



MICHIGAN
College of Beauty

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Accredited By

National Accrediting Commission of Career Arts and Sciences
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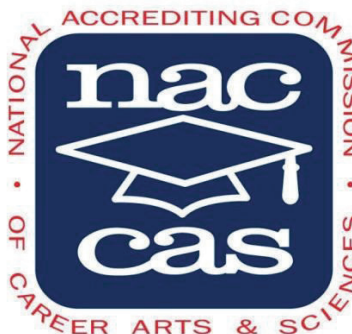


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Introduction

Michigan College of Beauty was established in 1968, Port Huron Cosmetology College, Inc. dba Michigan College of Beauty took over ownership and operation of the college as of 1997. The college offers a full service student salon, giving our students exposure to “real life” training experiences, to assist them in providing quality customer service as well as offering client consultation for hair, skin and nail services.

Consumer Information

Licensing and Accreditation Authority Data to operate the following school can be obtained by written request. All schools are licensed by State of Michigan, Department of Licensing and Regulation. PO BOX 30018, Lansing, MI 48909. License # 2707-000-413
PHONE: 517-241-9288; **Naccas** 3015 Colvin St., Alexandria VA 22314 **Phone:** 703-600-7600 **Fax:** 703-379-2200
Email: webinfo@naccas.org

Facility

Michigan College of Beauty is located on Dixie Hwy. between Walton and Andersonville Rd, in the Waterford Village Plaza. Our building is a one story 4900 square feet facility. Our spacious clinic area has 24 stations and is well designed. We also have three classrooms, Junior Cosmetology, Manicuring and Esthetician.

Mission Statement

To you who are about to enter the field of beauty, we applaud your decision to become involved with in this industry! It is a career that offers a strong personal sense of achievement. Untold opportunities to apply your skills in a variety of exciting occupations. The objective of Michigan College of Beauty is to train our students and to prepare them for entry into the Beauty Industry. The learning process is fostered and advanced in an atmosphere of an educational institution and pleasant surroundings, with the accent on curriculum, faculty and employing the most modern equipment and teaching methods. Michigan College of Beauty will provide an opportunity for all students to achieve a quality education as well as instill in our students a sense of professionalism.

Admissions Requirements

College applicants should visit the College before enrolling. Perspective students will be considered for admissions that are of good moral character, who have a valid high school diploma, GED, or transcript showing graduation or course completion, and proof that he/she is at least 17 years of age or older.

Applicants for the Cosmetology Instructor Course must have a valid Cosmetology license to begin classes.

Non Discrimination

Michigan College of Beauty does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion in any of its admission, instructional or graduation policies.

Transfer Students

Transfer students will be required to meet the published admissions requirements and should refer to Michigan’s State of Cosmetology Laws for current transfer procedures. Michigan College of Beauty will consider all cosmetology student transfer hours awarded to the student by the State Board of Cosmetology or an official transcript up to a maximum of 600 hours. Transfer students must complete a written and practical exam to ensure that each student is evaluated and placed accordingly. The school will maintain a written record of previous education and training of the veteran which clearly indicates that the appropriate credit has been given by the school for previous education and training with the training period shortened proportionally and the person and the Department of Veterans Affairs so notified.

Re-Entry Requirements

Former Michigan College of Beauty students who wish to re-enroll must request approval from the Admissions Director. All requests will be reviewed and a decision made within 30 days of request. Students may be required to wait 6 months from original withdrawal date to begin re-enrollment. Current tuition and fee rates will apply, plus any previous balance will be included. Students who re-enroll prior to the 6 month time frame from original exit date will be charged the same tuition and fees as detailed in the original enrollment agreement. Students will be required to pay a registration fee again. In addition a new Financial Aid Award package and or payment plan will be completed.

Educational Program and Product Lines

Michigan College of Beauty incorporates a variety of educational resources into the curriculum. Techniques and concepts from Milady's Standard 2008 Edition Cosmetology textbook are used. Milady understands that change is good as well as constant in the cosmetology industry. Milady has gathered input for the 2008 Edition textbook from educators, students as well as school owners.

Professional Product Lines

Students gain experience by using a variety of professional brands and product lines at Michigan College of Beauty in which include: Redkin, Matrix, Paul Mitchell, Mizzani, Bioelements, Pevonnia, OPI and CND.

Student Services

1. Academic and Financial Aid advising services are available on-site for all students. The college also offers professional counseling regarding personal situations in which our beyond our training capabilities and expertise.
2. We do not offer student housing {students are responsible for their own housing arrangements.}
3. Federal Financial Aid assistance is available for those who qualify.

Employment Assistance

Michigan College of Beauty offers job placement assistance to currently enrolled students as well as our graduates. Many area salons contact the Director regularly for highly qualified graduates. Students wanting to utilize these services can contact the Admissions Director. Students should be aware, however, the responsibility for the outcome of the interview and for securing employment rests solely on the student since state /accrediting laws prohibit any college from guaranteeing job placement.

Career Counseling

Staff, Registrar and Director is available upon request for counseling.

Graduation Requirements

Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phase of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

State Licensing Requirements

All cosmetology related fields in Michigan require students to attend and graduate from a Cosmetology school, be of good moral character, and be licensed by the State of Michigan. The following rules apply:

Cosmetology Student

Is not less than 17 years of age and is of good moral character.

- Has had an educational equivalent to the completion of the ninth grade.
- Has completed at least 1500 hour course in a licensed school of cosmetology.

Cosmetology Instructor

- Is of good moral character and has a high school diploma or equivalent.
- Is a licensed cosmetologist in the State of Michigan.

Annual Report

To help assist you in making a good choice about whether or not to enroll in classes, we want to give you the latest information that we have available. According to the National Accrediting Commission of Career Arts and Sciences our rates for the 2018 Annual Report was:

Completion Rate: 64% Licensure Rate: 100% Employment Rate: 79%

Please Note: These statistics are presented for the time period and cohort group specified in the federal regulations issued by the U.S. Department of Education.

Scholarship

Limited scholarships may be granted, please see Director.

Financial Aid Information

Federal Pell Grants, Federal Direct Student Loans (subsidized and unsubsidized), Federal Parent "Plus" loans are available for those who qualify.

The Direct Loan Program: What is It?

The Federal Direct Loan Program is a Student Financial Assistance program provided by The U S Department of Education that provides students with a simple, convenient, and flexible way to borrow money to pay for Post Secondary education. Schools that participate in the Federal Direct Loan Program receive loan funds directly from the US Department of Education and pay them to eligible students. Direct Loans are **simple**, borrow directly from the federal government; **convenient**, access Direct Loan resources and your account information online, 24 hours a day, 7 days a week; **flexible**, choose from four repayment options.

The Direct Loan Program offers Four Types of Low Interest Loans:

Direct Subsidized Loans: also called Federal Direct Student Loans are awarded based on your financial need. Your school determines your financial need, in part, from information you provide on your financial aid application. With a Federal Direct Subsidized Loan, the federal government does not charge you interest before you begin repayment or during authorized periods of deferment.

Direct Unsubsidized Loans: also called Federal Direct Student Loans, are not awarded on the basis of need. If you are an eligible student, you may borrow up to the cost of attendance minus any further financial aid you receive. However, you may not borrow more than the maximum annual amount. The federal government charges you interest from the time the loan is disbursed until the loan is paid in full.

Direct Plus Loans: also called Federal Direct Parental Loan for Undergraduate Students, help parents pay their dependent children's educational expenses. Your parents may borrow up to the amount of cost of attendance minus any other financial aid received. The federal government charges your parent's interest from the date the first disbursement is made until the loan is paid in full.

Direct Consolidation Loans: simplify repayment by combining one or more federal education loans into one new Direct Consolidation Loan. If you combine your loans into a Direct Consolidation Loan, you'll only have one loan, one monthly payment.

Interest Rates: Federal Direct Subsidized, Unsubsidized, Plus are variable and may change each year of repayment. Interest rates for Direct Consolidation loans are fixed. By law, interest rates will not exceed 8.25%
For Direct Subsidized, Direct Unsubsidized, and Direct Consolidation Loans and 9% for Direct Plus Loans.

Leave of Absence

- Students are required to submit a formal request for a Leave of Absence in writing including the reason for the request which must be signed by the student.
- The LOA request must be submitted in advance unless an unforeseen circumstance prevents the student from doing so.
- Students are required to document the reason for the Leave of Absence request.
- The Director may approve the request without advance notification in the event an unforeseen circumstance has occurred.
- The Director will document the reason for its decision and collect the request from said student later.
- A student on an approved LOA will not be considered withdrawn and a refund calculation will not be required.
- Any student approved for a LOA will not have this interruption in training counted against them concerning compliance with the Satisfactory Progress guidelines.
- A LOA will extend the students contract period for by the same number of days the student has taken in the LOA. The student will NOT be assessed any additional charges as a result of the LOA.
- The maximum time frame for a LOA is 180 days per 12-month period. Students will not be granted a LOA if the LOA together with any additional LOA's previously granted exceed a total of 180 calendar days in the 12-month period.
- A student will be withdrawn if the LOA has not been approved, or if they have not returned by the expiration of the approved LOA. The student's withdrawal date for the refund calculation will be the students last physical date of attendance.

Uniforms

Students must wear a uniform at all times while on the school premises. The uniform is to be clean and always display a professional image.

Junior students will be required to wear professional black pants, (no jeans, shorts or sweats) black shoes, and the grey uniform shirt that has been provided by the school. {Each student will be provided with one junior room uniform shirt} Additional shirts may be purchased.

Senior students will be required to wear professional black pants, (no jeans, shorts or sweats) black shoes, and the black uniform shirt that has been provided by the school. {Each student will be provided with one senior uniform shirt} Additional shirts may be purchased.

Manicure Students are required to wear professional black pants, (no jeans, shorts or sweats) black shoes, and the grey uniform shirt that has been provided by the school. {Each student will be provided with one uniform shirt} Additional shirts may be purchased.

Esthetician Students are required to wear black medical office style pants, lab jacket, and black medical office style top with black shoes.

Shoes: No slide on or open toed shoes.

Termination By Institution

May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Grading System

A passing grade is 75% or better on each Theory or Practical exam and on each Lab Sheet. If a student fails Theory or Practical students will be retested and both grades are included in average. Satisfactory Progress is a passing grade of 75% in Theory/Practical and 67% in attendance.

95%-100%	Excellent
85%-94%	Very Good
80%-84%	Good
75%-79%	Satisfactory
74% & below	Failure

Rights of Privacy and Student File Access

Michigan College of Beauty maintains educational records for each student who attends. These records are available in the administration/financial aid office. According to the Privacy Act, every student has a right to see their files as well as the right to have those files protected from individuals who they may not wish to have access. The procedure to obtain information from a student's file is:

1. A current or former student must submit a request in writing to the Director to review their files at a time that is convenient for both parties. This is required so that the operations of the school and the student's classroom work will not be interrupted.
2. If anyone wishes to see a student's file or receive information on a student, the student, and or parents or legal guardian in the case of a dependent minor, must give written permission for the information to be released. This is to be done with the Director at the convenience of both parties.
3. Any information given out on a student, except to governmental, accreditation agencies, or other funding, requires written permission from the student, or in the case of a dependent minor, the student's parent or guardian.

EACH FILE INCLUDES THE FOLLOWING INFORMATION:

1. Attendance records, including hours attended and absence hours.
2. Written and Practical exam grades.
3. Personal information, name, address, phone, etc.
4. Documentation of all student advisory sessions including all disciplinary warnings given and actions taken.
5. Financial Aid Records- including all personal information used to determine the student's eligibility for financial aid or used to verify data given in the financial aid application.
6. Tuition accounts: payments received, extra charges incurred and any balances owed by the student.

Campus Security Information

This information is required under Public Law 102-26. The following data will provide you with campus security policies and statistics concerning occurrence of criminal offenses on campus. Michigan College of Beauty has no dorms on campus and does not recognize any off campus student organization that would be covered under this act.

Should you witness a crime or are a victim of a crime, MCB requests that you follow this procedure:

- During school hours, notify the Director and or local police department immediately.
- Refer to the phone numbers listed on the "Campus Security Statistics" Summary.
- If a crime occurs during non school hours and no staff members are available, notify the local police department immediately and the school Director as soon as possible during the school's regular business hours.
- The Director will determine if the incident can be handled on site, if not he/she will contact the appropriate local authorities.

(Preserving evidence for proof of a criminal offense is very important)

The purpose and authority of campus personnel is limited to securing the premises and protecting the facility. The enforcement authority of campus personnel is limited to enforcement of campus rules and regulations. Incidents that go beyond the scope of campus personnel are referred to and investigated by local law enforcement agency.

All crimes that are reported will be posted on the MCB bulletin board in a timely manner. To ensure accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from all involved parties as well as witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report and such statements may be used by personnel and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institutions administrative staff for the purpose of disciplinary actions. All students are informed about campus security procedures and practices during their orientation process at MCB. Everyone should remember that personal safety begins with you. When walking on campus, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways or alleys. The following should be considered:

- Do not carry large amounts of Cash.
- Keep your vehicle in good condition. Always lock your car and remove all packages and valuables. Park in a well lit area.
- Do not leave books or personal property unattended in the school. Keep lockers locked at all times.

Counseling for sexual offense victims and sexual assault prevention programs are available. If any disciplinary proceedings are held in case of any alleged sex offenses regarding rape, acquaintance rape, or other forcible or non forcible sex offenses, both the accuser and the accused have the opportunity to have others present. Both the accuser and the accused will be informed of MCB's final determination of any institution disciplinary proceeding and may sanction imposed against the accused.

Information can be obtained on the registered sex offenders of the campus community at www.watchdog.us

MCB is in compliance with the Drug Free Schools and Communities Act of 1989 Public Law 102-26. All students and employees should refer to the "Drug & Alcohol Prevention Package" given to each student at orientation for information concerning the campus policies and individual responsibilities required under the act.

Year/Incident	2018	2017	2016
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Forcible Sex Offenders	0	0	0
Motor Vehicle Theft	0	0	0
Murder Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Non-Forcible Sex Offences	0	0	0
Robbery	0	0	0

Standards of Conduct for a Drug Free Campus

1. Michigan College of Beauty, hereafter referred as "this institution", has a policy of maintaining a Drug Free Workplace. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances (drugs and alcohol) is prohibited in this institution's Campus/Workplace. The workplace for this institution is defined in paragraph 2 below.
2. In compliance with the Drug Free Workplace Act of 1988, the institution's "Campus/Workplace" consists of the following locations:
 - The entire college/salon facility and its parking lot.
 - Any location used for an offsite school function, i.e., competition, hair show, graduation, etc.

Non compliance with the terms in paragraph 1 (above) may result in the following actions being taken by this institution.

- Notification to proper law enforcement agencies.
- Termination of enrollment/employment.

All students and employees must read and understand the following statement:

I understand that Michigan College of Beauty, by participating in Title IV Federal Funds Programs, must establish a policy of a Drug Free Campus/Workplace, and as a student/employee of Michigan College of Beauty, I acknowledge and agree to abide by the terms in paragraph 1 (above).

I must notify the school Director/Owner of any criminal drug statue conviction of a violation occurring in the campus/workplace no later than 10 days after such conviction.

I understand that this institution has established a Drug Free Awareness Program to inform students and employees about:

1. The dangers of drug abuse in the campus/workplace.
 2. The institution's policy of maintaining a Drug Free Campus/Workplace.
 3. Any available drug counseling, rehabilitation, and student/employees assistance programs.
 4. The penalties that may be imposed upon students/employees for drug abuse violations occurring in the campus/workplace.
- If a student is convicted of any criminal drug activities, enrollment will be terminated at that time. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any activity with Michigan College of Beauty, the student must report the conviction, in writing within 5 calendar days of the conviction to the Director of Michigan College of Beauty.

Drug and Alcohol Abuse Prevention

In agreement with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments, Michigan College of Beauty, supplies a Drug Free Schools and Workplace information package to each student during the orientation process. The package provides a description of the legal sanctions under state and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol, a description of health risks associated with the use of illegal drugs and abuse of alcohol. It also includes a list of any drug alcohol counseling, treatment, and rehabilitation programs that are available to students.

Building Emergency Plan

The Building Emergency Plan establishes the procedure for all students/ employees in the case an emergency should occur at Michigan College of Beauty. This plan is simple and should be followed by everyone in the building to ensure a safe evacuation from the building.

Fire and Other Indoor Emergency

The following steps are to be followed in this sequence:

1. Alert students/employees and clients that there is a fire or other emergency.
2. The Director/Senior Instructor should dial **911** immediately. Confirm and advise them that there is a fire or other emergency. If time allows describe the nature and location of the fire within the building.
3. Make sure ALL clients and students/employees have evacuated the building safely, if deemed necessary.
4. If the fire is small, use the portable extinguisher located nearest to the incident in the building. These are all purpose extinguishers.
5. If the fire is large, and time permits, shut down all electrical appliances and equipment. Close all exterior doors as you exit but DO NOT lock them.
6. Exit the building and move to the far side of the parking lot, Sidewalk near Waterford Village Plaza sign, so the person in charge can confirm that everyone has exited the building safely. The person in charge should assign one person to meet with the responding fire department to allow for quick entry into the building.

Tornado/Storm and other Outdoor Emergency

1. Electrical Storm: The person in charge will determine as to whether electrical equipment and appliances should be turned off.
2. Tornado: Assuming there is sufficient warning, shut off all electrical equipment and appliances and evacuate all students, employees and clients. If there is not sufficient notice, take shelter immediately in the esthetic room, stay away from windows and glass to avoid danger and injury.

Chemical Spill

1. Close down all operations and ask all persons to evacuate.
2. If time permits shut down all electrical equipment and appliances.

Safety Requirements for the Cosmetology Profession

- An enclosed, supportive, protective pair of shoes.
- Protective clothing: chemical apron.
- Rubber gloves available when needed.
- Disinfectants/Antiseptics.
- Hydraulic Pump Styling Chairs

Physical Demands and General Requirements of the Cosmetology Profession

Michigan College of Beauty believes that students interested in pursuing a career in the Cosmetology field should be aware of the requirements for their success!

A student must have good manual dexterity with both hands and arms with a sense of form and artistry.

Additional Cost Beyond Course Length

Students extending their training beyond the contract ending date are charged an hourly rate for each hour of training remaining. The hourly rate is \$ 10.55 per hour and is designated on the original enrollment agreement. A new enrollment agreement is drawn (contract addendum) With a beginning and an ending date for the student to complete the extra instruction needed to complete his/her course. The student is given a copy of the new signed contract addendum.

Make Up Time

Curriculum taught is on a rotating basis, therefore attendance is very critical. Students are only allowed to miss a minimum of time depending on length of the program and course schedule. Make up time will be available to the student's upon the Director's approval.

Tardy Policy

In the event a student is tardy the following procedure is followed:

1. Student to report to school office.
2. Student will be clocked to the nearest quarter hour.
3. If mitigating circumstances exist, Director will allow student to enter class and receive hours. If mitigating circumstances do not exist, student is counseled and allowed to enter class with credit hours. After three unexcused tardiness or absences student may be subject to suspension.

Methods of Payment

School will accept payments from Title IV, Student Loans and private payments from students in the form of credit cards, checks, money orders or cash.

Cost of Attendance 2020-21

Please keep in mind that there may be other costs associated with your attendance at Michigan College of Beauty. These costs may include but are not limited to such items as transportation, child care, room and board and personal expenses. The average allowances associated with these costs at Michigan College of Beauty are as follows:

	<i>Pell/DEPENDENT</i>	<i>INDEPENDENT</i>
TUITION	\$ 9495.00	\$ 9495.00
BOOKS AND SUPPLIES	\$ 1500.00	\$ 1500.00
ROOM & BOARD	\$ 2625.00	\$ 5250.00
PERSONAL EXPENSES	\$ 1000.00	\$ 1000.00
TRANSPORTATION	\$ 1669.00	\$ 1669.00
TOTAL	\$15030.00	19364.00

Tuition 2020-2021

Cosmetology Course:

A.	1500 Clock Hours Tuition Charge	\$15825.00
B.	Books/Kit	\$ 1500.00
C.	Registration Fee	\$ 175.00

TOTAL	\$ 17500.00
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Manicuring Course:

A.	400 Clock Hour Tuition Charge	\$ 4220.00
B.	Books/Kit	\$ 550.00
C.	Registration Fee	\$ 175.00

TOTAL	\$ 4945.00
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Esthetics Course:

A.	420 Clock Hour Tuition Charge	\$ 4431.00
B.	Books/Kit	\$ 600.00
C.	Registration Fee	\$ 175.00

TOTAL	\$ 5206.00
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Cosmetology Instructor Course:

A.	600 Clock Hour Tuition Charge	\$ 6330.00
B.	Books/Kit	\$ 300.00
C.	Registration Fee	\$ 175.00

TOTAL	\$ 6805.00
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Class Start Calendar and Schedules

Cosmetology classes begin monthly: day time classes are held Tuesday through Friday 8:30 am - 1:30 pm., as well as Saturday's from (9:00 am. - 2:00 pm. Evening classes are held on Tuesday & Thursday's from 5:00 pm. - 9:00 pm. and Saturday's from 9:00 am. - 2:00 pm. Saturday attendance for all Senior students is 8:00 am. - 4:00 pm.

Senior Student schedules are four days of the students choice Monday through Friday 8:30 am. - 3:30 pm.

Cosmetology Students attending full time have an estimated completion time of 57 weeks, and Part Time Cosmetology Students have an estimated completion time of 114 weeks. This time frame includes a 10% missed time allotted for school closures as well as unexpected absences.

Cosmetology/Cosmetology Instructor 2019 Start Dates for Day Classes

January 14, 2020	February 18, 2020	March 24, 2020	April 28, 2020	June 2, 2020
July 7, 2020	August 11, 2020	September 15, 2020	October 20, 2020	November 24, 2020
January 5, 2021	February 9, 2021			

Cosmetology/Cosmetology Instructor 2019 Start Dates for Evening Classes

February 18, 2020	April 21, 2020	June 23, 2020	August 25, 2020
October 27, 2020	January 5, 2021	March 9, 2021	

Esthetics and Manicuring 2019 Start Dates for Day & Evening Classes

January 14, 2020	February 18, 2020	March 24, 2020	April 28, 2020	June 2, 2020
July 7, 2020	August 11, 2020	September 15, 2020	October 20, 2020	November 24, 2020
January 5, 2021	February 9, 2021	December 17, 2019		

Esthetics and Manicuring classes begin monthly; day time classes are held Tuesday through Friday from 8:30 am – 1:30 pm and Saturdays from 8:00 am – 4:00 pm.

Evening classes are held Tuesday and Thursday's from 5:00 pm – 9:00 pm and Saturday's from 8:00 am – 4:00 pm. Saturday attendance is required for both day and evening schedules.

Esthetician Students attending full time have an estimated completion time of 17 weeks, Part time students have an estimated completion time of 31 weeks. This time frame includes a 10% missed time allotted for school closures as well as unexpected absences.

Manicure students attending full time have an estimated completion time of 16 weeks, Part time students have an estimated completion time of 29 weeks. This time frame includes a 10% missed time allotted for school closure as well as unexpected absences.

Cosmetology Instructor classes begin monthly; day time classes are held Tuesday - Friday 8:30 am - 1:30 pm as well as Saturday's from 9:00 am - 2:00 pm, students attending full time have an estimated to completion time of 25 weeks. Part Time students will have an estimated completion time of 44 weeks, part time schedule is Tuesday & Thursday evenings 5:00 pm - 9:00 pm & Saturday's 9:00 am - 2:00 pm.

School Hours

Monday, Wednesday and Friday 8:30 am – 4:30 pm

Tuesday and Thursday 8:30 am – 9:00 pm

Saturday 8:00 am – 4:00 pm

Rationale for and Benefits Derived for Additional Hours

Esthetics Program 420 Hours, State Board Requirement 400 Hours, 20 additional Hours are incorporated into our curriculum to include Bioelements Certification.

Cosmetology Instructor 600 Hours, State Board Requirement 500 Hours, 100 additional Hours are incorporated to include 50 Hours of Teaching in both the Manicuring and Esthetician Classrooms.

GENERAL TERMS OF AGREEMENT

School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is **not guaranteed**.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Student:

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that if he/she is a Title IV financial aid recipient,* minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

REFUND POLICY – NOTICE OF CANCELLATION

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.

Any monies due the applicant or students shall be refunded within 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 by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract 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 \$175.
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 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 school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- 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 the catalog and in this enrollment agreement.

Course of Study ----Cosmetology (1500 Hours)

Course Description

This 1500 hour course is designed to prepare students for professional employment as hairstylists, hair color specialists, permanent wavers, hair cutters and manicurists. The student not only learns theoretical concepts during 425 classroom lecture hours, but must also apply those concepts during 1075 hours of laboratory work and clinic practice under the direct supervision of expert instructors. The student is taught employability skills for entry into the beauty industry and prepared for the State Licensing examination.

Course Goals

1. The student will learn to cut and shape, style, shampoo, permanent wave and color hair.
2. The student will learn to manicure nails.
3. The student will learn to give facial and scalp treatments.
4. The student will gain experience in shop management and appointment booking.
5. The student will gain experience in serving patrons in the student beauty clinic.
6. The student will learn personal grooming and personality development.
7. The student will learn employability skills.
8. The student will be prepared for the State licensing examination.

Methods of Instruction:

- Lecture
- Demonstration
- Hands On

Cosmetology Curriculum

SUBJECT	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Sanitation and Bacteriology	90	40	130	585
Facials	35	80	115	40
(a minimum of 5 services in each category)				
Skin Care Analysis				
Manipulation massage electricity				
Skin Care Analysis				
Removal of Hair by use of wax, tweezers, or depilatories				
Make Up & Eyebrow Arch				
Hairdressing	125	400	525	300
(a minimum of 80 services in each category)Arranging, cutting, dressing, curling, pressing, wiggery and finger waving.				
Scalp and Hair Treatments	10	15	25	30
Hair Coloring	40	170	210	80
(a minimum of 80 services in each category)				
Temporary				
Semi permanent				
Permanent				
Bleaching and dimensional coloring				
Color Mixing				
Chemical Hair	40	180	220	80
(a minimum of 15 services in each category)				
Restructuring				
Permanent Waving				
Straightening & Relaxing				
Applied Chemistry (Related to skin, hairs, nails & scalp)	20	10	30	5
Applied Anatomy	45	0	45	0
Manicuring/Pedicuring/Artificial Nails	20	70	90	35
Unassigned Hours	0	110	110	0
TOTALS	425	1075	1500	1160

Milady Textbook for Cosmetology

ISBN# 9781439059302 @ \$139.95
 ISBN# 9781439052934 @ \$58.95
 ISBN# 9781439059210 @ \$43.95

STANDARD COSMETOLOGY 2012 MILADY
 THEORY WORKBOOK STANDARD COSMETOLOGY 2012
 EXAM REVIEW FOR MILADY STANDARD COSMETOLOGY

Course of Study ----Manicuring (400 Hours)

Course Description

This 400-hour course is designed to prepare students for positions as professional manicurists. This student not only learns theoretical concepts of nail care, nail grooming and advanced nail artistry, but must also demonstrate practical clinical procedures. The student is taught employability skills and prepared for the state licensing examination.

Course Goals

1. The student will learn desirable work habits, acceptable professional attire, customer relations, appropriate employer-employee relationships, business ethics, communication skills, good health and safety habits and the legal aspects of salon operation.
2. The student will prepare a job resume and learn employability skills.
3. The student will learn the basics of nail care and nail grooming.
4. The student will learn the techniques of basic nail artistry.
5. The student will learn to apply theoretical concepts to practical application in 210 hours of lab work.
6. The student will be prepared for the State Licensing examination.

Methods of Instruction:

- Lecture
- Demonstration
- Hands On

Manicuring Curriculum

SUBJECT	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Sanitation/Patron Protection	50	50	100	100
Anatomy & Disorders	25	0	25	0
Artistic Principles	10	0	10	0
Manicuring/Pedicuring Techniques	20	50	70	40
Chemistry/Occupational Safety & Health Administration	15	0	15	0
Artificial Nails/Extensions/Repairs	25	105	130	50
Unassigned Hours	0	50	50	0
	145	255	400	190

Milady Textbook for Manicuring

ISBN: 9781285080475 @\$136.95

ISBN: 9781285080543 @ \$ 48.95

ISBN: 9781285080512 @ \$70.95

MILADYS MANICURING TEXTBOOK
EXAM REVIEW MANICURING
WORKBOOK MANICURING

Course of Study ----Esthetics (420 Hours)

Course Description

The Esthetics Course trains students in theory and practical aspects of Esthetics. The goal is to prepare Students for State Licensing as well as immediate entry level employment opportunities. The course is designed to assist students in developing proper habits of sanitation, health and safety in the practice of Esthetics. A positive attitude as well as ethical business practices are also emphasized. Graduates after 420 hours, approximate completion for a full time day student is 17 weeks, or 31 weeks for a part time evening student. The maximum amount of time allowed to complete the course is 150% of the scheduled attendance time.

Course Goals

1. To give students an education in theory and practical aspects of esthetics.
2. To prepare students to successfully complete and pass the State Board of Esthetician Licensing Exam.
3. To prepare students to work in a licensed professional hairstyling salon as a licensed Esthetician.
4. To provide students with business, success and communication skills that will compliment their technical ability.

Methods of Instruction:

- Lecture
- Demonstration
- Hands On

Esthetics Curriculum

SUBJECT	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Sanitation Patron Protection	25	25	50	90
Mechanical and Electrical Equipment Safety	25	25	50	15
Anatomy & Disorders	40	0	40	0
Artistic Principles/Make up	20	20	40	0
Facial/Skin Care Techniques	20	125	145	50
Chemistry/Occupational Safety and Health				
Administration	15	0	15	0
Temporary Removal of Hair	5	5	10	5
Unassigned Hours	0	70	70	0
TOTALS	150	270	420	160

Milady Textbook for Esthetician

ISBN# 9781111306892 @ \$163.95

ISBN# 9781111306922 @ \$55.95

ISBN# 9781111306915 @ \$88.95

STANDARD ESTHETICS FUNDAMENTALS 2011

EXAM REVIEW STANDARD ESTHETICS FUNDAMENTALS

WORKBOOK STANDARD ESTHETICS FUNDAMENTALS

Course of Study ---- Cosmetology Instructor Training (600 Hours)

Course Description

This 600 hour course is designated to prepare a licensed cosmetologist to teach all phases of the basic cosmetology curriculum in a licensed school. The student not only learns theoretical concepts but must also demonstrate practical clinical procedures by first assisting a licensed instructor in the classroom and then completing 130 hours of practice teaching in the classroom. The student is taught employability skills and given a review of the cosmetology curriculum. Finally the student is prepared for the state licensing exam for cosmetology instructors.

Course Goals

1. The student will learn acceptable teaching methods and procedures.
2. The student will learn how to develop lesson plans.
3. The student will learn to develop, administer and grade examinations.
4. The student will learn to apply acceptable teaching methods and procedures in practice teaching situations in the clinic and theory rooms.
5. The student will review the cosmetology curriculum.
6. The student will learn employability skills.
7. The student will be prepared for the state licensing.

Cosmetology Instructor-Curriculum

SUBJECT	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Orientation and Review of Curriculum	25	50	75	20
Introduction to Teaching	30	0	30	0
Course outlining and Development (a minimum of 5 services in each category)	80	85	165	20
Lesson Planning				
Teaching Techniques				
Teaching Aids				
Developing Administering and Grade Examinations				
Laws & Rules	15	10	25	70
Record Keeping				
School Administration				
Salon & School Operation				
Preparation for Employment				
Safety for Cosmetology & Patron				
Teaching	0	75	75	15
Practice Teaching in Theory & Clinic	100	130	230	25
TOTALS	250	350	600	150

Milady Textbook for Master Educator

ISBN# 9781285713762 @ \$211.95

MILADY MASTER EDUCATOR 2E BARNES
EXAM REVIEW MASTER EDUCATOR 2E BARNES

Holidays and School Closings

The following legal holidays are observed: New Years Day/Day After, Memorial Day as well as Saturday prior to the Memorial Day holiday, Labor Day as well as the Saturday prior to Labor Day, Thanksgiving/Day After, Christmas Day/ Day After, Fourth of July, Eve of Halloween if it falls on or Tuesday or Thursday evening.

Unexpected School Closure Procedure

Michigan College of Beauty maintains regular hours throughout the year except for severe weather conditions. In such conditions the Director will post an official closing on Channel 7 Action News, wxyz.com and on Michigan's College of Beauty-Face book page.

Attendance and Absence Procedures

- Students are expected to be in school **all** of the scheduled hours listed in their enrollment agreement. Students are required to be prompt for all scheduled classes and activities. The students are expected to be in the classroom at all times unless they are on their break.
- The school will count the time rounded to the nearest ¼ hour, example if you arrive at 8:37 am it will round to 8:45 am.
- If the student neglects to punch in or out no time will be given during that time frame. It is your responsibility to make sure you are punched in as well as out each and every day. The same principle applies to all breaks and lunch periods.
- Students are required to call the school if they are going to be absent and or late.
- All students are given 5% missed time in their enrollment agreement; 75 hours for cosmetology students, 20 for manicuring students, 21 for Esthetic students and 30 for Instructor Training Students.
- If a student has taken a Leave of Absence, they are required to clean out their locker and remove all personal belongings. **The student's equipment and textbooks remain property of MCB until the student graduates.** The school assumes NO RESPONSIBILITY for belongings left after the student leaves school.

Credit for Hours

1. All students will be given appropriate credit for all clock hours when they are in attendance at school.
2. The college will not give hours for any student if the student leaves their classroom or clinic floor without permission, since the time cannot be accounted for.

Scheduled Lunch and Break Room

Full Time students receive a 30-minute lunch period. At no time may a student take their lunch before or during a time that a clinic client has been assigned to them. The refrigerator in the student break room is for everyone's use. Please label your lunch bag. NO open drinks or large containers of liquid are allowed in the refrigerator. Any items left in the refrigerator for more than a week will be disposed of. Vending machine and soda machine are available to all.

Administrative Staff

Susan Pantello, Owner

Deanna Dereere, Director of Financial Aid/Admissions

Daniel Dereere, Instructor

Chantel Marshall/Instructor

Beverly Bradley, Instructor

Aniba Lipscomb, Instructor

Gina Carlesimo, Instructor

Ashley Pantello, Instructor

Model Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

[Optional] Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO UNIVERSITY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

[NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

What You Will Need to Enroll

- 1. Application filled out completely**
- 2. Drivers License**
- 3. Social Security Card**
- 4. High School Diploma**

If you are applying for Financial Aid, we will need a copy of your current Tax Return.

If you are under the age of 24, not married and do not have any children, we will need a copy of your Parent's return as well.

Michigan College of Beauty

5620 Dixie Hwy.
Waterford, MI 48329
248-623-9494

APPLICATION FOR ADMISSION

General Information

Name _____ Social Security No. _____
Last First Middle

Current Mailing Address _____
Street

City State Zip

Home Address _____
If Different from Above Street City State Zip

Home Phone _____ Work Phone _____ E-mail Address _____

Date of Birth _____ Sex: M _____ F _____

Marital Status: Single _____ Married _____ Separated _____ Divorced _____ Widowed _____

U. S. Citizen or U. S. Resident: Yes _____ No _____ Birthplace _____

Driver's License # _____

Employer _____ Phone _____

Address _____ City _____ Zip _____

Have you ever been convicted of a felony or currently awaiting trial on felony charges? Yes _____ No _____
If yes, explain in detail _____

Are you on probation or parole? Yes _____ No _____ If yes, explain in detail including name and telephone number of probation officer _____

Educational Information

Please circle last grade completed

High School

Vocational-Technical School

College

8 9 10 11 12 GED Year _____

1 2

1 2 3 4

High School Name _____ High School Counselor _____

Post Secondary School (s)

Course (s)

Degree (s)

List Other Schools to which you have applied or intend to apply for admission

Family Information

Father

Mother

Name _____

Address _____

Occupation _____

Employer _____

Two Additional References of persons who are likely to know your address in the future years.

Name _____

Address _____

City _____

Phone (_____) _____

(_____) _____

In case of an Emergency, Notify: _____

Relationship _____ Home Phone _____ Work Phone _____

Address _____

City _____ State _____ Zip _____

Disabilities

Do you have any physical impairment which might affect your training at Michigan College of Beauty? Yes _____ No _____

Hearing Loss Yes ____ No ____ Percentage _____

Heart Condition Yes ____ No ____

Sight Loss Yes ____ No ____ Percentage _____

Hernia Yes ____ No ____

Color Blindness Yes ____ No ____

Tuberculosis Yes ____ No ____

Nervous Disorders Yes ____ No ____

Diabetes Yes ____ No ____

Convulsions Yes ____ No ____

Other (explain) _____

*You are not required to answer these questions. However, it will help us serve you better, assist us in planning, and prevent unnecessary mistakes in correspondences.

Health Survey

The college is required to provide this information to the United States Department of Education, to assist in determining compliance with the Equal Opportunity Programs under the Civil Rights Act of 1964 and to assist this institution in obtaining information necessary to apply for federal Funds to be used for Financial Aid. It is not used in application decisions.

Check below if you feel a need for the following:

() Health Counseling

() Psychological Counseling

() Speech or Hearing Assistance

Mark appropriate answers. Please answer all questions.

Are presently under a doctor's care for a physical problem? Yes ____ No ____

Are you presently under a doctor's care for an emotional problem? Yes ____ No ____

Do you take any prescribed medication or drugs frequently for the following:

() Diabetes

() Epilepsy

() Cardiac Condition

() Hypertension

() Asthma/Hay Fever

Do you have a sight or coordination problem that limits your mobility? Yes ____ No ____

Do you have an impairment that causes you to walk with difficulty or
Confines you to a wheelchair? Yes ____ No ____

Essay

Please write a paragraph stating why you would like to become a Cosmetologist/Nail Technician/Esthetician _____

How did you first learn about Michigan College of Beauty? (Circle one)

_____ High School Counselor	_____ Family Member	_____ Career Day	_____ Employer
_____ High School Instructor	_____ Newspaper Ad	_____ Radio	_____ Phone Book
_____ Friend/Acquaintance	_____ Magazine Ad	_____ Television	_____ Other _____
_____ Salon	_____ Mailing		_____

_____ Who (other than you) most influenced you in your final decision to enroll at Michigan College of Beauty? _____

Please list any relatives and friends that may be interested in a Beauty Career.

Name _____ Phone _____

Name _____ Phone _____

Financing Your Education

If you need Government financial assistance to attend Michigan College of Beauty you (and/or your family) are required to complete an AFSA (application for Federal Student Aid) available from the Director of Admissions of MCB or by going to www.FAFSA.ed.gov. These will serve as an application for the Pell Grant and/or student loans. To determine qualifications an AFSA must be completed. Proof of income will also be required to be submitted.

Check Appropriate Column	Already Applied (Give date)	Plan to Apply
AFSA	_____	_____
Student Aid Report	Received _____	Duplicate SAR Requested _____
Student Loan	_____	_____

List other Aid or sponsors:

_____	_____	_____
_____	_____	_____

Campus

_____ Waterford: Port Huron Cosmetology College dba Michigan College of Beauty

5620 Dixie Hwy
Waterford, MI 48329
Phone: 248-623-9494
Fax: 248-623-6505

_____ Cosmetology _____ Manicuring _____ Esthetician _____ Instructor Training

_____ Transfer: Previous training at _____ Hours _____

I wish to apply for admission for the month of:

_____ January _____ February _____ March _____ April
_____ May _____ June _____ July _____ August
_____ September _____ October _____ November _____ December
_____ Day Class _____ Night Class

Comments:

I submit this application as a true statement of fact for your consideration.

Applicant Signature _____ Date _____

Parents Signature (if under legal age) _____ Date _____

Call and make your appointment with the Admissions Director now, or, mail directly to the Office of Admissions.

MICHIGAN COLLEGE OF BEAUTY

WATERFORD CAMPUS

RULES AND REGULATIONS

Rules of student conduct must be observed...these rules and procedures are intended to make your time at our school more profitable and enjoyable for you. The rules and procedures listed are based on years of experience in the academic and professional fields of cosmetology. Learning and abiding by these rules will enhance your experience in school and prepare you for a successful future.

Class Hours- Cosmetology, Manicuring, Esthetician and Cosmetology Instructor Students

Full Time	Junior	Tuesday thru Friday 8:30am – 1:30pm & Saturday 9:00am – 2:00 pm
	Senior	Monday thru Friday 8:30am – 3:30pm (with a designated scheduled day off) Saturday 8:00am – 4:00pm
Part Time	Junior	Tuesday, and Thursday 5:00pm – 9:00pm & Saturday 9:00 am – 2:00 pm
	Senior	Tuesday and Thursday 5:00pm – 9:00pm & Saturday 8:00am – 4:00pm
Manicuring	Full Time	Tuesday thru Friday 8:30am – 1:30pm & Saturday 8:00am – 4:00pm
	Part Time	Tuesday and Thursday 5:00pm – 9:00pm & Saturday 8:00am – 4:00pm
Esthetician	Full Time	Tuesday thru Friday 8:30am – 1:30pm & Saturday 8:00am – 4:00pm
	Part Time	Tuesday, and Thursday 5:00pm – 9:00pm & Saturday 8:00am – 4:00pm

**All schedule changes or variations must be submitted with documentation for prior written approval. **

***Attendance is required according to the schedule on the Student's Enrollment Agreement. **

UNIFORM REQUIREMENTS AND GENERAL APPEARANCE

Your appearance is important! Uniforms are to be clean and presentable at all times. If your program requires you to wear white pants and shirts it is prohibited to wear under garments with colors or patterns that can be seen beneath your clothes. Your shoes should be in good shape and reasonably clean. Hats, head wraps are not to be worn.

Junior Room

Grey Uniform Shirt

Black slacks- No stretch material or jeans

No jeans, No sweats, No knit material, No hats

All black rubber soled shoes (with closed toes and closed heels)

Esthetician

Black Medical Scrub Style Shirt

Black Medical Scrub Style-No stretch material or jeans

No jeans, No sweats, No knit material, No hats

All black rubber soled shoes (with closed toes and closed heels)

Senior Students

Black Uniform Shirt

Black Dress Slacks

Black, Rubber Soled shoes

Uniforms must be complete and clean at all times, shoes polished.
Students are required to practice personal hygiene daily.

Lockers are available for all students for safekeeping of your kits, books and personal property. You must provide your own locks. Large purses and expensive clothing (i.e. leather coats) should be avoided because of locker space. Use a coin purse. Don't carry large sums of money. We are not responsible for anything lost or stolen. Kits should be ready for inspection at any given time. If lost, stolen or misplaced, articles from your kit must be replaced at your own expense. (Failure to have a complete kit at all times could result in suspension.)

Eating and drinking are not permitted in classrooms or clinic. Students have a break room; it is up to you to keep it clean at all times. **Gum chewing is absolutely forbidden anytime or anyplace in the building.**

ATTENDANCE AND CLASS PARTICIPATION

Excessive tardiness is not allowed. Attendance and participation are vital for successful learning. The information and demonstrations presented in class can explain skills and techniques that may not be obtained from reading a textbook. Be sure to have your textbooks, notebook, pen or pencil and other required materials with you when class starts. A student is required to follow the schedules outlined by their instructors. A copy of the junior and senior curriculum is posted at all times. You must be in your assigned classroom when class begins

In the event a student is tardy the following procedure should be followed:

- Student is required to report to the Director's office.
- Under certain circumstances the Director may allow student to enter class with an excused tardy the student will be counseled and allowed to enter class. After three (3) unexcused tardies or absences the student may be subjected to a suspension.
- A student who is more than 30 minutes late may not be allowed to remain at school unless previous arrangements have been made with the Director.

If you are going to be absent, you must report the reason for absence to the Director before 9:30am. Continued unexcused absences without calling will prompt disciplinary actions to be taken and may result in suspension from school. Senior students who want to gain extra hours or make up missed time may come in on their day off or come any evening that the school is open, with the permission of the Director. Any student arriving after 9:00 am will not be allowed to remain at school unless previous arrangements have been made with the Director and or Director's Assistant.

Students are required to be in attendance according to their Enrollment Agreement.

Saturday attendance is mandatory as contracted. Make-up time for missed Saturdays can only be made up on Saturdays at the end of a student's contract time. A scheduled graduation date could potentially be delayed due to missed Saturday hours. A scheduled Saturday off may be approved if cleared by the Director in writing a minimum of two (2) weeks prior. Repeated requests for Saturdays off may not be approved. Prior approval for missed Saturdays does not apply to illnesses. Approved Saturday off hours are your responsibility to make up during that week, example attend on your scheduled day off seven hours.

The time clock is provided to keep accurate account of your time while you are in attendance. Time clock punches are rounded to the nearest quarter hour. It is also necessary to sign in and out, so that you may receive your daily assignments required to your minimum practical applications (M.P.A.'s) beginning at 0 hours to 1,500 hours, each student is required to perform minimum assignments for each subject in the practice of the course you have elected. These assignments are required by State Board and are necessary for graduation. These items are graded and used for satisfactory progress. {They are also necessary to ensure your success as a professional in the beauty industry.} It is most desirable to perform these assignments on a patron. Unfortunately, patrons are not always available for this reason manikins are substituted as needed. School manikins should remain in the building.

You have a 5% miss time allowance figured into your contract i.e. if you are a Cosmetology student you are required to put in 1500 hours, 5% of 1500 is 75 hence your ending date is figured at 1575 hours-75 hours miss time. Manicuring student get 20 hours (5% of 400) miss time. Esthetician student gets 21 hours (5% of 420) miss time. Cosmetology Instructor students will get 30 hours (5% of 600). Any time your attendance percentage falls below 67% in any given month you will receive a write-up to inform you that you are not meeting the Satisfactory Academic Progress Standards, which are outlined in the SAP Policy.

Your last day of class you must attend a minimum of 3 hours.

LUNCHES:

Generally, students may take a half-hour lunch midday Monday through Thursday. However, since we are in a public service profession Fridays and Saturdays tend to be busier and a guaranteed lunch time is not always possible. Students are in school to learn by completing services on clients, therefore, patrons will take priority, breaks will be taken as they are available.

Full time students have a 15-minute break in the morning, a half-hour lunch, and an afternoon 15-minute break. Students are permitted to leave the building for their lunch or break at the discretion of their instructor. Anyone leaving the building must be punched out. Half-hour lunches are staggered for senior students as they are available.

If you are in the building you should be punched in, if you Exit the building you are required to be punched out. If you fail to do so you may be subject to those hours being forfeited if we are unable to verify actual time in the building. It will also be your responsibility to make sure you are signed in and out as well. Students will not leave the classroom for any reason without permission from their instructor or Director. The student salon floor is also a classroom...you may not leave the room without notifying the instructor or following the required procedure.

The instructor's lounge, stockroom, instructor's desk and administrative offices are off limits to students unless with explicit permission. Students are not permitted to make or receive phone calls on the school phone. Emergency messages for a student will be delivered by the Director or Instructor immediately. Students may not leave class or the clinic floor to make phone calls, calls are to be made on a break or lunch only. Students are not to leave the classroom or clinic floor without permission from their Instructor. Visitors are not allowed in the classrooms, break room, or the clinic floor unless approved by the school's Director. ***No student may have a cell phone during class hours!*** Children are not allowed to accompany a student while on the clock receiving hours.

****SMOKING IS NOT PERMITTED ON SCHOOL PROPERTY****

Students must park in the designated parking area. The parking area will be posted; failure to park in this area will result in disciplinary action.

BREAKS:

Anytime you attend over 5 hours you will be required to take a fifteen-minute break @ five hours, a half hour break @ five and a half, and two fifteen-minute breaks and a half hour lunch @ six hour mark, which will give you a total of five hours after breaks for that day. In order to get six hours, you need to be at school for seven hours, and eight hours to get seven hours. You get two- 15-minute breaks and a half-hour lunch. A student who is here for 5 hours is entitled to one 15-minute break, which **must** be signed out on the daily sign-in sheet as well as punched out on the time clock. This is so that we know what time you went to break and when to expect you back.

CLIENT SERVICES

It is important to remember that many of the guests to Michigan College of Beauty are first time guests of a cosmetology school. New guests may not be familiar with how the process works within our school and could use help in navigating the procedures. When you are given a ticket for a client look for their name, if you need help with pronunciation ask the receptionist first. You should greet your client in the reception area by name, "Hello Mr. /Ms. _____. Welcome! My name is _____, I'll be your stylist today. Please follow me." Don't lose your client, wait for them and guide them to your station.

All clients must first be properly draped according to the services assigned on the ticket. Do not begin your client consultation, go for supplies, or begin any services until the client is fully and appropriately draped. You should sweep up any and all hair clippings from the floor before continuing with further services on the client and or beginning another client. Students must be sure that the client they are working with matches the ticket they have. Students are only allowed to perform the service listed on the ticket. If a client desires a different or additional service your Instructor must be notified, and a new ticket must be written up and paid for first. All services performed for clients must be checked by your Instructor and graded on your lab sheet. **Any student performing services that were not paid for can be terminated.**

Your client must have your full attention. Be mindful of airing your personal problems or school grievances to or in front of your client. Be a good listener! Guests, at times, go to the salon for the therapeutic value that being pampered and being listened affords. Talking between students while one or both are with a guest is not permitted. Clients are an important part of your training.

If a problem arises with a client immediately notify your Instructor or the Director. They are experienced and trained to handle any situation that might come up. Clients who have been treated properly and with respect become repeat guests. You are benefiting from past positive treatment in your returning guests and future students are counting on you for the same opportunities.

Keep all equipment clean and sterilized. Implements and materials must be sanitized before each use. Sanitation is a State Board regulation that must be practiced at all times. Improper or inconsistent Sanitation could result in disciplinary measures to being taken on the part of the school should an inspection prove unsatisfactory.

Keep your work area neat and clean at all times. Shampoo bowls must be cleaned before you leave the area. Hair must be swept and put in a closed container immediately upon completing a haircut. Capes must be draped over the back of the back of the clinic chairs. Since all patrons must be caped for hair services great care must be made following services with chemicals such as permanent wave solutions, tints, and rinses. Wipe those capes carefully so that your next guest's clothing is not damaged by residue left from the previous use. Never use a comb that has fallen on the floor. Combs and brushes must be sterilized before use. Do not use a fellow student's equipment without permission. Return supplies to the dispensary and return items to the location they belong. The student is responsible for sanitation for all areas that they use each day. A duty assignment list will be posted daily. A student is assigned a duty that is to be completed in addition to their personal sanitation and before the student leaves for the day.

After a service the shampoo cape must always be removed prior to placing the client under the dryer. A student must sweep up any haircut clippings from the floor before continuing further services on the current client or starting a service on a new client. ***If assistance is needed a student is to seek out an instructor. Students are not permitted to assist on another unless permission has been given.*** {The teaching staff is qualified for this and is required and happy to assist you.}

Students on the clinic floor must be physically able to participate in class. Students cannot receive hours if they are unable to attend school or participate in class or on the clinic floor. Michigan College of Beauty reserves the right to request a letter from a physician, prior to enrollment, for any student under medical care with regard to their schooling. The Instructor for the clinic floor will assign, or designate permission to assign, a client to a student. A student is obligated to accept any client assigned to them. Any student who refuses an assignment will be referred to the Director for possible disciplinary action. If a student feels they cannot or will not accept an assignment the following steps must be taken:

1. Accept the ticket for the assigned client
2. Greet the client warmly and seat them comfortably at your station
3. Discuss the assignment with your Instructor and explain your reasoning for declining the assignment
4. Your Instructor will evaluate the reasoning, make a decision and advise the student accordingly

You must stay busy at all times. If you do not have a guest you should remain at your station working on the assignment of the day or completing MPAs on your manikin. If students are repeatedly reprimanded for hanging around the reception desk or for sitting around it may result in being sent home and missing hours.

Chemical services are available to students at a reduced student rate. Certain days are designated for students to receive services and permission must be given from the Instructor or Director prior to services rendered. Occasionally students are asked to be a model in a demonstration for other students; in this case there is no cost to the student. Students are not permitted to work on their own hair while earning hours. MPA's can only be earned by performing a service on another person or on your manikin. Students are not permitted to assist one another during services. The teaching staff is highly qualified and is ready to help students during any service.

Students may be asked to fill in the role of receptionist. If you are assigned to the front desk you are to be pleasant and courteous to walk-in clients and when responding to telephone calls. Phone calls should be answered as follows: "Michigan College of Beauty, student speaking. May I help you?" Please speak slowly and clearly when on the phone, this may be our first encounter with a new potential client.

You must follow schedules outlined by your instructors.

MISCELLANEOUS POLICIES:

Michigan College of Beauty reserves the right to take disciplinary measures for insubordination, refusal to cooperate with instructions and schedules, using obscene or foul language, or in any case where we feel the student is not presenting or conducting themselves in a professional manner, or in a way which is not a credit to the profession or this school.

Idle gossip and general troublemaking are not welcome at MCB. If a student has a problem or something on their mind it should be taken to their Instructor or the Director of the school. Gossip, trouble making, or foul language will not be tolerated.

TUITION

All tuition payments are due on the first (1st) of each month. Students cannot attend class unless payments are current. If a payment is made after the 5th of the month a 5% late charge is applied.

As per policy, we reserve the right to take disciplinary measures for insubordination, refusal to cooperate with instructions and schedules, using obscene or foul language, or in any case where we feel the student is not appearing or conducting themselves in a professional manner, or in a way which is not a credit to the profession or school.

LEAVE OF ABSENCE

Students are required to submit a formal request for a Leave of Absence in writing including the reason for the request which must be signed by the student. The LOA request must be submitted in advance unless an unforeseen circumstance has occurred. The Director will then document the reason for its decision and collect the request from said student at a later date.

Any student approved for a LOA will not have this interruption in training counted against them concerning compliance with the Satisfactory Progress guidelines. A LOA extends the students contract period for the time period the student has taken in the LOA. The maximum time frame for a LOA is 180 days per 12-month period.

PARKING Each student must park in the designated area. The parking area assigned to students will be posted and students must park in that area. Students not parking in assigned area will be disciplined.

HOLIDAYS

A signed, written statement from your doctor is required for missed hours before a holiday, certifying that he/she directed you to stay home because of illness. Holiday times are busy times in the clinic and your fellow classmates and clinic patrons are counting on your attendance on those days.

DISCIPLINE POLICY

Our policy is to offer the highest training using the most qualified teachers in an environment conducive to learning. When the environment is not conducive to learning because of a student discipline problem, the following procedure is to be used:

1. For a first violation of a school rule or regulation, the student(s) will receive a warning from the instructor/Director and sent home for the day.
2. A second violation related or unrelated, to the first offense, the student will be counseled, and the violation will be documented on a counseling record in the student's file, student may be suspended for three days.
3. A third violation related or unrelated to the first and second, the student will receive another reprimand. Another counseling report will be filed in the student's file and the student may be suspended for a period of time; student may be subject to a seven-day suspension.

The above steps may not be followed in the order given; depending on the severity of the offense, the school may immediately proceed to the third step.

GRIEVANCE POLICY

Our stated policy is that we attempt to operate a school with the highest quality training using the most qualified instructional staff available in an environment conducive to learning.

Periodically, however, a student thinks there is a legitimate reason to object to an instructor's or the school's handling of a particular situation, policy or procedure. Should this occur, the grievance policy, which the student should follow, is

1. A student must first discuss his/her concerns with his/her instructor.
2. If after repeated attempts to settle his/her concerns with the instructor, the student is still not satisfied, then the student should approach the school Director with the concern.

Everyone must realize that 1,500 hours is a long time. As you all know, you must expect some ups and downs during those hours. If everyone works hard at their "job of learning" we will be able to continue to achieve our high standard of quality in our students. If all our time is spent having to ensure that school rules and regulations are followed, then less time is given to learning. To the student that is constantly late, absent half of the time, talks in class, etc. You are not only hurting yourself, but you are taking away from your fellow students as well.

GROUND FOR IMMEDIATE TERMINATION FROM THE COLLEGE WITHOUT RECOURSE

1. Theft of supplies or equipment from the school, or any fellow student.
2. Physical or verbal assault on college staff, student or clients.
3. Unlawful possession, use, or distribution of drugs and alcohol by students on college property or any part of college activities.
4. Any act which jeopardizes the health, safety and welfare of staff, client or students.
5. Vandalism or destruction of college staffs, student or client's property.
6. Spreading slanderous or libelous statements about the college, staff, and clients of students.
7. Obscene language or disrespect in any form.
8. Felony conviction.
9. Threatening or offensive remarks posted on Facebook.

The college reserves the right to terminate any student that it feels has not met the professional standards and criteria of the college, suspension, termination or withdrawal does not release the student's financial obligation under the terms of the enrollment agreement. Any student, who has been recommended for termination from the college in person or by letter, will have eight days from the date of that letter to respond to the Michigan College of Beauty Board of Advisors. If no letter is received, the student will be considered to have voluntarily withdrawn from the college. Students suspended from the college, where such suspension results in the student exceeding their contract completion date will be responsible for all over contract charges.

The student does hereby authorize Michigan College of Beauty, to call a physician, medical emergency team and/or transmit to a medical facility for further treatment by a licensed physician for medical assistance in the event of a sudden illness or injury while on the premises of the school during school hours. Michigan College of Beauty is not responsible for any fees incurred for emergency treatments during school hours. Michigan College of Beauty reserves the right to request a letter from a physician, prior to enrollment, of any student under medical care with regard to their schooling.

The preceding rules and regulations are set forth not as an act of regimentation, but rather to produce employable outstanding professionals who would be a credit to our school, our profession, and to themselves. As a licensed, accredited, certified school, the majority of the rules and regulations are to satisfy requirements of others.

The school will protect your privacy. Information about an individual student is released only on written instructions of the student, or parent/guardian if the student is a dependent minor.

I have read fully the rules and regulations of the school, understand them, and agree to abide by them. I have received a copy of the school catalogue, course outline and a flyer describing the pros and cons (i.e. working conditions, hours and earnings, etc.) Of the profession I am about to enter.

I, also, understand that the school is not responsible for any equipment lost or stolen, and that it must be replaced at student's expense. If there is equipment defective or missing, it must be reported immediately upon receipt of equipment.

Date

Student Signature

Satisfactory Academic Progress Policy

Students are required to maintain satisfactory academic progress throughout their training to be in compliance and remain eligible for Title IV federal student financial assistance. The SAP Policy is consistently applied to all students enrolled at Michigan College of Beauty. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Satisfactory academic progress is measured in both attendance and academics. Students must maintain a minimum of 67% in attendance and 75% in academics on a cumulative basis to maintain eligibility for federal student financial assistance. The policy complies with the guidelines established by NACCAS and the federal regulations established by the United States Department of Education.

ATTENDANCE STANDARD: Students must attend at least 67% of the hours they are scheduled to attend based on the student's enrollment agreement. The attendance pace is determined by the following formula:

$$\frac{\text{Cumulative clock hours of actual attendance as of evaluation date}}{\text{Cumulative clock hours of scheduled attendance as of evaluation date}}$$

Actual hours /Scheduled hours450/600 = 75%

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.

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 (the computer system will reflect completion of the practical assignment as a 100% rating). 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 written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

ACADEMIC STANDARD: All theory, practical, lab exams will be graded using the following scale:

95%-100%.....	4.0 (Excellent)
94%-85%.....	3.0 (Very Good)
84%-80%.....	2.0 (Good)
79% - 75%.....	1.0 (Satisfactory)
74% & below.....	0.0 (Failure)

Students must maintain an academic average of 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress

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		
	<i>Academic Year Length</i>	<i>WEEKS</i>	<i>SCHEDULED HOURS</i>
Cosmetology (Full Time)	900	57 Weeks/85.5 Weeks	1500/ 2250 Hours
Cosmetology (Part Time)	900	114 Weeks/171 Weeks	1500/2250 Hours
Esthetics (Full Time)	420	17 Weeks/25.50 Weeks	420/630 Hours
Esthetics (Part Time)	420	31 Weeks/46.5 Weeks	420/630 Hours
Manicuring (Full Time)	400	16 Weeks/24 Weeks	400/600 Hours
Manicuring (Part Time)	400	29 Weeks/43.5 Weeks	400/600 Hours
Cosmetology Instructor (Full Time)	600	24 Weeks/36 Weeks	600/900 Hours
Cosmetology Instructor (Part Time)	600	50 Weeks/75 Weeks	600/900 Hours

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 institution on a cash pay basis.

REVIEW AND EVALUATION PERIODS:

Cosmetology Students progress will be formally evaluated at 450, 900 and 1200 actual clocked hours for Cosmetology Students.

Manicuring Students at 200 clock hours.

Esthetician Students at 210 clock hours.

Cosmetology Instructor Students at 300 clock hours.

Attendance will be monitored on a monthly basis to identify who may be at risk regarding satisfactory academic progress; those at risk will be counseled and advised regarding efforts to improve progress. Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

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 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.

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

FINANCIAL AID WARNING: Students who fail to meet either of the two progress standards as of an evaluation date will be placed on “Financial Aid Warning” status, and the student will remain eligible for federal student aid funds for the subsequent payment period. A student may NOT be placed on Financial Aid Warning for consecutive payment periods. At the end of the FAW period, the student MUST be meeting the published attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress and to remain eligible for further federal student financial aid. Any student who fails to meet the published standard at the end of his/her FAW period is considered as NOT making satisfactory academic progress and may be ineligible for further federal student financial aid unless the student submits a written appeal in accordance with this policy as is granted “Probation” by the institution. In the event the student submits a successful appeal and is granted probation, federal student aid eligibility will be reinstated for the subsequent payment period only.

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

academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

REINSTATEMENTS: Federal student financial aid is suspended when a student is considered as not making satisfactory academic progress. Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETETES, and 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.

DETERMINATION OF PROGRESS STATUS Students meeting the minimum requirements for academics and attendance at the evaluation point are 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.

APPEALS: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. 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 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 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

REINSTATEMENT OF FEDERAL AID: Aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met. If a student begins a payment period not making SAP but reverses that designation before the end of that payment period, the student will be eligible for the federal aid for that payment period.

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

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

Student Signature and Date

Director Signature

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