

Avalon School of Cosmetology

Student Catalog and Handbook

1428 North McMillan Street
Worthington, MN 56187
(507)-372-2344

avalonschool@vastbb.net – email

avaloncosmetologywgtn - Facebook

**AVALON SCHOOL OF COSMETOLOGY CATALOG AND STUDENT HANDBOOK
March 25th, 2022**

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“It’s not what happens to you that determines how far you will go in life; it is how you handle what happens to you.” – Zig Ziglar

ADMINISTRATIVE PERSONNEL AND OWNERSHIP

Kimberly Schroeder	OWNER, DIRECTOR, INSTRUCTOR
Todd Schroeder	OWNER, CAMPUS SECURITY
Brittany Schroeder	INSTRUCTOR
Angela Meyer	ADMINISTRATIVE ASSISTANT/FINANCIAL AID

The is owned by Avalon School of Cosmetology LLC, principals Kimberly A. and Todd W. Schroeder, the phone number is (507) 372-2344. The school is licensed by the Minnesota Board of Cosmetology, Suite 100, 1000 University Ave West, St. Paul, MN 55104. The phone number is 1-(651)-201-2742. The school is accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314, 1-703-600-7600. The school participates in the Federal Pell Grant, which is offered through the Department of Education, 830 First St. N.E., Alexandria VA, Washington DC 20202. The Minnesota State Grant and Self Loan Programs offered by the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108. Avalon School of Cosmetology is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Hours earned at the institution may not transfer to all other institutions. All current licenses and certifications may be reviewed at the campus during regular business hours. The campus director may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution or enrollment information.

HISTORY

Avalon: Island of Paradise – Webster’s Collegiate Dictionary 10th Edition

Someone once said that there is something about the Land of Avalon that makes it shimmer as if the subtle energies and perceptions of its imagination permeate the physical fabric of this place and the life that goes on here. It is around this statement that Avalon School of Cosmetology has been created. Our core curriculum, our language, our facilities, are designed to promote energy, imagination, and creativity.

Kimberly A. Schroeder has enjoyed substantial success in the exciting field of cosmetology. Her Thirty plus years of history include having founded, owned and managed two successful hair salons. In addition, she worked in the sale of beauty supply products for five years with an emphasis on helping salon owners grow their businesses and achieve higher levels of success. Ms. Schroeder has also taught classes to professionals and salon owners regarding client retention and developing personnel. She is dedicated to bringing her skills and expertise to an even higher level by operating a small, but personable committed to the highest quality education for its students.

MISSION STATEMENT AND GENERAL OBJECTIVES

The Mission of Avalon School of Cosmetology is to ensure the success of our graduates in the field of cosmetology or related discipline while providing an energetic environment that facilitates the confidence and skills necessary to attain success in their chosen field. Our priority is to help our Students unlock their creativity and imaginations, improve themselves, and ultimately achieve professional success. This Mission will be accomplished through the following objectives:

- To assess institutional effectiveness through student achievement and performance as reflected in the campus completion, licensure, and employment rates and through periodic surveys of Students, graduates, and employers of graduates.
- To employ a faculty of adequate size qualified by preparation, education or experience and personality to carry out the educational objectives of the institution.
- To maintain effective methods of organization and administration appropriate to the educational programs offered.
- To uniformly administer fair and equitable admissions policies.

- To provide a program of supportive services including academic advising to Students and employment assistance.
- To develop and use well-organized courses of study designed to prepare graduates for licensing examination's and employment using both theoretical knowledge and skill development.
- To maintain a sound financial condition and qualified financial management.
- To provide equipment, instructional and laboratory space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- To use systematic student evaluation to assist student learning and develop satisfactory student achievement.

The stated goals and objectives, educational programs and support services are assessed systematically by means of:

1. Periodic student evaluations of the staff, programs and facility.
2. Periodic surveys of graduates, employers of graduates, and industry representatives as to the effectiveness of the instructional programs and support services.
3. Review of annual retention, licensure and employment rates.
4. Cooperative evaluation by staff during regular staff meetings regarding the institution's purpose, objectives and success.
5. Feedback annually from the Advisory Council comprised of industry professionals.
6. Completion of an Institutional Self Study for the School.

The information received is used in formulating plans to maintain and improve the institution's activities, educational programs, student support services, and any other area needing improvement.

CAREER OPPORTUNITIES - COSMETOLOGY

Cosmetologist, Hairstylist, Hair Color Specialist, Perm Specialist, Esthetician, Nail Care Artist, Manicurist, Salon Owner, Salon Manager, Salon Coordinator, Salon Sales Consultant, Manufacturer Sales Representative, Makeup Artist, Director of Education, Distributor's Sales Representative, Fashion Show Stylist, Photo and Movie Stylist, Platform Artist and Educator, Beauty Magazine Writer, Beauty Magazine Editor, Cosmetology School Owner, Cosmetology Instructor, Beauty Care Marketing, Salon Franchisee, Salon Chain Management, Beauty Care Distributor, Salon Computer Expert, Beauty Care PR Specialist, Research Chemist, Beauty Product Designer, Beauty Business Consultant, Trade Show Director

CAREER OPPORTUNITIES – NAIL TECHNICIAN

Nail Care Artist, Manicurist, Salon Owner, Salon Manager, Salon Coordinator, Salon Sales Consultant, Manufacturer Sales Representative, Distributor's Sales Representative, Platform Artist and Educator, Beauty Magazine Writer, Beauty Magazine Editor, Cosmetology School Owner, Cosmetology Instructor, Beauty Care Marketing, Salon Franchisee, Salon Chain Management, Beauty Care Distributor, Salon Computer Expert, Beauty Care PR Specialist, Research Chemist, Beauty Product Designer, Beauty Business Consultant, Trade Show Director

JOB DEMAND IN COSMETOLOGY/RELATED INDUSTRIES

According to www.careerschoolnow.org, Cosmetology is a recession-proof career. No matter what's going on in the economy, people still find the funds to get their hair and nails done. It's those little pleasures that give peace of mind and self-confidence, regardless of what is happening in the world. As of 2016, the average salary of a hairdresser is \$22,388 or \$11.66 per hour. Beginners will make \$16,262 per year, and those with a regular, long-time clientele will average \$43,756. These salaries do not reflect tips which can add significantly to their bank accounts.

Employment growth for cosmetologists, between now and 2026, cosmetology jobs are expected to grow 10%, which is faster than average when compared with all other occupations. Due to factors such as posting to social media channels, and perhaps the rise in population, more people will be looking for a professional to do their hair and nails. And, not just with anyone. Licensed, qualified cosmetologists.

The National Accrediting Commission of Career Arts and Sciences (NACCAS) reveals that some of the main factors that determine cosmetology career earnings and salary ranges include the size and location of the salon, hours worked, the tipping habits of clients, and competition from other salons and shops. The cosmetologist's ability to bring in and maintain regular clients is another factor in determining many cosmetologist's salaries and cosmetology salary ranges.

JOB DEMAND IN NAIL TECHNICIAN

According to Beauty Schools Directory, the pay for nail technicians is typically hourly rather than salary. The average wages for all nail techs (including manicurists, pedicurists, cosmetologists who do nail technology primarily) as self-reported by job-seekers posting resumes on CareerBuilder and their affiliated sites is \$15.71, but those in the 90th percentile and higher may make \$22.17 hourly or more. This may or may not account for tips. Compensation appears to increase as you gain more years of experience in the field.

Employment growth for nail technicians, between now and 2026, nail technician jobs are expected to grow 13%, which is faster than average when compared with all other occupations. Due to factors such as posting to social media channels, and perhaps the rise in population, more people will be looking for a professional to do their nails. And, not just with anyone. Licensed, qualified nail technicians.

CAREER CONSIDERATIONS

The school feels that Students interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest fashions and beauty techniques
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

In addition, applicants and Students should be aware that:

- The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a nail technician's station or esthetician's chair.
- A personal investment may be required for advertising and promotions such as printing of business cards.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

EMPLOYMENT ASSISTANCE

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for Students to review. Students also receive training in how to seek employment that includes how to write a resume, complete an employment application and prepare for an effective interview. The school places a great deal of emphasis on how to obtain and retain employment after graduation. When our graduates succeed, we succeed!

FACILITY

The school facility includes:

- Over 3400 square feet of modern, air-conditioned space
- Office space for administration and education
- Reception area
- Classrooms for theory and practical training
- A clinic laboratory with stations for serving the public
- A student lunchroom
- A library of texts, publications, curricula, audio visual equipment and aids, and industry-related journals

CAMPUS PERFORMANCE STATISTICS (03/22)

The school tracks its annual performance with respect to Student completion rate, graduate licensure rate, and graduate employment rate. These rates are required by NACCAS each November for the prior year. Employers are contacted to confirm employment reported by the student.

The cumulative outcomes rates for

2020:

Graduation: 61.90%

Licensure: 84.62%

Placement: 76.92%

The Cosmetology 1550 program rates for 2020:

Graduation: 62.50%

Licensure: 100%

Placement: 100%

The Cosmetology 2100 program rates for 2020:

Graduation: 60%

Licensure: 66.67%

Placement: 50%

The Nail Technician 350 program rates for 2020:

Graduation: 100%

Licensure: 100%

Placement: 100%

The Nail Technician 400 program rates for 2020:

Graduation: 50%

Licensure: 100%

Placement: 100%

CLASS CALENDAR (09/21)

New class starts may occur once per month every month with the exception of December. These monthly start dates are subject to change due to the number of enrollees. Classes are scheduled daily Tuesday through Friday. Observed holidays are Christmas Day, New Year's Day, Thanksgiving Day and the day after Thanksgiving, the week that Independence Day falls in, and the week between Christmas Eve and New Year's Day (the actual dates vary based on which day of the week the actual holiday occurs). Additional days off are published well in advance. Students may follow local announcements by radio stations or will be notified by a shared Facebook group of pertinent information regarding unexpected closures due to extenuating circumstances such as inclement weather. Weather announcements will be made based on the current and forecasted weather for the city of Worthington and will closely follow those decisions made by the Worthington Public School.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974 the school follows policies that:

- a) Guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records
- b) The right to amend inaccurate information within their school records
- c) Require written consent from the student or guardians/parents of dependent minors for release of records in response to each third- party request unless otherwise required by law
- d) Do not allow publication of directory information about Students

Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of twenty cents per copy. Cumulative education records are maintained for a minimum of five years after graduation or termination.

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

ADMISSIONS AND ENROLLMENT REQUIREMENTS (12/21)

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, race, age, color, ethnic origin, religion, or financial status. The school does not recruit Students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling into a program AND is applying for Pell Grant (federal financial aid) has:

- Graduated from high school OR
- Successfully completed the EQUIVALENT of twelfth grade (GED) OR
- Foreign Diploma: must be translated into English and confirmed to be EQUIVALENT to a U.S. Diploma by Aequo International, an independent translation agency.

All applicants must complete an application for enrollment at the school and:

1. Pay \$25 application fee.
2. Provide proof of High School Diploma, GED or Certificate of Home Schooling
2. Provide proof of prior secondary education if applicable.

The Minnesota Board of Cosmetologist Examiners no longer requires a high school diploma or GED to get licensed as a Cosmetologist or Nail Technician. However, because we are a NACCAS accredited school, only 10% of our currently enrolled students can be admitted without proof of a high school diploma or GED. Please contact the school office for additional details.

All students will be notified, in writing, of acceptance or rejection.

TEACH-OUT PLAN

This plan has been developed in accordance with the requirements of Avalon School of Cosmetology's accrediting agency, the National Accrediting Agency of Career Arts & Sciences, Inc. (NACCAS), in order to ensure that all enrolled students shall have an equitable opportunity to complete their educational program in the event that Avalon School of Cosmetology should cease operations and no longer offer instruction.

Avalon School of Cosmetology acknowledges that in the event of an actual Closure of the Institution we will seek to execute a Teach-Out Agreement with both of the Cosmetology related institutions within a 50 mile radius of Avalon School of Cosmetology, one in-state with multiple locations and the other being in Iowa. Also, to accommodate all students, we may also enter into a Teach-Out Agreement with the South Dakota Cosmetology related institution that is just 59 miles away from Avalon School of Cosmetology (Refer to Attachment A for potential school list). Potential Teach-Out institutions are selected which might provide

students with access to programs and services necessary to successfully complete their program of student without requiring them to move or travel for substantial distances or durations. Avalon School of Cosmetology will provide to NACCAS any Teach-Out Agreements 30 days prior to the planned closure date or 15 days following an unplanned closure or other Teach-Out event.

Avalon School of Cosmetology:

- Must satisfy any outstanding financial obligations to Local, State, or Federal providers of financial aid.
- Must put all relevant information regarding the closure on its websites and all social media customarily used by the institution to communicate with both students and/or the public
- Will comply with applicable State and/or Federal laws regarding record maintenance and will provide to NACCAS and all enrolled students the name and contact information of the custodian of the institution files and the address where those files will be kept.
- Will immediately provide all enrolled students with:
 - A copy of the NACCAS “How to Locate an Accredited Institution Within Your Field of Study” document
 - A list of Teach-Out institutions with which Avalon School of Cosmetology has entered into a Teach-Out Agreement with Students who elect not to transfer to any such Teach-Out institution shall be provided with a pro-rata refund of tuition paid. Should it be determined that there are no area institutions with which Avalon School of Cosmetology can practicably enter into a Teach-Out agreement with, pro-rata refunds shall be issued to all enrolled students.
 - Any additional charges, if any, in writing
- Must provide to NACCAS for each of the Institutions that will receive students under the Teach-Out Agreement:
 - A list of students who were enrolled at the time of the closure with arrangements made
 - A copy of the enrollment agreement of the Teach-Out institution
 - A copy of the catalog of the Teach-Out institution
 - A copy of the Teach-Out Institution’s active license issued by the State’s Regulatory agency
 - Provide information that will insure that all Teach-Out institutions have the Administrative Capacity and Capability and support services required by NACCAS
 - Provide evidence that the Teach-Out institutions have the necessary experience to provide an educational program that is of acceptable quality and reasonably similar in content, delivery modality, and scheduling to that provided by the closing institution.
 - Provide evidence that each Teach-Out institution has the capability and capacity to carry out its mission and meet all obligations to the existing students
 - Any additional applicable information, including additional charges to students, in writing
 - Copies of all notifications from the institution to its students related to the institution’s closure or teach-out options

ABILITY-TO-BENEFIT APPLICANTS

The school does not accept Ability to Benefit Applicants.

TRAINING AGREEMENTS

The school does not enter into any training agreements.

DISABILITY POLICY

The school does not discriminate in its admissions practices or other policies against disabled persons.

While there are specific physical requirements for those wishing to become a Cosmetologist (minor lifting, standing for long periods, hand and finger dexterity, client communication), Avalon School of Cosmetology will make reasonable accommodations for students with disabilities on a case-by-case basis. Avalon School of Cosmetology requires current documentation from a licensed physician or other

professional in the field related to applicant's disability if testing accommodations are requested. Avalon School of Cosmetology requires applicants to request specific accommodations, in writing, at least 30 days before planned class start. If request is reasonable and required documentation is provided, the school will provide requested accommodations. Our building requires no stairs to access the entire student area. Bathrooms and classrooms are handicap accessible. See www.avaloncosmetologyschool.com for the full Disability policy.

TRANSFER IN STUDENTS (07/2020)

The school may administer a scholastic and practical evaluation to Students wishing to transfer into the school or require the transfer student to enter into the Essential class level. Based on the test results, if applicable, the school may recognize credit for all or part of the applicant's previous training or work experience provided it is recognized by the regulatory board. Transfer Students must comply with the class level assigned as a result of the scholastic evaluation. In addition, such students must meet all regular entrance and registration requirements. Clock hours from another institution that are accepted toward the applicable program must count as both attempted and completed hours. If approved for enrollment, tuition will be charged at the hourly rate based on contracted hours for the course of study at the time of enrollment, transfer fee of \$150.00 along with kit and book charges if applicable. All transfer students will be required to complete a minimum of 10% of the selected course of study that they wish to enroll into, except the exception below for 50 hours. Contact the school administration office for additional details. The school does not recruit Students already attending or admitted to another school offering similar programs of study.

TRANSFER STUDENTS FROM SOUTH DAKOTA (07/2020)

Due to the update in required Cosmetology Hours in South Dakota, we will accept students who have completed the program in South Dakota with 1500 certified hours into our Cosmetology program to complete their final 50 required hours for Minnesota licensure. These 50 contracted hours will not be eligible for any financial aid and must be paid in cash before the completion of the program. This program will have a flat rate charge of \$750 and will qualify you for the required Course Completion Certificate. A student must provide an official transcript from their prior South Dakota Cosmetology school. Based on transcript review, these transfer in students may be required to complete additional testing, practical skills and Law & Rules before they will be eligible to receive their Course Completion Certificate.

RE-ENTRY STUDENTS

Former Students of the school who wish to re-enter, must request approval from school administration. The request will be reviewed and a decision made within 30 days of the request. Students who re-enter within one- hundred eighty (180) days of the original official withdrawal date will be charged for hours remaining on their original contract. Except for students who exit during the Essentials portion of the program, they will be required to complete the full hours of the contract, no credit for the hours previously completed will apply. Students who re-enter more than 180 days but less than 5 years after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Tuition rates current at the time of re-entry will apply. Students who withdraw from enrollment two times may not be allowed to re-enroll. This will be at the discretion of school management. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract. All Re-enrollment students will be charged a re-enrollment fee of \$150 along with any kit or book charges as applicable.

HOUSING

The school does not provide institutional housing for attending Students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

CAMPUS SECURITY

All students and employees are encouraged to report crimes, suspicious activities, injuries or other security problems to the administration office at Avalon School of Cosmetology. Student behavior that violates state, federal, or Avalon School of Cosmetology regulations may also be investigated and reported by authorized staff at the School to Todd Schroeder (Chief of Security) or Kimberly Schroeder, who will then contact the local authorities for immediate assistance if required.

For a full Campus Safety and Security Policy and Fire Safety Report save this address to your browser:

<https://www.avaloncosmetologyschool.com/policies/CampusSafetyandSecurityPolicyandFireSafetyReport.pdf>

This document has been designed to inform all students and employees about the school's safety and security procedures and policies. The annual disclosure document is done each year by contacting the local police department to compile the statistics used in the report. All crimes are reported based on the calendar year in which the crime was reported to local police agencies or to the School Administrative Office. The safety of our students and employees is an important concern of the school's administration. This document explains this school's policy regarding crime and accident prevention, public safety, criminal and accident reporting procedures, and fire safety. At orientation for new students and employees, as well as in October of each year, the students and employees are informed of the school's campus security report, procedures, and safety practices. We also review with students and employees the need to be responsible for their own security and safety at all times.

CAMPUS SEXUAL VIOLENCE POLICY

Avalon School of Cosmetology is committed to eliminating sexual violence in all forms and will take appropriate action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law.

Subd. 1a. Sexual assault definition. For the purposes of this section, "sexual assault" means forcible sex offenses as defined in Code of Federal Regulations, title 34, part 668, subpart D, appendix A, as amended.

Subd. 2. Victims' rights. Victims of sexual violence as stated above in Subd. 1a, are guaranteed rights under the crime victims bill of rights, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety.

This policy applies to all students and employees of Avalon School of Cosmetology. Reports of sexual violence committed by a student or employee on campus or at a location other than on campus property are covered by this policy. Reports of sexual violence committed on campus by individuals who are not students or employees are subject to appropriate actions by Avalon School of Cosmetology, including, but not limited to, pursuing criminal or civil action against them. All students and employees are informed of this policy during orientation and have access to the policy on the school website at the address below:

<http://avaloncosmetologyschool.com/policies/SexualViolencePolicy.pdf>.

Subd. 3. Uniform amnesty. This policy requires that a witness or victim of an incident of sexual assault who reports the incident in good faith shall not be sanctioned by the institution for admitting in the report to a violation of the institution's student conduct policy on the personal use of drugs or alcohol.

SCHOLARSHIP POLICY

School Scholarships may be offered periodically. The only type of Scholarship offered is tuition allowances for specific time periods. All students that enroll into an eligible program during that time period are eligible for the Scholarship.

The scholarship will be applied to the student ledger when the student has completed 75% of their

chosen program; if the Student withdraws from the school prior to completion of the course of study, the Student will not receive the scholarship credit and will be obligated to pay the full amount of unpaid tuition under the specifics stated in the Buyers Right to Cancel – Refund Policy on pages 24-25 not including any school sponsored scholarships.

Re-entry students who return during a scholarship period will only be eligible for a school scholarship if they re- enroll into a full program. If any hours completed prior are used towards graduation, the student will not be eligible for the scholarship period.

KIT (07/21)

The school documents on an annual basis that the books and supplies, including course materials, are not available elsewhere or accessible by students enrolled in that program from sources other than those provided or authorized by the school. The school is often able to get the required kit materials at a discount that would not be available to the student. Kit fees are based on real and reasonable costs as determined annually by school administration. The required apron and name tag along with educational materials, included as part of the kit, are issued at the beginning of the course of study, however the majority of the student kit is issued at the successful completion of the Essentials Phase. Students are responsible for replacement of lost, stolen, broken, or unreturned items. Students are required to have their issued student kit for class and clinical assignments each day. If the student kit is not available at the start of class, the student will not be allowed to attend school until the following scheduled day. In the event of withdrawal, issued kit materials are non-refundable. All kit and personal items must be claimed within 30 days of the Date of Determination, as stated by the Department of Education, as the date the institution determines the student has withdrawn either officially or unofficially. If the student fails to meet the 30 day requirement stated above, that property then becomes the property of the school. Kits furnished to the student, which the student fails to return in condition suitable for resale, are non-refundable and will be charged to the student even if the kit remains the property of the school. The school is not responsible for lost or stolen articles during the 30 day window between Date of Determination and claim date.

ATTENDANCE REQUIREMENTS (09/21)

Classes are scheduled Tuesday, Thursday, and Friday between 8:30 a.m. and 4:30 p.m. with a forty-five-minute scheduled lunch. On Wednesdays, classes are scheduled between 10:00 a.m. and 8:00 p.m. Students are enrolled full time and are scheduled to attend 32 hours per week. Federal guidelines state a student is attending full-time at a minimum of 24 clock hours per week. The school does not offer part-time enrollment.

All Students are expected to comply with the schedule assigned by the school and attend theory class as required. Students are encouraged to attend a minimum of 90% of the scheduled hours to ensure they get the most from their career education and avoid paying extra instructional charges for extending their training beyond their contract ending date. Student hours are recorded by means of the Insight computer system. Students are given credit for exact hours attended. The school does not add or deduct attendance hours as a penalty. Time cards remain the property of the school. State rules prohibit altering of time cards in any manner. The school shall complete and maintain a monthly report for each student, summarizing the hours completed for that month. A copy will be provided to the student monthly.

As required by the Minnesota Board of Cosmetologist Examiners, all Students are scheduled for a 15-minute break at the beginning of the day along with a forty-five-minute lunch break daily. If a student fails to clock out for lunch as required, thirty minutes will automatically be deducted from the day's total hours.

- Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.
- Arrive for all classes on time. If more than 15 minutes late, a student may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. If

entrance is not requested, the student is able to attend second session beginning at 12:30 (Tues. Thurs. Fri.) or 3:00 (Wed.). This will determine excused or unexcused absence and may result in an attendance violation.

- A student must notify a staff member before 8:15 a.m. (Tues. Thurs. Fri.), 9:45 a.m. (Wed.) of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled. If a student cannot be at school for the start of the session, the student cannot enter theory or the clinic floor until the second session (as stated in #2) begins unless they have a written excuse. This will determine excused or unexcused absence and may result in an attendance violation.
- A student must give 24 hours' notice when having to leave early for the day. If a student is not able to give advanced notice, this will be considered an attendance violation.
- Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No student may clock in/out for others.
- Obtain permission from a staff member to leave the facility for any reason other than lunch time and closing.
- Comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned. As a consideration to fellow Students, clients, and Instructors, please notify the school if you are not returning from lunch.

EVALUATIONS AND ACADEMIC ADVISING

Students are advised regarding progress and achievement on a monthly basis. Evaluations include how the student is performing with regard to attendance, theory grades, and practical skills as well as their professionalism. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Information and advice regarding licensing regulations, reciprocity, employment, and continuing education opportunities is available to Students as it is needed. The administration office has a list of agencies for referral if a student needs other assistance. The school has a Financial Aid Advisor who will be available to provide information and advice on funding assistance accessible to Students in accordance with applicable regulations.

CAMPUS CURRICULUM – STEP PROGRESSION

All programs offered by the school follows similar procedures in that the same instructional methods apply and the same grading procedures are followed for each course. Those policies are stated here and considered to be an integral part of each of the course outlines contained in this section of the catalog.

ESSENTIALS: In this basic, indispensable, and pre-clinical, opening level of training, Students will focus on learning the underlying theory and the basic skills required for performing Client services. In addition, Students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice.

PILGRIMAGE: During this vital second Level of training, Students will journey toward Paragon and develop and customize their skills to meet the needs of Clients. They will perform skills on in the clinic and become increasingly self-confident and proficient in their communication, consultation, and technical skills. The education is provided through interactive lecture, demonstration, technology, field trips, Guest Speakers, and hands-on practice.

PARAGON: In this final Level of training, Students will master the creative skills necessary for achieving excellence and success in the workplace and learn key business skills needed to be successful Professionals. During this Level, Successful completion of the Paragon Level will prepare Students for immediate success and will dramatically improve their opportunities for employment upon graduation. In

addition, Students will focus on state board preparation, professional development, and career placement. The education is provided through demonstration, technology, field trips, Guest Speakers,

hands-on practice, and competency skills evaluation.

NAIL TECHNICIAN COURSE OUTLINE (09/21)

NAIL TECHNICIAN COURSE DESCRIPTION:

The primary purpose of the Nail Technician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as a Nail Technician or related career field.

NAIL TECHNICIAN COURSE OBJECTIVES- 350 Hours (11 Weeks)

Upon completion of the course requirements, the determined graduate should be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail extensions.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

*** The state of Minnesota requires the students to complete - 350 Hours (11 Weeks)**

NAIL TECHNICIAN COURSE HOURS: 350 (11 WEEKS)

THEORY & PRACTICAL HOURS	PRACTICAL EXPERIENCES	UNIT DESCRIPTION
10	0	STATE RULES & STATUTES
75	50	INFECTION CONTROL - Health Safety, Disinfection, Chemical Agents, Bacteria, Fungi, Virus Growth, Products and Procedures
25	0	APPLIED SCIENCE- Anatomy, Dermatology, Chemistry, Electricity, Bacteriology, Physiology, Cleaning, Conditioning, Shaping, Reinforcing, Coloring & Enhancing of Nails
100	40 Manicure/Pedicure 10 Gel Polish 5 French Tip	MANICURING & PEDICURING- Principles and Techniques of Theory and massage, including arm, hand, lower leg and foot.
100	7 Tips 3 Sculptures 2 Fills 2 Removal	NAIL EXTENSIONS- Principles and Techniques, Advanced Nail Techniques Including Acrylics, Wraps, Overlays, Repairs, Removals, Electric Files and Attachments
40	0	CAREER AND BUSINESS SUCCESS SKILLS- Fundamentals of Business Management, Licensing Requirements, Compensation Packages, Payroll Deductions, Resume Writing, New Salon Planning, Communications & Human Relations
350		

The above hour and practical experience requirements fulfill the curriculum requirements for an initial Nail Technician license in the states of Minnesota and Iowa.

The first 50 hours must be preclinical instruction in the theory of sciences of anatomy, dermatology, and chemistry as related to manicuring, electricity, and lights, infection control, safety practices and Minnesota Statutes and Rules which pertain to the practice of manicuring and elementary service skills.

NAIL TECHNICIAN COURSE OBJECTIVES- 400 Hours (13 Weeks)

Upon completion of the course requirements, the determined graduate should be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail extensions.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

*** The state of South Dakota requires students to complete - 400 Hours (13 Weeks)**

*** NAIL TECHNICIAN COURSE HOURS: 400 (13 WEEKS)**

THEORY & PRACTICAL HOURS	PRACTICAL EXPERIENCES	UNIT DESCRIPTION
20	0	STATE RULES & STATUTES
50	50	INFECTION CONTROL - Health Safety, Disinfection, Chemical Agents, Bacteria, Fungi, Virus Growth, Products and Procedures
60	0	APPLIED SCIENCE- Anatomy, Dermatology, Chemistry, Electricity, Bacteriology, Physiology, Cleaning, Conditioning, Shaping, Reinforcing, Coloring & Enhancing of Nails
90	45 Manicure/Pedicure 11 Gel Polish 6 French Tip	MANICURING & PEDICURING- Principles and Techniques of Theory and massage, including arm, hand, lower leg and foot.
130	8 Tips 4 Sculpt 3 Fills 3 Removals	NAIL EXTENSIONS- Principles and Techniques, Advanced Nail Techniques Including Acrylics, Wraps, Overlays, Repairs, Removals, Electric Files and Attachments
50	0	CAREER AND BUSINESS SUCCESS SKILLS- Fundamentals of Business Management, Licensing Requirements, Compensation Packages, Payroll Deductions, Resume Writing, New Salon Planning, Communications & Human Relations
400		

The above hour and practical experience requirements fulfill the curriculum requirements for an initial Nail Technician license in the state of South Dakota.

The first 50 hours must be preclinical instruction in the theory of sciences of anatomy, dermatology, and chemistry as related to manicuring, electricity, and lights, infection control, safety practices and South Dakota Statutes and Rules which pertain to the practice of manicuring and elementary service skills.

INSTRUCTIONAL METHODS: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the courses of study and supplement the Students' training. Students should avail themselves of the opportunity to use these extensive materials.

NAIL TECHNICIAN COURSE TEXTBOOK AND SUPPORT MATERIALS: Students will be issued the following Textbooks and course materials: *Milady's Standard Nail Technician* textbook, *Milady's*

UNITS OF INSTRUCTION AND HOURS

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Course Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program. Each course contains hours in preclinical instruction, theoretical instruction and planned clinical instruction and experience in the applied sciences as follows:

	PRECLINICAL	THEORY	PRACTICAL	TOTAL
Nail Technician: 350 hours	50	100	200	350
Nail Technician: 400 hours	50	130	220	400

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two formal comprehensive practical skills evaluations will be conducted during the course of study.

Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. 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. A passing grade of 75% is required on chapter tests. If not, the test must be retaken and a final grade of 75% will be given. Numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

93 - 100 EXCELLENT

85 - 92 VERY GOOD

75 - 84 SATISFACTORY

0 - 74 BELOW STANDARDS - NEEDS IMPROVEMENT

REQUIRED PRACTICAL EXPERIENCES

Policy and Regulatory agencies require Students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on mannequins, models, or clients. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More practices may be scheduled BY THE INSTRUCTOR based on training NEEDS and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Contract. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. The instructor will check one block on the Practical Grade Record form for each project completed satisfactorily in the applicable category. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. These criteria are stated in the Practical Cosmetology Skills Evaluation Criteria document. The criteria are explained to Students and used uniformly when giving practical grades. It is the responsibility of the student to keep records of the applications performed which are verified by an instructor. These records are kept in the student file and monitored by various regulatory agencies. In order for a student to graduate, all required practices must be rated as Satisfactory to be counted for course completion. At least two formal comprehensive practical skills evaluations will be conducted during the course of study.

COSMETOLOGY COURSE OUTLINE (09/21)

COSMETOLOGY COURSE DESCRIPTION:

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions in Cosmetology or related career field.

COSMETOLOGY COURSE OBJECTIVES- 1550 Hours (49 Weeks):

Upon completion of the course requirements, the determined graduate should be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

*** The state of Minnesota requires the students to have 1550 hours.**

* COSMETOLOGY COURSE HOURS: 1550 (49 WEEKS)

THEORY & PRACTICAL HOURS	PRACTICAL EXPERIENCES	UNIT DESCRIPTION
10	0	STATE LAWS AND REGULATIONS
75	200	INFECTION CONTROL: Health, Sanitation, Disinfection, Sterilization, Chemical Agents, Bacterial Growth, Products, Procedures
75	300	SHAMPOOING: Principles of Cleansing the Hair
100	150	SCALP AND HAIR CONDITIONING: Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry
200	75	HAIR DESIGN SHAPING: Principles and Techniques of Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, Shears
200	60	CHEMICAL HAIR CONTROL: Principles and Techniques of Sectioning, Wrapping, Processing, Curling, and Relaxing (a minimum of 6 Hair Relaxing procedures required)
150	50	HAIR COLORING: Principles and Techniques of Temporary, Semi-Permanent, Permanent Colors, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems
250	300	HAIR STYLING: Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Pressing, Wigs, Braiding, and Hair Pieces
250	140	FACIALS AND MAKEUP: Principles and Techniques of Skin Chemical Procedures, Theory of Massage, Facial Treatments, Cosmetic Application, Eyelashes, Hard & Soft Waxing,
200	50	MANICURES: Principles and Techniques of Massage, Manicuring, Pedicuring, and Advanced Nail Techniques (a minimum of 10 artificial nails - 3 must be sculptured)
40	0	CAREER AND BUSINESS SUCCESS SKILLS: Fundamentals of Business Management, Licensing Requirements, Compensation Packages, Payroll Deductions, Communications, Human Relations
1550	1325 Minimum	

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. A minimum of 240 hours of this curriculum shall be in theory classes.

COSMETOLOGY COURSE OBJECTIVES: 2100 Hours (66 Weeks)

Upon completion of the course requirements, the determined graduate should be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

*** The state of Iowa requires students to have 2100 hours.**

COSMETOLOGY COURSE HOURS: 2100 (66 WEEKS)

THEORY & PRACTICAL HOURS	PRACTICAL EXPERIENCES	UNIT DESCRIPTION
210	0	SCIENTIFIC CONCEPTS: To include chemistry, bacteriology, anatomy, and physiology
120	250	INFECTION CONTROL: Health, Cleaning, Sanitation, Disinfection, Sterilization, Chemical Agents, Bacterial Growth, Products, Procedures of Disinfection, Disorders, Diseases, Hygiene, Hazards, Including Cosmetology Laws and Rules (specific to the state in which boards will be taken)
90	406	SCALP AND HAIR SHAMPOOING AND CONDITIONING: Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry Massage manipulation to include scalp, head, and neck.
	202	
240	101	HAIR CUTTING AND SHAPING: Principles and Techniques of Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, Shears
210	80	CHEMICAL HAIR CONTROL: Principles and Techniques of Sectioning, Wrapping, Processing, Curling, and Relaxing (a minimum of 10 Hair Relaxing procedures required) minimum 75 permanent waves)
240	68	HAIR COLORING: Principles and Techniques of Temporary, Semi-Permanent, Permanent Colors, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems, Corrective Color Techniques and Theory
330	408	HAIR STYLING: Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Pressing, Wigs, Braiding, and Hair Pieces
330	156	FACIALS AND MAKEUP: Principles and Techniques of Skin Chemical Procedures, Theory of Massage, Facial Treatments, Cosmetic Application, Eyelashes, Hard & Soft Waxing, Microdermabrasion
180	68	NAIL TECHNOLOGY: Principles and Techniques of Massage, Manicuring, Pedicuring, and Advanced Nail Techniques Artificial Nails, (a minimum of 12 artificial nails – 4 must be sculptured) Electric filing and Attachments (minimum of 8 hours) Massage manipulations of arm, hand, lower leg and foot
150	0	CAREER AND BUSINESS SUCCESS SKILLS: Fundamentals of Business Management, Licensing Requirements, Compensation Packages, Payroll Deductions, Communications, Salesmanship, Human Relations, Booth Management and ethics including Cosmetology laws and rules.
2100	1739 MINIMUM	

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. A minimum of 240 hours of this curriculum shall be in theory classes. In addition to the hours set forth in this section, each student must receive an additional 60 hours of education in the areas that the school feels are necessary to supplement the basic course requirements for an individual student.

INSTRUCTIONAL METHODS: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the courses of study and supplement the Students' training. Students should avail themselves of the opportunity to use these extensive materials.

COSMETOLOGY COURSE TEXTBOOK AND SUPPORT MATERIALS: Students will be issued the following Textbooks and course materials: *Milady's Standard Cosmetology* textbook, *Milady's Standard Cosmetology Essential Companion Study Guide* & *Milady's Standard Cosmetology Exam Review*

UNITS OF INSTRUCTION AND HOURS

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Course Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program. Each course contains hours in preclinical instruction, theoretical instruction and planned clinical instruction and experience in the applied sciences as follows:

	PRECLINICAL	THEORY	PRACTICAL	TOTAL
Cosmetology: 1550 hours	240	450	860	1550
Cosmetology: 2100 hours	240	600	1260	2100

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two formal comprehensive practical skills evaluations will be conducted during the course of study.

Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school+. 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. A passing grade of 75% is required on chapter tests. If not, the test must be retaken and a final grade of 75% will be given. Numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

- 93 - 100 EXCELLENT
- 85 - 92 VERY GOOD
- 75 - 84 SATISFACTORY
- 0 - 74 BELOW STANDARDS - NEEDS IMPROVEMENT

REQUIRED PRACTICAL EXPERIENCES

Policy and Regulatory agencies require Students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on mannequins, models, or clients. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More practices may be scheduled BY THE INSTRUCTOR based on training NEEDS and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Contract. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. The instructor will check one block on the Practical Grade Record form for each project completed satisfactorily in the applicable category. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. These criteria are stated in the Practical Cosmetology Skills Evaluation Criteria document. The criteria are explained to Students and used uniformly when giving practical grades. It is the responsibility of the student to keep records of the applications performed which are verified by an instructor. These records are kept in the student file and monitored by various regulatory agencies. In order for a student to graduate, all required practices must be rated as Satisfactory to be counted for course completion. At least two formal comprehensive practical skills evaluations will be conducted during study.

LEAVE OF ABSENCE POLICY (12/21)

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. Students must follow this policy and request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so and that it must be, in writing, signed, stating the reason for the leave, including all required documentation (doctor's note with dates or funeral announcement) for approval by the appropriate school staff. If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student, no additional charges will be assessed as a result of an approved LOA. A student granted a LOA is not considered to have withdrawn, and no refund calculation is required at this point. No re-entry fee will be charged if the student returns to class on the expected return date after the completion of the Leave of Absence. **All LOA's will be taken for a minimum of 5 days, unless otherwise specified by a doctor's note. LOA's will be granted based on medical necessity/major illness or a death in the immediate family.** Leave of Absence requests may not exceed a total of 180 days in any twelve-month period. If at which time the student becomes approved to participate in federal financial aid and a financial aid recipient takes a leave of absence, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to Students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. The contract end date will be revised upon return from the LOA to extend the ending date by the applicable number of calendar days. Changes to the enrollment agreement will be initiated by all parties. An official enrollment addendum will be completed to reflect updated contract end dates.

All approved leaves will be scheduled to begin on the first scheduled class date after the student's last physical day of attendance prior to beginning the Leave. This institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for the decision and collects the request from the student at a later date and the institution establishes the start date of the approved LOA as the first date the student was unable to attend. This would occur if a student was in a car accident and taken to a hospital immediately following the accident.

There is a reasonable expectation that a student will return from a LOA. A student on an approved absence must notify the school that he or she will not be returning. The date of withdrawal for the purpose of calculating a refund is always the student's last day of attendance. This applies to a student who does not return from an approved LOA or a student who takes an unapproved LOA.

GRADUATION REQUIREMENTS

Students MUST meet the following requirements in the applicable course of study to qualify for graduation and be issued a Diploma:

- Successful completion of all phases of study; required tests, including the Avalon final, practical skills assignments and hours requirements for the course.
- Completion of the Course of Study as required by the State regulatory agency
- All debts, including over contract fees must be paid in full or satisfactory arrangements made for all debts owed to the institution.

A graduate will be eligible to participate in the next scheduled Onsite State Board Testing once they have met the graduation requirements and their ledger balance has been paid in full, including over contract fees. Once the Onsite State Board Testing exam has been completed and passed, the student will receive their Course Completion Certificate required for licensure.

Exit interviews are performed and students are asked to complete exit paperwork.

Official transcripts will be issued to graduates if any of the following apply:

- The student has paid ledger in full and completed graduation requirements.
- The student owes less than \$250
- The student has entered into and is in compliance (6 consecutive on-time payments) with a payment plan with the school.
- The transcript request is made by a prospective employer for the student.
- The institution has sent the debt for repayment to a collection agency.

First copy of Transcript is provided free, requests for duplicate transcripts will have a \$15 fee.

LICENSURE REQUIREMENTS

Any person is eligible to receive a license as a cosmetologist or nail technician if they have completed the required clock hours in an approved applicable course; has paid the required fees; and has passed the examinations required by the Minnesota Board of Cosmetology to determine their fitness to receive a license.

Students MUST meet the following requirements in order to qualify for licensure:

- Meet all Graduation Requirements
- Satisfy all outstanding debts owed to Avalon School of Cosmetology
- Receive the required Course of Completion Certificate
- Complete and pass applicable Minnesota Board of Cosmetology required exams

Once all licensure requirements have been met, the student can pay the required fees and file an application for licensure to the Minnesota Board of Cosmetology. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

EMPLOYMENT

State licensure is required for both Cosmetology and Nail Technician careers. Cosmetologists and Nail Technicians can work in salons, day spas or nursing homes; it's up to each individual to decide what business model and working environment will work for them. You should consider such points as your financial status, professional goals, work style and experience when making a career decision. The best thing about the Cosmetology or Nail Technician careers is that it offers lots of freedoms to change your mind if you think you've made the wrong decision. The most common career options are renting a booth/chair, hourly rate or working for commission.

*Renting a booth/chair – Usually this career choice would be better for experienced cosmetologists and nail

technicians who have already built some clientele base. This career model allows you to set your own hours and fees but you will be responsible for purchasing your own supplies, paying self-employment taxes.

*Hourly Rate – Usually this career choice is best for those entry level operators who have no clientele base and require a guaranteed income.

*Commission – Usually this method is a perfect option for beginners who have a small clientele base but could also benefit from an influx of new clients provided by the business.

Regardless of whichever business model that you choose these careers often involve working evenings, weekends and long hours to build your clientele. It also requires that you keep up with the latest beauty trends and project a professional image. Good communication skills are essential for providing clients with the best possible service. You should make sure that you choose a supportive environment and that you feel comfortable to call on co-workers for any required help or support.

WITHDRAWAL or TRANSFER OUT REQUIREMENTS (07/21)

Students who withdraw from enrollment prior to course completion must:

- Notify the appropriate staff personnel of withdrawal in person, by phone, thru email or Facebook message
- Satisfy all debts owed to the school or be in compliance with a satisfactory payment plan.

Hours earned at the institution may not transfer to all other institutions. Our curriculum has been reviewed and approved for compliance in South Dakota all other states have not been determined.

Transcript Request:

Official transcripts will be issued to graduates if any of the following apply:

- The student owes less than \$250
- The student has entered into and is in compliance (6 consecutive on-time payments) with a payment plan with the school.
- The transcript request is made by a prospective employer for the student.
- The institution has sent the debt for repayment to a collection agency.

First copy of Transcript is provided free, requests for duplicate transcripts will have a \$15 fee.

GENERAL COST OF ATTENDANCE (07/21)

In addition to tuition and fees for education, Students face monthly living costs for room, board, personal expenses and transportation while enrolled in school. Students living with parents can expect monthly living costs of approximately \$1609.00. Students living independently can expect approximate monthly living costs of \$2403.00. Students with dependent children must also consider reasonable child care costs. (On average \$1792.00/month). It is important to remember, however, that room, board and personal expenses occur whether or not an individual is enrolled in career education.

PAYMENT TERMS AND EXTRA INSTRUCTIONAL CHARGES

The student pays the tuition and fees for the program selected by six months of the course of study unless other payment arrangements are made and agreed upon by all applicable parties. Methods of payment accepted are cash, money order, check, private scholarship, private loan, Title IV Pell Grant, Minnesota State Grant, Dream Act & Self Loan. The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. Each course has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for you. The school will charge additional tuition for hours remaining after the contract ending date at the rate of \$500.00 per first 30 days over contract, and any part thereafter will be charged at the rate of \$10.00 per hour until completion of scheduled hours, required practical experiences and assignments.

DRESS CODE

Clothing

The school expects students to look and dress appropriately in professional attire; first impressions are very important and we are preparing you to work with a positive self- image. Dress code mandates that students wear solid black slacks, dresses or skirts. Dresses & Skirts must cover the knee. Pants may not hang on the floor. Tops should be appropriate for a professional environment and undergarments must not be visible. Tops must be black, white, or gray and **may not be sleeveless, capped sleeve or have writing on them.** Students must wear closed-toed, solid black shoes and black socks.

Students who wear attire that is deemed inappropriate by school staff will be asked to change or may be potentially sent home if determined necessary.

Unacceptable attire-

Faded pants

Active wear

Ugg boots/snow boots

Tennis shoes, regardless of color

Tom's, Bob's, Converse

Slippers

Clothing without sleeves or cap sleeves

Clothing with writing on it.

Low cut shirts/cleavage showing excessively

In preparation for proper salon etiquette, you must demonstrate good judgment and professional taste when selecting your attire. Including, but not limited to, ensuring that your underarms, belly, cleavage, back side and lower back are covered at all times. Practicing good sense when choosing attire appropriate to your body type will help you to succeed in the fashion and beauty industry.

Hair and Makeup

Hair must be clean, dry and styled. **No pony tails.** No bobby pins may be visible. Female students must wear a minimum of 3 types of makeup.

Students are required to be in full compliance with their hair and makeup prior to clocking in for the day. You are expected to arrive for school in the appropriate makeup and hairstyle, if not, you must use your own products, not the school's products.

Each day before clocking in each student will be checked by school administration for compliance with the dress code. It must be confirmed before you are allowed to clock in. If not, you must either change or be sent home. If you change and return in the appropriate dress code you may clock in by 8:45 on T, Th, and F and W at 10:15., or return for the second session. (15 minutes will be docked from your time if you clock in any time after 8:30 (10:00 W) but still clocked in by 8:45 (10:15 W)

Students are preparing for a career in the BEAUTY AND IMAGE INDUSTRY and are expected to be well-groomed and professionally attired during the program of training. The dress code is subject to change at the discretion of the School Staff at any time. Variations to the dress code may be granted on special occasions at the discretion of the School Staff.

Avalon School of Cosmetology tint aprons must always be worn over the clothing for protection. Students must wear an official, issued name tag at all times as required by the State.

DRUG ABUSE PREVENTION

Avalon School of Cosmetology seeks to promote a healthy and responsible campus environment which is conducive to teaching and learning. Avalon School of Cosmetology has certified with the Department of Education that it operates a drug free campus in order to maintain the offered Federal Title IV Financial Aid programs. A full Drug Free Workplace Policy is given to all students and staff members on their start date and annually thereafter. A list of agencies and phone numbers is maintained on the Student Information Board

located in the student breakroom. The administration office will provide assistance to any student requesting information pertaining to this area of need. Possession, use, manufacturing, distribution or sale of any alcoholic beverage, illegal drug or any controlled substance in the workplace, on school property, or as part of any school activity may cause termination.

To access the full policy, see the address below:

<https://www.avaloncosmetologyschool.com/policies/DrugAbusePrevention.pdf>

STANDARDS OF CONDUCT

The school sets forth specific STANDARDS OF CONDUCT for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goal orientations during training will enhance the graduate's potential for success. All Students must:

1. Follow the Attendance Policy as stated on pages 11-12.
2. Students are responsible for their own Practical Requirements record.
3. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take missed exams. It is the student's responsibility to contact the Instructor regarding makeup exams. Hours will not be sent to the state regulatory agency until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
4. Comply with the published dress code with name tag and practice proper hygiene and grooming at all times. Students not in compliance with dress code may not be allowed to clock in until coming into compliance.
5. NOT smoke, chew gum, eat or drink except in the designated areas.
6. NOT perform any services on clients until successful completion of the applicable Phase I training class and having successfully passed a comprehensive written and practical evaluation.
7. Practice courtesy and professionalism at all times when dealing with other Students, clients, visitors to the school and staff.
8. Follow all state laws and regulations at all times during school hours.
9. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in funding, delay in graduation and additional tuition charges.
10. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all Students to follow Sanitation rules and practices at all times.
11. Discuss only ethical and professional subject matter during school hours and refrain from using profanity or vulgarity.
12. Be fair, honest, and never steal.
13. Refrain from the willful destruction of property.
14. Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
15. Be involved in curriculum related activities at all times when clocked in. Excessive time in the lunchroom is not allowed. Students who are not clocked in may not linger in the facility and distract other Students from training responsibilities.
16. Refrain from using the business phone, personal cellular phones, for incoming or outgoing calls without the express permission of a staff member or at designated times. **PERSONAL CALLS MUST BE LIMITED TO THREE MINUTES AND MUST NOT PREVENT PROPER USE OF THE BUSINESS PHONE AT THE FRONT DESK!**
17. Park only in the designated areas for student parking. Front row parking is ALWAYS reserved for client use.
18. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used. Have every service performed on a client checked by an instructor.
19. Keep all student and client analysis and service records up to date.
20. Not make any changes to the appointment books except with permission of an instructor.

21. Refrain from keeping personal effects on station. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
22. Notify an instructor if/when additional products or materials are needed to complete a service and apply the appropriate charges to the client ticket.
23. Provide lock for personally assigned locker. The school is not responsible for lost or stolen items.
24. Strive to continually upgrade abilities through education and practice.
25. Avalon strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

Standards of Conduct DISCIPLINARY POLICIES

Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions.

ATTENDANCE VIOLATION: Enrollment will continue however an attendance violation will be recorded for any non-compliance of the Standards of Conduct or General Policies at the discretion of the school administration.

DISCIPLINARY SUSPENSION: Enrollment may be immediately suspended for one day for infraction of the Standards of Conduct or General Policies at the discretion of the school administration.

DISCIPLINARY PROBATION: **THIS IS NOT PART OF THE SAP PROBATION** A student may be placed on probation for a specified time for any infraction of the Standards of Conduct. If the student does not correct the problem, he/she will be placed on a second probation. If the problem is not corrected during the second probationary period, he/she may be suspended for three days or dismissed permanently at the discretion of the school administration.

DISMISSAL - TERMINATION: Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

- * Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- * Non-conformance with the state laws and regulations governing s and Students
- * Non-compliance with the school's Satisfactory Academic Progress Policy
- * An action that causes or could cause bodily harm to a client, student or employee of the
- * Theft
- * Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- * Immoral or improper conduct
- * Willful destruction of school property

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management by means of the Institution's Grievance Procedure. Concerns which are not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

BUYERS RIGHT TO CANCEL -REFUND POLICY (07/21)

For all terminations, for any reason, by either party, including students who withdraw from enrollment, program cancellation, or school closure a fair and equitable settlement will apply. All students cancelling enrollment must notify the school by one of the following approved methods, in writing, by phone, by email, in person or by Facebook message.

If a student application is rejected, you will be notified in writing and you will receive a full refund of all tuition, fees, and other charges paid to the school.

If you give notice that you (the student) are cancelling your enrollment agreement within five business days

after the enrollment agreement is considered effective, you will be entitled to a full refund of tuition, fees, and other charges paid to the school. An enrollment agreement will be presumed as effective on the date that the institution notifies you that you have been accepted into the institution and you have signed the enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter. This five-day refund policy applies regardless of when the program starts.

If you give notice that you (the student) are cancelling your enrollment agreement following the fifth business day after the enrollment agreement is considered effective, but before classes have begun, you will receive a full refund of all tuition, fees, and other charges except for the \$25 application fee.

If you (the student) withdraws after your program has begun but prior to 75% of course completion, you will be provided a prorated tuition, fees, and other charges refund minus a \$100 administrative drop fee. If you withdraw after 75% of the program has been completed, you are not entitled to a refund of tuition, fees, and other charges and will be charged a \$100 administrative drop fee. See schedule of refund below.

**PERCENT OF COMPLETED
PROGRAM HOURS**

**0.01 % to 74.9%
75% and over**

**TOTAL TUITION
RETAINED BY SCHOOL**

**Proration Tuition (Based on MN Office of Higher Education Policy)
100% of Enrolled Tuition**

You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Written notice is effective as of the date of postmark if sent by mail or the day it has been hand-delivered to the institution. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school has a teach-out plan documented but has not entered into an agreement with any other institutions.

Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. Issued student kits are Non- Refundable; they are the responsibility of the student. In the event of a withdrawal or termination the student has 30 days from the Date of Determination to claim his or her kit, books, and personal property. If the student fails to meet the 30-day requirement that property, then becomes property of the school. The Date of Determination, as stated by the Department of Education, is the date the institution determines the student has withdrawn either officially or unofficially.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to Federal Pell Grant Program; second to Minnesota State financial aid, third to private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. All Minnesota financial aid will be refunded based on the Minnesota financial aid refund policy.

RETURN OF TITLE IV POLICY (R2T4)

This policy applies to all students who have received Federal and/or State Financial Aid or SELF Loans. The Return of Title IV Funds Policy is designed for students who wish to discontinue their enrollment in the program or for those students who cease attendance without officially notifying the Avalon School of Cosmetology office. This policy outlines the potential financial ramifications of withdrawing from the program before completion.

Federal regulations require that Title IV financial aid funds to be awarded and disbursed under the assumption that the student will attend the institution for the entire period in which federal assistance was provided. When a student withdraws from the program for any reason, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally disbursed. The return of funds are based on the premise that students earn their financial aid in proportion to the number of hours completed in the program in which they are currently enrolled. A prorated schedule is used to determine the amount of federal aid he/she will have earned at the time of the withdrawal.

This calculation must be completed if a student receives federal funds and completely withdraws prior to the completion of the program. Students who receive federal and/or state financial aid must “earn” the aid they receive by enrolling and participating in classes. The amount of federal financial aid assistance the student earns is on a prorated basis. Students who withdraw or do not complete all hours during the payment term may be required to return all or a portion of the federal and/or state financial aid they received.

For example:

For Pell, if a student completes 40% of the payment period, he/she earns 40% of the approved federal aid that he/she was originally scheduled to receive for the payment period. This means that 60% of the student's scheduled or disbursed federal aid remains unearned and must be returned to the appropriate federal program. Once the student completes 60% of the term, he/she has earned 100% of his/her financial aid. Thus, no federal financial aid will be returned.

Regulations require schools to perform calculations within 30 days from the date the school determines a student's complete withdrawal. The school must return the funds within 45 days of the calculation. The R2T4 calculation process and return of funds is completed by the 3rd party financial aid resource, FATSTAF.

A student's withdrawal date will be the last day the student was physically in attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 14 consecutive days from their last date of physical attendance without notifying the school's administrative office.

Once the R2T4 has been calculated and communicated to the Avalon School of Cosmetology administrative office from FATSTAF, if applicable, a refund calculation spreadsheet from the MN Office of Higher Education will then be completed to determine the earned amount of any MN State Financial Aid and/or MN SELF Loan disbursement.

- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program. This means that a balance may be created on the Avalon School of Cosmetology student account, and he/she will then be billed and responsible for paying all charges.
- If the aid already disbursed is less than the earned aid, Financial Aid will calculate a post withdrawal disbursement. The student will be notified of any additional disbursements via mail.

The Avalon School of Cosmetology student will receive a formal letter in the mail with a copy of their official withdrawal calculation spreadsheet. Students are strongly advised to meet with a member of the Financial Aid Office to discuss the financial consequences of dropping out of or withdrawing from the school before doing so.

The order in which funds will be returned will be Federal Pell Grant Program, Minnesota State Grant, MN SELF Loan and then student.

REQUEST A CHANGE IN PROGRAM

All students requesting a change in program must submit a written request notice to the school office, dated and signed. If a student requests a change in program from the 2100-hour program into the 1550-hour program after 1050 hours they will be charged the initial tuition cost of the 2100-hour program. If a student requests a change in program from the 1550-hour program into the 2100-hour program they will be charged the difference in tuition. All 350 and 400-hour program change requests to 1550 or 2100 will be charged the

difference in tuition. All program change requests will be charged a \$100.00 fee made after the initial contract execution.

FINANCIAL AID OPPORTUNITIES

Pell

Pell Grants will be awarded to qualified enrolled students based on length of program but disbursed based on actual hours attended. Eligible students must maintain Satisfactory Academic Progress to remain in good standing. To apply for a grant, the student may go online to the free FAFSA website located at <https://fafsa.ed.gov/FAFSA> or obtain a paper FAFSA form from the school office. If the enrolled program is not completed in full, this grant will be subject to the Return to Title IV refund calculation spreadsheet.

Minnesota State Grants

Minnesota State Grants will be awarded to qualified enrolled students based on length of program but disbursed based on actual hours attended. Eligible students must maintain a minimum of 30 hours per week within the prior disbursement period to receive a 100% calculation. To apply for a grant, the student may go online to the free FAFSA website located at <https://fafsa.ed.gov/FAFSA> or obtain a paper FAFSA form from the school office. If the enrolled program is not completed in full, this grant will be subject to the MN Office of Higher Education refund calculation spreadsheet.

Self-Loans

The Self-Loan is a fixed or variable-rate loan offered through the Minnesota Office of Higher Education and must be paid back. Students can apply for this to supplement the Minnesota Grant money. To apply for this loan, the student may request an application form from the school office. If the enrolled program is not completed in full, this loan will be subject to the MN Office of Higher Education refund calculation spreadsheet.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) (09/21)

The Satisfactory Academic Progress Policy is printed as a separate policy in the institution's Student Catalog and Handbook, posted to the school website and part of the pre-enrollment checklist to ensure that all Students receive a copy prior to enrollment. This policy consistently applies to all students enrolled at Avalon School of Cosmetology. All Students must sign the Table of Contents page of this Catalog verifying receipt of this very important policy. The policy is written to comply with not only the guidelines established by the National Accrediting Commission of Career Arts and Sciences but also the federal regulations established by the United States Department of Education and the Minnesota Office of Higher Education.

All students attending Avalon School of Cosmetology must maintain satisfactory academic and attendance progress as defined by the school in order to be eligible for Title IV and Minnesota financial assistance. Satisfactory academic and attendance progress is the qualitative and quantitative measure used by the school to determine the extent to which a student is making adequate progress towards the completion of the program within the maximum time frame while maintaining a minimum academic and attendance standard.

The satisfactory academic progress policy applies to all students, whether receiving Federal Title IV funds, Minnesota State Grant funds, partial funding assistance, or self-pay. Satisfactory Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at the end of each payment period. Students are advised of their academic and attendance status via the Satisfactory Academic Progress Evaluation Form; each student will receive a copy of the results. The Satisfactory Academic Progress Policy requires that Avalon School of Cosmetology notify all students of any evaluation that impacts the student's eligibility for financial aid.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations, which will occur within seven (7) school business days following each established evaluation period. Students

deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Students will be evaluated at the following points based on actual contracted hours at Avalon School of Cosmetology:

Course / Program	Attended Hours	Full Time Weeks	Part Time Weeks
Nail Technician 350	175	5.5 Weeks	No Part Time Schedules are offered at this time.
Nail Technician 400	200	6.25 Weeks	
Cosmetology 2100	450, 900, 1350, 1800	12.5, 25, 42.2 & 56.25 Weeks	
Cosmetology 1550	450, 900, 1225	12.5, 25, 38.3 Weeks	

ATTENDANCE PROGRESS

Avalon's academic year is 26 weeks and 900 clock hours. Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 150 times the published length of the course. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and maximum time frame by the same number of days taken in the LOA. Students who exceed the maximum time frame shall be terminated from the program. A withdrawn student can be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of Avalon's admissions policy.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours completed by the total number of hours scheduled. For partial months, scheduled hours will be calculated by multiplying the number of class days scheduled times the number of hours scheduled each day depending upon the student's attendance schedule. If at any point it can be determined that a student cannot mathematically complete the program within the maximum time frame, the student will become ineligible for Title IV and Minnesota Financial aid.

At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame (09/21)

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:

COURSE	MAXIMUM TIME ALLOWED	WEEKS
NAIL TECHNICIAN – 350 HOURS	525 SCHEDULED HOURS	15 WEEKS
NAIL TECHNICIAN – 400 HOURS	600 SCHEDULED HOURS	18 WEEKS
COSMETOLOGY-1550 HOURS	2325 SCHEDULED HOURS	78 WEEKS
COSMETOLOGY-2100 HOURS	3150 SCHEDULED HOURS	107 WEEKS

The maximum time allowed for transfer Students needing less than full course requirements will be determined based on 150% of the contract scheduled hours. Students who have not completed the course within the maximum timeframe will be dropped from the program but may re-enroll, in a manner consistent with the re-enrollment provisions of the institutions admissions policy, as a student at the institution on a cash pay basis.

Essentials Phase Attendance Progress

Students are encouraged not to miss any days during their scheduled Essentials phase. Any student that does not complete this phase with a minimum of 90% attendance will be evaluated by the school director and may be required to repeat the entire Essentials curriculum; with a maximum of three attempts allowed.

Students who are required to repeat the Essentials Phase must meet the required Satisfactory Academic Progress Policy for both Attendance and GPA before they will be eligible to receive their provided student kit.

ACADEMIC 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 course 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 grade average of 75% and pass a FINAL written and practical exam prior to graduation.

ACADEMIC PROGRESS EVALUATIONS

To determine academic progress, Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency. Students must maintain a theory grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

93 - 100 EXCELLENT

85 - 92 VERY GOOD

75 - 84 SATISFACTORY

0 - 74 BELOW STANDARDS - NEEDS IMPROVEMENT

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making SAP during the warning period. The student will be advised in writing of the actions required to attain SAP status by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student may be placed on probation and if applicable, students may be deemed ineligible to receive Federal and State aid unless the student successfully appeals the decision and is placed on probation.

PROBATION THIS PROBATION SHOULD NOT BE CONFUSED WITH DISCIPLINARY PROBATION

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

APPEAL PROCEDURE

If a student is determined as NOT making satisfactory academic progress (SAP) following one warning period, the student may appeal the negative determination. Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within 10 calendar days by completing the school required Appeal Form; detailed explanation as to why

the student failed to meet satisfactory academic progress and listing what has changed in the student's situation that would allow the achievement of satisfactory progress at the next evaluation point must be provided. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. All documentation in regards to appeal will remain in the student file. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV and Minnesota funds reinstated. If the school grants the student's appeal, the student will be placed on Probation Status until the next evaluation point.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory academic progress, Title IV aid and Minnesota State Grant, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. Satisfactory academic progress could also be achieved at the end of an academic plan. This includes both Federal and State financial aid.

REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to *75% or better, and/or 2) Increasing cumulative attendance to 67%.

REINSTATEMENT OF FINANCIAL AID

Title IV aid and Minnesota State aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. This can only be done at an official evaluation point at the end of the payment period.

DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)

A student's actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 consecutive days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 14 consecutive days from their last date of physical attendance without notifying the school's administrative office.

COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Course incomplete, repetitions and non-credit remedial courses have no effect on the institution's Satisfactory Progress Policy.

REENTRY STUDENTS/INTERRUPTIONS

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), will pay a \$150 re-enrollment fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. Students re-entering after withdrawal or Leave of Absence will re-enter in

the same Satisfactory Academic Progress status as when they left. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students. Re-enrollment is at the discretion of the school administration.

REINSTATEMENT OF FINANCIAL AID

If applicable, at next official evaluation, Title IV financial aid will be re-instated to qualified Students who have prevailed upon appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements.

NONCREDIT AND REMEDIAL COURSES

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations will take place based on actual contracted hours at Avalon School of Cosmetology; at the predetermined evaluation period(s) listed above or at the midpoint of the hours contracted, whichever is applicable, the transfer student will be notified during the first week of his/her classes at Avalon.

GRIEVANCE POLICY

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation, thereby assuring that all Students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. Contact the campus administration office to obtain the designated form in order to properly register a grievance.

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

Any grievance complaints made outside of the school should be directed to <https://mn.gov/boards/cosmetology/faq/faq-complaints.jsp>.

STUDENT REFERRAL SERVICES

A list of agencies, addresses and phone numbers is maintained and posted on the Student Information Board located in the student breakroom. The administration office will provide assistance to any student requesting information pertaining to an area of need.

OSHA

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its Students of the chemicals used in cosmetology and related training. During Orientation the student will learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study Students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school are available electronically.

VETERAN PAYMENT POLICY (AUGUST 1ST, 2019)

This policy permits any covered individual to attend the course of education during the period beginning after the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33. This policy ensures that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes or other institutional facilities or require that a covered individual borrow additional funds because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33. This policy is only in reference to chapters 31 and 33.

STUDENT BODY DIVERSITY

Avalon School of Cosmetology 2020 student body diversity is as follows:

- Females 99% Males 1%
- Hispanic 33%, Caucasian 50%, Asian 17%,
- Federal Pell Recipients 50%

Avalon School of Cosmetology reserves the right to update rules and policies at any time.



DEFINING BEAUTY..... DEFINING YOU

COSMETOLOGY EDUCATION INVESTMENT

COSMETOLOGY 1550 HOURS

Application Fee:	\$25.00
Tuition:	\$12,400.00
Kit:	<u>\$1,300.00</u>
	\$13,725.00

COSMETOLOGY 2100 HOURS

Application Fee:	\$25.00
Tuition:	\$14,600.00
Kit:	<u>\$1,300.00</u>
	\$15,925.00

KIT COSTS INCLUDE:

Student kit including a Roll- about, Styling Tools, Mannequins, Nail Supplies, Shear Kit, Clipper Kit, Eye Lash Kit & MORE!

Milady Curriculum Textbook, Theory Workbook & Exam Review.

ADDITIONAL COSTS INCLUDE:

- \$75 – On-Site Practical Testing for required Course Completion Certificate
- \$25 – Off-Site MN Cosmetology State Examination
- \$35 – Off-Site MN Cosmetology General Theory Examination
- \$30 – Off-Site MN Cosmetology Written Practical Examination
- \$195 – MN Operator License Application

Non-Minnesota State Fees & Requirements will be provided on request

Financial aid and MN SELF Loan is available to those students that apply and qualify.

Cosmetology classes may start on a monthly basis; however, are subject to the number of students enrolling at one time.

(08/18)



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NAIL TECHNICIAN EDUCATION INVESTMENT

NAIL TECHNICIAN 350 HOURS

Application Fee:	\$25.00
Tuition:	\$3,600.00
Kit:	<u>\$900.00</u>
	\$4,525.00

NAIL TECHNICIAN 400 HOURS

Application Fee:	\$25.00
Tuition:	\$4,100.00
Kit:	<u>\$900.00</u>
	\$5,025.00

KIT COSTS INCLUDE:

Student kit including Nail Supplies
 Milady Curriculum Textbook, Theory Workbook & Exam Review.

ADDITIONAL COSTS INCLUDE:

- \$75 – On-Site Practical Testing for required Course Completion Certificate
- \$25 – Off-Site MN Cosmetology State Examination
- \$35 – Off-Site MN Cosmetology General Theory Examination
- \$30 – Off-Site MN Cosmetology Written Practical Examination
- \$195 – MN Operator License Application

Non-Minnesota State Fees & Requirements will be provided on request

Nail Technician classes may start on a monthly basis; however, are subject to the number of students enrolling at one time.