



**Providing Cosmetology, Manicuring, Aesthetician  
and Instructor Training**

**Student Catalog**

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## WELCOME

Academy of Cosmetology is pleased to welcome you as a student. There are lots of great opportunities for a career in cosmetology. Our courses will provide you with the knowledge and skills to take you in any number of directions. You may find success in skin care, hair or nails.

A career in cosmetology is very exciting, challenging and always changing (keeping up with the new styles and looks of the world today). You will make people look and feel better with the skills in hair care, manicuring and skin care. As a student at Academy of Cosmetology, you will meet many people while learning endless skills to use in your new career.

Our professional, highly experienced & high energy staff is eager to share our expertise with you. Together we will develop your professional skills that will give you the opportunity to go far with your career as a cosmetologist. Keep in mind that confidence, accomplishment and satisfaction are achieved at Academy of Cosmetology and you too, can achieve your goal to achieve success and happiness in a truly rewarding career.

## HISTORY

The Academy of Cosmetology has been providing quality education in the field of cosmetology since September of 2003. The school boasts a team with over 60 years of experience providing cosmetology education and professional services within the industry.

## MISSION STATEMENT

Academy of Cosmetology is committed to providing quality education and training in all phases of cosmetology. We provide a broad-based curriculum that prepares our students for licensure and equips our graduates with the necessary skills for entry-level employment in their profession.

Through the combination of a professional faculty, personalized student support, and a modern, well-equipped facility, Academy of Cosmetology strives to foster pride, dignity and self-worth in its student body.

## LICENSES, ACCREDITATIONS, AFFILIATIONS AND APPROVALS

Academy of Cosmetology is:

- **Approved by the Wisconsin Department of Safety and Professional Services**  
1400 East Washington Street, Room 173 \*  
Madison, Wisconsin 53703 \*  
Telephone (608) 266-2112
- **Accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS)**  
4401 Ford Avenue, Suite 1300 \* Alexandria, VA 22302 \*  
Telephone (703)600-7600
- **Approved by the U.S. Department of Education**  
400 Maryland Avenue, SW \* Washington, D.C. 20202  
Telephone (800) 872-5327
- **Member of AACS (American Association of Cosmetology Schools) \* CEA (Cosmetology Educators of America)**  
15825 North 71<sup>st</sup> Street, Suite 100 \* Scottsdale, AZ 85254  
Telephone (800) 831-1086
- **Member of the Better Business Bureau**  
10101 West Greenfield Avenue, #125 \* Milwaukee, WI 53214  
Telephone (800) 273-1002
- **Member of the NCA (National Cosmetology Association)**  
401 N. Michigan Avenue \* Chicago, IL 60611  
Telephone (312) 527-6765

## **CAREER OPPORTUNITIES**

You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. As you begin, you may not know whether you prefer working with hair, skin, or nails. Enter the classroom with an open mind as you begin your program of study. The following vocations are options you may want to consider upon graduation.

### **COSMETOLOGY**

*Professional Stylist  
Skin Care Specialist  
Makeup Technician  
Nail Technician  
Platform Artist  
Product Representative  
Salon Owner or Manager  
State Board Member/Examiner*

### **AESTHETICIAN**

*Skin Care Specialist  
Makeup Technician  
Product Representative  
Salon Owner  
Salon Manager  
Platform Artist  
Theatrical Makeup Artist  
Aromatherapist  
Retail Specialist*

### **MANICURING**

*Nail Care Specialist  
Synthetic Nail Technician  
Nail Salon Manager  
Nail Salon Owner  
Platform Artist  
Product Representative  
Retail Specialist*

### **INSTRUCTOR**

*Private School Instructor  
Public School Instructor  
Product Representative  
Director of Education  
School Administrator  
Platform Artist  
Board Member/Examiner  
School Owner/Manager  
Education Consultant*

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, a cosmetology education may be a pathway to a secure income and a solid future.

## **CAREER INFORMATION FROM THE DEPARTMENT OF LABOR**

The following definitions and growth statements originated with the United States Department of Labor, Bureau of Labor Statistics.

Cosmetologists provide beauty services, such as shampooing, cutting, coloring, and styling hair. They may advise clients on how to care for their hair, straighten hair or give it a permanent wave, or lighten or darken hair color. Additionally, cosmetologists may train to give manicures, pedicures, and scalp and facial treatments; provide makeup analysis; and clean and style wigs and hairpieces. Manicurists and pedicurists, work exclusively on nails and provide manicures, pedicures, coloring, and nail extensions to clients. Aestheticians exclusively provide skin care and treatment.

In addition to their work with clients, cosmetologists, manicurists and aestheticians are expected to maintain clean work areas and sanitize all work implements. They may make appointments and keep records of hair color and

permanent wave formulas used by their regular clients. A growing number actively sell hair products and other cosmetic supplies. Those who operate their own salons have managerial duties that include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising. Overall employment of cosmetologists, aestheticians and manicurists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations, because of increasing population, incomes, and demand for personal appearance services. In addition to those arising from job growth, numerous job openings will arise from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. As a result, job opportunities generally should be good.

The programs are designed to meet the requirements of knowledge and manual skills that are expected of a professional as embodied in the above definitions.

## **CAREER EMPLOYMENT ASSISTANCE PROGRAM**

While the Academy cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in how to seek employment that includes how to write a resume, complete an employment application and prepare for an effective interview. The Academy places a great deal of emphasis on how to obtain and retain employment after graduation.

## **CAREER CONSIDERATIONS**

The Academy wants to ensure that applicants interested in pursuing a career in Hair, Nail or Skin Care consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest hair, skin, and nail care techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a stylist's chair or an aesthetician's treatment bed.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.

- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa).
- Commission scales are common practices used to pay cosmetologists, leading to a much higher pay scale after a period of several months.

## **CAMPUS PERFORMANCE STATISTICS**

The Academy tracks its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. For the calendar year 2015 the following statistics are:

Completion: 76.74%  
Licensure: 92.86%  
Employment: 87.88%

## **ADMISSIONS REQUIREMENTS**

The Academy does not discriminate in its access to our programs, its employment, admission, instruction, or graduation policies on the basis of sex, sexual orientation, disability, age, race, color, religion, or ethnic/national origin. The school does not recruit students already attending or admitted to another school offering similar programs of study.

All applicants must provide:

- Proof of High School completion (diploma, GED certificate, transcript, etc.)
- Provide photo identification

In addition to the above requirements, applicants for the Instructor's course must:

- Hold a current cosmetology license and
- Possess a minimum of 2000 hours of professional experience

## ENTRANCE PROCEDURES

Initial admissions interviews are required of all individuals to determine and establish goals, qualifications, objectives, and to view the school facilities. When appropriate, an individual may request an appointment to apply for training. At that time a complete application will be filled out along with a \$50.00 application fee.

## SPECIAL ACCOMMODATIONS

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The academy will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available. If an applicant would like to request academic adjustment or auxiliary aids, he/she must contact the Director at any time. The Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. To request accommodation, notify the Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. The Director will respond within two weeks of receiving the request.

## CREDIT FOR PREVIOUS TRAINING

Credit for previous training will be granted on an individual basis. All transfer students must provide official transcripts from an accredited school showing proof of hours of attendance and academics. Credited hours for previous training are applied at the end of the students program.

Transfer students will be charged \$11.00 per hour based on the number of training hours needed. If equipment is needed the student will be charged for all of the equipment. In most cases, will credit allowed for previous training exceed 75% of the total program length student applies for, "exceptions to this policy will be considered on an individual basis".

## FACILITY

The college's facility includes:

- 9,000 square feet of trendy, well-equipped space
- Office space for administration and education
- Guest area
- Classrooms for academic and practical training with audio/visual equipment and aids.
- A student salon with stations and tables for supervised students to serve the public
- A student lounge
- A resource center with books, periodicals, and technology for use by students and instructors

## ATTENDANCE POLICY AND SCHEDULE

If at any time a student leaves the building area, he/she **must clock out on the time clock**. If the student is leaving at an unusual time, he/she must request to leave by filling out an absent request form and receive an instructor's permission. All students are required to clock out and take their scheduled ½ - hour (30 minutes) lunch Monday thru Friday. Students are required to bring with them each day: paper, pen, pencil, notebook, textbook, workbook, or any tools needed for that day of class.

## UNITS OF INSTRUCTION AND HOURS

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Course Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and

payroll deductions, and the fundamentals of business management applicable to the program.

## NORMAL TIME TO COMPLETION

In order to budget and plan accordingly, students should have a reasonable expectation of time it may take to complete a program. A limited number of days are scheduled to allow students to make up missed hours as necessary for state licensing purposes, program lengths for full time and part time schedules are stated in weeks. These include estimated days the school is closed for holidays, inclement weather, special events, and staff development. \*See Consumer Information

**\*Class offerings may vary check for availability**

## CLASS SCHEDULES

<b>Cosmetology Full Time Schedule</b>	<b>Monday-Friday</b>	<b>9:00 am-4:30 pm</b>	<b>7hrs/day</b>
<b>Cosmetology Part Time Schedule*</b>	<b>Monday-Thursday</b>	<b>5:30 pm-9:00 pm</b>	<b>3.5hrs/day</b>
	<b>Saturday</b>	<b>9:00 am-3:00 pm</b>	<b>6hrs/day</b>
<b>Manicuring Full Time Schedule*</b>	<b>Monday-Friday</b>	<b>9:00 am-4:30 pm</b>	<b>7hrs/day</b>
<b>Aesthetician Full Time Schedule*</b>	<b>Monday-Friday</b>	<b>9:00 am-4:30 pm</b>	<b>7hrs/day</b>
<b>Instructor Part Time Schedule*</b>	<b>Monday-Friday</b>	<b>9:00 am-12:00 pm</b>	<b>3hrs/day</b>
<b>Instructor Full Time Schedule*</b>	<b>Monday-Friday</b>	<b>9:00 am-4:30 pm</b>	<b>7hrs/day</b>

## SEVERE WEATHER

Due to inclement weather, Academy of Cosmetology will determine closures in accordance with the Janesville public schools for delays or closings. Students should listen to WJVL 99.9 FM for necessary information.

## EMERGENCY RESPONSE, TIMELY WARNING AND EVACUATION PROCEDURES

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of the Academy of Cosmetology, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The warning will be issued through the institution e-mail/text system to students and staff of the Institution. The institution has a "Safety Procedure" in place for evacuation of the Institution in the case of an emergency, fire, tornado, illness, or other threat.

## STAFF DEVELOPMENT

Students are dismissed at 1:00 p.m. on the first Thursday of each month for the purpose of staff development. This time is calculated into the student's scheduled hours and has no negative impact on the student's scheduled graduation date or extra-instructional charges. Changes to the schedule will be announced in advance to students as applicable.

## TARDINESS/EXCUSED ABSENCES

Students are allowed to clock in 5 (five) minutes early and up to 5 (five) minutes late upon arriving to school. If a student does not clock in by 9:05 am, or 5:35 pm, depending on his or her class schedule, he/she cannot clock in until the next school day. In the beauty industry

it is very important to be on time. We will take inclement weather into consideration. To be considered an excused absence, and return to school that day, students must present supporting documentation.

Bear in mind that all tardiness and absences will impact your graduation date and could result in additional tuition charges at the end of the program.

## LEAVES OF ABSENCE

A student may request a leave of absence. All leaves must be approved by the school's administration. Students will return from the leave in the same progress status that applied at the commencement of the LOA.

Each student's approved leaves may not exceed a combined total of 180 days within any twelve-month period, per the Department of Education. It is Academy of Cosmetology's policy that a leave of absence will not be considered for approval for any period less than seven (7) consecutive days and may not exceed thirty (30) consecutive days, students may only take up to four (4) separate leaves within an enrollment period. Medical Leaves will be the only exception to the limit of (4) leaves.

## CURRICULUM

All courses offered at the Academy are measured in clock hours and offered in English only. All courses follow similar procedures in that the same instructional methods apply and the same grading policy is followed. These policies are considered an integral part of each course outline contained in this section of the catalog. The education is designed to be learner-centered and discovery-oriented in order to channel the talents of each student toward a successful career.

## GRADING AND MAKEUP WORK POLICY

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 considered as satisfactory or better. The computer system will reflect completion of the practical assignment as a 100% rating and track practical assignments quantitatively toward graduation (not as an element of Satisfactory Progress). 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. Students must maintain a cumulative grade average of 80% and complete a final written and practical exam with a cumulative grade average of 80% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Percentage	Ranking
90 – 100:	Above Average
80 – 89:	Passing/Satisfactory
75 – 79	Marginal/Poor
Below 75:	Unsatisfactory/Failure

Students must complete all written and skills tests with a cumulative average grade of 80% in order to be qualified to take the Wisconsin Cosmetology, Manicuring, Aesthetics, or Instructor State Board Examination.

## INSTRUCTIONAL METHODS

Lecture, demonstration, group discussion and discovery, role-playing, field trips, guest speakers, mind mapping, peer coaching, projects, and activities are used to teach the course and/or program.

**REFERENCES:** A comprehensive resource of references, periodicals, books, texts, DVD and audio/video are used to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these materials.

**MOCK STATE BOARD** Students will be required to furnish a mannequin for the practical portion of this exam. All equipment or supplies will be furnished by the student. The Instructor will inform all students when and where the written and practical exam will take place close to the end of their training. Since these exams serve as a comprehensive school final, students must achieve an 80% cumulative written and practical grade before they can graduate.

## COPYRIGHTED MATERIALS POLICY AND SANCTIONS

Unauthorized distribution of copyrighted material including peer-to-peer file sharing and the unauthorized use of the Institution's information and its technology systems may subject a student to civil and criminal liabilities and penalties of federal copyright laws.

Students engaging in unauthorized use of copyrighted materials, including peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system may face termination from the institution. In addition, the students may face criminal penalties as summarized below. This is not all-inclusive, and the student needs to be aware of the severe sanction because of violating these policies. Copyright infringement is the act of exercising, without permissions or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Codes)> These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil and copyright infringement, may be ordered to pay either actual damages of "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For detail, see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information see the Web site of the U>S> Copyright Office at [www.copyright.gov](http://www.copyright.gov).



# COSMETOLOGY COURSE OUTLINE

1800 HOURS

## DESCRIPTION

Cosmetology is an art, science, and a business. It is a course intended to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure, and for competency in job entry-level positions in Cosmetology or related career field.

## INSTRUCTIONAL METHODS

Lecture, demonstration, group discussion and discovery, role-playing, field trips, guest speakers, mind mapping, peer coaching, projects, and activities are used to teach the course and/or program.

## REFERENCES

A comprehensive resource of references, periodicals, books, texts, DVD and audio/video are used to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these materials.

## GRADING AND MAKEUP WORK POLICY

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 considered as satisfactory or better. The computer system will reflect completion of the practical assignment as a 100% rating and track practical assignments quantitatively toward graduation (not as an element of Satisfactory Progress). 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. Students must maintain a cumulative grade average of 80% and complete a final written and practical exam with a cumulative grade average of 80% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Percentage	Ranking
90 – 100:	Above Average
80 – 89:	Passing/Satisfactory
75 – 79	Marginal/Poor
Below 75:	Unsatisfactory/Failure

Students must complete all written and skills tests with a cumulative average grade of 80% in order to be qualified to take the Wisconsin Cosmetology, Manicuring, Aesthetician, or Instructor State Board Examination.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communications skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, lightening, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Apply learned theory, technical information and related matter to assure sound judgments, decisions, and procedures.
6. Master necessary subject material and have fulfilled 1800 clock hours required by the Cosmetology board of Wisconsin to take the Cosmetology Examination for licensure.
7. Demonstrate the necessary skill level to enter the workforce in a beauty salon.

## SUBJECTS

	Lecture Hours	Clinic Hours	Total Hours
Hygiene, grooming & personal development	10	0	10
Bacteriology, sterilization & sanitation	20	20	40
Tools, equipment & implements (identification & usage)	3	9	12

Haircutting, hair tapering (clipper cuts), razor cutting hairstyling, curling, thermal waving, finger waving, roller setting, pin curl placement, blow dry, shampoo, scalp & hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts	150	450	600
Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching & chemistry	190	400	590
Shaving, beard & mustache shaping, trimming, Superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy	35	60	95
Manicuring, pedicuring, including artificial nails	10	25	35
Anatomy and physiology of the hair, skin and nails, Disorders of the hair, skin, scalp and nails	50	0	50
Product knowledge, product use and sales, preparing and consulting with customer for services.	45	0	45
Laws, rules, professional ethics and history of cosmetology	18	0	18
Individual student needs, industry trends, electives (e.g. record keeping, tax deductions from payroll, mathematics, communications, human relations, public relations, first aid, etc)	117	188	305
<b>TOTAL HOURS</b>	<b>648</b>	<b>1152</b>	<b>1800</b>

## **COSMETOLOGIST LICENSURE REQUIREMENTS**

A person is eligible to receive a license as a Cosmetologist if they have completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the Board which determines his/her fitness to receive a license. Unlicensed work is prohibited by the state and could result in fines or inability to obtain a license.

## MANICURING COURSE OUTLINE

300 HOURS

### DESCRIPTION

Manicuring is a course intended to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in nail technology or related career fields.

### INSTRUCTIONAL METHODS

Lecture, demonstration, group discussion and discovery, role-playing, field trips, guest speakers, mind mapping, peer coaching, projects, and activities are used to teach the course and/or program.

### REFERENCES

A comprehensive resource of references, periodicals, books, texts, DVD and audio/video are used to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these materials.

### GRADING AND MAKEUP WORK POLICY

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 considered as satisfactory or better. The computer system will reflect completion of the practical assignment as a 100% rating and track practical assignments quantitatively toward graduation (not as an element of Satisfactory Progress). 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. Students must maintain a cumulative grade average of 80% and complete a final written and practical exam with a cumulative grade average of 80% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Percentage	Ranking
90 – 100:	Above Average
80 – 89:	Passing/Satisfactory
75 – 79	Marginal/Poor
Below 75:	Unsatisfactory/Failure

Students must complete all written and skills tests with a cumulative average grade of 80% in order to be qualified to take the Wisconsin Cosmetology, Manicuring, Aesthetics, or Instructor State Board Examination.

**OBJECTIVES:** Upon completion of the course, the graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self confidence
- Practice effective communication, skills, visual poise, and proper grooming
- Respect the need to deliver worthy service
- Perform the basic manipulative skills in all phases of nail care
- Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures
- Master necessary subject material and have fulfilled 300 clock hours required by the Cosmetology Board of Wisconsin to take the Manicuring Examination for licensure
- Demonstrate the necessary skill level to enter the workforce in a beauty salon or nail salon

<b>SUBJECTS</b>	<b>Lecture Hours</b>	<b>Clinic Hours</b>	<b>Total Hours</b>
Introduction, laws, codes, bookkeeping, business management, history and ethics, tax deductions from payroll	36	0	36
Safety, sanitation, sterilization, first aid, bacteriology	10	25	35
Nails & skin disorders	24	10	34
Anatomy & Physiology	18	8	26
Manicuring & Pedicuring Including Artificial Nails	24	112	136
Introduction to advertising	12	0	12
Individual student needs and electives: (Hours may include structured visits conducted by the school outside of the classroom at one or more barbering and cosmetology or manicuring establishment.)	7	14	21
<b>TOTAL HOURS</b>	<b>131</b>	<b>169</b>	<b>300</b>

### **MANICURING LICENSURE REQUIREMENTS**

A person is eligible to receive a manicuring license if they have completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the Board which determines his/her fitness to receive a license. Unlicensed work is prohibited by the state and could result in fines or inability to obtain a license.

## AESTHETICIAN COURSE OUTLINE

450 HOURS

### DESCRIPTION

Aesthetics is a course intended to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in the aesthetician or related fields.

### INSTRUCTIONAL METHODS

Lecture, demonstration, group discussion and discovery, role-playing, field trips, guest speakers, mind mapping, peer coaching, projects, and activities are used to teach the course and/or program.

### REFERENCES

A comprehensive resource of references, periodicals, books, texts, DVD and audio/video are used to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these materials.

### GRADING AND MAKEUP WORK POLICY

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 considered as satisfactory or better. The computer system will reflect completion of the practical assignment as a 100% rating and track practical assignments quantitatively toward graduation (not as an element of Satisfactory Progress). 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. Students must maintain a cumulative grade average of 80% and complete a final written and practical exam with a cumulative grade average of 80% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Percentage	Ranking
90 – 100:	Above Average
80 – 89:	Passing/Satisfactory
75 – 79	Marginal/Poor
Below 75:	Unsatisfactory/Failure

Students must complete all written and skills tests with a cumulative average grade of 80% in order to be qualified to take the Wisconsin Cosmetology, Manicuring, Aesthetics, or Instructor State Board Examination.

**OBJECTIVES:** Upon completion of the course, the graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self confidence
- Practice effective communication, skills, visual poise, and proper grooming
- Respect the need to deliver worthy service
- Perform the basic manipulative skills in all phases of aesthetics
- Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures
- Master necessary subject material and have fulfilled 450 clock hours required by the Cosmetology Board of Wisconsin to take the Aesthetics Examination for licensure
- Demonstrate the necessary skill level to enter the workforce in a salon offering Aesthetics products and care

<b>SUBJECTS</b>	<b>Lecture Hours</b>	<b>Clinic Hours</b>	<b>Total Hours</b>
Introduction, laws, codes, bookkeeping, business management, history and ethics tax deductions from payroll	26	0	26
Safety, sanitation, sterilization	30	20	50
Anatomy & Physiology	30	0	30
Chemistry, treatments & process	24	0	24
Treatment – product & techniques	32	96	128
Electricity, machines & equipment	10	35	45
Make-up and color analysis	12	20	32
Individual student needs and electives (Hours may include structured visits conducted by the school outside of the classroom at one or more barbering and cosmetology or aesthetics establishment.)	65	50	115
<b>TOTAL HOURS</b>	<b>229</b>	<b>221</b>	<b>450</b>

### **AESTHETICIAN LICENSURE REQUIREMENTS**

A person is eligible to receive a license as an Aesthetician if they have completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the Board which determines his/her fitness to receive a license. Unlicensed work is prohibited by the state and could result in fines or inability to obtain a license.

## INSTRUCTOR COURSE OUTLINE

150 HOURS

### DESCRIPTION

The primary purpose of the Instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in job entry-level employment as an instructor or related career avenue.

### INSTRUCTIONAL METHODS

Lecture, demonstration, group discussion and discovery, role-playing, field trips, guest speakers, mind mapping, peer coaching, projects, and activities are used to teach the course and/or program.

### REFERENCES

A comprehensive resource of references, periodicals, books, texts, DVD and audio/video are used to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these materials.

### GRADING AND MAKEUP WORK POLICY

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 considered as satisfactory or better. The computer system will reflect completion of the practical assignment as a 100% rating and track practical assignments quantitatively toward graduation (not as an element of Satisfactory Progress). 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. Students must maintain a cumulative grade average of 80% and complete a final written and practical exam with a cumulative grade average of 80% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Percentage	Ranking
90 – 100:	Above Average
80 – 89:	Passing/Satisfactory
75 – 79	Marginal/Poor
Below 75:	Unsatisfactory/Failure

Students must complete all written and skills tests with a cumulative average grade of 80% in order to be qualified to take the Wisconsin Cosmetology, Manicuring, Aesthetician, or Instructor State Board Examination.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**Prerequisites:** Student must hold a current cosmetology or managers license & possess a minimum of 2000 hours of working experience.

<b>SUBJECTS</b>	<b>Lecture Hours</b>	<b>Clinic Hours</b>	<b>Total Hours</b>
Orientation, Goals, rules & review of curriculum	14	0	14
Teaching Skills			
Objectives, competencies, methods, lesson Planning, teaching techniques in the student salon, interpersonal relations, evaluation and grading principles, development and use of teaching aids, student motivation and learning	64	0	64
Facilitating/Managing Skills			
Classroom management, communications, Academic advising, record keeping, safety/first aid	32	0	32
Supervised Teaching (prerequisite: 1, 2,3)			
Practical applications on the clinic floor and basic skills of practical teaching techniques	40	0	40
<b>TOTAL HOURS</b>	<b>150</b>	<b>0</b>	<b>150</b>

### **LICENSURE REQUIREMENTS**

A person is eligible to receive a license as a Cosmetology Instructor if they have completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the Board which determines his/her fitness to receive a license. Instructors may be required to complete applicable hours of continuing education for license renewal, be sure to check your state requirements.



## **GRADUATION REQUIREMENTS**

The student must meet the following academic and financial obligations:

- Complete the required hours mandated by the Wisconsin Dept. of Safety and Professional Services.
- Complete all final written and practical exams.
- Maintain a cumulative GPA of 80%.
- Pay all tuition and fees due the Academy of Cosmetology or Make arrangements for satisfactory payments under the payment policy.
- Return locker key (if applicable) and have locker inspection.

Upon graduation from the Academy of Cosmetology the student will receive a certificate of completion, which determines the eligibility to apply for the state exam. For up to date state exam fees, refer to the Wisconsin Department of Safety and Professional Services website, <http://www.pearsonvue.com/wi/cos>.

## **TRANSCRIPTS**

An academic transcript will be given to each student upon completion of the program and satisfaction of all obligations to the school have been met. Additional transcripts will be provided at a cost of \$10.00 each.

## **STANDARDS OF PROFESSIONALISM AND GENERAL POLICIES CONDUCT**

Students are required to comply with all school regulations, as embodied herein, which will again be outlined at Orientation. Those who fail to observe these regulations, or fail to maintain the ordinary accepted rules of conduct, may be required to withdraw.

The School reserves the right to terminate any student who fails to maintain passing grades; fails to return from an approved Leave; is excessively

## **RULES AND REGULATIONS**

1. Any Student taking a prescribed medication, which may interfere with a student's reflexes, cause drowsiness or any other functional side effect must have a statement of release from their Doctor that they may perform services on others. Any student taking over-the-counter medication that creates any side effects must inform their instructor, who may, in the Instructor's discretion, reassign the student.
2. Students must display good manners at all times to clients, fellow students, and instructors.
3. Students must report to assigned area with the proper equipment needed for each day.
4. Students are only authorized to provide services on clients/guests at the school under the supervision of a licensed instructor after having been determined competent.
5. All services MUST be approved by an Instructor, or credit will not be given.
6. Students are not allowed to refuse an assigned client service.
7. Students are responsible for informing the office of changes in address, phone number, or name.
8. Students are prohibited from socializing with staff after school hours.
9. Supplies are necessary. However, they add to the cost of doing business. Therefore, they should

absent or tardy; fails to attend for five (5) consecutive school days; fails to pay tuition; maliciously damages School property (the student will be held liable for malicious damages); engages in unlawful or improper conduct or conduct contrary to the best interests of the School and its students; or any conduct that reflects discredit upon the School; demonstrates disruptive behavior or fails to comply with established rules and procedures while in class.

## **DRESS CODE**

The following dress code is mandatory. Not being in compliance with the dress code will result in being sent home to change. Students must come to school with hair and make-up in place to maintain a professional appearance.

Students must wear ALL black clothing, students are issued 3 short sleeve T-shirts and 1 apron, students may purchase additional T-shirts. Bottoms must be all black, skirts or capris must measure to the knee. No denim jeans, or exercise clothing, if wearing leggings students must wear a top, (black) that extends to the tips of fingers under their T-shirts. Instructors will occasionally announce a "blue jean day" or Professional Dress Day that will not require students to be in dress code. Thong, shower shoes, or knitted boots or slippers of any type are not allowed. Heels on shoes must be no more than 2 inches high. (The school is not responsible in any way for accidents and /or injuries that might occur by wearing inappropriate footwear or by not wearing socks or nylons). Students must wear an I.D. badge/name tag. Loss of I.D. badge/name tag will require the student to purchase replacements. Student appearance is to be professional at all times. If buttons or snaps are missing, they are to be repaired by the student. If aprons are not kept clean and repaired, the student can be sent home until such repairs are made.

be used sparingly and not wasted. All supplies must be kept neat and clean in their proper storage area.

10. Students assigned to the Dispensary are to keep it in a clean and orderly manner, including all the duties they are assigned to.
11. Smoking is permitted only in designated areas.
12. Students are responsible for their appearance, their kits and work areas in the classroom.
13. Students are responsible for cleaning up after themselves, keeping their work station and surrounding area neat and clean at all times. All students will be assigned a daily duty. Each student is responsible for completion of the assigned duty.
14. Cell phones and electronics must be turned off & kept out of sight of staff & clients while clocked in, unless approved by faculty, students are prohibited from charging cell phones during school hours.
15. No food or liquid is permitted in student salon or media room, unless authorized by faculty.
16. Stickers, hooks, signs, or writing on locker and/or rollabout is prohibited.
17. No over-stuffing of lockers is allowed as doing so may cause permanent damage.
18. Loss of locker key will result in a replacement fee of \$10.00
19. Damage to lockers will be repaired at the student's expense.
20. Students are prohibited from any conduct that reflects discredit upon the school.
21. Students are prohibited from forging staff signatures/initials or falsifying school records.
22. Students are prohibited from littering or defacing school property. Any damage to the building by the student (s) shall:
  - a. Accidental: Be responsible for the repair.
  - b. Intentional: Be immediately suspended and charged for the repair and labor.
23. Students must provide models for all practical exams, at no charge to the model.
24. Each student is expected to model for another student for assigned classroom projects and lessons. Failure to do so will result in loss of hours in that subject.
25. All student services will be paid for by students prior to service. Payment shall be made to an Instructor or staff member in charge of the front desk for the service.
26. Eating, gum chewing or reading of any material other than course related is not permitted in class or on the student salon floor, students must stay actively engaged with activities related to the program attending.
27. NO profanity, vulgarity or disruptive behavior towards fellow students, staff or client.
28. NO personal phone calls unless authorized by a staff member.
29. Students will park along the side of the building, in back parking lot or along side streets, AOC does not guarantee parking. No cars may block traffic while parked in parking lot. Personal vehicles are not to be left in parking lot after hours.

## **SAFETY**

All students are encouraged to take an active role in maintaining a safe environment. To avoid accidents, injuries, or falls, all present are to take the following measures:

1. Use equipment properly.
2. Follow manufacturer's instructions when using chemical products.
3. Wipe all spills immediately.
4. Dispose of small objects found on floor.
5. Assist elderly and/or handicapped guests.
6. Keep all aisles and work areas free from personal items and/or debris.
7. Report any building or equipment safety hazards to personnel immediately.
8. Keep coats in designated areas (never hung on rollabouts or back of chair).
9. Never leave guests unattended during a service.
10. Do not take breaks while processing a chemical service on a guest unless authorized by an instructor.

## PHOTO AND TESTIMONIAL POLICY

Academy of Cosmetology is authorized to reproduce and publish photos taken of students during and after their enrollment, as well as any testimonials provided by student, for the purpose of marketing the school and/or business-related consumer information. Students or graduates may rescind this authorization in writing.

## DISCIPLINARY POLICIES

Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions.

**PROBATION:** A student may be placed on probation for a specified time for any infraction of the Standards of Conduct. If the student does not correct the problem, he/she will be placed on a second probation. If the problem is not corrected during the second probationary period, he/she may be suspended for three days or dismissed permanently at the discretion of the school administration.

**SUSPENSION:** Enrollment may be immediately suspended for three days for infraction of the Standards of Conduct or General Policies at the discretion of the school administration.

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

- Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- Non-conformance with the state laws and regulations governing schools and students
- An action that causes or could cause bodily harm to a client, student or employee of the school
- Theft
- Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- Immoral or improper conduct
- Willful destruction of school property

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management by means of the school's Grievance Procedure. Concerns not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

## SUPPORT SERVICES

### STUDENT GRIEVANCE POLICY

Students are encouraged to inform the staff and administration of any concerns/complaints they may have regarding their education. Generally, items of an academic nature should be brought to the attention of the Instructor or Director of Education. Items of a more general nature should be directed to the administrative offices. Serious complaints must be submitted in writing to the school's Director/Owner, Fern Michaels.

Within 10 days of receipt of a written complaint, a meeting will take place between a school representative and the complainant. Written documentation of this meeting shall be provided to the complainant. If the problem cannot be resolved through discussion, the complaint will be referred to the schools complaint committee. The complaint committee shall meet within twenty-one (21) calendar days of receipt of the original complaint and review the allegations. If more information from the complainant is needed, a letter outlining the additional information will be requested. If no further information is needed, the complaint committee shall act on the allegations and a letter will be sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

After fulfilling the above procedures, if the complainant wished to pursue the matter further, he/she may contact the Wisconsin Department of Safety and Professional Services, 1400 Washington Ave., Madison, Wisconsin, 53703. Telephone 608-266-2112.

## COUNSELING AND TUTORING

Students receive at least two formal progress reports throughout the program of study. Reports include how the student is performing in attendance, academic learning and practical skills as well as their professionalism. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Information and advice regarding licensing regulations, reciprocity, employment, continuing education opportunities, and financial assistance is available to students as it is needed. The administration office has a list of agencies for referral if a student needs other professional assistance. Academy of Cosmetology's instructors will provide special advising and/or tutoring at the school during school hours to assist students with their studies.

## PRIVACY AND FILE ACCESS POLICY

In compliance with the Family Educational Rights and Privacy Act of 1974 the school follows policies that:

- a) guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records;
- b) require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law;
- c) do not allow publication of "directory information" about students;
- d) provide and permit access to student and other school records as required for any accreditation process initiated by the institution

Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for a minimum of three years after graduation or termination.

The school must make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

## VACCINATION POLICY

No vaccinations are required.

## STUDENT PROPERTY

Academy of Cosmetology is not responsible for any student equipment or personal belongings. Academy of Cosmetology provides lockable lockers to secure personal belongings. Once a student is no longer enrolled at Academy of Cosmetology, he/she must remove all personal equipment and belongings within 30 days from the end of their enrollment. If any personal equipment is left at the school for a period exceeding 30 days from the end of their enrollment, it shall be considered abandoned and become property of the school.

## VOTER REGISTRATION POLICY

The **National Voter Registration Act of 1993** also known as **The Motor Voter Act**, allows for registration when a qualifying voter applies for or renews their driver's license or applies for social services.

## FINANCIAL INFORMATION

### TUITION

Tuition and related fees for all courses offered within our curricula can be found in the attached Appendix B.

**Methods of Payment:** Cash, credit card, money order, check, Title IV, loan, debit card

### Eligible students:

- May apply for in-house tuition funding
- Financial Aid is available for those who qualify

### FINANCIAL AID

Financial Aid is available for those who qualify.

Details concerning application procedures and application forms are available at the Admissions Office of the School. Academy of Cosmetology participates in the following Programs:

- Pell Grants
- Direct Loans
- In House monthly tuition payment plans with no interest, (please note interest and/or fees may be applied to over contract tuition)

### OUTSIDE GRANTS AND SCHOLARSHIPS

Many businesses, religious, and civic organizations provide scholarships and grants for post-secondary educational pursuits. This is an area, which is often over looked. Therefore, you should speak to people such as your high school guidance counselor to obtain more information. Another sector to check is local hair salons. You might be able to convince a salon owner to provide you with a scholarship if you agree to work for the salon after you have finished your education.

### PAYMENT POLICY

A student who is not able to continue with the payment schedule as agreed in their contract may, in writing, request a meeting with the Financial Aid Director or Financial Aid Representative. The student will present, in writing, their financial situation and request for new payment arrangements to the Financial Aid Director. The student and the Financial Aid Director will review the information given by the student, and together they will develop arrangements for future payments. These arrangements will be signed by both the student and the Financial Aid Director or Representative, a copy will be given to the student and the original will be placed in the student's file.

## **INCOMPLETE ENROLLMENTS ENROLLEE'S RIGHT TO CANCEL**

**You may cancel this agreement by mailing or delivering a notice to Academy of Cosmetology, 2310 W. Court Street, Janesville, WI 53548, before midnight on the third business day after you signed the agreement. "Business day" means any calendar day except Saturday & Sunday, and except the following business holidays: New Years Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. If you wish, you may use a blank page and write "I hereby cancel" on it and add your name and address.**

## **REFUND POLICY**

Our Refund Policy is based upon the following:

(1) Full Refund. A school's or specialty school's refund policy shall provide for a full refund of all money paid by a student, except for a non-refundable application fee of no more than \$50.00, if:

(a) The student cancels the enrollment agreement or enrollment application within 3 business days after receipt of notice of acceptance from the school or specialty school; or,

(b) The student was accepted for enrollment but was unqualified for entrance; or,

(c) The student's enrollment was procured as the result of any written or oral misrepresentations made by the school or specialty school or its agents.

(2) Partial Refund.

(a) In the subsection, "percentage of enrollment time" means the number of class days elapsed from the start of the student's attendance until the student's last date of attendance divided by the total number of class days required to complete the course of instruction.

(b) If, for any reason, a student withdraws or is dismissed by the school or specialty school prior to the commencement of classes, the charge may not exceed 15% of the total cost of the course of instruction or \$100.00, whichever is less.

(c) If, for any reason, a student withdraws or is dismissed by the school or specialty school after the commencement of classes, the school's or specialty school's refund policy may not permit any charge to the student which exceeds \$150.00 plus the amount shown below in the "Partial Refund." In no case may the charge to the student exceed the total cost of the course of instruction.

(3) Equipment Fees. A school or specialty school shall reimburse the cost of the unused equipment or supplies that a student was required to purchase as a condition of enrollment or continued participation in the course of instruction to a student who, for any reason, withdraws or is dismissed by the school or specialty school and who, within 15 days of withdrawal or dismissal, tenders for reimbursement the equipment and supplies in their original condition.

(4) School Closing. If a school or specialty school closes or terminates a program and no longer offers instruction in a program in which a person is enrolled, the person shall be entitled to a prorated refund of the total cost of the course of instruction. No such refund may defeat any person's claim to indemnification to which he or she is otherwise entitled under the bond required by s.RL61.06.

(5) Refund Deadline. A school or specialty school shall make any refunds due to a student or enrollee within 30 days of the date the school or specialty school dismisses the student or enrollee or receives notice of withdrawal, or of the school or specialty school closing.

### Withdrawal/Cancellation

1. You may terminate this agreement at any time.

2. If you terminate this agreement within three business days whether or not you started training, you will receive a refund of all monies paid, with the exception of the non-refundable application fee.

3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, with the exception of the non-refundable application fee.

### Partial Refund

4. If you terminate this agreement after attending between 0.1% - 5.0% of the total program length, you will be responsible for paying 20% of the total tuition, plus the non-refundable application fee, plus the non-refundable amounts paid for books and supplies, plus a \$100.00 withdrawal fee. Any amounts paid over and above these charges will be refunded.

5. If you terminate this agreement after attending between 5.1% - 10% of the total program length, you will be responsible for paying 30% of the total tuition, plus the non-refundable application fee, plus the non-refundable amounts paid for books and supplies, plus a \$100.00 withdrawal fee. Any amounts paid over and above these charges will be refunded.

6. If you terminate this agreement after attending between 10.1% - 15.0% of the total program length, you will be responsible for paying 40% of the total tuition, plus the non-refundable application fee, plus the non-refundable amounts paid for books and supplies, plus a \$100.00 withdrawal fee. Any amounts paid over and above these charges will be refunded.

7. If you terminate this agreement after attending between 15.1% - 25.0% of the total program length, you will be responsible for paying 45% of the total tuition, plus the non-refundable application fee, plus the non-refundable amounts paid for books and supplies, plus a \$100.00 withdrawal fee. Any amounts paid over and above these charges will be refunded.

8. If you terminate this agreement after attending between 25.1% - 50.0% of the total program length, you will be responsible for paying 70% of the total tuition, plus the non-refundable application fee, plus the non-refundable amounts paid for books and supplies, plus a \$100.00 withdrawal fee. Any amounts paid over and above these charges will be refunded.

9. If you terminate this agreement after attending more than 50.1% of the total program length, you will be responsible for paying the total tuition & fees.

10. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is postmarked & mailed to 2310 West Court Street, Janesville, WI 53548 or delivered by person to the school.

The last day of attendance will be used to determine all charges. Amounts paid for used Books and Supplies are non-refundable. All refunds will be made within 30 days of the date that it is determined that the student terminated, which will be within 10 (ten) days of the students last day of attendance. The non-refundable application fee is \$50.00.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled whether participating in Title IV programs or not. 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.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900,1350	clocked (actual) hours
Manicuring	150, 300	clocked (actual) hours
Aesthetician	225, 450	clocked (actual) hours
Instructor	75, 150	clocked (actual) hours

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

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

Academy of Cosmetology also reviews student progress by means of a monthly report distributed to each student. Please note: this monthly report does not replace the evaluation that is required to be conducted at the end of the evaluation period.

## **ATTENDANCE PROGRESS EVALUATIONS**

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

### **MAXIMUM TIME FRAME**

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

#### **COURSE**

***Cosmetology*** (Full time)-1800 HOURS

***Cosmetology*** (Part time)-1800 HOURS

#### **MAXIMUM TIME ALLOWED**

77 WEEKS

135 WEEKS

#### **SCHEDULED HOURS**

2700

2700

#### **COURSE**

***Manicuring*** – 300 HOURS

#### **MAXIMUM TIME ALLOWED**

13 WEEKS

#### **SCHEDULED HOURS**

450

**COURSE**

***Aesthician*** – 450 HOURS

**MAXIMUM TIME ALLOWED**

20 WEEKS

**SCHEDULED HOURS**

675

**COURSE**

***Instructor*** – Full Time – 150 HOURS

***Instructor*** – Part Time – 150 HOURS

**MAXIMUM TIME ALLOWED**

5 WEEKS

10 WEEKS

**SCHEDULED HOURS**

225

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when considered as satisfactory or better. The computer system will reflect completion of the practical assignment as a 100% rating and track practical assignments quantitatively toward graduation (not as an element of Satisfactory Progress). 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. Students must maintain a written grade average of 80% 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:

Percentage	Ranking
90 – 100	Above Average
80 – 89	Passing/Satisfactory
75 – 79	Marginal/Poor
Below 75	Unsatisfactory/Failure

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

## **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 at the time of withdrawal.

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which student may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## **NONCREDIT AND REMEDIAL COURSES**

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.



## **COURSE COSTS AND PAYMENT TERMS**

Monthly payment plans are available to cover unfunded balances (see payment policy).

Each course has been scheduled for completion within an allotted time frame which provides for a grace period equivalent to approximately 10% of the contracted hours. The academy has reserved space, equipment, and licensed instructors for you. If a student does not graduate by the date the grace period ends, additional training needed will be billed at \$10.00 per hour per scheduled/elapsed hour until all required hours are completed. The student's hours will not be released until full payment has been received or arrangements under the payment policy have been agreed upon by the Director and the student.

### **COSMETOLOGY**

Application Fee	50.00
Tuition	18000.00
Kit (Books & Supplies)	2797.00 *
<b>TOTAL</b>	<b>\$20,847.00</b>

### **MANICURING**

Application Fee	50.00
Tuition	3900.00
Kit (Books & Supplies)	600.00 *
<b>TOTAL</b>	<b>\$4,550.00</b>

### **AESTHETICIAN**

Application Fee	50.00
Tuition	5850.00
Kit (Books & Supplies)	650.00 *
<b>TOTAL</b>	<b>\$6,550.00</b>

### **INSTRUCTOR**

Application Fee	50.00
Tuition	1950.00
Kit (Books)	325.00 *
<b>TOTAL</b>	<b>\$2,325.00</b>

\*Cost of Kit (Books & Supplies) subject to change due to increase of cost from suppliers.

## **ADMINISTRATION and FACULTY**

School Owner/Director/Financial Aid Dir.

Fern Michaels

Financial Aid Representative

Vicki Shelton

Admissions Rep/Career Services

Trisha Hoffmann

Tiffany Michaels

Fern Michaels

Director of Education/Instructor

Instructors

Hayley Beard

Lisa Rubo

Sub-Instructors

Tonya Stephan

Fern Michaels

## **CLASS START CALENDAR AND HOLIDAYS**

The Academy of Cosmetology operates on a daily basis throughout the year, except for the following:

Memorial Day, Fourth of July Week, Labor Day, Thanksgiving Day/Friday/Saturday, Christmas Week, (Days will be declared annually), New Years Day. Additional Holidays may be declared at any time in the future.

### **CLASS START DATES**

Cosmetology:

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

Aesthetician:

New courses are offered based upon enrollment and demand.

Manicuring:

New courses are offered based upon enrollment and demand.

Instructor:

New courses are offered based upon enrollment and demand.

Course offerings and schedules vary based on demand, class enrollment, staff availability, and other considerations.

## **SURETY BOND**

Academy of Cosmetology is bonded through Tricor Insurance Company, Bond # 0469790. This bond is conditioned to provide indemnification to any student or enrollee of the school or specialty school, or the parent, guardian, or sponsor of such a student or enrollee who suffers any loss or damage as a result of the following:

1. Fraud or misrepresentation by the school or specialty school;
2. Violation of any state administrative rule, statute or school policy relating to the licensing or operation of a school or specialty school;
3. A student or enrollee's inability to complete the course or courses of instruction because the school or specialty school failed to perform its contractual obligations to the student or enrollee; or
4. A student or enrollee being refused a tuition refund to which he or she is entitled.

If a student or enrollee wants to make a claim against the bond, the student or enrollee must write the bonding company at the address listed below to inform the company of the student's or enrollee's complaint:

National Specialty Ins.  
6410 Enterprise Lane, Suite 300  
Madison, WI 53719-1143

## Consumer Information

Academy of Cosmetology

2310 W. Court St.

Janesville, WI 53548

OPEID # 041186

### Cosmetology Program – U.S. Department of Education CIP Code 12.0401

- Award Year - 2014/2015
- Credential Level – 01: Undergraduate Certificate
- Program Completion in Normal Time – 13 Months

Total Students that completed the Cosmetology Program between July 1, 2014 and June 30, 2015 = 37, of the 37 completers, 6 students completed by attending within 13 months, of Normal Time Completion, 7 students completed by attending within 14 months, The remaining students completed within 150% of the program length.

- Median Title IV Loan Debt - \$11,878.00
- Median Non-Title IV Loan Debt - \$0.00
- Median Institutional Loan Debt - \$0.00
- **U.S. Department of Labor's standard Occupational Classification SOC Code** – 39-5012.00 For information regarding occupations visit The Department of Labor's O\*NET at [onetonline.org/link/summary/39-5012.00](http://onetonline.org/link/summary/39-5012.00)
- Job Placement Rate for 2015 based on NACCAS standards – 87.88%
- Accrediting agency name: National Accrediting Commission of Career Arts & Sciences
- Who is included: All students that were scheduled to complete for the calendar year
- What type of jobs were these students placed in: Only the jobs within the field of study
- Positions that recent completers were hired for include: Cosmetologists and barbers
- When were the former students employed: This rate is based on completers who were employed from 5 to 180 days of completion at the time of survey
- How were completers tracked: Social media, phone, surveys

### Tuition and Fees: Cosmetology Program

Application Fee	\$ 10.00
Tuition	\$18,000.00
*Kit	\$ 2,797.00*
TOTAL	\$20,807.00

Room & Board n/a (Academy of Cosmetology does not offer on-campus living)

URL for Academy of Cosmetology cost information is available on the institutions website under Sec. 668.43(a): [www.cosmetologycareer.net](http://www.cosmetologycareer.net)

Text Books: Below are the Text books Academy of Cosmetology uses in the Cosmetology Program.

However, the cost of the \*Kit includes the books\*. These text book prices are for replacements, and may change due to increase of cost from suppliers.

- \*Pivot Point Salon Fundamentals Textbook-ISBN: 978-1-934636-66-4/\$73.00
- \*Pivot Point Salon Fundamentals Study Guide-ISBN: 978-1-934636-77-0/\$59.75
- \*Pivot Point Salon Fundamentals Stylist Textbook-ISBN: 978-1-936663-97-2/\$120.00
- \*Pivot Point Salon Fundamentals Exam Prep-ISBN: 978-1-934636-78-7/\$71.10
- \*Getting Loaded: In The Beauty Business (the only financial education course exclusively for cosmetology School students) Copyright 2012 Peter Beilagus and Tamra Nashman/\$20.00
- \*Matrix Craft Education Color 1 textbook: \$50.00

Incompliance with the Higher Education Opportunity Act (HEOA), post secondary customers can find valuable information regarding pricing, previous editions and alternate format for \*Pivot Point Salon Fundamentals by visiting [www.pivot-point.com](http://www.pivot-point.com) and searching by ISBN#, author, title or keyword for material in the areas of interest.

#### **Skin Care Specialist (Aesthetician) – U.S. Department of Education CIP Code 12.0409**

- Award Year - 2014/2015
- Credential Level – 01: Undergraduate Certificate
- Program Completion in Normal Time – 4 Months
- Median Title IV Loan Debt - \$0.00
- Median Non-Title IV Loan Debt - \$0.00
- Median Institutional Loan Debt - \$0.00
- **U.S. Department of Labor's standard Occupational Classification SOC Code** – 39-5094.00 For information regarding occupations visit The Department of Labor's O\*NET at

[onetonline.org/link/summary/39-5094.00](http://onetonline.org/link/summary/39-5094.00)

Tuition and Fees: Aesthetician Program

Tuition	\$5,850.00
*Kit	\$ 650.00*
<u>Application Fee</u>	<u>\$ 10.00</u>
TOTAL	\$6,510.00

## Manicurist and Pedicurist (Manicuring) – U.S. Department of Education CIP Code 12.0410

- Award Year - 2014/2015
- Credential Level – 01: Undergraduate Certificate
- Program Completion in Normal Time – 3 Months
- Median Title IV Loan Debt - \$0.00
- Median Non-Title IV Loan Debt - \$0.00
- Median Institutional Loan Debt - \$0.00
- **U.S. Department of Labor's standard Occupational Classification SOC Code** – 39-5092.00 For information regarding occupations visit The Department of Labor's O\*NET at

[onetonline.org/link/summary/39-5092.00](http://onetonline.org/link/summary/39-5092.00)

### Tuition and Fees: Manicuring Program

Tuition \$3,900.00

\*Kit \$ 600.00\*

Application Fee \$ 10.00

TOTAL \$4,510.00

## Vocational Education Teachers (Instructor) – U.S. Department of Education CIP Code 13.1399

- Award Year - 2014/2015
- Credential Level – 01: Undergraduate Certificate
- Program Completion in Normal Time – 2 Months
- Median Title IV Loan Debt - \$0.00
- Median Non-Title IV Loan Debt - \$0.00
- Median Institutional Loan Debt - \$0.00
- **U.S. Department of Labor's standard Occupational Classification SOC Code** – 25-1194.00 For information regarding occupations visit The Department of Labor's O\*NET at

[onetonline.org/link/summary/25-1194.00](http://onetonline.org/link/summary/25-1194.00)

### Tuition and Fees: Instructor Program

Tuition \$ 1,950.00

\*Kit \$ 325.00\*

Application Fee \$ 10.00

TOTAL \$2,285.00

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**I hereby certify that I have received access to a written publication that is readily identifiable as the Academy of Cosmetology student catalog prior to signing an enrollment agreement and that I have read it in its entirety and as part of my enrollment commitment agree to comply with all policies contained herein.**

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**Signature**

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**Date**



## NOTES: