**Crevier’s**

**Academy of Cosmetology Arts**



**Celebrating 60 years in Education**

***School Catalog***

***Updated Oct. 2017***

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**HISTORY & LOCATION**

Crevier’s Academy of Cosmetology Arts is located at 240 West Idaho in Kalispell, MT and has been a debt free family owned and operated corporation, since 1958. The school is one block from Kalispell Center mall and Main Street.

CREVIERS ACADEMY OF COSMETOLOGY ART’S HAS BEEN LICENSED AND BONDED SINCE 1958.

**COORPERATE OWNERS**

Martin Crevier Tausha Crevier

**SCHOOL MANAGERS**

Connor Crevier

Madison Crevier

**STAFF & CREDENCIALS**

MARTIN CREVIER - Owner, Head Instructor, Registrar, Financial Assistance, Theory Instructor

TAUSHA CREVIER - Owner, Instructor, Freshman Educator

MADISON CREVIER – Instructor, Manager

CONNOR CREVIER – Financial Aid, Office Manager

LAURA GYER – Instructor

TERRA de NEEVE – Esthetics Instructor

**FACILITIES & EQUIPTMENT**

Our 6000-square foot building is very bright and open with 48 cosmetology/manicure stations, 5 esthetic beds, a large classroom, freshman training room and break room. Our classrooms have access to up-to-date library materials including media, books and technical’s on all aspects of Cosmetology, Manicuring, and Esthetics.

The school has a great variety of clientele year-round. This gives our students hands on experience that prepares them with skills needed for future job placement. Our well-established clientele helps keep tuition affordable and provides real life training for students. If students do not have clients booked, our instructors schedule projects for students on mannequins and other students to further advance their skills.

We utilize educational leader’s in Cosmetology such as, **Milady,** for theory & practical education along with other supplemental sources including **Pivot Point** education systems. **Matrix & Schwarzkopf** are our primary hair color and retail product. Matrix & Schwarzkopf provide great up to date advanced **Color & Cutting Education** with Certified Educators throughout the year.

**Young Nails** is primarily used for artificial gel and acrylic nail enhancements along with other sources for nail art. **Creative Nail & Gelousy** are also supplemented.

We partner with **Biotheraputic** for advanced esthetic machines. **Eva’s** **Esthetics** (organic natural line) for our facial line & body wraps, & our main body wax we use is **Beriden** by the world famous ‘Wax Queen’. **Amber** products are also used for waxing, paraffin & body services.

**CLASS STARTING DATES**

Student may apply for enrollment at any time in the school calendar year. Cosmetology and Manicuring classes usually begin the first week of February, May, September, and November. Esthetics classes start the first week of April and October. Teacher Training classes begin when available.

School is not in session during the following holidays: 4TH of JULY, CHRISTMAS DAY, NEW YEARS DAY, THANKSGIVING, MEMORIAL DAY & LABOR DAY. If Christmas or New Years should land on a Tuesday or Thursday, we may be closed on the Monday before or Friday after.

At the school’s discretion, there may be other necessary closure days, such as weather (emergency road travel). Students will be notified.

**MISSION STATEMENT GOALS & OBJECTIVES**

TO PROVIDE A QUALITY EDUCATION SO ONE IS ABLE TO BE SUCCESSFUL IN THE FIELD OF COSMETOLOGY, MANICURING, ESTHETICS OR INSTRUCTING. TO TRAIN STUDENTS TO SUCCESSFULLY PASS THE STATE LICENSURE EXAM AND TO INSTILL A SENSE OF PROFESSIONALISM IN EACH STUDENT. TO PROVIDE UP-TO-DATE-TRAINING INFORMATION AND TO PROVIDE PLACEMENT SERVICES WHICH WILL HELP ENSURE THAT GRADUATES ARE PLACED IN THEIR FIELD OF STUDY. OUR SCHOOLS OBJECTIVE IS TO TEACH THE STUDENT TO COMMUNICATE EFFECTIVELY IN ORDER TO BUILD A CLIENT BASE

CREVIER’S ACADEMY OF COSMETOLOGY ARTS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, RELIGION, AGE, COLOR OR ETHNIC ORIGIN

**SCHOOL\CLASS SCHEDULE**

Hours of educational operation are Monday - Thursday 9AM – 4PM and Friday 9-2:30pm. Students have the option to stay until 8:00pm some evenings. This is a free option for students, no extra tuition is charged.

Theory class is each day from 9AM-10AM with advance classes once per week during the winter.

A 30- 60-minute lunch may be taken if possible every day.

**ADMISSION REQUIREMENTS**

1. Proof that the student is beyond the age of compulsory education.

2. Certificate of graduation from a high school or secondary education or equivalent

3. Copy of birth certificate or valid picture ID (DL)

4. Application for admission with $50.00 application fee must be paid.

5. Transfer students must submit a copy of their hours from their previous school and proof of being in

satisfactory progress and in good standing with that school.

6. All necessary paper work must be complete before students will receive notification of acceptance.

7. School supply kit must be paid for by the first day of class.

8. This school does not recruit students already enrolled in a similar program.

**COURSE OF STUDY**

**The completion of your chosen course and graduation requirements will result in receiving a diploma from Crevier’s Academy of Cosmetology Arts. This enables the student to apply to take the required written and practical exams for state licensure.**

**The required curriculum for cosmetology students is as follows:**

1500 hours of training, of which at least 200 hours is in theory, distributed as follows:

manicuring, 95 hours to include:

(A) manicures (including hand and arm massage and polish);

(B) pedicures (including foot, ankle, and lower leg massage, and polish);

(C) application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art; and

(D) the use of manicuring implements including the electric nail file.

esthetics, 110 hours to include:

(A) skin care (including facials, cosmetics, makeup, massage, essential oils, the application and maintenance of artificial eyelashes and extensions, tinting of the eyelashes and eyebrows, and the chemical curling of the eye lashes);

(B) skin exfoliation (including manual, chemical, and mechanical exfoliation);

(C) waxing and tweezing; and

(D) electricity and light therapy.

shampoo (including scalp treatment), hair styling (pin curls, finger waving, thermal curling, blow dry styling, braiding, back combing, and wet setting), 195 hours;

chemical services (waving, relaxing (ammonium thioglycolate, sodium hydroxide methods), hair coloring, and hair lightening), 395 hours;

hair cutting (including the proper uses of implements, e.g., shears, razors, clippers, thinning shears), 155 hours;

salon management, business methods, customer service, appointment book, professional ethics, and current state board laws and rules, 115 hours; and

chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of hair, scalp, skin, and nails, 60 hours.

375 hours of instruction shall be at the discretion of the school, provided that the hours are within the applicable curriculum.

THE FIRST 300 HRS OF TRAINING ARE DONE LEARNING THE BASICS. THE REMAINING 1200 HRS ARE SPENT WORKING ON THE CLINIC FLOOR ADVANCING YOUR SKILLS AND FINISHING THEORY.

***OUR EDUCATIONAL OBJECTIVES FOR THE COSMETOLOGY PROGRAM IS THE STUDENT COMPLETE ALL CURRICULUM, COMPLETE ALL HOURS, AND SUCCEED AT THEIR STATE LEVEL LICENSURE EXAM***

**The required curriculum for manicuring students is as follows:**

The required curriculum for manicuring students includes 400 hours of training, of which at least 40 hours is in theory, distributed as follows:

300 hours of training, distributed as follows:

(i) salon management, business methods, customer service, appointment book, professional ethics, and current state board laws and rules, 60 hours;

(ii) bacteriology, sanitation, sterilization, safety, anatomy, physiology, diseases and disorders of skin and nails, basic chemistry, nail product chemistry, and electricity, 55 hours;

(iii) manicures (including hand and arm massage), pedicures (including foot, ankle, and lower leg massage), polish applications, and the proper use of manicuring implements, a minimum of 35 hours;

(iv) use of the electric nail file, 10 hours; and

(v) application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art, a minimum of 140 hours.

100 hours of instruction shall be at the discretion of the school provided that the hours are within the applicable curriculum.

Students seeking licensure in a state that requires more hours of training than Montana, may remain enrolled in school and be permitted to work on members of the public without obtaining a license.

THE FIRST 100 HRS OF TRAINING ARE SPENT LEARNING THE BASICS. THE REMAINING 300 ARE SPENT ON THE CLINICAL FLOOR ADVANCING YOUR SKILLS AND FINISHING THEORY.

***OUR EDUCATIONAL OBJECTIVES FOR THE MANICURING PROGRAM IS THE STUDENT COMPLETE ALL CURRICULUM, COMPLETE ALL HOURS, AND SUCCEED AT THEIR STATE LEVEL LICENSURE EXAM***

**The required curriculum for esthetics students is as follows:**

650 hours of training, of which at least 65 hours is in theory, distributed as follows:

(i) bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, diseases and disorders of the skin, electricity, chemistry, and light therapy, 70 hours;

(ii) massage, skin care, makeup, (including the use of vaporizer, high frequency, massage brush, vacuum spray, galvanic unit, and lamps), cosmetics, facials, essential oils, the application and maintenance of artificial eyelashes and extensions, tinting of the eyelashes and eyebrows, the chemical curling of the eye lashes, and skin exfoliation (including manual, chemical, and mechanical exfoliation), 300 hours;

(iii) waxing (face, neck, hands, and superfluous hair anywhere on the body, including tweezing), 50 hours; and

(iv) salon management, business methods, appointment book, customer service, professional ethics, and current state board laws and rules, 70 hours.

160 hours of instruction shall be at the discretion of the school provided that the hours are within the applicable curriculum.

THE FIRST 150 HRS OF TRAINING ARE SPENT LEARNING THE BASICS. THE REMAINING 500 ARE SPENT ON THE CLINICAL FLOOR ADVANCING YOUR SKILLS AND FINISHING THEORY.

***OUR EDUCATIONAL OBJECTIVES FOR THE ESTHETICS PROGRAM IS THE STUDENT COMPLETE ALL CURRICULUM, COMPLETE ALL HOURS, AND SUCCEED AT THEIR STATE LEVEL LICENSURE EXAM***

**The required curriculum for teacher training students is as follows:**

650 hours of training distributed as follows:

(a) teaching methods - 245 hours including: task analysis; developing instructional objectives; visual aids and their construction; motivational tools; preparation of instructive materials; lesson planning including: practical theory classes; and practical demonstration classes. fundamentals of speech and public speaking; methods of test construction; methods of evaluation or grading; and curriculum planning and development.

(b) general psychology - 75 hours including: general principles in relation to teaching and counseling; conflict resolution; student counseling; student and teacher relationships; and public relations.

(c) business methods - 115 hours including recruitment; job analysis; student registration, withdrawal, and hours (tracking, completing, calculating, and verifying); ethical employee and employer relationship; salon/booth rental relationship; professional ethics; and current state board laws and rules.

(d) advanced theory of cosmetology, esthetics, manicuring, barbering, or electrology, and the chemistry, safety, sanitation, bacteriology, physiology, anatomy, and diseases and disorders that apply to each course - 75 hours

140 hours of instruction shall be at the discretion of the school provided that the hours are within the applicable curriculum.

***OUR EDUCATIONAL OBJECTIVES FOR THE TEACHER TRAINING PROGRAM IS THE STUDENT COMPLETE ALL CURRICULUM, COMPLETE ALL HOURS, AND SUCCEED AT THEIR STATE LEVEL LICENSURE EXAM***

***All programs utilize classroom presentation, video instruction, practical demonstration, text book requirements, dry erase boards, interactive classroom work.***

**The required curriculum for Microdermabrasion students is as follows:**

To obtain an endorsement, licensees shall complete an additional 50 hours of continuing education in the field of microdermabrasion as follows:

(i) histology of the skin;

(ii) bacteriology;

(iii) client consultation and protection;

(iv) client pre-care and post-care;

(v) product knowledge;

(vi) theory of technical application of microdermabrasion;

(vii) sanitation and safety;

(viii) disposal of waste products; and

(ix) practical application and observation.

**A minimum of 50 percent of the required hours must be taught in theory.**

Licensees shall submit to the board a notarized copy of a certificate of completion of training for each machine or device to be used by the licensee. Each certificate must include:

(a) licensee name;

(b) date training was completed;

(c) number of hours of training;

(d) name of manufacturer; and

(e) model number of the machine.

Licensees shall advise clients of the necessity for protection of the skin prior to and following an exfoliation procedure.

**THIS COURSE DOES NOT LEAD TO A LICENSE. IT IS AN ENDORSEMENT PROGRAM**

**STUDENT RECORDS**

A student, parent or guardian of a dependant student, has a right to gain access to their cumulative records by appointment under the supervision of an instructor or staff member.

Information pertaining to a student’s cumulative record will be released only upon written instructions and/or written permission from the student, or parent or guardian of a dependant student. Access will be permitted to NACCAS in relation to any accreditation process whether initiated by the school or in response to a directive from the Commission. The school will also release information to the Montana Board of Barbers and Cosmetologists upon request.

**GRADING & ACADEMIC INFORMATION**

Each enrolled student will be required to maintain a grade point average of 75% to stay in satisfactory progress. Students being funded through other agencies will also need to maintain satisfactory progress to be eligible for funds.

Each student will be graded in three areas The following grading scale is used to calculate student scores

THEORY 92-100 A

PRACTICAL 82-91 B

LAB WORK 75-81 C

Below 75 Failing

Theory is held every morning from 9AM-10AM. Crevier’s Academy of Cosmetology Art’s uses Milady’s textbooks and other teaching aids for theory education. Multiple choice tests for each chapter will be taken at the end of each chapter. Extra credit projects may be given.

Scores are calculated for GPA’s monthly & quarterly. Make-up work\tests must be done as soon as a student returns to school and is the responsibility of the student.

Practical scores are evaluated after a student’s first 20% & last 20% of required hours have been completed. These scores must be evaluated and passed by an instructor. Each task can be preformed on a mannequin, a client, or another student.

Students falling below the required minimum will be placed on academic probation. If the student does not bring his\her grade up (**each test**) during this time the student may be terminated.

**ATTENDANCE**

Students enroll 31 hours per week & must maintain 75% attendance at all times to remain in satisfactory progress. Special circumstances or needs must be discussed with registrar.

**100% attendance is expected during freshman training** (first 10 weeks for Cosmetology, first 4 weeks for Manicuring & first 5 weeks for Esthetics). An evaluation will be calculated each month to determine each student’s attendance averages.

Students are required to notify the school before 9AM if they are unable to attend school that day. If the school does not receive a call before 9AM the student will receive a no-call (5 no-calls are allowed).

Students absent for more than 5 consecutive **days** must have a **doctor’s** excuse before returning to school.

Instructors must know at all times where students are. If there are any special circumstances that need to be arranged it must be cleared by an instructor.

Students will use a tamper proof time clock to keep track of their hours. Should a student forget to clock in or out that time may be lost.

**DISCIPLINE**

Crevier’s Academy of Cosmetology Arts reserves the right to dismiss or terminate a student if that student is in violation of the school’s policies, or in violation of the state laws and rules, or is not in satisfactory progress. Students Termination dates will be determined by the postmark on a written letter or 4 consecutive days of no contact by student.

Policies regarding any breach of the student contract/handbook such as tardiness, unexcused absences, inappropriate conduct, dissent, theft, dishonesty, neglect, etc, will be documented and filed in the students file. If the problem persists the student will be put on probation. If the problem still persists the student will be given a leave of absence for one week or terminated. After meeting with an instructor and the problem is corrected the student may be allowed to return upon the discretion of the staff. Copies of school policies are given to students at orientation.

**APPEAL PROCEDURES**

Students falling below minimum requirements may appeal the determination. The students must submit a written appeal to the school authorities, along with necessary documents to support the appeal and a request for re-evaluation based on the evidence.

The school must receive this information within 5 days of student’s termination.

The school will then hold a hearing within 5 days of receiving this appeal to review information. The hearing shall include the student from whom the appeal was written, any legal guardians, school Instructors and owners. A decision will then be made within 3 business day of the hearing and submitted in writing to the student.

Should the student be accepted back to school, the student will be placed on probation for a 30 day period and all privileges prior to termination granted.

**GROOMING & DRESS CODE**

**Professional dress is required**. Clean wrinkle free tops and pants are to be worn. ALL clothing must be clean, modest and in good repair. No holes, rips or see through clothing allowed. ABSOULUTELY NO Logo t-shirts, shorts, miniskirts, sweat cloths, hoodies or denim will be allowed. Dresses and skirts must be below the knees when sitting down. When wearing leggings blouses must cover the bottom when bending over. School assigned lab coats\aprons are to be worn at all times. No shoulders, cleavage or midriff will be exposed.

Shoes must be clean and in good repair. Full construction shoes are to be worn. No open toe, moccasins or slippers etc.

All students will practice good hygiene while in attendance.

Hair must be neat, clean, well-groomed and professional looking before 9am each day. Pony tails, messy buns, clips,

head coverings or hats will not be allowed.Hands and nails must be clean and manicured. Student will be sent home if

any of the above policies are not abided by.The student may return after correcting the problem. Instructors will use their

professional judgment to determine compliance to dress code.

**GRADUATION REQUIREMENTS**

**Upon completion of all graduation requirements the school will issue the student a**

**diploma in their course of study.**

1. COSMETOLOGY-COMPLETE 1500 HOURS OF TRAINING

MANICURING - COMPLETE 400 HOURS OF TRAINING

ETHETICS- COMPLETE 650 HOURS OF TRAINING

TEACHER TRAINING- COMPLETE 650 HOURS OF TRAINING

MICRODERMABRASION – CONPLETE 50 HOURS OF TRAINING

2. All practical & theory projects/test/finals must be finished

with at least 75%.

3. All financial obligations to school have been met

(tuition, charge accounts, other fees)

4. All final paper work is complete (listed in office)

5. Student must be in satisfactory progress

**LICENSING REQUIREMENTS**

1. Birth Certificate or Drivers License for proof of age

2. High school diploma, GED or equivalent

3. Completed 1500 hours of training -cosmetology course or

Completed 400 hours of training-manicuring course or

Complete 650 hours of training-esthetics course

4. Receive a diploma verifying graduation

Note: microderm is an endorsement only course offered to licensed cosmetologists & estheticians

**STATE LICENCING AGENCY**

STATE LICENSING AGENCY MONTANA STATE BOARD OF COSMETOLOGY, 301 SOUTH PARK AVENUE, HELENA, MONTANA 59620. PHONE (406)841-2335

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES, 4401 FORD AVE., STE 1300, ALEXANDRIA, VA 22302 (703)600-7600.

**PARKING & HOUSING**

Parking for students is within 1-2 blocks of the school. Paid parking is also available through the city for a small fee. Customer/client parking only around the building on school premises. Housing is not available through the school.

Crevier’s Academy of Cosmetology Art’s will help students find housing if necessary.

**EMPLOYMENT ASSISTANCE & OPPORTUNITIES**

Employment for graduating students is not guaranteed. However, our instructors do notify students of jobs that are available. Salons call for referrals and drop flyers by to be posted on the bulletin board. We visit other salons throughout the year and have salon owners and workers come into the school to teach new techniques. Salon business and interviewing is taught as well.

In today’s world, cosmetology & spa care is not just a luxury but a necessity for most. This change in society is not a temporary change, but a permanent change for our future. As the world changes and becomes more advanced the needs of men & women change as well. The income generated from these fields varies, but is endless for the individual. The individual can choose their source of compensation. Some jobs offer

booth rent, wages with commissions or full commissions, or you might prefer owning your own salon, traveling for a company or being an educator of products and services, perhaps even working in a spa. Estheticians have opportunities in the medical field as a medical esthetician. The boundaries are really up to the individuals.

**COSMETOLOGY AS A PROFESSION**

Cosmetology is a “hands on”, people oriented career. People who like people make wonderful cosmetologists. Often people who have considered social work, or the medical field, turn to cosmetology, because it is such a pleasant vehicle through which one can do a service for others. A cosmetologist is a person who cosmetically and psychologically transforms the self-images, and hence the destinies, of fellow human beings!!!

The cosmetology industry provides entry-level opportunities for anyone 17 years and older, and offers an opportunity for women and minorities to move into management positions and ownership of their own business.

A cosmetologist can expect an average yearly salary to begin at approximately $14,000.00. Increases will depend on technical skills, experience, a sense of how to deal with people, and personal style, as well as good communication skills. There are cosmetologists who earn in excess of $40,000.00 per year.

Owners and managers in the field can earn in excess of $25,000.00, with a large percentage making $40,000.00 and more.

The earning potential depends largely on such factors as ability and experience, personal style, the type of salon and its location, the tipping habits of patrons in your area, and the ability of the cosmetologist to develop a loyal clientele.

**2015 OUTCOME RATES**

Completion Rate: 90.48%

Licensure Rate: 100.00%

Placement Rate: 89.47%

**PHYSICAL DEMANDS/SAFETY**

This field of work requires extensive amounts of standing (cosmetology) and sitting (manicuring & Esthetics), also a lot of upper arm, shoulder and hand use. Our training will consist of proper posture and positioning of the body during practical procedures. We also recommend exercising to build strength in these areas.

Along with educating & testing student in safety procedures the facility is inspected by the State Board of Cosmetology once a year to ensure safety standards are met.

**FINANCIAL ASSISTANCE FACILITIES**

VETERANS ADMINISTRATION Federal Student Aid

1840 HWY 93 S **1-800-4-FED-AID (1-800-433-3243)**

KALISPELL, MT 59901 fafsa.ed.gov

* 1. School code: 041877

Personal loans through **banks**, **finance companies** or **credit cards** will be accepted for payment if a lower monthly payment is needed through school. Private **Scholarships** will also be accepted at this time. Please contact school Financial Aid Director for more information.

**TUITION & FEES**

COSMETOLOGY

Tuition ---------------------------------------------$12800.00

Registration fee------------------------------------ 125.00

Application fee------------------------------------- 50.00

Books ----------------------------------------------- 325.00

Student supplies kit ------------------------------- 975.00

MANICURING

Tuition -----------------------------------$ 2500.00

Registration fee ----------------------------------- 125.00

Application fee -------------------------------------- 50.00

Books ----------------------------------------------- 325.00

Student supplies kit ------------------------------ 675.00

ESTHETICS

Tuition -----------------------------------$ 7500.00

Registration fee ----------------------------------- 125.00

Application fee -------------------------------------- 50.00

Books ----------------------------------------------- 325.00

Student supplies kit ------------------------------ 775.00

TEACHER TRAINING

Tuition -----------------------------------$ 7500.00

Registration fee ----------------------------------- 125.00

Application fee -------------------------------------- 50.00

Books ----------------------------------------------- 325.00

MICRODERMABRASION

Tuition -----------------------------------$ 500.00

**ADDITIONAL CHARGES**

Late fees for tuition ------------------------ 5.00 per day

If a student must attend longer than the contracted time allotted for the course, he or she must pay an extra instructional charge. This charge is based upon a calculated hourly rate: the tuition cost divided by the number of hours in the course.

**PAYMENT METHODS**

Student may pay for the full tuition at registration, the first day of school or monthly. All fees, books & kit costs must be paid up front, by or before the first day of school.

COSMETOLOGY

All fees and supplies must be paid in full by the first day of class. Tuition then can be paid monthly at $1067.00 per month for 12 months starting the students first day of school and due each month on the students starting date. Remaining balances & monies due must be paid before graduation certificate is issued. Tuition can also be paid in advance at any time.

MANICURING

All fees and supplies must be paid in full by the first day of class. $1250.00 of the tuition is paid the first day of class and $1250.00 four weeks later for up to 13 weeks of training starting the students first day of school and due each month on the students starting date. Remaining balances & monies due must be paid before graduation certificate is issued. Tuition can be paid in advance at any time.

ESTHETICS

All fees and supplies must be paid in full by the first day of class. Tuition then can be paid monthly at $1500 per month for 21 weeks starting the students first day of school and due each month on the students starting date. Remaining balances & monies due must be paid before graduation certificate is issued. Tuition can be paid in advance at any time.

TEACHER TRAINING

All fees and supplies must be paid in full by the first day of class. Tuition then can be paid monthly at $1500 per month for 5 months starting the students first day of school and due each month on the students starting date. Remaining balances & monies due must be paid before graduation certificate is issued. Tuition can be paid in advance at any time.

Transfer students will pay all required fees and costs for supplies. Additional tuition may be pro-rated based on hours needed for licensure.

NOTE: Crevier’s Academy of Cosmetology Art’s reserves the right to wave fees, at their discretion, depending on circumstances.

**School 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 of the dates that
   1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid with the exception of an application fee.
   2. 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 an application fee. This policy applies regardless of whether or not the student has actually started training.
   3. 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 registration fee of $125.00 and the application fee of $50.00.
   4. A student is expelled by the school.
   5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning; or
   6. A student notifies the institution of his/her withdraw
   7. In type b,c,d, or e official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notifications, 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 daily.
3. Books and equipment are non-refundable items.
4. All fees are identified in the catalog and contract.
5. If a program or course is canceled subsequent to a student’s enrollment, and before instruction in the program or course has begun, the school shall at it option:
   1. Provide a full refund of all monies paid; or
   2. Provide completion of the program or course.
6. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds based on scheduled hours:

% length completed to total Amount of total tuition owed to the school

Length of program

0.01% to 4.9% 20%

5.0% to 9.9% 30%

10% to 14.9% 40%

15% to 24.9% 45%

25% to 49.9% 70%

50% and over 100%

1. If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the students shall receive a pro-rata refund of tuition.
2. Return to Title IV funds will be dealt with in the following manner. Title IV funds will be returned by using the prescribed form provided by the Department of Education. After the return of Title IV funds is calculated the school refund calculation will be applied.

**Return of Unearned Title IV Funds**

Federal regulations stipulate that students may forfeit a portion of their federal student financial

assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

a) received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) programs,

**and**

b) who withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment.

Eligible Title IV federal aid recipients who fail to complete more than 60% of a payment period or period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution’s refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy may also result in the student, as well as the school, owing a refund of unearned federal aid to the Department of Education. Unearned Title IV, HEA funds will be returned first to Unsubsidized Direct Loans, followed by Subsidized Direct Loans,

Direct PLUS Loans, Federal Pell Grant awards and lastly, to any Federal SEOG awards. Unearned funds to be returned to the U. S. Department of Education by the institution, and any unearned grant funds owed by the student, must be repaid within 45 days of the date the institution determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student’s loan.

In the event a student has earned federal aid in excess of the amount disbursed at the time of withdrawal, the school will process a post-withdrawal disbursement of such earned funds to the student in accordance with federal regulations and allowances.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OFFICIAL TERMINATION DATE:** | | | |  |  |  |  |  |  |
| The official termination date of a student shall be the last date of attendance when withdraw occurs | | | | | | | | | |
| in any of the following manners: | | | |  |  |  |  |  |  |
|  | a) When the school receives notice of the student's intention to discontinue the | | | | | | | |  |
|  | training program. | |  |  |  |  |  |  |  |
|  | b) When the student is terminated for a violation of a published school policy which | | | | | | | | |
|  | provides for termination. | | |  |  |  |  |  |  |
|  | c) When a student, without written notice to the school, fails to attend classes for 14 | | | | | | | | |
|  | calendar days. | |  |  |  |  |  |  |  |
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NOTES:

Notes

**Crevier’s Academy of Cosmetology Arts**

**240 W. Idaho**

**Kalispell, MT 59901**

**Phone 406-257-2525**

**Fax 406-257-5992**

**Crevierschool.com**

**Crevierschool@hotmail.com**