduation date.

## **I. Attendance/Academic Progress**

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Student progress is monitored on a regular basis for all students.

All Cosmetology students will receive a Satisfactory Academic Progress evaluation (SAP check) at 450, 900 and 1200 actual hours. Esthetics and Cosmetology Instructor students will receive a SAP check at 300 actual hours. Skin Care limited Specialist Instructors will receive a SAP check at 150 actual hours. The first evaluation period for cosmetology students is approximately a quarter of the way through the program. The first evaluation for esthetics and cosmetology instructor students is at the midpoint of their program.

Students may only be enrolled in one program at a time. If a student decides to stop pursuing one program and start a different program with the next class, SAP starts over and is not affected by the previous program.

Students who have transfer hours will only receive SAP’s for the actual hours to be completed at the school (example: a student has 500 transfer hours will only receive a SAP at 450 and 900 clock hours). If a student does not meet SAP check points before withdrawing or transferring, they will not generate a SAP.

Student incompletes or repetitions are not permitted at David Pressley School, all academic requirements must be met upon graduation.

### **Cosmetology Students**

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0	450 SAP check	900 SAP check	1200 SAP check	1500
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### **Esthetics (Royal Oak Campus) and Cosmetology Instructor students**

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0	300	600
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**Skin Care Limited Specialist Instructor Students (Royal Oak Campus)**

0

150  
SAP check

300

At these check points the school will determine if the student is maintaining a satisfactory written and practical grade average of 75% and has a 67% attendance rate or higher. Students meeting these minimum requirements are considered to be making Satisfactory Progress until the next scheduled evaluation. Students not achieving the minimum standards are no longer eligible for title IV, HEA program funds (if applicable) unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

**II. Student Requirements****Requirement 1: Pace of Progression**

Students must successfully maintain at least a 67% attendance percentage.

**Requirement 2: Maximum Time Frame**

All students must complete his/her training within 150% of the contracted length of their course.

**Requirement 3: Grade Point Average/Academic Standards**

All students must successfully maintain at least a 75% academic percentage.

The following grading system will be utilized for all tests in theory and practical work:

<b>100-96</b>	<b>Excellent</b>
<b>95-86</b>	<b>Very Good</b>
<b>85-80</b>	<b>Good</b>
<b>79-75</b>	<b>Satisfactory</b>
<b>Below 75</b>	<b>Failed/Unsatisfactory</b>

**Cosmetology Students:**

- By 350 hours, students must have all junior theory tests and labs completed
- All senior labs & theory tests must be completed before going into state board classes.

**Esthetics Students: (Royal Oak Campus)**

- By 150 hours, students must have all Junior theory tests and labs completed
- All Senior labs & theory tests must be completed before going into state board classes

**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:

<b>Course</b>	<b>Maximum time allowed Scheduled hours</b>
Cosmetology Days (Full time – 30 hrs/wk) – 1500 hours	2250
Cosmetology Evenings (Full time – 26.5 hrs/wk) – 1500 hours	2250
*Esthetics/Cos Instructor Days (Full time – 30 hrs/wk) – 600 Hours	900
*Esthetics/Cos Instructor Evenings (Full time – 26.5 hrs/wk) – 600 hours	900
*Skin Care Limited Specialist Instructor Days (Full time – 30hrs/wk)- 300 hours	450
*Skin Care Limited Specialist Instructor Evenings (Full time – 26hrs/wk)- 300 hours	450

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contract hours.

(\*Esthetics and Skin Care Limited Specialist Instructor offered at our Royal Oak Campus only)

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

### **III. Student Academic/Attendance Progress (SAP) Failure**

#### **Satisfactory Academic/Attendance Progress (SAP) 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 may be deemed ineligible to receive Title IV funds.

#### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period; a student must prevail upon appeal prior to being placed on probation not at the beginning of the probationary period.

Additionally, only students that have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the subsequent evaluation period may be placed on probation. 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. Adherence to the plan will be monitored at the midpoint of the period. 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, student will not be deemed eligible to receive Title IV funds.

#### **Satisfactory Academic/Attendance Progress (SAP) Appeal:**

Students not successfully attaining SAP after their warning period will be allowed to enter an appeal. A successful appeal will lead to Probation/continuing Financial Aid.

The student's appeal must be submitted in writing and include appropriate documentation to explain the cause of the student's absence (for example: injury or illness of the student; death of a relative, other extenuating circumstances).

The student's appeal must also include:

- What has changed that will allow standards to be met at the next pay period/SAP evaluation point; and
- How the student will achieve SAP by submitting a copy of their plan of action.

The appeal will be reviewed by the school and the results will be documented in the student's file. The school's decision will be to either approve or deny the appeal. The decision is final. If the appeal is approved, it will be approved with probation and an academic plan which will be evaluated at the midpoint of the pay period. Financial aid will continue. Failure to meet SAP after the probation period will result in loss of Federal Student Aid.

#### **IV. Re-Establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. To regain financial aid eligibility after SAP cancellation, a student must meet all of the following:

1. Complete at least 67% of the attempted cumulative hours as calculated;
2. Not exceed the maximum time frame (150% of program length); at which time the student is no longer eligible for Title IV funding.
3. Achieve the required 75% GPA.

	Warning	Probation	No FA	
0	450	900	1200	1500
	Not Making SAP	Not Making SAP	Appeal or No FA	

#### **V. Leave of Absence (LOA) Policy**

David Pressley School of Cosmetology understands that circumstances may occur in a student's life, and provides an authorized leave of absence policy to assist with a temporary interruption in a student's program. Leave of absence refers to the specific time period during a program when a student is not in attendance. A leave of absence is not required if a student is not in attendance only for any scheduled breaks. However, a scheduled break may occur during a leave of absence. A leave of absence must meet certain criteria to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the school to perform a refund calculation:

- Leave of absence requests must be made in writing, signed, include reason for leave, and be submitted in advance to the administrative manager. LOA extension requests must be made in writing via e-mail to [adminro@davidpressleyschool.com](mailto:adminro@davidpressleyschool.com).
- The school will grant a leave of absence to a student who did not provide the advance written request due to unforeseen circumstances that prevent them from doing so. The school will document its decision and obtain the signed request from the student at a later date. In this case, the beginning date of the approved leave of absence will be determined by the school to be the first date the student was unable to attend due to the unforeseen circumstances.
- There has to be a reasonable expectation that the student will return to the school.
- The student must meet the minimum clock hour requirements as detailed in the specific program sections of this document.
- The number of leaves of absence and duration allowed are as detailed in the specific program sections of this document.

The student must follow the school's policy in requesting a leave of absence, and approval of a leave of absence must also be in accordance with the school's policy.

A student returning from a leave of absence or other official interruption of training must return to the school in the same satisfactory or unsatisfactory progress status as prior to the leave. A student returning from a leave of absence will be placed in the class deemed most appropriate by the staff. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

The school will not assess the student any additional institutional charges as a result of a leave of absence.

The leaves of absence must not exceed a total of 180 days in any 12-month period.

A student granted a leave of absence is not considered to have withdrawn and no refund calculation is required at that time.

As a school that is required to take attendance, if a student does not return at the expiration of an approved leave of absence, or the student takes an unapproved leave of absence, the withdrawal date for the purpose of calculating a refund is the student's last day of attendance. Not returning from a leave of absence will affect the student's grace period for the repayment of student loans.

Any reference made in this document to the Esthetics program and/or Esthetics students pertains to the Royal Oak, main school only.

### **Cosmetology Students**

- Students are allowed two leave of absence, not to exceed 90 days each during the student's enrollment period. Additional leaves for documented medical absences of 5 or more consecutive days are available, however, total leaves of absence must not exceed 180 days in any 12-month period.
- A leave may be granted within the first 350 clock hours, only with extreme circumstance. The student must have documentation and approval from management prior to going on leave.
- If a leave is given within the first 350 hours, it may not exceed 14 days.
- A leave cannot be taken within the first 30 days of starting school.
- If academic progress is not met or a student misses more than three days in two or more classes before 350 hours, the student maybe placed on a administrative leave until the next start date. The Leave of Absence will count as part of the 180 days total allowed to be missed.

### **Esthetic Students (Royal Oak Campus)**

- Esthetics students are allowed one personal Leave of Absence up to 24 days. Additional leaves for documented medical absences of 5 or more consecutive days are available, however, total leaves of absence must not exceed 180 days in any 12-month period.
- A leave of absence cannot be taken during the Esthetics student's first 150 clock hours.

### **Cosmetology Instructor Students**

- Cosmetology Instructor students are allowed up to 24 days personal leave. Additional leaves for documented medical absences of 5 or more consecutive days are available, however, total leaves of absence must not exceed 180 days in any 12-month period.
- A leave maybe granted within the first 350 clock hours, only with extreme circumstance. The student must have documentation and approval from management prior to going on leave.
- If a leave is given within the first 350 hours, it may not exceed 14 days.
- A leave cannot be taken within the first 30 days of starting school.

### **Skin Care Limited Specialist Instructor Students (Royal Oak Campus)**

- Skin Care Limited Specialist Instructor students are allowed one leave of absence for up to 12 days. Additional leaves for documented medical absences of 5 or more consecutive days are available; however total leaves of absence must not exceed 180 days in any 12-month period.
- A leave of absence cannot be taken during the Skin Care Limited Specialist student's first 75 clock hours.

### **Financial Aid Disbursement during Leave of Absence**

- Direct Loans may not be disbursed to students during a leave of absence.

- Federal Pell Grants may not be disbursed to students during a leave of absence.
- Any funds that are part of a Title IV credit balance (monies already disbursed) may be paid to a student on a leave of absence.

Students who fail to return from a leave of absence will be dropped from the program. Their financial aid status will become ineligible and Return to Title IV calculations will be performed. It is possible the student's grace period for financial aid may be exhausted.

### **Unapproved Leaves of Absence or Withdrawal**

Students who cease attendance at school will be dropped after 14 consecutive calendar days. Federal Student Financial Aid Return to Title IV calculations will use the last day attended as the student's withdrawal date.

### **Incompletes, Repetitions and Non-Credit Remedial Courses**

Incompletes, Repetitions and Non-Credit Remedial Courses have no effect upon the institutions' satisfactory academic progress standards as we have no such items or policies.

### **Transfer Students**

David Pressley School of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study.

Transfer students will be given credit in accordance with the regulations of the Michigan State Board of Cosmetology. David Pressley School of Cosmetology does not transfer more than 500 hours for students who previously attended another cosmetology school.

The transfer student is required to provide a transcript of grades and hours from previous training.

Hours to be transferred must be within one year of your previous drop date from the previous school. A test shall be required prior to admittance to our school, to determine the level of competency in theory and practical clinic skills. Hours will be granted based on the results of the testing.

Students may transfer hours from one David Pressley Campus to another with management approval; full hours may be granted.

Transfer hours accepted by the School will be counted as both attempted and completed clock hours for purpose of determining graduation and when maximum time frame is completed. Hours accepted by the school will modify the tuition cost of the program. It will also modify the amount of the financial aid for which a student is eligible.

SAP evaluation periods are based on actual contracted/completed hours at the institution.

### **Restarts**

Student's academic and attendance progress is monitored daily. Students not making academic progress, as noted in Section III, may be allowed to restart their program upon management approval. Restarting students will reenter in the same progress status as when they left, with the hours and grades accumulated from their previous program. Their attendance average will also transfer. Students restarting within 180 days after their official drop will continue to be awarded in the same Federal Financial Aid FAFSA year.

Students who voluntarily/involuntarily drop from their program may be allowed to restart one time after 180 days from their official drop date. All restarts are subject to management approval.

### **Withdrawal Passing vs Withdrawal Failing**

David Pressley Professional School of Cosmetology does not offer withdrawal passing vs. withdrawal failing.

## **Veterans Affair Covered Individuals**

David Pressley Professional School of Cosmetology will permit any covered individual to attend or participate in the course of education during the period beginning the date on which the individual provides to David Pressley School a Certificate of Eligibility for entitlement to education assistance under chapter 31 or 33 (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 the 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.

David Pressley Professional School of Cosmetology’s VA students will not be imposed 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 because of the individuals inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## **Penalties and Institutional Policy on Copyright Infringement**

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### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for the copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay their actual damages or “statutory” damages affixed at not less than \$750 and not more than \$300,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can in its discretion, also assess costs and attorneys’ fees. For detail, see Title d17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov).