

FAIRVIEW ACADEMY

O&D INC.

2016-2017

CATALOG

Fairview Academy

440-734-5555

22610 Lorain Rd

Fairview Park, Ohio, 44126

Revised July 18, 2017

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Introduction

Thank you for inquiring about Fairview Academy.

Cosmetology offers a great opportunity for people of any age to enter, and an industry that Still has many open jobs, good pay, and a truly rewarding career.

We train students to the highest degree of excellence; better training means better performance which in turn means better pay.

Whatever your aspirations, at all levels of the profession, you are fulfilling a basic need that everyone will look for in you. It is an everlasting industry with tremendous growth potential. After attending a few week of training here at Fairview Academy, you will have already noticed a change in your confidence level. The field of Cosmetology will allow you to open the door to success and feel certain that you can reach and attain your most desired goals. After your completion here at Fairview Academy, it is absolutely possible for you to manage a salon for a salon owner, own a salon of your own or even become a school owner or instructor.

This could be your first step in a most positive direction if you make the right decision now. We have had many alumni call and thank us for the training they received and what opportunities it has made for them to be a graduate of Fairview Academy. By law, we cannot guarantee anyone employment, however, through our reputation, the requests are endless for new Graduates from our school. By simply looking into our school, you have proven a natural interest in this industry.

**All classes are taught in English, and the test at State Board is in English.
We welcome your talents and career potential to Fairview Academy.**

Sincerely, Ortelle Werner (Owner) Dennis Werner (Owner)

II. Administration

Owners – Dennis Werner and Ortelle Werner

Haya Daghash – Financial Aid Officer

Jackie Cordiak – School Director

Teaching Staff

Jackie Cordiak – Head Instructor

Ortelle Werner – Instructor

Elizabeth Manning – Instructor

Anna Halbohm – Instructor

Nadjet Kindel – Substitute Instructor

Mission Statement

The primary goal of Fairview Academy is to educate students to develop strong scientific and Artistic skills. The teaching staff encourages development of good work habits, personal and Business ethics, and professional appearance. The promotion of self-discipline, and service to the Public will allow each student insight into related career choices and encourage motivation to Obtain further education. Our goal is to prepare our graduates for a career in the beauty industry.

Equal Opportunity

Fairview Academy offers equal opportunity to all its students regardless of race, ethnic origin, color, sex, religion, or age.

Student File Access

We guarantee students the right to gain access to their files, under supervision and by appointment. Information regarding a student and/or dependent student's parent/guardian cannot be released Without permission of the student or the parent/guardian except as required for accreditation.

Right to Privacy Policy

We guarantee the student's right to privacy and will not release any information to anyone without The written consent of the student. A student must sign a release prior to each third part request For information. The Academy abides the FERPA rules regarding access and review of educational Files. The student has the right to deny authority to publish directory information.

Admission Requirements

Fairview Academy offers four main courses of study, each of which has a required amount of hours by Ohio State Board of Cosmetology.

1. Cosmetology-----1500 Hours
2. Advanced Cosmetology-----1800 Hours
3. Manicuring-----200 Hours
4. Advance Manicuring-----100 Hours

Fairview Academy requires a high school diploma or G.E.D. equivalent, for all courses. In order For a student to take the Cosmetology Advanced Course, they must first finish the Cosmetology Course. This also applies to the Manicurist Advanced course, the student must have completed the Manicurist course.

Transfer

A certificate of transfer must be completed when a student wishes to leave a registered school. The School in which the student has completed a portion of a course of training must furnish the Ohio State Board of Cosmetology with a sworn statement, of an official "Certificate of Transfer" setting Forth the number of hours the student has accumulated in another school of beauty culture all Certificates of transfer must be submitted to the Ohio State Board of Cosmetology in duplicate.

III General Information

A. Accreditation

The U.S Department of Education recognizes The National Accrediting Commission of Career Arts and Science as the accrediting agency for cosmetology schools. NACCAS accredits Fairview Academy.

NACCAS
3015 Colvin Street
Alexandra, VA 22314
Phone: (703)600-7600

The Ohio State Board of Cosmetology also recognizes Fairview Academy as an accredited Cosmetology School.

Ohio State Board of Cosmetology
1929 Gateway Circle
Grove City, Ohio 44123
Phone: 1-800-642-6723

The U.S Department of Education recognizes Fairview Academy and allows us to participate in the title IV programs.

B. Code of Ethics/Material Facts

As a school which offers a service to the public, Fairview Academy endorses the following code of ethics:

Section one: The principal object of this school is the training of a qualified cosmetologist to render the Best possible service to patrons.

Section two: This school strives continuously to improve its operation in order to keep abreast of the ever Changing developments and new techniques in cosmetology.

Section three: This school observes all rules and regulations issued by the State Board of Cosmetology and Health departments

Section four: This school encourages its instructors to keep abreast of the latest teaching methods in Cosmetology in the way of reading educational books, attending teacher's refresher or advanced courses Workshops and trade shows.

Section five: This school takes part in educational conferences and regional meeting in order to advance the cosmetology profession.

Textbooks, workbooks, films, and other audio visual aids) in order to provide the best possible training for its students.

Section seven: This school maintains as honest and fair relationship with its staff, students, patrons, State Board, and other schools.

Section eight: This school purchases only high grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.

Code of Ethics, cont.

Section nine: This school advertises truthfully and makes honest representation to its students.

Section ten: This school refrains from any criticism, which reflects unfavorably on other schools and The Cosmetology profession.

Admission Requirements:

Fairview Academy offers four main courses of study, each of which has a required amount of hours By the Ohio State Board of Cosmetology.

Programs:	Clock Hours
Cosmetology-----	1500
Advance Cosmetology-----	1800
Manicuring-----	200
Advance Manicuring-----	300

Fairview Academy requires a high school diploma or G.E.D. equivalent, for all courses. In order for a Student to take the Cosmetology Advance Course, they must first finish the Cosmetology course. This Also applies to the Manicurist Advance course, the student must have completed the Manicurist course.

There are two ways to fulfill your hourly requirements at Fairview Academy.

Full time: For the first 13 weeks of training, the student will attend from 9:00A.M.to 4:30P.M. Monday through Thursday for a total of 28 hours per week. For the remainder of the program The student will attend 9:00A.M to 5:30PM Monday through Saturday for a total of 40 hours week

Part time: For the first 18 weeks of training the students will attend from 4:00PM to 8:00PM. Monday through Friday for a total of 20 hours per week. For the remainder of the program, the Student must also come every other Saturday for a total of 28 hours per week.

Full time: Manicurist will attend from 9:00A.M. till 4:30PM Monday through Thursday for the first 75 hours. For the remainder of the program, the student must attend every Friday and Saturday from 9:00A.M. till 5:30 P.M for a total of 40 hours a week

Part time: Manicurist will attend from 4:00P.M till 8:00 P.M Monday through Friday for the first 75 hours for the remainder of the program, the student must also come every other Saturday from 9:00A.M till 5:30 P.M for a total of 28 hours a week.

Enrollment:

Classes are arranged that students may begin training several times during the year. Please see catalog insert for current programs start dates.

School hours:

Monday through Friday -----9:00 A.M to 8:00 P.M Saturday -----9:00 A.M to 5:30P.M

Weekly schedules:

Schedules are posted weekly on the bulletin board in the classroom. Subjects to be taught and practical practice assigned are also listed:

Days of school closings:

Fairview is closed on Sunday and on the following holidays:

Memorial day----Fourth of July ----Labor day- ---Thanksgiving Day ----Christmas----New Year's Day

Facilities:

Fairview Academy can deliver quality programs because of its available space and equipment. Total floor space: 3,290 square feet.

Facilities:

1. Clinic for work on patrons
2. Practical classroom
3. Theory Room
4. Lunchroom
5. Locker Area
6. Administrative office
7. Restroom
8. Dispensary
9. Stockrooms
10. Laundry room
11. Facial

Equipment:

Styling stations with hydraulic chairs, a dryer, shampoo bowls, facial chairs, manicuring stations, blackboard, books, mannequins, manuals, student desk, and visual aids are all part of our equipment. A refrigerator and microwave are also available for students to prepare their own meals if they prefer.

Parking

Students may park in front of Fairview Academy or in the Academy's parking lot, located on the west

1. Side of the building.

Student Conduct

1. All students are required to comply with all school rules and regulations posted.
2. All students will conduct themselves in a professional manner.

3. Any students failing to conduct themselves in a professional manner will be

Students should not raise their voices, use rough or profane language or act discourteously toward patrons, instructors or other students. Students who disrupt the clinic floor or the theory classroom in any way will be subject to disciplinary actions and possible dismissal. Fighting is prohibited and will result in dismissal. A student defacing school property will be subject to dismissal. If there is evidence that a student is guilty of stealing, the student will be immediately dismissed from school. Poor attendance and poor performance.

Makeup work

1. Any exam that is missed (due to an unexcused absence) can be made up within a two week period of the exam date. If not made up within the two week period the score on this exam will be registered as a zero.
2. An exam missed due to an excused absence will be made up within two weeks or when the student returns. If not made up in a two week period, a score of zero will Be posted.

Placement:

Fairview Academy complies with Federal Law, which indicated that we cannot guarantee any student A position after graduation. However, it does maintain a Placement Service and a desire to help all of Its graduates to obtain satisfying and productive work. This service is open to both recent graduates As well as past alumni.

Since Fairview Academy complies maintains contact with salons owners, it is able to inform its graduates where and when potential positions might exist. It is never to early to start thinking about the eventuality f being hired. Therefore, Fairview Academy encourages you to do your best in your course work. Once you get the position our good work habits, coupled with Fairview Academy's courses, will be a good refection on you as well as the Academy.

Re-entry Policy

A student who has dropped their course will need to schedule an appointment with the Director of Cosmetology, Assistance Director of Cosmetology, or the Director of Financial Aid.

1. An enrollment fee of \$100.00 is required upon re-enrollment.
2. Upon re-enrollment the student will be charged, if needed for a kit or books. Depending on received hours the student will be placed in junior training or re-evaluated in theory and practical, before being placed on the clinic floor.
3. No guarantee can be made that financial aid previously received will be reinstated.
4. **TRANSFERS-** If a student requests a transfer of hours, to another school and his/her obligations to Fairview Academy have not been met, discontinuance will be sent to State Board.

Satisfactory Academic Progress Policy

The schools Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Fairview Academy. All periods of enrollment count toward SAP (Fall, Winter, Spring, and Summer)

Including periods when a student does not receive Title IV aid. It is printed in the catalog to ensure that All students receive a copy prior to enrollment. The policy complies with the guidelines established by The National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

All students must maintain Satisfactory Academic Progress (SAP). The evaluation periods for SAP Are defined below. At each evaluation point, the student must meet both a quantitative (time) and a Qualitative (grade) base standard in order to successfully pass SAP.

Evaluation Period: SAP will be evaluated at the end of each payment period. Programs less than one Year in length will be evaluated at the midpoint of the program

**All Programs
Except Cosmetology**

Evaluation Period	Minimum GPA
Payment Period	75%

1500 Hour Program

Evaluation Point	Minimum GPA
450	75%
900	75 %
1200	75%
1500	75%

**Cosmetology
1800 Hour Program**

Evaluation Point	Minimum GPA
450	75%
900	75%
1350	75%
1800	75%

Qualitative Standard: All students must maintain the minimum GPA outlined above for their program. Students must make-up failed or missed tests and incomplete assignments. The grading system is as Follows:

- 100% - 90% = A means Excellent
- 89% - 84% = B means Very Good
- 83% - 75% = C means Satisfactory
- 74% - 70% = D means Unsatisfactory
- Less than 70% = F means Failing

Quantitative Standard: A student must make steady progress toward completing the educational goal Within a limited period of time. It includes the pace of completion and the maximum timeframe.

Pace of Completion:

Students must complete a minimum of 67% of all clock hours completed at each evaluation point. Pace Of completion is calculated by dividing clock hours attended by clock hours scheduled.

Maximum Timeframe Maximum timeframe is the amount of time allowed to complete a program. The Maximum timeframe is cumulative and includes all periods attempted including periods when a student Does not receive Title IV aid. The maximum timeframe is 150% of the published length of the program. If the student takes a leave of absence, time taken during the leave of absence is not included in a Student's maximum timeframe.

Maximum timeframe will be evaluated at the end of each evaluation period to determine whether a Student can meet these requirements by graduation. Students are required to complete their program Within the maximum timeframe and may receive federal student aid funds (if applicable) through That time.

*

MAXIMUM TIMEFRAME COURSE

<u>MAXIMUM TIME ALLOWED</u>	<u>WEEKS</u>	<u>SCHEDULED HOURS</u>
Cosmetology Advance (Full time) 1800	82.5 Weeks	2700
Cosmetology Advance (Part time) 1800	165 Weeks	2700
Cosmetology (Full time) 1500	69 Weeks	2250
Cosmetology (Part time) 1500	138 Weeks	2250
Manicurist Advance (Full time) 300 hours	16 weeks	450
Manicurist Advance (Part time) 300 hours	24 Weeks	450
Manicuring (Full time) 200 hours	12 Weeks	300
Manicuring (Part time) 200 hours	16 Weeks	300

The maximum time allowed for transfer students who need less than the full course requirements or Part-time students will be determined based on 67% of the scheduled contracted hours. A student is Ineligible when it becomes mathematically impossible for her/his program within 150% of its program Length.

*Note: Title IV aid can only be paid on contracted program hours. I.E. 1500 hours for the Cosmetology 1500 Program and 1800 hours for the Advanced Cosmetology 1800 Program.

Financial Aid Warning:

Financial Aid Warning status is assigned to students who fail to meet one or more of the SAP Measures indicated above at the end of the evaluation period. Students assigned a Financial

Aid Warning status will be notified in writing. Students may continue to receive financial aid for one Subsequent evaluation period despite the determination that students are not making SAP. Failure To meet the standards by the end of the warning period will result in loss of financial aid eligibility and Will require the student to either appeal, re-establish eligibility or drop from the program.

Re-establishing Eligibility:

Students who do not appeal or who appeal and are denied can re-establish their eligibility by Attending at their own expenses and successfully completing an evaluation period with Appropriate grades and clock hours to bring the student back to Satisfactory Progress.

Appeal: Any student who has lost financial aid eligibility due to extenuating circumstances may Appeal one time throughout their enrollment in the program. Students have 10 days from the Notification of loss of financial aid eligibility to submit an appeal. Appeal must:

- *Be in writing and submitted to the Director of Education at the campus they are Attending.
- *Include the extenuating circumstances that caused the student not to meet SAP standards. Examples of this may include death or illness of a family member, injury or illness of Of the student.
- *Include copies of appropriate supporting documentation.
- *Include how that condition or situation has been resolved thus allowing the student the ability To meet SAP standards at the next evaluation period.

The School Director along with the Financial Aid Officer will review the student's appeal and issue a Written determination within 10 days of receipt of the complete appeal.

Probation: A student who has successfully appealed shall be placed on financial aid probation for one Evaluation period. While on probation the student can continue to receive aid. If at the end of the Evaluation period, a student on financial aid probation status:

1. Has met the institution's quantitative and qualitative standards, the student shall be returned to good standing.
2. Has not met the institution's quantitative and qualitative standards the student will lose Financial aid eligibility and will be required to self-pay for the remainder of the program Or drop from the program.

Transfer Credits: All accepted transfer hours will be counted towards the maximum timeframe but will Not be included in the calculation of the student's GPA . All accepted transfer hours will be treated as hours attempted and completed.

Incompletes/Remedial: Noncredit, remedial courses, and incompletes do not apply at this school. Therefore, these items have not effect upon the school's satisfactory academic progress standards. A student may repeat a course they failed or did not complete. However, student's repeating a course, must complete the program within the maximum time frame allowed. Student will not receive financial aid for repeated coursework.

Withdrawals: Withdrawal with passing SAP verses Withdrawal with failing SAP

All Return to Title IV calculations will be performed for all withdrawing students as per its R2T4 Policy. If a withdrawn student is allowed to return back to school, Fairview Academy will apply Its SAP policy in continuation of such a student's SAP – status at the time of withdrawal Passing (WP) and Withdrawal Falling (WF) does not apply at this school.

Changing of Programs of Study: A student transferring from one program to another has to withdraw from one program first and can then enroll in the second program after meeting all admissions requirements. Courses that apply to the second program will be recorded and will be counted toward the maximum timeframe eligibility but will not be included in the calculation of the student's GPA.

Enrolling in a Second Program of Study: Once a student completes a program they may enroll in a second program. Students will need to meet the quantitative and qualitative components of SAP for The new program.

IV. Course of Study

COSMETOLOGY (1500 HOURS)

This cosmetology course prepares all graduates for the Ohio State Board Examination in order to become licensed cosmetologists. The program provides general skills of cosmetology and practical shop application. Emphasis is placed upon the utilization of all equipment supportive to beauty services and to becoming a proficient cosmetologist.

Cosmetology Graduation Requirements: A certificate will be awarded at completion

1. Complete state hour requirements (1500 hours)
2. Complete class work with: Practical 'C' or better & Written 75% or better
3. Complete minimum clinic requirements
4. All tuition and financial obligations paid in full

State of Ohio Requirements:

The State Examination consists of practical skills and a written test on the theory of Cosmetology. The practical skills will be performed on a mannequin, the manicure will be performed on an artificial hand.

COSMETOLOGY CURRICULUM

SUBJECT AREA	CLINIC HOURS	THEORY HOURS	CORE
1. INFECTION CONTROL PRINCIPLES & PRACTICES <ul style="list-style-type: none"> • Bacteriology • Dispensary Requirements & Operations 	30	15	60
2. PROPERTIES OF THE HAIR & SCALP <ul style="list-style-type: none"> • Trichology • Draping Techniques / Client Protection • Shampoos / Rinses / Treatments • Disorders / Diseases / Conditions • Chemistry (Basics / pH) 	60	30	120
3. HAIR PROCEDURES & PRACTICES <ul style="list-style-type: none"> • Styling & Finishing (Roller Setting/ Hair Molding) • Thermal Styling (Thermal Iron/Straightening/Blow-dry Techniques) • Formal Styling (Braiding/Wigs/Hair Pieces & Hair Additions) • Haircutting Basics • Haircutting Techniques & Tools (Shears/Razor/Texturizing/Clippers/ Trimmers) 	230	115	460
4. CHEMICAL PROCEDURES & PRACTICES <ul style="list-style-type: none"> • Chemical Texturizing (Permanent Wave/ Chemical Relaxers/Curl Reforming/Corrections) • Hair Coloring (Dimensional Coloring Techniques/Corrections) 	240	120	480
5. MANICURE & PEDICURE PROCEDURES & PRACTICES <ul style="list-style-type: none"> • Structure of Nails (Anatomy of Bones, Skin & Muscles) • Diseases, Disorders & Conditions • Basic Manicure & Pedicure • Manicure & Pedicure (Tools / Equipment) • Hand/Arm/Foot/ Leg Massage • Artificial Nail Enhancements/ Maintenance 	60	30	120
6. SKIN CARE PROCEDURES & PRACTICES <ul style="list-style-type: none"> • Skin Theory (Anatomy of Skin/Body Systems/Cells/Tissues) • Diseases, Disorders & Conditions • Basic Facials (Techniques/Treatments/Facial Make-up/Hair Removal) • Relaxation Treatments/ Health History • Electricity (Principles/ Safety/ Effects/Therapies) 	60	30	120
7. SALON OPERATIONS & COMMUNICATION SKILLS <ul style="list-style-type: none"> • Salon Operation & Management (Sales/Consultation/Career Development Professional Image) • Communication Skills (Listening Skills/Product & Service Education/ Consultation) 	60	30	120
8. COSMETOLOGY LAWS & RULES <ul style="list-style-type: none"> • Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement • Continuing Education/ Policies & Procedures • Human Trafficking (1 Hour) 	10	5	20
TOTAL	750	375	1500

Flexible Learning Hours:

375

COSMETOLOGY ADVANCE (1800 HOURS)

The Cosmetology Managers course prepares all graduates for the Ohio State Board of Cosmetology Examination in order to become a licensed Cosmetology Manager. The program provides general skills of Cosmetology and practical shop application. The Manager course of the program will begin after completing the 1500 hour Cosmetology course. For the Managers section of the course the student will have a combination of lecture, demonstration, and student participation. Students will learn how to make decisions, how to purchase supplies, and how to run a salon properly.

Cosmetology Graduation Requirements: A certificate will be awarded at completion

1. Complete state hour requirements (1800 hours)
2. Complete class work with: Practical, 'C' or better & Written, 75% or better
3. Complete minimum clinic requirements
4. All tuition and financial obligations are paid in full

State of Ohio Requirements:

The State Examination consists of practical skills and a written test on the Theory of Cosmetology Managers. All practical work is done on a mannequin, and an artificial hand.

Advanced Cosmetology Curriculum

SUBJECT AREA	300 Hour Core	Clinic 50% Core	Theory 25% Core
1. Cosmetology Laws and Rules Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedures	50	25	12.5
2. Public Health and Safety Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	50	25	12.5
3. Advanced Techniques Advanced Anatomy of Hair & Scalp Advanced Haircutting and Styling Advanced Chemical Services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	200	100	50
Total	300	150	75
Flexible Learning Hours		75	

MANICURING (200 HOURS)

The Manicuring course will give the student the knowledge to obtain a position in a nail salon, or a salon that offers a manicuring position. A manicuring student will learn all the necessary procedures for a manicure, pedicure, and massage, application of nail polish, artificial nails, wraps, tips, and preparation for The Ohio State Board Examination

Manicuring Graduation Requirements: A certificate will be awarded at completion

1. Complete State hour requirements (200 hours)
2. Complete class work with Practical, 'C' or better & Written, 75% or better
3. Complete minimum clinic requirements
4. All tuition or obligation is paid in full

State of Ohio Requirements

The State Examination consists of practical skills and a written test on the theory and practical part of applying tips, wraps, and artificial nails.

200 Hour Manicuring Curriculum

SUBJECT AREA	200 Hour Core	Clinic 75% Core	Theory 25% Core
1. Infection Control & Principles/Practices <ul style="list-style-type: none"> ● Bacteriology ● Dispensary Requirements & Operations 	30	22.5	7.5
2. ANATOMY <ul style="list-style-type: none"> ● Bones, Muscles & Systems ● Nervous System ● Joints, Cartilage ● Ligaments of the Hand, Arm, Foot & Leg 	10	7.5	2.5
3. MASSAGE <ul style="list-style-type: none"> ● Client Health Issues & Pre-Screening ● Preparation ● Manipulations (Hand/Arm, Feet/Legs) ● Relaxation Treatments 	10	7.5	2.5
4. NAIL CARE PROCEDURES & PRACTICES <ul style="list-style-type: none"> ● Safety Precautions ● Basic & Advanced Manicures ● Basic & Advanced Pedicures ● Polish Application Techniques ● Structure of the Nail ● Diseases, Disorders, and Conditions (Hand, Arm, Foot & etc) 	55	41.25	13.75
5. CHEMISTRY <ul style="list-style-type: none"> ● Compounds and Mixtures ● Nail Enhancement Composition ● Ingredients ● Nail Cosmetics 	10	7.5	2.5
NAIL ENHANCEMENTS <ul style="list-style-type: none"> ● Application Procedures ● Artificial Nail Structure ● Preparation ● Application ● Removal ● Nail Repairs 	35	26.25	8.75
7. SPECIALIZED EQUIPMENT <ul style="list-style-type: none"> ● Curing Methods ● Drills/ Advanced Tools ● Safety & Effects 	10	7.5	2.5
8. SALON OPERATIONS&COMMUNICATIONSKILLS <ul style="list-style-type: none"> ● Salon Operation & Management (Sales/Consultation/Career Development/Professional Image) ● Communication Skills (Listening Skills/Product & Service Education/ Consultation) 	20	15	5
9. COSMETOLOGY LAWS&RULES <ul style="list-style-type: none"> ● Ohio Administrative Code/Ohio Revised Code/ Inspection & Enforcement ● Continuing Education / Policies & Procedures ● Human Trafficking 	20	15	5
Total	200	150	50

MANICURIST ADVANCE TRAINING (300 HOURS)

The manicuring course will give the student the knowledge to obtain a position in a nail salon, Or a salon that offers a manicuring position. A manicuring student will learn all necessary procedures for manicures, pedicures, massage, application of polish, artificial nails, acrylic nails, and diseases and Disorders of the nails. The student will also have knowledge in the area of salon management and Ownership. Ll prepare the student for both State Board examinations.

Manicurist/Advance Training Graduation Requirements: A Certificate will be awarded at Completion

1. Complete state hour requirements (300 Hours)
2. Complete class work with: Practical – C or better, Written – 75% or better
3. Complete minimum clinic requirements
4. All tuition and financial obligations are paid in full

State of Ohio Requirements

License: The state examination consists of practical skills and written test on the theory of manicuring

Advanced Manicuring Curriculum

SUBJECT AREA	100 Hour Core	Clinic 50% Core	Theory 25% Core
1. Cosmetology Laws and Rules Ohio Revised Code Statutes Ohio Administrative Rules license and Permit Policy and Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedures	40	20	10
2. Public Health and Safety Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	40	20	10
3. Advanced Techniques Advanced Anatomy of Nails and Skin Advanced Muscles and Massage Techniques Advanced Pedicure Care and Services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	20	10	5
Total	100	50	25
Flexible Learning Hours		25	

Student Services and Expectations

Counseling:

The student's academic and personal well-being is very important. Therefore, Fairview Academy owners and staff are available for academic counseling upon request.

Placement:

Fairview Academy complies with Federal law, which indicates that we cannot guarantee any student a position after graduation. However, it does maintain a Placement Service and a desire to help all of its Graduates to obtain satisfying and productive work. This service is open to both recent graduates as well as Past alumni.

Since Fairview Academy maintains contact with salon owners, it is able to inform its graduates where and when potential position might exist. It is never too early to start thinking about the eventuality of being hired. Therefore, Fairview Academy encourages you to do your best in your course work. Once you get that position your good work habits, coupled with Fairview Academy courses, will be a good reflection on you as well as the Academy.

VACCINATION POLICY

Students should understand that exposure to health risks can result with working with the public. Furthermore, students shall release Fairview Academy from responsibility if they should contract Hepatitis-B or any other health problems resulting from the training or employment in the cosmetology field.

VOTER REGISTRATION

To be eligible to vote in the next election in Ohio, you must be registered to vote at least 30 days before The election date. You can register to vote through the County Board of Elections in person or by mail. You cannot register online. You can also register to vote at your local Ohio BMV office when you go in For any driver's license/ID card transaction, including:

- Applying for a new driver's license
- Renewals.
- Changing your name or address.

You'll need to complete and submit a Voter Registration and Information Update Form. To register To vote in person or by mail, take or send a completed Voter Registration and Information Update Form To your local County Board of Elections office.

You can pick up a copy of the form at any: 1) Boards of /elections office. 2) Ohio BMV deputy registrar Office. 3) Ohio public library 4) County Treasurer Office. The Ohio SOS website provides a complete List of locations to obtain a copy of the OH Voter Registration Form.

CONSTITUTION DAY

On September 17 of each year, the school will hold an educational program on the U.S. Constitution as Required by the U.S. Department of Education for all schools receiving Federal funds. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding Or following week. For more information visit www.constitutionday.com.

STATE BOARD EXAMS

Student's hours are submitted to the State Board of Cosmetology monthly. After completing the required Number of hours in the respective beauty culture courses, students are eligible to apply to take their State Boards. To apply to take the exam it will cost \$31.50, a work permit is \$7.50 extra (a permit allows you to Work from the time it arrives until you take the exam). You are responsible to fill out the paper work; Fairview Academy will have the papers notarized and mailed for you. You should hear from State Board In two to three weeks.

The State Board Exam is both written and practical. You must provide a mannequin and a fake hand for the practical part of the Exam.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a Student's program of study. LOA refers to The specific time period during an ongoing program when a Student is not in academic attendance. Leaves of Absence can be granted in cases of emergency or medical problems with doctor notification, Which cause attendance to be impossible or impractical.

In order to be placed on Leave of Absence, the student must:

1. Obtain a copy of the school's Leave of Absence Request Form from the School Director.
2. Submit the completed and signed form to the School Director in advance, unless unforeseen Circumstances prevent the student from doing so.
3. Must state the reason for the Leave of Absence (LOA) request.
4. Be approved by the School Director and Financial Aid Officer.
5. Must be Satisfactory Progress.
6. Leaves must be a minimum of 14 days and a maximum of 180 days in a 12-month period.

A leave of absence will extend the student's contract period and maximum time frame by the same Number of days taken in the leave of absence.

Students may not arbitrarily decide to "take" a leave of absence.

There will be no additional charges for a LOA. If the student fails to return or contact the School Financial Aid Officer on the documented return date, the Student will be considered to have withdrawn From the school as of that date the student began the LOA.

For federal aid recipients, the Student's payment period is suspended during the LOA and no federal Financial aid will be disbursed to Student while on a Leave of Absence. Upon the Student's return, The Student will resume the same payment period and coursework and will not be eligible for Additional Title IV aid until the payment period has be completed. If the Student is a Title IV loan Recipient, the Student will be informed of the effects that the student's failure to return from a leave

Period. A contract addendum will be completed upon return from the LOA to extend the contract end Date by the applicable number of days.

In special circumstances, the school may grant a leave of absence to a student in the case of an Emergency, such as a car accident or other medical issue that would prevent the student from requesting The leave of absence prior to the incident occurring. In these cases, the school will document the reason For granting of the leave after the incident has occurred. The beginning date of the leave of absence will Be based on the first date it has been determined that the student cannot come to class due to the accident Or medical situation.

In order to grant a Leave of Absence there must be the expectation that the student will be returning to School.

A student who is granted a LOA that meets these criteria is not considered to have withdrawn and no Refund calculation is required at that time.

Changes to the contract period on the enrollment agreement via an enrollment agreement addendum must Be completed by all parties and must be signed and dated by all parties to reflect the new contract end Date.

*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances Such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

SCHOOL AFFIRMATIVE ACTION/HANDICAP/DISABILITY POLICIES

Fairview Academy does not discriminate in admission or access to our programs on the basis of Age, race, color sex, disability, religion sexual orientation, or national origin. If a student would like To request academic adjustment or auxiliary aids, he or she should contact the School Director. Students may request academic adjustments or auxiliary aids at any time. The School Director Is responsible for coordinating compliance with Section 504 or the Rehabilitation Act of 1973 And Title III of the Americans with Disabilities Act of 1990.

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 into the program. The school will Work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should Follow this procedure:

1. Notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and the need for the accommodation or auxiliary aid. The request should be made at least five (5) weeks in advance of the date needed. Students may contact the School Director at fairacad9@msn.com
2. The School Director will respond within two (2) weeks of receiving the request.
3. If a student would like to request reconsideration of the decision regarding his or her request, he or she should contact the School Director within one (1) week of the date of the response and provide a statement of why and how he or she thinks the response should be modified.

STATEMENTS OF NON-DISCRMINATION

Fairview Academy does not discriminate on the basis of gender, sexual orientation, age, physical or mental disability, race, creed, or religion in its admission to or treatment in any of its programs, activities, advertising, training, placement, or employment. However, should a discriminatory act occur against any student or employee, Fairview will take the steps necessary to investigate the incident, correct any discriminatory effects, and prevent recurrence of such acts of discrimination, including disability harassment.

The School Director is the designated coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination in the basis of sex in any educational program or activity receiving federal financial assistance. The School Director also serves as the coordinator to ensure compliance with section 504 of the Rehabilitation Act of 1973 and for implementing proper and appropriate policies that relate to the requirements of the school and its employees regarding the Act.

Prospective students, current students, graduates, or employees who wish to file a grievance or complaint against the school, or its representatives, for disability discrimination, including disability harassment carried out by the other students, employees, or third parties, or for other discriminatory acts covered

FINANCIAL AID CONFIDENTIALITY POLICY

Student financial aid records are considered confidential and hence are only available to authorized financial aid personnel for the purpose of making and maintaining financial aid awards.

Students who apply for food stamps or other aid awards, depending on the agency involved, may be required to request such release of information in writing prior to **the** financial aid office releasing it.

FINANCIAL AID

Students who seek **financial aid may apply for the Federal Pell Grant. The student needs to go On line to @ FAFSA.GOV to apply.**

The maximum Federal Pell Grant is currently \$5,815.00 per year for the 2017-2018 school year Only programs of at least 600 hours total length are eligible for Financial Aid. The Federal Pell Grant is based on need and a student must apply and qualify to be considered for funding. Students who do not qualify for Financial Aid, a \$600.00 dollar deposit is required, followed by Monthly payments for their remaining balance before graduation.

Private payments are accepted monthly by either cash, or credit cards.

More detailed information is available from the Financial Aid Officer, or the Consumer Information Handbook.

CREDIT BALANCE POLICY

If a Title IV Pell disbursement results in a credit balance on the student's account the Financial Aid office will notify the student if no credit balance authorization is on file. The student has the option to have the school hold the credit balance, or receive the credit balance in a disbursement

paid directly to the student. All credit balance disbursements and refunds to funding source will be processed within 14 days of the credit balance appearing on the student account.

Any remaining balance owed the student will be given to the student within fourteen (14) days unless the student requests the school to retain the credit balance for budgeting purposes. Fairview Academy will return credit balances at the end of the award year or at any time if a student chooses to rescind their authorization.

HOW ARE REFUNDS PROCESSED?

Cancellation/Refund Policy

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until an official of the school has approved it. If the school does not accept the Agreement, all monies will be refunded. Students have the right to cancel the Enrollment Agreement at any time.

If an applicant/student cancels or withdraws or is terminated by the Academy for any reason, refunds will be made according to State and Federal regulations.

A student wishing to withdraw should inform the School Director at least ***five (5)*** calendar days in advance of withdrawal. A student who returns to the Academy after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition. A student's last date of attendance (LDA) as documented by the Academy will be used to calculate any money the student owes and to calculate any refund the student is due.

Students will be entitled to a partial or complete refund of money paid if:

1. Student's application is not accepted.
2. Student cancels enrollment and requests a refund in writing, mailed or delivered to school before starting classes.
3. The school location is closed or a course is cancelled.
4. Student withdraws after starting classes.

National Accrediting Commission of Career Arts and Sciences (NACCAS) Refund Policy:

(The following refund table distribution is used for all students due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on his/her schedule hours)

Scheduled Time Elapsed in Total Program	Total tuition School shall have earned:
0.01% to 4.9%	20%
5.0% to 9.9%	30%
10.0% to 14.9%	40%
15.0% to 24.9%	45%
25.0% to 49.9%	70%
50.0% and over	100%

Books and supplies will remain the property of the student.

All monies paid in excess of above charges will be refunded. All refunds will be made within forty-five (45) days of the date that the Business Office receives notification of cancellation and/or withdrawal. Monies paid in excess of charges may remain on the student’s account in the case of a leave of absence if the request is made in writing and approved. Refunding, if any, will be determined after the leave of absence is terminated.

Any student who has terminated his/her training without notifying the school and has an outstanding tuition amount due will be sent a letter explaining the outstanding tuition charges owed and the amount credited to their account from the financial aid program they were entitled to receive. Only the amount owed to the school will be disbursed and applied to their outstanding balance.

Refunds will be paid within forty-five (45) calendar days of a student’s LDA if the student officially notifies the Academy of his/her intent to withdraw; or in instances in which a student does not notify the Academy of his/her intent to withdraw, forty-five (45) calendar days from the date the Academy makes the determination that the student has withdrawn; or forty-five (45) calendar days from the date the Academy terminates a student.

Note:

Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the third scheduled school day following the first scheduled class session. However, they must pay the registration fee stated on the Enrollment Agreement. When the student is due a refund to the tuition charged, the refund shall be made no later than forty-five (45) days from the last date of attendance. If tuition and fees are collected in advance of the class start date and the student does not start class or withdraws on the first day of class, the school shall retain no more than the registration fees.

Return of Title IV Funds (Pell Grant)

Fairview Academy currently only participates in the **Federal Pell Grant program**. Please refer to the following refund policy for specific consumer information pursuant to the Federal Financial Aid program.

1. **Withdrawal:** Withdrawal is defined as a student voluntarily ceasing enrollment in any program. Withdrawals can occur at any time after the student begins training and prior to the final day of the program. A student who desires to withdraw from the school must submit a letter requesting a withdrawal prior to leaving school. Written notification to the School Director will be considered an official withdrawal. If the student is incapacitated because of health or other reasonable concerns, a verbal notice will be considered.

An unofficial withdrawal occurs when a student does not attend school for fourteen (14) days and does not notify the school of his/her intentions to return. The date of determination that the student has withdrawn will be on or about the 15th day of absence at which time a return calculation (R2T4) will be performed based upon the student's last date of attendance. If a return is due the Federal Title IV Grant program, it will be completed within 30 days.

2. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the school's refund policy to determine whether the student is owed a refund or if a balance is owed to the school.

3. If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds. The school may apply the grant funds to tuition and fees or disburse the grant funds directly to the student. The school will disburse Title IV grant funds a student is due as part of a post-withdrawal disbursement within **45** days of the date the school determined the student withdrew.

4. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.

5. The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Pell Grants and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g. if 40% was earned, 60% was unearned).

6. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.

The definition of a payment period is applicable to all FSA programs except FWS. The common definition is integral to requirements for the administration of FSA funds. Another example is that a student's satisfactory academic progress (SAP) evaluation is required to correspond with the end of a payment period.

For clock-hour programs, the payment period is defined not only in clock-hours but also in weeks of instructional time. A student must successfully complete the clock-hours and weeks of instructional time in a payment period to progress to the next payment period.

NOTE: A student who withdraws prior to completing 60% of the charging period may be required to repay some of the funds released to the student because of a credit balance on the student's account.

The Fairview Academy Business Office will return to the Federal Pell Grant program the appropriate unearned portion of Title IV, HEA funds for which the Academy is responsible within 45 calendar days of the date the withdrawal determination was made and record said amount on the student's ledger card.

The following Title IV refund distribution is used for all financial aid applicants/students due a refund:

Federal Pell Grant

STUDENT COMPLIANT PROCEDURE:

Should a student have a problem, which cannot be handled by the classroom instructor he/she should speak to the school's supervisor. If the complaint still has not been resolved, the school will organize a complaint committee made up of two instructors, one staff person and the director. The decision of this committee is final. If the student is not satisfied with the decision, he/she may write our accrediting agency at:

**OHIO STATE BOARD OF
COSMETOLOGY**
1929 Gateway Circle
Grove City, Ohio 44123
614-466-3834

NACCAS
3015 Colvin Street
Alexandria Va. 22314
703-600-7600 ext. 101

COMPLETION, PLACEMENT, AND LICENSURE FORM
CALENDAR YEAR _____ 2015 _____

COMPLETION	SCHEDULED	GRADUATES	COMPLETION RATE
COURSE COS	12	06	50%
COURSE COS. ADVANCE	08	04	50%
COURSE MAN.	07	07	100%
COURSE MAN. ADVANCE	13	09	70%

PLACEMENT	ELIGIBLE	PLACED	PLACEMENT RATE
COURSE COS.	06	06	100%
COURSE COS. ADVANCE	04	04	100%
COURSE MAN.	06	05	83%
COURSE MAN. ADVANCE	09	07	77%

LICENSURE	#TOOK EXAM	#PASSED	LICENSURE RATE
COURSE COS.	06	06	100%
COURSE COS. ADVANCE	04	04	100%
COURSE MAN.	06	06	100%
COURSE MAN. ADVANCE	07	07	100%

COMPLETION RATE: 65%

PLACEMENT RATE: 88%

LICENSURE RATE: 96%

Fairview Academy O. & D. Inc.

Cost/Fee Schedule

Effective As of May 1, 2017

Cosmetology - 1500 hours

Registration fee	\$100.00
Kit of Tools(\$675.00), Books (\$125.00)	\$800.00
Uniforms	\$100.00
Tuition	<u>\$8,950.00</u>
TOTAL	\$9,950.00

Advanced Cosmetology - 1800 Hours

Registration fee	\$100.00
Kit of Tools(\$675.00), Books (\$125.00)	\$800.00
Uniforms	\$100.00
Tuition	<u>\$10,550.00</u>
TOTAL	\$11,550.00

Manicurist - 200 hours

Registration fee	\$100.00
Kit of Tools(\$332.00), Books (\$149.00)	\$481.00
Uniform	\$100.00
Tuition	<u>\$2,169.00</u>
TOTAL	\$2850.00

Advanced Manicuring - 300 Hours

Registration fee	\$100.00
Kit of Tools(\$332.00) Books (\$175.00)	\$508.00
Uniforms	\$100.00
Tuition	<u>\$2,242.00</u>
TOTAL	\$2,950.00

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