



STUDENT CATALOG

VOLUME V

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Unlimited Cosmetology School
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OWNER

Unlimited Cosmetology School
Carlene Ephraim Daniels

CAMPUS ADDRESS

102 Broad Street
Hattiesburg, MS 39401
(601) 336-7256

ADMINISTRATIVE STAFF

Carlene E. Daniels - President, Financial Aid Director, Student Director and Lead Instructor
Barbara J. Brown - Comptroller
Clarissa Kelly-Creagh - Administrator
Vanessa Myers - Part-Time Instructor

GOVERNING AND REGULATORY AGENCIES

LICENSING: Mississippi State Board of Cosmetology
P. O. Box 55689
Jackson, MS 39296
(601) 359-1820
www.msbc.ms.gov

APPROVED: Mississippi State Approving Agency Veterans Affairs Board
3466 Highway 80 East
Pearl, MS 39288
(601) 576-4867
www.vab.state.ms.us

ACCREDITATION: National Accrediting Commission of Career Arts & Sciences (NACCAS)



3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600
www.naccas.org

AFFILIATIONS: Mississippi Cosmetology Association
1104 East Northside Drive
Clinton, MS 39056
(601) 924-9815

Professional Beauty Association (PBA)
15825 North 71st Street, #100
Scottsdale, AZ 85245-1521
(800) 468-1521
www.probeauty.org

A Message From Student Director ...

Unlimited Cosmetology School

Welcome to Unlimited Cosmetology School (*hereinafter referred to as "School"*) and thank you for selecting our School to assist you in obtaining your training in the beauty industry. As a student of this School, you are about to embark on an experience that will provide you with the opportunity for a successful future. This catalog is designed to familiarize you with your role here. It explains the rules and regulations which are necessary for orderly operation. It will clarify policies and acquaint you with our School.

As President, Financial Aid and Student Director and Lead Instructor, I graduated in the Cosmetology course at Davis Beauty School in 1990 and furthered my education by receiving my Cosmetology Instructor license at Davis Beauty School and my Massage Therapy certification at Healing Touch in Hattiesburg, MS. Our Part-Time Instructor, Vanessa Myers, furthered her education at Unlimited Cosmetology School and is a licensed Cosmetology Instructor with the Mississippi State Board of Cosmetology. Our instructors take great pride in our curriculum designed to prepare our graduates for state licensure and in developing those technical skills and personal skills necessary for successful entry into the job market. Our administrative staff, Barbara Brown and Clarissa Kelly-Creagh, is here to assist you with any needs available to achieve a level of excellence. When you enter into the program of your choice, you are joining a team.

Our students benefit from the support of professional product line representatives and distributors who help integrate product knowledge and retail awareness into our educational programs as well as from exposure to guest speakers and members of the professional beauty culture community.

Our educational emphasis includes guidance to help you develop those personal qualities of poise, confidence and professionalism that will enable you to aspire to your goals. Our goal is to help you discover your abilities and potential, however, the degree to which you succeed will depend on the effort you are willing to apply during your entire course of study.

Congratulations! And, thank you for allowing us the opportunity to be a part of your success.

Sincerely,

Carlene E. Daniels

Carlene E. Daniels
President

"Back to the Basics"

MISSION STATEMENT

Unlimited Cosmetology School's mission is to create an environment that provides post-secondary education in the practical skills necessary to prepare its graduates for licensure and successful employment in the workplace.

STATEMENT OF NON-DISCRIMINATION

Our School does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

All classes will be taught in the English language and all textbooks, workbooks, student catalog and any other paperwork will be provided in the English language. The school admits students with a high school diploma or its equivalent who, as such, are deemed to have the level of English proficiency necessary to have the ability to benefit from the programs taught in English.

ADMISSION AND ENROLLMENT REQUIREMENTS

The school requires that each student enrolling in the Cosmetology, Manicure, or Brush-Up program must meet the following requirements:

- Must be able to read, write and speak English (Affidavit)
- Must be at least 17 years of age (State or Federal Issued Identification)
- Must have a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion. Where the secondary education was obtained outside of the United States, the applicant must present a copy of the proof of completion, along with an original translation which has been prepared by an approved translation or credentialing service that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. A list of approved translation or credentialing services can be obtained from the Student Director. Evaluations must be received one (1) month prior to the time in which the student intends to enroll. (Copy of high school diploma, transcripts/GED transcripts, home school certification, or official report of foreign high school diploma and evaluation, if applicable)
- Must have a Photo ID (Copy of ID)

Because the school does not admit students who do not have a high school education or its equivalent, we do not admit Ability-to-Benefit students.

The School requires that each student enrolling in the Cosmetology Instructor program must meet the following requirements:

- Must be at least 21 years of age (State or Federal Issued Identification)
- Must be able to read, write and speak English (Affidavit)
- Must be a graduate of a licensed cosmetology school (Copy of Diploma, Certificate or Transcript)
- Must have a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion. Where the secondary education was obtained outside of the United States, the applicant must present a copy of the proof of completion, along with an original translation which has been prepared by an approved translation or credentialing service which certifies that the document is considered to be proof of the equivalent of a 12th grade education. A list of approved translation or credentialing services can be obtained from the student director. Evaluations must be received one (1) month prior to the time in which the student intends to enroll. (Copy of your high school diploma, transcripts/GED transcripts, home school certification, or official report of foreign high school diploma and evaluation, if applicable)

- Must have six (6) semester hours credit in college courses. Where such is not available, allied courses, approved by the Board, will be acceptable. These hours may be acquired during your training or a correspondence course.
- Must have a current, valid Mississippi cosmetology license (Copy of License)
- Must have a Photo ID (Copy of ID)

RE-ENTRY PROCEDURES

Any student who has withdrawn must re-apply for admission to the school. A student's previous academic record will be transferred to the new account. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination of \$100.00. The student must meet financial obligations from prior enrollment. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. It is at the discretion of the Student Director to allow a previous student to re-enter any programs offered by the school.

A student who withdraws from a program and returns to the school will return in the same progress status as when he or she left. For purposes of Satisfactory Academic Progress, the student will be evaluated at the next scheduled evaluation period per the school's Satisfactory Academic Progress Policy.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00.

TRANSFER CREDITS AND STUDENTS

Decisions concerning the acceptance of hours by any institution other than our school are made at the sole discretion of the Student Director. Any student withdrawing from our School and transferring to another school may retain and transfer their hours provided there is no financial obligation. In the event of financial obligation, ALL monies must be paid before hours will be released and credited. Credit given to transferring students from another licensed cosmetology school will be determined on a case by case basis. Students enrolling in the Cosmetology Instructor, Manicure, or Brush-Up programs are not allowed to transfer hours or grades from another school. Transfer students may enroll thirty (30) days after previous instruction at a former school, or with the State Board's approval. Our School does not recruit students already attending or admitted to another school offering a similar program of study.

MISSISSIPPI STATE BOARD OF COSMETOLOGY LICENSING REQUIREMENTS

The Mississippi State Board of Cosmetology requires that an applicant for Cosmetology:

- Be at least 17 years of age.
- Be able to read, write and speak English.
- Have at least a twelfth (12th) grade education or its equivalent.
- Has completed 1500 clock hours in cosmetology.

For Manicure:

- Be at least 17 years of age.
- Be able to read, write and speak English.
- Have at least a twelfth (12th) grade education or its equivalent.
- Has completed 350 clock hours in manicure.

For Cosmetology Instructor:

- a. Be not less than 21 years of age.
- b. Be able to read, write and speak English.
- c. Be a graduate of a licensed cosmetology school.
- d. Have a high school education or its equivalency.
- e. Have a current, valid Mississippi cosmetology license.
- f. Have completed six (6) semester hours in college courses approved by the Board.
- g. Have successfully completed 1000 hours of instructor training in a licensed school of cosmetology.
- h. Have at least one (1) year active practical experience as a cosmetologist or, as an alternative to such experience, has successfully completed 1000 hours of instructor training in a licensed school of cosmetology.

GRADING SYSTEM

Teachers evaluate students' understanding of the material and practical ability regularly through the use of examinations and other assigned projects. Each assignment must be passed with a score of 85% percent or better. The following grade scales are used:

Theory:

95 – 100	EXCELLENT
90 – 94	VERY GOOD
85 – 89	SATISFACTORY
84 and BELOW	UNSATISFACTORY

***Practical:**

SATISFACTORY/YES
UNSATISFACTORY/NO

**Formal evaluation of student practical work is graded on a satisfactory (yes)/unsatisfactory (no) format that is converted into a percentage and into the GPA.*

Students must receive an 85 or better on written and practical examinations. Students are required to re-take failed exams. Progress records are monitored for each student and recorded. The student's records are available for explanation or clarification by the Student Director or instructor during regular school hours. Students must maintain an 85% cumulative grade average and complete the required amounts of hours for the program he/she is enrolled in for graduation.

GRADUATION REQUIREMENTS

In order to graduate from the program of study and receive a Diploma for the applicable course of study, a student must successfully complete all phases of study, pass all written and practical examinations with an 85% average; complete the program of study according to the Mississippi State Board of Cosmetology requirements; complete all exit counseling and paperwork; attend an exit interview and make satisfactory arrangements for the payment of all debts owed to the school. A Diploma will be awarded when these requirements are met.

JOB PLACEMENT POLICY

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

HOW OUR STUDENTS ARE DOING

2016 NACCAS Annual Report

Our school's graduation rate is 72.73% (Students scheduled to graduate in 2016 that actually graduated).

Our school's pass rate on the State Licensing exam is 100.00% (Students taking the Mississippi State Board of Cosmetology Examinations in 2016).

Our school's placement rate of eligible graduates is 100.00% (Students eligible for employment in 2016 that have found jobs in their field of study).

SCHOLARSHIPS/FEE WAIVER POLICIES

The school does not have any scholarships at this time. Fee waivers are offered on a promotional basis only and at the discretion of the School Director.

SERVICES PROVIDED TO STUDENTS

Housing:

The school does not provide student housing but careful attention and assistance is given to each student in finding satisfactory living quarters. The school gives assistance when requested.

Advising:

Personal advising is available as an aid to student motivation and as a means for maintaining the productive attitudes and professional outlook through which students will be able to reach their fullest potential.

PHYSICAL AND SAFETY DEMANDS

Certain physical demands need to be considered before one enters training. Students will experience standing for prolonged periods of time and excessive use of hands and upper arms, exposure to chemical odors, bending, light lifting and sitting. Most students experience no problems or inhibitions to training with the proper personal regiment of diet, sleep and physical exercise. Studies involve learning to stand and sit properly, wearing proper shoes and the proper use of equipment to avoid stress to the body.

UNEXPECTED CLOSURE

In case of the closure of the school for reasons beyond the control of the school, such as weather or natural disasters, etc., school closure announcements will be made by personal phone call, email, local area radio/television announcements or on the school's Facebook page, as applicable.

PAYMENTS

Payments can be arranged on convenient payment plans or by Federal Student Aid if the student qualifies. The following are methods of payment:

1. Cash, Check, Cashier's check, Money Order or Credit Card. The school will allow a student to make in-house payments without interest as long as it is paid during the minimal time frame required for the program in which the student is enrolled. Weekly, bi-weekly, and monthly payment plans are available. Payments depend on the deposit at the time of enrollment, and which payment schedules the student selects.
2. Federal Student Aid for those who qualify. This includes Pell Grants and Direct Loans.
3. VA assistance for those who qualify.

4. Vocational rehabilitation assistance to those who qualify.
5. Non-federal agency or loan programs

A fee of \$35.00 is charged for any check returned from a financial institution due to insufficient funds or any other reason.

FINANCIAL AID

Financial Aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a postsecondary education. Financial Aid is money made available to help meet the cost of their college education. Financial Aid includes grants and loans. Grants do not have to be repaid. Loans usually have a low interest rate that a student must pay back depending on the conditions of their loan. Financial Aid is awarded to students who have “need” based upon the financial information submitted from the student.

To be eligible to receive financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted in an eligible program
- Be a citizen or eligible non-citizen
- Not owe a refund on a FPELL Grant or FSEOG at any school
- Not be in default on any government loans of any kind at any other school
- Have a financial need
- Be making satisfactory academic progress (as defined by the School’s policy) in the course of study
- Be registered with selective service (if a male between the ages of 18-25)
- Have signed a statement of educational purpose
- Have signed a statement of updated information
- Have proof of having a High School Diploma or its equivalent
- Agree to use any federal student aid received solely for educational purposes
- Have timely submitted all financial aid documentation needed
- Be at least 18 years of age
- Submit a valid government form of identification
- Submit a valid social security number

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her Social Security Number is mandatory. The Social Security Number is used to verify students’ identities, to process the awarding of funds, and to trace individuals who have borrowed funds from the federal, state or private programs.

You may obtain a Free Application for Federal Student Aid (FAFSA) from the Financial Aid Office of the school or you can apply online at www.fafsa.ed.gov. Unlimited Cosmetology School’s code is **042671**. You should complete the FAFSA carefully according to the instructions provided. Pay particular attention to the difference between dependent and independent students. You must apply no later than May 30th prior to the award year.

When you fill out an application, you should have certain records on hand.

- Your tax returns. Please use the Direct Retrieval Tool (DRT) for tax information.
- Your parent’s return (if you apply as a dependent student) and your spouse’s return (if you are married and your spouse filed a separate return. Please use the Direct Retrieval Tool (DRT) for tax information.
- W-2 forms and other records of income verification
- Records of benefits received from the Social Security Administration, Unemployment or other agencies

HOW AID IS DETERMINED

To determine the amount of aid you will receive, the amount of money that your family can be expected to contribute towards education needs to be estimated. It is necessary to request confidential financial facts about your

family's income and assets, the size of your family, the number of persons attending postsecondary education, and any unusual circumstances or expenses in order to estimate this amount of family contribution. This "needs analysis" is conducted through the completion of the FAFSA. From this objective analysis, a parental contribution is calculated. Students are also expected to contribute from their savings and earnings. The combination of what parents can contribute and what the student can contribute is called the Expected Family Contribution (EFC).

School officials do NOT play a role in making a student eligible for federal funds. Eligibility is determined in accordance with information provided by student and or parents if student is dependent. The EFC does not represent the amount of money you will need to pay the school. It determines the aid programs and amount of aids for which a student is eligible. The goal of financial aid programs is to bridge the gap between the amount you and your family are reasonably able to contribute and your educational expenses. It is very important to realize that aid is available to make education accessible, not to make it free of cost to you or your family. You do not have to be from a low-income family to qualify for financial aid, but you do have to have "financial need." Your "need" is the difference between what it costs to attend a particular school and what you and your family can contribute.

Here's how it works:

COST OF GOING TO SCHOOL (Tuition, fees, books, kit, room and board, personal expenses, travel, and miscellaneous expenses) (-) **YOUR EXPECTED FAMILY CONTRIBUTION** (The amount that you and/or your parents should be able to contribute) (=) **YOUR FINANCIAL NEED**

It is important to note that your aid is determined by the concrete values listed above. The aid offered at this school is not calculated by any other means. You are not in competition with any other student for funds. Your financial situation determines your financial assistance.

VERIFICATION

Approximately 30 percent of all financial aid applications are selected for verification by the U.S. Department of Education (DOE). Verification is a process to "confirm" the accuracy of the information reported on the Free Application for Federal Student aid (FAFSA). If your file is selected for verification, certain information must be proven. This includes household size and number in college, taxable and non-taxable income, asset information, etc. If your FAFSA is selected for verification at any point in the process, you will be required to complete a Verification Worksheet before aid can be processed or disbursed. Once we notify you, you will be required to submit your federal tax transcripts, and perhaps other forms as needed.

Failure to provide verification documentation as mentioned above will result in cancellation of Financial Aid processing. You must follow the instructions on the Verification Worksheet very carefully, as failure to submit all required documents will cause processing delays.

WHAT YOU SHOULD DO:

1. Collect your (and your spouse's or parents') financial documents (Federal Income Tax Transcript, W-2, Military LES, etc.).
2. Complete the (appropriate year) Verification Form - Read carefully and complete all sections that apply to you. Make sure you collect all required signatures.
3. Fax, Email, Mail or Drop off completed worksheet, Tax transcripts, and any other documents to the Financial Aid Office within ten (10) days.

If additional time is needed, an extension must be requested with a Financial Aid Director. If the student does not provide all of the required documentation within the ten (10) day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.

Your financial aid administrator will compare information on these documents and make corrections if necessary. Verification may change the Expected Family Contribution (EFC) and can affect your financial aid award. If the Expected Family Contribution (EFC) changes as a result of the verification and results in a change in the award, you

will be notified in writing. Department of Education regulations (34 CR 668.16(g) require schools to refer to the Department's Office of Inspector General any credible information indicating that an applicant for Title IV aid may have engaged in fraud or other criminal misconduct in connection with his or her application. The school will report any suspected fraud to OIG at 1-800-MISUSED.

PROGRAMS OF STUDY

The school offers an exciting variety of programs in Cosmetology, Cosmetology Instructor, Manicure, and Brush-Up. Theory is taught in a classroom structure with the aid of lecture, video, power point, games, and/or demonstration. Skill is taught in the Clinic area with demonstration from Instructor and student application. Skill training and clinic work is assigned and supervised by a licensed Instructor.

Course materials and lectures are taught in the English language. Our school operates on clock hours. "Clock Hour" means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

To ensure continued career success, the student will continue to learn new and current information related to skills, trends, and methods for career development in their particular course of study.

COSMETOLOGY					
Clock Hours	Length of Course (Weeks)	Registration Fee	Books/Kit	Tuition Cost	Total Costs
1500	50 Weeks (Full-Time) 75 Weeks (Part-Time)	\$100.00	\$900.00	\$13,500.00	\$14,500.00

In order to graduate from the Cosmetology program of study and receive a Diploma, a student must successfully complete 1500 clock hours, required tests, practical assignments; pass all written and practical examinations with an 85% average; complete the program of study according to the Mississippi State Board of Cosmetology requirements; complete all exit paperwork; attend an exit interview and make satisfactory arrangements for payment of all debts owed to the school. A Diploma will be awarded when these requirements are met.

There are many exciting entry-level career opportunities which may be available for Cosmetology such as: Hair Stylist, Day Spa Technician, Hair Coloring Specialist, Make-up Artist, Salon Owner, Platform Artist, Product Promoter, and Beauty Sales Representative.

The Cosmetology Student Kit contains the following:

Milady's Standard Cosmetology Textbook (<i>ISBN 9781439059302 \$129.95</i>)	Milady's Standard Practical Workbook (<i>ISBN 9781439059227 \$66.95</i>)	Milady's Standard Theory Workbook (<i>ISBN 9781439059227 \$66.95</i>)	Name Tag	Mississippi State Law Book
Shampoo Cape	Small Round Brush	Medium Brush	Large Brush	Duckbill Clips
Double Prong Clips	Pin Curl Clips	Table Clamp Stand	Mannequin Head (3)	Blow Dryer

Rattail Combs (12)	Cutting Shear	Thinning Shear	Vent Brush	Standard Cutting Combs (12)
Spray Bottle	Buffer Block	Perm Rods-Long (24)	Perm Rods-Short (12)	Perm Rods (24)
Magnetic Roller Set	Paddle Brush	PCS Combination Comb Set (10)	Tint Brush	Tint Bowl
Nylon Cutting Cape	Finger Bowl	Nail Brush	Orangewood Sticks (3)	Emery Board
Nail Polish Kit	Nylon Smock $\frac{3}{4}$ Length Sleeve	Mannequin Hand	Metal Cuticle Nippers	Metal Cuticle Pusher
Metal Nail File	Tweezer	Kit Case	Large Clear Tote Bag	Small Clear Tote Bag
Curling Iron	Smoothing Iron	Clipper		

There shall be a minimum total accumulation of 1500 (clock) hours. The State of Mississippi law requirements for academic and practical classes in Cosmetology are divided approximately as follows: 60% clinic work and 40% classroom (both academic and practical application). Methods of payment used by the school include cash, check, cashier's check, money order, credit card, Federal Student Aid (for those who qualify), VA Assistance (for those who qualify), Vocational Rehabilitation (for those who qualify), or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Cosmetology Course of Study (1500 Hours)

Introduction	(75)	Hair Coloring, Bleaching	(125)
Bacteriology, Decontamination, and Infection Control	(75)	Chemical Rearranging (Texture)	(200)
Shampoos, Rinses, Scalp Treatments	(75)	Manicuring, Pedicuring, Nail Extensions	(175)
Hairstyling	(150)	Facials and Related Theory	(175)
Hair Shaping	(200)	Salon Business, Retail Sales	(50)
		Miscellaneous	(200)
		TOTAL HOURS	1,500

<i>COSMETOLOGY INSTRUCTOR</i>					
Clock Hours	Length of Course (Weeks)	Registration Fee	Books/Kit	Tuition Cost	Total Costs
1000	33.3 Weeks (Full-Time) 50 Weeks (Part-Time)	\$100.00	\$650.00	\$9,000.00	\$9,750.00

In order to graduate from the Cosmetology Instructor program of study and receive a Diploma, a student must successfully complete 1000 clock hours, required tests, practical assignments; pass all written and practical examinations with an 85% average; complete the program of study according to the Mississippi State Board of Cosmetology requirements; complete all exit paperwork; attend an exit interview and make satisfactory arrangements for payment of all debts owed to the school. A Diploma will be awarded when these requirements are met.

There are many exciting entry-level career opportunities which may be available for Cosmetology Instructor such as: Cosmetology School Manager, Cosmetology School Instructor, Platform Educator, Lecturer, Styles Director, and School Ownership.

The Cosmetology Instructor Kit contains the following:

Milady Master Educator: Student Course Book (<i>ISBN 9781133693697 \$169.95</i>)	Milady's Master Educator: Exam Review (<i>ISBN 9781133776598 \$59.95</i>)	Mannequin	Uniform	Round Brush
Platter Brush Super Grip	Large Rat Tail Comb	Lift Comb	All Purpose Combs	Regular Rat Tail Combs
Medium Rat Tail Comb	Fat Top Comb	Assorted Perm Rods	End Papers	Set of Roller

There shall be a minimum total accumulation of 1000 (clock) hours. The State of Mississippi law requirements for academic and practical classes in cosmetology instructor are divided approximately as follows: 60% clinic work and 40% classroom (both academic and practical application). Methods of payment used by the school include cash, check, cashier's check, money order, credit card, VA Assistance (for those who qualify), Vocational Rehabilitation (for those who qualify), or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Cosmetology Instructor Course of Study (1000 Hours)

Observation Academic and Skill Testing and Evaluation	(107)	Methods, Management, Materials	(443)
Cosmetology Law, Rules and Regulations	(87)	The Professional Teacher	(208)
	(23)	Student Motivation and Learning	(132)
TOTAL HOURS			1000

<i>MANICURE</i>					
Clock Hours	Length of Course (Weeks)	Registration Fee	Books/Kit	Tuition Cost	Total Costs
350	11.67 Weeks (Full-Time) 17.5 Weeks (Part-Time)	\$100.00	\$950.00	\$3,150.00	\$4,200.00

In order to graduate from the Manicure program of study and receive a Diploma, a student must successfully complete 350 clock hours, required tests, practical assignments; pass all written and practical examinations with an 85% average; complete the program of study according to the Mississippi State Board of Cosmetology requirements; complete all exit paperwork; attend an exit interview and make satisfactory arrangements for payment of all debts owed to the school. A Diploma will be awarded when these requirements are met.

There are many exciting entry-level career opportunities which may be available for Manicure such as: Nail Care Specialist, Nail Technician, Nail Salon Manager, Salon Owner, Platform Artist, Product Promoter, Beauty Sales Representative, Retail Specialist, and Pedicurist.

The Manicure Student Kit contains the following:

Milady's Standard Nail Technology <i>(ISBN 9781435497689 \$129.95)</i>	Milady's Standard Nail Technology Workbook <i>(ISBN 9781285080512 \$72.95)</i>	Name Tag	Mississippi State Law Book	Safety Goggles
Manicure Finger Bowl	Nail Boards	Cotton Cloths	Diamond File	Practice Hand
Nail Lacquer (4)	Cuticle Pusher (2)	Brush (2)	Foot File	Flat Brush
3-way Buffer File	Fluffy Brush	Glass Dropper	Reusable Nail Forms	Large Nail Clipper
Small Nail Clipper	Cuticle Nipper	Quick Dry Top Coat	Nail and Cuticle Replenishing Oil	Nail Strengthener
Exfoliating Cuticle Treatment	Ridge Filler	Acrylic Nail Base Coat	Files (25)	Hand Soap
Moisturizing Lotion	Nail Alcohol	Polish Remover	Antiseptic Hand Guard	Clarite Odor System
Brush Cleaner	Resin	Bondex	Ph Balancing Bond Aid	Glue
Rapid Dry	Spa White Acrylic	Shear Pink Acrylic	Opaque White Competition Acrylic	Totally Natural Acrylic
Cool Pink Acrylic	Very Clear Acrylic	Warm Pink Acrylic	Glass Dishes (3)	Buffer Blocks
Lint Free Wipes	Various Nail Tips	Wood Sticks (5)	Toe Separators	Trash Bags
Nail Wipes	Rolling Case			

There shall be a minimum total accumulation of 350 (clock) hours. The State of Mississippi law requirements for academic and practical classes in manicure are divided approximately as follows: 60% clinic work and 40% classroom (both academic and practical application). Methods of payment used by the school include cash, check, cashier's check, money order, credit card, VA Assistance (for those who qualify), Vocational Rehabilitation (for those who qualify), or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Manicure Course of Study (350 Hours)

Introduction	(15)	Sanitation and Safety Measures	(50)
Procedures	(160)	Professional Practices	(40)
Anatomy of the Arm and Hand	(10)	Miscellaneous	(50)
Nails	(25)		
		<u>TOTAL HOURS</u>	<u>350</u>

BRUSH-UP					
Clock Hours	Length of Course (Weeks)	Registration Fee	Books/Kit	Tuition Cost	Total Costs
150	5 Weeks (Full-Time) 7.5 Weeks (Part-Time)	\$100.00	\$350.00	\$1,350.00	\$1,800.00

In order to receive a Diploma from the Brush-Up program of study, a student must successfully complete 150 clock hours, required tests, practical assignments, pass all written and practical examinations with an 85% average, complete the program of study according to the Mississippi State Board of Cosmetology requirements, complete all exit paperwork; attend an exit interview and make satisfactory arrangements for payment of all debts owed to the School. A Diploma will be awarded when these requirements are met.

There are many exciting entry-level career opportunities which may be available for Brush-Up such as: Hair Stylist, Day Spa Technician, Hair Coloring Specialist, Make-up Artist, Salon Owner, Platform Artist, Product Promoter, and Beauty Sales Representative.

The Brush-Up Kit contains the following:

One Supplemental Guide	Set of Rollers	Round Brush	Platter Brush Super Grip	Large Rat Tail Comb
Lift Comb	All Purpose Combs	Regular Rat Tail Combs	Medium Rat Tail Comb	Fat Top Comb
Assorted Perm Rods	End Papers			

There shall be a minimum total accumulation of 150 (clock) hours. Requirements for academic and practical classes brush up course are divided approximately as follows: 90% clinic work and 10% classroom (both academic and practical application). Methods of payment used by the school include cash, check, cashier's check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Brush-Up Course of Study (150 Hours)

Hairstyling	(135)	Safety Practices	(15)
TOTAL HOURS			150

EXTRA INSTRUCTIONAL CHARGES

Each student is responsible for his/her tuition and fees and any other charges incurred while attending this school. Each course has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent (10%) has been added to the calculated completion date for each program for school emergencies. However, in determining Satisfactory Academic Progress (SAP) scheduled hours, the 10% percent grace period is not applicable. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course program. If a student does not graduate within the contracted period, additional training will be billed at the rate of \$9.00 per clock hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made.

STUDENT RESPONSIBILITY

The costs for the registration fee, books and kits must be paid in full upon enrollment. Once paid in full they become your property. Therefore, the registration fee, books and kit are non-refundable. The student is responsible for the kit and its contents upon issuance. Student kits must remain on school property until all hours are completed, with the exception of the textbooks and workbooks. Students are responsible for providing the following additional supplies: Clipboard, Large Binder with dividers (2" to 3"), Large Binder (3"), Small Binder (1"), Ruler, Loose Leaf Paper, Closed Containers, Glass Eye Dropper, Pencils, Pens, Highlighters, Liquid Paper, Artificial Acrylic Nail Clippers, Two (2) Spray Bottles (one labeled "Water" and one labeled "70% Alcohol"), and Individual supplies and Uniforms.

LOCKERS

Lockers are provided by the school and are free of charge to students for their personal belongings. Please bring a padlock with two (2) keys for your lockers. The school is in no way responsible for articles left at the school.

LOST OR STOLEN PERSONAL ITEMS

The school is not responsible for any lost or stolen items. Any items left at the school upon completion, withdrawal, or termination becomes the property of the school after thirty (30) days.

SCHOOL CALENDAR

The school is opened year-round and because of the school curriculum, the school is able to enroll and start classes the first Tuesday of each month. Students attend school 5 days per week. The school week is Tuesday through Saturday. The school offers full-time (30 Clock Hours) and part-time (20 Clock Hours) classes. A student's schedule will be determined based on the specific program chosen.

School observes the following holidays: *(If the holiday is on a Monday when the school is closed, the school will observe the holiday on that Tuesday)*

Martin Luther King, Jr. Day	President's Day
Memorial Day	Fourth of July – Independence Day
Labor Day	Columbus Day
Christmas Eve	Christmas Day
New Year's Eve	New Year's Day

School is closed the following dates for 2018-2020:

November 20-24, 2018	December 25-January 2, 2019
March 12-16, 2019	July 30-August 3, 2019
November 26-30, 2019	December 24-January 1, 2020
March 10-14, 2020	July 28-August 1, 2020
November 24-28, 2020	December 24-January 2, 2021
March 16-20, 2021	July 27-July 31, 2021

SCHEDULE TIMES OPEN

Closed Sunday and Monday

FULL-TIME STUDENTS:

Tuesday – Friday

9:00 a.m. – 3:30 p.m.

Class Starts	9:00 a.m.
Break	10:30 a.m. – 10:40 a.m.
Lunch	11:30 p.m. – 12:00 p.m.

Break	1:30 p.m. – 1:40 p.m.
Sanitation	3:00 p.m. – 3:30 p.m.

Saturday	8:00 a.m. – 2:00 p.m.
Class Starts	8:00 a.m.
Break	11:30 a.m. – 11:40 a.m.
Sanitation	1:30 p.m. – 2:00 p.m.

PART-TIME STUDENTS:

Tuesday – Friday	5:00 p.m. – 9:00 p.m.
Class Starts	5:00 p.m.
Break	7:00 p.m. – 7:10 p.m.
Sanitation	8:30 p.m. – 9:00 p.m.

Saturday	10:00 a.m. – 2:00 p.m.
Class Starts	10:00 a.m.
Break	12:00 p.m. – 12:10 p.m.
Sanitation	1:30 p.m. – 2:00 p.m.

Flex scheduling is available for full-time and part-time students during normal school hours.

FACILITIES – EQUIPMENT

Unlimited Cosmetology School is a single-story structure consisting of over 4000 square feet of space used for classrooms, library, reception area, dispensary, clinic area, janitorial, three (3) restrooms, laundry area and administrative offices. Unlimited Cosmetology School is housed in spacious facilities that include a large clinic, practical work areas, and classrooms. A student locker area is available. Our school contains modern functional equipment: work stations, hydraulic chairs, dryers, shampoo chairs and sinks, skin care stations.

Student guides, activity sheets, videos, DVDs, CDs, lectures, and demonstrations are used in the classroom and on the clinic floor for instructional tools. The facility has a capacity for up to forty (40) students under the guidelines set forth by the Mississippi State Board of Cosmetology. The building has sufficient central air and heat and an adequate ventilation system and lighting to maintain a comfortable, safe working area.

UNLIMITED COSMETOLOGY SCHOOL

Equipment includes:

Time clock	22 Work Stations	22 Styling Chairs	10 Manicuring Stations
Lockers	Hot wax Machine	Copier, Fax, Scanner	Thinning Shears
Disinfectant	5 Shampoo Bowls	5 Shampoo Chairs	Chemicals
Facial Chair	Facial Stool	Computers	Reception Area
14 Dryers	Pedicure Station	Office Desk	Office Chair
Storage Room	Classroom	Manikins	Fire Extinguishers
Waxing Equipment		Assorted Rods	Thermal Hair Straighteners

POLICY CHANGES

We reserve the right to make changes in accordance with class schedules, program sequence, academic calendar, or

programs of study. Such changes will not affect the integrity or continuity of the programs of study. The school also reserves the right to make changes in administration, teaching personnel, policy, or any other school activity. Students will be notified, if possible, of any changes prior to the changes being made.

MEDIA GUIDELINES FOR STUDENTS

Unlimited Cosmetology School respects the rights of students and co-workers to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, Myspace, Foursquare, Pinterest, Instagram, Twitter, YouTube, blogs, wikis, file-sharing and user-generated video and audio.

Unlimited Cosmetology School students are personally responsible for the content that they publish on social networking sites. Be mindful that what you publish will remain online for a very long time and be respectful of your audience. Unlimited Cosmetology School does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in Unlimited Cosmetology School on any of the school's social media sites. Unlimited Cosmetology School reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Unlimited Cosmetology School to protect itself from undue harm related to information that is shared on social networking sites.

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities. A summary of the penalties may be found at: <http://www.copyright.gov/title17>. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

STUDENT CODE OF CONDUCT, STANDARDS AND REQUIREMENTS

Students must understand that any infraction of the Student Code of Conduct, Standards and Requirements, or the Enrollment Agreement could result in any of the following disciplinary actions.

PROBATION: A student may be placed on probation for a specified time for any infraction of the Rules and Regulations. If the student does not correct the problem, he/she will be placed on a second probation. If the problem is not corrected during the second probationary period, he/she may be suspended for three (3) days or dismissed permanently at the discretion of the school director.

SUSPENSION: Enrollment may be immediately suspended for a minimum of three (3) days for infraction of the Student Code of Conduct, Standards and Requirements.

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

- Non-compliance with the Student Code of Conduct, Standards and Requirements, or Enrollment Agreement.
- Non-conformance with the state laws and regulations governing schools and students.
- Non-compliance with the school's Satisfactory Academic Progress Policy.
- Improper conduct or any action which causes or could cause bodily harm to a client, student, or employee of the school.
- Theft or any illegal act.
- Willful destruction of school property.
- Non-payment of monies due to the school.

- Students who do not return from a leave of absence. The last date of attendance is used as the termination date.

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school director and the student will be notified of the decision within thirty (30) days of the receipt of the appeal.

Examples of reasons for suspension or dismissal:

- a. Improper or abusive behavior.
- b. Use of profanity, alcohol, drugs, or smoking on premises.
- c. Cheating, stealing, or willful destruction of property.
- d. Leaving a customer alone during a chemical service.
- e. Improper uniform, shoes, or nametags.
- f. Refusing to do a service on a customer.
- g. Disrespect of the Instructors or Staff.
- h. Excessive absenteeism.
- i. Fighting or instigating arguments with fellow students, staff, or clients.
- j. Possession of any weapon while on school premises, or any action which causes or could cause bodily harm to a client, student, or employee.
- k. Any other actions which reflect the lack of respect for oneself or the profession.
- l. Non-payment of monies due to the school. Students who are suspended for non-payment of monies due to the school are suspended for a period of 10 days. A student may return to school at any time during the suspension period provided that the student brings his/her account current by paying the past due tuition amount plus the current month's tuition.
- m. Failure to return to school from a leave of absence.
- n. The school reserves the right to dismiss any student for failure to comply with the rules and regulations of the school. The school director will determine the length of the suspension or dismissal.

Attendance Policy:

Students are expected to attend classes at the scheduled starting time and to continue as scheduled throughout the day. All absences and class attendance are regularly recorded. It is the responsibility of the student to notify the school in advance to advise administrative personnel if they will be absent or late, as in the same way an employee would be expected to inform his/her employer. Upon enrollment, the student's thumb print is scanned. Students press their thumb to a device and time is recorded on a program through the SMART system. Students are also required to use the manual time clock as a backup when the system goes down. To maintain student attendance, the Student Director can make changes to policies as needed.

Tardiness:

Any student who arrives at school fifteen (15) minutes after class start time will not be able to clock in. If the student continues excessive tardiness, he/she will be scheduled for a conference with the Instructor. Excessive tardiness can affect the student's grades. If you are going to be late, a courtesy email or phone call is required. When calling, please give your message to a **School Official - Not a student**. Over 3 unexcused tardies per month will result in a suspension. Students who return more than 15 minutes late from lunch or break may be sent home for the day.

Excused/Unexcused Absences

Excused absences are defined as: Sickness of a student or student's child with a doctor's excuse, Holidays given by the school, Funeral with documentation (immediate family only), Weather, or Pre-arranged personal business with prior office approval. All other absences are considered unexcused. Students with fourteen (14) consecutive unexcused absences will result in termination from the program. Students are required to notify the school on each day of absenteeism via email at unlimitedcosmetologyschool@aol.com or via telephone call at (601) 336-7256 by 9:15 a.m. on the date of the absence. Excused absences are still counted as scheduled hours for calculation of Satisfactory Academic Progress.

Make-Up Policy

Students are allowed to make up their hours and work in the following ways:

1. Mississippi Cosmetology Association or National Cosmetology workshops and releases, with an instructor present.
2. Educational classes approved by the school.
3. Staying after school, if the school is open.
4. Hair shows that have been approved by the Mississippi State Board of Cosmetology.

Make-up days for missed examinations will be scheduled at the discretion of the Instructor. Make up exams are a privilege – not a right! Students should be in attendance on examination days.

Leave of Absence

A student may request a leave of absence for medical or personal reasons. Students must follow the school's policy and must show a reasonable expectation that they will return from the leave of absence. The medical or personal leave cannot exceed 180 calendar days in any 12-month period. Any student who does not return from their leave of absence will be terminated using the student's last day of attendance as the withdrawal date for the purpose of calculating a refund. Any student on an approved leave of absence who notifies the school that they will not be returning, the withdrawal date will be the date of said notification.

Notification

Any student needing to take a leave of absence must provide the school with at least thirty (30) days advanced formal written notice in the event the need for the leave is foreseeable. If written notice is not provided and the reason for the leave was foreseeable, the leave could be delayed up to thirty (30) days. When unforeseen events occur that require leave under this policy, students must give written notice as soon as practical. Request must be made in writing by submitting a completed and signed Leave of Absence Request form to the school's office with the reason for the request and include the student's signature.

Medical Documentation

The school requires valid and legitimate medical documentation from the student's health care provider to support a medical leave request. The documentation must include a start and end date for the leave. Such documentation must be provided to the school's office within fourteen (14) calendar days upon the request for leave, unless the need for leave is unforeseen. If the leave is unforeseen, then the student must provide valid and legitimate medical documentation from his or her medical provider within seven (7) days of the event that led to the need for a medical leave. The leave may be refused until such documentation is provided. If adequate medical documentation is not provided, the leave may be denied. The school reserves the right to contact a student's medical provider to assure that the medical documentation provided by the student is legitimate.

Jury Duty

If requested, the institution's main office will draft a letter on behalf of a student summoned for jury duty, notifying the court of his or her full-time enrollment at the school and that appearing for jury duty would have a negative impact on his or her training if he or she were unable to attend classes. If a student wishes to attend jury duty or if appeals to be released from jury duty are denied, the student must provide his or her instructor with documentation from the court administrator, the day(s) he or she attended jury duty.

Student Leave of Absence

- Scheduled hours will not accumulate.

- The leave will not affect the student's satisfactory progress status.
- A student granted a Leave of Absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- The student's maximum timeframe for course completion and enrollment agreement end date will be extended by the number of calendar days of the leave.
- The school may not assess the student any additional institutional charges as a result of the Leave of Absence.
- The student will be informed as to when he or she is scheduled to resume training.
- The student will return to school with the same academic and attendance status held prior to the leave. The school will extend the student's contract period by the same number of days taken in the Leave of Absence. Any changes made to the contract period on the Enrollment Agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- Failure to return from a leave of absence on the scheduled date will result in immediate termination from school. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance.

Student's Responsibility Upon Return from Leave of Absence

A student will return to school from a leave of absence on the return date specified on the leave of absence request form. A student who wishes to extend or shorten the scheduled leave of absence must contact the school's office at least two (2) business days prior to the originally scheduled return date or desired new return date. Additional medical certification will be required to extend a medical leave.

Phone Calls:

No personal calls, unless it is an extreme emergency, are allowed on the school business phones without express permission from the School Director. No cell phones are permitted in the school building with exceptions of break room or outside in the designated area of the building. Cell phones and all other electronic devices must be turned off during school hours and can only be used during break/lunch times.

Smoking:

Smoking is permitted on breaks and lunch outside *the building in the designated smoking area*. Smokers should dispose of their cigarette butts in designated containers.

Cheating:

Students caught cheating will be subject to termination from the program.

Family Services:

Immediate *family members –children / parents /step-parents / siblings & grandparents* may have any clinic service completed at the school. Retail products **are not discounted** to the student's family members.

Alcohol and Drugs:

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. Alcoholic beverages in a public building are illegal. The use of drugs, possession of such, or of any drug paraphernalia, is also illegal. The use of alcohol or drugs in any form on school premises, on school grounds, or at any school related activity would result in immediate expulsion. Students who need professional help can find referrals for counseling in the School Director's office.

Appearance and Dress Code:

Proper attire in the school is compulsory. All students are required to dress in uniform attire. Appearance should be neat, clean, well groomed with clothing properly fastened and pressed. No soiled, torn or inappropriate dress for a professional environment will be permitted. Cross-dressing is not allowed. Baseball caps/other headgears are not permitted.

Excessive (more than two) facial-pierced jewelry or excessive, "cartoonish" make-up will not be worn while in school. "Theme" contact lenses, other than normal colored, will not be allowed. Violations of the

above-described dress code will result in the student being sent home to correct his/her attire. Students are required to purchase their own uniforms.

School Dress Code:

Black Scrubs

Students must wear hose or socks and undergarments.

Student Name Tag

Black or White closed-toed shoes. Sneakers are not permitted. For safety reasons, no open-toed shoes are permitted. ***Absolutely no jeans, denim shorts, athletic shoes, sandals of any type are permitted.***

The Faculty or Administrative Staff will have the final decision on any questionable dress code or appearance violations

Personal Belongings and Kits:

You are required to work as neatly as possible. After each work assignment, you are expected to clean and tidy up. Your personal belongings should to be stored in your locker or your vehicle. Student kits are to be neatly placed underneath your workstation. When not in use, kits should be closed and put away.

Students must wear name badges designating name. These badges will be issued at enrollment.

If a student is not signed or clocked in, they must leave the school premises.

The school is not responsible for missing items or belongings. Please do not leave personal belongings unattended.

Personal items and valuables should be stored in your locker with a lock or left at home. Wallets and handbags should not be left on tables, stations, etc. The school is not responsible for items left at the school. This applies to students attending, on leave, or graduated. All items left at the school will become the property of the school after thirty (30) days.

Personal Supplies and Services:

Personal services can be done with permission by the Instructor. Chemical services, etc. can be completed for a charge of ½ the price per services as stated in the customer price list. Students wishing to purchase supplies or services must first get permission from their Instructor and all supplies and services must be paid for. Students are allowed one (1) procedure each week at a designated time. **ALL SERVICES MUST BE PAID FOR IN ADVANCE!**

Duty Roster:

A duty roster will be made monthly for all classroom/clinic duties. This will be done on a rotating basis for fairness to all students. Your duties are an assignment as part of your training. Instructors will check all duties at the end of the day. All regulations of the Mississippi State Board of Cosmetology must be followed at all times. A student will be suspended or terminated for tampering with other student's time cards in any shape, form or fashion. Appropriate disciplinary actions will be determined by the Student Director.

Sanitation, Dispensary and Supply Room:

Students are responsible for the proper up-keep of the clients' chemical service files and for all supplies. All tools must be sanitized appropriately and towels must be clean and ready for use both day and night. Students are assigned a sanitation detail monthly. You are responsible for your own workstation. No personal items and only one photo frame is allowed on your work station. Nothing is to be attached to mirrors or the walls.

Student Services:

No student is to do another student's hair, nails, etc. without first getting permission from their Instructor. Order of priorities would be theory, practical, and clinical assignments for the day. Once completed, an

Instructor may give you permission. If a client comes in while you are having your own service done and there is no one else available, ***you must service the client. Any student refusing to service a client will be immediately sent home and receive no hours from the time of dismissal. Students who are physically unable to service a client cannot be in attendance or receive hours.***

Client Services:

Students are ***never*** to leave a client unattended – it could be dangerous to the client and is unprofessional.

Weapons in School:

Weapons of any type are strictly forbidden in school. Students caught with a weapon in school will be sent home immediately, the weapons will be turned over to the local police department, and a decision will be made as to whether the student will be allowed to return to school. ***Violation of the above rules and standards may result in disciplinary action up to and including termination from school. The school reserves the right to terminate any student whose personal conduct – towards school staff or fellow students - is deemed unsatisfactory. Re-admittance to the school will be at the School Director's discretion.***

Veterans and Dependents Policy

The school has been approved by the Mississippi State Approving Agency for training of veterans and other eligible persons. Attendance for Veterans and Dependents are as follows: All absences for scheduled instruction are recorded. Unexcused absences and repeated absences will cause interruptions. A student who is tardy six (6) times in a calendar month will be charged a day of absence in addition to the time of the tardiness. All theory missed because of absence must be made up within thirty (30) days from the day missed or a reduced grade and possible interruption will result. When absence affects progress, or is considered excessive, the student will be terminated. Reinstatement will be at the discretion of the school. A student may also be terminated if he/she is absent more than 10% of the scheduled hours of attendance of the course. A master record is maintained for each student.

ALL OTHER LAW, RULES AND REGULATIONS, PLEASE REFER TO YOUR MISSISSIPPI STATE LAWS, RULES & REGULATIONS BOOK.

CLINIC ASSIGNED PROJECTS OR SPECIAL CLASSES

Students are assigned to academic or practical classes, clinic floor or in the classroom. Weekly schedules with class assignments will be posted on the bulletin board. Each student is required to accept and complete all work that is assigned to them. An instructor must inspect all work so that credit can be given. If working on a client, an instructor must inspect your work prior to the departure of the client.

STUDENT GRIEVANCE PROCEDURE

In accordance with the school'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 school. The following procedure outlines the specific steps of the complaint process. Do not take steps out of sequence, as you will be referred to go back to the steps in sequence.

1. The student should register the complaint in writing on the school's Student Grievance Form provided by the school within sixty (60) days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the Student Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within thirty (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 owner. The hearing will occur within ninety (90) days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within fifteen (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.
7. Students must exhaust the school's internal complaint process before submitting the complaint to the school's accrediting agency, National Accrediting Commission of Career Arts & Sciences (NAACAS), www.naccas.org, the school's state agency, Mississippi State Board of Cosmetology, P.O. Box 55689, Jackson, MS 39296, www.msbc.ms.gov, the United States Department of Education, and any other governmental agency, if applicable.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833 or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

STUDENT ACCESS TO RECORDS

Our School complies with all the requirements set forth by the Family Educational Rights and Privacy Act (FERPA). Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five (5) business days of the request.

Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor each time a third-party request is made. Our School requires a release form be completed for each third-party request of information. We will provide access to student records without written consent to our accrediting agency, National Accrediting Commission of Career Arts & Sciences (NACCAS), the United States Department of Education, the Mississippi State Board of Cosmetology, and any other governmental agency. The school maintains a record of all release forms and requests for information.

CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE

The school is committed to providing students with a safe environment in which to learn and to keep parents and students well informed about campus security. To that end, and in accordance with the Crime Awareness and Campus Security Act of 1990, the school collects campus crime statistics and prepares a report for distribution to all students, employees, and applicants for enrollment or employment. It is hoped that the school's comprehensive policy will help combat violence in the workplace and on campus.

The illicit use, transfer, possession and/or sale of illegal drugs or alcohol will not be tolerated and are prohibited. The fundamental concern by school administration relative to illegal substance abuse is rehabilitation of the student so involved. Any student who needs help in this area should see the Student Director. The student will be referred to an appropriate community agency for necessary counseling and/or treatment. Further information regarding drug and alcohol abuse is distributed to the student on the first day of class.

By September 30th of each year, the school publishes and distributes the annual campus security report to all current students and employees directly by hand delivery. In addition, the report is also provided upon request to all prospective students and prospective employees. Such individuals are informed of the report's availability and given the opportunity to request a copy. The completed Campus Security, Crime Awareness, and Drug Free Workplace Policy is distributed after its revision in September.

CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE REPORT

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this detailed report for distribution to all current and prospective students and employees.

- I. Campus is defined as "any building or property owned and/or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its education purpose." The campus is located at 102 Broad Street, Hattiesburg, MS 39401. There are no buildings or properties owned or controlled by campus student organizations that are recognized by this school.
- II. The report is disseminated annually in October to all current and prospective students and employees. In addition, the report is provided to all individuals during enrollment or employment orientation, which is conducted with each starting class or upon the hiring of a new employee. At that time, students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes.
- III. No student will have access to the campus facilities, other than the parking area, at any time unless supervised by a staff member. Campus employees supervise any off-campus events which are sponsored by the school. Thus, the school will monitor and report any criminal activity at such events to local law enforcement agencies should they occur.
- IV. This school does not employ campus security officials. The security of the campus is the direct responsibility of each employee and the campus administrators. No such individuals have the authority to make arrests.
- V. All individuals are encouraged and requested to immediately report any known criminal offense or any emergency occurring on campus to the school administrators. All individuals are also encouraged to promptly report all crimes to the appropriate law enforcement agencies. The campus administrator will report all known criminal offenses to local law enforcement authorities upon receiving a report or upon obtaining the knowledge of any such criminal offense.
- VI. All students and employees are encouraged to be responsible for their own security and the security of others.
- VII. Sexual assault prevention programs are discussed during new student/employee orientation, which includes extensive handouts and procedures directed toward personal protection, the prevention of crime, increasing the awareness of rape, acquaintance rape, and other forcible and non-forcible sex crimes and offenses. To increase crime awareness and prevention, local law enforcement officers are periodically invited to speak to staff and students about the prevention of such crimes and how to properly handle such crimes and offenses.
- VIII. There are no buildings or properties owned or controlled by any student organizations that are recognized by the school. There are no off-campus housing facilities.

- IX. The school will provide timely warning to the campus students and employees of any applicable crimes that have been reported to the campus administration or local police agencies that are considered to represent a continuing threat to students and/or employees.
- X. Statistics concerning the number of arrests for on-campus crimes of murder, manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, violations of liquor laws, drug abuse, illegal weapons possession, hate crimes, larceny/theft, simple assault, intimidation, destruction/damage/vandalism of property, dating violence, domestic violence and stalking during the calendar year of 2015, 2016 and 2017 are listed below:

<i>TYPE OF CRIME</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>
Murder	0	0	0
Manslaughter (Negligent & Non-Negligent)	0	0	0
Sex Offenses (Rape, Fondling, Incest, and Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0
Hate Crimes	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0

There were no crimes of murder, forcible rape, or aggravated assault that shows evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crime Statistics Act (28 U.S.C. 534).

- XI. In the event a sex offense occurs on campus, the accuser has the option to and should take the following steps:
- Report the offense to school administration in the administration office.
 - Preserve any evidence as may be necessary to prove criminal sexual assault.
 - Request assistance, if desired, from school administration to report the crime to the appropriate local law enforcement agencies.
 - Report the crime to local law enforcement agencies.
 - Request a change in the academic situation, if desired.
 - Contact an appropriate agency in the community for counseling or other services that may be needed.
- XII. The school does not provide living situations during enrollment. The school will change a victim's academic situation after the alleged sex offense if requested by the victim and the change is reasonably available.
- XIII. The only on campus services available to victims of sex crimes or offenses are described in this report. There is no on campus counseling, mental health, or other student services available.
- XIV. On-campus disciplinary action in cases of alleged sexual assault will be based on finding by the local law enforcement agency's investigation, facts pertaining to the crime, and other related mitigating circumstances provided that:

- The accuser and the accused may have others present during the campus disciplinary proceeding. Both the accuser and the accused shall be informed of the final determination of the disciplinary proceeding and any sanction(s) imposed against the accused.
- XV. Possible sanctions that the school may impose following the final determination regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses vary depending upon the final determination and may include expulsion.
- XVI. Drug abuse is prohibited at all times by students and employees on the school property or as part of any of its activities. Drug abuse is defined as: “The unlawful manufacture, distribution, possession or use of illicit controlled substances, including alcohol.”
- XVII. The school prohibits possession, use, and sale of alcoholic beverages, enforces the state of underage drinking laws and state and federal drug laws. The Drug Free Awareness Program includes providing a copy of ‘Who Cares If I Do or Don’t?’ pamphlet and a copy of this report. The Hotlines and Off-campus Resources are posted in the classroom and the break room. Employees receive a copy of the “Terms and Symptoms of Drug Abuse” in which negative drug abuse symptoms are described and defined. Fact sheets and posters about early warning signs and guidelines regarding drug abuse are posted. As a condition of employment, employees will notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- XVIII. There are not any on campus drug or alcohol counseling treatments, counseling, rehabilitation programs or services available. Off-campus services regarding Drug Abuse Information and Treatment, Crisis Intervention, Counseling, and Mental Health Services include:
- National Institute on Drug Abuse Hotline: (800) 662-HELP (4357)
 - National Institute of Drug Workplace Help Line: (800) 843-4971
 - Poison Control Center: (800) 222-1222
 - Hattiesburg Police Department: (601) 545-4691
 - Forrest General Hospital: (601) 288-7000
 - Merit Health Wesley Medical Center: (601) 268-8000
 - AA Addiction Help: (800) 494-1981
 - Hattiesburg Health Department: (601) 544-4230
 - Forrest General Hospital Outpatient Rehabilitation: (601) 288-3860
 - Drug A & A Abuse 24-hour Action Addiction: (601) 255-6003
 - Drug Treatment & Alcohol Treatment Center 24-hour Detox: (601) 255-6004
 - Pearl River Valley Opportunity (PRVO): (601) 544-1394
 - St. Vincent de Paul Society: (601) 408-7392
 - Network of Colleges & Universities Committed to the Elimination of Drug & Alcohol Abuse: (202) 357-6206
 - The Center for Substance Abuse Treatment and Referral Hotline: (800) 662-HELP
 - The Center for Substance Abuse Prevention Help Line: (800) 967-5752
- XIX. Penalties to be imposed on students and employees for drug abuse violations occurring in the workplace include:
- Notification of the abuse to the proper authorities.
 - A Leave of Absence from enrollment/employment during which time the individual must consider the responsibilities of his/her enrollment/employment, become free from any dependencies and prove it, and certify that he/she is reinstated that he/she will no longer participate in abuse activities affecting performance.
 - Expulsion or termination will be considered based on the circumstances surrounding the violation.
- XX. Any action taken by the school against a violation of the Drug Free Workplace Policy will occur immediately upon administration obtaining such information. The school will notify the Department of Education within thirty (30) days of an employee or student being involved in any criminal drug statute conviction for a violation occurring in the workplace.

SCHOOL REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. In the event that a student withdraws/terminates during their program, the refund calculations are prepared as follows:

Title IV Students:

1. Return of Title IV Policy Applies
2. Institutional Refund Policy Applies

Non-Title IV Students:

1. School Refund Policy Applies

A registration fee of \$100.00 is due on or before enrollment and is nonrefundable, except in certain events. Books and Kit fee that have been issued are nonrefundable items, except in certain events.

A student's withdrawal date is defined as:

1. **Official Withdrawal** –The date the student (or in the case of a student under legal age, his/her parent or guardian) notifies the school of his/her decision to withdraw or the school expels the student.
2. **Unofficial Withdrawal** –The last date of attendance for a student who has ceased attending all classes and has not provided the school with his/her decision to withdraw. A student is considered withdrawn from the school after fourteen (14) days of nonattendance and no communication between the student and the school. Unofficial withdrawals are determined through monitoring clock hour attendance at least every thirty (30) days.

Any monies due the applicant or students shall be refunded within forty-five (45) days of official cancellation or withdrawal.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted for training by the school. The applicant shall be entitled to a refund of all monies paid, including the registration, books, and kit fee.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing within three (3) business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, including the registration, books, and kit fee, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three (3) business days of signing the Enrollment Agreement but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring clock hour attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the Student Director in person.

For students who enroll and begin classes but withdraw prior to course completion (after three (3) business days of signing the Enrollment Agreement), the following schedule of tuition earned by the school applies. All refund calculations are based upon the student's scheduled hours.

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 4.9%	20% Retained
5% to 9.9%	30% Retained
10% to 14.9%	40% Retained
15% to 24.9%	45% Retained
25% to 49.9%	70% Retained
50% and over	100% Retained

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school.

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in this catalog and in the enrollment agreement.
- If the student is terminated or withdraws from school, the school shall inform the student of any balance owed to the school. The school is committed to using ethical business practices in connection with any collection efforts. Collection correspondence shall reference the school's refund policy set forth in this policy.
- In the event that the student's enrollment agreement is sold or discounted to a third party, such third party shall be required to comply with the refund policy set forth in this policy.

RETURN TO TITLE IV POLICY

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or lending institution by school and/or student. The federal formula is applicable to an eligible student receiving aid when that student withdraws. If a student does not begin training, the formula does not apply.

For official withdraws, a student's withdrawal date is the date the school received notice from the student that they are withdrawing. For unofficial withdraws, a student's withdrawal date is determined after 14 days of elapsed attendance without informing school of absences. The last date of attendance will be used to calculate the

withdrawal.

The Federal formula required a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans, or Plus loans and withdraws 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 withdraw date if this occur on or before 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdraw date divided by the total number of clock hours in the payment period.

The amount to be returned is calculated by subtracting the amount of the Title IV assistance earned from the amount of Title IV aid that was or could be disbursed as of the withdraw date.

If a student earns less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdraw which is a post withdraw disbursement. Post withdraw disbursements may be offered from Pell Grants funds first, if eligible. If there are current educational costs due to the school at the time of withdrawal, a Pell Grant post withdrawal disbursement will be credited to the student's account.

Any Pell Grant funds in excess of current educational costs may be offered if eligible to the student. Any federal loan program funds due post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

The following Title IV refund distribution is used for all Financial Aid students due a refund:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Plus Loans
4. Federal Pell Grant

Refunds will be made within forty-five (45) days of the date of determination. The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount unearned Title IV funds to be returned.

The requirements for federal Title IV program funds when you withdraw are separate from any refund policy that the school has. Therefore, **federal funds may not cover all unpaid school charges due to a student's withdrawal, and you may still owe funds to Unlimited Cosmetology School to cover any unpaid school charges.**

EMERGENCY SAFETY AND EVACUATION PLAN

Your safety is the School's utmost concern. In case of an emergency, please notify the Student Director immediately. If notifying the Student Director is not reasonable at that time, please dial -9-1-1. To prevent any unnecessary emergencies, please see the following:

1. Proper Ventilation: Some fumes can be harmful.
2. Proper Use of Flammables: Read labels and always follow precautions.
3. Designated smoking areas: Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.
4. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.
5. Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.

6. Proper Use of First Aid: First aid kit is available in the Administration Office.
7. Fire Safety: Post and review evacuation procedures during new student orientation.
8. In the event of fire:
 - a) Contact the Hattiesburg Fire Department (Keep number readily available. Give name and address of business, nature of fire (what is burning), and name of person reporting the fire.
 - b) Evacuate premises by following the planned procedure for the facility.
 - c) Plan alternate exits for use in the event regular route is blocked by the fire.
 - d) Service extinguishers at last annually.
9. Use of extinguishers. Install away from potential fire hazards and near an escape route. Follow the instructions. Many fire extinguishers work as follows:
 - a. Pull the pin
 - b. Aim the nozzle
 - c. Squeeze the handle
 - d. Sweep from side to side at base until fire goes out.
10. Recommended Procedures: The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:
 - a. Everyone is leaving the premises and fire department has been called.
 - b. The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
 - c. You can fight the fire with your back to an escape route.
 - d. Your extinguisher is rated for the type of fire you are fighting and is in good working order.
 - e. You know how to operate the extinguisher.

VOTER REGISTRATION

You are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the State of Mississippi can be found at <http://www.sos.ms.gov>. For information on Voter Registration and Election Dates for Federal Elections visit www.eac.gov/voter_resources.

VACCINATIONS

Unlimited Cosmetology School requires no information regarding vaccinations from potential students to attend school.

SELECTIVE SERVICE

To receive federal student aid, the student must be registered with Selective Service if the student is male, at least 18 years old, and born after December 31, 1959. Generally, men between the ages of 18 through 25 are required to register with the Selective Service systems. This requirement covers both U.S. citizens, permanent residents, and most other men residing in the U.S. Students may register with Selective Service by answering a question on the FAFSA or the student may register online at the Selective Service website at: www.sss.gov. Students who have questions about the Selective Service registration requirement may contact the Selective Service at 1-847-688-6888.

COURSE DESCRIPTIONS

COSMETOLOGY 1500 HOURS

1. **Description:** The primary purpose of this Cosmetology course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level position in cosmetology or a related career field. Our Cosmetology course is

measured in clock hours (1500).

2. **Objectives:** Upon completion of the course requirements, the determined graduate will be able to:
- a) Project a positive attitude and a sense of personal integrity and self-confidence.
 - b) Practice effective communication skills, visual poise, and proper grooming.
 - c) Respect the need to deliver worthy service for value received in an employer-employee relationship.
 - d) Perform basic manipulative skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures, and nail extensions. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's overall image.
 - e) Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures

To ensure continued career success, the student will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

3. **Contents of Units of Instruction: Cosmetology**

<u>HOURS</u>	<u>SUBJECT UNIT</u>
75	Introduction Limited to Orientation, Career Information, Mississippi State Laws And Rules and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking, and Professional Ethics.
75	Bacteriology, Decontamination, and Infection Control Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety.
75	Shampoos, Rinses, Scalp Treatments Principles and Techniques of Treatments and Disorders Of the Hair and Scalp and Related Chemistry
150	Hairstyling Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hairdressing.
200	Hair Shaping Principles and Techniques of Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, Shears
125	Hair Coloring, Bleaching Principles and Techniques of Temporary, Semi-Permanent, and Permanent Colors, Bleach-in, Tinting, Toning, Frosting (Highlighting), Special Effects, Problem
200	Chemical Rearranging (Texture) Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing
175	Manicuring, Pedicuring, Nail Extensions Principles and Techniques of Massage, Manicuring, Pedicuring, and Advanced Nail Techniques
175	Facials and Related Theory Principles and Techniques of Skin Chemical Procedures, Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy
50	Salon Business, Retail Sales Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing

Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communication, Public/Human Relations, Insurance, Salon Safety

200

Miscellaneous

Employment assistance training, Professionalism, Resume Development, Job Search and Interview Skills and any other topics to be applied by the instructor to strengthen student performance; supervised field trips or other related training.

1500 Total Hours

*The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum-related areas or, if the student desires, to specialize in a specific area.

4. **Instructional Methods Used to Teach the Program:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. They are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course. References include a comprehensive library of references; periodicals, books, texts and audio/video tapes are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

5. **Grading Procedures:** Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Cosmetology Skills Competency Evaluation criteria. Students must maintain theory and practical grades of 85% and pass all 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:	95 – 100	EXCELLENT
	90 – 94	VERY GOOD
	85 – 89	SATISFACTORY
	84 – BELOW	UNSATISFACTORY

PRACTICAL:	SATISFACTORY/YES
	UNSATISFACTORY/NO

**Formal evaluation of student practical work is graded on a satisfactory(yes)/unsatisfactory(no) format that is converted into a percentage and into the GPA.*

6. **Language:** This program will be taught in English.

COSMETOLOGY INSTRUCTOR
1000 HOURS

1. **Description:** The primary purpose of this Cosmetology Instructor course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions as an instructor or a related career field. Our Cosmetology Instructor courses are measured in clock hours (1000).

2. **Objective:** Upon completion of the course requirements, the determined graduate will be able to:
- Project a positive attitude and a sense of personal integrity and self-confidence.
 - Practice effective communication skills, visual poise, and proper grooming.
 - Respect the need to deliver worthy service for value received in an employer-employee relationship.
 - Perform basic teaching skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures, and nail extensions.
 - Perform the basic instructional skills to determine proper makeup, hairstyle, and color application for the client's overall image.
 - Apply learned principals of teaching/learning, teaching methodology, academic advising, administrative responsibilities, and career and employment information.
 - Be able to access student learning, overall progress, and development and use of testing instruments.
 - Be able to follow a course development and review.

To ensure continued career success, the student will continue to learn new and current information related to skills, trends, and methods for career development in instructor-related fields.

3. **Contents of Units of Instruction: Cosmetology Instructor**

<u>HOURS</u>	<u>SUBJECT UNIT</u>
107	Observation Academic and Skill The observation hours must be acquired prior to practice teaching.
208	The Professional Teacher Teacher Personality, Technical Knowledge, Teacher Characteristics, Teachers as Professional, Preparation For Teaching, Planning the Course, Lesson Plans, Steps Of Teaching.
132	Student Motivation and Learning Laws Governing Learning Process, Student Motivation, Student Participation, Student Personalities, Slow Learner vs. Gifted.
443	Methods, Management, and Materials Methods, Procedures and Techniques of Teaching, Classroom Management, Teaching Materials, Employment assistance training, Professionalism, Resume Development, Job Search and Interview Skills.
87	Testing and Evaluation
23	Cosmetology Law, Mississippi Law and Rules and Regulations
<u>1000</u>	<u>Total Hours</u>

4. **Instructional Methods Used to Teach the Program:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. They are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course. References include a comprehensive library of references; periodicals, books, texts and audio/video tapes are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

5. **Grading Procedures:** Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical

assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Cosmetology Skills Competency Evaluation criteria. Students must maintain a theory grade of 85% and pass all 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:	95 – 100	EXCELLENT
	90 – 94	VERY GOOD
	85 – 89	SATISFACTORY
	84 – BELOW	UNSATISFACTORY
PRACTICAL:	SATISFACTORY/YES	
	UNSATISFACTORY/NO	

**Formal evaluation of student practical work is graded on a satisfactory (yes)/unsatisfactory (no) format that is converted into a percentage and into the GPA.*

6. Language: This program will be taught in English.

MANICURE
350 HOURS

- 1. Description:** The primary purpose of this Manicure course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level position in nail technology or a related career field. Our Manicure course is measured in clock hours (350).
- 2. Objectives:** Upon completion of the course requirements, the determined graduate will be able to:
 - A. Project a positive attitude and a sense of personal integrity and self-confidence.
 - B. Practice effective communication skills, visual poise, and proper grooming.
 - C. Respect the need to deliver worthy service for value received in an employer-employee relationship.
 - D. Perform basic manipulative skills in the areas of manicures, pedicures, nail extensions, massage techniques, use of electric file, aromatherapy, and nail art.
 - E. Perform the basic analytical skills to determine proper application of nail tips, nail wraps, acrylic nails, gels, and nail art. Be able to recognize the nail and its disorders and the skin and its disorders.
 - F. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the student will continue to learn new and current information related to skills, trends, and methods for career development in manicurist and related fields.

3. Contents of Units of Instruction: Manicure

<u>HOURS</u>	<u>SUBJECT UNIT</u>
15	Introduction School Rules and Mississippi State Laws and Rules and Regulations, Equipment and Implements Used.
160	Procedures Basic Manicure and Pedicure, Oil Manicure, Removal Of Stains, Repair Techniques, Hand and Arm Massage, Artificial Nails, Nail Extensions, Release Statements, And Electric Nail File.
10	Anatomy of the Arm and Hand Major Bones, Muscles, Nerves and Functions, Skin, Functions, Structure, Appendages, Conditions, and

25	Lesions. Nails Structure, Growth and Regeneration, Disorders of the Nail and Diseases of the Nail.
50	Sanitation and Safety Measures Professional Hygiene, Professional Ethics, Employee/ Client Relationships, Public Relations, Salesmanship, Business Administration Related to Salon Operators, Payroll Records Keeping and Taxes, and Seeking Employment.
40	Professional Practices Vocabulary, Ethics, Hygiene and Good Grooming, Attitude, Salesmanship, and Public Relations.
50	Miscellaneous Employment assistance training, Professionalism, Resume Development, Job Search and Interview Skills and any other topics to be applied by the instructor to strengthen student Performance; supervised field trips or other related training.
350	Total Hours

4. **Instructional Methods Used to Teach the Program:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. They are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course. References include a comprehensive library of references; periodicals, books, texts and audio/video tapes are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.
5. **Grading Procedures:** Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Cosmetology Skills Competency Evaluation criteria. Students must maintain a theory grade of 85% and pass all 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:	95 – 100	EXCELLENT
	90 – 94	VERY GOOD
	85 – 89	SATISFACTORY
	84 – BELOW	UNSATISFACTORY
PRACTICAL:	SATISFACTORY/YES	
	UNSATISFACTORY/NO	

**Formal evaluation of student practical work is graded on a satisfactory (yes)/unsatisfactory (no) format that is converted into a percentage and into the GPA.*

6. **Language:** This program will be taught in English.

BRUSH-UP
150 HOURS

1. **Description:** The primary purpose of the Brush-Up course is to provide brush-up training to a student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level position in cosmetology or a related career field. Our Brush-Up course is measured in clock hours (150).
2. **Objectives:** Upon completion of the course requirements, the determined graduate will be able to:
 - f) Project a positive attitude and a sense of personal integrity and self-confidence.
 - g) Practice effective communication skills, visual poise, and proper grooming.
 - h) Respect the need to deliver worthy service for value received in an employer-employee relationship.
 - i) Perform basic manipulative skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures, and nail extensions.
 - j) Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's overall image.
 - k) Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures

To ensure continued career success, the student will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

3. **Contents of Units of Instruction: Brush-Up**

<u>HOURS</u>	<u>SUBJECT UNIT</u>
135	Hairstyling Principles and Techniques of Wet Styling, Blow Drying Finger Waving, Hairdressing, Artificial Eyelashes, Removal of Unwanted Hair, Lash, Brow Tinting, Light Therapy
15	Safety Practices and Professional Development Safety Practices, Employment assistance training, Professionalism, Resume Development, Job Search and Interview Skills.
150	<u>Total Hours</u>

4. **Instructional Methods Used to Teach the Program:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. They are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course. References include a comprehensive library of references; periodicals, books, texts and audio/video tapes are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.
5. **Grading Procedures:** Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Cosmetology Skills Competency Evaluation criteria. Students must maintain a theory grade of 85% and pass all 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:	95 – 100	EXCELLENT
	90 – 94	VERY GOOD
	85 – 89	SATISFACTORY

84 – BELOW

UNSATISFACTORY

PRACTICAL:

SATISFACTORY/YES

UNSATISFACTORY/NO

**Formal evaluation of student practical work is graded on a satisfactory (yes)/unsatisfactory (no) format that is converted into a percentage and into the GPA.*

6. **Language:** This program will be taught in English.

**Unlimited Cosmetology School
102 Broad Street
Hattiesburg, MS 39401
(601) 336-7256**

SATISFACTORY ACADEMIC PROGRESS POLICY

Enrolled students are required to achieve and maintain satisfactory progress in attendance and academics. The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Unlimited Cosmetology School regardless of whether they participate in any financial aid programs. It is printed in the Student 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.

A. EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress based on scheduled hours completed at the end of each period as follows:

Cosmetology	450 Hours 900 Hours 1350 Hours
Manicure	175 Hours
Cosmetology Instructor	450 Hours
Brush-Up	75 Hours

**Transfer Students* – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

B. ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours 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 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

C. **MAXIMUM TIME FRAME**

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

COURSE	MAXIMUM TIME ALLOWED (WEEKS)	MAXIMUM TIME ALLOWED SCHEDULED HOURS
Cosmetology (Full-time 30 hours/week) – 1500 hours	75 weeks	2250
Cosmetology (Part time 20 hours/week) – 1500 hours	112.5 weeks	2250
Cosmetology Instructor (Full-time 30 hours/week) – 1000 hours	50 weeks	1500
Cosmetology Instructor (Part-time 20 hours/week) – 1000 hours	75 weeks	1500
Manicure (Full-time 30 hours/week) – 350 hours	17.5 weeks	525
Manicure (Part-time 20 hours/week) – 350 hours	26.25 weeks	525
Brush-Up (Full-time 30 hours/week) – 150 hours	7.5 weeks	225
Brush-Up (Part-time 20 hours/week) – 150 hours	11.25 weeks	225

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.

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

D. **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning 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 comprehensive practical skills evaluations will be conducted during the course of 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 cumulative (practical and written together) grade average of 85% prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scales:

Theory:

95 – 100	EXCELLENT
90 – 94	VERY GOOD
85 – 89	SATISFACTORY
84 and BELOW	UNSATISFACTORY

***Practical:**
SATISFACTORY/YES
UNSATISFACTORY/NO

**Formal evaluation of student practical work is graded on a satisfactory (yes)/unsatisfactory (no) format that is converted into a percentage and into the GPA.*

E. DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

F. WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

G. PROBATION

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

H. 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.

I. INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to 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 in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

J. APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days of receiving notice. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special 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 (i.e. medical documentations, counseling records, jury duty documents, death certificate, copy of obituary, etc.) 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 by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within thirty (30) calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon an appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. If the student does not prevail on appeal (appeal denied), further eligibility for federal financial aid is suspended immediately.

K. NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

L. TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

I CERTIFY THAT THIS CATALOG IS TRUE AND CORRECT IN CONTENT AND POLICY
CARLENE E. DANIELS, OWNER

SEPTEMBER 12, 2018

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