



# **SCHOOL CATALOG**

## **2022-2023**

*(Published 07/1/22)*  
*(Revised 01/15/23)*

With the publication of this catalog all previous versions become obsolete. This catalog is a guideline of information and expectations for the successful student. Arizona Academy of Beauty (herein referenced as Academy/School) reserves the right to modify its policies based on changes in accreditation requirements, state or federal laws, Az Board of Cosmetology regulations or at its discretion. Changes will be made with the approval of the appropriate regulatory agency.

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## ARE YOU READY TO BE FABULOUS!?

Arizona Academy is on a mission to produce salon-ready graduates. We've created an environment where students can feel comfortable, accepted, and empowered. Begin your journey to becoming a licensed Cosmetologist or Nail Technician. With a long-standing reputation in the Tucson area, we have **60** years of graduating professionals. Sixty years!!! Come explore our beauty and wellness programs, learn about our flexible schedules, application process and options for paying for school.

The world of hair, nails and teaching are careers where your success and accomplishments are unlimited. It's a changing and growing industry where there is always room for more and better qualified people. We offer you more than the basic training to pass the State Board of Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. In order to reach this level of success, you must first learn the basics of hair and beauty culture. This means hard work, dedication, and practice on your part. You will practice salon management, business concepts and the psychology of personal success.



If you love working with people and are willing to devote the time and energy necessary for real success, then this beauty industry is for you. The beauty, hair and teaching industry are bigger than ever, and the need for creative, well-trained designers is growing every day. Rest assured vanity will never go away. People are always going to want to look their best. During the COVID-19 pandemic, now more than ever, it has been proven that our industry survives during trying times.

Selection of the right school is one of the most important decisions you can make. We encourage and invite you to visit us to meet and talk with our students and instructors. The difference in any training is education and the school. At our school, YOU, the student always comes first. We promote a family environment as opposed to a cold corporate structure. Our flexibility in schedules allow our students to achieve their educational dreams.

This catalog is designed to provide you with as much information as we can about the courses we offer, rules, regulations, student services and overall industry information about being a success in your chosen career path. Changes to the Code of Federal Regulations (CFR 668.6) which governs the Higher Education Act (HEA) and the disbursement of Financial Aid (Title IV) determine how post-secondary schools, colleges and higher education institutions administer and advertise/market their education programs.

The objective is to provide to prospective student's consumer information so they can make the right decision in selecting a post-secondary school. We believe that it is important that prospective students are provided all the information they need to make an accurate decision when choosing a beauty school. These HEA regulations can be confusing. We urge prospective students to address any questions or concerns to our financial aid department. Additional information can be reviewed at our website: [www.arizonaacademy.com](http://www.arizonaacademy.com).

It is a pleasure to have you join us.....at YOUR school!! Our goal is to help you discover your ability to transform your life and others by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

We can't wait to meet you!!

Sincerely,



Carey White  
Owner/Vice President

## OUR HISTORY AND MISSION

Arizona Academy of Beauty (herein referred to as Academy/School) is owned by Carey and Stewart White. The Academy was founded in 1961 to offer men and women a school of higher learning to prepare them to enter the growing field of Cosmetology, Nail Technology, and Instructor Training to meet the demands of society by giving them a means toward gainful employment and ultimately a more successful standard of living.

Emphasis is placed on preparing each student to pass the State Board Examination and receive licensure.

Our prime objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Arizona State Board Examinations for entry level employment.

In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover their potential and be successful to prosper as beauty entrepreneurs and teachers of the future.

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry.

The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Make-up Artist or as a Beauty Salon Operator/Owner.

Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Instructor, Supervisor or School Owner.

These objectives are monitored and attained by the school's continuous attention to and evaluation of the curriculum and practical training skills, as mandated by the Arizona Barbering & Cosmetology Board and the National Accrediting Commission of Career Arts and Sciences (NACCAS).

Our staff is dedicated to the premise of providing the best possible vocational training within our abilities and within the scope of the Arizona Barbering & Cosmetology Boards required curriculum.

The daily training at our Academy is under the instruction of qualified Instructors who bring many years of valuable experience within the beauty industry and believe in continuing their education to keep abreast of the vast changes in our industry.

Arizona Academy of Beauty does not offer distance education (online courses). All courses are taught in person at our campus.

## SCHOOL OVERVIEW

Arizona Academy of Beauty is recognized as an eligible institution to participate in the Federal Student Aid Programs by the United States Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202

### Licensed by:

Arizona Barbering & Cosmetology Board  
1740 W. Adams St #4400  
Phoenix, Arizona 85007  
(480) 784-4539  
Website: azboc.gov

### Accredited by:

National Accrediting Commission of  
Career Arts & Sciences  
3015 Colvin Street  
Alexandria, Virginia 22314  
(703) 600-7600  
Website: naccas.org

### CURRENT MEMBER OF:

National Association of Student Financial Aid Administrators  
Career Schools Private Education Network (CSPEN)

### OTHER APPROVALS:

- Arizona State Approving Agency to accept GI Bill® Educational Benefits
- Department of Vocational Rehabilitation
- Bureau of Indian Affairs
- Department of Economic Security/JOBS
- Pima County One Stop

The Academy has been examined and fully approved by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and by the Arizona Board of Cosmetology. In addition, the United States Department of Education has recognized Arizona Academy of Beauty to be in sound financial condition to operate as a school of higher learning and to participate in Title IV funding.

The Accreditation process is one of the most important professional processes in American higher education. It provides a quality assurance program from within the higher education community and professional associations. Accreditation strengthens the value of the diploma that every graduate of the Academy receives. Institutional approval must be reapproved every five years and is subject to continuing review. Approved are the following courses: Cosmetology-1600 Hours; Nail Technology-600 Hours; Instructor Training-350 Hours

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing enrollment agreements. The school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Available are the Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Federal Direct Loan Program, and Federal Plus Loan Program. In addition, we have in house financing available and offer Scholarships.

The Arizona Barbering & Cosmetology Board sets minimum standards for your program of study. The minimum number of class hours and the total clock hours for each course as outlined in the Board's Rules and Regulations, must be met to qualify the student for licensure. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Request for any further action may be made to Carey White. Unresolved complaints may be directed to the Arizona Barbering & Cosmetology Board, 1740 W. Adams St #4400, Phoenix, AZ 85007, Telephone number (480) 784-4539. A copy of the schools written Grievance Procedure/Complaint Policy Guidelines can be found on page 22.

The Arizona Barbering & Cosmetology Board requires us to certify that our Academy has the necessary equipment as required by statute and rule for operating.

## SCHOOL OVERVIEW

Arizona Academy of Beauty  
5631 E. Speedway Boulevard, Tucson, Arizona 85712  
(520) 885-4120 Fax (520) 423-3163  
www.arizonaacademy.com

The Academy is in a large, attractive shopping center. It is a one-story facility with 6000 square feet and is completely air conditioned. This ultra-modern facility is located on the Eastside of Tucson and is close to public transportation, housing, dining and daycare facilities. Due to city ordinances, this building is completely non-smoking. Smoking is permitted outside in the front of the building only. Approximately 80-90 students can be enrolled at onetime. There is a large lighted parking area with restaurants within walking distance.

We have 2 large classrooms, 72 workstations, 11 dryers, 6 whirlpool pedicure chairs, shampoo area, facial room, dispensary, reception area, executive office, teacher's office, financial aid office, laundry room as well as separate men's and women's restrooms. In the student lounge, we provide a refrigerator to store any items that are brought in for dining enjoyment. For your convenience, a microwave is also available.

Our Academy simulates salon conditions to help our students "learn by doing". Our students learn to practice managing the reception desk, checking patrons in, answering the telephone, and operating the cash register. Our students also learn inventory control and assist in operating our dispensary. Our objective is to help the student become "salon ready".

### INSTRUCTIONAL AND ADMINISTRATIVE STAFF: (as of 11/21/22)

Carey White	Vice President
Maria Elias	Director of Education/Instructor
Jocelyn Moore	Director of Student Financial Aid
Maelyca Drazkowski	Receptionist
Brandie Winkler-Leeson	Instructor
Jennifer Hawkins	Instructor

## INSTRUCTOR/STAFF QUALIFICATIONS/SUBSTITUTE INSTRUCTORS

All instructors have a valid Arizona Cosmetology and Instructor Training Licenses and are approved through the Arizona Barbering & Cosmetology Board. All Instructors are required to attend a minimum of 12 hours of continuing education each year. All financial aid related staff, attend regular seminars to keep up to date in the financial aid industry. Day and evening faculty alternate schedules to accommodate any substitution requirements.

## SCHOOL CALENDAR/SCHEDULE OF HOURLY REQUIREMENTS/START DATES/OFFICIAL HOLIDAYS

Our Academy operates continuously throughout the year except for the following holidays for 2022/2023:

July 4 <sup>th</sup> Vacation - July 4-9, 2022	New Years - January 2, 2023	Thanksgiving - November 23-25, 2023
Labor Day - September 5, 2022	Memorial Day - May 29, 2023	Christmas - December 25-26, 2023
Thanksgiving - November 24-26, 2022	July 4 <sup>th</sup> Vacation - July 3-8, 2023	New Years - January 1, 2024
Christmas - December 24 & 26, 2022	Labor Day - September 4, 2023	

We often close early on Christmas Eve and New Year's Eve as well as Halloween night. All religious holidays honored by a student will be respected.

We are open for instruction as follows: Mon 1:00pm-7:00pm, Tues-Fri 9:00am-9:00pm and Sat 9:00am-4:00pm. New classes for all programs start every Tuesday of each month. Our traditional day program runs Tuesday through Saturday 9:00am-3:30pm and the traditional evening program runs Monday 1:00pm-7:00pm and Tuesday through Friday 3:00pm-9:00pm. Modified schedules are available and can be discussed during the enrollment process. Prior starting classes with our Academy, an orientation class will be scheduled to review all Rules and Regulations, inventory your kit and prepare you for your first day of classes. The Academy may add another starting day or change the day as circumstances dictate. Upon registering to attend our program, each student will be given a specific starting date and that date will appear on all records relating to enrollment. If the Academy should close due to extenuating circumstances, all students would be notified by phone or email.

## CONSTITUTION DAY

Each year, Constitution Day is celebrated commemorating the September 17, 1787, signing of the Constitution.

## INCLEMENT WEATHER

Days off due to inclement weather will be determined by the severity of the weather. These days are not accumulated into the revised graduation date. For closing announcements, students may call (520) 885-4120 after 8:00am. Closing or delayed openings for the school will be posted on the school's Facebook page.



## **ADMISSIONS**

### **REQUIREMENTS FOR ADMISSION**

Arizona Academy of Beauty is committed to equal educational opportunity the Academy does not discriminate on the basis of sex, race, color, age, gender, religion, sexual orientation, ethnic origin/national origin, disability, perceived gender, or gender identity in admissions, career services, or access to our programs or for any other activities. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission. Entrance is open to career minded people who, in the opinion of the Academy staff, would be able to obtain and utilize the skills taught for employment. This School does not recruit students already attending or admitted to another school offering a similar program of study.

Applicants in all programs must submit the following:

- For applicants enrolling into Cosmetology or Nail Technology, a copy of state or federal issued photo identification showing that they are at least 16 years of age.
- For applicants enrolling into Cosmetology Instructor Training, a copy of state or federal issued photo identification showing that they are at least 18 years of age and must hold a current Arizona Cosmetology or Hairstylist license. In addition, each applicant must have a minimum of one years documented working experience in the salon.
- Proof of successful completion of secondary education such as a high school diploma, an official transcript showing secondary school completion, or a state-certification of home-school completion. Home schooling credentials may also include: Diploma/transcript signed by parent or a copy of Affidavit of Intent to Homeschool from parent. Equivalents to a high school diploma will include a GED, a certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma, an academic transcript of a student who has successfully completed at least a two year program that is acceptable for full credit toward a bachelor's degree; or proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing college completion or college degree.

Should an enrolling student provide a foreign high school diploma, the Academy will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This must come from an outside agency that is qualified to translate and evaluate such as Global Education Group.

The Academy will inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted, as appropriate. A VA DD-214 will be collected.

### **STUDENT ORIENTATION**

All incoming students must attend Orientation which will be held prior to the start of the program. During orientation, the student will learn about responsibilities, rules and regulations, the format of the program, the progression of the program and how performance will be measured.

### **TRANSFER AND RE-ENTRY POLICY/CREDIT FOR PREVIOUS TRAINING**

Appropriate credit may be granted to students with prior training in an accredited school of Cosmetology. Students who have had prior training within or outside the state of Arizona must furnish proof of the number of hours of training. All transfer, re-enroll or brush-up students must take a written and practical freshman final prior to starting classes. This will help to determine how many hours we will transfer into our program. Upon review and verification by school officials, hours and cost of attendance will be prorated at the current hourly rate of tuition. (See Additional Charges Section).

Students with prior training at either of our locations may re-enroll at any time. If a student wishes to return to our Academy after dropping out or termination, the current hourly rate of tuition will be charged. (See Additional Charges Section). We reserve the right to refuse the entry of transfer students and the re-entry of students who have previously withdrawn from any of our locations. Any unpaid balances from any previous enrollments must be brought up to date or payment arrangements made prior to enrollment. A registration fee will be charged. A student who temporarily withdraws who is deemed to be in good standing may re-enter their program without loss of prior credit. Transfer, re-enrolled or brush-up students will also meet the normal admission requirements in addition to this policy

The term "Brush-Up" is defined as applicants that have the required state hours for licensing or are/were licensed

## **ADMISSIONS**

or could have been licensed in their respective field needing extra and/or additional hours of training. The hourly rate of tuition for a Brush-Up Cosmetology or Nail Technology student is \$12.00/hour. The hourly rate of tuition for a Brush-Up Instructor Training student is \$13.50/hour.

Any student that terminates or drops prior to course completion will be charged an administrative fee associated with withdrawal or termination of \$150.00. This fee is assessed upon any termination or drop.

Cosmetology transfer/brush-up students are only allowed to transfer in a maximum of 1000.00 Cosmetology hours and must complete a minimum of 600 Cosmetology hours.

Nail Technology transfer/brush-up students are only allowed to transfer in a maximum of 300 Nail Technology hours and must complete a minimum of 300 Nail Technology hours.

If a student has Nail Technology hours from Arizona Academy of Beauty, a maximum of 120 hours are allowed to transfer into Cosmetology and must complete a minimum of 1480.00 Cosmetology hours.

Cosmetology hours are not transferable into the Nail Technology program.

Instructor Training transfer/brush-up students are only allowed to transfer in a maximum of 100.00 Instructor Training hours and must complete a minimum of 250.00 Instructor Training hours.

### **AMERICANS WITH DISABILITIES ACT**

The Academy is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids and services). Student requests for accommodation will be considered in compliance with the ADA as amended and Section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the student's disability and is determined by the needs of the student, documentation from the student and documentation from appropriate professionals. The determination of what specific accommodations will be provided will be based upon evaluation of the individual student's documentation, personal needs and academic requirements. A student's Reasonable Accommodation may be subject to review and adjustment from time to time.

The Financial Aid Director is designated as the Disability compliance coordinator. All requests for Reasonable Accommodations should be submitted to the Financial Aid Director. Depending on the requested accommodation, the Financial Aid Director and Owner can approve the Reasonable Accommodation.

Responsibilities of Students with Disabilities:

- Self-Identify as a student with a disability
- Provide documentation supporting disability
- Request accommodations in a timely manner by meeting with the Director
- Notify the Director if there are difficulties securing accommodations or the quality or effectiveness of the accommodations provided.

Note: Receiving services or accommodations at the high school level, at another college/university or from a testing agency does not necessarily mean that Arizona Academy of Beauty will conclude that the student is disabled and/or agree to provide the student with the same services or accommodations received at other educational institutions or agencies.

Responsibilities of the Academy:

- Ensure that programs, services and activities are accessible
- Explore and provide appropriate Reasonable Accommodations that maintain the academic integrity of the educational program
- Communicate with the student with a disability about Reasonable Accommodations
- Ensure that all information will be maintained and used in accordance with applicable confidentiality requirements

Immunizations and/or vaccinations are not required to enroll.

We do not accept Ability To Benefit students



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## CAREER OPPORTUNITIES

Cosmetology and Nail Technology are highly recognized professions that gives the individual total freedom of expression. Becoming a Cosmetology Instructor can further your passion and desire for this industry, while cultivating new professionals to be successful.

The study of Cosmetology has unlimited possibilities to all students who show applied effort and will merit the recognition that research and endeavor deserve. Your total training in this course includes all phases of beauty culture, Hair, Skin and Nails. After basic schooling and practical experience in a beauty salon, the knowledge gained may lead into the more specialized facets of the profession. The cosmetologists' horizons are unbound and widely diversified. Advancement will come as the cosmetologist gain experience and becomes specialized in one or more phases of the work. For those who wish to specialize, advanced courses in hairstyling, hair coloring, permanent waving, make-up and skin analysis, etc., are available in many colleges, private classes and sometimes by manufacturers of beauty preparations. Students receive instruction in every phase of Cosmetology and its related areas. The students are taught anatomy, care and disorders of the hair, skin and nails, light therapy, chemistry, massage and salon management. Through the process of practical application, the student learns to master methods of hair styling, haircutting, finger waving, permanent waving, tinting and bleaching, rinsing, scalp treatment, manicuring, make-up and facial treatments.

The study of Nail Technology is the care of the hands, arms, legs and feet. With unlimited possibilities and opportunities, a lot of hard work and determination will take you a long way to a lasting career. Manicuring is considered an art. Your total training in this course includes all phases of nails. Students receive instruction in every phase of Nail Technology and its related areas.

The students are taught manicuring, pedicuring, fiberglass nails, acrylic nails, sculptured nails, fiberglass and gel nail applications, wraps, nail art and drilling. Through the process of practical application, the student learns to master these services.

There are many opportunities for individuals entering the Cosmetology or Nail Technology Industry. Your goals can guide you to a lifetime career. Employment opportunities are available in individual salons, salon chains, department stores or beauty supply houses. Ambitious, capable men and women, after a comparatively short experience, many enter more specialized, well-paying positions such as: Salon Owner, Fashion and Hair Styling Coordinator, Make-up and Hair Consultant, Assistant, Hair Coloring Technician, Makeup Artist, Stylist, Facialist, Ethnic Hairstyling Specialist, Designer, Haircutting Specialist, Make-up or Hair Styling Authority for TV, Stage, Ballet or Screen and many other specialized areas.

Various positions also exist within the following areas:

<b>MERCHANDISING FIELD:</b>	Salesperson, Buyer, Assistant Buyer, Direct Seller
<b>SCIENTIFIC FIELD:</b>	Demonstrator/Manufacturer Representative Research Assistant Trade Technician Technical Supervisor
<b>WRITING FIELD:</b>	Beauty Editor (Newspapers/Magazines) Editorial Assistant Free Lance Writer Promotional Writer
<b>IN THE EDUCATIONAL FIELD:</b>	Teacher of Cosmetology/Instructor Trainer/Substitute Teacher Department Head/Guidance Counselor Academy Owner/Supervisor/Director State Inspector/State Board Member Educational Director for Manufacturer

Our experienced staff are willing to give the best of our knowledge to help those who are willing to give the best of themselves.

## PROGRAM OVERVIEW

### COSMETOLOGY PROGRAM OVERVIEW

The Cosmetology course of instruction consists of 1600 clock hours and is a 54-64 week program. Day and Night classes are available. Students are scheduled to attend 25 or 30 hours per week for both classes. The maximum time frame to complete this program can be found on page 30. The first 450 hours are devoted to classroom instruction where you learn design principles, technical information and professional practices. The remaining 1150 hours are spent in the clinic area, where you gain practical experience. Here you can put your talents into practice, as you work with paying clientele under the close supervision of your instructors.

In January 2022, the Arizona Barbering and Cosmetology Board lowered the required hours to 1500 clock hours. We have elected to keep our program at 1600 clock hours to give students an additional 100 hours in clinic training on customers to further prepare students for the salon environment after graduation.

### EDUCATIONAL GOALS

The Cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills will prepare students for work as a hairdresser, salon manager, hair colorist, salon owner, school owner, etc.

The following is a list of the Arizona Barbering & Cosmetology Board requirements for theory and practical criteria. The instructional program of our Academies meets or exceeds these requirements.

Each student in a cosmetology course shall complete the following curriculum: 1.) Theory of cosmetology, infection control, anatomy, physiology and histology of the body, diseases and disorders, and Arizona Barbering & Cosmetology Board statutes and rules; and 2.) Clinical and classroom cosmetology including theory that involves nails, hair, and skin: (a) Principles and practices of infection control and safety; (b) Recognition of diseases and the treatment of disorders of the hair, skin, and nails; (c) Morphology and treatment of hair, skin, and nails; (d) Interpersonal skills and professional ethics; (e) Product pharmacology and chemistry interaction, formulation, composition, and hazards; (f) Cosmetology machines, tools, and instruments and their related uses; (g) Chemical texturizing; (h) Changing existing hair color; (i) Hair and scalp care; (j) Fundamentals of hairstyling including braiding and extensions; (k) Body, scalp and facial massage and manipulations; (l) Hair cutting fundamentals; (m) Fundamental aesthetics of the body and face; (n) Fundamentals of nail technology; (o) Clinical and classroom practice that includes hair, skin and nails, (p) Alternative hair, skin and nail technology; (q) Pre and post client consultation, documentation and analysis; (r) Body and facial hair removal except by electrolysis; (s) Cosmetology technology; and (t) Required industry standards and ecology including monitor duties.

### COSMETOLOGY KIT

A student kit which includes textbooks and educational materials is included in the overall program price. Please see page 13 of the catalog for the breakdown of all program charges. Replacement of kit items and stationery supplies are the responsibility of the student.

### TEXTBOOKS/REFERENCE MATERIALS

#### Pivot Point Fundamentals Textbooks –

Book 101 Life Skills ISBN 978-1-940593-40-1  
Book 102 Science ISBN 978-1-940593-41-8  
Book 103 Business ISBN 978-1-940593-42-5  
Book 104 Client-Centered Design ISBN 978-1-940593-43-2  
Book 105 Sculpture/Cut & Book 106 Men's Sculpture/Cut ISBN 978-1-940593-44-9

Book 107 Hair Design ISBN 978-1-940953-45-6  
Book 108 Long Hair ISBN 978-1-940593-46-3  
Book 109 Wigs & Hair Additions ISBN 978-1-940593-47-0  
Book 110 Color ISBN 978-1-940593-48-7  
Book 111 Perm & Relax ISBN 978-1-940593-49-4  
Book 112 Skin ISBN 978-1-940593-50-0

Pivot Point Fundamentals Study Guide  
ISBN 978-1-940593-52-4

Pivot Point Fundamentals Exam Prep  
ISBN 978-1-940593-54-8

Pivot Point Lab (Online Learning) Component  
The bundle price of all 13 books and Lab is \$328.00

**Standard Occupational Classification  
Classification of Instructional Program**

**SOC 39-5012-00  
CIP 12.0401**

## **PROGRAM OVERVIEW**

### **NAIL TECHNOLOGY PROGRAM OVERVIEW**

The Nail Technology course of instruction consists of 600 clock hours and is a 20-24 week program. Day and Night classes are available. Students are scheduled to attend 25 or 30 hours per week for both classes. The maximum time frame to complete this program can be found on page 30. The first 300 hours are devoted to classroom instruction where you learn hands on, technical information and professional practices. The remaining 300 hours are spent in the clinic area, where you gain practical experience. Here you can put your talents into practice, as you work with paying clientele under the close supervision of your instructors.

### **EDUCATIONAL GOALS**

The Nail Technology course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills will prepare students for work as a manicuring specialist, product demonstrator, etc.

The following is a list of the Arizona Barbering & Cosmetology Board requirements for theory and practical criteria. The instructional program of our Academies meets or exceeds these requirements.

Each student in a nail technology course shall complete the following curriculum: 1.) Theory of nail technology, infection control, diseases and disorders of the nails and skin; anatomy; physiology and histology of the limbs, nails and skin structures, and Arizona Barbering & Cosmetology Board statutes and rules; and 2.) Clinical and classroom instruction in nail technology including theory that involves nails, skin and limbs: (a) Principles and practices of infection control and safety; (b) Recognition of diseases and the treatment of disorders of the nail and skin; (c) Massage and manipulation of the limbs; (d) Interpersonal skills and professional ethics; (e) Product pharmacology and chemistry interaction, formulation, composition, and hazards; (f) Nail Technology machines, tools, and instruments and their related uses; (g) Clinical and classroom practice that includes nails, skin and limbs; (h) Pre and post client consultation, documentation and analysis; (i) Manicuring, including use of nippers; (j) Pedicuring, including use if nippers; (k) Artificial nail enhancements (application and removal); (l) Alternative nail technology; (m) Electric file use; (n) Pedicure spa modalities; (o) Exfoliation modalities on limbs or the body; and (p) Required industry standards and ecology including monitor duties.

### **NAIL TECHNOLOGY KIT**

A student kit which includes textbooks and educational materials is included in the overall program price. Please see page 13 of the catalog for the breakdown of all program charges. Replacement of kit items and stationery supplies are the responsibility of the student.

### **TEXTBOOKS/REFERENCE MATERIALS**

Pivot Point Salon Fundamentals Textbook  
ISBN-13 978-0-9779961-8-6  
ISBN-10 0-9779961-8-2

Pivot Point Salon Fund Fundamentals Study Guide  
ISBN-13 978-0-9789765-1-4  
ISBN-10 0-9789765-1-7

Pivot Point Salon Fundamentals Exam Prep  
ISBN-13 978-0-9779961-9-3  
ISBN-10 0-9779961-9-0

The bundle price of all 3 books is \$

**Standard Occupational Classification**  
SOC 39-5092-00

**Classification of Instructional Program**  
CIP 12.0410

## PROGRAM OVERVIEW

### COSMETOLOGY INSTRUCTOR TRAINING PROGRAM OVERVIEW

The Cosmetology Instructor Training course of instruction consists of 350 clock hours and is a 12-14 week program. Day and Night classes are available. Students are scheduled to attend 25 or 30 hours per week for both classes. The maximum time frame to complete this program can be found on page 30. The first 120 hours are devoted to classroom instruction where you learn teaching principles, technical information and professional practices. The remaining 230 hours are spent in both the classroom and clinic area, where you gain practical experience. Here you can put your talents into practice helping students with consultations, teaching educational classes and learning the routine of the Academy under the close supervision of your instructors.

### EDUCATIONAL GOALS

The Cosmetology Instructor Training course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills will prepare students for employment as a cosmetology or nail technology instructor.

The following is a list of the Arizona Barbering & Cosmetology Board requirements for theory and practical criteria. The instructional program of our Academies meets or exceeds these requirements.

Each student in a Cosmetology Instructor Training course shall complete the following curriculum: 1.) Orientation and review of the Arizona Barbering & Cosmetology Board statutes and rules; 2.) Theory, preparation, and practice curriculum development that includes: (a) Developing and using educational aids; (b) Practical and written presentation principles; (c) Classroom management evaluation, assessment, and remediation methods; (d) Diversity in learning including cultural differences; (e) Methods of teaching; (f) Professional development including ethics and; (g) Alternative learning. 3.) Classroom and clinic oversight.

### INSTRUCTOR KIT

A student kit is not issued for the Cosmetology Instructor Training course. Students must furnish their own lab jackets. Textbooks, educational materials and a name tag is included in the overall program price. Please see page 15 of the catalog for the breakdown of all program charges. Replacement of any of these items and stationary supplies are the responsibility of the student.

### TEXTBOOKS/REFERENCE MATERIALS

#### Pivot Point Fundamentals Textbooks –

Book 101 Life Skills	ISBN 978-1-940593-40-1
Book 102 Science	ISBN 978-1-940593-41-8
Book 103 Business	ISBN 978-1-940593-42-5
Book 104 Client-Centered Design	ISBN 978-1-940593-43-2
Book 105 Sculpture/Cut & Book 106 Men's Sculpture/Cut	ISBN 978-1-940593-44-9

Book 107 Hair Design	ISBN 978-1-940953-45-6
Book 108 Long Hair	ISBN 978-1-940593-46-3
Book 109 Wigs & Hair Additions	ISBN 978-1-940593-47-0
Book 110 Color	ISBN 978-1-940593-48-7
Book 111 Perm & Relax	ISBN 978-1-940593-49-4
Book 112 Skin	ISBN 978-1-940593-50-0

Pivot Point Fundamentals Study Guide  
ISBN 978-1-940593-52-4

Pivot Point Fundamentals Exam Prep  
ISBN 978-1-940593-54-8

Pivot Point Lab (Online Learning) Component  
The bundle price of all 13 books and Lab is \$328.00

**Standard Occupational Classification**  
SOC 25-1194-00

**Classification of Instructional Program**  
CIP 12.0413

The Cosmetology Instructor Training program is not financial aid eligible. Cost and payment terms can be found on page 13 of this catalog.

## PROGRAM OVERVIEW

### OUTCOME ASSESSMENTS/RIGHT-TO-KNOW COMPLETION/GRADUATION/TRANSFER OUT RATES

The National Accrediting Commission of Career Arts and Sciences (NACCAS) Board of Commissioners has determined that, for purposes of calculating programmatic rates for the 2021 (data) Annual Report, NACAAS will categorize programs using the U.S. Department of Education's Classification of Instructional Programs ("CIP") Code designations. Any programs which are within the same sub-category (as specified by the first four digits of the CIP Code) will be combined. For example, all programs falling under the CIP Code 12.04 ("Cosmetology and Related Personal Grooming Services") will be treated as sub-categories of the same program, and their data will be combined to calculate a single programmatic rate.

The institution's accrediting agency has followed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/ or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

#### Current Year Combined Rates for All Programs

Graduation Rate:80.00%    Placement Rate:78.95%.    Licensure Rate:91.67%

#### Institutional Rate Summary<sup>1</sup>

Number of students scheduled to graduate in 2021

Number of exempt students from the 2021 Annual Report: 12

Item 1 - Number of students scheduled to graduate: 30

Item 2 - Number of students (from Item 1) who graduated as of deadline / submission of Annual Report: 24

Item 3 - Number of students (from Item 2) who are eligible for employment: 19

Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them: 15

Item 5 - Number of individuals (from Item 2) who took all portions of their licensing exam: 12

Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam: 11

Item 7 - Length of longest NACCAS approved program taught in 2020 or 2021 (F/T or P/T) in weeks: 64

Item 8 - The total # of students who started training between September 1, 2021 to August 31, 2022 was 31

#### Program Specific Summary

Program Category: 12.04 Cosmetology and Related Personal Grooming

Cosmetology CIP Code:12.0401

Nail Technology CIP Code:12.0410

Cosmetology Instructor Training CIP Code:12.0413

Number of students scheduled to graduate in 2021

Number of exempt students from the 2021 Annual Report: 12

Item 1 - Number of students scheduled to graduate: 30

Item 2 - Number of students (from Item 1) who graduated as of deadline / submission of Annual Report: 24

Item 3 - Number of students (from Item 2) who are eligible for employment: 19

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Item 8 - The total # of students who started training between September 1, 2021 to August 31, 2022 was 31

Effective 7/1/22

Student Right-To-Know Completion/Graduation Rate for 2019 Cohort Full-Time, First Time Students is 57%.

Arizona Academy of Beauty is aware of zero 2019 Cohort Full-Time, First-Time students that transferred to another eligible program within our academy and used their training at our academy as a basis for a higher degree/certification.

The Academy is aware of zero 2019 Cohort Full-Time, First-Time students that transferred to another eligible school and used their training at our academy as a basis for a higher degree/certification.

Further data on completion/retention is available from Carey White, Owner

<sup>1</sup> Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.



## PROGRAM OVERVIEW

### GRADING SYSTEM

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students receive several theory and practical assessments during each unit of study. Evaluation, feedback and grades are given to the student for each assessment. Academic learning is evaluated after each unit of study. Students will take written and practical examinations, even after receiving a passing grade, until all hours are completed.

Written exams are given at the end of each book/unit as listed in the Theory and Practical Schedule provided in pre-enrollment and again during orientation. Written exams for student scheduled to test on Saturday are administered from 9:00am to 10:00am. Written exams for student scheduled to test on Monday are administered from 6:00pm to 7:00pm. Practical exams cover the practical subjects taught during the book/unit. Practical exams are administered on Fridays from 9:00am to 10:00am and 7:00pm to 8:00pm as listed in the Theory and Practical Schedule provided in pre-enrollment and again during orientation.

Students will continue to take all written and practical examinations until all hours are completed.

Students must maintain an overall grade point average of 75% (C) grade to be considered making satisfactory progress. Grades for both theory and practical subjects will be added together and averaged out. In the case of a failing grade, the student is required to retake the written or practical examination until there is a passing grade of 75%.

If a student is absent and misses coursework, a zero will be posted to the student's account. Students are encouraged to make up all missed coursework within 2 weeks of absence.

Progress evaluations are given to all students in all programs. Evaluations are distributed to the student monthly. Each evaluation will be determined by the students' progress in: Theory Work and Practical Work.

Each student is evaluated monthly in the areas of grades and attendance. Regular attendance is conducive to a high grade of scholarship and develops the habits of dependability and punctuality.

The following factors will be measured to determine academic progress:

Written tests and practical assignments will be graded according to the following breakdown:

90% - 100%	Excellent	81% - 89%	Good
75% - 80%	Average	00% - 74%	Failing

### LICENSING REQUIREMENTS

Licensing is governed by the rules and regulations set forth by the Board of Barbering and Cosmetology. To apply for State licensing, a student must be at least 16 years of age, have either 10<sup>th</sup> grade equivalency as defined by the Az Board of Cosmetology, possess a high school diploma or GED, have high school equivalency as defined by Az Board of Cosmetology or be 18 years of age. The student must have completed the required hours of the course they are enrolled in and receive a diploma.



## FINANCIAL INFORMATION

COURSE	APPLICATION	BOOKS AND SUPPLIES	TUITION	TOTAL PROGRAM PRICE
COSMETOLOGY	\$100.00	\$1,175.00	\$17,600.00	\$18,875.00
NAIL TECHNOLOGY	\$100.00	\$1,175.00	\$ 5,400.00	\$ 6,675.00
INSTRUCTOR TRAINING	\$100.00	\$ 350.00	\$ 4,375.00	\$ 4,825.00

### TERMS OF CASH PAYMENTS:

COSMETOLOGY:	A payment of \$9,500.00 is required at the time of enrollment. The balance of tuition is to be paid in 10 monthly installments of \$938.00 each.
NAIL TECHNOLOGY:	A payment of \$3,400.00 is required at the time of enrollment. The balance of tuition is to be paid in 3 monthly installments of \$1092.00 each.
INSTRUCTOR TRAINING:	A payment of \$2,412.00 is required at the time of enrollment. The balance of tuition is to be paid in 2 monthly installments of \$1207.00 each.

### ADDITIONAL CHARGES/OVERTIME

Extra instructional charges will be assessed when the student reaches 100% of the scheduled course completion. Upon enrollment, students will be given a computer-generated completion date. This is the date by which students are required to complete their education. Students must complete their total hours of instruction to graduate by their published graduation date on their contract, or any documented modified graduation date due to an approved LOA. Charges for Cosmetology, Nail Technology and Instructor Training accrue at \$15.00 for every absent hour that a student has accrued as of the scheduled completion date. Should the student enter overtime, anytime thereafter their published/modified graduation date, failure to complete the minimum weekly contracted hours will result in additional weekly overtime charges according to the enrollment agreement signed before the first day of classes. Completion dates include any scheduled school closures for holidays. The additional hourly fee may be waived only with the written consent of the school upon a demonstration of circumstances warranting such a waiver. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates.

For VA beneficiaries, the GI Bill® will not pay for any overtime charges. Overtime charges will be charged directly to the student.

COURSE	OVERTIME CHARGE	ENROLLMENT CHARGE
COSMETOLOGY (TRANSFER/RE-ENROLL HOURS)	\$15.00/HOUR	\$11.00/HOUR
COSMETOLOGY (BRUSH-UP HOURS*)	\$15.00/HOUR	\$12.00/HOUR
NAIL TECHNOLOGY (TRANSFER/RE-ENROLL HOURS)	\$15.00/HOUR	\$ 9.00/HOUR
NAIL TECHNOLOGY (BRUSH-UP HOURS*)	\$15.00/HOUR	\$12.00/HOUR
INSTRUCTOR TRAINING (TRANSFER/RE-ENROLL)	\$15.00/HOUR	\$12.50/HOUR
INSTRUCTOR TRAINING (BRUSH-UP HOURS*)	\$15.00/HOUR	\$13.50/HOUR

The term "Brush-Up" is defined as applicants that have the required state hours for licensing or are/were licensed or could have been licensed in their respective field needing extra and/or additional hours of training)

Each student will be provided a lab jacket as a part of their uniform. If the lab jacket needs to be replaced, there will be a \$30.00 fee. Each student will also be provided a student name tag. If the name tag needs to be replaced, there will be a \$10.00 fee. Financial aid will not cover a replacement lab jacket or name badge. Replacement fees must be paid by the student. Each student must also furnish their own stationary supplies.

There is a \$25.00 fee for the following circumstances: Official/Unofficial transcript\*, Duplicate diploma fee/Duplicate Certification of Hours\*, Failing to return a station key, Failing to show up for a signed up make up examination or Failing to show up for a final examination/Failing any final examination more than 2 times.

\*Transcripts and duplicate diploma/certification of hours can be requested in writing through the financial aid office. Students account balance must be \$0. Transcript Duplicate diploma/certification of hours fee must be paid prior to the preparation of the document. Please allow 3-5 business days to process.

There will be a \$10.00 late charge per week for all late payments after the specified payment date as stated on their contract.

We accept cashier's checks, money orders or cash as acceptable forms of payment. Personal checks or business checks are not accepted. Credit cards are not accepted at this time.

State licensing and testing fees are not included in the tuition. These fees are paid by the graduate to the appropriate agencies.

## FINANCIAL INFORMATION

### FINANCIAL AID PROGRAMS

We believe every student should be able to obtain an education regardless of their financial status. The Financial Aid Office will assist students in completing the FAFSA and necessary forms as well as counsel the student on money management and loan responsibility. To determine a student's financial need, the school uses the Federal Need Analysis set forth by the U.S. Department of Education. Applicants are encouraged to complete the Free Application for Federal Student Aid (FAFSA) at least 30 days prior to their start date. If a student should decide to file their own FAFSA, our school code is 008864. Financial aid provides assistance to students who qualify for educational related expenses. Arizona Academy of Beauty, Inc. provides financial assistance approved by the U.S. Department of Education for the programs listed below to qualified students to help meet the cost of education. If you are enrolled or accepted for enrollment and are a citizen or permanent resident of the United States, you are eligible to apply for assistance under these programs.

**FEDERAL PELL GRANTS** do not have to be repaid (unless a student withdraws prior to completion of program and a refund is due). Eligibility is based on the Expected Family contribution (EFC) as determined by the FAFSA. The EFC is listed on the Student Air Report (SAR) provided by the U.S. Department of Education to the student and the Institutional Student Information Record (ISIR) provided to the school. The maximum grant available for the 2022-2023 award year is \$6895.00.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)** funds do not have to be repaid and are available only to PELL Grant eligible recipients. The U.S. Department of Education allocates a restricted amount of SEOG funds to educational institutions. The Academy awards SEOG based on financial aid as demonstrated on the FAFSA. The awards range between \$100.00 to \$150.00 as determined by the funds allocated by the U.S. Department of Education.

**FEDERAL DIRECT SUBSIDIZED AND UNSUBSIDIZED LOANS** are the U.S. Department of Education's major form of financial assistance and are available through the Federal Direct Loan Program. Educational institutions must have a valid ISIR and required financial aid documents on file for the student. Students who qualify for aid must complete a FAFSA, be enrolled at least half-time and maintain satisfactory academic progress to receive Direct Loans. The interest rate for loans disbursed from July 1, 2022 to June 30, 2023 is 4.99% fixed. The loan fees for loans disbursed on or after October 1, 2020 and before October 1, 2023 are 1.057%. Loan amounts may differ, depending upon the individual personal need of each applicant. Your eligibility can be determined by the Financial Aid Officer. There are a variety of repayment options available through your loan servicer. Repayment begins 6 months from your last date of attendance.

**FEDERAL DIRECT PLUS LOANS** allow parents to obtain a parental loan. PLUS loans are available to parents of dependent undergraduate students who have a valid FAFSA on file, are enrolled at least half-time and maintain satisfactory academic progress. The parent is the borrower. Applicants must sign a consent to allow for a credit check. The loan amounts are dependent upon the individual need of each applicant. The interest rate for loans disbursed from July 1, 2022 to June 30, 2023 is 7.54% fixed and borrowers are responsible for all interest on the loan. The loan fees for loans disbursed from October 1, 2020 and before October 1, 2023 are 4.228%. Repayment is based on the amount that is borrowed beginning 60 days after the final disbursement on the loan. This loan will begin repayment while the student is still in school.

### WIA/ONE STOP

Arizona Academy of Beauty, Inc. is approved by the Pima County One Stop to participate in their umbrella of programs. The Academy will work closely with counselors to facilitate the exchange of information that will be required to seek approval. Students seeking One Stop benefits are still expected to complete a FAFSA.

### INSTITUTIONAL SCHOLARSHIPS

In addition to the financial assistance approved by the U.S. Department of Education, the Academy is pleased to offer scholarships to all students. If enrolled in the Cosmetology program, the scholarship offer is \$1000.00 towards the cost of education. If enrolled in the Nail Technology program, the scholarship offer is \$500.00 towards the cost of education. Details regarding the application process, deadlines and eligibility and can be discussed during the enrollment process.

## FINANCIAL INFORMATION CONTINUED

### **VETERANS EDUCATION BENEFITS**

Arizona Academy of Beauty is approved by the Arizona State Approving Agency to accept GI Bill® Educational Benefits for veterans, eligible dependents of deceased or disabled veterans, and active status National Guard and Reserve personnel.

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code:

A covered individual is any individual who is entitled to educational assistance under:

Chapter 31, Vocational Rehabilitation and Employment  
or  
Chapter 33, Post-9/11 GI Bill® benefits.

Any covered individual is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to Arizona Academy of Beauty a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33. A certificate of eligibility can also include a statement of benefits obtained from Department of Veterans Affairs (VA) website, eBenefits or form VAF 28-1905 for chapter 31 authorization purposes and ending on the earlier of the following dates:

The date on which payment from VA is made to the institution  
or  
90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Students interested must first check with the U.S. Department of Veterans Affairs to see if they qualify for benefits and what chapter they fall under. A copy of the Student's VA certificate of eligibility for entitlement will need to be provided that may include: a certificate of eligibility, a statement of benefits obtained from the Department of Veterans Affairs (VA) website, eBenefits or form VAF 28-1905 for chapter 31 authorization purposes. Applicants can apply online at <http://www.gbiill.va.gov>.

Certificate of eligibility for educational assistance must be submitted no later than the enrollment date.

Per 38 CFR 21.4253(d)(3) requires students who will be receiving Veterans Educational Benefits to provide all previous educational, vocational, and military transcripts. Arizona Academy of Beauty will evaluate and retain the transcripts and apply appropriate credit for previous training if applicable.

Transcripts must be submitted no later than the enrollment date.

Covered individuals will not be imposed any penalty, including the assessment of late fees or the denial of access to classes and will not be required to borrow additional funds because of the individual's inability to meet his or her financial obligations to Arizona Academy of Beauty due to the delayed disbursement funding from VA under chapter 31 or 33.

## **SCHOOL POLICIES**

### **ATTENDANCE/TARDINESS**

Regular attendance is mandatory. Each student is expected to attend all classes according to the schedule on their enrollment agreement unless a modification has been approved. Students are informed of their class schedule prior to enrollment, and it is their responsibility to ensure they are attending school on a regular basis. The Academy requires all students to maintain a minimum of 70% attendance rate to maintain satisfactory progress. Each student is required to clock in and out through the timeclock system when entering and leaving the school. Students must report to class on time. Late arriving students after 9:00 am will not be permitted to interrupt the theory classes already in session. The front door is locked promptly at 9:00 am and will reopen at 10:00 am

### **ABSENCE/MAKE-UP HOURS/MAKE-UP WORK**

Students must notify the Academy daily of any absence one hour prior to the start of their scheduled class. Any student absent for 14 consecutive calendar days will be terminated, regardless of communication with the school. It is important to make up any class work or hours missed. Any class work or tests missed due to an absence (whether excused or un-excused) or tardy must be made up. This class work must be done on the student's own time (OFF OF THE CLOCK) and must be kept up to maintain satisfactory progress. Hours that are not made up prior to graduation are subject to overtime charges. Students must complete their total hours of instruction to graduate by their published graduation date on their contract, or any documented modified graduation date due to an approved LOA. There are many opportunities to make up missed hours. Assistance with scheduling make up hours can be obtained through the financial aid office. Overtime charges can accrue rather quickly and are avoidable. Charges for Cosmetology, Nail Technology and Instructor Training accrue at \$15.00 for every absent hour that a student has accrued as of the scheduled completion date. Should the student be over time, anytime thereafter their published/modified graduation date, failure to complete the minimum weekly contracted hours will result in additional weekly overtime charges according to the enrollment agreement signed before the first day of classes.

### **DRESS CODE**

Lab Jacket and name tag are included in the kit price and will be furnished on the students first day of classes. The lab jacket and name tag must be always worn. In addition, the student is also required to wear black shirt and black below the knee to ankle length pants. Jean material or sweat pant material will not be acceptable. Black closed toe, low heel shoes must be always worn. A full-dress code policy will be covered during the student's orientation. Other school's logos/names are not permitted on anything inside of our facility.

### **NON-DISCRIMINATION POLICY**

The Academy does not discriminate on the basis of sex, race, color, age, gender, religion, sexual orientation, ethnic origin/national origin, disability, perceived gender, or gender identity in admissions, career services, or access to our programs or for any other activities.

### **INSTRUCTIONAL LANGUAGE**

All classes and examinations are administered in English.

### **RECRUITMENT POLICY**

We do not recruit students already attending or admitted to another institution offering similar program of study.

### **VOTER REGISTRATION**

Students are encouraged to register to vote in State and Federal Elections. Voter registration forms applications to students are provided in the Student Lounge. Voter registration and election date information for the State of Arizona can be found at [www.azsos.gov/elections/voting-election](http://www.azsos.gov/elections/voting-election). Information on voter registration and election dates for federal elections can be found at [www.eac.gov](http://www.eac.gov).

### **LOCAL LAWS**

All local fire and health requirements are rigidly followed. We do not operate any type of housing facilities. We are a smoke free campus. Smoking/vaping and E-cigs are not allowed inside of the building and only in designated smoking areas outside of the building.

### **LOST AND FOUND**

Any items left unattended for a period will be placed in the lost and found. Lost and found is in the Directors office. Each Friday, items will be disposed of accordingly. The Academy is not responsible for items placed in the lost and found.

## SCHOOL POLICIES

### CAREER/COUNSELING SERVICES

Students will be issued a progress report each month which will help track both attendance and grade point averages. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstrations and to discuss career goals with the students. Any student who needs personal, educational, or financial counseling is advised to make an appointment with the financial aid office or their instructor.

### DISCLOSURE OF EDUCATIONAL RECORDS & STUDENT PRIVACY/RELEASE OF INFORMATION

It is the policy of the Academy to release educational information to third parties on students only when it is authorized by the student, or in the case of a dependent minor student, their parent or legal guardian. Written consent is required before education records may be disclosed to third parties except for accrediting commissions or governmental agencies so authorized by law. Authorization to release information must be obtained on a case-by-case basis and must include what information is to be released on the release of information form. Release of educational records to third parties will be made available within 10-day business days of receipt of request to release educational information. Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. A request to review records by a parent or eligible student must be submitted, in writing, to the school owner/director. Educational records will be made available within 45 business days of receipt of request to review records. Educational records are defined as files, materials and documents which contain information directly related to a student and maintained by the Institution. Dependent students are not entitled to inspect the financial records of their parents. When any information is being reviewed, a school owner/director or representative will be always present.

This policy does not apply to the Arizona Barbering and Cosmetology Board, NACCAS, the U.S. Department of Education, or any other governmental agency so authorized by law. A copy of the school's Privacy of Information Policy – Family Educational Rights and Privacy Act (FERPA) is available to all prospective students in the pre-enrollment packet.

### LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. An LOA request form may be obtained from the financial aid office. The minimum LOA request is for a period of 14 **consecutive** days and cannot exceed 180 **consecutive** days in any 12-month period. Under current regulations, subsequent LOA's can be requested. The LOA and any additional approved LOA's may not exceed a total of 180 days in any 12-month period. The student's contract period will be extended by the same number of days taken on the LOA. Changes to the contract period will be adjusted accordingly and documented and signed by all parties. A student must submit an LOA request in advance in writing and indicate the beginning and ending dates of the LOA, including the reason for the request. The reasons for which a leave of absence may be approved include personal and/or family medical issues, death in the family, vacation, or other mitigating circumstances and must be signed by the student. Only in unforeseen circumstances will an LOA request be approved verbally. (e.g., incarceration, hospitalization, injury in an accident, sudden illness, leaving due to an emergency, etc.). The beginning date of the approved LOA will be determined by the Academy to be the first date the student was unable to attend because of the unforeseen circumstance. The Academy will document the student's file with the reason for our decision and documentation will be collected from the student at a later date. Students granted an LOA are expected to return on their approved return date or make arrangements to extend their LOA if time is available. If the LOA is approved, all items stored in the student's station must be removed prior to the beginning date of the LOA. Students granted an LOA are not considered to have withdrawn from their course of study and no refund calculation is required. For federal aid recipients, the student's payment period is suspended during the LOA and federal student loans will not be disbursed to students while on a LOA. Upon the student's return, the student will resume the same payment period, retain all credit for clock hours and coursework completed, not be assessed any additional institutional charges, and be returned to the academic progress status they held prior to the start of the LOA. Students will not be eligible for additional Title IV aid until the payment period has been completed. A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. The student's withdrawal date for purposes of calculating a refund will be the student's last date of attendance. A student who notifies the school prior to the end of their LOA scheduled return date that they will not be returning, the withdrawal date will be the date the student notifies the Academy.

If the student is a Title IV loan recipient, failure to return from LOA could impact the student's loan repayment terms, including expiration of the grace period.



## **SCHOOL POLICIES**

### **RECORDKEEPING**

Student practice and grades are recorded on a weekly basis and posted to the computer within 24 hours of receipt in the office. All attendance hours are posted to the computer daily. Student progress reports are distributed monthly and if specifically requested, may be issued on a more frequent basis.

### **POLICY FOR VERIFICATION OF TITLE IV FUNDING**

The U.S. Department of Education randomly selects student to provide additional information. Arizona Academy of Beauty must follow the policies and procedures set forth in regard to verifications. Students selected for verification will be notified of the required additional documentation in addition to being provided with a verification worksheet. All documentation must be returned to the school within 30 days. Failure to submit the required documentation will cause a delay in the verification process and students will be placed on a monthly tuition payment plan until the verification is completed.

### **ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION**

Drug convictions no longer affect federal student aid eligibility. When the student completes the FAFSA form, they will be asked whether there was a drug conviction for an offense that occurred while they were receiving federal student aid. If the answer is yes, the student will be provided a worksheet. Please do answer the questions on the worksheet; however, the answers won't affect federal student aid eligibility.

Convictions that affect aid: If a student has been convicted of a forcible nonforcible sexual offense, and student is subject to an involuntary civil commitment upon completion of a period of incarceration for that offense, the student is ineligible to receive a Federal Pell Grant.

If a student has questions regarding any past convictions or their eligibility for federal student aid, they can contact the Financial Aid Office.

### **GRADUATION REQUIREMENTS**

To graduate and receive a diploma, you must first successfully complete the required number of clock hours, pass all written and practical examinations with a 75% average and satisfy all financial obligations to the Academies. Graduation Requirements: Cosmetology-complete a minimum of 1600 clock hours of training. Nail Technology-complete a minimum of 600 clock hours of training. Instructor Training-complete a minimum of 350 clock hours of training. All students must pass their Senior Final Examination, both a written and a practical test. Each part of the Senior Final Examination must be passed at 75% or higher.

Cosmetology students can apply for Senior Final Examinations once they reach 1500 hours and Nail Technology students can apply for Senior Final Examinations once they reach 500 hours. Students must have a zero balance and have all the required examinations passes at 75% or higher. There will be a \$25.00 late testing fee for any student who does not take the final examination on their scheduled date. Information for testing procedures can be found at the testing website: <https://pcshq.com/> or on Az Board of Cosmetology website: <https://boc.az.gov/>. These procedures are also used in testing for all Final Examinations at our Academy.

### **PARKING REGULATIONS**

On-site parking is available in the front and back of the building. Students Park at their own risk. The Academy will not be responsible for parking violations, towing, vandalism, or theft of a vehicle.

### **STUDENT SERVICES**

During your entrance interview and student orientation, you will receive information regarding the program, the goals of your course, policies affecting students and services available to students. Our goal is to provide each student with a clear understanding about program requirements, student performance, successful enrollment as well as financial planning. The Academy recognizes that there is a delicate balance between school, family, and work. This balance can be overwhelming. Often students experience stress while juggling these demands. Should the need arise, the Academy can direct students to resources and support, allowing you to feel that we are determined to give you as many tools and options as possible to cope with day-to-day challenges. Some of these resources may include housing, transportation options, childcare options, mental health options as well as career and placement information.



## **SCHOOL POLICIES**

### **CAREER PLACEMENT ASSISTANCE**

One of our primary goals is to provide the specialized, intensive training that will make our licensed graduate highly employable. Our Academy work closely with salon owners and employers throughout the Tucson area so that all licensees are given an opportunity to secure an excellent job. The Academy has never had difficulty placing our graduates. Established salons will contact the Academy for recent graduates or students almost ready to take the Arizona Barbering Board and Cosmetology examination.

The Academy do not guarantee employment to its graduates; however, career guidance is available, and we will assist students in finding employment if necessary. The Academy placement assistance procedures include identifying employment opportunities and advising graduates on appropriate means of realizing these opportunities. Students are advised that the law prohibits any school, college, etc., from guaranteeing placement as an inducement to enter said school.

### **GROUND FOR DISMISSAL/SUSPENSION**

The Academy reserves the right to dismiss/suspend a student for any reason, including but not limited to the following:

- Failure to attend classes regularly and/or complete assigned class or clinic floor work
- Breach of school rules and regulations. The school reserves the right to terminate students for other actions that interfere with daily activities within the school that are not covered within the written Student Rules and Regulations as it deems necessary
- Falsification of school records or providing fraudulent information or documentation of requirements for admission or attendance
- Possession, use or distribution of illicit drugs and/or alcohol during school hours
- Conduct or conditions that pose a direct, adverse threat (including hazing and bullying) to customers, other students, or employees of the Academy. Physical violence and threats of violence can mean immediate dismissal/suspension without previous warning
- Failure to make the required monthly payments
- Intentional destruction of school property, destruction of other students' or staff member's property
- Noncompliance with Satisfactory Progress Standards and Cheating

Students are responsible for their own education equipment and personal belongings. Any items that may have been left in the Academy must be removed by the student within 30 days from the date of the dismissal/suspension letter, or they will be removed by the Academy and disposed of accordingly.

### **POLICY AGAINST HARASSMENT**

The Academy has zero tolerance for any forms of violence or threats, offensive language or aggressive behavior, bullying, use of or possession of illegal substances or alcohol, possession of firearms, ammunition, explosives, fireworks, or any other dangerous weapons or instrument that may be used to inflict bodily harm, theft, and fraud. If anyone is suspected of any of these types of violations, they will be immediately suspended from school during an investigation. Once the investigation is complete and if the suspected party has been found to be in violation of the policy they will be terminated from the program. Future enrollments at our Academy will not be approved.

### **SOCIAL MEDIA GUIDELINES FOR STUDENTS AND STAFF**

Academy students are responsible for what they post on social networking sites including but not limited to Facebook, Instagram, Pinterest, Twitter, Yelp, YouTube, blogs, wikis, file-sharing and user-generated video and audio. We do not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in our Academy or on any of the Academy's social media sites. We reserve the right to remove any posts at our discretion and take necessary disciplinary action as appropriate. It is the Academy's duty right to protect ourselves from undue harm related to information that is shared on social networking sites.

### **COPYRIGHT INFRINGEMENT POLICY**

Unauthorized distribution of copyrighted material, infringement of copyright laws or illegal downloading, including peer-to-peer file sharing is strictly prohibited and will not be tolerated. Students will be subject to disciplinary measures and may be subject to civil and criminal liabilities. A summary of the penalties and for more information on copyright infringement policies visit: <https://www.copyright.gov/title17/>

## SCHOOL POLICIES

### GRIEVANCE PROCEDURES/COMPLAINT POLICY GUIDELINES

All complaints must be in writing and submitted to the school. The written complaint may be mailed to the school Director of Education at 5631 E. Speedway Blvd, Tucson, Az 85712. Complaints may be filed by a student, patron, teacher, or other interested party. All complaints must clearly identify the party making the complaint and provide sufficient facts and be specific enough to clearly outline the allegations or nature of the complaint. We will make every attempt to resolve any complaint that is not frivolous or without merit. Complaints must be registered in writing within 14 days of the date that the act occurred. The complaint will be reviewed by management and a response will be sent in writing to the complainant within 30 days of receiving the complaint. The initial response may not provide resolution, but it will notify the complainant of continued investigation and/or actions being taken regarding the complaint. If the complaint cannot be resolved by the management, it will be referred to an appropriate agency, if applicable. Depending on the extent and the nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to complainant filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the complainant presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommendation for resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee. Complainants must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency. If the complainant wishes to pursue a matter, a complaint form is available through the Academy's accrediting agency. Our accrediting agency requires that the complainant attempt to resolve any issues through the Academy's complaint process prior to filing a complaint with the Academy's accrediting agency. This procedure does not limit a complainant's right to exercise his or her legally protected rights. All written complaints shall be maintained by the school for 10 years.

National Accrediting Commission of Career  
Arts and Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600 [www.naccas.org](http://www.naccas.org)

Arizona Barbering & Cosmetology Board  
1740 W. Adams Street #4400  
Phoenix, AZ 85007  
(480) 784-4539  
<https://bec.az.gov/complaints>

### CONSUMER DISCLOSURE STATEMENT

Students interested in other NACCAS accredited institutions may obtain information by visiting the NACCAS website: [www.naccas.org](http://www.naccas.org)

### RECORD RETENTION POLICY

The Academy maintains educational records for a period six years. These records can include:

Evidence of compliance with the school's admission requirements    Daily attendance    Reasons for withdrawals, if known  
Credit for hours that are granted for previous training    Date of admission, start dates and completion or withdrawal dates

### WITHDRAWAL POLICY

A student will be considered as withdrawn when one of the following occurs, and the date of determination that the student is no longer attending will be 1: When the student officially notifies the Financial Aid Director of their intent to withdraw. 2: A formal termination (unofficial withdraw) of the student shall occur not more than 14 consecutive calendar days from the last day of physical attendance or the documented date of return from an approved Leave of Absence. 3: the school officially notifies the student of dismissal from the program.

The withdrawal date for a student who officially or unofficially withdraws will always be the last date of attendance.

Students will be charged a \$150.00 termination fee. Students who *withdraw* from the program are required to empty their stations and return their assigned station key the day of their withdrawal. If a student fails to vacate their station, any items left behind will become the property of the Academy. A \$25.00 fee will be charged for failing to return the station key as per the station agreement. Students who are *terminated* from the program will have 15 days from termination to empty their stations and return their assigned station key. If a student fails to vacate their station, any items left behind will become the property of the Academy. A \$25.00 fee will be charged for failing to return the station key as per the station agreement.

## SCHOOL POLICIES

### RETURN OF TITLE IV FUNDS AND REFUND POLICY

A statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student's incurred institutional charges. Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. If a recipient of SFA grant or loan funds withdraws from a school after beginning attendance, the amount of SFA grant or loan assistance earned by the student must be determined. If the amount disbursed to the student was/is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The Return to Title IV Calculation will determine the order in which funds must be refunded.

The student could owe an overpayment to the Federal Government under this calculation. In addition, any future federal regulations could supersede this policy. Should a student complete the program earlier than the estimated timeframe as stated in the contract, the financial aid package may be recalculated. This may result in liabilities owed by the student and/or institution.

Students have the right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the uncompleted portion of the course and an application not to exceed \$100.00. The following would be the order in which the moneys would be refunded: (1) Unsubsidized Direct Student Loan (2) Subsidized Direct Student Loan (3) Federal Direct PLUS Loan (4) Pell Grant (5) FSEOG (6) Other Federal, state, private or institutional sources of aid (JTPA, JOBS, DES, VA etc.) (7) Student.

When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student will be determined and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the school.

If the amount of Title IV program funds up to that point received on your behalf less assistance is less than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the school must return the excess funds. The school has 45 days from the date the school determines a student was no longer attending to return the Title IV program funds to the U.S. Department of Education.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you were scheduled to complete 36% of your payment period, you earned 36% of assistance that you were originally scheduled to receive. Once you are scheduled to complete more than 60% of the payment period, you earn all the assistance that you were scheduled to receive. There is a sample Return of Title IV Funds worksheet on pages 23-24.

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

If you are due a post-withdrawal disbursement, Federal Pell Grant funds must be disbursed within 45 days. A post-withdrawal disbursement is when the total amount of the Title IV grant and/or loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student. The difference between the two amounts will be treated as a post-withdrawal disbursement. You may choose to decline Federal Direct Stafford Loan funds so that you do not incur additional debt. If you are eligible to receive a post withdrawal disbursement and decides to accept loan funds, you will be offered these funds within 30 days of determination of your withdrawal. The student is required to notify the school in writing within 14 days that he/she is accepting or declining the disbursement. The Academy may automatically use all or a portion of a post- withdrawal disbursement (including loan funds if eligible) for tuition and fees. If you allow the school to keep the funds, it will reduce your debt to the school.

### RETURN OF TITLE IV FUNDS AND REFUND POLICY CONTINUED

Because of other eligibility requirements, there may be some Title IV program funds that you were scheduled to receive which are not available once you withdraw. For example, if you are a first-time, first-year undergraduate Student and you have not completed the first 30 days of your program before you withdraw, you are not eligible for any Direct Stafford Loan Funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that create a credit balance that must be returned, your school must return the portion of excess equal to the lesser of: (1) Your institutional charges multiplied by the unearned percentage of your funds or (2) the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds. A credit balance will be disbursed no later than 14 days after the calculation of the Return to Title IV worksheet.

If the school is not required to return all the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with your school or the U.S. Department of Education to return the unearned grant funds.

The Academy has 30 days from the date the school determined a student was no longer attending to notify a student that they own an overpayment.

The requirement for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. We may also charge you for any Title IV program funds that the school was required to return. The school refund policy (Educational/Institutional Refund Policy) is also printed on your enrollment agreement. Also printed in this catalog are the requirements and procedures for officially withdrawing from school.

If you have any questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). Information is also available at [www.studentaid.gov](http://www.studentaid.gov)

# Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

Student's Name <b>Sally Student</b>	Social Security Number <b>***-**-****</b>
Date form completed <b>8/3/</b>	Date of school's determination that student withdrew <b>8/3/</b>
Period used for calculation (check one) <input checked="" type="checkbox"/> Payment period <input type="checkbox"/> Period of enrollment	

Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)

## STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed	
1. Pell Grant	3,172.00	0.00	<b>E. Total Title IV aid disbursed for the period.</b> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">A. 3,247.00</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">+ B. 4,701.00</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">= E. \$ 7,948.00</div>
2. FSEOG	75.00	0.00	
3. TEACH Grant			
4. Iraq and Afghanistan Service Grant			
<b>A. 3,247.00</b> <small>Subtotal</small>		<b>C. 0.00</b> <small>Subtotal</small>	<b>F. Total Title IV grant aid disbursed and that could have been disbursed for the period.</b> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">A. 3,247.00</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">+ C. 0.00</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">= F. \$ 3,247.00</div>

  

Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	
5. Unsubsidized Direct Loan	2,969.00	0.00	<b>G. Total Title IV aid disbursed and that could have been disbursed for the period.</b> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">A. 3,247.00</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">B. 4,701.00</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">C. 0.00</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">+ D. 0.00</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">= G. \$ 7,948.00</div>
6. Subsidized Direct Loan	1,732.00	0.00	
7. Direct Grad PLUS Loan			
8. Direct Parent PLUS Loan			
<b>B. 4,701.00</b> <small>Subtotal</small>		<b>D. 0.00</b> <small>Subtotal</small>	

## STEP 2: Percentage of Title IV Aid Earned

**Withdrawal date** **7/29/2021**

**H. Determine the percentage of the period completed:**  
Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.

161.92

÷

450

=

36.0%

Hours scheduled to complete
Total hours in period

▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.

▶ If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.

**H. 36.0%**

## STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

36.0%

×

7,948.00

=

I. \$ 2,861.28

Box H
Box G

## STEP 4: Title IV Aid to be Disbursed or Returned

- ▶ If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

### J. Post-withdrawal disbursement

From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

2,861.28

—

7,948.00

=

J. \$ 0.00

Box I
Box E

If there's an entry for "J," **Stop here**, and enter the amount in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

### K. Title IV aid to be returned

From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

7,948.00

—

2,861.28

=

K. \$ 5,086.72

Box E
Box I



<b>Student's Name</b>   Sally Student	<b>Social Security Number</b> ***-**-****
---------------------------------------	---

  

### STEP 5: Amount of Unearned Title IV Aid Due from the School

**L. Institutional charges for the period**

Tuition	4,950.00
Room	
Board	
Other	28.13
Other	330.47
Other	

Total Institutional Charges (Add all the charges together) = **L.\$ 5,308.60**

**M. Percentage of unearned Title IV aid**

100% - **36.0%** = **M. 64.0%**  
Box H

**N. Amount of unearned charges**  
Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).

**7,948.00** X **64.0%** = **N.\$ 5,086.72**  
Box L Box M

**O. Amount for school to return**  
Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.

**O.\$ 5,086.72**

### STEP 8: Repayment of the Student's loans

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

**4,701.00** - **4,701.00** = **R.\$ 0.00**  
Box B Box P

► If Box Q is less than or equal to Box R, **STOP**  
The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

► If Box Q is greater than Box R, proceed to Step 9.

  

### STEP 6: Return of Funds by the School

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized Direct Loan	
2. Subsidized Direct Loan	2,969.00
3. Direct Graduate PLUS Loan	1,732.00
4. Direct Parent PLUS Loan	
<b>Total loans the school must return</b>	<b>P.\$ 4,701.00</b>
5. Pell Grant	
6. FSEOG	385.72
7. TEACH Grant	0.00
8. Iraq and Afghanistan Service Grant	

### STEP 9: Grant Funds to be Returned

**S. Initial amount of Title IV grants for student to return**  
From the Initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

**0.00** - **0.00** = **S. 0.00**  
Box Q Box R

**T. Amount of Title IV grant protection**  
Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

**3,247.00** X **50%** = **T. 1,623.50**  
Box F

**U. Title IV grant funds for student to return**  
From the Initial amount of Title IV grants for student to return (Box S) subtract the Amount of Title IV grant protection (Box T).

**0.00** - **1,623.50** = **U. 0.00**  
Box S Box T

► If Box U is less than or equal to zero, **STOP** If not, go to Step 10.

  

### STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

**5,086.72** - **5,086.72** = **Q.\$ 0.00**

► If Box Q is ≤ zero, **STOP** If greater than zero, go to Step 8.

### STEP 10: Return of Grant Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

**Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.**

Title IV Grant Programs	Amount To Return
1. Pell Grant	0.00
2. FSEOG	0.00
3. TEACH Grant	
4. Iraq and Afghanistan Service Grant	



## SCHOOL POLICIES

### EDUCATIONAL/INSTITUTIONAL REFUND POLICY

The following Refund Policy shall apply, after the Return of Title IV Funds calculation has been made, if applicable, to remaining tuition payments once the student has started actual class attendance. For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following refund policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The following policy includes persons enrolled under provision of Title 38, United States Code (Veterans). Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal.

1. The following non-refundable application fees are a part of the total price set out for each program: \$100.00 for Cosmetology, Nail Technology and Instructor Training.
2. Any monies due the applicant or student shall be refunded within forty-five (45) calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - A. An applicant is not accepted for training by the school. The applicant shall be entitled to a refund of all monies paid except for a non-refundable application fee as stated in paragraph (1) above.
  - B. A student (or in the case of a student under legal age, their parent or legal guardian) cancels the enrollment in writing within three (3) business days of the signing of the enrollment agreement/contract. In this case, all monies collected by the school shall be refunded except for a non-refundable application fee as stated in paragraph (1) above. This policy applies regardless of whether the student has actually started classes.
  - C. A student cancels the enrollment after three (3) business days of signing the enrollment agreement/contract but prior to starting classes. In these cases, the student shall be entitled to a refund of all monies paid to the school except for a non-refundable application fee as stated in paragraph (1) above.
  - D. A student notifies the institution of their withdrawal in writing.
  - E. A student on approved leave of absence notifies the school that they 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.
  - F. The student is expelled by the school. (Unofficial withdrawals will be determined by the school by monitoring attendance at least every 30 calendar days.)
3. In B, C, D or E, official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, email sent date, or the date said notification is delivered to the financial aid director/school owner in person.
4. 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.
5. The cost of the kit and supplies are not included in tuition refund computations. These items become the property of the student and are non-refundable except as stated in items (A), (B) or (C) above. In the event of (A), (B) or (C) above, the school shall determine if the contents of the kit have been used. If the kit has been used, then it will become the property of the student and is non-refundable or returnable.
6. Application Fee and Book/Supply Fees are not included in tuition refund computations. Books and Kits will not be issued prior to the commencement of classes unless certified funds are received by the school. The Book and Kit Fees are earned upon issuance of these items. All fees are identified in the catalog,
7. Students who withdraw or terminate prior to course completion will be charged a termination fee of \$150.00. This fee is assessed upon any termination or drop. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the school (IE: extra kit materials, books, products, late fees, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.
8. If a program is canceled subsequent to the student's enrollment, and before instruction in the program has begun, the school shall at its option to provide a full refund of all monies paid OR provide completion of the course at a later time.
9. If the program is cancelled and ceases to offer instructions after students have enrolled and instruction has begun, the school shall at its option: 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 program OR participate in a teach out agreement OR provide a full refund of all monies paid.
10. If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school has at its option to provide a pro rata refund of tuition to the student OR to participate in a teach-out agreement with another institution.

For students who enroll in 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 as of the last date of attendance.

Percentage Of Scheduled Time Enrolled To Total Course/Program	Total Tuition School Shall Receive/Retain
.01% to 4.9%	20% Retained
5.00% to 9.9%	30% Retained
10.00% to 14.9%	40% Retained
15.00% to 24.9%	45% Retained
25.00% to 49.9%	70% Retained
50.00% and over	100.00 Retained

Scheduled time enrolled means the number of hours scheduled between the students' first day of attendance in the program to the last day the student attended class. Total Time means the total hours of instruction for the Program in which the student is enrolled.

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 calendar days of a determination that a student has withdrawn, whether officially or unofficially. Formal termination shall occur no more than fourteen (14) consecutive calendar days from the students last day of physical attendance or the date that the student contacts the institution that they will not be returning. The school monitors student attendance every day.

Where required all refunds due will first be made to the source that provided funding before any refund will be paid to Student.

## SCHOOL POLICIES

### SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Progress in attendance and academic work is required for all students to remain enrolled at the Arizona Academy of Beauty. This Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by the National Accrediting commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

#### REQUIREMENTS

In order to meet SAP, Students must meet the following:

Academic Requirement: 75% Cumulative Grade Average  
Attendance Requirement: 70% Cumulative Attendance Average

#### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluation periods:

Cosmetology 1600 Hours	Hours	Weeks 30 Hours	Weeks 25 Hours	Nail Technology 600 Hours	Hours	Weeks 30 Hours	Weeks 25 Hours	Instructor Training 350Hours	Hours 350 Hours	Weeks 30 Hours	Weeks 25 Hours
Payment Period 1	450	15 Week	18 Weeks	Payment Period 1	300	10 Weeks	12 Weeks	Payment Period 1	175 Hours	6 Weeks	7 Weeks
Payment Period 2	900	30 Weeks	36 Weeks								
Payment Period 3	1250	42 Weeks	50 Weeks								

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. All evaluation periods are based on actual hours attended. All programs follow an academic year that is 900 clock hours that are to be completed in 30 academic weeks.

#### STUDENTS RECEIVING VETERANS EDUCATION BENEFITS

Students are evaluated for Satisfactory Academic Progress by monitoring students throughout enrollment and completing a formal evaluation at an "evaluation point." Evaluation points for students enrolled in the Cosmetology program are at 450, 900, and 1250 actual hours (at the end of the first, second and third payment periods for those receiving veteran's education benefits), for students enrolled in Nail Technology, the evaluation points are at 300 and 450 actual hours (at the end of the first payment period and 150 hours before the course completion for those receiving veteran's education benefits), for students enrolled in the Instructor Training program the evaluation points are at 175 and 200 actual hours (at the end of the first payment period and 150 hours before course completion for those receiving veteran's education benefits). Students meeting minimum requirements at the time of evaluation point, both attendance and academics, will be considered making Satisfactory Academic Progress and are eligible to receive veteran's education benefits disbursements.

#### WARNINGS FOR STUDENTS RECEIVING VETERANS EDUCATION BENEFITS

Students failing to meet minimum requirements at an evaluation point will be notified with a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. If it is reasonable to believe that the student is able to meet minimum requirements at the next evaluation point the student will be placed on warning. Students placed on a warning are still eligible to receive veteran's education benefits. At the next evaluation point, the student is expected to meet minimum requirements.

#### PROBATION FOR STUDENTS RECEIVING VETERANS EDUCATION BENEFITS

Any student failing to meet minimum requirements, for two evaluation periods, will be notified with copy of their Satisfactory Academic Progress Determination and informed of the process for appealing determination of SAP as explained below under "Probation". Any student not meeting minimum requirements will become ineligible to receive veteran's education benefits, unless an appeal is approved. Once an appeal is approved, the student will be placed on probation and allowed to receive veteran's education benefits if they follow their improvement plan within a given time frame.

## TRANSFER HOURS

Transfer Students in any program will be evaluated at the midpoint of the actual contracted hours or the established evaluation periods, whichever comes first. If a subsequent academic year is more than 450 hours and less than 900 hours, payment periods are equal to one half of that academic year. If a subsequent academic year is 450 hours or less, then it is considered one payment period. An academic year consists of 900 clock hours over a period of not less than 30 weeks.

## ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students receive a number of theory and practical assessments during each unit of study. Evaluation, feedback and grades are given to the Student for each assessment. Academic learning is evaluated after each unit of study. Students must maintain an overall grade point average of 75% (C) grade to be considered making satisfactory academic progress. Grades for both theory and practical subjects will be added together and averaged. If a student is absent and misses coursework, a zero will be posted to the student's account and must be made up. In the case of a failing grade, the student is required to retake the written or practical examination until there is a passing grade of 75%.

Written tests and practical assignments will be graded according to the following breakdown:

90% - 100% Excellent      81% - 89% Good      75% - 80% Average      00% - 74% Failing

## ATTENDANCE PROGRESS EVALUATIONS

School holidays are not considered in the calculation of cumulative attendance. Clock hours or credits accepted from another institution toward the Student's educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on clocked actual contracted hours. Students are required to attend a minimum of 70% 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 70% 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.

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until their next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students who do not meet academic requirements or attendance requirements as of the evaluation may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Students that lose eligibility for financial aid from Title IV program funds may be subject to termination from the program. Students will be notified of any evaluation that impacts eligibility for financial aid.

## WARNING

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

## 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, they will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds. Students receiving GI Bill® funding will have their benefits terminated if student has not met satisfactory academic progress requirements by the end of the probation period.

#### RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

#### INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If 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 the time of withdrawal.

#### NON CREDIT, 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.

#### APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 10 calendar days, providing that the following conditions are met. A Student may be placed on probation and allowed to receive Title IV funds for the subsequent payment period: (a) Any Student seeking an appeal must do so in writing. Students that do not appeal may be terminated. (b) The institution must determine that the Student should be able to meet the institution's SAP requirements at the end of that payment period. (c) The Student must have a basis to file an appeal. Acceptable reasons might include the death of a relative, an injury or illness of the Student, or other special circumstances. The Student must document what caused the failure to meet the standards and must also explain what has changed in their situation that will allow them to demonstrate SAP at the end of the next payment period. The Student must submit all information relating to the appeal in writing within 10 calendar days of being notified of being put on Unsatisfactory Status. 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. If the appeal is granted, the Student will remain eligible for Title IV funds during the Probation period. (d) If the Student meets the SAP requirements at the end of the probation period, the Student will be removed from probation and will be considered making SAP. If the Student does not meet SAP requirements by the end of the probation period, they will be considered not making SAP and where applicable will lose eligibility for Title IV. The Student may also be terminated from the program.

A Student seeking reinstatement after termination caused by not meeting SAP or official interruption must first meet with the Financial Aid Director. The Financial Aid Director will determine if the Student is eligible to re-enroll. If a Student applies for reinstatement, he/she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified. Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but where applicable, are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time.

#### MAXIMUM TIME FRAME

The maximum time frame for course completion for students is 143% of the enrollment period. Students who have not completed the course within the maximum timeframe may continue as a student at the Academy on a cash pay basis. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 70% of the scheduled contracted hours. A student's transfer hours will be counted as both attempted and earned hours for purpose of determining when the allowable maximum time frame has been exhausted. Students who switch from one program to another will be treated as a new student in terms of making satisfactory academic progress and maximum time frame will reset to the program transferred into.

The contracted length for any course for a student attending any scheduled hour per day as described below is the minimum time frame. This time can be extended with a leave of absence not to exceed 180 days in any 12 month period. Any student not completing the course within minimum scheduled time frame will be charged their contract hourly rate of tuition (please refer to your contract/enrollment agreement for specific charges) per program hours not made up by this date, as well as any additional absent hours that accrue after the scheduled completion date stated in the contract/enrollment agreement.

COURSE NAME	HOURS IN PROGRAM	MINIMUM ATTENDANCE PER WEEK	CONTRACT LENGTH SCHEDULED WEEEEKS	MAXIMM TIME ALLOWED IN SCHEDULED HOURS	MAXIMUM TIME ALLOWED IN WEEKS
COSMETOLOGY	1600 HOURS	30 HOURS 25 HOURS	54 WEEKS 64 WEEKS	2288 HOURS 2288 HOURS	77 WEEKS 92 WEEKS
NAIL TECHNOLOGY	600 HOURS	30 HOURS 25 HOURS	20 WEEKS 24 WEEKS	858 HOURS 858 HOURS	29 WEEKS 35 WEEKS
INSTRUCTOR TRAINING	350 HOURS	30 HOURS 25 HOURS	12 WEEKS 14 WEEKS	501 HOURS 501 HOURS	17 WEEKS 21 WEEKS



# COSMETOLOGY COURSE SYLLABUS

## COURSE TITLE:

Cosmetology

## TEXT/eBooks:

Book 101 Life Skills	ISBN 978-1-940593-40-1
Book 102 Science	ISBN 978-1-940593-41-8
Book 103 Business	ISBN 978-1-940593-42-5
Book 104 Client-Centered Design	ISBN 978-1-940593-43-2
Book 105 Sculpture/Cut & Book 106 Men's Sculpture/Cut	ISBN 978-1-940593-44-9
Book 107 Hair Design	ISBN 978-1-940953-45-6
Book 108 Long Hair	ISBN 978-1-940593-46-3
Book 109 Wigs & Hair Additions	ISBN 978-1-940593-47-0
Book 110 Color	ISBN 978-1-940593-48-7
Book 111 Perm & Relax	ISBN 978-1-940593-49-4
Book 112 Skin	ISBN 978-1-940593-50-0
Pivot Point Fundamentals Study Guide	ISBN 978-1-940593-52-4
Pivot Point Fundamentals Exam Prep	ISBN 978-1-940593-54-8
Pivot Point Lab (Online Learning) Component	

**COURSE DESCRIPTION:** A study of the basic principles of cosmetology, which include an understanding of all phases of cosmetology including theory, practical, salon management, law, and all other phases of cosmetology.

**COURSE GOALS AND OBJECTIVES:** Upon completion of this course, students should have demonstrated all required competencies to successfully pass the state board examination and the ability to:

1. Understand the science of professional cosmetology.
2. Identify the properties, characteristics, and composition of the hair, skin, and nails.
3. Understand the composition and effects of hair, skincare, and nail products.
4. Competently perform all cosmetology services including all phases of:
  - A. Manicuring/Pedicuring
  - B. Facials/Make Up
  - C. Hair and Scalp Treatments
  - D. Hair Cutting
  - E. Hair Styling
  - F. Hair Coloring
  - G. Chemical Restructuring of The Hair
5. Have a basic knowledge of diseases and disorders of the hair, scalp, skin, and nails.
6. Have a basic understanding of anatomy and physiology in relation to the field of cosmetology.
7. Understand the elements necessary for successful salon management and salesmanship.
8. Understand the necessity for proper sanitation and patron protection in the school and salon.
9. To be thoroughly prepared for a salon career and project a professional image.

In addition to the normal class schedules, specialty classes may be scheduled based on the availability of product educators and their schedules. These classes are normally scheduled on Sundays at the Academy so as not to interfere with regularly scheduled theory classes. Certificates of attendance are given to those who participate.

**ATTENDANCE:** All students are required to attend all scheduled classes and actively participate in the learning process. Tardiness will be kept to a minimum. All students are to come to class prepared with their notebook, paper, pens and any other materials necessary for learning.

**EDUCATIONAL GOALS:** The Cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills will prepare students for work as a hairdresser, salon manager, hair colorist, salon owner, school owner, etc.

The study of Cosmetology has unlimited possibilities to all students who show applied effort and will merit the recognition that research and endeavor deserve. Your total training in this course includes all phases of beauty culture, Hair, Skin and Nails. After basic schooling and practical experience in a beauty salon, the knowledge gained may lead into the more specialized facets of the profession. The cosmetologists' horizons are unbound and widely diversified. Advancement will come as the cosmetologist gain experience and becomes specialized in one or more phases of the work. For those who wish to specialize, advanced courses in hairstyling, hair coloring, permanent waving, make-up and skin analysis, etc., are available in many colleges, private classes and sometimes by manufacturers of beauty preparations. Students receive instruction in every phase of Cosmetology and its related areas. The students are taught anatomy, care and disorders of the hair, skin and nails, light therapy, chemistry, massage and salon management. Through the process of practical application, the student learns to master methods of hair styling, haircutting, finger waving, permanent waving, tinting and bleaching, rinsing, scalp treatment, manicuring, make-up and facial treatments.

Employment opportunities are available in individual salons, salon chains, department stores or beauty supply houses. Ambitious, capable men and women, after a comparatively short experience, many enter more specialized, well-paying positions such as: Salon Owner, Fashion and Hair Styling Coordinator, Make-up and Hair Consultant, Assistant, Hair Coloring Technician, Makeup Artist, Stylist, Facialist, Ethnic Hairstyling Specialist, Designer, Haircutting Specialist, Make-up or Hair Styling Authority for TV, Stage, Ballet or Screen and many other specialized areas.

Various positions also exist within the following areas:

**MERCHANDISING FIELD:** Salesperson, Buyer, Assistant Buyer, Direct Seller

**SCIENTIFIC FIELD:** Demonstrator/Manufacturer Representative Research Assistant  
Trade Technician Technical Supervisor

**WRITING FIELD:** Beauty Editor (Newspapers/Magazines) Editorial Assistant  
Free Lance Writer Promotional Writer

**IN THE EDUCATIONAL FIELD:** Teacher of Cosmetology/Instructor Trainer/Substitute Teacher  
Department Head/Guidance Counselor Academy Owner/Supervisor/Director State Inspector/State Board Member Educational Director for Manufacturer

## COURSE EVALUATION AND GRADING

Written examinations are given at the end of each chapter. Practical examinations are given each Friday. A minimum number of required assignments will be given to students. Students will be given a written Freshman Final, a written and practical Junior Final and a written and practical Senior Final. Students must have a minimum of 75% on both the written and the practical phases all examinations. Examinations will be graded as follows:

**A – EXCELLENT (90%-100%)**

**B – GOOD (81% - 89%)**

**C – AVERAGE (75% - 80%)**

**F – FAILING (00% - 74%)**

## COURSE DESCRIPTION FOR COSMETOLOGY 1600 CLOCK HOURS

- A. ORIENTATION (No Clock Hours Earned)
1. Objectives
  2. School Policies (Rules & Regulations)
  3. Satisfactory Progress Policy Standards
  4. Time Clock Information
  5. Class Schedule
  6. Course Outline
  7. Books and Kits Issued
  8. Arizona State Law Handout
- B. THEORY OF COSMETOLOGY
1. Trichology
  2. Design Decisions
  3. Haircutting
  4. Hair Styling
  5. Chemical Texturizing
  6. Hair Coloring
  7. The Study of Nails
  8. The Study of Skin
  9. Professional Development
  10. Salon Ecology
  11. Anatomy & Physiology
  12. Electricity
  13. Chemistry
  14. Salon Business
  15. Wigs and Hair Additions
  16. Arizona Law/Rules & Regulations
- C. PRACTICAL COSMETOLOGY APPLICATIONS
1. Monitor Duties and Clean Up
  2. Shampoo, Rinses, and Conditioning
  3. Scalp Treatments
  4. Haircutting
  5. Hairstyling
  6. Permanent Waving
  7. Hair coloring
  8. Manicuring/Pedicuring
  9. Chemical Relaxing
  10. Thermal Waving and Pressing
  11. Artificial Nails
  12. Facials and Makeup

**FRESHMAN COSMETOLOGY PHASE**  
**450 HOURS 30 HOURS/WEEK**  
**375 HOURS 25 HOURS/WEEK**

**COURSE FORMAT:** This phase is a combination of lectures, demonstrations, discussions, and student participation. Instruction is supplemented with visual aids and guest artists. The students will demonstrate their knowledge of Cosmetology theory and application ability throughout the completion of the required practical and clinical assignments. Both theory and practical subjects are covered throughout the entire 1600-clock hours.

<b>Book Name Unit Number</b>	<b>Lessons for Chapter</b>	<b>Theory Hours</b>	<b>Clean Up Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>
<b>Hair Services</b>					
Book 102 Science Units 102.14- Unit 102.19	Hair Theory Hair Care Draping, Shampooing and Scalp Massage				
Book 104 Client Centered Design Unit 104.01- Unit 104.06	Design Decisions Client Consultation Design Composition				
Book 105 Sculpture/Cut Unit 105.01-105.21	Haircutting Theory Haircutting Procedures				
Book 106 Men's Sculpture/Cut Unit 106.01- Unit 106.05 (3 weeks)	30 Hours/Week	15.0	7.5	67.5	90.0
	25 Hours/Week	15.0	7.5	52.5	75.0
<b>Hair Styling</b>					
Book 107 Hair Design Unit 107.01- Unit 107.21	Hairstyling Theory Thermal Styling Wet Styling				
Book 108 Long Hair Design Unit 108.01-Unit 108.13 (2 weeks)	Long Hair Styling				
	30 Hours/Week	10.0	5.0	45.0	60.0
	25 Hours/Week	10.0	5.0	35.0	50.0
<b>Chemical Texturizing</b>					
Book 111 Perm & Relax Unit 111.01-Unit 111.21 (3 weeks)	Perming Chemical Relaxing Curl Reforming				
	30 Hours/Week	15.0	7.5	67.5	90.0
	25 Hours/Week	15.0	7.5	52.5	75.0
<b>Hair Coloring</b>					
Book 110 Color Unit 110.01-110.17 (3 weeks)	Color Theory Identifying Existing Color Changing Existing Color				
	30 Hours/Week	15.0	7.7	67.5	90.0
	25 Hours/Week	15.0	7.5	52.5	75.0
<b>Nail Services</b>					
Book 113 Nails Unit 113.01- Unit 113.13 (2 weeks)	Nail Theory Natural Nail Care Artificial Nail Care				
	30 Hours/Week	10.0	5.0	45.0	60.0
	25 Hours/Week	10.0	5.0	35.0	50.0
<b>Skin Services</b>					
Book 112 Skin Unit 112.01-Unit 112.15 (2 weeks)	Skin Theory Skin Care Hair Removal Makeup				
	30 Hours/Week	10.0	5.0	45.0	60.0
	25 Hours/Week	10.0	5.0	35.0	50.0

**HOUR REQUIREMENTS:** Participation in this phase 375-450 Clock Hours. Testing at the end of this unit will consist of final written examination covering the entire number of units covered in this phase of the curriculum.

**JUNIOR/SENIOR COSMETOLOGY PHASE**  
**1150 HOURS**

**COURSE FORMAT:** The Junior and Senior Phase is a rotation of the below subjects, and the chapters will continue in the same order until 1600 hours have been reached. This phase of the course includes practical demonstrations and services on patrons as well as practical applications on mannequins. Theory subjects cover all areas not completed in the Freshman phase. At 1250 total program hours, students will be considered a Senior Student for clinic floor purposes.

<b>Book Name Unit Number</b>	<b>Lessons for Chapter</b>	<b>Theory Hours</b>	<b>Clean Up Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>
<b>Professional Development</b>					
Book 101 Life Skills	A Healthy Body & Mind				
Unit 101.01- Unit 101.06	Effective Communication/Human Relations				
(1 week)	30 Hours/Week	5.0	2.5	22.5	30.0
	25 Hours/Week	5.0	2.5	17.5	25.0
<b>Salon Ecology</b>					
Book 102 Science	Microbiology				
Unit 102.01- Unit 102.03	Infection Control/First Aid				
(2 weeks)	30 Hours/Week	10.0	5.0	45.0	60.0
	25 Hours/Week	10.0	5.0	35.0	50.0
<b>Anatomy &amp; Physiology</b>					
Book 102 Science	Building Blocks of the Human Body				
Units 102.04-Unit 102.08	Basic Body Systems				
(1 week)	30 Hours/Week	5.0	2.5	22.5	30.0
	25 Hours/Week	5.0	2.5	17.5	25.0
<b>Electricity</b>					
Book 102 Science	Principles of Electricity				
Unit 102.09-Unit 102.10	Electricity in Cosmetology				
(1 week)	30 Hours/Week	5.0	2.5	22.5	30.0
	25 Hours/Week	5.0	2.5	17.5	25.0
<b>Chemistry</b>					
Book 102 Science	Matter/Chemistry Project				
Unit 102.11-Unit 102.13	The pH Scale/Chemistry of Cosmetics				
(2 weeks)	30 Hours/Week	10.0	5.0	45.0	60.0
	25 Hours/Week	10.0	5.0	35.0	50.0
<b>Salon Business</b>					
Book 103 Business	The Beauty Industry/Salon Business Project				
Unit 103.01- Unit 103.10	Job Search Skills/Resume Development/Interview Preparation				
(1 week)	Professional Relationships/Salon Retailing/Salon Ownership				
	30 Hours/Week	5.0	2.5	22.5	30.0
	25 Hours/Week	5.0	2.5	17.5	25.0
<b>Hair Services</b>					
Book 102 Science	Hair Theory/Hair Care				
Units 102.14- Unit 102.19	Hair Diseases & Disorders				
(2 week)	30 Hours/Week	10.0	5.0	45.0	60.0
	25 Hours/Week	10.0	5.0	35.0	50.0
<b>Wigs &amp; Hair Additions</b>					
Book 109 Wigs & Hair Additions	Wigs & Hair Pieces				
Unit 109.01-Unit 109.04	Hair Additions				
(1 week)	30 Hours/Week	5.0	2.5	22.5	30.0
	25 Hours/Week	5.0	2.5	17.5	25.0
<b>Nail Services</b>					
Book 113 Nails	Nail Theory				
Unit 113.01- Unit 113.1	Natural & Artificial Nail Care				
(2 weeks)	30 Hours/Week	10.0	5.0	45.0	60.0
	25 Hours/Week	10.0	5.0	35.0	50.0
<b>Skin Services</b>					
Book 112 Skin	Skin Theory				
Unit 112.01-Unit 112.15	Skin Care/Hair Removal/Makeup				
(2 weeks)	30 Hours/Week	10.0	5.0	45.0	60.0
	25 Hours/Week	10.0	5.0	35.0	50.0
<b>Arizona Law/Rules &amp; Regulations</b>					
(1 week)	30 Hours/Week	5.0	2.5	22.5	30.0
	25 Hours/Week	5.0	2.5	17.5	25.0

The chapters continue to rotate in order until 1600 hours are reached



# NAIL TECHNOLOGY COURSE SYLLABUS

**COURSE TITLE:** Nail Technology

**TEXT:** Salon Fundamentals Textbook – 1<sup>st</sup> Edition  
Salon Fundamentals Study Guide – 1<sup>st</sup> Edition  
Salon Fundamentals Exam Prep – 1<sup>st</sup> Edition

Pivot Point International Inc.  
World Headquarters  
8725 W. Higgins Road, Suite 700  
Chicago, IL 60631

**COURSE DESCRIPTION:** A study of the basic principles of manicuring, which include an understanding of all phases of manicuring to include theory, practical, salon management, law, and all phases of artificial nail applications.

**COURSE GOALS AND OBJECTIVES:** Upon completion of this course, students should have demonstrated all required competencies to successfully pass the state board examination and to show:

1. Professional attitudes in ethics, personality, good grooming and hygiene.
2. Good study habits and learn efficient use of practice time.
3. Safety and sanitary procedures.
4. Knowledge and understanding of the following subjects:

THEORY	A. Bacteriology	E. Cells	I. Skin Structure/Disorders
	B. Sanitation	F. Chemistry	J. Salon Management
	C. Anatomy	G. Manicuring	K. Law
	D. Electricity	H. Nail Structure/Disorders	
PRACTICAL	A. Manicuring	D. Nail Repair	G. Drilling
	B. Pedicuring	E. Artificial Nails	H. Air Brushing
	C. Massage	F. Nail Decorating	

In addition to the normal class schedules, specialty classes may be scheduled based on availability of product educators and their schedules. These classes are normally scheduled on Sundays at the Academy so as not to interfere with regularly scheduled theory classes. Certificates of attendance are given to those who participate.

**ATTENDANCE:** All students are required to attend all scheduled classes and actively participate in the learning process. Tardiness will be kept to a minimum. All students are to come to class prepared with their notebook, paper, pens and any other materials necessary for learning.

**EDUCATIONAL GOALS:** The Nail Technology course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills will prepare students for work as a manicuring specialist, product demonstrator, etc.

The study of Nail Technology is the care of the hands, arms, legs, and feet. With unlimited possibilities and opportunities, a lot of hard work and determination will take you a long way to a lasting career. Manicuring is considered an art. Your total training in this course includes all phases of nails. Students receive instruction in every phase of Nail Technology and its related areas.

The students are taught manicuring, pedicuring, fiberglass nails, acrylic nails, sculptured nails, fiberglass, and gel nail applications, wraps, nail art and drilling. Through the process of practical application, the student learns to master these services.

There are many opportunities for individuals entering the Nail Technology Industry. Your goals can guide you to a lifetime career. Employment opportunities are available in individual salons, salon chains, department stores or beauty supply houses. Ambitious, capable men and women, after a comparatively short experience, many enter more specialized, well-paying positions

## COURSE EVALUATION AND GRADING:

Written examinations are given at the end of each chapter. Practical examinations are given each Friday. A minimum number of required assignments will be given to students. Students will be given a written and practical Freshman Final and a written and practical Senior Final. Students must have a minimum of 75% on both the written and the practical phases of all examination. Examinations will be graded as follows:

**A – EXCELLENT (90%-100%)**

**B – GOOD (81% - 89%)**

**C – AVERAGE (75% - 80%)**

**F – FAILING (00% - 74%)**

# COURSE DESCRIPTION FOR NAIL TECHNOLOGY

## 600 CLOCK HOURS

A.	ORIENTATION		(0 Hours Earned)
		1. Objectives	
		2. School Policies (Rules & Regulations)	
		3. Satisfactory Progress Policy Standards	
		4. Time Clock Information	
		5. Class Schedule	
		6. Course Outline	
		7. Books/Kits and Lab Jackets Issued	
		8. Arizona State Law Handout	
B.	MANICURING		
		1. Plain	
		2. Hot Oil	
		3. Conservative	
		4. Paraffin Wax	
		5. Sanitation and Safety	
C.	PEDICURING		
		1. Plain	
		2. Paraffin Wax	
		3. Sanitation and Safety	
D.	MASSAGE		
E.	NAIL REPAIR		
F.	ARTIFICIAL NAIL APPLICATION		
		1. Sculpture Nails	
		2. Fiberglass Nails	
		3. Gel Nails	
		4. Tips with Overlays	
		5. Wrapping	
		6. Fills	
		7. Drilling	
G.	NAIL DECORATION		
		1. Appliqués	
		2. Tape	
		3. Gems	
		4. Paint	
		5. Airbrushing	
H.	THEORY		
		1. Professional Image	
		2. Bacteriology	
		3. Sterilization	
		4. Manicuring and Artificial Nails	
		5. Nail Structure and Disorders	
		6. Massage	
		7. Skin Structure and Disorders	
		8. Cells/Anatomy	
		9. Electricity/Chemistry	
		10. Salon Business, First Aid, Job Preparation	
		11. Law	

**FRESHMAN NAIL TECHNOLOGY PHASE**  
**300 CLOCK HOURS 30 HOURS/WEEK**  
**250 CLOCK HOURS 25 HOURS/WEEK**

**COURSE FORMAT:** This phase is a combination of lectures, demonstrations, discussions and student participation. Instruction is supplemented with visual aids and guest artists. Students will demonstrate their knowledge of Nail Technology theory and application ability throughout the completion of the required practical and clinical assignments. Both theory and practical subjects are covered throughout the entire 600 clock hours.

Chapter Number	Chapter Name	Lessons for Chapter	Theory Hours	Clean Up Hours	Practical Hours	Total Hours
<b>Unit 1: Career Essentials</b>						
1&2	Personal Development & Business Basics	Healthy Mind and Body Effective Communication Purposeful Relationships & Professionalism Job Search Skills/Resume Development Career Building/Interview Preparation Retailing/Business Ownership				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
<b>Unit 2: The Science of Nail Care</b>						
3	Nail Salon Ecology	Microbiology Infection Control Safety and First Aid				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
4	Anatomy	Building Blocks of the Human Body Basic Body Systems				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
5	Chemistry	Fundamentals Chemistry of Nail Products Chemistry of Artificial Nail Products				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
6	Nail & Skin Physiology	Nail Physiology Skin Physiology				
	(2 weeks)	30 Hours/Week 25 Hours/Week	10.0 10.0	5.0 5.0	45.0 35.0	60.0 50.0
<b>Unit 3: Nail Services</b>						
7	Client Care	Before the Service After the Service				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
8	Natural Nail Services	Manicure Essentials Basic Manicure Pedicure Essentials Basic Pedicure				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
9	Artificial Nail Services	Fundamentals of Artificial Nails Artificial Nail Systems Artificial Nail Procedures				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
10	Specialty Nail Services & Arizona Law/Rules & Regulations	Add-On Services Nail Art Equipment Arizona State Law Rules & Regulations				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0

**HOUR REQUIREMENTS:** Participation in this phase 250-300 Clock Hours. Testing at the end of this unit will consist of final written and practical examinations covering the entire number of units covered in this phase of the curriculum.

### JUNIOR/SENIOR NAIL TECHNOLOGY PHASE

**300 CLOCK HOURS 30 HOURS/WEEK**

**350 CLOCK HOURS 25 HOURS/WEEK**

**COURSE FORMAT:** This phase is a repeat of the Freshman phase. A combination of lectures, demonstrations, discussions and student participation. Instruction is supplemented with visual aids and guest artists. Students will demonstrate their knowledge of Nail Technology theory and application ability throughout the completion of the required practical and clinical assignments. Both theory and practical subjects are covered throughout the remaining 300 clock hours.

Chapter Number	Chapter Name	Lessons for Chapter	Theory Hours	Clean Up Hours	Practical Hours	Total Hours
<b>Unit 1: Career Essentials</b>						
1&2	Personal Development & Business Basics	Healthy Mind and Body Effective Communication Purposeful Relationships & Professionalism Job Search Skills/Resume Development Career Building/Interview Preparation Retailing/Business Ownership				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
<b>Unit 2: The Science of Nail Care</b>						
3	Nail Salon Ecology	Microbiology Infection Control Safety and First Aid				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
4	Anatomy	Building Blocks of the Human Body Basic Body Systems				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
5	Chemistry	Fundamentals Chemistry of Nail Products Chemistry of Artificial Nail Products				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
6	Nail & Skin Physiology	Nail Physiology Skin Physiology				
	(2 weeks)	30 Hours/Week 25 Hours/Week	10.0 10.0	5.0 5.0	45.0 35.0	60.0 50.0
<b>Unit 3: Nail Services</b>						
7	Client Care	Before the Service After the Service				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
8	Natural Nail Services	Manicure Essentials Basic Manicure Pedicure Essentials Basic Pedicure				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
9	Artificial Nail Services	Fundamentals of Artificial Nails Artificial Nail Systems Artificial Nail Procedures				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0
10	Specialty Nail Services & Arizona Law/Rules & Regulations	Add-On Services Nail Art Equipment Arizona State Law Rules & Regulations				
	(1 week)	30 Hours/Week 25 Hours/Week	5.0 5.0	2.5 2.5	22.5 17.5	30.0 25.0

The chapters continue to rotate in order until 600 hours are reached.

# COSMETOLOGY INSTRUCTOR TRAINING COURSE SYLLABUS

**COURSE TITLE:** Instructor Training

**TEXT/ eBook:** **Pivot Point Lab: Mindful Teaching Pro eBook**

101 Answering the Call-Mindful Teaching and You eBook	501 Instructional Methods eBook
201 Brain Basics and Learning eBook	601 Assessing Learner Progress eBook
301 Preparing to Teach eBook	701 The Art of Teaching eBook
401 Classroom Management eBook	

**Pivot Point Fundamentals Textbooks –**

Book 101 Life Skills 1-940593-40-1	ISBN 978-	Book 107 Hair Design ISBN 978-1-940953-45-6	
Book 102 Science ISBN 978-1-940593-41-8		Book 108 Long Hair 1-940593-46-3	ISBN 978-
Book 103 Business ISBN 978-1-940593-42-5		Book 109 Wigs & Hair Additions ISBN 978-1-940593-47-0	
Book 104 Client-Centered Design ISBN 978-1-940593-43-2		Book 110 Color ISBN 978-1-940593-48-7	
Book 105 Sculpture/Cut & Book 106 ISBN 978-1-940593-44-9		Book 111 Perm & Relax ISBN 978-1-940593-49-4	
Men's Sculpture/Cut		Book 112 Skin ISBN 978-1-940593-50-0	

Pivot Point Fundamentals Study Guide  
ISBN 978-1-940593-52-4

Pivot Point Fundamentals Exam Prep  
ISBN 978-1-940593-54-8

**COURSE DESCRIPTION:** A study of the basic principles of instructor for Cosmetology, which includes Arizona law, records preparation, conducting theory and demonstration classes, and observing and evaluating the clinical work of students.

**COURSE GOALS AND OBJECTIVES:** Upon completion of this course, the Student Instructor should be able to demonstrate all required competencies to successfully pass the state board examination and have the ability to:

1. Understand the four-step teaching plan.
2. Use different teaching aids.
3. Provide information on teaching techniques for the classroom.
4. Use the principles of psychology as applied to teaching.
5. Develop an appreciation of teaching and personal characteristics that aid in the success of teaching.
6. Teach proper sanitation and safety procedures.
7. Project a professional image.

In addition to a student's normal class schedules, at times specialty classes may be scheduled based on the availability of product educators and their schedules. These classes are normally scheduled on Sundays at the Academy so as not to interfere with regularly scheduled theory classes. Certificates of attendance are given to those who participate.

**ATTENDANCE:** All students are required to attend all scheduled classes and actively participate in the learning process. Tardiness will be kept to a minimum. All students are to come to class prepared with their notebook, paper, pens and any other materials necessary for learning.

**EDUCATIONAL GOALS:** The Cosmetology Instructor Training course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills will prepare students for employment as a Teacher of Cosmetology/Instructor, Trainer/Substitute Teacher, Department Head/Guidance Counselor, Academy Owner/Supervisor/Director State Inspector/State Board Member, or Educational Director for Manufacturer.

**COURSE EVALUATION AND GRADING:** Written examinations are given at the end of each chapter. Workbook assignments are also given. The Student Instructor will be graded on theory classes, demonstrations, presentations, and written examinations. Students will be given a written and practical Final. Students must have a minimum of 75% on both the written and practical phases of all examinations. Examinations will be graded as follows:

<b>A – EXCELLENT (90%-100%)</b>	<b>C – AVERAGE (75%-80%)</b>
<b>B – GOOD (81%-89%)</b>	<b>F – FAILING (00%-74%)</b>



# COURSE SYLLABUS FOR COSMETOLOGY INSTRUCTOR TRAINING 350 CLOCK HOURS

- A. ORIENTATION
1. Objectives
  2. School Policies (Rules and Regulations)
  3. Satisfactory Progress Policy Standards
  4. Time Clock Information Issued
  5. Class Schedule
  6. Course Syllabus
  7. Books Issued
  8. Lab Jacket Issued
  9. Arizona State Law Handout
  10. Issue School Forms To Be Used
  11. Observation of Classes
- B. THEORY OF TEACHING
- Area of Study 1: Answering The Call-Mindful Teaching and You**
- Fundamental Principles Of Teaching
  - Teacher Maturity
  - Personality and Professional Conduct
- Area of Study 2: Brain Basics and Learning**
- Teaching Principles
  - Student Learning Principles
- Area of Study 3: Preparing to Teach**
- Development of Cosmetology Course
  - Lesson Planning
  - Four-Step Teaching Plan
- Area of Study 4: Classroom Management**
- Classroom Problems
- Area of Study 5: Instructional Methods**
- Basic Teaching Methods
  - Teaching Aids
- Area of Study 6: Assessing Learner Progress**
- Teaching Adults
  - Testing
- Area of Study 7: The Art of Teaching**
- Teacher Evaluation
- C. PRACTICAL DEMONSTRATIONS
1. Preparation
  2. Conducting
- D. THEORY CLASSES
1. Preparation
  2. Conducting
- E. CLINIC FLOOR OBSERVATION
- F. ARIZONA LAW/RECORD PREPARATION

## COSMETOLOGY INSTRUCTOR CURRICULUM SYLLABUS

**COURSE FORMAT:** This course is a combination of observation of teaching, preparing, and giving theory lectures and demonstrations, preparing written work for students, observing and evaluating clinic work, assigning duties, and helping and counseling students. This course also includes teaching theory, workbook assignments, and evaluations on written examinations and classes. Students will be given a written and practical final examination

Chapter Number	Chapter Name	Theory Class Hours	Student Teaching Hours	Demonstration Hours	Clinic Floor Hours	Total Hours
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### Week 1

#### Area of Study 1: Answering The Call-Mindful Teaching and You

##### 101 Answering the Call-Mindful Teaching and You

- 101.1 Qualities of a Mindful Teacher
- 101.2 Responsibilities of a Mindful Teacher
- 101.3 Challenges of Modern Teaching
- 101.4 Qualifications for Teaching
- 101.5 Employment Opportunities

#### Area of Study 2: Brain Basics and Learning

##### 201 Brain Basics and Learning

- 201.1 Brain-Compatible Learning
- 201.2 Attention
- 201.3 Memory
- 201.4 Retention
- 201.5 Transfer
- 201.7 Delivery Phase: Engaging Thinking
- 201.8 Performance Phase: Supporting Student Ability
- 201.9 Transfer Phase: Adapting Learning for Future Use

30 Hours/Week	25	2.5	2.5	0	30
25 Hours/Week	20	2.5	2.5	0	25

### Week 2

#### Area of Study 3: Preparing to Teach

##### 301 Preparing to Teach

- 301.1 Organizing the Course Syllabus
- 301.2 Prioritizing Content
- 301.3 Developing Learning Outcomes
- 301.4 Benefits of Using a Lesson Plan
- 301.5 Structure of the Lesson Plan
- 301.6 Developing and Evaluating the Lesson Plan

#### Area of Study 4: Classroom Management

##### 401 Classroom Management

- 401.1 Managing the Physical Space
- 401.2 Dealing with Classroom Disruptions
- 401.3 Recognizing Achievement
- 401.4 Promoting Cooperation
- 401.5 Promoting Responsibility
- 401.6 Frequently Asked Questions About Classroom Management

30 Hours/Week	25	2.5	2.5	0	30
25 Hours/Week	20	2.5	2.5	0	25

Chapter Number	Chapter Name	Theory Class Hours	Student Teaching Hours	Demonstration Hours	Clinic Floor Hours	Total Hours
<b>Week 3</b>						
<b>Area of Study 5: Instructional Methods</b>						
<b>501 Instructional Methods</b>						
501.1 Fundamentals Of Instruction						
501.2 Introduction of a Lesson						
501.3 Lecture						
501.4 Discussion						
501.5 Demonstration						
501.6 Application						
501.7 Assessment						
501.8 Questioning						
501.9 Instructional Support Materials						
501.10 The Four Phases of Mindful Teaching						
	30 Hours/Week	25	2.5	2.5	0	30
	25 Hours/Week	20	2.5	2.5	0	25
<b>Week 4</b>						
<b>501 Instructional Methods</b>						
501.11 Activate Learner Interest						
501.12 Connect to Prior Knowledge						
501.13 Communicate Expectations						
501.14 Frame the Content						
501.15 Exchange Ideas						
501.16 Probe with Questions						
501.17 Affirm Understanding						
501.18 Apply						
501.19 Assess						
501.20 Validate						
	30 Hours/Week	20	2.5	2.5	5	30
	25 Hours/Week	15	2.5	2.5	5	25
<b>Week 5</b>						
<b>Area of Study 6: Assessing Learner Progress</b>						
<b>601 Assessing Learner Progress</b>						
601.1 Why Assessment Matters						
601.2 How an Assessment System Works						
601.3 Assessment Methods						
601.4 Feedback						
601.5 Scoring and Grading						
601.6 Standardized Achievement Tests and Licensure						
	30 Hours/Week	20	2.5	2.5	5	30
	25 Hours/Week	15	2.5	2.5	5	25
<b>Week 6</b>						
<b>Area of Study 7: The Art of Teaching</b>						
<b>701 The Art of Teaching</b>						
701.1 Checklists and Planning Organizers						
701.2 Presentation Skills						
701.3 Student Salon Supervision						
701.4 Teaching Strategies						
701.5 Challenging Teaching Scenarios.						
701.6 Special Learning Needs						
	30 Hours/Week	20	2.5	2.5	5	30
	25 Hours/Week	15	2.5	2.5	5	25

Chapter Number	Chapter Name	Theory Class Hours	Student Teaching Hours	Demonstration Hours	Clinic Floor Hours	Total Hours
<b>Week 7</b>						
	Final Exam Preparation and Arizona Law/Rules & Regulations					
	30 Hours/Week	20	2.5	2.5	5	30
	25 Hours/Week	15	2.5	2.5	5	25
<b>Week 8</b>						
	Intern Classroom/Student Salon/Professionalism					
	30 Hours/Week	5	10	5	10	30
	25 Hours/Week	5	10	5	5	25
<b>Week 9</b>						
	Intern Classroom/Student Salon/Resume Development					
	30 Hours/Week	5	10	5	10	30
	25 Hours/Week	5	10	5	5	25
<b>Week 10</b>						
	Intern Classroom/Student Salon/Interview Preparation					
	30 Hours/Week	5	10	5	10	30
	25 Hours/Week	5	10	5	5	25
<b>Week 11</b>						
	Intern Classroom/Student Salon/Job Search Skills					
	30 Hours/Week	5	10	5	10	30
	25 Hours/Week	5	10	5	5	25
<b>Week 12</b>						
	Intern Classroom/Student Salon					
	30 Hours/Week	5	5	5	5	20
	25 Hours/Week	5	10	5	5	25

The chapters continue to rotate in order until 350 hours are reached