

ACADEMY OF COSMETOLOGY

133 W Mendenhall, Bozeman MT 59715
406.587.1264

*Course
Catalog*



COURSE CATALOG

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COURSE CATALOG

Academy of Cosmetology, Inc.
133 West Mendenhall, Bozeman, Montana 59715
www.academycosmetology.com | E-mail: bozemanaoc@yahoo.com
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CONTENTS SUBJECT TO CHANGE

This catalog and its content are subject to change without notice. The Academy of Cosmetology, Inc. reserves the right to change regulations, tuition, and fees. This catalog is issued to answer any questions a prospective student may have regarding our facility. This catalog does not establish a contract between the student and the school. The student will be subject to the expectations and procedures listed in this catalog on the date the student signs the enrollment. Application for enrollment can be found on our web site. Students must sign their enrollment contract before classes begin.

MISSION

THE MISSION OF THE ACADEMY OF COSMETOLOGY, INC. IS TO PROVIDE A QUALITY POST-SECONDARY EDUCATION, THAT PREPARES THE GRADUATE FOR LICENSURE AND JOB ENTRY LEVEL SKILLS FROM THE COSMETOLOGY PROGRAM.

NON-DISCRIMINATION STATEMENT

The Academy of Cosmetology, Inc. does not discriminate on the basis of race, color, sex, sexual orientation, age, religion, disability, national or ethnic origin.

We are very eager and excited to share our knowledge and experiences with those who will come to enjoy the Cosmetology profession and grow with it just as we have through the years. We strive to provide a quality education and great performance.

AVAILABLE PROGRAM

The Academy of Cosmetology, Inc. offers a 1500 hour course in the field of Cosmetology to be completed in 47 weeks; 32 hours per week. Upon graduation and Licensure, the student has the opportunity to be employed in the field of Cosmetology choosing to do hair, skin, and nails as a licensed professional.

HISTORY

- ❖ The Academy of Cosmetology, Inc. was established in 1983 and is currently under ownership and operation of Rod and Charity McCullough.
- ❖ The Academy of Cosmetology, Inc. has been Montana licensed and bonded with the Montana State Board of Barbers and Cosmetologists since 1983.
- ❖ The Licensing Board is located in Helena, Montana. The address is PO Box 200511, Helena, Montana 59620-0513. Phone number is (406) 444-5696. Their web site is dli.bsd.boards.mt.gov.
- ❖ The Academy of Cosmetology, Inc. has been accredited since 1989 by NACCAS (National Accrediting Commission of Career Arts and Sciences), 3015 Colvin Street. Alexandria, VA 22314 - (703) 600-7600

WHAT IS ACCREDITATION?

ACCREDITATION MEANS THAT A SCHOOL HAS MET THE MINIMUM NATIONAL STANDARDS OF EDUCATIONAL PERFORMANCE WHICH HAS BEEN ESTABLISHED BY AN IMPARTIAL NON-GOVERNMENTAL AGENCY. THROUGH THE YEARS, ACCREDITATION OF SCHOOLS HAS BEEN THE MOST AUTHORITATIVE AND RELIABLE INDEX OF A SCHOOL'S CONCERN FOR INTEGRITY TOWARD ITS STUDENTS AND QUALITY EDUCATION. A SCHOOL BECOMES ACCREDITED BY FORMAL ACTION ON INFORMATION SUBMITTED BY THE SCHOOL AND THE REPORTS OF A SPECIALLY APPOINTED TEAM, WHICH VISITS THE SCHOOL AND EVALUATES IT ACCORDING TO ESTABLISHED STANDARDS.

LOCATION

The Academy of Cosmetology, Inc. is located in downtown Bozeman Montana. Downtown Bozeman offers excellent dining, shopping, arts, and night life. Downtown has many apartments in the residential areas, as well as above the downtown stores.

The Academy of Cosmetology, Inc. is approximately 4000 square foot building with 28 cosmetology stations for servicing our clients, separate manicure, pedicure and facial rooms, a student breakroom with lockers, and one large separate classroom for theory and practical instruction. There is plenty of free parking for students. Our facility is designed to meet the needs of our students. Our students learn through lectures, activities, demonstrations and hands-on experiences.

ADMISSIONS REQUIREMENT

1. Application completed, with the application/registration fee of \$165.00 (\$100 non-refundable application fee)
2. Typed essay addressing all the topics requested on the application.
3. Valid Proof of High School Graduation or Equivalent:
 - ❖ An official High School Diploma, or Hi-Set Certificate (GED)
 - ❖ An official High School Transcript or Hi-Set transcripts (GED)

(cont'd on next page)

- ❖ 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
- ❖ Homeschool Certificate, including State issued credential
- ❖ Foreign diploma that has been translated and authenticated as equivalent to a high school graduation diploma in the USA.

5. Two letters of **professional** recommendation (teachers, employers, etc.)

6. Copy of driver's license, passport or birth certificate.

7. Transfer students must submit a copy of their hours with a certified transcript from the school they are transferring from.

****The Academy of Cosmetology, Inc. does not admit Ability-To-Benefit Students.**

***ONCE THE SCHOOL HAS RECEIVED ALL YOUR ADMISSIONS PAPERWORK YOU WILL BE CONTACTED FOR STATUS OF ACCEPTANCE FROM THE ACADEMY OF COSMETOLOGY, INC.**

TRANSFER STUDENTS

Transfer students will be responsible for paying the application/registration fee of \$165.00 upon enrollment. All transfer students must submit a transcript of existing hours and show proof of being in good standing with their previous school (See Admission Requirements). Transfer students will be charged \$10.00 per hour for the remaining number of hours they have to complete. Students will be contracted for a designated time frame to complete their 1500 hours of training. If a transfer student exceeds their contract period, they will be required to pay an over contract fee of \$15.00 per hour to complete their remaining 1500 hours. The Academy of Cosmetology, Inc. can make the determination if a Transfer student is ready to graduate based on testing scores and practical level testing. Transfer students can be held past the completion of 1500 hours if the school feels it is necessary due to unsatisfactory attendance, to have them at a level that will help them to become licensed.

RE-ENTRY AFTER WITHDRAWAL

All students who are approved for re-entry after withdrawal from The Academy of Cosmetology, Inc. will enter in the same satisfactory academic progress status. Students who drop and re-enroll will be required to pay off any previous balance owed to The Academy of Cosmetology, Inc., pay a \$165 registration fee and the current rate of tuition, and sign a new enrollment agreement.

CLASS STARTING DATES

Students may apply for enrollment any day of the school calendar year. Our days of operation are Tuesday through Friday. Classes are scheduled in **January, March/April, August and October** of each year. Applications must be complete before a student will be accepted. Class sizes are limited. Contact the school for size of enrollment for each beginning class. You can mail in your registration or bring it to the school. It is recommended that you register early due to class size limitations. You can visit our web site for class dates, catalogs and applications. www.academycosmetology.com

HOLIDAY/ SCHOOL CLOSURE

**Spring Break (March/April)

**Tuesday/Wednesday Memorial Day

**Fourth of July

**Summer break (July/August)

**Tuesday/Wednesday Labor Day

**Thanksgiving Week

**Christmas Eve through January 1st -- returning on January 2nd (unless it falls on a Sunday or Monday)

At the schools discretion, students will be notified of any other necessary closure dates.

THE FACULTY

"Educators enjoy sharing the knowledge they have obtained through hard work and experience.

They deserve admiration and respect"

❖ **Charity McCullough - Owner, Cosmetology Instructor** - "I have been licensed in the Cosmetology Industry since 2005. I bring to the academy excitement and passion through teaching and learning for the students. I believe learning needs to be fun yet structured for proper education and preparation for your desired career."

❖ **Rodney (Rod) McCullough - Owner, Financial Aid Director** - Rod carries a Bachelor of Science in Health and Human Development. "I really enjoy being a part of a business/educational facility that gives people new skills to better their lives. Teaching and learning are the essence of life."

Tara Lyons – Licensed Educator

Erika Wiedeman – Licensed Educator

Maddy Cade – Licensed Educator

Tavia Wine – Front Desk / Office Assistant

COURSE OF STUDY

All students are contracted to complete a 1500 hour program in the course of Cosmetology. The following subjects will be covered in Practical and Theory during the course of study. Students will spend their first 300+ hours in CORE classes and the remaining 1200 hours on the clinic floor in all phases of the Cosmetology course of study.*

MANICURING (includes hands and feet).....	95 hours	HAIR CUTTING.....	155 hours
CHEMICAL SERVICES.....	395 hours	HAIR STYLING.....	195 hours
SALON MANAGEMENT-LAWS & RULES	115 hours	ESTHETICS	110 hours
CHEMISTRY, BACTERIOLOGY, SANITATION, FIRST AID DISEASE DISORDERS	60 hours		
INSTRUCTOR DISCRETION & THEORY	375 hours		<i>*subject to change</i>

You will receive a full course outline at orientation before classes start.

GRIEVANCE POLICY

Should a student feel they have a complaint against a student, teacher or interested party, they may file a complaint. Please follow the following information on the procedure for filing a grievance:

- ❖ You must put your complaint in writing to the school Owners.
- ❖ Make sure your complaint outlines and explains the allegation of the complaint.
- ❖ Your complaint may be hand delivered or mailed to the school.
- ❖ Your grievance will be reviewed within 30 days of the receipt of the complaint.

Upon evaluation of the complaint if it cannot be resolved it will be referred to the committee. The committee will meet and review it within 90 days of the receipt of the complaint. If no further information is needed, the complaint committee shall act on the allegation. A letter will be sent to the complainant within 15 days stating the steps that will be taken to correct the problem. Should the complainant feel the issue has not been resolved in a satisfactory matter, they may file a complaint with the institutions accrediting agency.

Accrediting Agency: NACCAS
 3015 Colvin Street. Alexandria, VA 22314 | **(703) 600-7600**

EMERGENCY ANNOUNCEMENTS

Unexpected closure due to weather or other circumstances will be announced through social media, email or text by 8:30am.

FEES* – COSMETOLOGY

TUITION	\$15,500	KIT, BOOKS	\$2050
REGISTRATION FEE	\$65**	LAB FEES	\$300
APPLICATION FEE (non-refundable).....	\$100**		

***Prices are subject to change at school’s discretion**
(Licensing fees not included)

****Not Covered by Financial Aid**
{Financial Aid Available to those who qualify}

METHODS OF PAYMENT

Method of payment will be clarified on the student contract. Students have the following options to pay their TUITION FEES:

- ❖ Tuition may be paid in full;
- ❖ Tuition can be paid in monthly installments (cash, check, debit or credit card) ;
- ❖ Tuition can be paid quarterly;
- ❖ Tuition can be paid through VA or Vocational Rehab;
- ❖ Tuition may be paid with Title IV funding (if the student qualifies). Title IV funds is Pell Grants and or Student Loans or Parent Plus loans. All Title IV funds must be applied to student tuition until all tuition is paid in full.
- ❖ The Academy of Cosmetology, Inc. does not offer scholarships, however if a student receives scholarship assistance from a third party, that will applied to the student’s tuition ledger accordingly.
- ❖ Once the tuition is paid in full, if there are funds remaining, they will be disbursed to the student for living. Title IV funds cannot be used to pay any fees except TUITION.
- ❖ Fee Waivers do not apply.

If a student attends the Academy of Cosmetology, Inc. beyond their contract time the student will be charged \$15.00 per hour to complete their 1500 hours. Third contracts can/may be written after Administration evaluation if necessary.

Competency-Based Programs with a Clock Hour Component – Should a student complete the program earlier than the estimated timeframe stated in the contract, the students’ financial aid package may be recalculated and this may result in liabilities owed by the student and/or the institution, if applicable.

MONTHLY EVALUATION POLICY

ACADEMIC:

Students are required to maintain a 75% cumulative academic average to be considered making satisfactory academic progress. Academic performance is measured by a reasonable system that will consist of grades from tests, quizzes, homework, projects, class assignments and rubrics.

Theory class is held for all students on Tuesdays & Wednesdays from 9:00 am to 3:00 pm, unless posted otherwise. Should classroom time be altered all students will be informed in time to prepare for entering the class or testing. Instructors will designate test times and dates.

Pivot Point textbook is used for all teaching purposes. Theory exams are developed from the Pivot point textbook. Exams are evaluated on a point basis to figure the percentage of grade. The percentage is calculated by dividing the number of points earned by the total points possible. All students are graded the same and all Instructors grade the same.

GRADES:

Grade averages are calculated monthly on a cumulative basis in Practical (technical skill) and Theory (textbook knowledge). You must maintain a **75% cumulative grade average** for both training areas. Numerical grades are considered according to the following scale:

93 – 100%	---	EXCELLENT	85 – 92%	---	VERY GOOD
75 – 84%	---	SATISFACTORY	74% and Below	---	UNSATISFACTORY

WRITTEN EXAMS:

- ❖ Written Theory chapter exams are given on Theory days, unless specified otherwise. Students missing the exam will be required to take a fill-in-the-blank exam immediately upon returning from their absence. It is your responsibility to ask the theory instructor for your exam, we will not remind you to take it. If you do not take your exam your first day back in attendance, you will receive a zero (0) for your grade. Students in dispute over their grade must take it up only with the instructor that gave the exam. After the exam is graded and reviewed, they will be handed back as soon as all absent students have taken it.
- ❖ You will be required to sign up and take The Academy of Cosmetology FINAL written exam no sooner than 1200 hours of Cosmetology training in order to graduate. Ineligible hour requirements will void any test taken prematurely. You must receive a 75% or better on your final written exam or you will be required to re-take the exam. Each written exam test score will be averaged together cumulatively to determine your final grade. Final written exams are scheduled the first Tuesday of every month unless notified otherwise. See Administration to sign up.

PRACTICAL TESTING:

- ❖ Each student will be assessed on their technical progress using the Procedures and Rubrics from Pivot Point International Salon Fundamentals Textbook and Study Guide or according to NIC Practical Examination.
- ❖ Level 1 means you're still "In Progress", Level 2 means you're "Getting better" and Level 3 means you've reached "Entry Level Proficiency" for the beginning cosmetologist. It is the student's responsibility to sign up for their levels of testing. You must pass every test at the minimum requirement to move to the next level, be eligible to take your National Exam and graduate from The Academy of Cosmetology.
 - Example: once you have passed every Level 1 test at an 75% and have obtained the proper amount of hours necessary, you may start Level 2 testing. The level of difficulty is increased with each level by time limits and line item detail.

L1 = 75% (301 – 675 hours)	L2 = 80% (676 – 1050 hours)
L3 = 90% (1051 – 1350 hours)	L4 = Advancement

- ❖ All 3 levels of testing must be passed in order to be granted eligibility to take the NIC National Exam at 1350 hours. Should a student fail to complete all 3 levels of testing within their contract, they must return to the school and be signed up for Practical testing. This could take several weeks to several months and could delay Practical licensing exams. Plan accordingly.
- ❖ Students also earn their practical grade based on worksheets that are given to them on a monthly basis. The grade on the worksheet is determined by the number of projects completed in that month divided by the total number of projects. This will give the percentage for the month.
- ❖ If a student misses a practical exam for not being in attendance, they will receive a zero (0) for Practical grading.

ATTENDANCE:

Students are required to maintain an **80% cumulative average** in attendance to be considered making satisfactory progress and to complete the course within the maximum time frame. Students are contracted for 1500 hours. Every month is based on 32 hours per week, less closure from Holidays or weekends and breaks. This total is calculated by dividing the total number of actual hours earned by the number of hours scheduled to attend. Each month is averaged with the previous month to receive the cumulative average for attendance.

Attendance is of extreme importance; it is to your benefit. What you put into your education is what you will receive back. A lack of attendance shows in your performance, grades, and interest.

- ❖ If you are going to be absent from school, pre-arrange it in writing to Administration. If this is not possible and you know that you are going to be absent, you must call the school by 9:00 am Tuesday through Friday. If we do not hear from you by 9:00 am Tuesday through Friday, we will assume you are not going to be in attendance that day. Your next day of attendance will automatically be forfeited. Your appointments will be moved and your request clients will be called to reschedule. This is not a good way to build a clientele or show responsibility.

- ❖ The school will open its doors at 8:50 am; this is when students may enter the building. School begins at 9:00 am. If you have not clocked in by 9:00 am on THEORY days and you have called the school, **clocking in late will only be on the hour**. If we have not heard from you by 9:00 am, you are not allowed to come to school that day or the next day. We go strictly by the school time clock. Make sure your clock is set accordingly.
- ❖ It is your responsibility as a student to let instructors know when you are not going to be in school and if you are leaving early. Should you forget to check in or out, the time that is on the clock is what you will receive. Manual clock in/out is not permitted.
- ❖ At the end of each month, an evaluation of attendance will be made by figuring 80% of the total contracted hours per month. All students must meet or exceed that number in order to stay within Satisfactory Progress in attendance. All students are contracted as a full-time student. Full-time at The Academy of Cosmetology, Inc. is defined as a 32-hour school week, Tuesday through Friday.

The contracted length of the course is 1500 hours and is to be completed in approximately 12 months attending full-time at 32 hours per week. Any student who does not complete within their course contract will be charged an additional \$15.00 per hour to finish their schooling. The maximum time frame for course completion is 58 weeks.

CORE

You will spend your first 300 hours in Core Classes (Tuesday through Friday). This is where the introduction of the skills you will need to perform public services on the clinic floor begins. The first 300+ hours are **VERY IMPORTANT!!!** If you miss any of this instruction, **it can be very difficult to catch up**. If a Core student misses an introduction/demonstration to a specific task for not being in attendance, they will receive a zero (0) for Practical grading. Core students will be graded at a Mock Level 1 to obtain a monthly Practical grade until they have reached 300 hours. At 300 hours, students may begin testing at a Level 1 on the clinic floor. Do not be hard on yourself and do not compare yourself to other students, we all must learn to crawl before we can walk.

STUDENT RECORDS (RIGHT TO ACCESS STUDENT FILES)

All information in a student's file is considered confidential. Students (or parent/guardian if the student is a dependent minor) have the right to gain access to their records by appointment under the supervision of an instructor, owner, or administrative assistant. Instructors, administrative staff members, NACCAS or any other governing agencies will have access to student files. No information will be released to any third party without written consent from a student (or parent/guardian of a dependent minor).

GRADUATION REQUIREMENTS

In order to graduate and receive the Academy of Cosmetology's Diploma/Certificate of Completion, the Student must:

1. Complete 1500 hours of training, all 1500 hours must be signed by an Instructor in required curriculum areas. **THESE SIGNED HOURS MUST BE TURNED IN.**
2. Completion of all Practical clinic floor worksheets;
3. All grades and attendance must be meeting Satisfactory Academic Progress requirements;
4. Pass The Academy of Cosmetology's final written exam with a 75% minimum;
5. Pay all financial obligations to the Academy of Cosmetology;
6. Complete all necessary exit paperwork required by The Academy of Cosmetology;
7. Return all school property (i.e.; library books, tools or equipment) in functional condition as received accepting normal wear, or provide full payment for the replacement of the property damaged or not returned;
8. Results of the NIC National Practical Exam & the National written exam must be turned in to receive the original diploma; copies of the diploma will be given to apply for licensure;

A CERTIFICATE OF COMPLETION WILL BE AWARDED UPON GRADUATION FOR COMPLETION OF THE COSMETOLOGY PROGRAM.

LICENSING PRACTICAL EXAM

Once a student reaches 1350 hours, has successfully completed all Level 3 testing, is making Satisfactory Progress in grades and attendance and is in good financial standing with the Academy of Cosmetology, Inc. they are eligible to apply for their NIC National Practical Licensing Exam.

STATE LICENSING REQUIREMENTS

- ❖ Completion of 1500 hours of training.
- ❖ A certificate of completion from the Academy of Cosmetology, Inc.
- ❖ High school diploma or GED.
- ❖ Must be 18 years of age or older.
- ❖ License application completed.
- ❖ Pass practical and written exams

EMPLOYMENT ASSISTANCE

The Academy of Cosmetology, Inc. does not guarantee employment for graduates; assistance in finding employment is provided by posting job opening and career opportunities. Students receive training in professionalism and job search skills including how to write a resume, complete employment applications and prepare for a job interview.

The curriculum places emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and to follow-up with the school on their current employment or employment needs. The school maintains a network of relationships with professionals and employers who provide information and tours of their salons for students. Job referrals are made known to interested graduates.

Physical demands of the Cosmetology field require standing for extended periods of time with use of shoulders, arms and hands. Your primary implements are shears, comb/brushes, razors and blow dryers. Manicuring requires that you are seated for extended periods of time, use nail files, artificial nails products and polishes. Safety and hygiene are stressed in all aspects of both courses. The school is inspected regularly by the Montana State Board of Cosmetology.

ADVISING

Montana laws and rules require all students to be advised by their school. Advising is done when necessary and quarterly when reviewing Satisfactory Progress. If therapeutic counseling is needed the student will be advised to seek therapeutic counseling. Students will receive a report of their grades monthly. Instructors are always available to discuss grade reports at any time with students.

HOUSING

All housing and accommodations are the responsibility of the student. The Academy of Cosmetology, Inc. does not have a housing board. We will let students know of other students looking for a roommate and will post a list of that housing if necessary.

MAKE-UP WORK

Students missing any written exam will take the exam upon their first day back in school after returning from their absence. It is the student's responsibility to ask the appropriate instructor for the exam; the instructor will not remind the student to take their exam. If the exam is not taken the first day back in attendance, the student will receive a zero (0) for a grade. Students in dispute over their grade must take it up with only the instructor who gave the exam. If a student misses a practical exam for not being in attendance, they will receive a zero (0) for Practical grading.

TERMINATION POLICY

The Academy of Cosmetology, Inc. reserves the right to dismiss or terminate a student if that student is in violation of school policies, Montana State Laws and Rules, or has not successfully fulfilled all obligations of the Satisfactory Progress Policy. **All students will be charged \$150.00 if the school terminates them or if the student drops from school.** If a student has started training and the course was cancelled, the schedule above will apply. (*Refer to Institution Refunds Policy*)

CELL PHONES

Cell phone use is prohibited when on the clock. Using a cell phone while clocked in may result in immediate dismissal for the day.

PERSONAL PROPERTY

You are responsible for your personal property and equipment. We strongly recommend students refrain from bringing valuables and large amounts of money to school. **THE ACADEMY OF COSMETOLOGY, INC. IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** Borrowing and lending is strongly discouraged. Each student receives the same items in their kit to curb this necessity. The Academy of Cosmetology, Inc. cannot take responsibility for your personal property, nor accuse other students of theft should an item be missing. The school grounds are under video monitoring at all times.

LEAVE OF ABSENCE

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

In order for an LOA to qualify as an approved LOA:

1. The Academy of Cosmetology, Inc. requires that all requests for leaves of absence be submitted in advance in writing, include the reason for the student's request, and include the student's signature.
 - a. The student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance.

b. The Academy of Cosmetology, Inc. may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date.

For Example: *the beginning date of the approved LOA would be determined by the Academy of Cosmetology to be the first date the student was unable to attend the institution because of the accident.*

A student may be granted an LOA for any of the following reasons:

1. *Medical Issues*

2. *Military Requirements*

3. *Jury Duty*

4. *Mitigating Circumstances beyond the Student's Control*

5. *Academy of Cosmetology, Inc. Faculty recommendation*

6. *Financial Hardship*

2. There must be a reasonable expectation that the student will return from the LOA.
3. The institution may not assess the student any additional institutional charges as a result of the LOA.
4. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
5. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
6. The institution must extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
7. At the Academy of Cosmetology, Inc., the student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA, and that as this institution is required to take attendance) the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance.

INSTITUTIONAL REFUND POLICY

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier dates that
 - ❖ An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid less the non-refundable application fee.
 - ❖ A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded except Application fee. This policy applies regardless of whether or not the student has actually started training.
 - ❖ A student cancels his/her contract after three business days after signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee.
 - ❖ A student notifies the institution of his/her withdrawal;
 - ❖ A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning; or
 - ❖ A student is expelled by the school.
 - ❖ In the case of official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
2. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days)
3. If the student withdraws from the course in writing, after three (3) business days of signing this contract, and after starting course instruction, the Academy of Cosmetology, Inc. will refund an amount of the tuition paid by the student based upon the percentage of hours of course instruction completed by the student at the time of withdraw and the hours of course instruction remaining for the student to complete the course instruction as reserved for the student by the Academy of Cosmetology, Inc. The school will determine the hours of instruction completed by the student at the time of withdrawal according to student's time sheet record maintained by the Academy of Cosmetology, Inc.

4. The Academy of Cosmetology, Inc. will use scheduled hours (hours that could have been completed) when calculating the institutional refund.
5. The Academy of Cosmetology, Inc. will calculate the percentage completed using scheduled hours as a percentage of total hours based on the students last date of attendance.
6. After this process has been completed, the Academy of Cosmetology will perform the calculation.

****Policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.**

7. FEES

TUITION	\$15,500.00	KIT, BOOKS	\$2050.00
REGISTRATION FEE	\$65.00	LAB FEES	\$300.00
APPLICATION FEE (non-refundable).....	\$100.00**	WITHDRAWAL FEE	\$150.00

For Students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds.

TUITION ADJUSTMENT GUIDELINES

<i>TOTAL COURSE COMPLETED</i>	<i>OWED TO SCHOOL AND RETAINED BY SCHOOL</i>
.01% TO4.9% -----	20%
5% TO9.9% -----	30%
10% TO14.9% -----	40%
15% TO24.9% -----	45%
25% TO49.9% -----	70%
50% and over -----	100%

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.

Course and/or Program Cancellation Policy:

- ❖ If a course and/or program are canceled subsequent to a student’s enrollment and **before instruction** in the course and/or program has begun, the school shall provide a full refund of all monies paid.
- ❖ If a course and/or program is canceled and ceases to offer instruction after students have enrolled and **instruction has begun**, the students shall receive a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.

School Closure Policy: If the Academy of Cosmetology, Inc. permanently closed and ceases to offer instruction after the students have enrolled, the students shall receive a pro-rata refund of tuition.

The Academy of Cosmetology, Inc. reserves the right to dismiss or terminate a student if that student is in violation of school policies, Montana State Laws and Rules, or has not successfully fulfilled all obligations of the Satisfactory Progress Policy. **All students will be charged \$150.00 if the school terminates them or if the student drops from school.** If a student has started training and the course was cancelled, the schedule above will apply. (*Refer to Institution Refunds Policy*)

RETURN OF TITLE IV AID

If you withdraw, either officially or unofficially, on or before completing 60 percent of the term, and you have received Title IV federal funds in the form of a Federal Pell Grant, Federal Direct Loan, or a Federal PLUS Loan, the federal government requires that we review your eligibility for those funds. We are required to apply a federally mandated formula to determine how much of the federal funding was “earned” up to the time of withdrawal. This review and recalculation is called a “Return of Title IV Aid.”

The Title IV funds that were disbursed in excess of the earned amount must be returned to the federal government by the school and/or you. If you received a refund from financial aid, which was to be used for education-related personal expenses, you may be required to return a portion of those funds to the school. This portion represents funds that were intended to pay your education-related expenses through the end of the period of enrollment. The amount to be returned to the school will be determined by your school costs, refunds you might have received for non-school expenses and the funds that must be returned to the government.

The amount to be returned to the federal government will be calculated from the date you officially withdrew from classes or, in the case of an unofficial withdrawal, the last date you were involved in an academically related activity. An unofficial withdrawal is when a student stops attending classes, but does not withdraw from those classes or notify the Academy of Cosmetology (eventually receiving unsatisfactory grades).

DETERMINING AID EARNED

To determine the amount of aid you earned up to the time of withdrawal, the Financial Aid Office will determine the percentage of the term that you attended. The resulting percentage is then used, along with your institutional costs and total federal funds that you received (funds that were disbursed directly to your student account and possibly refunded to you) or that you were eligible to receive, to determine the amount of aid that you are allowed to keep. If a student is eligible for a post-withdrawal disbursement of Title IV funds, a refund will be made to the student via check made payable to the student.

- Grant funds will be disbursed within 45 days.
- Loans funds will be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds.

Any unearned Title IV aid must be returned to the federal government within 45 days of the date of the determination of your withdrawal. The Academy of Cosmetology's Office of Financial Aid will notify you with instructions on how to proceed if you are required to return funds to the government. All post-withdrawal disbursements are applied to the student's account first, then refunded as specified in the REFUNDS/CREDIT BALANCE section.

RETURNED TITLE IV AID ALLOCATION

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned by you and/or your parent or the university must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal Direct Grad Plus
5. Federal Pell Grant

REFUNDS/CREDIT BALANCE

If your account was paid using federal or state financial aid (in whole or in part) and you drop a course, your account may be reviewed to determine your revised eligibility and your credit balance refund, if any, will be issued within 14 days.

STUDENT DEFAULT-NON PAYMENT

In the event a student fails to pay an installment when due, whether or not the student is then currently enrolled in the Academy of Cosmetology, the Academy of Cosmetology shall be entitled, at the sole discretion of the Academy, to declare the entire balance then due under the payment agreement immediately due and payable, PLUS interest at a rate of 10.25% per month or 15% per annum calculated on the outstanding amount due from the date of default. In that event and at that time, the student or guarantor/co-signer shall be obligated to pay the existing balance in full.

The failure of the Academy of Cosmetology to insist upon the timely payment of any installment shall not be construed as a waiver of the Academy's right to insist upon timely payment of any subsequent installment.

In the event action is required to enforce payment of the sum due to the Academy of Cosmetology, the student and guarantor/co-signer shall be responsible for all costs of collection including collection agency charges, fees, or reasonable attorney's fees, whether or not the matter is litigated. All monies due to the Academy of Cosmetology must be paid in full before graduation. This includes but is not limited to, completion records needed for state board examination, diploma, and requests for records from other schools.

Should the student or guarantor default in the payment of their contract, and the Academy of Cosmetology turns the contract over to a collection service, or attorney for collections, the student or guarantor agrees to pay:

The balance of the contract then due; and, any and all other costs that the Academy of Cosmetology might incur to collect the contract, such as collection agency fees, attorney's fees, accountant fees, court costs, and filing fees

CONDUCT POLICY

To succeed at The Academy of Cosmetology, it is important to follow and adhere to the schools policies and procedures. Policies serve as a guideline to provide structure and enhance The Academy of Cosmetology training courses. Policies and procedures are subject to change. You are given a copy of the Policies & Procedures (Expectations) at the beginning of school so you know what we can expect of you and what you can expect of us. This is a short list of undesirable behaviors that will not be tolerated:

- ❖ More than 30 minutes for lunch without approval
- ❖ Cell phone while on the clock
- ❖ Not completing daily duties
- ❖ Parking in customer parking lot
- ❖ Tampering with the appointment book
- ❖ Refusing to do scheduled appointments
- ❖ Not following dress code
- ❖ Insubordination

Check your expectations for what is expected of you. If you do not meet the Expectations, you will be sent home for the day.

IMMEDIATE DISMISSAL FROM SCHOOL

- ❖ Bringing a weapon to school and/or being caught on the school campus with a weapon;
- ❖ Having /being under the influence of drugs or alcohol on the school campus;
- ❖ Bullying other students, instructors or clients will not be tolerated.

CHEATING

Cheating is unacceptable behavior in this school. It will not be tolerated in any way. Students found cheating will be suspended or terminated from the program. The student has the right to appeal the decision to the School Administrator in which the Academy of Cosmetology, Inc. has five (5) business days to accept. Administration will notify the student in writing of the time of their hearing.

PARKING

Appropriate parking is located at least one block from school. There is plenty of free, on-street parking. Students should park out of private lots and two-hour parking areas; you may be ticketed or towed. Students are not allowed to park on North Grand next to the school or in the parking lot located directly behind the school; that is reserved for our clients.

PROFESSIONAL APPEARANCE

Personal image and personal grooming are areas you may already be an expert in since you have chosen the Cosmetology profession. All students must present a positive, professional image at all times. Every effort must be made to maintain a diligent and professional attitude on the clinic floor and in class. Do not plan to do your hair and make-up when you arrive at school; your professional appearance should arrive with you at 9:00am.

BLUE JEAN FRIDAY

The Academy of Cosmetology, Inc. participates in a community fundraiser called Blue Jean Friday. This gives students the privilege of wearing blue jeans on the first Friday of every month with the purchase of a \$2.00 sticker. Jeans must be blue, clean with no rips or tears. If they are not acceptable, you will be sent home to change. All money is donated to a community charity.

DRESS CODE / CLOTHING REQUIREMENTS

- **Students are required to wear a name badge that is provided in their student kit. Should the student lose their name badge, they will be responsible for replacing it by purchasing another one.**
- **All students will receive a lab apron in their student kit. Your apron must be clean and worn at all times. Should the student want more than one, he/she can purchase one through the school or a distributor with Administration approval. The school does not have lab aprons for rent. Should a student forget theirs at home, they will be clocked out and sent home to get it.**
- **All clothing must be clean, professional, and SAFE (long pants that drag on the ground are prohibited)**
- **Armpits must be covered at all times.**
- **Chest, undergarment, belly and mid-drift exposure is not permitted. Black tops must meet or overlap the waist line.**
- **Capri and ankle pants are acceptable.**
- **Dresses and skirts must fall AT OR BELOW the knee. Short skirts/dresses are not acceptable.**
- **Leggings must appropriately cover your derriere (bottom)**
- **All shoes must be clean and comfortable with heels that do not deface the floor.**
- **SOLID Black shoes- closed toe, heels no higher than 2", no spikes.**
- **No UGGS, flip flops, combat boots or Crocs**
- **No hats, scarves, shorts/cutoffs, or sweatpants**
- **Hair and jewelry accessories are acceptable in any color**
- **All socks, nylons or tights must be solid black**
- **Failure to follow these guidelines at any time will result in immediate dismissal for the day.**

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy addresses your academic progress during all periods of enrollment, including summer, whether or not you receive financial aid during your enrollment. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

The academic year for the Cosmetology program is 900 Clock Hours.

The total course length for the Cosmetology program is 1500 Clock Hours.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology Course.....450 - 900 - 1200 Scheduled hours

All evaluations will be completed within 7 business days of scheduled evaluation period.

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

Evaluations will determine students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% 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 80% 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.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	SCHEDULED HOURS
Cosmetology (Full time, 32 hrs/wk.) - 1500 Hours	58 weeks	1875

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours. Academy of Cosmetology only offers a Cosmetology program; therefore a second major or change in major does not apply to this school.

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

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as evaluated by assigned academic learning on a cumulative basis. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100%	---	EXCELLENT
85 – 92%	---	VERY GOOD
75 – 84%	---	SATISFACTORY
74% and Below	---	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

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

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 within the maximum timeframe. Students who are progressing according to their specific academic plan at the next evaluation point will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

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. An incomplete grade will not be included in the student's qualitative determination. Upon completion of the course, the grade determined will then be used in the qualitative determination. Students who withdraw prior to completion of the course, whether passing or failing, and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 7 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 10 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

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

NOTE:

***Feel free to call the school during business hours with any questions,
comments, or concerns you may have.
Hope to see you soon!***