

# SCHOOL CATALOG 2019



COSMETOLOGY AND SPA ACADEMY

**OWNED BY CRYSTAL LAKE  
ACADEMY, INC.**

D.B.A as COSMETOLOGY AND SPA ACADEMY

[WWW.COSMETOLOGYANDSPAACADEMY.COM](http://WWW.COSMETOLOGYANDSPAACADEMY.COM)

**STUDENT CATALOG 2019  
FOR ALL LOCATIONS**

CRYSTAL LAKE LOCATION  
700 E. TERRA COTTA AVE  
CRYSTAL LAKE, ILLINOIS 60014  
815-575-6554  
MAIL LOCATION

REF # 023101-00

SCHAUMBURG LOCATION  
142 E. GOLF RD  
SCHAUMBURG, IL 60178  
815-575-6620  
CURRENT LOCATION

REF # 023101-01

ROCKFORD LOCATION  
657 HIGHGROVE PLACE  
ROCKFORD, IL 61108  
815-307-3622  
NEW LOCATION

ELGIN LOCATION  
609 S RANDELL RD  
ELGIN, IL 60123  
630-940-6426  
NEW LOCATION

*Revised December 1, 2019 Rockford and Elgin location are not accredited by NACCAS accreditation agency.*

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## **WELCOME TO COSMETOLOGY AND SPA ACADEMY**

Welcome to Cosmetology and Spa Academy and the beautiful world of Beauty! As one of the oldest beauty schools in Illinois, we have trained thousands of students to reach their dreams in the beauty industry successfully. We hope you will become our next success story.

It is the intention of Cosmetology and Spa Academy to afford a quality education to all qualifying students who make the decision to enter the field of cosmetology, barbering, and esthetics. The purpose of this catalog is to advise prospective and current students of the rules and regulations at Cosmetology and Spa Academy and their rights and responsibilities before, during, and after their training program. The Student Catalog will also guide you through your daily activities and define responsibilities. Please read it carefully! Whenever you have a question about its contents, please ask your campus Director or email your questions to [CL\\_admissions@cosmetologyandspaacademy.com](mailto:CL_admissions@cosmetologyandspaacademy.com) Revisions, however, may occur because of Federal Financial Aid, Accreditation Agency, State requirements or other internal school policy changes. Updated catalogs will be available to students upon request at no cost at admission offices. This catalog is currently used at all Cosmetology and Spa Academy campuses.

## **ACADEMY MISSION STATEMENT**

Our Mission is to prepare our students for entry level careers in The Beauty Industry; including retail and customer service. We strive to maintain an active and fun learning environment that is conducive to sharing knowledge and providing good academic and practical experiences for our students.

### **WHO WE ARE**

The Cosmetology and Spa Academy was established in June 1998 by Mr. Halimi. Each campus of Cosmetology and Spa Academy is an expression of our “hands-on” excellent practical education. The school has graduated thousands of cosmetologists and estheticians who are now veterans of the industry. Cosmetology and Spa Academy expanded by opening its second location in June 2010 in Schaumburg IL, and two more campuses opened in Rockford and Elgin in 2019. Each campus contains a professional modern salon environment on the clinic floor where students perform services for clients under their instructor’s supervision. In addition, each school provides a professional, welcoming reception area that is supervised by our students, salon simulated classes, where students experience their first hands-on practice with mannequins and real models, service area for performing spa services, esthetic clinic – spa area where esthetic students perform spa services for clients and guests, student lounge, staff offices, dispensaries and shampoo areas. The student salon and spa clinic area provide students with valuable and practical experience. We believe that “real life” hands-on training is the best way for students to learn practical superior skills in providing customer service.

Our website is <https://cosmetologyandspaacademy.edu/>

## **ACADEMY ACCREDITATION**

Crystal Lake and Schaumburg locations are accredited by the National Accrediting Commission of Career Arts and Sciences.

NACCAS  
3015 Colvin Street  
Alexandria, VA 22314  
Telephone: (703) - 600-7600.  
Fax: 703- 379- 2200  
<http://naccas.org>

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

## **ACADEMY LICENSING BODY**

All locations of Cosmetology and Spa Academy are licensed by the Illinois Department of Professional Regulation, Professional Services Division.

320 W. Washington, 3rd Floor  
Springfield, IL, 62786  
Telephone: (217) 524-4151  
<https://www.idfpr.com/DPR.asp>

## **PROFESSIONAL AFFILIATIONS**

Cosmetology and Spa Academy is a member of the following agencies:

- American Association of Cosmetology Schools (AACS), [www.beautyschools.org](http://www.beautyschools.org)
- Bio Elements World Class School [www.bioelements.com](http://www.bioelements.com)
- Derma Med Solution [www.dermamedsolution.com](http://www.dermamedsolution.com)
- Rusk color <http://rusk1.com/>

## **FACULTY MEMBERS FOR ALL LOCATIONS**

Owned by Crystal Lake Academy, Inc.	Inaet Halimi PRESINDET /OWNER	
Director of Compliance	Ms. Gentiana	<a href="mailto:Genta@cosmetologyandspaacademy.com">Genta@cosmetologyandspaacademy.com</a>
Director of Financial Aid	Ms. Mira	<a href="mailto:fadirector@cosmetologyandspaacademy.com">fadirector@cosmetologyandspaacademy.com</a>
Director of Crystal Lake	Ms. Melissa	<a href="mailto:Melissa@cosmetologyandspaacademy.com">Melissa@cosmetologyandspaacademy.com</a>
Director of Schaumburg	Ms. Deanna	<a href="mailto:Deanna@cosmetologyandspaacademy.com">Deanna@cosmetologyandspaacademy.com</a>
Director of Rockford	Ms. Monica	<a href="mailto:Monica@cosmetologyandspaacademy.com">Monica@cosmetologyandspaacademy.com</a>
Director of Admission	Ms. Josephina	<a href="mailto:CL_admissions@cosmetologyandspaacademy.com">CL_admissions@cosmetologyandspaacademy.com</a>
		All locations

**Website: [www.cosmetologyandspaacademy.edu](http://www.cosmetologyandspaacademy.edu)**

## **Cosmetology and Spa Academy has four locations that utilize this catalog:**

Crystal Lake Location 700 E Terra Cotta Ave Crystal Lake, Illinois 60014 815 575-6554	Schaumburg Location 142 E. Golf Rd Schaumburg, Illinois 60173 815-575-6620	Rockford Location 657 Highgrove Place Rockford, Illinois 61108 815-307-3622	Elgin Location 609 Randell Rd Elgin, IL 60123 630-940-8428
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\*Rockford and Elgin locations are not accredited by NACCAS and currently do not offer Title IV to students.

## **INFORMATION ON THE BEAUTY INDUSTRY**

### **1. CAREER OPPORTUNITIES**

Careers in the beauty industry is a profession not just another job. As a licensed beauty professional, you will have a full, exciting range of employment opportunities. The following is a list of some of the possibilities:

**Salon & Spa opportunities:** Salon and Spa Owner, Hair Designer, Color Specialist, Nail Technician, Makeup Artist, Esthetician, Waxing Specialist, Salon & Spa Manager, Salon & Spa Trainer, Beauty School Instructor, Manager, Director, Owner, etc.

**Travel opportunities:** Platform Artist, Private Consultant, Salon or Corporate Sales Director, Cruise Line beautician, etc.

**Education opportunities:** Academy Instructor, Academy Educational Director, Retail Product Educator,

**Sales:** Advertising/Marketing Specialist, Advertising/Marketing Director, Retail Manager, Manufacturer's Rep and much more!

\* Please note: Although placement assistance is provided, employment is not guaranteed. Cosmetology and Spa Academy extends every effort to assist graduates in finding suitable employment through job fairs, internship possibilities, online open position announcements, etc.

### **2. CAREER OUTLOOK**

Employment of barbers, hairstylists, and cosmetologists is projected to grow 8 percent from 2018 to 2028, faster than the average for all occupations. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair care services. In addition, demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade.

**Job Prospects :** Overall job opportunities are expected to be good. A large number of job openings will stem from the need to replace workers who transfer to other occupations, retire, or leave the occupation for other reasons. However, workers should expect strong competition for jobs and clients at higher paying salons, of which there are relatively few and for which applicants must compete with a large pool of experienced hairstylists and cosmetologists.

<https://www.bls.gov/ooh/personal-care-and-service/mobile/barbers-hairstylists-and-cosmetologists.htm>

Employment of skincare specialists is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations. The desire among many women and a growing number of men to reduce the effects of aging will result in employment growth. Good job opportunities are expected: <https://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm>

Source: U.S. Department of Labor, Bureau of Labor Statistics: <https://www.bls.gov/ooh/personal-care-and-service/mobile/barbers-hairstylists-and-cosmetologists.htm>

### **3. CAREER EARNINGS**

The income in this industry depends on a broad range of factors such as: geographic location; ie., state, area, population, size of the salon, personal ability to create and retain clients, work hours, etc. Some more information can be found on the Bureau of Labor Statistics website: <http://www.bls.gov/oes/current/oes395012.htm>

The average salary range for a salon professional nationally and in Illinois is \$30,000 to \$48,000 per year. This standard is based on full-time Employment and excludes tips. Tips are often an important part of a person's earnings and may account for 10-30% of income, depending on

the salon and spa, service prices, and the city. *Note: Tips are considered income and the salon professional is responsible for taxes related to that income.*

In Illinois, approximately 63.4% of industry business owners classify their business as a Full Service Salon, 14.7% as a Haircutting Salon, 6.7% as a Barbershop, 4.1% as a Day Spa and 3.3% as a Nail Salon.

Nationally, 58.4% of industry businesses are classified as a Full Service Salon, while 16.9% are only Haircutting Salons, 7.3% are Barbershops; 4.6% are Day Spas, and 4.3% are Nail Salons.

49.1% of Illinois salon and spa professionals work full-time (35 or more hours per week), 31.4% are part-time (20-35 hours per week), and 19.5% are small time (fewer than 20 hours per week).

Nationally, 55.7% of salon and spa employees now work full-time, 29.8% are part-time, and 14.5% are small time.

Source: Job Demand in the Cosmetology Industry, 2007 (A National Survey conducted by The National Accrediting Commission of Career Arts and Sciences:

<http://elibrary.naccas.org/InfoRouter/docs/Public/Website%20Documents/2007%20Job%20Demand%20Survey/2007%20Job%20Demand%20Survey%2012-19-07.pdf>

For more information on earning level: <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm>

#### **4. CONTINUING EDUCATION REQUIREMENTS**

The beauty industry is changing every day. Keeping up with the latest techniques and experiences is a fundamental necessity of this industry. Continuing education is a state requirement and varies from state to state. The State of Illinois requires 24 hours of continuing education every two years for a cosmetologist to maintain their license, the State of Illinois requires 10 hours of continuing education every two years and Barbering.

We do offer advanced training hours at our Crystal Lake and Schaumburg location. For more information about the advanced training opportunities, please visit our web page: <https://cosmetologyandspaacademy.edu/>

Additional information on continuing education can be found at:

<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm>

<http://continuingcosmetology.com/onlinecourses/Illinois/PDF/howmanyhours.pdf>

#### **5. INDUSTRY PHYSICAL AND SAFETY DEMANDS**

Exciting opportunities await you in the beauty industry. Professionals in the beauty industry provide hair, skin and nail services to enhance their client's appearance. The beauty industry is best suited for persons who are in good to excellent health condition. It is our goal to teach our students all skills necessary for success in the beauty industry. It is critical for the applicant to understand that many products are used during the educational process and in the field that may contain chemicals with which a person may be sensitive. It is, however, a fundamental requirement of these programs to use and demonstrate services with the utilization of only the products carried by the school, both in the classroom, as well as during clinical work.

**Physical Demands:** Stylists and Estheticians by the very nature of what they do are required to spend long hours standing, sitting, bending, reaching and performing repetitive motions. For example: holding the arm and hand in one position while, at other times, keeping the hand steady while moving the arm. Stylists and estheticians should be able to lift up to 30lbs. Estheticians must perform and demonstrate the full range of esthetics-related services standard within the skin care industry (e.g., facial and body skin care with massage, facial and body waxing, and makeup application), view details of objects within arm's length and discern the difference between colors, shade, and brightness within and between those objects. Stylists must perform and demonstrate the full range of hair-related services standard within the cosmetology industry (e.g., shampoo with massage, comb, haircut, hairstyle, hair color and chemical texturing, braid, sculpt, hair dry, etc.), perform and demonstrate the full range of nail related services (e.g., file, buff, clip, clean, and apply polish to nails and attach artificial nail products).

An important part of our education is to teach students that developing good habits at the beginning of training will help prevent injury and health issues in the future. Students must enjoy working with the public and be able to follow a client's directions. The student must be able to communicate well with another person and speak clearly to be understood. A student must be willing and able to work long hours to build a personal clientele to earn the desired salary. A student must be able to read, write and speak fluently.

**Safety:** Student must wear an enclosed, supportive, protective pair of shoes and adhere to changes in the law. The state is not required directly to notify any person or entity for variations in the law and changes to standards.

#### **6. LICENSURE REQUIREMENTS**

The State of Illinois requires cosmetologists, estheticians, nail technicians and barbers to have a valid license in order to practice their profession legally. Each State in the U.S. has different licensing requirements. Licensure and Endorsement information may be obtained by contacting the admissions office at any location during regular business hours. More information can be found at: [www.idfpr.com](http://www.idfpr.com)

## **COSMETOLOGY AND SPA ACADEMY**

### **ADMISSION REQUIREMENTS**

### **ADMISSIONS REQUIREMENTS AND POLICIES FOR ALL PROGRAMS OFFERED**

Cosmetology and Spa Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of disability, sex, age, race, color, religion, creed, national origin, ethnic background, marital status, sexual orientation, or membership in other protected groups, as defined by local, state or federal law. Cosmetology and Spa Academy does not recruit students already attending or admitted to another school offering similar programs of study.

The school's admission policies require that each admitted student meet the following:

- Visit Cosmetology and Spa Academy before enrolling. We require parents or legal guardians of dependent prospective students (under 18 years) to co-sign enrollment documents. We recommend that spouses also visit the school. Family support is vital for student success when starting a new career. Applicants should call or email the admission office to arrange a visit. Class size is limited, so prospective students should apply for admission as early as possible.
- PROOF OF AGE: Prospective students being considered for admission should have proof that she/he is at least 16 years of age or older. Proof of age may be documented by various means, including, but not limited to: valid photo ID, birth certificate, driver's license, government-issued identification, birth registration, or passport.
- ACADEMIC QUALIFICATIONS: Successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of high school diploma, copy of GED certificate, copy of a transcript showing high school graduation date, or a certificate of attainment (only applicable to non-Title IV recipients), etc.; or,
- Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for homeschooling, maintain this credential; or,
- Have evidence that verification of an international student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Have signed a completed Enrollment Agreement with Cosmetology and Spa Academy.
- Have paid an admission fee (if applicable at the time of enrollment).

**Teacher training- Admission Requirements 500 or 1000 hours program**

- In addition to the above requirements, the candidate must have a current, valid license as a cosmetologist, or esthetician.
- If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set forth in the training agreement and/or applicable state licensing or certification regulations.

**All applicants are encouraged to read the catalog before signing the binding enrollment agreement. The applicant is quired to submit all admission documentation before enrollment.**

**➤ CLARIFICATION ON HIGH SCHOOL DIPLOMA /GED**

NACCAS, our accrediting agency, recognizes several equivalents to a high school diploma:

- A GED: A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma;
- An academic transcript with a clear Graduation Date of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree. For Associate's Degree Programs: A student who enrolls in a program that leads to an associate's degree or its equivalent in lieu of completing high school, a high school transcript must be presented indicating the student has excelled in high school. In addition, the student must no longer be enrolled in high school and must satisfy the school's written policy for admitting such students prior to the first day of class. We do follow NACCAS policy on this regards.

**➤ TRANSFER CREDIT**

The Cosmetology and Spa Academy does not recruit students already attending or admitted to another college offering a similar program of study. A transfer student will be required to meet the published admissions requirements and should refer to the Illinois Cosmetology, Barber, and Estheticians Laws for current transfer procedures. Students who transfer into the Cosmetology and Barber program must complete at least 900 cosmetology hours at our Academy, and 350 hours for the esthetics program, unless other arrangements are made with the Financial Aid Director. Hours must be submitted to the school before enrollment. Transfer hours that are accepted count as both attempted and completed hours. The student must have an official transcript from the licensed former school to receive credit for the transfer hours. Cosmetology and Spa Academy reserves the right to test the applicant before admitting the credit hours in part or all practical skills if found necessary. Cosmetology and Spa Academy reserves the right to request the student buy additional kit supplies if it is found necessary for the student to participate successfully in the program. The decision of Cosmetology and Spa Academy is final. Cosmetology Instructor transfers will be evaluated on a case by case basis. Cosmetology and Spa Academy does not accept transfer hours earned from a previous enrollment more than three (3) years from the current calendar year.

**➤ RE-ENTRY REQUIREMENTS**

Former students of Cosmetology and Spa Academy who wish to re-enroll, require approval from the administration by contacting the Admissions Office. The application will be reviewed and a decision will be made within seven days of the request. Re-enrollment is not guaranteed and will be determined on a case by case basis. Students who re-enroll within 30 days of the original exit date will be charged the same tuition and fees as detailed in their original enrollment agreement plus dropping a fee. All previous payments will be credited to the student's account, less any refunds made as a result of the withdrawal. Students who re-enroll more than 30 days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Any previous balance from prior enrollments with Cosmetology and Spa Academy must be paid in full before the student may re-enroll unless the financial office approves tuition adjustments. Current tuition and fees will apply at the time of re-enrollment. Students will come back to the same status as when they left including leave of absence, SAP, personal time, attendance, academic, etc. Students may only re-enroll one time within a twelve-month period. This policy applies to all programs offered at Cosmetology and Spa Academy at all locations. Students may only re-enter into a different location of Cosmetology and Spa Academy once within a twelve-month period. Incomplete graduates must re-enroll. All payments must be complete before any training may start unless other agreements have been made with the Financial Office. Due to the evolving and improving nature of beauty industry, Cosmetology and Spa Academy will accept hours earned from a prior beauty program enrollment, no more than three (3) years from the current calendar year.

## ➤ **HIGH SCHOOL VERIFICATION PROCEDURES**

If there is a question about the validity of the diploma, GED certificate, or equivalent, Cosmetology and Spa Academy has the right to ask for further proof. If you need help verifying a GED, you can contact the Illinois GED Administrator of the Illinois Community College Board in Springfield, IL (847-328-9795) or visit the website, [www.acenet.edu](http://www.acenet.edu). There is no appeal process for students if Cosmetology and Spa Academy determines the high school diploma to be invalid.

## ➤ **ATB VALIDATION**

The definition of an ability-to-benefit student is a student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and can benefit from the education or training offered at the institution. Cosmetology and Spa Academy does not accept ATB students.

## **DISABILITIES AND ACCOMMODATION**

Cosmetology and Spa Academy is committed to ensuring no qualified physically challenged person, because of his or her handicap, will be excluded from enrolling in the course of instruction or be subjected to discrimination based upon disability. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance to the program. However, all prospective students must meet standard admissions requirements.

Cosmetology and Spa Academy does not formally assess students under the standards of a traditional 504 plan (IEP/other). If an applicant for enrollment believes he or she may need an accommodation during his or her program, he or she should advise the Director of one of Cosmetology and Spa Academy locations before the class starts and must submit a written request for specific accommodation(s). The written request must include documentation of the student's official assessment (for example, an Individual Education Program (IEP) from the student's high school) and outline the specific accommodation(s) requested. Reasonable accommodation plans determined after the program start will be effective from the date determined moving forward.

All requests for accommodation will be reviewed by the Academy's President and Board of Directors, and a determination of reasonable accommodations (if applicable) will be provided in writing before the start of the student's program and within four weeks of the official request for currently enrolled students. Due to state licensing requirements and rigorous industry standards that are in place to protect the public, all students are required to meet the academic standards outlined in the most current student catalog.

## ➤ **INSTRUCTIONAL LANGUAGE**

Cosmetology and Spa Academy is an English-speaking facility, and all instruction, documents, advertising, student catalog, curriculum, program outlines, pre-enrollment and enrollment documentation are provided and conducted in the English language only. Cosmetology and Spa Academy does not offer English-as-a-second-language instruction. There is no level of English language proficiency required to attend.

## **PROGRAMS OFFERED**

### **COSMETOLOGY PROGRAM- 1500 CLOCK HOURS IS OFFERED TO ALL LOCATIONS**

*This program is currently offered at all locations. The Cosmetology program is not accredited by NACCAS at the Rockford and Elgin location.*

#### **1. COSMETOLOGY COURSE OUTLINE**

##### **A. Course Name: Cosmetology**

**B. Course Description:** Students at Cosmetology and Spa Academy participate in a unique curriculum that combines educational materials from a variety of resources. Every student has the opportunity to integrate theory and practice from the most famous and trusted names in the cosmetology industry. The techniques and concepts used are from Milady's 2013 Edition ebook & Mindtap and MHD-Academy theory and techniques. Our techniques and concepts have layouts that are filled with up-to-date photographs, and easy-to-follow formats that students can rely on. Our techniques and concepts remain a top choice of Cosmetology programs throughout the United States, Canada, and the world.(9) The Cosmetology program is 1500 clock hours in length. The course will be divided into 2 instructional blocks: 1. Freshman Level: Teaching/theory blocks 2. Junior and Senior Level: Student clinic. The content of the teaching/theory blocks are broken down into women's haircutting, men's haircutting, hair design, long hair, spa, and color/chemicals. Students are required to attend theory class once a week. Each week, students are tested on the previous week's chapter then lectured on a new chapter. The student is tested at the end of each chapter lesson then at the end of each teaching block the student will be tested practically on the applications learned. These lessons in theory and practical must be passed with a minimum of 75% to be considered a completed block and to be eligible to move on in their training.

**C. Educational Objective:** The Cosmetology program curriculum of the Cosmetology and Spa Academy is designed to meet the needs of students who are job and career oriented. The men and women who make up our student body receive an education that prepares them for

professional level careers. Students receive training and practical experience which qualifies them as outstanding candidates for many cosmetology related careers. Our curriculum is particularly directed towards helping students develop desirable habits and attitudes with respect to health, sanitation, and safety. It also helps students develop advanced technical, business, and people skills and encourages self-reliance, readiness to assist others, and an ethical approach to this profession.

D. All curriculum meets the Illinois State required curriculum set forth as follows: Cosmetology Training totals to 1500 Clock Hours and is broken down to 150 Clock Hours of Basic Training, 500 Clock Hours of Chemical Application/ Hair Treatment, 475 Clock Hours of Hairstyling/ Dressing, 200 Clock Hours of Sanitation, Shop Management & Interpersonal Skills, 85 Clock Hours of Esthetics, 55 Clock Hours of Nail Technology, 35 Clock Hours of Related Electives.

#### **FRESHMAN LEVEL - First Instructional**

Length: 4 Months Curriculum:

Hair Design, Long Hair & Spa-1 Month: In this block, the student will successfully understand and practically learn infection control/proper sanitation procedures, fundamentals of hair design, how to effectively style the hair with basic styling techniques, a variety of different thermal techniques, building/finishing special occasion styles, braids, skin analysis, facials, hair and scalp treatments, facial makeup and hair removal from MHD-Academy and Milady.

Women's Haircutting-1 Month: In this block the student will successfully understand and practically learn the anatomy of the hair and scalp and how to cut women's hair using MHD-Academy techniques.

Men's Haircutting-1 Month: In this block the student will successfully understand and practically learn sanitation, tools/equipment, theory and fundamentals on how to cut men's hair using MHD- Academy techniques.

Hair Color/Chemicals-1 Month: In this block the student will successfully understand and practically learn the chemistry behind all chemical applications including color and chemical texturizing. The student will learn the practical applications for the theory and practical lessons based on MHD-Academy.

Theory Lessons:

Chapter 1: History and Career Opportunities	<ul style="list-style-type: none"><li>- Brief History of Cosmetology</li><li>- Career paths for a Cosmetologist; A Bright Future</li></ul>
Chapter 2: Life Skills	<ul style="list-style-type: none"><li>- The Psychology of Success; Managing Your Career; Goal Setting</li><li>- Time Management; Study Skills; Ethics; Personality Development and Attitude</li></ul>
Chapter 3: Professional Image	<ul style="list-style-type: none"><li>- Beauty and Wellness; Looking Good; Your Physical Presentation</li></ul>
Chapter 4: Communicating for Success	<ul style="list-style-type: none"><li>- Human Relations; Communication Basics; The Client Consultation; Special Issues in Communication</li><li>- In Salon Communication</li></ul>
Chapter 5: Infection Control	<ul style="list-style-type: none"><li>- Regulation; Principles of Infection and Prevention</li><li>- Disinfection Procedures; Universal Precautions</li><li>- The Professional Salon Image</li></ul>
Chapter 6: Anatomy	<ul style="list-style-type: none"><li>- Cells, Tissues; Organs Body Systems</li></ul>

Chapter 7: Skin Structure	<ul style="list-style-type: none"> <li>- Anatomy of the Skin; Maintaining Skin Health</li> </ul>
Chapter 8: Skin Diseases	<ul style="list-style-type: none"> <li>- Aging of the Skin; Disorders of the Skin</li> <li>- Avoiding Skin Problems</li> </ul>
Chapter 9: Nails Structure	<ul style="list-style-type: none"> <li>- The natural nail; Nail anatomy; Nail growth</li> <li>- Know your nails</li> </ul>
Chapter 10: Nail Diseases	<ul style="list-style-type: none"> <li>- Aging of the skin; Disorders of the skin</li> <li>- Avoiding Skin problems</li> </ul>
Chapter 11: Shampooing, Rinsing and Conditioning	<ul style="list-style-type: none"> <li>- Understanding Shampoo; Conditioners; Brushing the Hair</li> <li>- Scalp Massage; Shampoo Procedures</li> </ul>
Chapter 12: Chemistry	<ul style="list-style-type: none"> <li>- Chemistry; Matter; pH Scale</li> </ul>
Chapter 13: Electricity	<ul style="list-style-type: none"> <li>- Electricity; Electrical Equipment Safety; Electrotherapy; Other Electrical Equipment</li> <li>- Light Therapy</li> </ul>
Chapter 14: Principles of Hair Design	<ul style="list-style-type: none"> <li>- Philosophy of design; Elements and Principles of Hair Design; Influence of Hair Type on Hair Styles</li> <li>- Creating Harmony; Designing for Men; Consultations</li> </ul>
Chapter 15: Properties of the Hair and Scalp	<ul style="list-style-type: none"> <li>- Structure of the Hair; Chemical Composition of the Hair</li> <li>- Hair Analysis and Growth; Hair Loss; Disorders of the Hair and Scalp</li> </ul>
Chapter 16: Haircutting	<ul style="list-style-type: none"> <li>- Basic Principles of Haircutting; Client Consultation; Tools, Body Position and Safety</li> <li>- Basic Haircuts; Other Cutting Techniques; Clippers and Trimmers</li> </ul>
Chapter 17: Hairstyling	<ul style="list-style-type: none"> <li>- Client Consultation; Wet Hairstyling Basics; Finger waving; Pin curls; Roller curls</li> <li>- Comb out Techniques; Hair Wrapping; Blow Dry Styling</li> <li>- Thermal Hairstyling and Straightening; Styling Long Hair</li> </ul>

Chapter 18: Braid and Braiding Extensions	- Client Consultation; Understanding the Basics; Braiding the Hair
Chapter 19: Wigs	- Consultation; Wigs; Hairpieces; Hair Extensions
Chapter 20: Chemical Texturizing	- Structure of the Hair; Consultation; Permanent Waving - Chemical Hair Relaxers; Curl Reforming
Chapter 21: Haircoloring	- Basic Theory and Fundamentals - Formulations - Grey Coverage - Consultation, Safety and Sanitation
Chapter 22: Hair Removal	- Client Consultation; Permanent Hair Removal - Methods of Temporary Hair Removal
Chapter 23: Facials	- Skin Analysis and Consultation - Determining Skin Types; Skin Care Products; Client Consultation; Facial Massage - Electrotherapy and Light Therapy; Facial Treatments; Aromatherapy
Chapter 24: Facial Makeup	- Cosmetics for Facial Makeup; Makeup Color Theory - Basic and Special Occasion Makeup Applications - Corrective Makeup; Artificial Eyelashes; Safety Precautions
Chapter 25: Manicures	- Nail Tech Supplies; Choosing a Nail Shape - Basic, French and American Manicures - Conditioning Oil Manicure and Men's Manicure - Paraffin Wax Treatment; Hand and Arm Massage; Spa Manicure; Aromatherapy
Chapter 26: Pedicures	- Pedicure Tools; Performing Pedicures; Foot Massage; Beyond the Basic Pedicure
Chapter 27: Nail Tips	- Nail Tips; Nail Wraps; No-light Gels
Chapter 28: Nail Enhancements	- Liquid and Powder Enhancements; Acrylic Enhancements using Forms

	<ul style="list-style-type: none"> <li>- Maintenance and Removal; Odorless and Colored Acrylic Powders</li> </ul>
Chapter 29: UV Gels	<ul style="list-style-type: none"> <li>- Application of UV Gels; Maintenance and Removal</li> </ul>
Chapter 30: Seeking Employment	<ul style="list-style-type: none"> <li>- Preparing for Licensure and Employment; Doing it Right</li> </ul>
Chapter 31: On the Job	<ul style="list-style-type: none"> <li>- Moving from School to Work; Out in the Real World; Managing your Money</li> <li>- Discover the Selling You; On Your Way</li> </ul>
Chapter 32: Salon Business	<ul style="list-style-type: none"> <li>- Going into Business for Yourself; Form Good Habits; Seek Mentors</li> <li>- Explore the Possibilities; Learn the Business; Continue to Learn</li> </ul>
II Law	<ul style="list-style-type: none"> <li>- Rules; Regulations of the State for Cosmetology Licensure</li> </ul>

#### JUNIOR & Senior LEVEL -Second Instructional Block

JUNIOR AND SENIOR LEVEL Student Clinic (900- 1100 hours and 1400- 1500 hours): Students will be perfecting their skills in the practical clinic for the remainder of their training. During this time, students will be practicing all practical lessons learned in the first part of their education. Weekly, the instructor will hold a progressive learning demonstration to advance and review techniques. After each service or application performed the student will be graded on the application by an instructor.

**E. Methods of Instructions:** The instructors are use multiple methods of teaching to engage all types of learners including auditory, visual and hands on learning.

**Lecture Method:** For each theory class the instructor begins with a lecture of the chapter. The students are advised to highlight and take notes along with the instructor's lecture for ease of studying. Every week the student is tested on the previous week's chapter and has theory a new chapter.

**Visual Method:** Projects such as posters, sculptures, or research projects are used for students to complete in order to help those that benefit from hands on learning. The instructors are also encouraged to write key points on the board or use a PowerPoint to engage the visual learner. These projects also allow for a break from lecture and actively involve the students.

**Feedback Method:** Students are encouraged to ask questions when the instructors initiate a question/answer session for the students. We encourage instructors to engage students with games and activities that students may participate in. The following week students are then tested on the information from the chapter they previously learned.

**Practical Method:** In practical classes, students are first given theory information that is needed to perform the procedure such as contraindications and prime candidates for the practical procedure. (If it correlates to a chapter, it will be taught during theory time.) Next, students use the materials needed and follow practical procedures that the instructor emailed to the students prior to class. This method uses multiple methods of learning to engage all types of learners, including: auditory, visual, and hands on learners. During this phase, the student will use products that are part of the classroom kit and supplies which student must purchase before the first day of school.

**Hands On:** The students pair up and perform the procedures on each other in class. The instructor can closely monitor their performance and critique it prior to laboratory time. The students will be evaluated and graded. If the student does not pass, they can either correct what was done incorrectly or continue to perform the practical procedure and work on laboratory assignments. If the students are not able to perform the service on each other at that time, they not will proceed. During this phase of the program, the student will be using products and supplies that are available at the clinic floor.

**F. Grading Procedures:** The grading scale is used to grade all theory and practical applications. (11)

**Excellent:** A 93- 100%, **Good:** B 87- 92%, **Average:** C 80- 86%, **Below Average:** D 80- 75%, **Unsatisfactory:** F Below 74%

Methods of grading and required level of achievement: Students are required to attend all theory classes and demonstrations that are part of the required curriculum. Once the student has completed the theory and demonstration classes the students will be evaluated for competency of theory by written tests. After completing each theory class, students must pass with a 75% or higher to move on with their education. Students are evaluated on their practical competency and attendance at the end of each block to determine if they are ready to move on to the next teaching block. If the students do not pass the block evaluation, the instructor may require that the student repeat the block failed in order to complete their education. Once the student successfully passes all of their blocks with a minimum of 75%, they may move onto the clinic portion of their training. Students must finish theory tests with a minimum of 75%. If the student does not pass a practical portion of the testing they may not perform these services on clients until passed.

**G. Reference Materials:** Vidal Sassoon Cutting the Sassoon Way, Vidal Sassoon Coloring the Sassoon Way, Milady Education, Martin Parson Book and DVD, Sam Villa Education, Chris Baran Education, TIGI color and product knowledge, MHD-Academy, Sally Rogerson, Natural Hair Care/Excessive Curly Hair, Modern Salon Periodicals, American Salon, American Spa Video Program/Vidal Sassoon Salon Ovations, Vogue Magazine, Behind the Chair Magazine and Website.

## **2. STATE LICENSING REQUIREMENTS**

In the State of Illinois, a cosmetology student must complete 1500 hours of cosmetology training. A person who is qualified to receive a license as a cosmetologist will have to file an application on forms provided by the State of Illinois, pay the required fees and

1. is at least 16 years of age; and
2. is beyond the age of compulsory school attendance or has received a certificate of graduation from a school providing secondary education or the recognized equivalent of that certificate; and
3. Has graduated from a cosmetology school approved by the State, having completed 1500 hours in the study of cosmetology extending over a period of not less than eight months or more than seven consecutive years. A school of cosmetology may, at its discretion, consistent with the rules of the Department, accept up to 500 hours of barber school training at a recognized barber school; and
4. Has passed an examination authorized by the Department to determine fitness to receive a license as a cosmetologist.

More information can be found at: <http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1351&ChapterID=24>. The Illinois Cosmetology Administrative Rules can be found at this link: <http://www.ilga.gov/commission/jcar/admincode/068/06801175sections.html>

## **3. START DATES FOR ALL LOCATIONS**

*All locations:* January 9, February 6, March 6, April 3, May 1, June 5, July 10, August 8, September 11, October 9, November 6, December 4

## **4. TUITION AND FEES FOR ALL LOCATIONS COSMETOLOGY PROGRAM**

### **Cosmetology Program**

1500 hours program: 35 hours/week program-11 months Monday-Friday: 9:00am-4:30pm: Tuition \$24,000.0 + books and supplies \$1400.0 + \$100.0 + tax

1500 hours program: 30hours/week program-13 months Tuesday-Thursday: 9:00am-7:30pm: Tuition \$24,500.0 + books and supplies \$1400.0 + \$100.0 + tax

1500 hours program: 25 hours/week program- 15 months Monday-Friday: 9:00am-2:30pm: Tuition \$25,500.0 + books and supplies \$1400.0 + \$ 100.0 + tax

1500 hours program: 16 hours/week program- 24.5months Monday-Thursday:5:30pm-9:30pm: Tuition \$24,000.0 + books and supplies \$1400.0 + \$100.0 + tax

\*A wide variety of scholarships on cost of tuition will be available each month at each location. Not all schedules are offered at all locations at the same time. For more details please call :815- 575- 6554

## **➤ 5. PAYMENT PLANS FOR ALL PROGRAMS**

The methods of payment include financial assistance to those that qualify, cash, check, credit card or payment via an outside agency or scholarship. Payment plans are free of interest and available in the office. There is a 3% fee for each payment processed by credit/debit card over \$100. All payments made after 1400/450 hours for cosmetology, instructor or barber program, and 600 hours for the esthetic program must be done with cash or certified check only. For more information on payment plan options, email [fadirector@cosmetologyandspacademy.com](mailto:fadirector@cosmetologyandspacademy.com). Monthly payments must be made within ten days of the start of each month. The school has the right to charge \$ 15.00 late fee for each late payment.

## **6. KIT PAYMENT OPTIONS FOR ALL PROGRAMS**

Students must pay the cost of the kit for books and supplies before starting class unless Financial Aid covers that cost. The student will receive a kit in parts based on hours earned and level of education. The kit is property of the school and must stay in the school facility until it is paid in full. If covered with financial aid, the kit will become the property of the student at 1500/750 hours only. Lost or damaged equipment/supplies will be replaced by students at their own cost. The kit fee is non-refundable in any case and is charged at the first payment period of each program. Options for covering the cost of the kit are discussed in a financial meeting before the student begins training. Sales tax will be applied to the cost of books and supplies and may vary due to State Tax law changes. Due to constant improvements in the beauty industry, kit contents are subject to change without notice. Students may purchase the kit on their own. If chosen to do so, the tools must have the same or better quality than the kits provided by the school. A student that purchases the kit on their own must bring the full kit the first day to his/her instructor. The instructor has the right to check the quality and quantity of tools. The instructor's decision in this regard is final.

### **GUEST SPEAKERS**

Cosmetology and Spa Academy schedules regular guest speakers and educators. Guest speakers include instructors, professional stylists, salon owners, and major manufacturer representatives. This is an amazing practice which helps students to gain insight into the “real world” of the beauty industry.

## **ESTHETICS PROGRAM- 750 CLOCK HOURS IS NOT OFFERED TO ALL LOCATIONS**

***Esthetic Program is offered at Crystal Lake, Schaumburg and Rockford locations. Esthetic Program is not accredited by NACCAS at Elgin location.***

**accredited by NACCAS at Elgin location.** The Esthetics Program requires 750 hours of training in Illinois. Students will learn how to be professional in Esthetics and successful in their careers by going through theory and practical procedures that make them comfortable and confident in a professional environment.

### **1. ESTHETICS COURSE OUTLINE**

**A. Course Name:** Esthetics

**B. Course Description:** The esthetics program is 750 hours in length. The course will be broken into 3 phases. These phases will each involve learning theory and practical lessons that correspond. As the program progresses theory lessons will become fewer and clinical days will take over.

Cosmetology and Spa Academy has divided the curriculum into 3 phases for ease of student learning. Each of these phases are written in a formal lesson plan and follow the layout of the instructional materials being used. Each instructor is required to follow these pre-written lesson plans to ensure that each class is taught the same and has imparted all required information. The student will first learn strong basic skills and then build more advanced skills. The techniques and methods are from Milady Standard Esthetics: Fundamentals 11<sup>th</sup> Edition with Course mate and Bio elements education.

**Phase 1:** During this phase, the student will be introduced to the field of esthetics. The student will learn the basic practices and procedures including sanitation, human anatomy, hair removal, facials and body treatments.

**Phase 2:** This phase of training teaches students more advanced esthetic procedures such as machine facials, microdermabrasion and non-surgical face-lifts.

**Phase 3:** In the final phase of training the student will “fine tune” the procedures learned in the previous phases. The students will also be introduced to basic business practices and prepare to enter the esthetics industry.

**C. Educational Objectives:** The goal of our training program is to be able to teach students to diagnose conditions of the skin, determine treatment service, use correct techniques and be able to perform services on real clients. The students of Cosmetology and Spa Academy will learn the operation of facial machinery, chemical peels, microdermabrasion facials, body treatments, hair removal and makeup procedures.

**D. All curriculum meets the Illinois State requirements set forth as follows:** The Esthetics program is 750 Hours total and is broken into 75 Hours of Basic Training in General Theory, 150 Hours of Instruction in Scientific Concepts, 500 Hours of Instruction in Practices and Procedures, 25 Hours of Instruction in Illinois Law and Business Practices.

**Phase 1: 119 Hours:** In this phase, students will successfully learn and understand Illinois laws, professionalism in the industry, sanitation, chemistry and infection control. The student will practically learn how to properly set up a facial room, perform a skin analysis, basic facial and basic waxing applications.

**Theory Lessons:**

Chapter 5: Infection Control	<ul style="list-style-type: none"><li>- Regulation; Principles of Infection, Prevention</li><li>- Universal and Standard Precautions</li><li>- Professional Salon Image</li><li>- Procedures</li></ul>
Chapter 10: Physiology and Histology of Skin	<ul style="list-style-type: none"><li>- Skin Facts and Functions</li><li>- Layers of the Skin</li><li>- Hair and Nail Anatomy</li><li>- Nerves, Glands and Skin Health</li></ul>
Chapter 11: Disorders and Diseases of the Skin	<ul style="list-style-type: none"><li>- Lesions of the Skin</li><li>- Disorders of the Sebaceous and Sudoriferous Glands</li><li>- Inflammation of the Skin</li><li>- Other Diseases and Disorders of the Skin</li></ul>
Chapter 12: Skin Analysis	<ul style="list-style-type: none"><li>- Client Consultations; Contraindications; Skin Analysis</li><li>- Procedures</li><li>- Skin Types</li></ul>
Chapter 14: Treatment Room	<ul style="list-style-type: none"><li>- Presentation, Professional Atmosphere, Room Preparation/set up</li><li>- Procedures</li></ul>
Chapter 15: Facial Treatments	<ul style="list-style-type: none"><li>- Benefits, Skills and Techniques</li></ul>

	<ul style="list-style-type: none"> <li>- Preparation</li> <li>- Treatments for Different Skin Types</li> </ul>
Chapter 16: Facial Massage	<ul style="list-style-type: none"> <li>- Benefits, Contraindications</li> <li>- Types of Massage Movements</li> <li>- Techniques and Procedures</li> </ul>
Chapter 17: Facial Machines	<ul style="list-style-type: none"> <li>- Electrotherapy</li> <li>- Different Facial Machines, etc</li> </ul>
Chapter 18: Hair Removal	<ul style="list-style-type: none"> <li>- Morphology of Hair</li> <li>- Hair Growth Cycle</li> <li>- Client Consultation, Supplies, Procedures</li> <li>- Different Methods of Hair Removal</li> </ul>
Chapter 19: Advanced Topics and Treatments	<ul style="list-style-type: none"> <li>- Chemical Exfoliation</li> <li>- Light Therapy, Microdermabrasion, Spa Body Treatments, Medical Aesthetics, etc</li> </ul>
Chapter 20: The World of Makeup	<ul style="list-style-type: none"> <li>- Color Theory, Brushes, Products, Tools, Supplies</li> <li>- Lashes</li> <li>- Career as a Makeup Artist</li> </ul>

**Practical Applications:** Hand and foot treatments, waxing, petite facial, basic facial, massage sanitation.

**Phase 2: 266 Hours:** In this phase, the student will successfully learn and understand electricity and electrical applications, gain a thorough knowledge of the skin and its disorders, anatomy and the use of facial machines.

Chapter 1: History of Esthetics	<ul style="list-style-type: none"> <li>- History of Skin Care</li> <li>- Career Paths for an Esthetician</li> </ul>
Chapter 2: Life Skills	<ul style="list-style-type: none"> <li>- Psychology of Success, Study Skills, Managing your Career, Goal Setting, Time Management, Attitude</li> </ul>
Chapter 3: Professional Image	<ul style="list-style-type: none"> <li>- Beauty and Wellness</li> <li>- Physical Presentation and Professional Conduct</li> </ul>
Chapter 4: Communicating for Success	<ul style="list-style-type: none"> <li>- Human Relations, Communication Basics</li> <li>- Client Consultation</li> </ul>
Chapter 6: Anatomy	<ul style="list-style-type: none"> <li>- Organs and Body Systems, Cells and Tissues</li> </ul>
Chapter 7: Chemistry	<ul style="list-style-type: none"> <li>- Chemistry, Matter, pH Scale</li> <li>- Chemical Reactions, Chemistry Applied to Cosmetics</li> </ul>
Chapter 8: Electricity	<ul style="list-style-type: none"> <li>- Electricity, Equipment Safety, Electrotherapy</li> </ul>
Chapter 9: Nutrition	<ul style="list-style-type: none"> <li>- Nutrition Recommendations</li> <li>- Nutrition for the Skin, Self- care</li> <li>- Vitamins and Minerals</li> </ul>
Chapter 13: Skin Care Products	<ul style="list-style-type: none"> <li>- Cosmetic Chemistry, Product Safety, Ingredients, Aromatherapy</li> <li>- Product Selection</li> </ul>
Chapter 21: Career Planning	<ul style="list-style-type: none"> <li>- Preparation for Licensure, Employment, Resume</li> <li>- Job Description, Evaluation, Compensation</li> <li>- Planning for Success</li> </ul>
Chapter 22: Skin Care Business	<ul style="list-style-type: none"> <li>- Record Keeping, Public Relations</li> </ul>
Chapter 23: Selling Products	<ul style="list-style-type: none"> <li>- Merchandising, Marketing, Client Value, Client Retention, Closing a Sale, Tracking for Success</li> </ul>

**Practical Applications:** Customized facial, chemical peels back treatment microdermabrasion, and ultrasonic facial.

**Phase 3: 366 Hours:** In this phase, the student will successfully learn how to prepare for entry into the industry. This phase will help develop business and retail skills. There will be a focus on advanced treatments, skin condition and nutrition. The student will learn how to perform makeup applications and body treatments.

**Practical Applications:** Herbal body scrub, sea mud treatment, body contour wrap, makeup, brow tinting, and eyelash application.

**E. Methods of Instructions:** The instructors are using multiple methods of teaching to engage all types of learners including auditory, visual and hands on learners.

**Lecture Method:** For each theory class the instructor begins with a lecture of the chapter. The students are advised to highlight and follow along with the instructor's lecture for ease of studying. Each chapter is broken down into parts for ease of teaching and learning. Usually, one day is assigned to each part of the chapter and then reviewed the following day prior to continuing with the chapter.

**Visual Method:** Projects such as posters, sculptures, or research projects are created for some theory work for students to complete in order to help students that benefit from hands on learning. The instructors are also encouraged to write key points on the board or use power point to engage the visual learner. These projects also allow for a break from lecture and actively involve the students.

**Feedback:** The students are encouraged to ask questions and the instructors initiate a question/answer session for the students. We encourage instructors to engage students with games and activities that all students may participate in. The following day the students are then tested on the information from the chapter they just learned.

**Practical:** In practical classes, the student is first given any theory information that is needed to perform the procedure such as contraindications and prime candidates for the practical procedure. (If it correlates to a chapter, it will be taught during theory time.) Next, the instructor gives the students a handout of the materials needed and the practical procedure. The instructors are using multiple methods of learning to engage all types of learners including auditory, visual and hands on learners.

**Hands On:** Finally, the students then pair up and perform the procedures on each other in class. The instructor will closely monitor their performance and critique their performance prior to laboratory time. The students will be evaluated and graded. If the student does not pass, they can either correct what was done incorrectly or continue to perform the practical procedure and work on laboratory assignments. During this phase of the program, the student will be using products and supplies that are available at the clinic floor.

**F. Grading Procedures:** The grading scale is used to grade all theory and practical applications:

**G. Excellent:** A 93- 100%, **Good:** B 87- 92%, **Average:** C 80- 86%, **Below Average:** D 80- 75%, **Unsatisfactory:** F Below 74%

**Methods of grading and required level of achievement:** At the end of each theory lesson, there will be a written exam and at the end of each phase there will be a cumulative written exam. After each practical lesson, there will be a practical exam. All theory and practical exams must be passed with a minimum of 75% to move on in the training. There will be a final written and practical exam at the end of the program.

#### **Clinic is integrated throughout the program**

Upon completing 75 hours of training, students will begin practicing skills learned in a clinic environment. Classroom and clinic will be integrated throughout training. Students will begin with an average of 1 day per week of clinic practice and as the training progresses the number of clinic days will increase and eventually be 5 days per week. Each service or application performed will be graded and evaluated by the instructor.

**H. Reference Materials:** Milady Education, Bio elements manual and education, Eva's Esthetics education, International Dermal Institute education, mannequin heads for massage movements and makeup techniques.

## **2. STATE-LICENSING REQUIREMENTS ESTHETIC PROGRAM 750 CLOCK HOURS**

Students must complete 750 hours of Esthetics training, have a high school diploma/official graduation transcript or GED certificate, be at least 16 years of age and pass the State exam with a 75% or above. Cosmetology and Spa Academy follows proper procedures to evaluate the validity of the student's high school diploma. An Esthetics license is renewed every two years. For each renewal period, the licensed esthetician must have completed 12 hours of continuing education at an approved cosmetology/esthetics sponsor. More information can be found at: <http://www.idfpr.com/profs/Esthetics.asp>

## **3. START DATES**

January 4, February 6, April 3, June 5, September 11, November 6,

\*Please contact the Admissions Department as different schedules may not be available at each location at the same time.

## **4. TUITION AND FEES – ESTHETIC PROGRAM**

750 hours program: 35 hours/week- 5.5 months; Monday- Friday: 9:00am-4:30pm; Tuition: \$13,000.0+ books and supplies: \$1400.00 + \$100.00

750 hours program: 25 hours/week: 7.5 months- Monday-Friday 9:00am-2:30pm; Tuition: \$15,000.0+ books and supplies: \$1400.00 + \$100.00 +

750hours program: 30 hours/week: 7 months- Tuesday-Thursday: 9:00am-7:00pm; Tuition: \$15,000.0+ books and supplies: \$1400.00 + \$100.00 + tax

\*A wide variety of scholarships on cost of tuition may be available for different months at various locations. Please note that based on prospective student demands, some class schedules may not be offered at all locations at the same time. For more details information please call 815 -575-6554.

## **TEACHER TRAINING 500 OR 1000 CLOCK HOURS**

*This Program is currently offered at Crystal Lake and Schaumburg location only*

## **STATE REQUIREMENTS**

Must be a currently licensed cosmetologist or esthetician and must have a high school diploma or GED. Applicants are required to have at least two years of practically licensed salon and spa experience for the 500 Clock Hour Teacher Training courses. Proof of licensure is required. In the state of Illinois, cosmetology teachers may also teach esthetics and nail technology provided they have demonstrated skills in these areas. To become an Instructor in the State of Illinois, a candidate must have:

1. Graduated from high school or its equivalent; and
2. Has a current license as a cosmetologist; and
3. Has either: completed a program of 500 hours of teacher training in a licensed school of cosmetology and had two years of practical experience as a licensed cosmetologist within five years examination; or completed a program of 1000 hours of teaching training in a licensed school of cosmetology; and
4. Has passed an examination authorized by the Department to determine fitness to receive a license as a cosmetology teacher.
5. More information can be found at: <http://www.idfpr.com/profs/cosmo.asp>

## **2. TEACHER TRAINING COURSE OUTLINE**

**A. Course Name:** Teacher Training

**B. Course Description:** The Teacher Training program is a unique program designed to educate cosmetologist to become an instructor in the beauty school industry. The instructor education material is Milady focused on Master Educator 3<sup>rd</sup> Edition which is web based. At the end of the program the student instructor will take a final exam. The teacher training is 1000 or 500 clock hours. The student instructor must pass all written and practical tests with 75% or higher to be eligible for graduation.

**C. Educational Objectives:** The teacher training is designed to prepare very strong and intelligent instructors for the beauty industry. In order to increase confidence and self-control, the program is hands on. The goal of the program is to prepare the instructor to be able to manage different stressful situations, to increase self-control, maintain managing skills, work well under stress, perfect their customer service, ability to deliver theory and practical demonstrations to all different learner styles, to create lesson plans, have effective time management, and to prepare the new instructor to be a good team player.

**D. All curriculum meets the Illinois State required curriculum set forth as follows:** The Teacher Training program is 1000 or 500 Clock Hours total and is broken down into: 20 Clock Hours of Educational Psychology, 20 Clock Hours of Teaching Methods, 150 Clock Hours of Application of Teaching Methods, 50 Clock Hours of Business Methods, 260 Clock Hours of Student Teaching, 500 Clock Hours of Post-Graduate Training.

**Classroom (4 months):** Student instructors begin shadowing a classroom instructor to learn how we achieve our mission and educational objectives at the Academy. At the instructor's discretion, the student will slowly begin preparing lesson plans, preparing for demonstrations and theory lessons, classroom setup, etc. Student instructors must take one theory test a week for 20 weeks. The instructor grades and enters all test scores.

### **Instructors Theory from Milady Master Educator 3<sup>rd</sup> Edition:**

<b>Volume 1: Basic Teaching Skills for Career Education Instructors</b>
Chapter 1: The Career Education Instructor
Chapter 2: The Teaching Plan and Learning Environment
Chapter 3: Basic Learning Styles and Principles
Chapter 4: Effective Classroom Management and Supervision
Chapter 5: Basic Methods of Teaching and Learning
Chapter 6: Program Review, Development, and Lesson Planning
Chapter 7: Educational Aids and Technology in the Classroom
Chapter 8: Effective Presentations

Chapter 9: Assessing Progress and Advising Students
Chapter 10: Making the Student Salon an Adventure
Chapter 11: Career and Employment Preparation
<b>Volume 2: Professional Development for Career Education Instructors</b>
Chapter 1A: Educator Relationships
Chapter 2A: Achieving Learner Results
Chapter 3A: Learning is a Laughing Matter
Chapter 4A: Teaching Study and Testing Skills
Chapter 5A: Teaching Success Strategies for a Winning Career
Chapter 6A: Teams at Work
Chapter 7A: Communicating Confidently
Chapter 8A: The Art of Retaining Students
Chapter 9A: Evaluating Professional Performance

**Student Clinic (remaining time until student reaches 1000 hours):** The student instructor progresses to the student clinic after classroom training. In the student clinic, the student instructor will learn how to manage students, evaluate student performance, teamwork, effective communication with students and clients, assisting the instructor in progressive learning demonstrations, clinic sales/retention, front desk management to prepare them for a career in their field of study. E. **Method of Instruction:** The student instructors do not go through lecture method. Cosmetology and Spa Academy's teaching method for the Student Instructor program is Milady Master Educator Education. This method does not include classroom lecture time for the student instructor. Instead, we host sessions of instruction with the student instructor where they will do teach-backs to other staff members for constructive criticism. The student instructor will also create lesson plans and take Master Educator Exams throughout their training.

**Lecture Method:** The student instructor is required to periodically teach theory lecture from Milady. This class must have a lesson plan submitted to the instructor to look over. While performing your theory lecture, you will be assessed by your instructor with feedback for improvement.

**Visual Method:** The student instructor will be observing the instructor teaching academically and practically. **Practical Method:** The student instructor is required to have at least 2-3 mannequin heads to practice on. The practice must be done in the classroom under the supervision of an instructor. The student instructor is encouraged to keep an open dialog with the manager of the campus and ask any questions that they may have during their training. **Feedback Method:** The student instructor is encouraged to ask questions and the instructors initiate a question/answer session for their learning. We encourage instructors to engage the student instructor to lead games and activities that all students will participate in, supervised by the instructor. **Hands On:** The student is required to periodically teach practical demonstration. This class must have a lesson plan submitted to the instructor to look over. While performing your practical demonstration, you will be assessed by your instructor with feedback for improvement. F. **Grading Procedure:** The grading scale is used to grade all theory and practical applications: **Excellent:** A 93-100%, **Good:** B 87- 92%, **Average:** C 80- 86%, **Below Average:** D 80- 75%, **Unsatisfactory:** F Below 74%  
**Method of grading and required level of achievement:** Student instructors are required to attend all classes of the theory and be prepared with lesson plans for them. Student instructors will be tested on all theory and evaluated by the manager. The practical portion will be tested on by the instructor with whom the student instructor is assigned to teach a theory class. The minimum grade required is 75% on all tests. The student instructor must complete all tests.

**G. Reference Materials:** Milady Master Educator, Milady Cosmetology Instructor Support Material.

**3. START DATES:** January 10, February 7, March 7, April 4, May 2, June 6, June 30, July 11, August 8, September 5, October 3, November 7, December 5.

**4. TUITION AND FEES – TEACHER TRAINING**

Teacher training: 1000 hours: Tuition -\$20,000.00 + books and supplies- \$400 + tax+ Enrollment fee  
Teacher training: 500 hours: Tuition- \$10,000.00+ books and supplies- \$ 400+ tax+ Enrollment fee

## **BARBER PROGRAM 1500 CLOCK HOURS IS OFFERED AT ALL LOCATIONS**

*The Barber program is not accredited by NACCAS at Rockford and Elgin location*

### **1. BARBERING COURSE OUTLINE**

**A. Course Name: Barbering**

**B. Course Description:** Cosmetology and Spa Academy's curriculum is designed to teach barbers the most up to date techniques to ensure success. All techniques and theory are taught from the Milady Sixth Edition Education which offers updated information with online access to their e-book and Mind Tap activities in microbiology, infection control, safety, shaving, haircutting and many more subjects. The barber program is 1500 clock hours in length. The course will be broken into 2 instructional blocks: 1. Freshman Level: teaching theory blocks 2. Junior and Senior Level: Student clinic. The content of the teaching theory blocks are broken down into: women's haircutting, men's haircutting, hair design, spa and color/chemicals. Students are required to attend theory class once a week. Each week students are tested on the previous week's chapter then lectured on a new chapter. The student is tested at the end of each chapter lesson and at the end of each teaching block the student will be tested practically on the applications learned and evaluated. Lessons in theory and practical must be passed with a minimum of 75% to be considered a completed block and be eligible to move on in their training.

**C. Educational Objective:** The barbering program curriculum of the Cosmetology and Spa Academy is designed to meet the needs of students who are job and career-oriented. The men and women who make up our students receive an education that prepares them for specific professional level careers. Students receive training and practical experience which qualifies them as outstanding candidates for many barbering-related careers. Our curriculum is particularly directed towards helping students develop desirable habits and attitudes with respect to health, sanitation, and safety. It also helps students develop advanced technical, business, and people skills and encourages self-reliance, readiness to assist others, and an ethical approach to this profession.

**D. All Curriculum meets the Illinois State required** curriculum set forth as follows: 1500 Clock Hours in Barbering training is broken down into 150 Clock hours of Classroom Instruction in General Theory and 1350 Clock Hours of Practices and Procedures.

Freshman Level 4 months long First Instructional Blocks

Hair Design & Spa-1 Month: In this block the student will successfully understand and practically learn infection control/proper sanitation procedures, fundamentals of hair design and how to effectively style the hair with basic styling techniques, a variety of different thermal techniques, braids, skin analysis, facials, hair and scalp treatments and shaving with a razor from MHD-Academy and Milady.

Women's Haircutting- 1 Month: In this block the student will successfully understand and practically learn the anatomy of the hair and scalp and how to cut women's hair using MHD-Academy techniques.

Men's Haircutting- 1 Month: In this block the student will successfully understand and practically learn sanitation, tools/equipment, theory and fundamentals on how to cut men's hair using MHD-Academy techniques.

Hair Color/Chemicals- 1 Month: In this block the student will successfully understand and practically learn the chemistry behind all chemical applications including color and chemical texturizing. Practical applications, theory and practical lessons are based from MHD-Academy.

Theory Lessons:

Chapter 1: Study Skills	- Learning Styles
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	<ul style="list-style-type: none"> <li>- Developing Effective Study Habits</li> </ul>
Chapter 2: History of Barbering	<ul style="list-style-type: none"> <li>- Origin of the Barber</li> <li>- Modern Barbers and Barbering</li> </ul>
Chapter 3: Professional Image	<ul style="list-style-type: none"> <li>- Human Relations</li> <li>- Psychology for Success</li> </ul>
Chapter 4: Microbiology	<ul style="list-style-type: none"> <li>- Bacteriology</li> <li>- Viruses, Hepatitis, HIV/AIDS</li> </ul>
Chapter 5: Infection Control and Safe Work Practices	<ul style="list-style-type: none"> <li>- Regulations</li> <li>- Principles of Prevention and Control</li> <li>- Solutions and Strengths</li> <li>- Disinfection and Procedures</li> <li>- Public Sanitation and Rules of Sanitation</li> </ul>
Chapter 6: Implements, Tools, and Equipment	<ul style="list-style-type: none"> <li>- Combs</li> <li>- Haircutting shears, Clippers, Trimmers &amp; Straight Razors</li> </ul>
Chapter 7: Anatomy and Physiology	<ul style="list-style-type: none"> <li>- Cells, Tissues, Organs &amp; Systems</li> </ul>
Chapter 8: Chemistry	<ul style="list-style-type: none"> <li>- Matter</li> <li>- Shampoos and Conditioners</li> <li>- Rinses and Tonics</li> <li>- United States Pharmacopeia</li> </ul>
Chapter 9: Electricity and Light Therapy	<ul style="list-style-type: none"> <li>- Electricity</li> <li>- Electrotherapy</li> <li>- Light Therapy</li> </ul>
Chapter 10: Properties and Disorders of the Skin	<ul style="list-style-type: none"> <li>- <b>Histology and Disorders of the Skin</b></li> </ul>
Chapter 11: Properties and Disorders of the Hair and Scalp	<ul style="list-style-type: none"> <li>- Structure of the Hair and Chemical Composition</li> <li>- Hair Growth, Analysis, Hair Loss</li> <li>- Disorders of the Scalp and Hair</li> </ul>
Chapter 12: Treatment of the Hair and Scalp	<ul style="list-style-type: none"> <li>- Shampoos and Conditioners</li> <li>- Draping</li> <li>- Procedures</li> </ul>

	<ul style="list-style-type: none"> <li>- Treatments</li> </ul>
Chapter 13: Men's Facial Massage and Treatments	<ul style="list-style-type: none"> <li>- Sub-dermal Systems and Facial Massage</li> <li>- Theory of Massage</li> <li>- Procedure</li> <li>- Facial Equipment, Applications &amp; Treatments</li> </ul>
Chapter 14: Shaving and Facial Design	<ul style="list-style-type: none"> <li>- Fundamentals of Shaving</li> <li>- Procedure</li> <li>- Facial Hair Design</li> <li>- Mustache and Beard</li> </ul>
Chapter 15: Men's Haircutting and Styling	<ul style="list-style-type: none"> <li>- Client Consultation</li> <li>- Principles and Fundamentals of Haircutting and Styling</li> <li>- Procedure</li> </ul>
Chapter 16: Men's Hair Replacement	<ul style="list-style-type: none"> <li>- Hair Replacement Systems</li> <li>- Procedure</li> <li>- Cleaning and Styling Hair Replacement Systems</li> <li>- Alternative Hair Replacement Methods</li> </ul>
Chapter 17: Women's Haircutting Services	<ul style="list-style-type: none"> <li>- Basic Haircutting</li> <li>- Blunt, Elevated &amp; Layered Haircuts</li> <li>- Cutting Textured Hair</li> <li>- Hairstyling</li> <li>- Procedure</li> </ul>
Chapter 18: Chemical Texture Services	<ul style="list-style-type: none"> <li>- Nature of Chemical Texture Services</li> <li>- Permanent Waving</li> <li>- Hair Relaxing</li> <li>- Procedure</li> </ul>
Chapter 19: Hair Coloring and Lightening	<ul style="list-style-type: none"> <li>- Characteristics and Structure of Hair</li> <li>- Color Theory</li> <li>- Product Applications</li> <li>- Procedure Terminology</li> <li>- Corrective Hair coloring</li> </ul>

	<ul style="list-style-type: none"> <li>- Coloring Mustaches and Beards</li> <li>- Safety and Precautions</li> </ul>
Chapter 20: Nails and Manicuring	<ul style="list-style-type: none"> <li>- Nail Diseases and Disorders</li> <li>- Introduction to Manicuring</li> <li>- Procedure</li> </ul>
Chapter 21: State Board Preparation and Licensing Laws	<ul style="list-style-type: none"> <li>- Preparing for State Board Exams</li> <li>- Rules and Regulations</li> </ul>
Chapter 22: The Job Search	<ul style="list-style-type: none"> <li>- Industry Trends: Then and Now</li> <li>- Preparing for Employment</li> <li>- Employment Review</li> </ul>
Chapter 23: Barbershop Management	<ul style="list-style-type: none"> <li>- Self- Employment and Business Ownership</li> <li>- Operating a Successful Barbershop</li> <li>- Selling in a Barbershop</li> </ul>
IL Law	Rules; regulations of the state for barber licensure

Junior and Senior Level : Student Clinic (till 1100 hours and 1400 - 1500 hours): Students will be perfecting their skills on the practical clinic for the remaining time for their training. During this time the students will be practicing all practical lessons learned in the above blocks. Weekly the instructor will hold a progressive learning demonstration to advance and review techniques. After each service or application performed the student will be graded on the application by an instructor.

**E. Methods of Instructions:** The instructors use multiple methods of learning to engage all types of learners including auditory, visual and hands on learners.

**Lecture Method:** For each theory class the instructor begins with a lecture of the chapter. The students are advised to highlight and take notes along with the instructor's lecture for ease of studying. Every week the student is tested on the previous week's chapter and has theory of a new chapter.

**Visual Method:** Projects such as posters, sculptures, or research projects are created for some theory work for students to complete in order to help students that benefit from hands on learning. The instructors are also encouraged to write key points on the board or use Power point to engage the visual learner. These projects also allow for a break from lecture and actively involve the students.

**Feedback Method:** The students are encouraged to ask questions and the instructors initiate a question/answer session for the students. We encourage instructors to engage students with games and activities that all students may participate in. The following week the students are tested on information from the chapter they just learned.

**Practical Method:** In practical classes, the student is first given any theory information that is needed to perform the procedure such as contraindications and prime candidates for the practical procedure. (If it correlates to a chapter, it will be taught during theory time.) Next, the student uses the materials needed and practical procedures that the instructor emailed to the students prior to class, using multiple methods of teaching to engage all types of learners including auditory, visual and hands on learners. During this phase, the student will use the products that are part of the classroom kit and supplies which students must purchase before the first day of school.

**Hands On:** The students pair up and perform the procedures on each other in class so the instructor can closely monitor their performance and critique it prior to laboratory time. If the students are not able to perform the service on each other at that time then they will proceed. The students will then be evaluated and graded so the students can either correct what was done incorrectly or continue to perform the practical

procedure and work on laboratory assignments. During this phase of the program, the student will be using the product and supplies that are available at the clinic floor.

**F. Grading Procedures:** The grading scale is used to grade all theory and practical applications.

Excellent: A 93- 100%, Good: B 87- 92%, Average: C 80- 86%, Below Average: D 80- 75%, Unsatisfactory: F Below 74%

Methods of grading and required level of achievement: Students are required to attend all theory classes and demonstrations that are part of the required curriculum. Once the student has completed the theory and demonstration classes, the students will be evaluated for competency of theory by written tests and must pass with a 75% to move on with their education. Students are evaluated on their practical competency at the end of the class to determine if they are ready to move on to the student clinic. If the student does pass the evaluation, the instructor may require that the student repeat the failed technique in order to complete their education. Once the student successfully passes all of their classroom training and theory tests with a minimum of 75% they may move onto the student clinic portion of their training. If the student does not pass a practical portion of the testing they may not perform those services on clients until passed.

**G. Reference Materials:** Milady Barbering Education, MHD-Academy

## **2. STATE REQUIREMENTS**

In the State of Illinois, a barber student must complete 1500 hours of barber training. Each applicant shall file an application for examination, on forms provided by the Division, at least 45 days before the exam date. Individuals who do not obtain a license within five years of graduation from barber school will be required to complete a 250 hour refresher course before they may get a license. A person is qualified to receive a license as a barber if that person has applied in writing on forms prescribed by the Department, has paid the required fees and

- a. Is at least 16 years of age; and
- b. Has a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, or persons who are beyond the age of compulsory school attendance; and
- c. Has graduated from a school of barbering or school of cosmetology approved by the Department, having completed a total of 1500 hours in the study of barbering extending over a period of not less than 9 months nor more than 3 years. A school of barbering may, at its discretion, consistent with the rules of the Department, accept up to 500 hours of cosmetology school training at a recognized cosmetology school training at a recognized cosmetology school toward the 1500 hour course requirement of barbering. Time spent in such study under the laws of another state or territory of the United States or a foreign country or province shall be credited toward the period of study required by the provisions of this paragraph; and
- d. Has passed an examination caused to be conducted by the Department or its designated testing service to determine fitness to receive a license as a barber. For more information, please follow the link:

<http://ilga.gov/legislation/ilcs/ilcs4.asp?DocName=022504100HArt.+II&ActID=1351&ChapterID=24&SeqStart=1400000&SeqEnd=2600000>

- 1. START DATES:** January 9, February 6, March 6, April 3, May 1, June 5, July 10, August 7, September 11, October 9, November 6, December 4

## **TUITION AND FEES**

### **Barber Program**

1500 hours program: 35 hours/week program- 11 months Monday-Friday: 9:00am-4:30pm: Tuition \$24,000.0 + books and supplies \$1400.0 + \$100.0 + tax

1500 hours program: 30hours/week program- 13months Tuesday-Thursday: 9:00am-7:30pm: Tuition \$24,500.0 + books and supplies \$1400.0 + \$100.0 + tax

1500 hours program: 25 hours/week program- 15 months Monday-Friday: 9:00am-2:30pm: Tuition \$ 25,500.0 + books and supplies \$1400.0 + \$100.0 + tax

1500 hours program: 16 hours/week program- 24.5 months Monday-Thursday: 5:30pm-9:30pm: Tuition \$24,000.0 + books and supplies \$1400.0 + \$100.0 + tax

\*A wide variety of scholarships on tuition may be available each month at each location. Please note, depending on perspectives students' demand different schedules may not be offered at the same time at each location. For more details please call: 815- 575- 6554

## **4. GUEST SPEAKERS**

Cosmetology and Spa Academy schedules regular guest speakers and educators. They include instructors, professional stylists, salon owners, and major manufacturer representatives. This is one way that students will gain insight into the "real world" of the beauty industry.

## **COSMETOLOGY AND SPA ACADEMY - ACADEMIC POLICIES WILL APPLY TO ALL CAMPUSES**

## **GRADUATION REQUIREMENTS FOR ALL PROGRAMS**

A student who has completed a prescribed course of study will receive a Diploma of Graduation upon completing the following:

- Completion of all the necessary hours for prescribed course of study
- Passing all written and practical exams with a score of 75% or higher.
- Passing all parts of the Final Exam with a score of 75% or higher.
- Completion of all tests and practical clinic requirements.
- Paid in full all education related charges or schedule an approved payment plan in accordance with institution's related policies.

Cosmetology and Spa Academy will charge \$2.00 per page for any additional official transcript, enrollment agreement, school document, or any other formal copies of student's file. The request to receive an official transcript must be in writing and must be sent to the Campus Director.

If all the requirements are satisfied, an official transcript will be ready within 30 business days from the date the request was received.

Payments after 1400 hours for Cosmetology and Barber and 600 hours for Esthetics will only be accepted in cash or money order. Payments after 400 hours for the 500-hour Student Instructor program will only be accepted in cash or money order.

Upon graduation, a Graduate Survey will be distributed. Students should complete the Graduate Survey before filing for the state board exam. It is the student's responsibility to ensure that all of his or her exams, curriculum, and other assignments are completed and to ensure that his or her financial obligations have been met before the completion of hours and final exams. Failure to comply with the payment agreement will deem the student in default and subject to all reasonable collection charges and attorney fees. The student must pay all education related costs before entering any part of the final exam. The student understands that no official transcript will be released by Cosmetology and Spa Academy until all training fees are paid in full.

All student financial aid recipients are also required to attend an exit interview at: <https://studentloans.gov/myDirectLoan/index.action>.

## **SCHOOL FINAL/RETAKES**

Schools finals will be taken each month. Each student is required to take and pass a final exam before graduation. The final exam consists of a written and practical test. The student must request in writing to take the final exams at least one full week before the testing date to ensure appropriate time for the approval. To be able to sign up for the final exam, the student must meet the following requirements:

- Complete 1400 hours for a cosmetology program and barber program. Complete 600 hours for the esthetic program; Complete 900 for teacher training and at least 450 hours for all 500-hour programs. ( Cosmetology and Spa Academy will consider exceptions too rare situation like the due date on pregnancy, death in the family, or moving out of state) See Student Service Officer for more information.
- Complete the syllabus requirements and 100% level sheets in the clinic;
- Complete all tests in the course of study;
- If a student fails to attend or pass Cosmetology and Spa Academy finals (practical or written), there is a charge of \$50.00 that must be paid before retaking the exam at the next scheduled test date. Financial Aid will not cover these fees.
- Final exams are only given during the daytime, evening students must make arrangements to take all final exams during the day. If a student has to makeup the final after 30 days of the graduation date, the student has to pay \$ 150.00 before taking the final test. In the case of unforeseen circumstances, the student must provide documentation, and the fee may be avoided upon approval by the administration.
- All financial obligations must be fulfilled in full before taking the final exams.

Cosmetology/Barber students are required to take and pass a pre-final test at 900 hours of training. Information on this pre-final exam will be provided to students before the exam.

- Make up test can be done only on Wednesdays
- All students attending Cosmetology and Barber program must finished ALL test at 900 hours. They will not be allowed to continue with their training till all test are done and completed Test chart is singed by the campus director.

## **STATE BOARD EXAMINATION**

To legally practice cosmetology, barbering, or esthetics in Illinois, a person must complete and pass all portions of the Illinois state board examination and must be at least 16 years old. The state charges a separate fee for the review and licensing. Failure of the exam or subsequent exams (retakes) will result in additional costs. All licensing and testing fees are the responsibility of the person filing for the exam or license. Licensing and testing costs will not be included in the tuition and fees of the Academy. To register for the state board examination, students must satisfy the requirements of both The Cosmetology and Spa Academy (see Graduation Requirements) and the Illinois Department of Professional Regulation [www.idfpr.com](http://www.idfpr.com). The Illinois Department of Professional Regulation requires the submission of all related forms and payment of all monies before taking the state exam. All graduates are encouraged to file immediately upon graduation. A delay in filing may be costly to the graduate not only in increased fees but also in loss of time employed.

*Note:* The State Board may refuse to issue a license to any student that has been convicted of any crime under the laws of the United States or any state or territory thereof that is: a felony, a misdemeanor, an essential element of which is dishonesty, or a crime which is related to the practice of cosmetology. It is the student's responsibility to follow up with State regulations relative to these matters. Cosmetology and Spa Academy has no authority nor has adequate knowledge to assist students in these regards.

## LEAVE OF ABSENCE POLICY (LOA)

The Academy will grant a leave of absence for medical/ health related issues or emergency situations. The student must follow the Institution policy in requesting a LOA. The student must request the LOA in advance unless unforeseen circumstances prevent the student from doing so and that : a. The request must be in writing; b. The request must include the student's reason for the LOA; and c. the request must include the student's signature. The institution may grant an 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 its decision; The institution 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. A student will not be assessed any additional charges as a result of a requested LOA. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period. A student granted a LOA in accordance with the institution's policy is not considered to have withdrawn and that no refund calculation is required at that time. The student's contract period will be extended by the same number of calendar days taken in the LOA and that such changes to the contract period must be either- a . Changes to the enrollment agreement will be initiated by all parties; or b. An addendum to the enrollment agreement must be signed by all parties. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that either – a. (at an institution required to take attendance) the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance; or b. an institution not required to take attendance) the student's withdrawal date for the purpose of calculating a refund will be the date the student began the LOA. *Summary of Deadline for Filing a Request:* The student must send the request to the Director of the location There is no LOA offered for the first 30 days of training unless there is an emergency. A student cannot come back in the middle of study block. To ensure that student will receive the best on education the teacher will determine when the student can return from LOA. A student who fails to follow the LOA application procedure will be considered withdrawn from the program by withdrawing policy. Any student approved for a temporary leave of absence will not have the interruption in training counted against him/her, compliance with satisfactory progress guidelines. However, a leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken for the leave of absence. The minimum time frame for a leave of absence is two weeks; a maximum LOA is limited to 60 days for the full program where the student is enrolled, and LOA can be used in no more than two separate requests. The Academy reserves the right to accept LOA for up to 180 days if there is a case of a health situation (pregnancy, surgery, emergency, etc.) This case must be documented, and the Academy may grant a leave of absence for up to 180 days within 12 months period. A student not making satisfactory progress before a leave of absence will resume training, as not making satisfactory progress. During an approved leave of absence, the student may not receive federal loans.

## SATISFACTORY PROGRESS POLICY – SAP

Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. Satisfactory progress in attendance and academic work is a requirement for all students attending the Academy, whether participating in the Title IV financial aid program or not. SAP policy it is printed in the catalog to ensure that all students receive a copy before enrollment. Students receiving funds under any Federal Title IV financial aid program **MUST** maintain satisfactory progress to continue eligibility for such funds. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Federal regulations set by the United States Department of Education.

### ➤ EVALUATION PERIODS

Student are evaluated for Satisfactory Academic Progress as follows: Cosmetology Program 1500 clock hours program : at 450 actual clock hours, 900 actual clock hours, 1200 actual clock hours, 1500 actual clock hours ; Esthetics Program 750 clock hours program : at 375 and 750 clocked (actual) hours; Teachers Training Program 1000 hours- at 450 and 900 clocked (actual) hours; Barber Program 1500 clock hours program: at 450, 900, 1200, 1500 clocked (actual) hours. Cross over program 500 clock hours will have the SAP checked at 250 clocked (actual) hours. Transfer students- the midpoint of the contracted hours or the established evaluation period, whichever comes first. Students that are meeting SAP at the time of the evaluation will be continuing financial aid. Students that are not in SAP will meet with the director of campus to discuss their progress status. The frequency of evaluation ensures that students have had at least one evaluation by midpoint in the course. The evaluation is based on actual hours completed. Students have the right to request copy of their SAP by emailing a request to campus director.

### ➤ ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75 % of the hour's possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75 % cumulative attendance since the beginning of the course that indicates that, given the same attendance rate, the student will graduate within the maximum timeframe allowed.

## ➤ **MAXIMUM TIME FRAME**

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

Maximum time allowed

	Weeks	Scheduled Hours
Cosmetology/ Barber Full time 35h/w- 1500 Hours	46	2250
Cosmetology/ Barber Full time 30h/w-1500 Hours	52	2250
Cosmetology/ Barber Part time 25h/w-1500 Hours	64	2250
Cosmetology/ Barber Part-time 16h/w-1500 Hours	98	2250
Esthetic Full time 35h/w-750 hours	23	1125
Esthetic Full time 30h/w-750hours	26	1125
Esthetic Full- Time -25h/w-750hours	32	1125

**Please note:** The maximum time frame provides for minimum attendance requirements. The contracted length of each course allows students person time for which they will not be charged. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken for the leave of absence.

## ➤ **ACADEMIC PROGRESS EVALUATION**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic knowledge and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two practical comprehensive skills evaluation will be conducted during the study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale: Theory / Practical quality: Excellent, 100%-93% (A); Good, 92%-87% (B); Average, 86%-80% (C); Below Average, 79%-75% (D); Unsatisfactory, 74%-0% (F).

## ➤ **DETERMINATION OF PROGRESS STATUS**

The student is meeting both minimum requirements: 75 % attendance standard and the 75% academic standard, at the evaluation point is considered to be making satisfactory progress until the next scheduled evaluation. Students may request to receive a hard copy of their SAP report by emailing the campus director. The student who does not achieve the minimum standards is no longer eligible for Title IV, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

## ➤ **WARNING**

A student who fails to meet minimum requirements for attendance or academic progress is placed on warning and considered to be making satisfactory academic progress while during the warning period. 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 warning period, the student has still not met both the attended and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. A student may not be granted consecutive warning statuses. If the student will lose the eligibility of Title IV due to non SAP status, student must make alternative payments to the school or education will be interrupted.

## ➤ **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period or previous evaluation period will be placed on probation and are considered to be making satisfactory academic progress while during the probationary period if the student prevails upon appeal of a negative progress determination prior to being placed on probation; and the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

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 NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## ➤ **RE- ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements

by the end of the warning or probationary period.

#### ➤ **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If the enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as before the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken for the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw or interrupt the program before completion of the course and wish to re-enter the institution will return in the same progress status as when they left. The student has the right to re-enroll or transfer to another location or program only once in a twelve-month period.

#### ➤ **APPEAL PROCEDURE**

If a student is determined not to be making satisfactory academic progress, the student may appeal the determination within ten calendar days.

Reasons for which students may appeal an adverse growth determination include the death of a relative, an injury or illness of the student, or any other allowable unusual or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress at the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails

upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated if applicable.

#### ➤ **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Non-credit remedial courses and repetitions do not apply to this academy. For this reason, these items have no effect on the school's satisfactory academic progress standards

#### ➤ **TRANSFER HOURS**

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

### **HOLIDAYS AND VACATIONS**

Official Academy holidays and vacations for 2019: January-New Years day, Memorial day; Week of July 4; (Summer Break); Labor day; Thanksgiving day, Black Friday; December 23 – December 28 (Winter Break), Presindetal day, Columbus day, Marthing Luther King day.

### **WEATHER-RELATED ACADEMY CLOSING**

Cosmetology and Spa Academy does closes when there is a serious "weather emergency" that causes retail, business and government offices to close, on other situations of cold weather Cosmetology and Spa Academy will typically cancel or delay classes depending on the schedules. An announcement will be posted on the official Cosmetology and Spa Academy Facebook and Instagram page. Students are required to follow Cosmetology and Spa Academy on Facebook and Instagram for weather updates and school closings. If a student does not have access to social media, they must contact admission rep on the first day or preferably during the Orientation session to request in writing an accommodation on another alternated way of communications with them. It is imperative that each student keeps Cosmetology and Spa Academy updated with any changes in their email address and cell phone number to ensure proper delivery of these messages and "like" our Facebook Page. Students may use their personal hours or make up the day based on the current makeup hours policy.

### **STUDENT RIGHTS TO THEIR ACADEMIC RECORDS**

#### **THE FAMILY EDUCATION RIGHT AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Cosmetology and Spa Academy receives a written request for access. A student should submit a written request to Student Services or Director of the location the student is enrolled in. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. The manager or administrator shall be present for interpretation of the financial status. According to Academy policy, the student has the right to refuse the release of any or all information under the current rules of the Privacy Act. Any person/agency requesting information must do so in writing and this request will be kept on file with a release authorization. Cosmetology and Spa Academy is not authorized to send copies of documents unless the student proves that he/she cannot review the folder at Cosmetology and Spa Academy because of a health situation.

Cosmetology and Spa Academy has the right to charge a fee of \$2 per copy for all extra copies. 2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants to be changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for change. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. 3. The right to provide written (20) consent before Cosmetology and Spa Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Cosmetology and Spa Academy in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Cosmetology and Spa Academy who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Cosmetology and Spa Academy. The student agrees to give access to personal files special "Third Parties" or Authorized Representative including employees of: NACCAS- The National Accrediting Commission of Career Arts and Sciences; US Department of Education, official auditors, as well as all State Regulation Agency's representatives. FERPA permits schools to disclose education records, without the student's consent, in order to comply with a lawfully issued subpoena or court order. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cosmetology and Spa Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202. FERPA permits the disclosure of PII from students' education records, without the consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. More information can be found on Consumer Information Handbook page 38 and 39.

#### ➤ **PEER TO PEER FILE SHARING (P2P)**

The illegal distribution of copyrighted material can subject persons to civil and criminal penalties, as well as the Academy's right to detect and penalize those who engage in the illegal distribution of copyrighted materials. P2P file sharing is illegal and will not be tolerated in any form (text messages, emails, Facebook, or any other type of technology). Penalties for violation of the federal copyright laws can be found at <http://www.Copyright.gov/title17/>. This policy gives the rules for acceptable use of the Academy's information, which include, but are not limited to, equipment, software, networks, mobile communication devices, and data, whether owned or leased. The reason for this policy is to preserve information and to have people act responsibly. Our students must abide by the standards for fair use. Failure to do so will result in immediate disciplinary action, to be deemed by Academy's manager, and could lead to termination of the student.

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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including incarceration of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **COSMETOLOGY AND SPA ACADEMY GENERAL POLICIES APPLY TO ALL LOCATIONS**

Students at Cosmetology and Spa Academy are preparing for a career in the professional beauty industry. Certain professional standards must be adhered to at all times. In addition to the basic rules of professionalism, Cosmetology and Spa Academy must maintain policies that are necessary for the efficient operation of the Academy, and for the benefit and safety of students and staff. Therefore, inappropriate behavior and/or detrimental conduct that interferes with operations or discredits the Academy, and/or is offensive or harmful to customers, students or staff will not be tolerated and may be grounds for suspension or termination from the Academy.

Rules and regulations are subject to change without notice as deemed appropriate or as guided by current or future goals, changes in company standards and to comply with laws, rules and/or regulations of any outside governing body.

#### **STUDENT SERVICES**

*Advising Non-Academic/Non-Attendance Issues* Cosmetology and Spa Academy offers referrals to professional agencies for students seeking to counsel for personal situations beyond Academy's training program and staff members' expertise. Cosmetology and Spa Academy does not provide student housing. Students must make their own housing arrangements. Students needing assistance and referral should contact Student Services Department during regular business hours or schedule an appointment at [studentservice@cosmetologyandspaacademy.com](mailto:studentservice@cosmetologyandspaacademy.com). Students

are at this moment advised that Cosmetology and Spa Academy is required by its accreditation agency to maintain a record of professional references made. Such records are kept confidential and are kept with the student's rights to privacy in mind.

*Substance Use and Abuse Issues:* CS- Academy has a strict drug and alcohol policy that may be found in the student "right to know" the section of this catalog. It is, however, a part of Academy's philosophy to provide informational services and referrals to students and staff who may be struggling with related issues.

*General Information and Conduct Issues:* Students are expected to attend an orientation before or on the first day of class. Orientation is intended to inform and advise students of their rights and responsibilities while attending Cosmetology and Spa Academy. Students are encouraged to keep this catalog for reference throughout their enrollment. Academy staff will also provide verbal or written advisement regarding student conduct and violations of Academy policies and procedures as need. Policies and procedures may be changed/modified as deemed appropriate by Academy management. *Financial Assistance:* Student Financial Assistance (SFA) information may be found in the Student Guide at <https://studentaid.ed.gov/>, in the financial services section of this catalog; and by contacting our Financial Aid office during business hours. Appointments are recommended and can be scheduled with Financial Aid Assistance at Financial info@cosmetologyandspaacademy.com. Student loan advising is also provided for students who request student loans. Students will attend Financial Aid presentation counseling classes during their training.

## **STUDENT CODE OF PROFESSIONAL CONDUCT**

Professional ethics is the only level of behavior expected from students. A professional arrives five minutes before the start of the day. He/she must take the time to follow rules of professional appearance and the practice of proper sanitation. There will be a 30-day conditional Satisfactory Progress Policy that applies to all new students starting from the date of the student's Enrollment Agreement. During this probationary period, should the student's academic and/or attendance scores fall below the standard of 75% for academics and/or 67% for attendance, he/she will be evaluated for unsatisfactory progress. General and classroom rules allow each student to develop professional habits that will be beneficial for future endeavors in the beauty industry. These rules reflect the level of behavior expected to be maintained throughout the students' careers. As a student, you agree to be a positive representation of the Academy. This agreement is valid during the enrollment period and six months after your graduation or withdrawal date. Cosmetology and Spa Academy reserves the right to take legal action against the student upon violation of this Agreement. This includes but is not limited to, verbal, electronic, Facebook, YouTube, or any such presentations. Breach of this rule requires direct action by the Academy. Video and still photography are prohibited without the advance permission of the Academy. Taking pictures or video in violation of this policy will result in disciplinary action up to and including immediate termination.

Discipline may be imposed whenever a student commits or attempts to commit any act of misconduct on the Cosmetology and Spa Academy's campus or at an activity, function or event sponsored or supervised by the Cosmetology and Spa Academy, including but not limited to:

1. Possession, use or distribution of drugs
2. Unauthorized and illegal possession, use or distribution of any alcoholic beverage
3. Theft of property or services
4. International or willful destruction of property
5. Assault and battery
6. Conduct that constitutes harassment or abuse that threatens the mental well-being, health or safety of an individual
7. Possession of a weapon
8. Trespassing on Cosmetology and Spa Academy property or unauthorized use of the school's property or services
9. Academic dishonesty including cheating, plagiarizing or submitting false information on forms such as transcripts or applications for admission
10. Disruption of the education process or related activity
11. Failure to comply with the direction of an authorized Cosmetology and Spa Academy employee or representative who is performing his/her duties
12. Any conduct that constitutes a violation of the terms of and discipline imposed by this procedure
13. Any conduct that amounts to a breach of a federal or state law, local ordinance, Cosmetology and Spa Academy rule or regulation
14. Any student guilty of destruction of Academy property will be terminated immediately

Discipline may also be imposed whenever a student commits any act of misconduct as described above, off-campus if there is a direct relationship between such action and the Cosmetology and Spa Academy. Cosmetology and Spa Academy reserves the right to suspend or terminate any student for insubordination, refusal to cooperate with faculty, refusal to follow instructions or schedules, or for any case where Cosmetology and Spa Academy determines the student is not suited to training.

## **DISCIPLINARY PROCEDURES**

Disciplinary actions consist of oral and written warnings, suspension, and/or termination. Repeated violations of the same policy will result in a loss of student benefits leading up to suspension and termination. In severe cases, Cosmetology and Spa Academy has the right to terminate enrollment without issuing a warning or suspension. Violations will be determined by Cosmetology and Spa Academy on a case by case basis. A student may receive a verbal warning or disciplinary write-up by an Instructor and/or Administrator when a student violates Academy guidelines, policies and/or procedures. The standard disciplinary procedure will consist of a verbal warning, followed by a written warning followed by suspension.

## **PROFESSIONAL TOOLS CODE OF CONDUCT**

The student will receive a kit in parts based on their hours earned and the level of education unless the student will choose to pay upfront. The kit is the property of the school and must stay in the school facility until it is paid for in its entirety. Student Lost or damage on kit supplies will be replaced by students at their own cost. If a student needs to purchase tools for their kit, these tools must be the same style and brand, as what

was initially received. Students who are using financial aid to cover kit cost acknowledge kit supplies belong to the school until fully paid for and must remain at Cosmetology and Spa Academy until payment has been made. Students must be prepared and have all supplies to perform services. Borrowing equipment from other students must be avoided. Cosmetology and Spa Academy does not take any responsibility for lost/stolen/misplaced items. Students are encouraged to label supplies and always put supplies away in the locker. Students handle their kits. Make sure that kits and all personal belongings are locked up to avoid missing/lost kit items. Capes must be washed at home to avoid Cape confusion. For security reasons, bags are not permitted on chairs or the floor and must be kept in lockers, underneath – if able to fit, or in student's vehicle. All professional tools must be maintained in proper working order and are the responsibility of the student to maintain.

## **PERSONAL LOCKER/CABINET POLICY**

The instructor will assign all students a personal locker. Lockers may be moved as students' progress through the program. If a student drops his/her program or requests a Leave of Absence, his/her locker must be vacated of personal belongings within five days. If a student is unable to vacate his/her locker due to health reasons, the student MUST email the instructor. The instructor will relocate belongings, as needed, to another location and document the new location. Any personal items left in the locker 15 days after the student's last day of attendance or LOA will become the property of the Academy. Combinations are the only acceptable way of opening lockers.

## **STUDENT ATTITUDE**

It is critical and mandatory that students act as professionals while at Cosmetology and Spa Academy. It is imperative to create successful habits at the Academy to become a true professional in future work environments. Emotional outbursts and insubordination will not be tolerated. These situations cause disruptions and the student will be asked to clock out for the day. Disruptive conversation, excessive noise, and other disturbances that can hinder the learning process will not be tolerated. Abusive language and controversial issues that may be deemed by another as offensive may not be discussed, including topics of sexual, religious, ethnic and racial nature and politics. If you are unhappy about something, keep calm and fill out a Student Grievance Form, which is available in the student lounge/break room or outside of the Student Service Office.

## **DRESS CODE**

The dress code at Cosmetology and Spa Academy is aligned with a professional client based industry in which our students will be working.

### **COSMETOLOGY & BARBER PROGRAM**

#### **SHIRTS**

- For Cosmetology students, Cosmetology and Spa Academy issued logo shirts or a plain black shirt must be worn. \*Only black long sleeve shirts may be worn under CSA t-shirts. Students starting training after January 2017 must wear CSA-shirts ONLY!
- Cosmetology & Spa Academy shirts are available for purchase \$ 15 .00 each
- All approved shirts must have short or long sleeves, and cover shoulders, midriff & chest.
- No hoodies, logos/pictures/symbols.
- Black sweatshirts or sleeveless tops may not be worn and will not be allowed under any circumstances.
- Barbers must wear a Barber's Jacket all the time during their training.
- Jeans will be allowed on jean/spirit day or as instructors permit it.
- Cosmetology & Spa Academy school shirts MUST be worn to all external events.
- Aprons/Smocks over clothing is mandatory when working with clients by cosmetology and barber students. \*Students not in Aprons/Smocks will be denied clients.
- Students must wear an official issued name tag as required by the State Law.

#### **PANTS**

- Dress code mandates that students wear solid black dress pants/slacks (jean days or spirit day are exempt).
- Pants must reach the ankle but cannot hang on the floor.
- NO jeans, including black jeans, no faded pants, no holes anywhere, no sweatpants, no yoga pants, no exercise pants, no shorts. Skirts or dresses must be black and must be no shorter than 2 inches above the knee. Nylon or Spandex material is not allowed.

#### **SHOES**

- Closed toe shoes are suitable for a professional dress.
- Hosiery or socks must be worn at all times. NO open toe shoes, shoes with holes, sandals, flip-flops, or slippers allowed of any style.
- Professional dress boots ONLY. No fabric boots of any style.

### **ESTHETICS PROGRAM**

- Esthetics students must wear solid black colored scrubs, top, and bottom and closed toe shoes. \* Any student that starts after January 1, 2017, must wear only black colored scrubs.
- Hair must be out of the face; makeup must be worn and student must have clean nails.

#### **GROOMING GUIDELINE:**

Grooming is essential to the overall professional appearance and all client based industries. It is important for all students to be clean and well – kept in the clinic and non-clinic areas. In regards to personal grooming student must:

- Practice personal hygiene and be free of offensive odors. Hair must be neat and clean. Fingernails must be neat and clean and filed to avoid harming clients when performing services.

#### **RECOMMENDATIONS:**

- Wearing a school shirt and a pair of pants are a straightforward and excellent alternative
- Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports IS NOT an appropriate, professional appearance at school.

- Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not suitable for school or any place of business.
- Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable.
- Clothing should not be distracting or offensive to others.

If clothing fails to meet these standards as determined by an instructor or staff member, of the Academy, the student will first be asked not to wear the inappropriate item to school again. If the problem persists, the student may be written up by disciplinary policy.

#### **CELL PHONES/BUSINESS PHONES**

The use of mobile phones and other communication or electronic devices is limited to break times and will only be allowed in the student lounge/break room or outside of Cosmetology and Spa Academy **unless permitted by the instructor**. Cell phones should be on vibrating mode. If there is an emergency or unexpected family issue, the student may use the telephone with Instructor's permission. Under no circumstance is a student allowed to use the business phone.

#### **SMOKING POLICY**

Smoking is permitted only in the designated areas outside of the Academy. These areas must be kept free of smoking-related debris at all times. Be careful to limit odors that may be offensive to others, including fellow students and clinic guests. There are NO smoking breaks during training time. This policy stays true for all staff members as well as students.

#### **NAME TAG**

On the first day of class, the student will be issued a name tag. Name tags must be worn at all times. This is a state law requirement. A replacement name tag is available for \$5.00. If the student "forgets" their name tag, they must purchase a new one OR return at the next allotted time with their name badge. Cosmetology and Spa Academy suggests leaving your name badge in your designated caddy/locker.

#### **STUDENT LIBRARY**

Cosmetology and Spa Academy has copies of each resource book/DVD used in the classrooms and clinics. These are available to students upon request. Each book/DVD set checked out must be returned the same day. If the resource DVD/book is lost/damaged/stolen, the student will be responsible for its replacement at full market cost within seven days. Failure to do so will result in suspension until it has been paid. For more information regarding fees and timelines, please contact the financial office.

### **ATTENDANCE POLICIES**

- Students are expected to be in Cosmetology and Spa Academy during all the scheduled hours listed in the Enrollment Agreement and to be prompt for all scheduled classes and activities.
- Students are always expected to be in the classroom unless performing assigned clinic work, working the front desk, or taking designated break. (Student breakroom is off limits at all other times.)
- Any student who is absent one week without notice will be advised of such. Continual absences or tardiness may result in a suspension and eventually, expulsion if the problem persists. Weeks are defined as applicable to the student's Enrollment Agreement. The student will be monitored on a weekly basis, and the situation can affect the status of satisfactory progress and financial aid. Students receiving financial aid could face an interruption in funding, for this reason resulting in the need for cash payments for the disbursement period.
- If a student does not attend for 14 consecutive days and the student does not make a verbal or written confirmation to continue training, a decision on termination may be determined.
- A student who neglects to clock in/out will not receive hours for that time. All students will be given appropriate credit for all clock hours punched in and out, so it is necessary to punch in/out correctly. If there is a problem, the instructor should be notified. The time clock is the only official documentation of clock hours received. Cosmetology and Spa Academy will not assign additional hours to a student as a penalty for any reason.
- Clocking in and leaving the building and failing to attend a scheduled class or clinic is considered an inappropriate use of the time clock and can be considered fraud. This act will be considered a violation of Academy's policy and all parties involved will be subject to disciplinary action.
- All unexcused absences will be considered in the calculation of satisfactory progress.
- All students will have an additional 5% of extra hours to be used as personal time, in additional to school holiday closings.
- Students have access to their attendance 24/7. It is the student's responsibility to make sure all hours earned are correct. If there is any problem with the attendance record, it is the student's responsibility to notify, in writing, the campus director immediately. If the notification is received after 2 (two) business days from the date the student attendance has been published, Cosmetology and Spa Academy reserves the right to avoid the corrections on the attendance records unless Cosmetology and Spa Academy has valid evidence that there has been a technical error on the computer readings. Student attendance records will be published to the student portal daily.
- If a student misses 5 ( five ) days in a ONE block of training, student will have to repeat that block again and return to the classroom once that rotation repeats.

- Students that are scheduled a 3 (three) day schedule, if they miss 3 days in ONE block of training, they will have to repeat that block again and return to the classroom once that rotation repeats.
- **MONDAY AND FRIDAY ATTENDACE**
- Because theory is an Extremely Important part of student's training, it is very important that student attend these classes. State board exam is Theory Only so be prepare during your school time to successfully pass the test.
- Attendance on Monday and Friday is Mandatory, however students be allowed to miss only 4 ( four) combined Monday and Friday during their entire training.

If the student will miss more than 4 (four) combined Monday and Friday, student will permanently loose the privilege to access make up hours. Please remember Make up hours is not mandatory – it's a privilege.

### **INSTRUCTION BEYOND EXPIRATION DATE**

Student at all programs will receive 5% personal hours to miss at no charge. The calculated completion date includes these 5% grace period. For example: Students enrolled in the 1500 hours program are entitled to 5 % or 75 additional hours at no cost to reach the required 1500 hours of supervised instruction. Students enrolled in the esthetic program 750 hours are entitled to 37 extra hours at no cost to reach the required 750 hours of supervised instruction. Cosmetology and Spa Academy will charge a registration fee for students enrolling or re-enter more than 30 days after the termination date. If a student, does not complete the required hours by the end date specified in this enrollment agreement, or if a student, has completed the hours required, but has not completed the academic requirements to the end date specified in this enrollment agreement, the student will not be considered a graduate one. This enrollment will be terminated. Student will need to re- enroll to complete his/her hours or academic requirements. To re-enroll students should send a written request to campus director. The cost of additional training must be paid in full before any training will start. The cost per hours will be charged based on the rates published on the most recent student' catalog. To avoid an interruption in training, the written request must be sent at least ten (10) days before the end date of the initial enrollment agreement. The campus director will notify students in writing if their request to re-enroll will be accepted or denied. Cosmetology and Spa Academy reserves the right to deny a request based on several internal reason. Student should singed an Enrollment Addendum at campus director to be able to continue with training.

### **MAKE-UP HOURS POLICY**

- A student who accrues clock hours outside of his or her regular schedule (contracted per the enrollment agreement) will be considered to be making up hours. Make-up hours may include but are not limited to, student salon/spa work and other educational experiences.
- Make-up time is not guaranteed as it may not always be available. The Director of Campus will send a notification every time makeup hours are available.
- A student making up hours is required to adhere to all Academy rules and regulations within this catalog/handbook.
- Students must sign up to attend any opportunities for makeup hours. A roster/time clock will be used to track students for these makeup hours.
- It is MANDATORY for all students to wear a Cosmetology & Spa Academy school shirt to external events to participate and receive credit/make up hours for attending.
- Make up hours must be used ONLY to make up the hours that you have missed not to speed up the graduation date. Students must attend the number of hours that they are scheduled to attend in order to be eligible for financial aid assistance.

### **ATTENDANCE ROSTERS- ROLL CALL PROCEDURE**

- Each instructor will keep an attendance list of their class and perform roll call each morning. A student not in attendance is required to inform their instructor.
- The Instructor must follow up with students not in attendance for the day and must document the findings under student's profile in Smart system
- Attendance will be taken at the start of each shift (9:05 AM / 5:35 PM).
- Students who are not in their designated area at the time roll call is taken will be marked as absent- A
- Instructors must document excused absences in the student profile on SMART.
- A student who is absent for 3 or more consecutive days must be referred to the Student Services Coordinator for counseling.
- Instructors will keep the rosters inside the Instructor Portfolio, which will be placed at the Instructor Office at the end of each day.
- A student who calls Admissions or a teacher to notify a late arrival will be admitted to attend for that day.

### **TARDY POLICY**

- Students must be clocked in by 9:05AM/5:35 PM.
- Attendance will be taken at the start of each shift.
- A student entering class late due to a medical or legal appointment will be admitted to class by bringing a note/letter documenting the reason for the tardy. The instructor will not repeat or interrupt the ongoing training due to a late arrival.
- Students who call Admissions or notify the teacher in regards to being late, will be accepted to attend for the day.
- A student without documentation excusing their tardiness must re-enter class upon the return of their schedule lunch or break only.

- Whether the tardy is excused or not excused, the student will still be missing the time they are not attending school for their scheduled shift and time personal use policy does apply.
- Each student is personally responsible for notifying their instructor by email directly whenever they plan on being tardy or leaving class early.
- Students are required to catch up on information missed during class on their own. Instructors are required to keep within their scheduled curriculum so they must catch up on missed assignments on their own or repeat the class if they have missed the majority of the information.
- A student who is late returning from their scheduled lunch/break time will be written up the first time and will not be allowed to attend class if the violation is repeated.
- Instructors will also replace tardy students who are scheduled with a client on the clinic floor with another student.
- Excessive tardiness is unprofessional and will result in depletion of student's personal hours and attendance rate. Specific attendance questions can be emailed to [studentservices@cosmetologyandspaacademy.com](mailto:studentservices@cosmetologyandspaacademy.com)

## **CREDIT HOURS**

- Students will be given appropriate credit for all clock hours they are in attendance at school.
- Cosmetology and Spa Academy will not provide hours for any student if the student leaves their classroom or clinic floor without permission since the time cannot be accounted for.
- Cosmetology and Spa Academy will not adjust hours to any student's contract as a penalty for any reason.

## **SCHEDULED LUNCH / BREAK TIME**

Break and Lunch are scheduled at noon and ends at 1pm. At no time may students take lunch/break during the time a client has been assigned to them. If the student misses lunch due to having a client, they may take a lunch after that client. A student who is scheduled to attend class for at least seven hours in a given day will receive a total of 60 minutes for lunch; which is a combination of two 15 minute breaks and 30-minute lunch. Students scheduled for more than 8 hours per day may receive an additional 15-minute break at the Academy's discretion. For further information contact the Student Services department. Students must be signed in and out for lunch/break by their instructor. The student may be asked to sign his/her name and the time they leave for lunch, as well as the time they come back. At no time may a student sign any other student in or out from the lunch/break period. Taking an extended lunch or break is not allowed, and disciplinary policy will be applied.

## **SANITATION POLICY**

Cleanliness is an essential aspect of the Cosmetology, Barbering, and Esthetic Profession. Students will participate and complete one-half hour of sanitation daily, 15 minutes at the start of the day and 15 minutes before leaving for the day unless the instructors give further notice. This part of the training will help develop skills and habits that will contribute to future success when a student begins their career in the Beauty Industry. Students should also observe the following guidelines: keep equipment intact, clean, and sanitized; keep work stations clean; maintain the lunchroom cleanliness by disposing of all waste and not leaving it "for later". With no exception, is a student allowed to provide a service in a dirty station with dirty tools.

## **BEAUTY SERVICE DAY**

Students will be allowed to receive services with the approval of their instructor if the clinic is not busy with clients. Customers always come first! Students **must have** good attendance, a good attitude, be an excellent worker and overall be deserving of receiving services and be in attendance the previous day. Instructor(s) must give approval for the service and students must pay before receiving service. Receiving services during your scheduled time is a privilege, not a right and may be revoked at any time.

## **INTERNSHIP PROGRAM**

The Internship Program allows students to experience the salon and spa atmosphere first hand, to evaluate and to be evaluated by prospective employers and most importantly, to learn and understand the expectations of future employers. In turn, the salon and spas will qualify potential employees and enhance the educational experience of tomorrow's industry leaders.

All programs in the State of Illinois can intern for up to 10% of the required clock hours. The internship program is not available for Teacher training.

Requirements to participate in the Internship Program:

- 1) Has the entire syllabus completed, lab, tests, and theory completed by 1320 hours for Cosmetology and Barber, 650 for Esthetics. All requirements will be checked by the manager of the campus and deemed completed.
- 2) The student must have a minimum average grade of 80% and a minimum average of 85% attendance.
- 3) The student must attend school one day per week. The other days can be spent in the salon with a maximum of 8 hours per day.
- 4) The student account with the school must be paid in full.
- 5) The student must report to the salon on time. Time cards MUST be initialed by the licensed supervisor that the student interns with.
- 6) Professional conduct and dress are required. Keep an open mind to the tasks that you will be expected to perform.
- 7) Hours will not be approved during the Academy's scheduled Holiday closings.

Students who meet ALL the above requirements must submit a written request to the Student Services Department: The Student Services Officer will present a written decision to the student within 5 (five) business days of the date the request has been submitted.

- If the student fails to show up on their required day of attendance at the Academy, the internship will be terminated.
- Intern hours will not be accepted when Cosmetology and Spa Academy is closed.
- The student, the Academy, and the salon and spa must sign the internship documentations for the student to intern at said salon and spa.

- Written approval must be obtained from the Student Services Department before starting the internship or the hours will not be accounted for. Any questions, please send them to: [studentservices@cosmetologyandspaacademy.com](mailto:studentservices@cosmetologyandspaacademy.com)  
For more information on the State of Illinois:  
<http://ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1351&ChapterID=24>

## **SCHEDULE CHANGE POLICY**

Under normal circumstances, a schedule change will be granted only at the end of the curriculum phase. For financial aid purposes, the student will have to modify the originally signed schedule only one time ( if applicable) during a complete training period unless other arraignments are done with the financial office. The request must be presented in writing by the student to campus director. The student can ask for an adjustment in the schedule because of harsh, unusual personal situations, including but not limited to criminal and sexual offenses. The student will receive a written confirmation of academy's decision within 7-15 days. Cosmetology and spa academy reserves the right to accept or deny the request due to different circumstances. If a student is approved to change the original schedule, student must sign an enrollment agreement addendum. When a student switches schedule, the student will have to pay the new cost of tuition for the new program based on tuition cost published in the most current catalog. No scholarships will apply to the new cost of tuition on the new program.

## **GROUNDS FOR DISMISSAL/SUSPENSION**

Cosmetology and Spa Academy reserves the right to dismiss/suspend a student for any reason, including but not limited to the following: failure to attend classes regularly; refusal to complete assigned classes or clinic work; breach of the Academy's rules and regulations; falsification of Academy records; conduct or conditions that pose a direct adverse threat to other students, clients, or Cosmetology and Spa Academy employees; or failure to make required cash arrangements. Students found to be threatening or talking poorly about the Academy, staff, or other students, including but not limited to social media, will result in immediate suspension or termination. Suspensions can be both in or out of Cosmetology and Spa Academy based on the severity of the offense and will be determined by the Administration. Intentional destruction of Academy property or the property of other students or staff members, physical violence, or threats of violence can mean immediate dismissal/suspension without previous warning. Any rude or inappropriate behavior and language are grounds for termination. Students are responsible for removing their educational equipment or personal belongings that may have been left at the Academy. These items must be removed by the student from the premises within 15 days from the date of dismissal/suspension, or it will be disposed of accordingly. All educational equipment issued to and received by the dismissed student will not be returnable.

## **GRIEVANCE PROCEDURE GUIDELINES**

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

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

8. The management reserves the right to not follow up with anonymous complaint. management shall consider the report and either accept, reject or modify the recommendations of the committee. Students must exhaust Academy's internal complaint process before submitting the claim to Academy's accrediting agency. If student or staff calls police officials any time; management must be aware of the situation. This must also be documented in writing.

## CLASSROOM POLICIES

To make the most out of the learning environment, Cosmetology and Spa Academy has some fundamental guidelines and procedures:

- The classroom stations, and all equipment should be kept sanitary, at all times
- No sleeping is permitted during lectures, demonstrations, discussions.
- Profanity or tantrums will not be tolerated.
- Students must be prepared with all equipment, books, and materials needed for class.
- Students should remember that the only stupid question is an unasked one.
- Since the curriculum builds on previous skills, it is necessary to not miss class during classroom blocks/phases. If a student misses a lesson, he/she is required to follow up with their instructor. The instructor will decide what is necessary for the student to complete. All failed classes must be repeated. Students will be evaluated according to Academy grading procedures.
- Each and every student needs to participate in demonstrations designed to make them more proficient in areas of his or her chosen program. Including but not limited to: facials, scalp treatments, manicures, pedicures, deep conditioning treatments, eyebrow arching for cosmetology and facials, machines, body treatments, waxing and chemical treatments for esthetics. A demonstration involves the exchange of services with a partner so that students experience "giving" the service, but more importantly the "feel" of the service.
- When a student fails a test, the retake test will be pass or fail, with 75% being the highest grade possible.
- If a student misses or fails a test, he/she may take or retake it within one week of the original test at the instructor's discretion.
- A test is administered after each chapter or theory lesson is completed.
- No student is allowed to perform any services without permission from an instructor.
- All non-students/visitors must register at the desk, wear a name tag and wait in the reception area until the student or staff member greets them.
- A student is not allowed to teach another student. Instructors should be consulted for extra help so that the same methods and techniques are being practiced.
- To protect students, staff and clinic guests all students are required to conduct proper client consultations and document all services performed in the Academy's record system. The Hold Harmless Agreement form is required for all customers, models and other persons receiving any service at the Academy.
- Students may not use the Academy's office supplies. This includes but is not limited to the copier, printer, fax machine, scanner, etc. Disciplinary Procedure will be followed for these violations.
- For students to gain confidence before they go to the clinic floor, students are required to bring in models to practice under instructor supervision. Models will be charged 50% off the student clinic price. The price should be paid before the service is performed. Students will be required to bring models during the clinic phase as well.

## CLINIC POLICIES

- The stations, and all equipment should be kept sanitary at all times
- No sleeping is permitted during lectures, demonstrations, discussions.
- Profanity or tantrums will not be tolerated.
- Students must be prepared with all equipment, books, and materials needed for clients.
- Students should remember that the only stupid question is an unasked one.
- Students should ask for assistance when dealing with demanding clients.
- Each and every student needs to participate in demonstrations designed to make them more proficient in areas of their chosen program.
- All non-students/visitors must register at the desk, wear a name tag and wait in the reception area until a student or staff member comes out.
- Students should follow the correct Greeting and Exit Protocol for every client.
- Students must bring all the tools that are needed to perform salon services on clients every day. Please keep your beauty tools in the lockers. **No bags are allowed on the clinic floor.**
- Students must not refuse or switch a client with another student. Ignoring these policies will result in an immediate suspension for the day.
- If a student is over their contractual agreement (completion date), and requirements for syllabus sign-offs are still needed, Cosmetology and Spa Academy is no longer responsible for providing that student with clinic clients. It is the responsibility of the student to provide his/her paying clients until all clinic requirements are met.
- Before starting a service, the student must consult first and fill out the Consultation Form. Then the student is required to explain to the instructor what needs to be done and why. The instructor **must** sign the Consultation Form before a student starts the service.
- The student must keep in mind that: while working with clients in his/her styling chair/esthetic bed, the student must be focused, and treat their client with the utmost professionalism and importance. The student must be professional and confident while performing services.
- The student must keep the conversation professional and in a low tone to build a good business relationship with customers and not to bother other students working with clients in the proximity of their chair.

- A student is not allowed to teach another student. Instructors should be consulted for extra help so that the same methods and techniques are being practiced.
- When a student is performing a haircut, every section must be checked by an instructor. When the haircut is done, the student needs to sweep the area first and then ask the instructor to re-check again before continuing with styling and drying the hair. The same procedure must be followed for color applications. The instructor must check the completed service(s) once the student believes they are done.
- After the service is done, the student must thank the client for coming and then walk him/her to the products area to explain what products the student used and what is recommended for the customer. Then the student must explain the specials for the month and re-book the next appointment with the customer.
- Cosmetology students may work on a mannequin if there are no clients in the clinic.
- No student is allowed to perform any services without a Consultation Sheet from the front desk.
- Students may not transfer clients without permission of the clinic instructor.
- Any student refusing to service a client will clock out for the day; counseling documentation will be placed in the student's file.
- To protect students, staff and clinic guests all students are required to conduct proper client consultation and document all services performed on Cosmetology and Spa Academy's record system. The Hold Harmless Agreement form is required for all customers, models and other persons receiving any service at the Academy.
- Students may not use the Academy's office supplies. This includes but is not limited to copier, printer, fax machine, scanner. Disciplinary Procedure will be followed for these violations.

## **MODEL REQUIREMENTS**

Models are required as a part of professional development for various aspects of the educational process especially during the student salon/spa portion of training. Models will be needed during blocks, phases, and clinic portions of your training. All services provided on models, will be 50% OFF the regular price. The service must be paid before the service is performed.

## **FOOD AND DRINK**

Due to health and safety standards, and to prevent damage to personal or Academy property, eating, drinking and chewing gum are prohibited in educational instruction and clinic at all times. Water in a bottle or a closed container is permitted but must be stored in the student's locker.

## **FINANCIAL AID**

### **➤ FINANCIAL AID ELIGIBILITY REQUIREMENTS**

- Be a U.S. citizen or eligible non-citizen
- Demonstrate financial need
- Hold a high school diploma, general education diploma (GED)
- Be enrolled or accepted for enrollment as a regular student working toward a certificate in an eligible program
- Have a valid Social Security Number
- Make Satisfactory Academic Progress
- Register with Selective Service
- Sign a Statement of Education Purpose and a Certificate Statement on overpayment and default

### **➤ HOW IS FINANCIAL AID DETERMINED?**

The basic method of determining a student's financial need will be an analysis of the economic status of the student's and the parents' income. This analysis is accomplished by completing a Free Financial Application for Federal Student Aid (FAFSA) distributed by the U.S. Department of Education. Federal Financial Aid (Federal direct loans, federal plus loans, federal grants) is offered at both locations for those who qualify. A full understanding of your financial aid, you will find at <http://studentaid.ed.gov>. Does this need to specify which locations and state Rockford is not yet accredited?

### **➤ DIRECT LOAN PROGRAM: WHAT IS IT?**

The Federal Direct Loan Program (Title IV) is a Student Financial Aid (SFA) program of the U.S. Department of Education that provides students with a comfortable, convenient, and flexible way to borrow money for education after high school. Schools that participate in the Federal Direct Loan Program receive loan funds directly from the U.S. Department of Education and pay them to eligible students. The Direct Loan Program offers four types of low-interest loans:

### **➤ DIRECT SUBSIDIZED LOANS**

*Direct Subsidized Loans*, also known as Federal Direct Student Loans, are awarded based on financial need. Cosmetology and Spa Academy determines financial need, in part, from the information provided on the Financial Aid Application. With a Direct Subsidized Loan, the federal government does not charge interest before repayment or during authorized periods of deferment.

### **➤ DIRECT UNSUBSIDIZED LOANS**

*Direct Unsubsidized Loans*, also called Federal Direct Student Loans, are not awarded by need. An eligible student may borrow up to the cost of attendance minus any other financial aid received. However, the student may not borrow more than the maximum annual amount. The federal government charges interest from the time the loan is paid out until the loan is paid in full.

### **➤ DIRECT PLUS LOANS**

Direct Plus Loans, also called the Federal Parental Loan for Undergraduate Students, helps parents pay for their dependent children's educational expenses if they qualify. Parents may borrow up to the amount of the cost of attendance minus any other Financial Aid received. The federal government charges interest from the date the first disbursement is made until the loan is paid in full.

#### ➤ **DIRECT CONSOLIDATION LOAN**

The Direct Consolidation Loan simplifies the repayment by combining one or more federal education loans into one new Direct Consolidation loan. If loans are consolidated into a Direct Consolidation Loan, there is only one loan, one payment point, and one monthly payment. Interest rates for Direct Subsidized, Direct Unsubsidized, and Direct Plus loans are variable and may change each year of repayment. Interest rates for Direct Consolidation Loans are fixed. By law, interest rates will not exceed 8.25% for Direct Loan and 9% for Direct Plus and Direct Consolidation Loans. If you have any questions about your FSA program funds, you can call the Federal Student Aid Information Center at (800) FED-AID from 8:00 AM until midnight, seven days a week. You can also go to the U.S. Department of Education website, [www.studentloans.gov](http://www.studentloans.gov). Dissatisfaction with or non-receipt of education services offered by Cosmetology and Spa Academy does not excuse borrowers from the repayment of their loans. Borrowers must inform their lenders immediately of any change in name, address, telephone number, or social security number. If the borrower is unable to make a scheduled payment, he or she should contact the lender before payment is due to discuss other repayment options.

#### ➤ **ENTRANCE / EXIT LOAN COUNSELING**

Each student using Title IV funds will complete entrance and exit counseling. Entrance counseling may be completed on-line at [www.studentloans.gov](http://www.studentloans.gov) before the first day of class, or during in-house entrance counseling. Exit counseling must be completed after completion of the program through the Financial Aid or Student Services Department. Exit Loan Counseling can also be completed on-line at [www.nslds.gov](http://www.nslds.gov).

#### ➤ **SCHOLARSHIPS**

Cosmetology and Spa Academy offers different scholarships during the academic year. For more details, please contact the Admissions Office at either Cosmetology and Spa Academy location or refer to our web page: [www.cosmetologyandspaacademy.edu](http://www.cosmetologyandspaacademy.edu)

#### ➤ **PRIVATE LOAN CONDUCT / PREFERRED LENDERS**

Cosmetology and Spa Academy is open to the choices a student makes to obtain a private loan for educational costs. Cosmetology and Spa Academy does not provide a list of preferred lenders.

#### ➤ **VETERANS ASSISTANCE (VA) PROGRAMS**

Cosmetology and Spa Academy accepts students under Veterans' Assistance at all locations. For more details, contact financial aid director at: [fadirector@cosmetologyandspaacademy.com](mailto:fadirector@cosmetologyandspaacademy.com).

### **TITLE IV REFUND POLICY**

- Return of Title IV Funds: Section 484B of the H.E.A.
- The return of Title IV funds as prescribed in Section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of Title IV aid that a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty-percent (60%) of the payment period. The formula, in brief, is as follows:
  - The institution will determine the time of withdrawal and then define the percentage of the payment period attended by the student.
  - The institution will determine the date of withdrawal based on the following procedure:
- **OFFICIAL WITHDRAWAL:** If a student notifies Cosmetology and Spa Academy of his/her cancellation in a written and signed the document, the document must be received within five business days of the student's last day of attendance. The official date of withdrawal will be the student's last date of attendance.

**UNOFFICIAL WITHDRAWALS:** If a student does not attend for 14 consecutive calendar days, and Cosmetology and Spa Academy and the student does not make a verbal or written confirmation to continue training, the student may be considered administratively terminated. Cosmetology and Spa Academy will determine the status of the student after at least 14 consecutive absence days from the last day of attendance. The official date of withdrawal will be the student's last date of attendance per attendance records.

- The institution will determine the amount of Title IV aid for which the student was eligible for the percentage of the time enrolled.
- The institution will compare the amount earned by the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned.
- **Order of return of Title IV funds:** A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:
  - ◆ Unsubsidized Direct Loans (other than Direct PLUS Loans)
  - ◆ Subsidized Direct Loans
  - ◆ Direct PLUS Loans
  - ◆ Federal Pell Grants

- The institution allocates the responsibility for returned or unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
- The institution and the student must then distribute the unearned Title IV aid back to the Title IV programs. After this process has been completed, the institution will then perform the calculation of a student refund.
- Once a student has completed more than 60% of the payment period, the student earns all the financial assistance that was scheduled to be received. If a student did not receive all the funds earned, the student might be due to a post-withdrawal disbursement. If the post-

withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so as not to incur additional debt. Cosmetology and Spa Academy may automatically use all or a portion of any post-withdrawal disbursements (including loan funds) for tuition, fees, and other costs. If a student (or parent on the student's behalf) receives excess FSA program funds, Cosmetology and Spa Academy may return the portion of the excess equal to the lesser of: (1) institutional charges multiplied by the unearned percentage of the fund; (2) the entire amount of excess funds. Cosmetology and Spa Academy must return this amount even if it did not keep this amount of the student's FSA program funds. Any amount of unearned grant funds that must be returned is called an overpayment.

- The requirements for FSA program refunds, when withdrawn, are separate from any refund policy that Cosmetology and Spa Academy may have. For this reason, the student may still owe funds to Cosmetology and Spa Academy to cover unpaid institutional charges. Cosmetology and Spa Academy may also charge for any FSA program funds that Cosmetology and Spa Academy was required to return. Academy's Refund Policy is published in this catalog and is also in the Enrollment Agreement. Also printed in this Catalog are the requirements and procedures for officially withdrawing from the Academy. For any additional questions about FSA program funds, students may call the Federal Student Aid Information Center at 1-800-FEDAID.

#### ➤ **TITLE IV CODE OF CONDUCT**

Colleges participating in any of the Title IV Loan Programs are required by the Department of Education to develop, publish, and enforce a code of conduct.

The following Code of Conduct applies to all officers, employees, and agents of the Cosmetology & Spa Academy:

- Ban on revenue-sharing agreements: neither the Cosmetology & Spa Academy, nor any of its officers, employees, or agents will enter into any revenue-sharing arrangements with any lender, which is defined by the Higher Education Opportunity Act (HEOA) of 2008, amending the Higher Education Act of 1965, Pub.L #110-315, as any arrangement between a college and a lender that results in the lender paying a fee or other benefits, including a share of its profits to the College, or its officers, employees, or agents, as a result of the college recommending the lender to its students or families of those students.
- Ban on gifts: Financial Aid and office employees (or employees who otherwise have responsibilities on education loans or financial aid) will not accept gifts from any lender, guaranty agency, or loan service. A "gift" is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than the minimum amount. This prohibition is not limited just to those providers of Title IV loans but includes lenders of "private education loans" as well. HEOA does provide for some exceptions related to particular types of activities or literature. These include: Brochures or training material related to default aversion or financial literacy; food, training or informational materials as part of training as long as those same terms are provided to all students at the institution; favorable terms and benefits to the students employed by the institution as long as those same terms are available to all students at the institution; entrance and exit counseling as long as the institution's staff are in control, and they do not promote the services of a certain lender; philanthropic contributions from a lender, guarantee agency, or loan servicer unrelated to education loans; state education, grants, scholarships, or financial funds administered by or on behalf of the State.
- Ban on contracting arrangements: Financial Aid and Office employees (or employees who otherwise have responsibilities on education loans) will not accept any fee, payment, or financial benefit as compensation for any consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
- The prohibition against steering borrowers: The Institution and its officers, employees, or agents will not steer borrowers to particular lenders, or delay loan certifications. This prohibition includes assigning any first-time borrower's loan to a particular lender as part of the award packaging process through other methods.
- Prohibition on offers of funds for private loans: The Institution and its officers, employees or agents will not request or accept any agreement or offer of funds for private loans. This prohibition includes any offer of funds for loans to students at the institution, including funds for an opportunity pool loan, in exchange for providing concessions or promises to the lender for a specific number of loans, or inclusion on a preferred lender list.
- Ban of staffing support: The Institution and its officers, employees, or agents will not request or accept any assistance. However, HEOA does not prohibit schools from requesting or accepting assistance from a lender related to:
  - professional development training for financial administrators; providing educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials;
  - Staffing services on a short-term, nonrecurring basis to assist the school with financial aid-related functions during emergencies, including State-declared or federally declared natural disasters and other localized disasters and emergencies identified by the Secretary.
- The ban on advisory board compensation: Employees of the Institution will not receive anything of value from a lender, guarantor, or group in exchange for serving on an advisory committee. They may, however, accept reimbursement for reasonable expenses incurred while serving in this capacity.

## **INSTITUTION REFUND POLICY AND CANCELLATION POLICY**

- If a student does not complete a course of study, the following Refund Policy shall apply. The cancellation notice must be in writing and given to the registered agent, if any, or managing employees of the school. This policy apply to all termination for any reason (s), by either party, including student decision to withdraw, course or program cancellation and/or school closure, and complies with the mandated State Refund Policy. Any monies due to Student shall be refunded within 45 calendar days after the date of notice of the student's cancellation or the date that the school determines that the student has officially or unofficially withdrawn, whichever shall occur on the earlier date. School shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
  - When Cosmetology and Spa Academy does not accept an applicant, the applicant shall be entitled to a refund of all monies paid;

- **BUYER'S RIGHT TO CANCEL:** The student or legal guardian has the right to cancel in writing the initial enrollment agreement until midnight of the fifth business day after the student has been enrolled and receive a refund for all money paid regardless of whether the student has actually started training; and if notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation.
- When notice of cancellation is given after the fifth day following enrollment but before completion of the student's first day of class attendance, Cosmetology and Spa Academy may retain no more than the application and registration fee, plus the cost of any books or materials provided by the school.
- When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of course instruction, Cosmetology and Spa Academy may retain the application and registration fees and an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, plus the cost of any books or materials provided by the school.
- When a student has completed 5% or more of the course of instruction, Cosmetology and Spa Academy may retain the application and registration fees and the cost of any books or materials provided by the Cosmetology and Spa Academy, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the CS-Academy's regional or national accreditation agencies, if any, or rules that the Department of Education shall promulgate for purposes of this section;
- For a student on an approved Leave of Absence who notifies Cosmetology and Spa Academy in writing that he / she will not be returning, the date of withdrawal shall be the earlier date of expiration of the Leave of Absence or the date the student notified Cosmetology and Spa Academy in writing that he / she will not be returning;
- For students who do not return from Leaves of Absence, the documented date of return will be used as the termination date; Students who terminate enrollment before completion are charged a \$150 termination fee.
- If Cosmetology and Spa Academy closes, cancels, or discontinues a program, the student who has not started classes will receive a full refund of all monies paid. If the school closes, cancels or discontinues a program, the student shall be entitled to receive from the school such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student as is provided under the rules promulgated by the Department.
- In the case, a student cannot continue instruction because of illness, a disabling accident, or other circumstances the student, or his/her guardian must immediately contact the admissions office for an adjustment. Adjusted Refund calculations may apply to help student's situation.
- **OFFICIAL WITHDRAWAL:** If a student notifies Cosmetology and Spa Academy of his / her cancellation in a written and signed document, the document must be received within five business days of the student's last day of attendance; For purpose of refund calculations, the cancellation date shall be the last day of attendance. For all types of official cancellations or withdrawals, the cancellation date will be determined by the postmark or written notification, or the date said information is delivered to the school in person.
- **UNOFFICIAL WITHDRAWALS:** If a student does not attend for 14 consecutive calendar days, and Cosmetology and Spa Academy and/ or student does not make a verbal or written confirmation to continue training, the student may be considered to be administratively terminated. Cosmetology and Spa Academy will determine the status of the student after at least 14 consecutive absence days from the last day of attendance. The unexplained absence of a student from a school for more than 30 consecutive calendar days shall constitute constructive notice of cancellation to the school. For purpose of refund calculations, the cancellation date will be the last day of attendance. Unofficial withdrawal for clock hours students are determined by the school through monitoring clock hour attendance at least every thirty days.

All extra costs of textbooks, kits, and training materials are non-refundable items. Refund calculations will be based on **class scheduled hours; Class scheduled – identify TOTAL hours per week the student is scheduled to attend.**

- The school refund policy is the same with the relevant State Refund Policy and shall apply after the return of Title IV Funds calculation has been made, if applicable, to remaining tuition payments once the student has started actual class attendance. This policy will apply even on the situation(s) when student will be expelled from the school due to reasons determined by the school
- Grounds for termination: CS-Academy may terminate a Student's enrollment for noncompliance with any or all of the following : General Policies of Cosmetology and Spa Academy; Enrollment Agreement; State Laws and Regulations; Improper conduct, or conduct that causes injury to other persons, or property, or any criminal/illegal conduct taken by Student.
- Cosmetology and Spa Academy shall mail or email a written acknowledgment of a student's cancellation, or written withdrawal, to the student within 15 calendar days of the date of notification. Written acknowledgment is not necessary if a refund has been mailed to the student within the 15 calendar days.
- Deposits or down payments, besides enrollment fee, shall become part of the tuition

Each student and former student shall be entitled to receive from the school that the student attends or attended an official transcript of all hours completed by the student at that school for which the applicable tuition, fees, and other charges have been paid in full, together with the grades earned by the student for those hours, provided that a student who withdraws from or drops out of a school, by written notice of cancellation or otherwise, shall not be entitled to any transcript of completed hours following the expiration of the 7-year period that began on the student's first day of attendance at the school. A reasonable fee, not to exceed \$ 2 may be charged

by the school for each transcript after the first free transcript that the school is required to provide to a student or former student. All charges to the school must be paid in full before any transcript request is accepted. School may make refunds which exceed those required but this section. If the school closes, each student shall be provided an official transcript of all hours earned. If school closes, each student shall be given a refund prorated to at least reflect the percentage of time remaining to complete the course of instruction.

- **The Refund Policy is based on the scheduled hours.** All refunds due will first be made to the source providing funding for Student before any refund is made to Student.
- **REFUND COMPUTATION CHART.**

#### ***Percentage of Scheduled***

<b>Course Completed</b>	<b>Amount of Tuition Owed to the School:</b>
0.01% - 4.9%	10 % Retained
5 % to 9.9 %	30 % Retained
10 % to 14.9 %	40 % Retained
15 % to 24.9 %	45 % Retained
25 % to 49.99 %	70 % Retained
50% and over	100 % Retained

## ***FINANCIAL AID VERIFICATION PROCEDURES***

### **1. Student Responsibility:**

- It is the responsibility of all students chosen for verification to submit the required verification documentation. The Cosmetology and Spa Academy does not award federal, Title IV aid until the verification process is complete. No exceptions!
- On the rare occasion that a student is selected for verification after being awarded Title IV aid, the student will be subject to all the rules and requirements of verification. The student must present the documentation required within one week from the date the student receives written notification from the Financial Office.
- If a student's Federal Title IV aid eligibility changes as a result of corrections made through the verification process or by the student (online), the student will be responsible for any reduction in their Title IV aid.
- The Financial Office will notify the student in writing, within ten business days, of any changes to his/her Title IV aid. All Title IV aid changes will also be reflected in the new student's payment plan. The student will have to complete an Enrollment Addendum and sign a new payment plan that reflects the final eligibility for financial assistance.
- The Cosmetology and Spa Academy reserves the right to exercise full verification procedure on files that may contain any "conflict information" even if the application has not been selected by COD. If this happens, the student will still be subject to all rules and requirements of verification and will be responsible for any reduction in their Title IV aid.
- 2. Types of documents that may need to be submitted depend on the kind of verification. The student will be notified which type of documentation they need to bring and the deadline by the Financial Office.

#### **➤ *FEDERAL PELL***

A student selected for verification may submit a valid SAR, or a school can receive a valid SAR after the Pell deadline published in the Federal Register but before the verification deadline established by the Department of Education and also published in the Federal Register. If a student does not provide the verification documentation or the school does not receive the valid SAR or ISIR within the correct time, the student forfeits his Pell for the award year and must return the Pell money already received for the award year.

#### **➤ *FEDERAL LOAN***

A student selected for verification must submit documentation within the timeframe stated in the notification letter received by the financial office. If a student does not provide verification documentation within a reasonable period that the Academy has established, then the student will not be eligible to receive any disbursement of the loan.

If the Institution has received proceeds of a Direct Subsidized Loan on behalf of an applicant, the Institution must return all or a portion of those funds as provided under the policy when the applicant does not complete the verification within the period specified in the notice received by the Financial Office.

## ***STUDENT'S FINANCIAL AID RIGHTS AND RESPONSIBILITIES***

### **STUDENT RIGHTS INCLUDE:**

- Knowledge of the cost of the program chosen at Cosmetology and Spa Academy
- Understanding what criteria Cosmetology and Spa Academy uses to award student financial aid
- Knowledge of the types of financial assistance that is available, including information on all federal, private, and institutional financial aid programs
- Criteria for meeting Satisfactory Academic Progress and maintaining Financial Aid eligibility
- The current interest rate of any loan(s) accepted and repayment terms of the loan(s)
- The total amount of student loans borrowed that will need to be repaid before attending Cosmetology and Spa Academy

### **STUDENT RESPONSIBILITIES INCLUDE:**

- Complete all Financial Aid forms accurately and on time

- Provide additional documentation requested by The Cosmetology and Spa Academy to complete verification or resolve discrepancies
- Maintaining Satisfactory Academic Progress in attendance, theory and practical to remain eligible to receive Financial Aid
- Repay all student loans and to complete Exit Counseling upon leaving Cosmetology and Spa Academy
- Have a thorough understanding of all documents signed

*For more information on Verification procedures, please contact the Financial Office at 815-575-6620.*

## **ANNUAL PLACEMENT RATE GRADUATE RATE AND LICENSURE RATE – YEAR 2018**

This is a brief description of how the Placement Rate, Graduate Rate, and Licensure Rate are calculated based on the Accrediting Agency. The 2018 (data) Annual Report is due electronically before Midnight (EST) on November 30, 2019. Minimum Outcomes Thresholds: NACCAS' Standard require an institution to meet or exceed the following measures of student success: 50% graduation; 60% placement; 70% licensure pass rate. Key Definitions: NACCAS' 2018 (data) Annual Report is derived from a single cohort of students – those scheduled to graduate in 2018. NACCAS' graduation, placement, and licensure definitions are described below:

**1. Graduation:** Based on all students scheduled to graduate from the program in 2018. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

**2. Placement:** Based on graduates from the graduation cohort who are eligible for placement a student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2019. All graduates must be declared eligible for placement unless they meet one of the following five conditions for ineligibility:

- a. The graduate is deceased
- b. The graduate is permanently disabled
- c. The graduate is deployed for military service/duty Published June 1, 2018; Updated w/ Instructions for Electronic Submission 9/10/2018
- d. The graduate studied under a student visa and is ineligible for employment in the U.S.
- e. The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the teacher training of an institution under the same ownership)

**3. Licensure:** Based on graduates from the graduation cohort who sat for all parts of their required licensure exam on November 30, 2019. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination before November 30, 2019. Multiple Campuses: Please note the annual report combines data from the main campus and all additional affiliated locations, as they are considered one institution.

## **CONSUMER INFORMATION**

Per our reporting requirements with the National Accrediting Commission of Career Arts & Sciences Agency (NACCAS) for the annual report period of 2018, our rates are as follows:

**GRADUATION /RETENTION RATES YEAR 2018: 75.63 %; LICENSING RATES YEAR 2018: 90.20 % JOB PLACEMENT YEAR 2018: 82.22% please note that : That all ratios for year 2018 are a combined ratio of Crystal Lake and Schaumburg locations only**

## **EMPLOYMENT ASSISTANCE**

- Cosmetology and Spa Academy cannot guarantee employment for any student, but Cosmetology and Spa Academy will help students find jobs. Students who meet the requirements for the Cosmetology and Esthetics Internship Program will be eligible to Intern. Current job postings are made available to present and graduated students. Students may also go online to check out some popular industry websites such as [www.beautyjobs.com](http://www.beautyjobs.com), [www.salonjobs.com](http://www.salonjobs.com), and [www.indeed.com](http://www.indeed.com).

## **VOTER REGISTRATION**

Voter registration requirements are: (1) must be a U.S. Citizen; (2) must be at least 18 years of age by Election Day; (3) must have been a resident of the precinct at least 30 days before the election date. You can register to vote at the county clerk's office, the board of election commissioner's office, city and village offices, township offices, schools, public libraries, military recruitment offices, driver's license facilities, department of health care and family services agencies, and department of employment security offices. You may also register to vote by mailing the appropriate application to your local election office. This application can be found by going to [www.Elections.IL.Gov](http://www.Elections.IL.Gov). You will be officially registered to vote as soon as you receive your voter ID card in the mail. If you do not receive an ID card within three weeks after registration, contact your local election authority. Illinois Voter Registration is available online at <http://www.elections.il.gov/votinginformation/register.aspx>

## **CAREER FAIR PROGRAMS**

Cosmetology and Spa Academy career fair program invites members of salons to come to meet with our students and to advertise available job opportunities. Those who choose to enter the professional beauty industry are taking steps towards a rewarding and exciting future. To reach the

top and make the best possible use of individual talent and artistry requires continued education and experience. Cosmetology and Spa Academy's goal is to bring a wide variety of salons at the career fair programs, so all students have the opportunity to find a place they fit best.

## **DRUG-FREE SCHOOL AND WORKPLACE STANDARD OF CONDUCT**

Cosmetology and Spa Academy's policy requires the maintenance of a drug and alcohol-free educational/workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is prohibited at or on the properties related to Academy operations or as part of any Academy activities. Students are required to abide by the Drug-Free Workplace and Drug-Free Schools and Communities Acts. Students are prohibited from the unlawful manufacture, distribution, possession or use of illegal drugs or alcohol. This prohibition applies while at Cosmetology and Spa Academy or participating in any institutional activity off campus. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination from Cosmetology and Spa Academy. There are numerous legal sanctions and health risks associated with illegal drug and alcohol use. If you or anyone you know has a drug or alcohol-related problem, there are drug and alcohol counseling, treatment and rehabilitation facilities available in your area. The number for your local substance abuse treatment center is located in your orientation packet. There are also national organizations and hotlines available. The Alcoholism and Drug Abuse Hotline is (800) 252-6465. The National Academy on Drug Abuse Hotline is (800) 662-4257. Information about substance abuse education programs is available as required by the "Drug-Free Campus Act." This Act forbids the possession, use or sale of alcoholic beverages or illegal drugs on school grounds by any student, faculty or staff member.

### **INCIDENT/ACCIDENT REPORTS**

In situations where damage and an injury occur on Academy property, staff may document the existence on an incident report. Students who are involved in the occurrence and who may have witnessed the event may also be asked to issue documentation on an incident report. Incident report forms may be obtained by contacting campus director during regular business hours.

### **THEFT AND MISUSE OF PROPERTY**

- Cosmetology and Spa Academy is not responsible for lost, damaged or stolen property. Students have access to a locker and should be careful and keep all valuables locked up when not in use.
- Theft, destruction or misuse of another's property will subject the student to disciplinary action up to and including termination. Destruction of or defacing Academy property will result in disciplinary action including charges for the full replacement cost of the item(s) also and termination.
- Equipment or supplies that are not returned by students shall be the financial responsibility of the student who has last checked the item(s) out, and a full replacement is expected.

### **WEAPONS**

The use or possession of any item(s) that bears resemblance to a gun/firearm or explosive, is prohibited and will result in immediate termination. This policy applies to all persons on Academy property or at Academy-sponsored events and activities (including off-site educational events/field trips). Any person who is threatening (verbally or otherwise) the use of a weapon against anyone related to Cosmetology and Spa Academy is subject to disciplinary action up to and including expulsion from the program. Violators of this policy are also subject to prosecution under the law. Any person with knowledge of weapons on Academy property shall inform the appropriate authority immediately. To provide a safe environment, students have a duty to warn Cosmetology and Spa Academy staff of any violations of company policies, rules and regulations, laws and to advise staff of any threat to the occupants of Academy's and/or company-owned properties. Timely warnings in the case of imminent danger will not constitute a violation of FERPA as allowed under the Campus Security/Crime Act.

### **IMPORTANT NOTE**

**PLEASE NOTE: This is a primary resource guide exclusively for students and instructors at Cosmetology and Spa Academy. It does not contain all applicable rules, practices or procedures that apply to students and academy operations. Cosmetology and Spa Academy reserves the right to amend or change its rules or policies at its sole discretion**

Cosmetology and Spa Academy Consumer Handbook is incorporated on Cosmetology and Spa Academy Student Catalog. You must receive both of these important handbooks before enrollment. To get a hard copy of the Consumer Information Handbook and Student Catalog send a request to [studentservices@cosmetologyandspaacademy.com](mailto:studentservices@cosmetologyandspaacademy.com)

Cosmetology and Spa Academy reserves the right to establish or amend additional policies and procedures to maintain and facilitate an educational environment and to meet the goals of Cosmetology and Spa Academy to comply with the most recent rules and procedures issued by the Department of Education, Accrediting Agency, State of Illinois, etc. Students are required to obey with the most current policies and addendum published in the most current school catalog.