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Independence, Missouri 64055 USA

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www.summitsalonacademykc.com

# Catalog

September, 2020



pivot point.  
MEMBER SCHOOL



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## SUMMIT SALON ACADEMY KANSAS CITY

815 West 23<sup>rd</sup> Street  
Independence, Missouri 64055 USA  
816-252-4247

<b>STAFF</b>	<b>POSITION</b>
Jason York-----	Owner/Director
Shelly Osgood-----	Financial Aid Director
Jessica Robison-----	Director of Education
Jasmine Banton-----	Admissions Director
Joyce Graham-Cornine-----	Admissions Director
Angel Edwards-----	Front Desk Coordinator
Ashley Beauchamp-----	Cosmetology Educator
Christine Meyers-----	Esthetics/Cosmetology Educator
Beth Hartley-----	Esthetics Educator
Kyle Robison-----	Cosmetology Educator
Jordan Waters-----	Cosmetology Educator

This Academy is licensed by the Missouri State Board of Cosmetology and Barber Examiners, PO Box 1062, 3605 Missouri Blvd., Jefferson City, MO 65102, (573) 751-1052. The license is on display at all times in the Business Office.

The National Accrediting Commission of Career Arts & Sciences (NACCAS) is recognized by the U. S. Department of Education as the national accrediting agency for cosmetology schools, referred to as NACCAS. NACCAS is located at 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600 and Summit Salon Academy Kansas City has accreditation on probation through NACCAS.

Summit Salon Academy Kansas City is an approved **CIDESCO** (Comite International D'Esthetique et de Cosmetologie) accredited training center for Esthetics (US209-1). CIDESCO, Waidstrasse 4a, 8037 Zurich, Switzerland. +41 44 448 22 00

### ASSOCIATION MEMBERSHIPS

The Academy maintains memberships in:  
Missouri Association of Cosmetology Schools  
American Association of Cosmetology Schools  
Professional Beauty Association

### MISSION STATEMENT

Elevating the industry one artist at a time is our passion and leaving it better than we found it is our mission. We believe that students are the future of the beauty industry. Summit Salon Academy Kansas City prepares students for a successful career in this amazing industry as a Cosmetologist, Esthetician or Instructor. Each day at Summit Salon Academy Kansas City begins with one question: "What difference will you make in the world?" Our community of salon professionals and faculty reflect a world of talents. Summit Salon Academy Kansas City focuses on issues that matter—and teaches the student to reach inside to develop the strength, skills, and confidence to face them. Through intelligent communication and superior technical training, students are asked not only to study leadership, but to demonstrate it.

Summit Salon Academy Kansas City uses a performance-based system to teach future service providers how to provide an exceptional guest experience and enhance their earning potential. Summit Salon Academy Kansas City marries this performance-based methodology with the latest technical training to provide an innovative and advanced educational experience. The training for all graduates prepares them for employment within their field of study.

**HOLIDAYS****(No classes)**

The Academy is closed on the following holidays:

New Year's Day

Memorial Day Weekend

July 4<sup>th</sup>

Labor Day Weekend

Thanksgiving Day

Winter Break (Dec 24<sup>th</sup> – Jan 1<sup>st</sup>)

The Academy closes, as necessary, due to bad weather or unforeseen circumstances.

**CLASS STARTING DATES**

(Subject to change, if necessary)

**COSMETOLOGY and INSTRUCTOR TRAINING**

**2020:** January 28, March 24, May 19, July 14, September 8, November 3

**2021:** January 5, March 2, April 27, June 22, August 17, October 12, December 7

**ESTHETICS and INSTRUCTOR TRAINING**

**2020:** January 7, February 18, March 31, May 12, June 23, August 4, September 15, October 27, December 8

**2021:** February 2, March 30, May 25, July 20, September 14, November 9

**CONTINUING EDUCATION:** starts quarterly

**FACILITIES AND EQUIPMENT**

The Academy is located in Independence, MO on 23rd Street; east of Chrysler and west of Noland Road. Main roads are close by with easy access to interstates and all of the metropolitan area. The campus occupies 11,650 square feet on two levels and can accommodate up to 100 students. It has access for handicapped clients with handicapped parking spaces and sidewalks. Both men and women's rest rooms are handicapped accessible. The Academy is equipped with audio/visual equipment such as laptop computers and projectors, TVs, white boards, posters, etc. All student records, grades and services are maintained on a backed-up computer system with hard copies kept in individual files.

**STATEMENT OF NON-DISCRIMINATION**

The Academy practices no discrimination on the basis of sex, age, color, race, ethnic origin, or religion in its admissions, instruction, or graduation policies.

**NO WEAPONS**

The Academy prohibits bringing any weapon or anything that could be used as a weapon onto the Academy property. Any student who does not follow this policy may be suspended or terminated.

**STUDENT PARKING**

Student parking is on the side and in back of the building so that guests may park close to the front doors.

## **DRUG FREE SCHOOL**

The Summit Salon Academy Kansas City has adopted standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students or employees on its property or as part of any of its activities, including lunch. During orientation, this policy is explained, students receive a copy and sign to acknowledge a willingness to comply. The Academy provides students and staff with names, addresses and phone numbers of treatment facilities. The Academy reserves the right to require random drug or alcohol testing of students and/or staff should the need arise.

## **CAMPUS SAFETY AND SECURITY**

<http://ope.ed.gov/security/>

The Campus Safety and Security Data Analysis Cutting Tool is supplied by the Office of Postsecondary Education of the U.S. Department of Education. Click on “Get Data for One Institution/Campus” for information. Our Title IX Sexual Misconduct Policy can be found on our web site at:

<https://summitsalonacademykc.com/images/The%20Summit%20Kansas%20City%20-%20Title%20IX%20Sexual%20Misconduct%20Policy.pdf>

## **RELEASE OF STUDENT INFORMATION**

Information from files of any student will not be released without the written consent of said student (or Parent/Guardian of a dependent minor) which must include the date, the purpose of the disclosure, what information may be released and to whom.

## **STUDENT FILES AND PRIVACY RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Except for the special conditions described below, a student (or Parent/Guardian of a dependent minor) must provide a signed and dated written consent before the Academy may disclose information from the student’s records. The consent must state the purpose of the disclosure, specify the records that may be disclosed and identify to whom the disclosure may be made. The Academy does not publish a directory of student information.

Student files are property of the Academy. However, students have the right to inspect and review education records maintained by the Academy. The Academy may charge a fee for copies. Student files are maintained for a minimum of ten years.

FERPA regulations list a number of conditions under which personally identifiable information may be disclosed from a student’s education record without the student’s written consent. They include, but are not limited to:

- School officials with legitimate educational interest.
- Accrediting organizations
- Licensing Boards or Certificate granting agencies.
- Specified officials for audit or evaluation purposes.
- In connection with financial aid the student has received or applied for, if the information is needed to determine the amount of aid, conditions for the aid, student’s eligibility for the aid, or to enforce the terms or conditions of the aid.
- To comply with a judicial order or lawfully issued subpoena.

- Other schools to which a student is transferring.
- To employees of US Dept. of Education (USDE), Office of the Inspector General, and other federal, state, and local education authorities in connection with financial aid and for the enforcement of laws and regulations relating to aid.
- To authorized representatives of USDE to evaluate financial aid procedures using student information provided by schools selected for the study.
- To the Department of Homeland Security on an F, J, or M non-immigrant student in compliance with SEVIS. (Student and Exchange Visitor Information System)
- To the U. S. Attorney General or his designee in response to an *ex parte* order in connection with the investigation of a crime of terrorism. An *ex parte* order is an order issued by a court without notice to the adverse party. The school is not required to record the disclosure of information from the student's education record or notify the student's education record or the student.
- Appropriate officials in cases of health and safety emergencies.
- To the parents if the student is a dependent student under IRS laws. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns and parents may obtain the student's education records. Parents do not have the right to amend or provide consent for the release of such records if the student is over 18. A Parent or Guardian may have access to the student's file if the student is a dependent minor.

### **APPAREL CODE**

The Academy apparel is solid black for all programs. Apparel must be completely black with no logos, colored designs or branding outside of the Academy name. All students will wear their black aprons over their black clothes. Instructor Trainees will wear a gray lab coat over their black clothes. A name badge is provided and is to be worn at all times. If it is lost, the student must pay for a replacement badge.

Shoes must be black, clean, polished with no scuffs. Laced shoes should have black shoestrings if applicable. Shoes must have a black or white sole, no other colors permitted. Open-toed shoes are not allowed.

Black tops must meet or overlap the waist line, be in good condition, clean, wrinkle-free, with no cleavage showing and no exposed bra straps. Black bottoms must be in good condition, clean and wrinkle-free and fit properly; shorts are not allowed. Skirt length must cover more than half the thigh and not be too tight; one should be able to pull material away from the skin.

The following items cannot be worn: hooded sweat shirts, low cut tops, spaghetti straps, halter tops or sloppy shirts, faded or destroyed denim. Black pants with distressing are permitted as long as it starts at the knee and below. Tights and leggings must be black. Sheer leggings or tights are not acceptable unless worn with a top that covers more than half the thigh. No runs or snags. Socks must be black. Students should repair lost buttons, torn seams and hems.

Makeup application for students must be applied daily prior to entering the Academy. The student clocks in for the day in full dress code with hair and make-up finished. Hair must be clean, dry and finished in a style. No hats or caps. Hair accessories are acceptable. Be creative with jewelry.

Any student not meeting dress code requirements (as determined by the staff) will not be allowed to earn future hours. Absence time will be counted and documented in the student file. If there is a second violation the student will be sent to the Academy Director to have a conversation about their commitment to the program. The Director has the right to dismiss or suspend a student for not following academy policy. Remember: When in doubt: dress UP, not DOWN!

## **STUDENT HOUSING & TRANSPORTATION**

The Academy has available a phone number for Apartment Search in the area. The staff will be happy to assist the student, as much as possible with housing information. For students without their own vehicle, the Kansas City Metro Bus Line travels through Independence. Taxi and Uber service is available. Transportation costs per five-day week for commuting students will vary, approximately, from \$10.00 for a student living in Independence to \$45.00 for a student driving from a longer distance.

## **ATTENDANCE, TARDIES & ABSENCES**

Students are expected to be in attendance every day in order to fully take advantage of the education for which they enrolled. Minimum attendance average, to maintain Satisfactory Academic Progress and for financial aid students to remain eligible for financial aid, is 75%. Per the US Department of Education, students must complete within 1 1/3 times the length of their course (Maximum Time Frame). It is the responsibility of the student to time in and out at the appropriate times. If an error occurs, the student is given limited opportunity to correct it. Each student may time only him or herself IN and OUT. Habitual or serious violations of attendance policies may result in suspension and/or termination.

Students are allowed a designated number of absent hours, per course, before being charged extra tuition/overage fees. If a student is suspended due to a violation of rules and/or policies, the time missed may be counted as absent time. Students may choose to take a 30 minute lunch or no lunch at all to make up absent hours. Absences not made up during lunch are made up at the end of the course. If a student misses too much of any basic class, his/her training may be interrupted (Administrative Suspension) until the next available class. In some circumstances the student may have to terminate and re-enroll when the required segment is available again.

A leave of absence, jury duty, bad weather or other unexpected closings will extend the graduation date and are NOT counted as absent time.

## **LEAVE OF ABSENCE**

If a student needs to be absent for an extended period of time s/he may qualify for a Leave of Absence (LOA). The following policy must be followed.

1. A student may apply for a leave of absence on a form supplied by the Academy.
2. The leave request must include a start and end date and a signature.
3. The reason for the leave may be for a medical purpose, personal business and Covid-19 leave and must be stated.
4. Financial Aid loan disbursements may NOT be made while a student is on leave.
5. A Personal leave cannot exceed 4 weeks/20 school days.
6. A Medical leave cannot exceed 4 weeks/20 school days. It may only be used for the student, an immediate family member, or someone the student lives with. Medical proof must be supplied as documentation.
7. A Covid-19 leave cannot exceed 180 calendar days.
8. Only one Personal leave, Medical leave and Covid-19 leave can be granted within a twelve-month period. They may be combined if the student qualifies for both types.
9. A leave begins when the student requests in writing the dates they will not be able to attend. A verbal request may be made but must then be put in writing as soon as possible. In the case of an emergency, a leave can be requested on the student's behalf. The Academy will document the given emergency reason for the Leave.
10. If a student uses less than the maximum times allowed, the balance expires once the student returns to school.

11. A leave will extend the student's graduation date (the Enrollment Agreement completion date) and the maximum time to complete the course by the same number of school days taken in the leave. The student and a staff member must sign an addendum to the Enrollment Agreement when s/he returns.
12. A student on an approved leave is not considered withdrawn from the school. There is no additional charge involved and no refund calculation is required at that time.
13. A student, who does not return to school on the expiration date of a leave (or does not call in absent) is considered to have terminated from the college. The last recorded date of attendance is considered to be the date the student terminated for purpose of calculating a refund.
14. A leave can be refused due to a conflict of interest with financial funding, a conflict with class schedule or validity of the leave. There can be no back dated leaves.
15. The student may return early if desired.

## FINANCIAL AID

Guidelines to apply for financial aid can be found on the Academy website

<https://summitsalonacademykc.com/financial-aid> under the Consumer Information tab. The Academy uses 910 hours as an academic year.

The student must be making Satisfactory Academic Progress to be eligible for the scheduled disbursements. Qualifications for satisfactory progress at periodic check points are as follows: the student's grade point average must be at least 70% and their attendance average must be at least 75%.

The Academy participates in the following Title IV Financial Aid programs (for those who qualify): Federal Direct Student Loans (subsidized and unsubsidized), Federal Direct Plus Loans, Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Vocational Rehabilitation Program and VA Benefits.

The frequencies by which disbursements can be expected are as follows:

<b>Cosmetology</b>	Eligible for:	<b>Esthetics</b>
From 1 to 455 hours	1 <sup>st</sup> disbursement	From 1 to 455 hours
From 456 to 910 hours	2 <sup>nd</sup> disbursement	From 456 to 910 hours
From 911 to 1205 hours	3 <sup>rd</sup> disbursement (if applicable)	From 911 to 1018 hours
From 1206 to 1500 hours	4 <sup>th</sup> disbursement (if applicable)	From 1019 to 1125 hours

<b>Instructor Training</b>	Eligible for:
From 1 to 300 hours	1 <sup>st</sup> disbursement
From 301 to 600 hours	2 <sup>nd</sup> disbursement

## STANDARDS OF PROGRESS, ADVISING AND GRADING

Grade records are kept for each student. Students are graded on written (theory) and practical work.

Written tests are given over the theory subjects as they are covered. Tests occur approximately once a week.

Students are given the opportunity to improve scores. Practical project sheets are assigned to determine progress and advancement of the student in the techniques and skills of their chosen course.

Each completed project is initialed by an Instructor. Designated projects must be graded before the project can be signed off. The Student is given a grade on each completed Project Sheet. Seventy percent is passing on both the written and practical scores. Students receive two copies of an evaluation report monthly, defining attendance, grade point average, services completed, and chapter scores. One copy must be signed, returned, and is placed in the student's file. Students are assigned to an Instructor for advising and to turn in weekly Time Sheets. Students are advised by any staff member, as necessary, regarding grades, attitude, attendance and appearance.



Grades are recorded as follows:	Excellent	94-100	<i>Satisfactory</i>	<b>70-77</b>
	Very Good	86-93	Failing	69 & below
	Good	78-85		

### SATISFACTORY ACADEMIC PROGRESS POLICY

This policy is provided to enrollees via the catalog prior to signing the Enrollment Agreement.

1. In order for all students to “maintain satisfactory academic progress” and remain eligible for financial aid, they must:

- A) Maintain a cumulative attendance average of 75% of the clock hours for which they contracted.
- B) Maintain a cumulative, combined written and practical grade average of 70%.

Written tests are given over the theory subjects as they are covered. Tests occur approximately once a week. Practical project sheets are assigned to determine progress and advancement of the student in the techniques and skills of their chosen course. Each completed project is initialed by an Instructor. Designated projects must be graded before the project can be initialed. The Student is given a grade on each completed Project Sheet. Seventy percent is passing on both the written and practical scores.

Grades are recorded as follows:	Excellent	94-100	<i>Satisfactory</i>	<b>70-77</b>
	Very Good	86-93	Failing	69 & below
	Good	78-85		

#### 2. Maximum Time Frame

Students must complete their course within 11/3 times the length of the course in order to remain eligible for financial aid. The maximum time to complete each course for Satisfactory Academic Progress is stated below:

Course	Length	Maximum Time Allowed	
		Weeks	Scheduled Hours
Cosmetology	(Full time, 35 hrs/wk) - 1,500 hours	57	1995
Cosmetology	(Part time, 23 hrs/wk) - 1,500 hours	87	1995
Esthetics	(Full time, 35 hrs/wk) - 1,125 hours	43	1496.25
Continuing Education	(Full time, 35 hrs/wk) - 75 hours	3	99.75
Instructor Training	(Full time, 35 hrs/wk) - 600 hours	23	798
Instructor Training	(Full time, 23 hrs/wk) - 600 hours	35	798

3. Students meeting satisfactory academic progress requirements at evaluation check points\* are considered to be making satisfactory progress, and meeting the maximum time frame requirement, until the next evaluation. The Academy uses 910 hours as an academic year. Students receive written notification of their status after reaching each evaluation check point.

#### \* Evaluation Check Points

Scheduled time is what the student *could* have earned by a specific time frame. Actual time is what the student has actually completed (not counting absent time).

**Cosmetology** Students are evaluated at 455, 910 and 1205 actual hours.

**Esthetics** Students are evaluated at 455, 910 and 1,018 actual hours.

**Continuing Education** Students are evaluated at 37 actual hours.

**Instructor Training** Students are evaluated at 300 actual hours.

A student who does not complete within the Maximum Time Frame check points is not making satisfactory academic progress and is no longer eligible for Title IV Financial Aid assistance. The student will be notified in writing and must make arrangements to pay the Academy by other means in order to remain enrolled.

4. A student who has returned from an interruption in their training (ex. Leave of Absence or termination and re-enrollment) shall be placed in the same satisfactory academic progress status as prior to their interruption. The course completion time will be extended, if applicable. (A Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken on leave.) Course incompletes, repetitions, and non-credit remedial courses have no effect upon the satisfactory academic progress standards.
5. A student whose satisfactory academic progress percentage falls below the required minimums is notified in writing and is placed in a **WARNING** status until the next evaluation. During the warning status the student must raise his/her average to the required level by improving cumulative test scores and/or improving cumulative attendance appropriately. A student placed on warning may still receive any Title IV funds that s/he may be eligible for. If the student meets the requirements at the next evaluation, s/he is considered to be making satisfactory progress once again.
6. Failure to raise the averages to the required level(s) by the next evaluation means the student is not making satisfactory academic progress and is not eligible for Title IV Financial Aid assistance. The student will be notified in writing and must make arrangements to pay the Academy by other means in order to remain enrolled.
7. A student may qualify for **PROBATION**, to have Title IV Financial Aid funds reinstated, if they prevail upon **APPEAL** the negative progress determination. To prevail upon appeal, the student must: a) provide a written appeal of the negative progress determination within 5 school days and b) provide a plan that details how s/he will be able to meet satisfactory academic progress by the end of the next evaluation period. Students may only make an appeal for these reasons: a) death of a close relative, b) serious injury or illness of the student, or c) other allowable special circumstances. The written appeal must include the reason the student failed to make satisfactory academic progress, any documentation supporting this reason and what has changed that will allow the student to achieve satisfactory academic progress by the next evaluation.
8. An appeal hearing will take place within ten (10) days of receipt of the written appeal. The Academy will determine if the student can meet satisfactory academic progress standards by the next evaluation. A decision on the appeal will be made within three (3) school days and will be communicated to the student in writing. This decision will be final.
9. Successfully prevailing upon appeal will result in a status of **PROBATION** which allows Title IV Financial Aid to be immediately reinstated.
10. If the student fails to prevail upon appeal s/he will be notified in writing and must make arrangements to pay the Academy by other means in order to remain enrolled.
11. Appeal documents and decisions are kept in the student financial aid file.
12. A student 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. A student who is progressing according to his/her specific academic plan will be considered making satisfactory academic progress and is eligible for financial aid.
13. Transfer hours are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours. Transfer hours are evaluated by the midpoint of contracted hours or by the above stated check points, whichever comes first.

## REFUND POLICY

The following policy will apply to ALL terminations for any reason, by either party, including student or Academy decision, course cancellation or Academy closure. Any monies due the applicant or student shall be refunded within 30 calendar days of official cancellation or termination. The date of a withdrawal, whether officially or unofficially, shall be the earlier of the date the student notifies the Academy that he/she wishes to terminate or the date a student is terminated by the Academy or the date it is determined that a student does not return after the expiration of a Leave of Absence or the date it is determined that a student has withdrawn without notification. (If a student is absent without notice, for 2 weeks (14 calendar days), the Academy will terminate the student's enrollment, as is required by the State Board of Cosmetology and Barber Examiners. Refunds are calculated based on the student's last date of attendance and actual hours. Attendance is taken daily.

1. If a student (or in the case of a minor student, his or her parent or guardian) cancels his/her enrollment and requests his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training, all money collected by the Academy shall be refunded within 30 days. If a student cancels after three business days of signing, but prior to entering class, all monies will be refunded with 30 days. The official cancellation or withdrawal date will be determined by the earlier of the postmark on the written notification or the date said request is delivered to the Academy in person.

2. An applicant not accepted by the Academy is entitled to a refund, within 30 days, of all money paid.

3. For a student who terminates, or is terminated, after the start of classes, the following tuition adjustment is authorized: (Attendance time is defined as actual clock hours)

<u>Percentage of Course Completed</u>	<u>Amount Owed</u>	<u>Percentage of Course Completed</u>	<u>Amount Owed</u>
.01% to 4.9%	20%	15% to 24.9%	45%
5% to 9.9%	30%	25% to 49.9%	70%
10% to 14.9%	40%	50% and over	100%

4. The Academy's refund policy for the return of unearned tuition or other refundable portion of costs paid to the Academy is made in the following order: 1) To Federal Direct Student Loans (unsubsidized then subsidized) 2) To a Federal Direct Plus Loan 3) To the Pell Grant 4) To the Supplemental Grant (SEOG) 5) To other Title IV Aid 6) To other Financial Aid 7) To the Student

5. Upon proof of illness or disabling accident, death in the immediate family, or other extreme circumstances beyond the control of the student, the Academy will make a settlement which is reasonable and fair to both.

6. If the terminating Student has opted to purchase textbooks and equipment from the Academy, they may not be removed from the premises until all money owed to the Academy has been paid. Textbooks, tools & equipment are non-returnable and non-refundable. A student who purchased textbooks and equipment elsewhere may remove them.

7. If a course is canceled after a student's enrollment, but before instruction has begun, the Academy shall, at its option, provide completion of the course or a full refund.

8. If a course is canceled after students have enrolled and instruction has begun, the Academy shall, at its option, provide a pro-rata refund for students transferring to another school based on the hours accepted by the receiving school, or provide completion of the course, or participate in a Teach-Out agreement, or

provide a full refund of all monies paid.

9. In the event that the Academy is permanently closed and no longer offers instruction after a student is enrolled and instruction has begun, the Academy shall, at its option, provide a pro-rata refund or participate in a Teach-Out agreement.

10. If an account must be turned over to a collections firm, the student will be charged all collection fees incurred.

11. The Enrollment Agreement signed prior to starting class constitutes a legal, binding contract even when Financial Aid funds do not cover the amount owed by the student.

## **RETURN OF TITLE IV FINANCIAL AID**

Federal regulations require the return of portions of Title IV financial aid “unearned” by students who withdraw from classes or are terminated by the Academy. If the hours scheduled to complete by the student on his or her last date of attendance are less than 60 percent of the program hours in the payment period, a portion of aid awarded to the student is considered unearned and must be returned to its source.

To determine the basic amount that must be returned, the formula divides the number of hours the student was scheduled to complete by the total program hours in the payment period. The amount of financial aid awarded is multiplied by this percent and the result is subtracted from the Title IV aid awarded to determine the dollar amount to be refunded.

If 60 percent or more of the hours were scheduled to be completed, the student is considered to have earned 100 percent of the aid awarded for the period. There may be a gap between what the Academy may charge the student and the financial aid that is available to pay the charges after the Title IV funds are returned. Because of this, the student may be required to repay some of the funds received in addition to the amount the Academy must return.

The Academy’s refund policy for the return of unearned tuition or other refundable portion of costs paid to the Academy is made in the following order:

1. To the unsubsidized Federal Direct Student Loan
2. To the subsidized Federal Direct Student Loan
3. To the Federal Direct Plus Loan
4. To the Pell Grant
5. To Supplemental Grant (SEOG)
6. To other Title IV Aid
7. To other financial aid
8. To the Student

All refunds are made within 30 days of formal termination, cancellation by the student or determination by the Academy that the student has withdrawn without notification.

Direct Loan refunds are deposited back to the appropriate bank account, the Academy’s third party servicer is notified, who then notifies the Department of Education that those funds are available for retrieval and the borrower’s account is adjusted accordingly. The student receives documentation at their Exit Interview.

If it is determined that a withdrawn/terminated student qualifies for a post withdrawal loan disbursement, the Academy will notify the student in writing with the amount and type of financial aid loan disbursement. The withdrawn/terminated student is given a choice of accepting all the funds, accepting a portion of the funds or declining all the funds and requesting that the Academy return the balance to the appropriate financial aid source. If the student does not respond within 14 days the funds are returned to the original source.

If an overpayment of Pell Grant funds occurs after a student’s termination, the student will be informed in writing, within 30 days, and must make repayment arrangements of the Pell overpayment within 45 days. Upon receipt of the repayment, the Academy will forward the funds to the Department of Education. If the student fails to make repayment arrangements, the Academy will refer the student to the Department of Education. The student will lose eligibility for additional Title IV funds.

The date of withdrawal/termination shall be the earlier of the date the student notifies the Academy that he/she wishes to terminate, or the date a student is terminated by the Academy, or the date it is determined that a

student does not return after the expiration of a Leave of Absence, or the date it is determined that a student has

withdrawn without notification.

## **EMPLOYMENT ASSISTANCE (PLACEMENT)**

The Academy provides access to information about salons and spas that are in need of an employee. The Academy keeps an Employment Opportunities notebook that contains information as to employment, location, salary, benefits, and work schedule. This service is available while a student is attending school and after graduation. It is recommended that each student visit salons and spas (unless they already have a job)\* while they are attending school.

It is possible for students to have their place of employment secured before graduation. Students are given instruction on preparations of a resume, good business practices, and successful employment. The Academy cannot make any guarantees of employment or salary upon graduation. The Academy does not advertise job placement rates to attract prospective students. The Academy hosts a Career Fair to assist students in finding employment in the industry.

\*Some students are sent for training by a future employer, a relative that owns a salon, or by a graduate of the Academy who benefited from the training they received and therefore recommended the Academy and feel sure they will employ this student.

## **STATE EXAMINATION**

After completion of the training, graduates take a state examination required by the Missouri State Board of Cosmetology and Barber Examiners to qualify for a Missouri professional license. The Academy prepares the student for their state exam. The examination fee is \$138.00, payable by credit or debit card to PSI (the testing company administering the exam) when registering for the exam on-line. Graduates are responsible to provide any supplies needed to take their exam. The state examination, for the Cosmetology and Esthetics courses, consists of a practical skills test and a written test. The state examination for the Instructor Training course consists of a written test, lesson plans and observed demonstrations of teaching. Upon successfully passing the State Board of Cosmetology and Barber Examiners exam Instructors must pay \$30 to receive their initial professional license. Cosmetologists and Estheticians will receive their initial license with no extra fees. **STATE LAW 329.040 #17** "All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination...."

## **VOTER REGISTRATION**

Students may visit this web site to register to vote if they live in Missouri and meet the age requirement. <http://www.sos.mo.gov/elections/goVoteMissouri/register.aspx>

## **EMERGENCY RESPONSE & EVACUATION PROCEDURES**

Staff and students should immediately notify the Academy Director or Office Manager in the event of a significant emergency or dangerous situation. Upon confirmation of the situation an announcement may be made over the intercom giving directions for student, staff and client conduct.

In case of fire, notify staff (who will call 9-1-1), evacuate the building to a safe distance for roll to be taken. In case of tornado, proceed to the downstairs classroom until safe. Roll will be taken.

In case of unforeseen emergency – notify the Director, Office Manager or Instructor (who will determine necessary action).

## COMPLAINT PROCEDURE

The Academy will process any complaint, by any person, which sets forth facts, reasonably suggesting that an individual may be in violation of the Academy's Policies and Procedures. Complaints may not be limited to the written Policies and Procedures. The complaint shall be filed, in writing, with the Director and signed by the complainant. It should include supporting evidence such as a date, names or brief description of the incident. Receipt of the complaint shall be acknowledged within 10 calendar days, appropriate action will be decided and the complainant will be notified within 5 business days. The Academy has a No Refund policy on services. The Academy may redo a service if a client is unhappy with the results. This provides a learning situation for the student.

If a complainant wishes to take a complaint further, after exhausting the process through the Academy, the complainant may file a complaint on a form supplied by the Missouri State Board of Cosmetology. Information on filing the form may be found at this link:

<http://pr.mo.gov/boards/cosmetology/ConsumerComplaintGuide.pdf>

The complaint form may be found at this link:

<http://pr.mo.gov/boards/cosmetology/COSMOcomplaintform.pdf>

## STUDENT CONDUCT / WITHDRAWAL / TERMINATION POLICY

Any conduct which disrupts the teaching or administrative activities of the Academy, any defamatory (malicious, injurious to reputation or false) remarks, whether written or verbal will not be allowed. Students may be suspended or terminated from school if they violate the policies and procedures. The time missed will be counted as absent time. A copy of the Policies and Procedures is given to each student and is explained thoroughly. If a student's conduct or grades do not meet the rules, regulations, or requirements of the Academy, a meeting will be held with the student. The student is given an opportunity and reasonable time to correct the problem. If the student does not correct his/her individual shortcoming, she/he may be terminated. If an account must be turned over to a collections firm, the student will be charged the collection fees.

## WITHDRAWAL / TERMINATION PROCEDURES

If a student withdraws from the Academy they must:

1. Notify the Academy Administrative Staff of intent to withdraw.
2. Make an appointment with the Financial Aid Officer for an Exit Interview to complete paperwork needed to withdraw.
3. Return all equipment, tools and textbooks to the Academy until final determinations are made.
4. Complete Time Sheets, Student Survey and turn in Project Sheets.
5. Agree to a monthly payment plan if s/he owes money to the Academy.

The Academy will:

1. Calculate the Return to Title IV of Financial Aid Funds, if applicable.
2. Complete a Termination Computation and set up a monthly payment plan, if applicable.
3. Return the student license to MO State Board along with a completed Termination form.  
(If the student owes the Academy money, the State Board is notified of non-payment of contractual fees.)  
**STATE LAW 329.040 #17** "All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination..."
4. Return all equipment, tools and textbooks to the student if no monies are owed to the Academy.
5. Provide the student with copies of all calculations and termination paperwork.

## ENROLLMENT REQUIREMENTS

- Have a personal interview with a school official

- Pass an entrance exam
- Complete an enrollment form (supplied through the Missouri State Board of Cosmetology and Barber Examiners)
- Provide proof of age - Birth Certificate, Drivers License or US Passport
- Have attained the age of 17 before applying to take the MO State Board of Cosmetology and Barber Examiners exam
- Provide a valid high school diploma, GED certificate or a high school transcript showing 12<sup>th</sup> grade completion
- Provide two or more character references
- Provide a \$25 non-refundable application fee
- Sign an Enrollment Agreement with Summit Salon Academy Kansas City

### **Cosmetology**

Classes start on Tuesday every ninth week.

- The Missouri State Board of Cosmetology and Barber Examiners requires 1500 hours for the Cosmetology Course.

### **Esthetics**

Classes start on Tuesday every seven week.

- The Missouri State Board of Cosmetology and Barber Examiners requires a minimum of 750 hours for the Esthetics Course.

### **Continuing Education**

Classes start quarterly after completion of the 1,125 hour Esthetics Course.

- The enrollment form and \$5.00 money order for Missouri State Board of Cosmetology and Barber Examiners are NOT required.

### **Instructor Training**

Classes start on the same date as Cosmetology or Esthetics basic training.

Enrollees must also:

- Provide a transcript addressing basic training from the school where that training took place.
  - Provide industry related work history
  - Provide industry related continuing education history
  - Provide proof of a current Missouri Cosmetology or Esthetics license.
- The Missouri State Board of Cosmetology and Barber Examiners requires 600 hours for the Instructor Course.

## **RE-ENROLLMENT REQUIREMENTS**

1. Students who voluntarily terminate may apply for re-admission at any time.
2. Students terminated due to a policy infraction may apply for re-admission after 3 months.
3. Students terminated due to a loss of financial aid may apply for re-admission on a self-pay basis at any time.
4. Re-admitted students must be current on payments of any balance due the Academy prior to being considered for re-admission. Students who were participating in financial aid may re-apply to determine current eligibility.
5. If a student's account was turned over to collections – the total amount due the collections firm must be paid before the student may be re-admitted.

6. Students re-admitted after 6 months will be charged at the current tuition rate for the necessary hours remaining for program completion. Those re-admitted in less than 6 months will be charged the same rate that applied when they terminated.
7. Any missing books or equipment must be replaced at the student's expense prior to re-admission.
8. The Academy, at its own discretion, may request the student to complete a practical evaluation prior to re-admission.
9. Re-Admission, under any circumstance, is not guaranteed. Student will only be re-admitted after approval from the re-enrollment committee which is made up of staff members.
10. Re-admitted students must sign a new Academy Enrollment Agreement.

### **TRANSFER STUDENTS**

- If an applicant wishes to enroll with hours previously earned at another school, the Academy retains the option of accepting up to 75% of those hours. There is NO guarantee that transfer hours will be accepted.
- The applicant must request a breakdown of total hours from the State Board of Cosmetology and Barber Examiners, or the previous school, to be provided to Summit Salon Academy Kansas City prior to enrollment.
- If hours were earned in another state, the applicant is responsible for providing proof from the Missouri State Board of Cosmetology and Barber Examiners that those hours will be accepted by Missouri.
- The Academy does not recruit students already attending or admitted to another school offering a similar program of study.



## 1500 HOURS

### COURSE DESCRIPTION – Cosmetology

This Cosmetology Course is 1500 hours as required by Missouri state law. Full time attendance is defined as five days per week, seven hours per day, Tuesday through Saturday, 8:30 a.m. to 4:30 p.m. with a one-hour lunch break, (student may choose not to take a lunch and potentially graduate early) equaling a 35 hour week. Part time attendance is defined as five days per week, four hours per day Tuesday through Friday from 8:30 a.m. to 12:30 p.m. and 7 hours on Saturday from 8:30 a.m. to 4:30 p.m. with a one-hour lunch on Saturday, (student may choose not to take a lunch and potentially graduate early) equaling a 23 hour week. This Course is taught in English and is organized into 3 Phases of Instruction.

**Phase 1** is the introduction of all Core subjects. The knowledge and skills that will help the student be prepared to perform all services when assigned to the student salon are presented within this phase. The Core subjects in Phase 1 originate from Pivot Point Fundamentals: Cosmetology and include core-related theoretical and practical topics.

During Phase 1(Weeks 1-8) students will gain theoretical and practical knowledge as applied to Pivot Point Fundamentals: Cosmetology which includes Long Hair, Hair Design, Science (Microbiology, Infection Control, Matter, pH, Hair Care Product Knowledge), Skin (Skin Care, Basic Facial, Hair Removal), Sculpture (Sculpture Theory, Tools and Essentials, Skills, Service, Sculpt the basic forms), Perm and Relaxer (Theory, Products, Essentials, Service) and Color (Theory, Design, Identifying Existing Hair Color, Non-Oxidative Color Products, Oxidative Color Products, Skills, Service).

**Phase 2** (weeks 9-16) Students will attend theory class Tuesday-Friday from 8:30am – 9:30am. They will attend “Workshop” which is held every Tuesday-Friday from 9:30am-11:30am. For the remainder of the day and on Saturdays students will be eligible for guests in the Student Salon. Phase 2 is training which consists of theory, workshops, and practical training on the Student Salon Floor. Once week 16 is completed and all requirements are met the student is then able to be scheduled with guests at 9:30am. If the student does not have a guest scheduled at 9:30am they will be required to attend Phase 2 workshops for that time.

**Phase 3** Students will attend theory class Tuesday-Friday from 8:30am-9:30am. The rest of the day they will be eligible for guests in the Student Salon. Students will engage in self-study over topics and skills including but not limited to; Missouri State Law testing pertinent to the industry, Wigs and Hair additions, Salon Business, professional development, and Continued education available through Pivot Point, Sam Villa, and exclusive content from Summit Salon Academies. Over the last 1 to 2 weeks students will spend all clocked hours participating in final Missouri State Board of Cosmetology and Barbering examination preparations.

The Pivot Point coursebooks are available for use on-line and students are issued I-pads and log-in information to access the information.

Gone are the days of lengthy chapters that are extremely difficult to fit into your customized curriculum flow. *Fundamentals* is structured in small, modularized lessons. This modular approach offers more flexibility, as it relates to curriculum planning and placing the necessary lessons within a program's learning path.

**This program consists of 13 areas of study, containing 106 theory lessons and 68 workshops.**

When incorporating *Fundamentals* into FUSE, the student experience comes to life. Each of these small modules can be placed within the student's learning path and assigned to a class. Within the modules are multiple activities that will:

- Allow for collaboration
- Inspire deeper thinking
- Provide support for multiple learning styles
- Reinforce need-to-know information
- Earn points for completed modules

### **Education Built for You: The Connected Learner**

You are part of a new generation not defined by age. You want your information fast, you want to co-create education, and you learn best through collaborative efforts within a community. The Summit FUSE allows you to take more control over your education.

### **Not All Online Learning Platforms are Created Equal!**

You have never seen anything like Summit FUSE before. It's easy to use and contains all the features necessary to capture your attention, inspire creativity and allow you to share your experiences with your peers.

Your education is delivered through an innovative online learning environment designed specifically for the beauty industry—the only one of its kind! This exciting industry is social and visual—and so are you—and we've designed it to reflect that, and be made yours. Summit FUSE is not just another cookie-cutter learning management system, like so many others. This robust, multi-faceted system approaches learning through four key dimensions—educational content, customization, communication and gamification—will help you get the best beauty education there is out there today.

- **Show the World Who You Are**—Personalize your profile to let others know who you are, what inspires you and show off all your work.
- **Become Part of a Community**—You'll have access to your classmates, and so much more; you'll be in touch with everyone who is connected to your organization. Network, share and inspire!
- **Not Connected? No Problem.**—Study anytime, anywhere, our downloadable e-books and study guide don't need an Internet connection for you to access (once downloaded), hey and they're at no additional cost to you!
- **Organized Learning, Bit by Bit**—Lessons have been carefully segmented into smaller sections to provide you with the most pertinent information necessary, when you need it. Whether you're in the classroom, or somewhere else brushing up on your skills, you can access videos, eBooks, study tools, interactive activities, collaborative peer-driven exercises and fun, engaging assignments.
- **Compete**—Like to show off? Well, you can in Summit FUSE! You will get points for almost every action you take. Login, get a point, finish a lesson, get lots of points; the top five in your community are showcased on the leaderboard on the home page for all to see.

**Ready, Set, Test**—Okay, so now you’ve completed all your lessons, gained tons of practice on the clinic floor and are almost ready for that licensure test, we’ve got you covered with *Exam Ace* in Summit FUSE. *Exam Ace* provides you with lots of tests to get you ready to take your exam. Take ‘em as many times as you want, no need to download apps or go elsewhere!

### **EDUCATIONAL OBJECTIVES – Cosmetology**

At the completion of this course the graduate will have been trained to perform standard cosmetology services required in the beauty salon or spa. They will also be qualified to pass the State Board of Cosmetology and Barber Examiners exam and receive a Missouri professional cosmetology license. The knowledge and skills will prepare graduates for work as a hair stylist, hair colorist, salon owner/manager, product demonstrator, manicurist, pedicurist, makeup artist, etc.

#### **TUITION & FEES - Cosmetology**

Tuition	\$16,650.00
Textbooks	266.00
iPad	245.00
Tech Fee	30.00
Tools & Equipment	<u>1,991.00</u>
Total	<u>\$19,182.00</u>

**Student License Fee:** Student license fee is included with the application fee and is paid to the MO State Board of Cosmetology and Barber Examiners. This needs to be completed at least 2 weeks prior to starting class.

Total cost of the above is \$19,182.00, payable \$4,795.50 on the class start date, \$4,492.92 thirty days from class start date, and \$1,648.93 per month for six months. Students are allowed 105 hours of absent time at no additional tuition charge. Absent time beyond the 105 hours will be charged for at \$11.10 per hour. Fees for absent hours missed (beyond 105) are due on the day following the earliest possible completion of the program, plus the allowed absence hours. (A leave of absence, jury duty, bad weather or unexpected closings will extend the completion date and the Maximum Time Frame of the course.) Students may make payments on the absent fees in advance and payments will be credited to their account. All regular payments are due in advance of each month. Tools, equipment and textbooks (unless purchased elsewhere) do not become the property of the student until all money owed to the Academy has been paid. Tools, equipment and textbooks are non-returnable and non-refundable. Methods of payment may include cash, credit/debit card, money order, check, Title IV funds, Vocational Rehabilitation and/or Veterans benefits. Payment in full may be made at time of Enrollment Agreement signing.

#### **TEXTBOOKS - Cosmetology**

Pivot Point Cosmetology Fundamentals Digital Textbooks  
 Pivot Point Cosmetology Fundamentals Study Guide (ISBN 978-1-940593-52-4)

#### **CURRICULUM - Cosmetology**

Full time attendance is defined as five days per week, seven hours per day, Tuesday through Saturday, 8:30 a.m. to 4:30 p.m. with a one-hour lunch break, (student does not have to take a lunch and could graduate early and/or make up missed time) equaling a 35 hour week. Part time attendance is defined as five days per week, four hours per day Tuesday through Friday from 8:30 a.m. to 12:30 p.m. and 7 hours on Saturday from 8:30 a.m. to 4:30 p.m. with a one-hour lunch on Saturday, (student does not have to take a lunch and could graduate early and/or make-up missed time) equaling a 23 hour week. Missouri law requires 1,500 hours. This Course is taught in English. Students receive certificates of completion for segments of their training as they are earned.

This period of time is divided approximately as follows:

<u>Subject</u>	<u>Hours</u>
Shampooing of all kinds	40
Hair coloring, bleaches, rinses	130
Hair cutting, shaping	130
Permanent waving, chemical relaxing	125
Hair setting, pin curls, fingerwaving, thermal curling	225
Comb-outs, hair styling techniques	105
Scalp treatments, scalp diseases	30
Facials, eyebrows, lash dyes, arches	40
Manicuring, hand and arm massage, pedicuring, foot and leg massage	110
Cosmetic chemistry	25
Salesmanship, shop management	10
Sanitation/Sterilization	30
Anatomy	20
State Law	10
Miscellaneous lectures, test reviews, psychology, motivation, etc. to be defined by the Academy	<u>470</u>
	Total 1500

Grades are recorded as follows:

Excellent	94-100	<i>Satisfactory</i>	<b>70-77</b>
Very Good	86-93	Failing	69 & below
Good	78-85		

### **GRADUATION REQUIREMENTS – Cosmetology**

Each student must successfully complete the required number of clock hours required for the Cosmetology course and satisfy all financial obligations to the Academy. To receive a diploma the student must pass a final exam with a score of at least 90%.

### **O\*Net Link – Cosmetology**

<http://www.onetcodeconnector.org/ccreport/39-5012.00>

## **ESTHETICS 1,125 HOURS**

### **COURSE DESCRIPTION – Esthetics**

The Esthetics Course is 1,125 hours. Attendance is defined as five days per week, seven hours per day, Tuesday through Saturday, 8:30 a.m. to 4:30 p.m. with a one-hour lunch break, (student does not have to take a lunch and could graduate early and/or make-up missed time) equaling a 35 hour week. This is a complete course in skin care which also includes training in full body care. This Course is taught in English.

**CIDESCO** (Comite International D’Esthetique et de Cosmetologie) is the international organization for Estheticians who study skin care, full body care, make-up and natural nail care. This Academy follows a curriculum set forth by CIDESCO which is recognized worldwide. *Students are eligible to sit for the international CIDESCO exam after 1,200 hours. Students desiring to sit for the CIDESCO exam must also enroll in the Continuing Education Course for 75 hours. There is NO Charge for the 75 hours.*

The Esthetics course is divided into three phases with student spa training after each phase. There is an additional theory hour every morning to cover the following: Personal Development, Professional Development, and Business Basics; as well as “Over the Top Training”, exclusive to Summit Salon Academies. We also offer “Beauty as a Business” (BAAB) as a course to allow for our students to receive the ultimate in social media marketing. The phases are as follows:

**Phase 1** covers numerous types of facials, including electrotherapy; basic hair removal, lash and brow tinting and chemical peels.

**Phase 2** covers full body massage and chair massage, microdermabrasion, body wraps, reflexology, natural nail care with manicures and pedicures, brazilian waxing, makeup, and begins State Board Prep.

**Phase 3** covers preparations for the final exam, further state board prep, and state law. These phases and Theory classes are delivered using lecture, PowerPoint presentations, and demonstrations in combination with practical experience. The practical experiences are graded and documented through use of project sheets, to ensure students are getting the required amount of services to be eligible for licensure. Exams are given as the subject matter is covered. Students receive certificates of completion for phases of their training upon graduation.

The Pivot Point coursebooks are available for use on-line and students are issued I-pads and log-in information to access the information.

### **Education Delivered Through Summit FUSE and Pivot Point Esthetics Fundamentals**

### **EDUCATIONAL OBJECTIVES – Esthetics**

At the completion of this course the graduate will be qualified to pass the Missouri State Board of Cosmetology and Barber Examiners exam and receive a Missouri professional Esthetician license enabling them to perform esthetic services required in the beauty salon or spa. The student will be able to analyze and treat various skin problems through the use of massages, machines and products. The student will be familiar with facial treatments, make-up techniques, microdermabrasion, hair removal techniques, and the business practices of a skin care operation. The student will be knowledgeable in treatments for the full body including massage, cellulite treatments, manicures and pedicures. The knowledge and skills will prepare graduates for work in the esthetics field as a facialist, masseuse, make-up artist, spa owner, spa products representative or spa manager. CIDESCO certification allows for work internationally.

**TUITION & FEES - Esthetics**

Tuition	\$12,495.00
Textbooks	392.00
iPad	245.00
Tech Fee	30.00
Tools & Equipment	<u>2,210.00</u>
Total	\$15,372.00

Student License Fee: Student license fee is included with the application fee and is paid to the MO State Board of Cosmetology and Barber Examiners. This needs to be completed at least 2 weeks prior to starting class. Total cost of the above is \$15,372.00, payable \$3,843.00 on the class start date, \$3,600.52 thirty days from class start date, and \$1,982.12 for four months. Students are allowed 79 hours of absent time at no additional charge. (CIDESCO only allows 100 hours of absent time to qualify for their exam) Any additional time required to complete because of absence will be charged for at a rate of \$11.11 per hour. Fees for absent hours missed (beyond 79) are due on the day following the earliest possible completion of the program, plus the allowed absence hours. (A Leave of Absence, jury duty, weather or unexpected closings will extend the completion date.) Students may make payments on the absent fees in advance and money paid will be credited to their account. All regular payments are due in advance each month. Tools, equipment and textbooks (unless purchased elsewhere) do not become the property of the student until all money owed to the Academy has been paid. Tools, equipment and textbooks are non-returnable and non-refundable. Methods of payment may include cash, credit/debit card, money order, check, Title IV funds, Vocational Rehabilitation and/or Veterans benefits. Payment in full may be made at time of Enrollment Agreement signing.

**TEXTBOOKS - Esthetics**

Salon Fundamentals Esthetics Coursebook (ISBN 978-0-9742723-1-3)  
 Salon Fundamentals Esthetics Workbook (ISBN 978-0-9742723-7-5)  
 The Book Dermalogica Professional Grade Skin Care  
 Cosmetic Science (978-0-9942286-5-9)  
 Dermatology (978-0-9942286-6-6)  
 Anatomy and Physiology (978-0-9942286-4-2)  
 Electricity (978-0-9942286-7-3)

**CURRICULUM - Esthetics**

Attendance is defined as five days per week, seven hours per day, Tuesday through Saturday, 8:30 a.m. to 4:30 p.m. with a one-hour lunch break, equaling a 35 hour week. This Course is taught in English.

This period of time is divided approximately as follows:

<u>Subjects</u>	<u>Hours</u>
Facials, cleansing, toning, massaging	300
Make-up application - all phases	100
Hair Removal	65
Body treatments, aromatherapy, and wraps	205
Reflexology	40
Cosmetic science, structure, condition, disorders	95
Cosmetic chemistry, products, and ingredients	100
Salon management and salesmanship	55
Sanitation/Sterilization, safety	45
State Law	16
Curriculum to be defined by the school	<u>104</u>
Total	1,125

Grades are recorded as follows:

Excellent	94-100	<i>Satisfactory</i>	<b>70-77</b>
Very Good	86-93	Failing	69 & below
Good	78-85		

### **GRADUATION REQUIREMENTS - Esthetics**

Each student must successfully complete the required number of clock hours required for the Esthetics course and satisfy all financial obligations to the Academy. To receive a diploma the student must pass a final exam with a score of at least 90%. Students receive certificates of completion for segments of their training as they are earned.

**O\*Net Link– Esthetic - <http://www.onetcodeconnector.org/ccreport/39-5094.00>**

## CONTINUING EDUCATION 75 HOURS

### COURSE DESCRIPTION – Continuing Education

The Continuing Education Course is only available to enrollees who have already completed the basic Esthetics Course of 1,125 hours and wish to be eligible for the CIDESCO (Comite International D'Esthetique et de Cosmetologie) international exam. The primary purpose of the Continuing Education Course is to train students in both theory and practical experience on those segments of Esthetics training that only apply to the CIDESCO exam. This training will prepare graduates to sit for the CIDESCO exam. Students will learn procedures for hot wax hair removal, micro-current body treatments, galvanic body treatments, body analysis and facial analysis. The segments are delivered using lecture, PowerPoint presentations and demonstrations in combination with practical experience. Attendance is defined as five days per week, seven hours per day, Tuesday through Saturday, 8:30 a.m. to 4:30 p.m. with a one-hour lunch break, (student does not have to take a lunch and could graduate early and/or make-up missed time) equaling a 35 hour week. This Course is taught in English.

### EDUCATIONAL OBJECTIVES – Continuing Education

At the completion of this course the graduate will be qualified to sit for the International CIDESCO exam and earn a CIDESCO diploma and lapel pin. The knowledge and skills will prepare graduates for work in the esthetics field as a facialist, masseuse, make-up artist, spa owner, spa products representative or spa manager. The course is particularly directed toward developing desirable habits and attitudes with respect to health, sanitation and safety as they apply towards the CIDESCO exam. Graduates who successfully pass the exam will be eligible to use the CIDESCO logo in any advertising of their services. CIDESCO certification provides the diploma holder with the credentials to work internationally.

### TUITION & FEES – Continuing Education

Tuition	\$ 0
Textbooks	0
IPad	0
Tech Fee	0
Tools & Equipment	<u>0</u>
Total	\$ 0

Methods of payment may include cash, credit/debit card, money order or check.

### CURRICULUM – Continuing Education

Attendance is defined as five days per week, seven hours per day, Tuesday through Saturday, 8:30 a.m. to 4:30 p.m. with a one-hour lunch break, (student does not have to take a lunch and could graduate early and/or make-up missed time) equaling a 35 hour week. This Course is taught in English. CIDESCO only allows 100 total hours of absent time to qualify for their exam.

This period of time is divided approximately as follows:

<u>Subjects</u>	<u>Hours</u>
1. Hot Wax Hair Removal	14 hours
A. Theory	



B. Demo	
C. Practical	
2. Electrical Body Treatments	28 hours
A. Theory	
1) Micro-current	
2) Galvanic	
B. Demo	
1) Micro-current	
2) Galvanic	
C. Practical	
1) Micro-current	
2) Galvanic	
3. Body Analysis	14 hours
A. Theory	
B. Demo	
C. Practical	
4. Facial Analysis	14 hours
A. Theory	
B. Demo	
C. Practical	
5. Miscellaneous	5 hours
A. Review	
B. CIDESCO Preparation	
	75 hours

Grades are recorded as follows:

Excellent	94-100	<i>Satisfactory</i>	<b>70-77</b>
Very Good	86-93	Failing	69 & below
Good	78-85		

**GRADUATION REQUIREMENTS – Continuing Education**

Each student must successfully complete the required number of clock hours required for the Continuing Education Course. Students receive a Certificate of Completion at the end of this Course.

## INSTRUCTOR TRAINING 600 HOURS

### COURSE DESCRIPTION – Instructor Training

Full time is defined as 35 hours per week, five days per week, seven hours per day, Tuesday through Saturday, 8:30 am. to 4:30 pm. with a one hour lunch (student does not have to take a lunch and could graduate early and/or make-up missed time). Part time is 23 hours per week, five days per week, 4 hours per day, Tuesday through Friday from 8:30 am. to 12:30 pm. and 7 hours on Saturday from 8:30 am. to 4:30 pm. with a one hour lunch (student does not have to take a lunch and could graduate early and/or make-up missed time). Time in this course is spent learning the technical skills of teaching the course in which the student holds a professional license. This will include lesson planning, teaching principals, psychology, motivation, classroom training, and practice teaching. This Course is taught in English.

### EDUCATIONAL OBJECTIVE – Instructor Training

At the completion of this course the graduate will be qualified to pass the MO State Board of Cosmetology and Barber Examiners Instructor exam that pertains to the basic license the student already holds and receive an Instructor's license in that specialty. The student will be able to teach that specialty in a cosmetology school and will be familiar with procedures for creating lesson plans and curriculums. Graduates will have the option of instructing in a school, working in a salon or spa, being a product representative, a platform artist, a school owner or manager.

### TUITION & FEES – Instructor Training

Tuition		\$814.00
Textbooks		186.00
Tools & Equipment		<u>0</u> NA
	Total	\$1,000.00

**Student License Fee:** Student license fee is included with the application fee and is paid to the MO State Board of Cosmetology and Barber Examiners. This needs to be completed at least 2 weeks prior to starting class.

Total cost of the above is \$1,000.00, payable \$550.00 on the class start date, \$450.00 thirty days from class start date. Students are allowed 42 hours of absent time at no additional charge. Any additional time required to complete because of absence will be charged for at a rate of \$1.36 per hour. Fees for absent hours missed (beyond 42) are due on the day following the earliest possible completion of the program, plus the allowed absence hours. A leave of absence, jury duty, weather closings or unexpected closings will extend the completion date and the Maximum Time Frame allowed for the course. Students may make payments on the absent fees in advance and money paid will be credited to their account. All regular payments are due in advance each month. Textbooks (unless purchases elsewhere) do not become the property of the student until all money owed to the Academy has been paid. Textbooks are non-returnable and non-refundable. Methods of payment may include cash, credit/debit card, money order, check, Title IV funds, Vocational Rehabilitation and/or Veterans benefits. Payment in full may be made at time of Enrollment Agreement signing.

Instructor Trainees wear black top and bottom and a gray lab jacket.

## TEXTBOOKS – Instructor Training

Milady's Master Educator Student Course Book (ISBN 13: 9781133693697))

Milady's Master Educator Exam Review (ISBN 13: 9781133776598)

## CURRICULUM – Instructor Training

This course length is 600 hours. Full time attendance is defined as five days per week, seven hours per day, Tuesday through Saturday, 8:30 a.m. to 4:30 p.m. with a one-hour lunch break, (student does not have to take a lunch and could graduate early and/or make-up missed time) equaling a 35 hour week. Part time attendance is defined as five days per week, four hours per day Tuesday through Friday from 8:30 a.m. to 12:30 p.m. and 7 hours on Saturday from 8:30 a.m. to 4:30 p.m. with a one-hour lunch (student does not have to take a lunch and could graduate early and/or make-up missed time) on Saturday, equaling a 23 hour week. This Course is taught in English.

The hours are divided approximately as follows:

<u>Subjects</u>	<u>Hours</u>
Teaching principles, lesson planning, curriculum planning, class outlines, teaching methods, teaching aids, testing, and evaluation	200
Psychology, personality in teaching, teacher evaluation, counseling, laws of learning, and speech	50
Business experience or management, classroom management, record keeping, buying, inventory supplies, and State Law	50
Practice teaching in both theory and practical	<u>300</u>
Total	<u>600</u>

Grades are recorded as follows:

Excellent	94-100	<i>Satisfactory</i>	<b>70-77</b>
Very Good	86-93	Failing	69 & below
Good	78-85		

## GRADUATION REQUIREMENTS – Instructor Training

Each student must successfully complete the required number of clock hours required for the Instructor Training course and satisfy all financial obligations to the Academy. Instructor Trainees must also write a lesson plan and teach an assigned theoretical and demonstration class to receive a diploma.

## O\*Net Link – Instructor Training

<http://www.onetcodeconnector.org/ccreport/39-5012.00>