

2016 CATALOG



*An Education today,
For a CAREER
tomorrow.*

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Mission statement

An education today...

For a CAREER tomorrow

Cosmetology Career College, Inc. has a mission to not just prepare our students for state board licensing but to educate them for a career in their chosen field of study.

Introduction

Welcome to Cosmetology Career College, Inc., owned and operated by Tonya Byrd and Tina Reagan since April 2015 and operating at its present location since July 2015. The college offers continuous programs in Cosmetology, Manicurist and Instructor Training. Designed with the student's learning in mind, the facility includes a theory classroom, clinic floor, facial room, manicure/pedicure room, dispensary, break room and office. Cosmetology Career College, Inc. is licensed by the Arkansas Department of Health Cosmetology Section, 4815 west Markham, Slot 8, Little Rock, AR. 72205. Phone (501) 682-2268. Our credentials are visibly posted and can be viewed during operating hours.

Guidance and Advising

Guidance and advising begins the day you interview at Cosmetology Career College, Inc. Our staff is here to guide you in the career you choose. Any information shared with our staff will remain confidential. We may not discuss a student with anyone without written permission from the student. This includes spouses, parents, guardians, grandparents, prospective employers, etc.

College Calendar

Starting dates for all programs offered is every Monday, based on class size, staff availability and other considerations. Exact start dates can be obtained by contacting the college operations manager.

College Holidays: New Year's Day, Good Friday, Memorial Day and the Friday before, July 4th Week for Summer Break, Labor Day and the Friday before, Thanksgiving- Wednesday, Thursday and Friday, Christmas Week for Winter Break.

College Schedule

Classes are scheduled daily Monday through Friday 8:30 A.M. to 8:30 P.M. and the first and third Saturday of each month 9:00 A.M. to 2:00 P.M. One half hour is scheduled for lunch each day. Theory class is Monday through Friday 8:30 A.M. to 9:30 A.M. and 7:30 P.M. to 8:30 P.M. to accommodate both Full-Time and Part-Time students. Clinic floor is open Monday through Friday 10:00 A.M. to 7:00 P.M. and the first and third Saturday of each month. All practical and clinical training is done during the hours the clinic floor is open. **FRIDAY IS MANDATORY** **The charge for missing a Friday is \$25.00 and is to be paid the first day of attendance after missing.** Saturday is not mandatory. Constitution educational program is presented to students on September 17th. The college encourages its students to be registered voters and to exercise their right to vote.

Admission and Enrollment Requirement

Students must have completed two years of high school.

Any student that is accepted for enrollment to Cosmetology Career College, Inc. must present the following documents and fees, prior to their start date, for all programs :

Signed Contract/Enrollment Agreement

Social Security Card

Valid Driver's License or Government/State issued Photo ID or Valid Passport

A Birth Certificate if under age 18

High School Diploma, GED or Official Transcript

Non-refundable registration fee \$100.00

Non-refundable state permit fee \$20.00

Instructor Trainee must hold a current Arkansas Cosmetology License

It is our policy to not discriminate on account of color, race, age, sex, ethnic origin, religion or persons with disabilities as to admission, instruction and graduation. Handicapped applicants will be evaluated as to our educational and facility capabilities. No one will be refused from enrollment because of the same. Our facility is equipped to accommodate most handicapped. This college does not recruit students already attending or admitted to another school offering a similar program of study.

Contract/Enrollment Agreement - Times, Schedules, Maximum Time Frame

Contract / Enrollment Agreement time is defined as the time you are given to complete your scheduled hours of training. Maximum time frame is defined as the maximum time you can take to complete your hours of training.

Program Length	Maximum Time allowed
COSMETOLOGY.....1500 hours.....	2500 hours

MANICURIST.....600 hours.....900 hours

INSTRUCTOR TRAINEE.....600 hours.....900 hours

The supervisor will approve all schedules. Any changes made to a student's schedule may be charged \$100.00 for each change.

PAYMENT METHOD

- IF paying in full: Cash, Check, Money Order or Debit/Credit Card to be paid before start date. Administration can quote our discount for payment in full.
- IF making payments: A down payment is required up front **(\$750.00 plus \$20.00 permit fee) (\$350.00 due before receiving kit) and pay the balance in monthly payments due by the 5th of each month. There will be a 5% late fee compounded daily , each additional day you are late on your payment.**
- Cosmetology Career College, Inc. will credit your tuition account according to your retail sales, and services performed weekly once you're on the clinic floor. This applies only if your academic progress is 85% or above and attendance progress is 90% or above.

Retail Sales (10%) Services Weekly \$100.00-\$250.00 (20%) \$251.00-\$399.00 (30%) \$400.00 & up (40%)

Cosmetology Career College, Inc. reserves the right to interrupt training when the student is behind on tuition payments. All tuition must be paid before completion of the program. Cost does not include the State Board Examination fees.

OVERTIME CHARGES

Overtime charges will begin when a cosmetology student has reached 80 unexcused absent hours. Manicuring/Instructor trainee student's overtime charges begin when they reach 32 unexcused absent hours. Absent hours over your allotted un-excused hours is \$7.00 an hour each absent hour, due every Monday for prior week. The student may be permitted to complete their course of study at the rate of \$7.00 per hour for each hour clocked beyond the contracted end date.

CAREER CONSIDERATIONS

Applicants interested in pursuing a career in the Cosmetology field should consider all aspects of the decision. Applicants who want to become professionals in this field must recognize that the work can be arduous and physically demanding. Cosmetologists spend long hours standing with hands at shoulder level, bending to perform shampooing and hair services on clients. Manicurists spend hours sitting at a manicure table looking down.

Instructors spend hours standing while teaching and walking to monitor the students on the clinic floor. Applicant should have finger dexterity and a sense of form and artistry. The applicant must enjoy dealing with the public and have good communication skills. The applicant must keep abreast of fashion and new techniques. When the applicant begins to build a clientele one must be able to understand the amount of hours it takes to do so. 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).

Having the skills necessary to operate a personal business is very important and requires constant attention. In this business, there is exposure to various chemicals and fumes that may be harmful if used incorrectly. The practice of safety and infection control is essential for an effective and successful performance within the industry. According to the Arkansas Department Cosmetology Law Book this factor is the reason why a license may be suspended or revoked and therefore may prevent an individual from obtaining and/or maintaining employment in the field for which training is provided. These laws may be enforced if in violation of a civil penalty with fines up to \$1,000 and up to 1 year in jail. We here at Cosmetology Career College, Inc. wish for our students to make a strong commitment and complete our course of study under the guidelines we have established.

CAREER OPPORTUNITIES

Cosmetology Career College, Inc. cannot guarantee our students employment after graduation, we will assist you in finding gainful employment. During your education you will receive training in how to seek employment which includes how to write a resume, complete an employment application and prepare for a personal interview. Job opportunities will be placed on the bulletin board in the break room.

As a professional you may choose from a variety of jobs within Cosmetology: Professional Stylist, Esthetic Specialist, Nail Specialist, Platform Artist, Vendor Educator, Product Representative, Salon Owner/Manager, State Board Member/Inspector, Image Consultant or a Retail Specialist. As a Manicurist, there are many opportunities: Nail Tech, Spa Professional, Nail Art Specialist, Vendor Educator, Product Educator, Salon Owner/Manager, State Board Member/Inspector, Image Consultant or a Retail Specialist. As an Instructor the opportunities are: Student Clinical Classroom Instructor, Vendor Educator, Product Representative, Salon Owner/Manager, or a State Board Member/Inspector. Being trainable is the key to a successful career.

According to the Bureau of Labor Statistics, the overall employment of Cosmetologists is projected to grow 13% from 2012 to 2022 and employment of manicurists and pedicurists is

projected to grow 16% from 2012 to 2022. This is a much faster rate than the average for all occupations. Skin care specialists should see a job growth rate of 25% within the next decade, which is significantly higher than the expected job growth rate on average for all other professionals. The average median salary for a Cosmetologist is \$25,160.00, a Manicurist is \$32,360.00 and an Esthetician is \$43,820.00.

Course Curriculum Outlines, Course Objectives and Tuition

Instructors of Cosmetology Career College, Inc. teach by lecturing, demonstrating and having students perform under their supervision. An instructor is always a “learner” as today’s vocational teacher is not only a technician in the field of cosmetology but also a highly skilled and trained person who will continually seek to improve their methods, materials and profession. Our curriculum is kept flexible enough to allow for new procedures and techniques, as they are developed. The final goal is to graduate students who will secure and retain employment and advance in their career.

Cosmetology – 1500 Hours Cosmetology is the art and science of beauty care.

Hygiene and Sanitation (80 Hours) Infection control

Related Science (120 Hours) General Anatomy & Physiology, Skin Structure Growth & Nutrition, Skin Disorders & Diseases, Nail Structure & Growth, Nail Disorders & Diseases, Properties of the Hair & Scalp, Chemistry, Electricity

Manicuring (100 Hours) the art of manicuring & pedicuring

Hairdressing (1000 Hours) Scalp Care, Shampooing & Conditioning, Haircutting, Draping, Braiding, Wet Styling, Thermal Styling, Hair Coloring & Lightening, Wigs, Chemical Texture Services

Cosmetic Therapy (100 Hours) Waxing, Skin Analysis & Consultation, Facials, Facial Massage & Treatments, Makeup Application

Cosmetology Laws, Rules & Regulations

Shop Department (50 Hours) Ethics, Communication, Image, Public Relations

Minimum Theory Instruction (180 Hours)

Shampoos 200 Haircuts 175 Thermal Styles 75 Wet Styles 50 Colors 25 Lightening 25 Relaxers 25 Braids 25 Perms 50 Hair/ Scalp Treatments 10 Up-dos 15 Facials 15 Hair Removal 25 Manicures 25 Pedicures 5 Artificial Nails 20 Retail 10 Desk Duty 10

Permit Fee.....\$20.00

Registration Fee.....\$100.00

Books.....	\$200.00
Kit.....	\$675.00
Tuition.....	\$6,900.00
Tuition Total.....	\$7,895.00

Manicuring – 600 Hours Manicuring is the art and science of nail care.

Health, Sanitation and Infection Control (75 Hours) Bacteriology, Decontamination
 Related Science (75 Hours) Anatomy, Nail Disorders & Diseases, Nail Structure & Growth,
 Chemistry, Electricity
 Manicuring and Pedicuring (200 Hours) Manicure, Pedicure, Massage
 Advanced Nail Technology (200 hours) Application, Sculpting, Tips with Overlay, UV Gels,
 Wraps, Nail Art, Product Chemistry
 Career Development (50 Hours) Retailing, Record Keeping, Salon Operations, State Laws, Rules
 & Regulations
 Minimum Theory Instruction (75 Hours)

Minimum Practical Requirements:

Manicures 100 Hot Oil Manicures 25 Pedicures 25 Tips with Overlay 150 Sculpted 50
 Wraps 25 UV Gels 50 Gel Polish 50 Nail Art 25 French Manicure 25

Permit Fee.....	\$20.00
Registration Fee.....	\$100.00
Books.....	\$270.00
Kit.....	\$525.00
Tuition.....	\$2,925.00
Total Tuition.....	\$3,840.00

Instructor Trainee – 600 Hours Licensed Cosmetologist seeking the training needed to qualify
 for a career in the never-ending demand for well trained instructors.

Preparatory Training (50 Hours) Outlines, Writing Lesson Plans, Theory Class Lectures, Preparing
 & Grading Test, Demonstrations
 Class Attendance (100 Hours) Attending classes with a licensed instructor to prepare for giving
 lectures and demonstrations.
 Conducting Theory Class (50 hours) Implementing your preparatory training.
 Conducting Practical Classes (300 Hours) Student/Clinic Management, Clinic Sanitation, Client

Communications & Safety, Effective Dispensary Procedures, Inventory Control, Assessment & Implementation of Student Ability/Achievement/Learning, Classroom Problems & Solutions
 Student Record Keeping (10Hours) Recording Attendance & Grades
 Individual Training (90 Hours) Training in areas or subjects the individual instructor trainee is deficient in.

Permit Fee.....	\$20.00
Registration Fee.....	\$100.00
Books.....	\$250.00
Tuition.....	\$2,800.00
Total Tuition.....	\$3,170.00

Students in all programs must meet the following requirements to graduate and qualify for their program exam.

- 1) Complete the designated hours as required by ADH Cosmetology Section.
- 2) Complete theory classes as required by ADH Cosmetology Section.
- 3) Complete all required tests, practical and clinic assignments.
- 4) Pass the college written and practical exam with a 75% or higher grade.
- 5) Have all debts owed to Cosmetology Career College, Inc. paid in full.
- 6) Complete Licensing Exam Application and Exit paperwork.

Upon completion of all requirements, the student will be awarded a Diploma and certified hours and exam application will be sent to ADH Cosmetology section.

Satisfactory Progress Policy

Students must maintain a minimum of 75% academic average and a 80% attendance average. A monthly progress report will be given to each student. A student meeting minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. Evaluations are scheduled as follows:

Cosmetology	175 Hours	500 Hours	1000 Hours	1500 Hours
Manicurist	75 Hours	300 Hours	600 Hours	
Instructor Trainee	75 Hours	300 Hours	600 Hours	

The following factors will be used to determine academic progress:

- 1) Theory (tests, workbooks, etc.)
- 2) Practical (services on clients/mannequins, sanitation, etc.)
- 3) Demonstration (Instructor training only)

Grading Scale: 100-93 A-Excellent 92-85 B-Good 84-75 C-Satisfactory 74-0 Failing

The following factors will be used to determine attendance progress:

- 1) Total hours accrued is divided by the total hours scheduled to determine attendance percentage.
- 2) A Leave of Absence and Excused Absences will not affect a student's attendance progress. Students not maintaining satisfactory progress will be placed on probation for 30 days, with the opportunity to meet the requirements for the next evaluation period. Student will receive in writing the actions needed to attain satisfactory progress by the next evaluation. At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements he/she will be determined as making satisfactory progress. If the student fails to meet minimum requirements on any evaluation after probation, Cosmetology Career College, Inc. may at their discretion and after consideration of circumstances terminate the student.

Re-Enrollment Students

Former students of Cosmetology Career College, Inc. who wish to re-enroll, must request approval from the college administration. A student making satisfactory progress at the time of with-drawl will be considered to be making satisfactory progress at time of re-enrollment. A student failing to make satisfactory progress at the time of with-drawl will be placed on probation for 60 days if accepted for re-enrollment. A student that has been expelled for any reason may re-apply 90 days after date of expulsion. Tuition rates current at the time of re-enrollment will apply. Contract periods and attendance percentage will be calculated based on hours remaining in the re-enrollment contract. The request for re-enrollment will be reviewed and a decision made by administration within 30 days of the request.

Administration reserves the right to accept or deny a contract at its own discretion.

Transfer Students

Upon verification of certified hours of Cosmetology, Manicurist and Instructor Trainee from ADH Cosmetology Section, the applicant will be accepted as a student to attend Cosmetology Career College, Inc. to complete the remaining hours necessary to qualify to take the state examination for licensing. It is our policy that transfer students attend ten percent of total hours of a course at Cosmetology Career College, Inc. A transfer student's tuition is based upon

hours needed to complete the chosen program. In order to receive credit for services and test scores from your previous school, we will require a transcript from the previous school. Students will be required to furnish supplies and equipment needed to complete the chosen program.

File Access and Privacy Policy

Any student of Cosmetology Career College, Inc. may review his/her file by appointment only. If the student is a minor the student and parent/guardian of the minor may review the student's file by appointment only. A staff member must be present when the file is being reviewed. Any copies requested will cost ten cents each. All Federal or State government agencies may access files at any time. Before any student information is released Cosmetology Career College, Inc must have two documents in the student's file, (1) Request from individual or agency requesting the information. (2) Release form signed by the student and signed by parent/guardian if student is a minor to release student information. Both forms must be done for every request of Release of Information.

Complaint Policy Procedure

Complaint procedures are included in new student orientation thereby assuring that all students know the steps to take should they desire to register a complaint at any time. The following procedure outlines the steps of the complaint procedure:

- 1) The complaint should be in writing within three days of the occurrence.
- 2) The written complaint will be given to the president.
- 3) The complaint will be reviewed by administration and board members and a written response will be sent to the student within 10 days.
- 4) If the complaint cannot be resolved by the administration, it will be referred to an appropriate agency, if applicable.
- 5) Interviews with staff and other students may be necessary, depending on the extent and nature of the complaint, to reach a resolution of the complaint.
- 6) Students must exhaust Cosmetology Career College, Inc's internal complaint process before submitting the complaint to ADH Cosmetology Section.

Leave of Absence

A leave of Absence (LOA) is the temporary interruption in a student's program of study. LOA refers to a specific time period during a student's program that they are not in attendance. A LOA must be requested in advance in writing, stating the reason for the LOA, unless there is extenuating circumstances, for approval by Administration. LOA's are limited to three per enrollment and or 90 total days for all programs. The maximum time frame is 60 calendar days. Emergency LOA, without prior written request, may be granted if the student completes a LOA form and returns it to Cosmetology Career College, Inc via mail or in person. If approved, the official LOA will extend your Contract/Enrollment Agreement end date by the number of days in your LOA. When taking a LOA, days are counted consecutive of calendar weeks. If student fails to return on the expected date, the termination process will begin and the determination date will be date of expected return.

Official With-Drawl

A student officially withdraws from their course of study when they notify Cosmetology Career College, Inc administration in person or in writing. Student must pay any debt owed to the college and pay the with-drawl/termination fee of \$100.00 to receive a certified final transcript of hours released to ADH Cosmetology Section. With-drawl/Termination fees may be waived due to documented mitigating circumstances.

Un-Official With-Drawl

When a student doesn't officially withdraw, Cosmetology Career College, Inc will determine the with-drawl date. Determination date of with-drawl will be the last day of attendance if a student misses (14) fourteen consecutive days without contacting Administration. In the event a student does not return from a LOA on the scheduled return date or notifies Administration that they will not be returning from their LOA, determination date will be the student's expected date of return from LOA. If a student is terminated from Cosmetology Career College, Inc the determination date is the termination date. Students who un-officially withdraw or that is terminated will pay the with-drawl/termination fee of \$100.00, no exceptions.

Cancellation Refund Policy

An applicant not accepted to attend Cosmetology Career College, Inc shall be entitled to a full refund of all monies paid. If a student or if a minor his/her parent/guardian cancels his/her Contract/Enrollment Agreement within (3) three business days after signing but prior to beginning class, he/she will be entitled to a full refund of all monies paid. If a student cancels his/her Contract/Enrollment Agreement after (3) three business days after signing but prior to

beginning class, he/she will be entitled to all monies paid less Registration fee of \$100.00 and state permit fee of \$20.00.

For students who enroll and begin classes but withdraw prior to course completion, the following schedule of tuition adjustment is authorized:

0.01% to 74.9% Hours Attended	75% and over 100% Tuition
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Any monies due the applicant or student shall be refunded within 30 days of official cancellation. In the case of disability, illness, injury or death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If the course is cancelled subsequent to a student's start date, the college will either provide a full refund of all monies paid or completion of the course at a later date. Students who withdraw or terminate prior to course completion are charged with-drawl/termination fee of \$100.00. This refund policy applies to tuition and fees charged in the Contract/Enrollment Agreement. Other miscellaneous charges the student may have incurred at the college (EX. Extra kit materials, books, products, un-returned school property, etc.) will be calculated separately at the time of with-drawl.

The student acknowledges that he/she understands that reasonable attorney fees and cost shall be paid by the student in the event any legal action is taken on their Contract/Enrollment Agreement or any part of it.

Blood Spill Procedure

If a blood spill should occur, the following steps MUST be followed:

- Supply injured party with liquid styptic/antiseptic and the appropriate dressing to cover the injury.
- Double bag all blood-soiled (contaminated) articles and label with red or orange biohazard warning. This is the responsibility of the candidate and should be executed as follows:

Candidate Injury- For Examination Purposes

- 1) Protection- If a cut is sustained, stop the service and clean the injured area.
- 2) Apply antiseptic and or liquid or spray styptic as appropriate (see NOTE).
- 3) Dressing- Cover the injury with the appropriate dressing.
- 4) Cover injured area with finger guard or glove as appropriate.
- 5) Clean model/client and station as appropriate.

- 6) Double Bag and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
- 7) Return to service.

NOTE: Do not allow containers, brushes, nozzles or liquid styptic to touch the skin or contact the wound. Use an applicator.

Rules and Regulations

1. Attend and be prepared for all classes according to your schedule, including theory classes even if all required tests are completed. **Fridays are mandatory** and student will be charged **\$25.00 for missing**, due the day the student returns. Saturdays are optional but you will get more clinic experience by attending on Saturdays. Both the day before and after a holiday are required attendance.
2. Arrive for all classes on time. If one minute late for theory class, you will not be allowed to attend class or to clock in until class is over. The determination will be made by college staff based on the circumstances causing the tardiness. **Notify a staff member before 8:30 AM of tardiness or absenteeism** so that proper arrangements can be made to service clients that may be scheduled. Please continue to call until you reach a staff member. Pre-arranged absences must be approved by the Operations Manager. Excessive tardiness may result in suspension. Excused Absences are when a student makes prior arrangements a least a week in advance. If student is absent without previous arrangements he/she must have a doctor's note to be considered an excused absent.
Un-Excused Absences are when there is no logical reason to miss class.
Emergency Absences such as illness, death in the immediate family, etc. will be considered and examined on a case-by-case basis.
3. **Drinks are allowed on the clinic floor but absolutely no food.** The break room is the only place in the building students are permitted to store or eat food. The break room is for staff and students only.
4. Complete all assigned theory, practical and clinic assignments in the designated time. **Missed assignments and tests will be scored a "0". Absence missed tests will be made up on Mondays between 9:30 to 10:00 AM and between 7:00 to 7:30 PM.** It is the student's responsibility to contact the Instructor regarding makeup tests. Hours will not be sent to ADH Cosmetology Section until all graduation requirements have been met and a comprehensive final written and practical has been passed.
5. Smoking is allowed only in the designated area. Place your cigarette butts in the ashtray, not on the ground.

6. Follow time clock procedure by clocking in and out to accurately reflect hours in attendance. No student may clock in or out for another student. Students must take a 30-minute lunch break within 6 hours of clock in time. **Students must clock in and out for lunch and breaks.** Lunches will be scheduled from 11:00 AM to 1:00 PM daily depending on classroom schedule and clinic floor services assigned to students. If an error is made, the student is responsible to have an instructor correct the time immediately.

7. **Students must notify an instructor when leaving Cosmetology Career College, Inc. for any reason other than lunch and scheduled time of departure.** If a student needs to leave earlier than their scheduled time they must notify a staff member.

8. **Students must comply with the published dress code and practice proper hygiene and grooming at all times.** Your uniform is business casual. All clothes must be modest and appropriate for our profession. Our definition of appropriate is nothing too tight, low cut or too short, which includes spandex, halter tops, tube tops, exposed midriffs (or other body areas). Leggings may be worn if student's shirt hits mid-thigh. Skirts, dresses, capris, shorts must not be more than (2) two inches above the knee. Shoes should be stylish, clean and comfortable closed toe. Body piercing is to be kept to a minimum. Students must have hair and makeup done before clocking in for class. The student must wear a smock or apron at all times on the clinic floor.

9. Do not perform any services on clients until you have completed your pre-clinic class and passed a comprehensive practical examination. ADH Cosmetology Section states **a Cosmetology student must have 150 hours and Manicurist 60 hours minimum to perform services on a client.**

10. Comply with the Satisfactory Progress Policy.

11. Do not bring portable radios to play at your station. **Cell phones are not allowed on the clinic floor or the theory room during instruction hours, they can be used in the break room or outside when the student is clocked out. Cell phones must be kept on silent or vibrate.** The business phone is not for personal use however in case of an emergency a student may be contacted on the business phone.

12. All visitors must come through the front door. Your friends and family are welcome to come and receive services and or information about our programs. **If you have visitors they need to stay in the reception area unless prior approval was granted.** Students are not allowed to bring their children with them to class. Loitering on the premises is not allowed.

13. **Students are expected to conduct themselves as adults at all times.** This means no loud-talking, yelling or profanity will be tolerated. There will be no gum chewing allowed. **Silence is**

to be observed during theory class. Discuss only ethical and professional subject matter during college hours. **Students are not permitted to gossip or cause discord.**

14. No drugs, alcohol or any weapons are allowed on the premises of any school in the state of Arkansas. Any student found in violation of this rule may be expelled immediately. The college reserves the right to drug test and order a breathalyzer at its discretion.

15. Lockers are available if a student wishes to use one. Students are to provide their own lock and an extra key (or the combination) must be given to administration to be placed in student's file. All personal items are to be kept in student's locker, which is to be kept neat and clean at all times. **The college is not responsible for any lost or stolen items.**

16. A student should be fair, honest and never steal. **Any student involved in stealing from another student or from Cosmetology Career College, Inc, may be expelled immediately.** Any student found willfully or intentionally destroying or damaging college property is subject to being charged for the property and/or immediate expulsion from Cosmetology Career College, Inc.

17. Threatening by text, face to face or social media will not be tolerated. Nor will fighting.

18. All students must have supplies and approved equipment needed at all times.

19. Students are assigned a station when they go to the clinic floor. Stations should be cleaned daily and must be kept clean and orderly at all times. Sweep up after each haircut. Refrain from keeping excessive personal effects on station.

20. Duties are assigned to students each week. These will be checked before student leaves each day. There is two thirty minute time frames that is set up for sanitation each day, 9:30 to 10:00 AM and 7:00 to 7:30 PM. **The students are expected to keep the college clean, neat and orderly.**

21. We must have clients for you to practice on. It is not the same experience on mannequins or fellow classmates. **If a student refuses a client they will receive a written reprimand and be sent home for the rest of the day. Clocking out when given a client or when you have an appointment is the same as refusing a client.** Students must give clients their undivided attention, no visiting with other students when with your client. Client's opinions of a student's appearance, attitude and their services are taken into consideration when evaluations are done and recommendations made for employment. Keep all student and client analysis and service records up to date. Have every service performed on a client checked by an Instructor.

22. Student parking is behind the building only.

23. Students working the desk should know all pricing and service policies of the college and the name, purpose, benefits, procedures and cost of products used. Do not make any changes to the appointment book without permission from an instructor. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills. **If a student is unsure of any matter or have questions while working the desk, they are to ask a staff member ONLY.**

24. **Students are allowed (2) two services per week. These services must be paid for in advance. If a student is on probation, have grades less than 75%, or has not completed weekly assignments services will be denied. Student services will be given on Monday and Tuesday. At any other time a service is requested, the student will be charged ½ of the regular service price with school participation. For services without school participation, the student will have to clock out and pay full price for the service.**

25. If you have questions regarding your financial account, hours, grades, etc., you must fill out a request form and wait for a reply from the Operations Manager. You will receive a reply by the next day.

26. **Any student who is found to be disregarding the rules and regulations will receive a written reprimand that will be placed in their file. Three infractions of the same thing will result in a (3) three day suspension.**

27. **Any derogatory remarks, negative comments, emails, inappropriate photos posted to any online networking sites that mention or misrepresent Cosmetology Career College, Inc in any way will result in immediate termination.**

NOTE: At the discretion of the President, these rules may be changed and subsequently posted on the college's bulletin board at any time.

Staff

*Tina Reagan – Owner/President/Director

Tonya Byrd – Owner/Vice-President/Treasurer

Gene Reagan – Resource Officer/Consultant

*Sharon Beauregard – Supervisor/Financial Advisor

*Genger Hamrick – Instructor

*Donna Rolins – Call-In Instructor

*Licensed Cosmetology Instructor