

PRINCESS BEAUTY SCHOOL, INC.
25861 FORD ROAD, SUITE A
DEARBORN HEIGHTS, MI 48127
313-274-5544

... .. *For success, attitude is equally as important as ability*
... .. *Ambition is putting a ladder against the sky*
... .. *But you are the only one who can use your ability*

SCHOOL CATALOG

Publication Revised November, 2016

This School Catalog offers our students programs that target job growth, and professions with the best prospects for the future.

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OFFICERS, ADMINISTRATIVE AND INSTRUCTIONAL STAFF

Owner/President.....Noha Taleb
Vice-President.....Bonnie Humble
Financial Aid Director.....Noha Taleb
Instructors:.....Noha Taleb
Lashea Rhodes
Shervonne Colvin
Ronnelle Wilson

All employed instructors hold a current Michigan Cosmetology Instructor License.

LICENSED BY

Department of Licensing and Regulatory Affairs
Bureau of Commercial Services
Board of Cosmetology
P.O. Box 30244
Lansing, Michigan 48909
(517) 373-0580

EXAMINATION AGENCY

PSI Examinations
3210 East Tropicana
Las Vegas, NV 89121
(800) 733-9267
Email: comments@psiexams.com

ACCREDITED BY

National Accrediting Commission of Career Arts & Sciences
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Alexandria, VA 22302
(703) 600-7600
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“ACKNOWLEDGMENT”

This School Catalog offers our students programs that target job growth, and professions with the best prospects for the future.

MISSION STATEMENT

Princess Beauty School strives to have well rounded standards that specifies what students must do in terms of obligations to their training, benefits to society, and to be the best Cosmetologist they can be. Our major objective is have each student master the skills and procedures necessary to successfully pass the Michigan State Board of Cosmetology examination and obtain a license. We also strive to ensure that they will meet the current public demands for an entry level position in a salon or job related field when they graduate.

CODE OF ETHICS

- Princess Beauty School provides high quality education to all its students in order that they will be successful in the Cosmetology field.
- This school provides a pleasant and exciting environment for employees, students and clients.
- This school maintains an honest and fair relationships with its staff, students, patrons, and state board.
- This school practices professionalism with fellow beauty Schools and businesses in the community.
- This school operates professionally at all times in the quality of teaching and the products we use for teaching and for the clients.
- This school advertises truthfully and makes honest presentations to its students.
- This school will involve both employees and students with their input to update and keep the Code of Ethics fair and impartial.
- This school does not recruit students already attending or admitted to another school offering a similar program of study.

FACILITIES AND EQUIPMENT

A private office is available for interviewing and advising students. Our theory classroom is equipped with a projector, television, charts, posters, and whiteboard to aid the students in learning theory of cosmetology. Practical classroom is fully furnished with workstations, mannequins and the necessary tools for each student to practice basic hairstyling techniques. Our clinic area work-stations stimulate a modern salon where students gain experience working with customers under direct supervision of an instructor. Esthetics instruction and practical application takes place in our facial room. Four computers and a library are available for our students to use for independent study. Lockers are also available to each student for personal use.

INCLEMENT WEATHER

When the local public schools are closed due to inclement weather or extenuating circumstances Princess Beauty School will be closed. Students will be notified by telephone to confirm any closure.

CALENDAR HOLIDAYS

Princess Beauty School is closed for the following holidays:

- | | |
|-------------------------|---------------------------|
| - New Year's Day | - Labor Day |
| - Memorial Day | - Thanksgiving Day |
| - Fourth of July | - Christmas Day |

Additional holidays may be announced at the discretion of the Administrator of the school.

ADMINISTRATION PREROGATIVE

The administration reserves the right to make changes in course and in programs, staff, and tuition rates as necessary. The School also reserves the right to cancel a course for which there is insufficient enrollment. The School intend all changes to be the ultimate benefit of the student. Any changes in tuition and fees for enrollment, kit, books and supplies will not affect students with prior arrangements.

EXTRA INSTRUCTIONAL CHARGES

Payment of tuition and all fees must be paid in full prior to graduation. A grace period of 10% has been added to the calculated scheduled completion date for each program. If a student does not complete the enrolled course by the end of his/her contracted completion date, they will be charged extra instructional fees at an hourly rate derived from the original tuition cost divided by scheduled course hours. Extra instructional charges are pro-rated amounts charged when the student exceeds the scheduled course hours by 10%. The extra charge for Cosmetology is \$9.00 per hour, Manicuring is \$8.50 per hour, Esthetics is \$8.50 per hour and Instructor Training is \$6.00 per hour. These additional charges may be waived due to extenuating circumstances.

ADMISSION REQUIREMENTS

A. THE SCHOOL ADMITS AS REGULAR STUDENTS AND REQUIRES THAT EACH STUDENT ENROLLING IN THE COSMETOLOGY, ESTHETICS, AND MANICURING COURSES MUST:

1. Complete an application for enrollment;
2. Have a high school diploma **including** a foreign high school diploma if an outside agency proves it is an equivalent to a U.S. high school diploma and has translated the documents into English, high school transcripts showing graduation or high school course completion; **or** has the recognized equivalent of a high school diploma such as general education development or GED certificate showing the test results; **or** has completed homeschooling at the secondary level that the state law treats as home or private school.
3. Be at least Seventeen (17) years of age and is of good moral character;
4. Have a driver's license, or picture ID;
5. Have a Social Security Number verification;
6. Is a citizen of the United States or holds a recognized Visa.

B. ADMISSION REQUIREMENTS FOR THE INSTRUCTOR COURSE MUST:

1. Complete an application for enrollment;
2. Have a high school diploma **including** a foreign high school diploma if an outside agency proves it is an equivalent to a U. S. high school diploma and has translated the documents into English, high school transcript showing graduation or high school course completion; **or** has the recognized equivalent of a high school diploma such as general education development or GED certificate showing the test results; **or** has completed homeschooling at the secondary level that the state law treats as home or private school.
3. Be at least eighteen (18) years of age and is of good moral character;
4. Hold a current cosmetology license;
5. Have a driver's license, or picture ID;
6. Have a Social Security Number verification;
7. Is a citizen of the United States or holds a recognized Visa.

High school diplomas will need to be recognized by the state and/or accredited body approved by the U.S. Department

ADMISSIONS OF ABILITY-TO-BENEFIT STUDENTS

Definition: An "Ability-to-Benefit" student is one who is beyond the age of compulsory education, lacks of high school diploma, or GED and has the ability to benefit from the training. **Princess Beauty School does not accept students on Ability to Benefit Basis.**

RE-ENTRY REQUIREMENTS

Former students of Princess Beauty School who wish to re-enter must re-apply to the school and Michigan State Board of Cosmetology. An Enrollment Agreement/Contract must be written for all re-entry students (original contract will be void). The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$150.00. Any balance for unpaid tuition from previous attendance will be added to the new contract plus new tuition charges based on a pro-rated hourly rate for the hours needed to complete the course. Student will have to purchase any new equipment missing to bring it up to meet State Board and School requirements. Students will re-enter in the same status as when they left.

TRANSFER

Princess Beauty School does not accept transfer hours from other institutions and does not recruit students already attending or admitted to another institution offering a similar program of study

Transferability of clock hours and services earned at this school to another institution is at the discretion of the accepting institution, and it is the student responsibility to confirm whether or not their clock hours and services will be accepted by another institution of the student's choice. All students who transfer, withdraw, and are terminated/dropped will be charged a fee of \$150.00.

ENROLLMENT/START DATES

A student may apply for enrollment any day of the school calendar year. All students must be interviewed and make formal application to the school to be accepted for enrollment. After the student has met all admissions requirements, been accepted and signed an Enrollment Agreement/Contract, he/she is told when to report for classes. All course classes begin the first Tuesday of every month unless otherwise scheduled. If the student does not show up for class when he/she is scheduled to begin, or does not notify the school that he/she wishes to cancel, the school's Refund Policy shall apply.

STATEMENT OF NON-DISCRIMINATION

Princess Beauty School does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, marital status, financial status, ethnic origin, country or area of origin or residence. This practice and requirement of non-discrimination also extends to employment by the school and the admission of students to programs and activities operated by the school; nor does the school discriminate against otherwise qualified handicapped individuals

STATEMENT OF NON-DISCRIMINATION/HANDICAPPED

Princess Beauty School complies with all provisions of section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person, by reason of the handicap, will be denied enrollment into the course. However, any handicapped person seeking admission should be aware of the high level of manual dexterity and coordination this profession requires and should take that into consideration before deciding if this is what they want and are able to perform in order to determine employability in the beauty industry. Princess Beauty School facilities are readily accessible to handicapped students but they are no special facilities.

RIGHT TO ACCESS STUDENT RECORDS/PRIVACY ACT

Princess Beauty School Guarantees to protect the privacy of all student records unless specifically directed by the student (parent or legal guardian if the student is a dependent minor) in accordance with the Privacy Act of 1974 - Public Law 93.579. The school guarantees the student (parent or legal guardian if the student is a dependent minor) access to their educational records and to provide supervision and interpretation of records when they are being reviewed by student (parent or legal guardian if the student is a dependent minor). The records shall be made available to the student (parent or legal guardian if the student is a dependent minor) upon written request, at a time convenient to the school but no more than five (5) days after the receipt of request.

RELEASE OF INFORMATION

Princess Beauty School provides adequate safeguard of student records by complying with the Family Educational Right and Privacy Act (FERPA) and by observing the following procedures:

- Requiring written legally authorized request from third parties requesting information;
- Protecting the privacy rights of students, parents of dependent minors, or guardians, and staff members; and
- providing for copies of any information sent out of the school.

The school guarantees to protect the privacy of all student records unless specifically directed by the student (or parent or guardian if the student is a dependent minor) in accordance with the Privacy Act of 1974-Public Law 93.579. Authorization to Release Information Forms are available in the School Office and signed by the student (or a parent or guardian if the student is a dependent minor) for a specific need. All staff members are advised and knowledgeable of the procedure for release of information on students. All students are advised on the procedure for Right to Privacy/Release of information at the admission interview and on orientation day.

Before publishing "directory information" such as name, address and phone # of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, the school allows the student or guardian to deny authority one or more of these items. The school provides and permits access to student and other school records and permits access to student and other school records as required by National Accrediting Commission of Career Arts and Sciences and other Governmental Agencies as required. **Princess Beauty School** provides for the cumulative educational records of students to be maintained in the school for a period of seven (7) years.

DRUG PREVENTION/AWARENESS POLICY

The use of any illegal drugs or alcohol in any form while in school is prohibited. If a student exhibits evidence of drug, alcohol abuse or intoxication while in school, is subject to disciplinary action of suspension or termination. Possession of illegal drug is subject to the laws of the State of Michigan. Students that may have a drug or alcohol problems affecting their progress should see the Administrator for advising. He/she will refer them to a Drug Prevention Program coordinator. All advising will be confidential.

ADVISING SERVICES

Advising is provided to students not less than three (3) times during their course of training. The advising is done on an individual basis and includes, but is not limited to academic and practical advising. Career advising is provided to the student regarding interviews, employment opportunities and marketing skills.

Advising is available to students that have academic, personal, or faculty problems affecting their progress. Their instructor in charge of their class will counsel the student first, if it isn't satisfactory to the student, he/she will be directed to the appropriate person. Advising is utilized as a preventive disciplinary action on attendance, academic, undesirable behavior, etc. Students are counseled on progress and satisfactory or outstanding results, such as attendance, academic, and positive attitude, etc. Written progress reports are discussed and a copy of the report is given to the student at the time of the advising session.

LEAVE OF ABSENCE

A leave of absence (LOA) is considered a temporary interruption in a student's program of study, specifically the time period during a program when a student is not in attendance. The leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Any student requesting an LOA must notify his/her instructor or other authorized official in writing prior to the scheduled leave is to take place, unless unforeseen circumstances prevent the student from doing so. Unforeseen circumstances include, but are not limited to: death in the family, an injury or illness of the student, etc. The written request must include the reason for the LOA, and include the student's signature. The School Director has authority to either grant approval or denial based on the circumstances and must do so within three (3) business days. The student must give a reasonable expectation that he/she will return from the LOA for approval from the School Director.

While the student is on an approved LOA, the school will not assess the student any additional school charges. The LOA together with any additional approved leaves of absence must not exceed a total of 180 days in any 12-month period. The student may return early from the LOA to review material previously covered. However, the student must resume the academic program at the point he/she began the LOA in order to be considered off the LOA.

If a student does not return to the school at the expiration of an approved LOA, the school will assume the student has unofficially withdrawn on the following day of the date of expected documented return from his/her LOA. This begins the withdrawal process. If the student is receiving Title IV Financial Aid, The Office of Financial Aid will complete the R2T4 (Return to Title IV) process as per regulations as described in the Financial Aid Handbook.

Upon return of a leave of absence the student will re-enter the program with the exact same progress status as when he/she left with regards to satisfactory academic and attendance progress. Unless the above criteria are met, the LOA will not be approved and if the student ceases to attend, he/she will be considered a withdrawal.

CONDUCT POLICY

Students are required to comply with all school Rules and Operating Policies as outlined in the contract, and as explained during the enrollment period, as well as posted additions. Students are required to act in a manner that will reflect credit on themselves, the school and the industry for which they are being trained. Failure to adhere to these rules will result in probation, suspension or termination. Profanity and/or disruptive behavior will not be tolerated and will be cause for dismissal from the school for the day. Recurrences may result in suspension, probation and possible termination.

COMPETITIONS

Students are encouraged to compete in various competitions during their training. This gives them the opportunity to show their creativity and express themselves. It is not mandatory to compete, but you will learn from observing and supporting your classmates.

TRANSCRIPT

Students requesting an official transcript of hours will be charged a non-refundable fee of \$10.00 for each requested transcript. School will issue an official transcript hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and satisfied all financial obligations. Official transcript of hours will be provided, at no cost to other institution, agencies, etc., upon request, provided that the student has made provisions for the school to release information to third party.

CHANGE OF COURSE SCHEDULED HOURS

Students requesting a change of schedule must submit in writing that request to the school administrator for approval. It does not go into effect until the approval and all documentation is complete.

GRADING SYSTEM

Academic progress will be reviewed and evaluated at the end of each evaluation period (See Satisfactory Progress Policy) and is based upon theory, practical grades, and number of services completed. Theory grades are made-up of quizzes and chapter exams. Practical grades are based upon completion of established number of Laboratory/Clinic services and manikin assignments on a daily basis. Theory exams and practical grades are considered according to the following grading scale:

<u>THEORY</u>	<u>GRADE</u>	<u>OVERALL</u>	<u>PRACTICAL</u>	<u>GRADE</u>
Percentage Ranking			Percentage Ranking	
94%-100%	A	EXCELLENT	94%-100%	A
87%-93%	B	GOOD	87%-93%	B
75%-86%	C	AVERAGE	75%-86%	C
Below 75%	D	FAILING	Below 75%	D

Students must make-up failed or missed tests and incomplete assignments in accordance with the make-up policy. Make-up exams and incomplete assignments will be scheduled and reviewed with the students by the instructor. Students must maintain a minimum written grade average of 75% in theory and practical/laboratory work in order to be considered maintaining satisfactory progress. All students are required to pass a final theory and practical exams with 84% prior to Graduation. (See Satisfactory Progress Policy for more details).

PROGRESS REPORT (See Satisfactory Academic Progress Policy)

EMPLOYMENT AND PLACEMENT

The school maintain contacts with professional and employers in the Cosmetology industry and all information pertaining to possible employment will be made available to the student. Upon successful completion of an enrolled course, student may register for employment assistance and the school will use its best efforts to place the student. Employment information is also provided by posting area job openings on a career opportunities bulletin board for students to review (when available). Students also receive training in job search skills including how to write resume, complete an employment application and prepare for an effective interview. **However, the student must be aware that the school does not guarantee employment or compensation nor does it act as an employment agent.**

GRADUATION REQUIREMENT

A diploma shall be issued to the student at the time of graduation provided that the student has:

1. Successfully completed all required hours of prescribed course;
2. Curriculum requirements theory and practical, with a satisfactory grade of 75% or above. The student must achieve a satisfactory grade of 84% on all final exams. Students may begin taking their finals the last 100 hours of the prescribed course, provided that they have completed all curriculum requirements and satisfied all financial obligations.
3. Payment of tuition and all fees must be paid in full prior to graduation.

The diploma will acknowledge that the student has successfully completed all phases of the enrolled course and is therefore eligible to take the examination administered by PSI Exams for the Michigan Board of Cosmetology.

STUDENT HONOR AWARDS

Exemplary students receive honor awards in recognition of their accomplishment during their education.

STUDENT ADVISORY SERVICES

Often the school is in position to help a student with personal and business problems. We will be happy to discuss them with you by appointment or an individual basis. Students are encouraged to come to the school to discuss problems or questions, which may affect their performance in school.

SAFETY

Professionals are encouraged to take an active role in maintaining a safe environment. To avoid accidents and injuries, Professionals are required to take preventive measures by:

- Using equipment properly
- Following manufacturer's directions when using chemicals and products
- Immediately wiping spills or leakage found on the floor
- Assisting elderly and disabled guests
- Keeping all aisles and areas around work stations free from personal items and debris; and
- immediately reporting building and equipment safety hazards to administration personnel.

TRAINING BEYOND STATE MINIMUM REQUIREMENTS

This school offers some programs that are longer than the state of Michigan requirements. The rationale for the extended required time for completion allows for additional training and preparation for our students to not only pass the State examination but also gain the skills required to be prepared to meet the current public demands of the field.

PRE REQUISITES FOR EMPLOYMENT

Licensure Requirements - to perform cosmetology, manicuring and esthetic services in the State of Michigan, you must have a valid license to perform services in that field.

Regulatory oversight restriction - The State of Michigan regulates the Cosmetology industry in the State to protect consumers. In addition to other efforts, random and complaint related unannounced inspections to salons, spas and other cosmetology facilities are performed to verify compliance with the State of Michigan's Laws and Rules for Cosmetology.

DEMANDS OF THE PROFESSION

To be assured of success, and meet the requirements set forth by employers, the industry makes certain demands of its professional.

- It is important for you to know that performing this service for others is truly what you want to do and that you are willing to devote the necessary hours and days of intensive training to accomplish that goal.
- It requires a pleasant personality and the ability to work professionally with the public. You must learn to listen, be tactful, and not get personally involved with your clients. If not it will lead to loss of clients and money.
- Physical demands are hard one and must be able to meet those demands, such as being able to stand for long periods at a time and have good hand coordination.
- Creativity is helpful, but you are able to learn this as your training progresses.

FINANCIAL AID INFORMATION

Federal Pell Grants, Federal Direct Student Loans (subsidized and unsubsidized), Federal Parent “plus” loans for cosmetology students are available.

The Federal Pell Grant Program:

The Federal Pell Grant Program provides need based grants to low-income undergraduate students. Financial need is determined by the U.S. Department of Education which is dependent on the student’s expected family contribution, the cost attendance, the student’s enrollment status, and whether the student attends for a full academic year or less. Princess Beauty School will advise you as to your eligibility after you have completed the Free Application for Federal Student Aid. A federal Pell Grant does not have to be repaid.

The Federal Direct Loan Program:

The Federal Direct Loan Program is a student Financial Assistance program provided by the U.S. Department of Education that provides students with a simple, convenient, and flexible way to borrow money to pay for Postsecondary education. Schools that participate in the Federal Direct Loan Program receive loan funds directly from the U.S. Department of Education and disburse them to eligible students. Direct loans are: **simple**-borrow directly from the federal government; **convenient**-access Direct Loan resources and your account information online; **flexible** choose from four repayment option.

The Federal Direct Loan Program offers Four Types of Low Interest Loans:

Direct Subsidized Loans are awarded based on your financial need .Your school determines your financial need, in part, from the information you provide on your financial aid application. With a Federal Direct Subsidized Loan, the federal government does not charge you interest before you begin repayment or during authorized period deferment (post payment of repayment). Visit www.studentloans.gov for more information.

Direct Unsubsidized Loans are not awarded on the basis of need. If you are an eligible student, you may borrow up to the cost of your attendance minus any other financial aid you receive. However, you may not borrow more than the maximum annual amount. The federal government charges you interest from the time the loan is paid out to you until you pay off the loan in full.

Direct PLUS Loans help parents pay their dependent children’s education expenses. Your parents may borrow up to the amount of your cost of attendance minus any other financial aid that you receive. The federal government charges your parent’s interest from the date the first disbursement is made until the loan is paid in full.

Direct Consolidation Loans simplify repayment by combining one or more federal education loans into one new Direct Consolidation Loan. If you combine your loans into a Direct Consolidation Loan, you will have only one loan, and one monthly payment.

Interest Rates:

Federal Direct Subsidized, Federal Direct Unsubsidized, and Federal Direct PLUS Loans are variable and may change each year of repayment. Interest rates for Direct Consolidation Loans are fixed. By law, interest rates will not exceed 8.25% for Direct Subsidized, Direct Unsubsidized, and Direct Consolidation Loans and 9% for Direct PLUS Loans.

REFUNDS “RETURN OF TITLE IV FUNDS”

Princess Beauty School calculates an institutional refund for all students who leave school prior to their scheduled graduation date. In addition, if a student has received Federal Title IV funds, a “Return to Title IV Funds Calculation” is done.

a. The student must be a recipient of a Federal Pell Grant or a Federal Direct Student Loan.

b. The student must have completed less than 60% of the period of enrollment for which he/she was charged.

If conditions a and b is met, Return of Title IV Funds will be calculated according to the following fraction:

Total hours scheduled to be completed.

Hours in the payment period for which the student was charged.

The resultant percentage from the above fraction is then multiplied by the total tuition assessed.

WHAT YOU SHOULD KNOW ABOUT COMPENSATION

Cosmetology is basically a commission business, and that is the reason it is such a lucrative field for achievers. It is important to understand how salons pay.

On the sliding scale commission, which is a universal favorite, you must be willing to work for 40 - 50% of your gross pay, knowing you'll make more as your gross gets higher. If you're not on the higher end consistently, you must figure out why, and do something about it. The sliding scale commission works like this;

If you gross \$200 or less each week
You make 40% commission on that amount
If you gross \$200 to \$300 each week
You make 50% commission on that amount
If you gross \$300 to \$400 each week
You make 55% commission on that amount
If you gross \$400 or more each week
You make 60% commission on that amount

So a gross of \$150 times 40% is \$60, and if the commission were a straight 50%, your take-home pay on a \$150 gross would be \$75, a different of \$15.

The rates used here as an example do not necessarily represent actual wages or percentages, but can help you figure the different pay plan. Don't forget commission on retail sales. Many salons offer retail hair care and toiletry items, that may receive commission on as well.

The weekly guarantee is a specified amount of money that you can count on, if your commission does not meet it for any given week. Guarantees range from \$50 to \$150 or more depending on the additional duties required.

Larger salons and small chains may offer another pay inducement plan called a draw. With a draw you are paid your commission or set sum, whichever is higher, like in the guarantee plan.

Most of the hassle of self-employment has been removed when you work for a department store or chain salon. Regular store benefits for health and life insurance; in store buying discounts; job security through store personnel office hiring; and or course, regular hourly wage are some of the benefits.

*This information was obtained from Milady Job Hunting for the Cosmetology Milady Publishing Corporation, Bronx, NY

A cosmetology Instructor ca expect to make between \$10.00 to \$13.00 an hour in school. The employment outlook depends on a wide variety of factors, including: trends and events affecting overall employment, location, employment turnover, occupational growth, etc.

COSMETOLOGY COURSE OUTLINE

Princess Beauty School

Program Level - Undergraduate Certificate

COURSE BEGINS AND ENDS, The course operates continuously, beginning on the first Tuesday of every month unless otherwise scheduled and continuing until curriculum requirements have been reached and 1500 hours have been completed. (See School calendar for schedule of School Holidays).

COURSE DESCRIPTION, Cosmetology is the cosmetic treatment of the skin, hair and nails. The course addresses all phases of the cosmetology profession. The art of cosmetology is the actual performance of the many beauty cultural practices. The course is designed to help the students develop proper habits of sanitation, health and safety in the practice of cosmetology. All courses are taught in English.

COURSE PURPOSE, for the student to acquire a broad knowledge of both the Science and Art of Cosmetology, and be able to use the knowledge as a foundation to be successful in the profession of Cosmetology. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and to be able to use his or her initiative to produce professional results. To prepare students to take the State Board of Examination and obtain an entry-level employment.

INSTRUCTIONAL METHODS, The instructor will give lectures, demonstrations, handouts, assignment sheets, and will use audio/visual aids, chalkboard and cosmetology textbook/workbook as a methods of teaching. Student will be expected to participate in discussions. The instructor will test students on written and practical applications.

STUDENT ACTIVITY/PARTICIPATION, Requires note taking, discussion, homework, take test and quizzes and complete educational assignments. They will be required to do all practical assignments.

TEACHING STRATEGY, This is where the instructor will have the opportunity to use his/her special skills to teach the student. These are accomplish through lectures, testing, audio/visual aids, explanation and demonstrations of all subjects. Encouraging questions, explaining new words, terms, and techniques. Instructors give special attention to slow learners.

COURSE OBJECTIVES, upon completion of the cosmetology course the student will be able to:

- Practice all sanitation and sterilization procedures
- Consult with the client, drape and perform a professional shampoo
- Make-up Artistry and Personality Development
- Analyze hair and scalp problems and administer corrective treatments
- Have a thorough knowledge of anatomy hair structure and chemistry
- Administer cold/acid waving techniques
- Administer chemical and physical techniques of hair straightening
- Give a professional shampoo and hair shaping
- Administer hair coloring
- Create hair styles through the use of roller placement, thermal waving/curling, finger waves, pin curls and blow curling/waving
- Administer a facial with make-up remove superfluous hair
- Give a professional manicure, pedicure and nail extensions
- Operate/open a salon and employ the principles and practices of salon management
- Employ basic first aid measures
- Practice good hygiene and good grooming
- Practice professional ethics and personality development
- Practice and employ the board of cosmetology rules, regulations, and laws
- Employ safety precautions
- Seek and obtain employment

OCCUPATIONAL OBJECTIVES, once the student has completed the course and passed the Board of Cosmetology examination for license and has been licensed, he/she will be qualified to obtain employment as a Cosmetologist in a salon, as a demonstrator for a cosmetic company or a Cosmetologist in a department store salon to name a few occupational titles.

SOC CODE: 39-5012.00 - Hairdressers, Hairstylists, and Cosmetologists CIP CODES: 12.0401/12.0407
<http://www.onetonline.org/link/summary/39-5012.00>

REQUIREMENTS.

ATTENDANCE: 1500 hours to include theory, practical, and laboratory/clinic services. After successful completion of basic training program (350 hours) to include theory and practical the student will be evaluated to determine their level of competency to perform the practical laboratory/clinic services in the advance level.

BOOKS/READING.

- Pivot Point Salon Fundamentals Text and Workbook ISBN 978-1-936349-42.5 Retail \$150
- State of Michigan Cosmetology Laws and Rules Book - Available to view download and print at <http://www.dleg.state.mi.us/bcsc/forms/cos/coslawbk.pdf>

STUDENT MATERIALS: Cosmetology supplies, manikins, stand, pencil, pen and notebook, etc. (student must purchase kit material separately).

EXAMINATIONS.

- Examination are given at the completion of each Unit and/or Chapter. All subjects have theory written examination. All subjects that emphasize practical skills have a practical examination.
- Final examinations are given at the completion of the course to include theory and practical written and practical performance and also State of Michigan Cosmetology Laws and Rules.
- Students are counseled and advised of their progress at the scheduled evaluation periods. (See Satisfactory Progress\ Policy for evaluation periods.)

Training schedules for theory, practical, and examinations are posted in each class.

EVALUATION STANDARDS.

- Written examination based on material taught in the classroom
- Practical/Performance evaluations based on procedure and material taught in the classroom.
- The instructor will observe each phase of the procedure while the student is performing the skill. The instructor will observe each phase of the procedure while the student is performing the skill.
- The student's progress will be observed and evaluated during each class session
- The student will be counseled and advised of their progress at the scheduled evaluation periods. (See Satisfactory Progress Policy for further details).

COSMETOLOGY CURRICULUM - 1500 HOUR COURSE, SUBJECTS; THEORY AND PRACTICE

State of Michigan Cosmetology Curriculum pursuant to **R 338.2161**

All phases are introduced as to their relation of another phase keeping complete control and continuity.

The following table provides with the approximate hours spent in each phase of study

SUBJECTS	THEORY HOURS	PRACTICAL HOURS	UNASSIGNED HOURS	TOTAL HOURS	MINIMAL PRACTICAL APPLICATION
Sanitation/patron Protection Laws and rules Personal hygiene Salon management Mechanical and electrical equipment safety	90	40	0	130	585 (sanitation and patron protection shall be included in all services)
Facials Skin analysis and care Manipulation, massage, electricity Skin care removal of hair by the use of wax, tweezers, or depilatories Makeup and eyebrow arch	35	80	0	115	40 (a minimum of 5 services In each category)
Hairdressing Arranging, cutting, dressing, curling, pressing, artificial hair and finger waving Natural hair cultivation	125	400	0	525	300 (a minimum of 20 services in each Category)
Scalp and hair treatments	10	15	0	25	30
Hair Coloring Temporary Semi permanent Permanent Bleaching and dimensional coloring Color mixing	40	170	0	210	80 (a minimum of 8 services in each category)
Chemical hair restructuring Permanent waving Straightening and relaxing	40	180	0	220	80 (a minimum of 15 services in each category)
Applied chemistry occupational safety and health administration as related to skin, hair, nails and scalp	20	10	0	30	5
Applied anatomy, physiology, and history of the human head, hands, nails, skin and hair	45	0	0	45	0
Manicuring/pedicuring	15	55	0	70	35
Artificial Nails	5	15	0	20	5
Unassigned hours	0	0	110	110	0
TOTALS	425	965	110	1500	1160

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All areas integrate theory so that the student will receive practical experience concurrently with theoretical Knowledge at all levels of training in order that the student meets the State requirements for examination and the school's educational requirements prior to graduation.

All areas include safety precautions and procedures pertaining to subject matter. Each week's assignment is posted in classrooms so the student can see all upcoming lessons/training plans.

GRADUATION REQUIREMENTS - COSMETOLOGY

A diploma shall be issued to the student at the time of graduation provided that the student has:

- 1 Successfully completed the required 1500 hours of the course;
- 2 Curriculum requirements (theory and practical) as stated in the table above with a satisfactory grade of 75% or above. The student must achieve a satisfactory grade of 84% on all final exams. Students may begin taking their finals the last 100 hours of the course, provided that they have completed all curriculum requirements and satisfied all financial obligations.
- 3 Payment of tuition and all fees must be paid in full prior to graduation.

The diploma will acknowledge that the student has successfully completed all phases of the course and is therefore eligible to take the examination administered by PSI Exams for the Michigan Board of Cosmetology.

GRADING SYSTEM

Academic progress will be reviewed and evaluated at the end of each evaluation period (See Satisfactory Progress Policy) and is based upon theory, practical grades, and number of services completed. Theory grades are made-up of quizzes and chapter exams. Practical grades are based upon completion of established number of Laboratory/Clinic services and manikin assignments on a daily basis. Theory exams and practical grades are considered according to the following grading scale:

<u>THEORY</u>	<u>GRADE</u>	<u>OVERALL</u>	<u>PRACTICAL</u>	<u>GRADE</u>
Percentage Ranking			Percentage Ranking	
94%-100%	A	EXCELLENT	94%-100%	A
87%-93%	B	GOOD	87%-93%	B
75%-86%	C	AVERAGE	75%-86%	C
Below 75%	D	FAILING	Below 75%	D

Students must make-up failed or missed tests and incomplete assignments in accordance with the make-up policy. Make-up exams and incomplete assignments will be scheduled and reviewed with the students by the instructors. Students must maintain a minimum written grade average of 75% in theory and practical/laboratory work in order to be considered maintaining satisfactory progress. All students are required to pass a final theory and practical exams with 84% prior to graduation. (See Satisfactory Progress Policy for more details).

ESTHETICS COURSE OUTLINE

Princess Beauty School

Program Level - Undergraduate Certificate

COURSE BEGINS AND ENDS. The course operates continuously, beginning on the first Tuesday of every month unless otherwise scheduled and continuing until curriculum requirements have been reached and 600 hours have been completed. (See School Calendar for schedule of School holidays).

COURSE DESCRIPTION, The curriculum consists of intense training in the field of Esthetics with technical instruction and practical operations covering all phases of Esthetics. The student will learn Anatomy and Physiology of the face, neck, hands, and arms, identify and assess skin conditions, perform facial treatments for all skin types, waxing services, spa treatments, and makeup applications and to obtain business management skills required to seek employment. All courses are taught in English.

COURSE PURPOSE, for the student to acquire a broad knowledge Esthetics and be able to use the knowledge as a foundation to be successful in the profession of Esthetics. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and to be able to use his or her initiative to produce professional results. To prepare the students for the State of Michigan Esthetics Examination given by the Michigan State Board of Cosmetology department of Regulations and licensing and to obtain an entry-level employment.

INSTRUCTIONAL METHODS, The instructor will give lectures, demonstrations, handouts, assignment sheets, and will use audio/visual aids, chalkboard and esthetics textbook/workbook as methods of teaching. Students will be expected to participate in discussions. The instructor will test students on written and practical applications.

STUDENT ACTIVITY/PARTICIPATING, Requires note taking, discussion, homework, take test and quizzes, and complete educational assignments. They will be required to do all practical assignments.

TEACHING STRATEGY, This is where the instructor will have the opportunity to use his/her special skills to teach the student. These are accomplish through lectures, testing, audio/visual aids, explanation and demonstration of all subjects. Encouraging questions, explaining new words, terms, and techniques. Instructors give special attention to slow learners.

COURSE OBJECTIVE,

upon completion of the Esthetics course the student will be able to:

- Administer a facial with make-up and remove superfluous hair
- Master the facial
- Master Waxing
- Recognize various skin conditions and disorders
- Have a thorough knowledge of anatomy hair structure and chemistry
- Analyze skin problems and administer corrective treatments.
- Develop knowledge relating to different products used by Estheticians and to determine which of these products are best suited for their clients.
- Appreciate good workmanship that is common to the field of Esthetics
- Practice professional ethics and personality development
- Practice and employ the Board of Esthetics, rules, regulations, and laws.
- Employ rules of sanitation and sterilization
- Employ safety precautions,
- Seek and obtain employment.

OCCUPATIONAL OBJECTIVES, once the student has completed the course and passes the State Board Esthetics Examination for License and has been licensed, he/she will be qualified to obtain employment as a licensed esthetician in the salon, medical, and retail industries.

SOC CODE: 39-5094.00 - Skin Care Specialists

CIP CODES: 12.0406/12.0408/12.0409

<http://www.onetonline.org/link/summary/39-5094.00>

REQUIREMENTS.

1. ATTENDANCE: 600 hours to include theory, practical, and laboratory/clinic services. After completion of basic training program (200 hours) to include theory and practical the students will be evaluated to determine their level of competency to perform practical laboratory/clinic services in the advanced levels (Senior and Intermediate).

2. BOOKS/READING:

- Salon Fundamentals Esthetics Textbook Including Study Guide
- State of Michigan Cosmetology Laws and Rules Book - Available to view download and print at <http://www.dleg.state.mi.us/bcsc/forms/cos/coslawbk.pdf>

3. STUDENT MATERIALS: Esthetics supplies, manikins, stand, pencil, pen and notebook, etc. (student must purchase kit material separately.)

4. EXAMINATION:

- Examinations are given at the completion of each unit and/or Chapter. All subject have theory written examination. All subjects that emphasize practical skills have a practical examination.
- Final examinations are given at the completion of the course to include theory and practical written and practical Performance and also State of Michigan Cosmetology Laws and Rules.
- Students are counseled and advised of their progress at the scheduled evaluation periods. (See Satisfactory Progress Policy for evaluation periods).

Training schedules for theory, practical and examinations are posted in each class.

5. EVALUATION STANDARDS.

- Written examinations based on material taught in the classroom
- Practical/Performance evaluations based on procedure and material taught in the classroom. The instructor will observe each phase of the procedure while the student is performing the skill.
- The student's progress will be observed and evaluated during each class session
- The student will be counseled and advised of their progress at the scheduled evaluation periods. (See Satisfactory Progress Policy for further details)

ESTHETICS CURRICULUM - 600 HOUR COURSE
SUBJECTS; THEORY AND PRACTICE

State of Michigan Esthetics Curriculum pursuant to **R 338.2163a**

All phases are introduced as to their relation of another phase keeping complete control and continuity.
 The following table provides with the approximate hours spent in each phase of study:

SUBJECTS	THEORY HOURS	PRACTICAL HOURS	UNASSIGNED HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Sanitation/Patron Protection Laws and rules Personal hygiene Salon management Merchandising and selling	50	25	0	75	90 (Sanitation and patron protection shall be included in all services.)
Communications/Career Development/Desk	10	18	0	28	0
Mechanical and electrical Equipment safety	25	2	0	50	15
Anatomy and disorders	40	0	0	40	0
Artistic Principles/makeup	20	20	0	40	0
Facials/skin care techniques	20	200	0	220	75
Advanced topics in Esthetics	5	0	0	5	0
Color Theory/Prof. makeup Techniques	20	15	0	35	0
Male skin care & Grooming	10	0	0	10	0
Skin Disorders/Dermatology (this is just learning about dermatology, not practicing Dermatology as would a doctor.)	12	0	0	12	0
Special Esthetics Procedures	5	5	0	10	5
Chemistry/occupational safety and health administration	15	0	0	15	0
Temporary removal of hair	5	5	0	10	5
Unassigned hours	0	0	50	50	0
TOTALS	237	313	50	600	190

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All areas integrate theory so that the student will receive practical experience concurrently with theoretical knowledge at all levels of training in order that the student meets the State requirements for examination and the school's educational requirements prior to graduation.

All areas include safety precautions and procedures pertaining to subject matter. Each week's Assignment is posted in classrooms so the student can see all upcoming lessons/training plans.

GRADUATION REQUIREMENTS - ESTHETICS

A diploma shall be issued to the student at the time of graduation provided that the student has:

1. Successfully completed the required 600 hours of the course;
2. Curriculum requirements (theory and practical), as stated in the table above, with a satisfactory grade of 75% or above. The student must achieve a satisfactory grade of 84% on all final exams. Students may begin taking their finals the last 100 hours of the course, provided that they have completed all curriculum requirements and satisfied all financial obligations.
3. Payment of tuition and all fees must be paid in full prior to graduation.

The diploma will acknowledge that the student has successfully completed all phases of the course and is therefore eligible to take the examination administered by PSI Exams for the Michigan Board of Cosmetology.

GRADING SYSTEM

Academic progress will be reviewed and evaluated at the end of each evaluation period (See Satisfactory Progress Policy) and is based upon theory, practical grades, and number of services completed. Theory grades are made-up of quizzes and chapter exams. Practical grades are based upon completion of established number of Laboratory/Clinic services and manikin assignments on a daily basis. Theory exams and practical grades are considered according to the following grading scale:

<u>THEORY</u>	<u>GRADE</u>	<u>OVERALL</u>	<u>PRACTICAL</u>	<u>GRADE</u>
Percentage Ranking			Percentage Ranking	
94%-100%	A	Excellent	94%-100%	A
87%-93%	B	Good	87%-93%	B
75%-86%	C	Average	75%-86%	C
Below 75%	D	Failing	Below 75%	D

Students must make-up failed or missed tests and incomplete assignments in accordance with the make-up policy. Make-up exams and incomplete assignments will be scheduled and reviewed with the students by the instructor. Students must maintain a minimum written grade average of 75% in theory and practical/laboratory work in order to be considered maintaining satisfactory progress. All students are required to pass a final theory and practical exams with 84% prior to graduation. (See Satisfactory Progress Policy for more details).

MANICURING COURSE OUTLINE

Princess Beauty School

Program Level - Undergraduate Certificate

COURSE BEGINS AND ENDS. The course operates continuously, beginning on the first Tuesday of every month (unless otherwise scheduled) during the school calendar year, and continuing until curriculum requirements have been reached and 600 hours have been completed

COURSE DESCRIPTION, Manicuring is the cosmetic treatment and study of the hands, feet, legs, arms and nails. In order to meet your client's needs, a Manicurist must know the theory of nails. Manicuring is also known as Nail Technician or Manicurist. The course also teaches you the art of pedicure. The Manicurist will be knowledgeable in both theory and practical methods in all phases of nails. All courses are taught in English.

COURSE PURPOSE, for the student to acquire a broad knowledge of both the Science and art of manicuring, and be able to use the knowledge as a foundation to be successful in the profession of manicuring. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and to be able to use his or her initiative to produce professional results. To prepare students to take the Board of Cosmetology Examination for Manicuring, and obtain an entry-level employment.

INSTRUCTIONAL METHODS, The instructor will give lectures, demonstration, handouts, assignment sheets, and will use audio/visual aids, chalkboard and Manicuring textbook/workbook as methods of teaching. Students will be expected to participate in discussions. The instructor will test students on written and practical applications.

STUDENT PARTICIPATING, Requires note taking, discussion, homework, take test and quizzes, and complete educational assignments. They will be required to do all practical assignments.

TEACHING STRATEGY, This is where the instructor will have the opportunity to use his/her special skills to teach the student. These are accomplish through lectures, testing, audio/visual aids, explanation and demonstration of all subjects. Encouraging questions, explaining new words, terms, and techniques. Instructor give special attention to slow learners.

COURSE OBJECTIVES, upon completion of the Manicuring course the student will be able to:

- Perform a plain and oil manicure
- Perform a pedicure
- Perform nail wraps, nail repairs and nail extensions
- Perform nail sculpturing and fill-ins
- Employ all rule of sanitation and sterilization
- Perform men's manicure
- Perform proper nail polishing techniques
- Recognize nail and skin disorders and diseases of the hand and foot
- will know the anatomy and physiology of the arms, hand, foot, leg, and nail structure
- Analyze nail and foot problems and perform treatment cosmetically and be able to recognize a problem that needs medical treatment
- To recognize and use all manicuring and pedicure equipment
- Marketing
- Obtain employment

OCCUPATIONAL OBJECTIVES, after having completed the course and obtained a manicurist License, the student will be able to enter a work force in a salon.

SOC CODE: 39-5092.00 - Manicurists and Pedicurists

CIP CODES: 12.0410

<http://www.onetonline.org/link/summary/39-5092.0>

REQUIREMENTS:

1. ATTENDANCE: 600 hours to include theory, practical, and Lab. clinic services. After completion of basic training program, to include theory and practical the students will be evaluated to determine their level of competency to perform practical laboratory/clinic services in the advanced level.

2. BOOKS/READING:

- Salon Fundamentals Nail Textbook Including Study Guide
- State of Michigan Cosmetology Laws and Rules Book - Available to view download and print at <http://www.dleg.state.mi.us/bcsc/forms/cos/coslawbk.pdf>

3. STUDENT MATERIALS: Manicuring/Pedicuring tools, supplies, implements, pen, pencil, notebook, etc. (student must purchase kit material separately).

4. EXAMINATIONS:

- Examinations are given at the completion of each unit and/or Chapter. All subject have theory written examinations. All subjects that emphasize practical skills have a practical examination.
- Final examinations are given at the completion of the course to include theory and practical written and practical performance and also State of Michigan Cosmetology Laws and Rules.
- Students are counseled and advised of their progress at the scheduled evaluation periods. (See Satisfactory Progress Policy for evaluation periods.)

5. EVALUATION STANDARDS

- Written examinations are based on material taught in the classroom
- practical/performance are based on procedure and material taught in the classroom. The instructor will observe each phase of the procedure while the student is performing the skill.
- The student's progress will be observed and evaluated during each class session.
- The student will be counseled and advised of their progress at the scheduled evaluation periods. (See Satisfactory Progress Policy for further details).

GRADING SYSTEM

Academic progress will be reviewed and evaluated at the end of each evaluation period (See Satisfactory Progress Policy) and is based upon theory, practical grades, and number of services completed. Theory grades are made-up of quizzes and chapter exam. Practical grades are based upon completion of established number of Laboratory/Clinic services and Manikin assignments on a daily basis. Theory exams and practical grades are considered according to the following grading scale;

<u>THEORY</u>	<u>GRADE</u>	<u>OVERALL</u>	<u>PRACTICAL</u>	<u>GRADE</u>
Percentage Rankin			Percentage Ranking	
94%-100%	A	Excellent	94%-100%	A
87%-93%	B	Good	87%-93%	B
75%-86%	C	Average	75%-86%	C
Below 75%	D	Failing	Below 75%	D

Students must make-up failed or missed tests and incomplete assignments in accordance with the make-up policy. Make-up exams and incomplete assignments will be scheduled and reviewed with the students by the instructor. Student must maintain a minimum written grade average of 75% in theory and practical/laboratory work in order to be considered maintaining satisfactory progress. All students are required to pass a final theory and practical exams with 84% prior to graduation. (See satisfactory Progress Policy for more details).

MANICURING CURRICULUM - 600 HOUR COURSE SUBJECTS; THEORY AND PRACTICE

State of Michigan Manicuring Curriculum pursuant to **R 338.2162**

All phases are introduced as to their relation of another phase keeping complete control and continuity.

The following table provides with the approximate hours spent in each phase of study:

SUBJECTS	THEORY HOURS	PRACTICAL HOURS	UNASSIGNED HOURS	TOTAL HOURS	MINIMAL PRACTICAL APPLICATION
Sanitation/patron Protection Laws and rules Personal hygiene Salon management Mechanical and electrical equipment safety	50	50	0	100	100 (Sanitation and patron Protection shall be Included in all services)
Anatomy and disorders	25	0	0	25	0
Artistic principles	30	0	0	30	0
Brush art	5	5	0	10	
Paraffin treatments	5	5	0	10	
Manicuring/Pedicuring Techniques Art of Massage	70	50	0	120	50
Chemistry/occupational safety and health Administration	15	0	0	15	0
Artificial nails/extension/ Repairs Sculpting, Overlays, Wraps, Gels, Fill-ins	90	150	0	240	70
Unassigned hours	0	0	50	50	0
TOTALS	290	260	50	600	220

All areas integrate theory so that the student will receive practical experience concurrently with theoretical knowledge at all levels of training in order that the student meets the State requirements for examination and the school's educational requirements prior to graduation. All areas include safety precautions and procedures pertaining to subject matter. Each week's assignment is posted in classrooms so the student can see all upcoming lessons/training plans.

GRADUATION REQUIREMENTS - MANICURING

A diploma shall be issued to the student at the time of graduation provided that the student has:

- 1 Successfully completed the required 600 hours of the course;
- 2 Curriculum requirements (theory and practical) as stated in the table above with a satisfactory grade of 75% or above. The students must achieve a satisfactory grade of 84% on all final exams. Students may begin taking their finals the last 100 hours of the course, provided that they have completed all curriculum requirements and satisfied all financial obligations.
- 3 Payment of tuition and all fees must be paid in full prior to graduation.

The diploma will acknowledge that the student has successfully completed all phases of the course and is therefore eligible to take the examination administered by PSI Exams for the Michigan Board of Cosmetology.

INSTRUCTOR COURSE OUTLINE

Princess Beauty School

Program Level - Undergraduate Certificate

COURSE BEGINS AND ENDS, The course operates continuously, beginning on the first Tuesday of every month (unless otherwise scheduled) during the school calendar year, and continues until 600 hours of theoretical, written assignments, practice teaching, and all teacher requirements have been satisfactorily completed.

COURSE DESCRIPTION, The Instructor Course covers all phases of teaching methods and procedures. It teaches the Instructor to be able to communicate that knowledge to other cosmetology students effectively and exciting to the students. Lesson plans, lectures, and the use of audio/visual aids are one of the main focuses of this course. All courses are taught in English.

COURSE PURPOSE, The purpose of this course is to teach and prepare the Instructor to become an excellent teacher. The course prepares the Instructor to be able to obtain employment in any Beauty School or other Cosmetology Educational Institution. It will prepare the licensed Cosmetologist to meet the State Board requirement for examination for the Instructor License as well as educational and industry requirements to teach Cosmetology.

INSTRUCTIONAL METHODS, The Instructor will give lectures, demonstrations, handouts, assignment sheets, and will use audio/visual aids, chalkboard, textbook, and Board of Cosmetology Rules and Regulations handbook as a methods of teaching. Instructors will be expected to participate in discussion.

INSTRUCTIONAL PARTICIPATION: Requires note taking, homework and reading assignments, discussion, hands on practical sessions, and evaluations/examinations.

INSTRUCTIONAL STRATEGY FOR INSTRUCTOR, This is where the Senior Instructor will have the opportunity to use his/her special skills to teach the Instructor Trainee. These are accomplish through lectures, testing, audio/visual aids, chalkboard, present new materials in a manner to which the Instructor can relate, give special attention to slow learners, encourage questions, explain new words, terms, techniques and equipment, note taking, and demonstration that includes Instructor participation.

GOAL/OBJECTIVE, The school's goal/objective for this course is to provide basic training to men and women who desire to enter the world of cosmetology. Teaching and to effectively prepare these men and women for their state Board examination for an Instructor license as well as prepare them for an entry-level position in cosmetology teaching or job related field.

COURSE OBJECTIVES,

training course the Instructor will be able to perform the following:

- Teach all phases of cosmetology in both written and practical,
 - Use visual aids effectively and properly,
 - How to motivate and bring out the best in each student,
 - Report cards and evaluations of students,
 - Prepare students for State Board Exams.
- Develop lesson plans,
 - Develop and administer test,
 - All record keeping of school,

during the

OCCUPATIONAL OBJECTIVES, once the Instructor has completed the course, he/she will be qualified to seek employment as an instructor in School of Cosmetology. As a school Director to name a few occupational title-See "The world of Cosmetology" for further opportunities. Milady textbook.

SOC CODE: 25-1194.00 - Vocational Education Teachers, Postsecondary

CIP CODES: 12.0413

<http://www.onetonline.org/link/summary/25-1194.00>

REQUIREMENTS:

TRAINING PARTICIPATION TIME, 600 hours in the participation of theory, written assignments and practice teaching under the direct supervisor of Senior Instructor.

BOOKS/READING:

- Milady Publishing Cosmetology Teacher
- State of Michigan Cosmetology Laws and Rules Book - Available to view download and print at <http://www.dleg.state.mi.us/bcsc/forms/cos/coslawbk.pdf>

APPRAISAL OF STUDENT INSTRUCTOR PROGRESS. Workbook to be completed on each chapter. Written assignments completed on designated topics and practice teaching performed on designated topics. A final written examination and practical performance evaluation at the end of the course. The Instructor will be observed during each class session and appraised of progress at the conclusion of each class.

4. MATERIALS. Cosmetology tools, supplies, pen, pencil, notebook, Standard textbook of Cosmetology, Teacher Training Manual and workbook

5. SPECIAL ASSIGNMENTS. Assignments, Lesson plans to be constructed on assigned subjects. Develop and construct test and/or evaluation on assigned subjects. Written performance procedures with safety precautions on assigned subjects. Create visual aids for lesson plans on assigned subjects.

6. EVALUATIONS

- Written examination based on material taught in the course
- Practical evaluation (performance based). Senior Instructor will use evaluation sheets and observe each phase of the procedure while the Instructor is performing the skill
- The Instructor progress will be observed and evaluated during each class session
- The Instructor will be counseled and advised on their progress, to include academic and attendance. (See Satisfactory Progress Policy for evaluation periods).

TEACHER ACTIVITY

- Required note taking
- Drill, homework and reading assignments
- Role-play
- Hands on practical sessions
- Evaluations/examinations

INSTRUCTIONAL METHODS

- Lecture, - demonstration, Drills, - Role-Play, - Discussion, - Handouts, Assignment Sheets, Job Sheets
- Audio/Visual Aids, - Teacher participation, - Question and Answer, - Textbook, - Board of Cosmetology Rules and Regulations handbook.

INSTRUCTIONAL STRATEGY FOR INSTRUCTOR

- Use the chalkboard, - use the Audio Visual Aids, - Present new materials in a manner to which the Student Instructor can relate, Give special attention to slow learners, - Encourage questions, - Explain new words, terms, techniques,
- Require that Student Instructor take notes, - Use demonstration that includes Student Instructor participation, - List new words on chalkboard.

GRADING SYSTEM

Academic progress will be reviewed and evaluated at the end of each evaluation period (See Satisfactory Progress Policy) and is based upon theory, practical grades, and number of services completed. Theory grades are made-up of quizzes and chapter exams. Practical grades are based upon completion of established number of Laboratory/Clinic services and manikin assignments on a daily basis. Theory exams and practical grades are considered according to the following grading scale:

<u>THEORY</u>	<u>GRADE</u>	<u>OVERALL</u>	<u>PRACTICAL</u>	<u>GRADE</u>
94%-100%	A	Excellent	94%-100%	A
87%-93%	B	Good	87% -93%	B
75% -86%	C	Average	75%-86%	C
Below 75%	D	Failing	Below 75	D

Students must make-up failed or missed tests and incomplete assignments in accordance with the make-up policy. Make-up exams and incomplete assignments will be scheduled and reviewed with the students by the instructors. Students must maintain a minimum written grade average of 75% in theory and practical/laboratory work in order to be considered maintaining satisfactory progress. All students are required to pass a final theory and practical exams with 84% prior to graduation. (See Satisfactory Progress Policy for more details).

INSTRUCTOR CURRICULUM - 600 HOUR COURSE SUBJECTS; THEORY AND PRACTICE TEACHING

State of Michigan Instructor Curriculum pursuant to **R 338.2163c**.

All phases are introduced as to their relation of another phase keeping complete control and continuity.

The following table provides with the approximate hours spent in each phase of study:

SUBJECTS	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Orientation and review of the cosmetology curriculum	25	50	75	20
Introduction to teaching	30	0	30	0
Course outlining and development Lesson planning Teaching techniques Teaching aids Developing, Grading administrating and examinations	130	85	215	30 (A minimum of 5 services in each category)
Laws and rules Record keeping School administration	15	10	25	70
Teaching Assisting in the clinic and theory classrooms	0	125	125	15
Practical teaching in the clinic and theory classrooms	0	130	130	35
TOTAL	200	400	600	170

All areas integrate theory so that the student will receive practical experience concurrently with theoretical knowledge at all levels of training in order that the student meets the state requirements for examination and the school's educational requirements prior to graduation.

All areas include safety precautions and procedures pertaining to subject matter. Each week's assignment is posted in classrooms so the Student Instructor can see all upcoming lessons/training plans.

GRADUATION REQUIREMENTS - INSTRUCTOR

A diploma shall be issued to the student at the time of graduation provided that the student has;

- 1 Successfully completed the required 600 hours of the course;
- 2 Curriculum requirements (theory and practical) as stated in the table above with a satisfactory grade of 75% or above. The student must achieve a satisfactory grade of 84% on all final exams. Students may begin taking their finals the last 100 hours of the course, provided that they have completed all curriculum requirement and satisfied all financial obligations.
- 3 Payment of tuition and all fees must be paid in full prior to graduation.

The diploma will acknowledge that the student has successfully completed all phases of the course and is therefore eligible to take the examination administered by PSI Exams for the Michigan Board of Cosmetology.

LECTURE SUBJECTS FOR ALL COURSES

The following outline topics will be taught with each curriculum for all courses offered.

I. Drug Prevention - A.I.D.S. Awareness

A. Drug Prevention

- Types of drugs
- Health hazards
- State and Federal penalties and sanctions
- State and Local programs available

B. A.I.D.S. Information

- Definitions
- Statistics dealing with related death
- Transmission/prevention
- Facts/myths

C. First aid

- Introduction
- Rules of first aid
- Procedure for first aid of:
Abrasions, Burs, Electrical shock, Artificial respiration, Epileptic fit,
Fainting, Heat exhaustion, Nose bleed, and Breathing obstruction.

D. School Emergency Procedure -(where they are posted)

II. Job Preparation, Interview, Employment, Federal and State Taxes

- Introduction
- Preparation for the interview (do and do not of an interview)
- How to prepare a resume
- How to prepare an employment application
- How payroll deductions are calculated
- How to write an acknowledgement letter, to employer and/or prospective employer, if waiting for reply, if hired

III. State Licensing Laws Rules and Regulations

- Type of license
- Qualification for licensing
- Scope of license
- Renewal of license
- Fees
- Disciplinary proceedings and penalties for violations
- Complaint procedures for violations or rules promulgated pursuant thereto
- Requirements for cosmetology salons/school and inspections
- State sanitation requirements

TUITION AND FEE SCHEDULE FOR COUSES(S) OFFERED

Cosmetology Course of Study 1500 Hours of Instruction..... (\$9.00 per Hour)

1-Tuition	\$13,500.00
2-Registration Fee.....	\$150.00
3-Books & Kit.....	\$1,100.00
Total.....	\$14,750.00

Esthetics Course of Study 600 Hours of Instruction..... (\$8.50 per Hour)

1-Tuition	\$5,100.00
2-Registration Fee.....	\$150.00
3-Books & Kit.....	\$750.00
Total.....	\$6,000.00

Manicuring Course of Study 600 Hours of Instruction..... (\$8.50 per Hour)

1-Tuition	\$5,100.00
2-Registration Fee.....	\$150.00
3-Books & Kit.....	\$750.00
Total.....	\$6,000.00

Instructor Course of Study 600 Hours of Instruction..... (\$6.00 per Hour)

1-Tuition	\$3,600.00
2-Registration Fee.....	\$150.00
3-Books only.....	\$250.00
Total.....	\$4,000.00

ADDITIONAL EXPENSES

Each student is required to purchase notebook(s), pens, pencil, marker, lock(s) for locker and any other necessary kit items. Students are required to wear the required school uniform. Students are responsible for print costs associated with having available each day of school a copy of the State of Michigan Cosmetology Laws and Rules Book - Available for free to view download at: <http://www.dleg.state.mi.us/bcsc/forms/cos/coslawbk.pdf>.

PAYMENT METHODS OF MONIES OWED

Tuition and fees must be paid in full prior to graduation. Students may pay full tuition and fees at time of signing the Enrollment Agreement or through an approved payment plan. Payments may be made by cash, check, money order, Title IV or loans. A \$150.00 registration fee will be charged at time of signing the Enrollment Agreement. For those students that choose the approved payment plan, the tuition and other fees will be divided up into equal monthly payments until the balance is paid in full. Students are responsible for paying the total tuition and fees.

If the student goes over the contracted ending date, he/she must pay a charge equal to pro-rata hourly the original tuition fee for each hour needed to complete the course. (This charge is defined as extra instructional charges).

Princess Beauty School, Inc. reserves the right to change tuition and fees, make subject changes when necessary and make substitutions of Equipment and Supplies without prior notice. Any changes in tuition and fees for enrollment, kit equipment, books and supplies will not affect students with prior arrangements.

Monthly payments are due in accordance with the individual’s Enrollment Agreement/Contract. If a scheduled payment is not made within twenty five (25) days after it is due, the unpaid balance shall immediately become payable or the student will be dropped from classes.

Additional fees may apply if they become applicable; Re-enrollment Fee \$150.00; Termination/Early Withdrawal and/or Transfer out Fee \$150.00. A student may change scheduled course hours (hours of attendance) within the enrollment period without additional charges. All tuition, fees, and over-contracted charges must be paid in full prior to the student's graduation date or the student must have made an arrangements with the administrative office for payments. Students requesting a transcript of hours will be charged a non-refundable fee of \$10.00 for each transcript requested. Transcripts will be provided, at no cost, to other institutions, agencies, etc., upon request, if the student has made provisions for the school to release information to a third party.

APPLICATION/LICENSURE INFORMATION

On the student behalf, the school will file an application for student registration or re-registration with the State of Michigan -board of Cosmetology upon enrollment/re-enrollment. The application must accompany a fee of \$15.00 (non-refundable check or money order made payable to the State of Michigan-Cosmetology). Upon successful completion of the graduation requirements, prior to licensure, the student will register with the State of Michigan:

<https://mylicense.mdch.state.mi.us/MyLicenseEnterpriseDleg/Login.aspx> or call (517) 241-9288 and pay applicable fees.

If you have convicted of a felony, have had disciplinary action taken against a license or registration, or do not have the required education needed to become licensed, you are required to submit additional information to the State of Michigan before being considered and approved to take the examination for licensure. If you have any outstanding fees owed to the State of Michigan, they will need to be paid prior to registering to take the examination for licensure.

Then the student will be eligible to register for testing for licensing with PSI Exams. The application must accompany the required fees. Please contact PSI Exams directly for more information: www.psiexams.com or call 1-800-733-9267. This fee is for examination only. For Instructor Trainee's Course, upon passing the examination the student will be required to file a separate licensure application and fee payable to the State of Michigan-Cosmetology Board for his/her license to be proceed.

SCHOOL RULES AND REGULATIONS

The school reserves the right to amend or modify, add or delete any rules and regulations or Operating Policies. Any breach of the following will cause for possible suspension, dismissal or termination as determined by the School Director. These Rules and Regulations are clearly posted in the school and access is available to each student prior to admission.

SCHOOL OPERATING HOURS: Tuesday through Saturday; **Days** 9:30 AM - 4:30 PM ; **Afternoon** 2:30 PM-7:30 PM

SCHOOL SCHEDULES:

- **30 HOURS PER WEEK SCHEDULE:** Tuesday through Saturday - Days: 9:30 AM - 4:30 PM
- **25 HOURS PER WEEK SCHEDULE:** Tuesday through Saturday - Days: 9:30 AM - 2:30 PM
- **25 HOURS PER WEEK SCHEDULE:** Tuesday through Saturday - Afternoon: 2:30 PM -7:30 PM

THEORY CLASSES. Theory class for entire student body begins PROMPTLY at 9:30 AM and 2:30 PM Tuesday through Saturday. There is a 10 minute grace period to enter class(s), at the discretion of the instructor. Students are expected to be on time. Any student arriving at school between 9:40AM / 2:40 PM and 10:00 AM / 3:00 PM will have to sign-in 10:30 AM / 3:30 PM.

1. CLASS TIME/SCHEDULES.

ALL STUDENTS must sign-in no later than 10:00 AM / 3:00 PM each day in order to attend school for that day. Students are not permitted to leave the building except on breaks and/or lunch periods, unless approved by the instructor.

2. ABSENTEEISM NOTIFICATIONS - MAKE UP WORK/CLASSES.

If a student is going to be absent, he/she must call and notify the school office between 9:30 AM and 10:30 AM and between 2:30 PM and 3:30 PM. If the student needs to make-up missed Theory and Practical class work, It must be made-up within the Satisfactory Progress Evaluation Period. It is the responsibility of the student to understand clearly the make-up policy and act accordingly.

3. DOCUMENTATION FOR ABSENTEEISM REQUIRED.

Absences due to illness, Doctor's appointments, court dates, death in the family, etc. must be documented by doctor's slip, court papers, funeral director's slip, etc. and put in student file.

4. EXCESSIVE/CONTINUAL ABSENCES.

A student may not be absent more than fourteen (14) consecutive calendar days without being terminated. Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule (See Satisfactory Academic Progress Policy) in order to be considered maintaining satisfactory attendance progress. Regular attendance is encouraged. The most successful graduates are those who had a perfect attendance record in the school. Students who fail to meet the minimum requirement are placed on warning/probation and may be terminated .

5. TARDINESS/LATENESS/EARLY DEPARTURE.

In case of extreme tardiness by the student, the school has the right to dismiss the student for the remainder of the day. Continual tardiness, early departures will result in loss of hours, and will not be tolerated. Students will be counseled when excessive tardiness/early departure occur.

6. SCHOOL ILLNESS/INJURY.

Student that are too ill to perform services or duties are not to attend classes for the day.

7. STUDENT EQUIPMENT/SUPPLIES/UNIFORMS.

Students will not be permitted in class if they are not in proper uniform and shoes and presentable. Students are required to come to school with their equipment, books, and all supplies needed for their assigned tasks. All equipment must be sanitized and in working conditions at all times. Students are responsible for their equipment, supplies, books, kit materials and personal property.

8. MAKE-UP TIME/WORK.

Students must make-up failed or missed tests and incomplete assignments due to their absences, and they must be completed within the evaluation period , otherwise they will receive a failing grades. Students must check with their instructors for class schedules for the week for which any make-up work is required.

9. DRUGS/ALCOHOL.

The use of illegal drugs and alcohol on school property is prohibited and will not be tolerated. If a student exhibits evidence of drug, alcohol, or intoxication while in school, is subject to disciplinary action of suspension or termination. See Drug Free School/Work-Place Act of 1988 Policy.

10. TUITION.

Tuition payments are to be made on the date shown on the enrollment agreement/contract. Any change from payment arrangements made in the enrollment agreement, must be taken up with the School Administrator. Failure to make tuition payments may be cause for suspension and leading for termination.

11. SIGN-IN.

Students are to sign in everyday in order to receive credit for that day. Students are not allowed to sign another student in or out. Failure to sign in will result in loss of hours. Hours are totaled daily and recorded, they are forwarded to the State of Michigan-State Board of Cosmetology by the tenth (10th) of each month.

12. CONDUCT.

Disruptive behavior, profanity, fighting, disrespect to the instructor or the clients will not be tolerated and will be cause for dismissal from school for the day. Recurrences may result in suspension, warning, probation and possible termination. Eating, smoking, or drinking beverages on the Laboratory/Clinic Floor or in the classrooms is prohibited.

13. STATIONS/WORK AREAS.

Student shall assist on a daily basis in keeping the school clean, and is responsible for cleaning his/her work area/station.

14. COOPERATION.

Students are required to cooperate with the teaching staff. Failure to do so will be cause for dismissal from school for the day. Recurrences may result in suspension, warning, probation, and possible termination.

15. SANITATION.

Students are required to keep all equipment and their stations sanitized at all times. Janitors have been taking care of the majority of the work, but students must participate in light cleaning throughout the school.

16. ENTRANCE AND EXIT.

Students are to enter and exit the school by the main entrance only. Fire exits are to be used only in case of emergencies.

17. LUNCH BREAK.

Students are allowed two (2) fifteen minutes breaks per day and one half hour (½) for lunch. Junior Room students Lunch periods are assigned by their instructor. Senior student's lunch periods will be assigned based on Laboratory/Clinic activities. All in-house food is to be eaten in the lunchroom only. Each student is responsible for removing his/her rubbish and placing it in the trash container.

18. TELEPHONE/VISITORS.

The use of cell phone or having visitors at the school is prohibited. All visitors will be restricted to the reception area. Students will not be permitted to take personal calls. If it is an emergency, the director will bring the student to the phone immediately.

19. TEACHER ASSISTANCE/WORK ASSIGNMENTS.

Students are not allowed to refuse a work assignment made by the instructor. Refusing a work assignment will be cause for dismissal for the day. Repeated offenses may result in suspension, warning probation, and or termination from the school. Instructors are there to assist students who are uncertain about a service, an assignment, or a procedure with any help they may need. Students are not permitted to instruct or assist other students.

20. SCHOOL OFFICE/DISPENSARY.

Student will be assigned to the dispensary as part of their training, therefore it must be treated as an educational assignment. Students are not allowed in dispensary or office unless accompanied by a school official.

21. SCHOOL PROPERTY.

The school property is available for all students' education and must be treated with respect. If a student caught stealing, destroying/damaging, or defacing the School or School property will be terminated from School.

22. SCHOOL SUPPLIES. Any student using School supplies for personal use will be charged and billed accordingly.**23. SOLICITATION.** All solicitation in the School is prohibited. Solicitation of a patron for cosmetology services performed outside the school is prohibited.**24. ADVISING.**

Counseling/Advising is done on an individual basis and includes, but is not limited to, academic and practical progress. It is provided to the student three times during the course and on as needed basis. Career advising is provided to the student regarding job interviews, employment opportunities and marketable skills.

25. INTERNAL SCHOOL COMPLAINT PROCEDURE GUIDELINES

In accordance with Princess Beauty School's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in the school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process:

- 1- The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
- 2- The complaint form will be given to the school director.
- 3- The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- 4- If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
- 5- Depending on the extent and the nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- 6- In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owner. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
- 7- If complainant wishes to pursue the matter further, he/she can file a complaint with the National Accrediting Commission of Career Arts and Sciences (NACCAS): 4401 Ford Ave., Suite 1300, Alexandria, VA 22302. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency. You may also contact the Michigan Department of Consumer & Industry Services, P.O. Box 30244, Lansing, MI 48909, 517-241-9202.

26. CRIME AWARENESS.

student that observe or become aware of misconduct that may lead to a crime should advise their instructor of the knowledge of such conduct, the instructor then will communicate the observance and/or knowledge of such act to the proper authorities. If a crime happens, or an emergency occurs on campus, contact Noha Taleb, Director/Owner, or any other available staff member.

27. STUDENT PERSONAL SERVICES.

Students will receive personal services on days assigned by the instructor. Student under the age of eighteen (18) must have written permission from a parent, guardian or sponsor before receiving a chemical service.

28. PROGRESS REPORT. Students will receive progress reports which indicate progress in attendance, practical and theory Grades (See Satisfactory Progress Policy).

29. PERSONAL BELONGING, All personal belongings will be kept in the student locker. The school is not responsible for any lost or stolen property of the student.

30. CLEAN-UP.

Clean-up duties will be assigned on a daily basis. This is a part of the student training as he/she will have to do this in a salon. The student is expected to keep his/her work area clean and sanitized and presentable. We do not allow stations to be filled with items non-relating to the cosmetology profession

31. CLINIC LABORATORY/PATRON SERVICES.

The clinic is considered a classroom. All services performed on patrons are to be checked by the instructor. Chemical services and haircuts are to be checked before student proceeds with patron services. Students must do consultation with the patron before they proceed to make sure he/she fully understands what service wants. This is also the time to practice your marketing skills. A large part of your success when you enter the work force will be in your ability to promote yourself and the services you offer.

32. ASSIGNMENT OF STUDENT/PATRON SERVICES.

Students are not allowed to refuse to perform services on a patron. If for some reason a student feels that they should not service a patron, they should inform an instructor. The instructor will evaluate the decision and advise the student accordingly.

34. ATTENDANCE SCHEDULE/ADDITIONAL HOURS.

Students must adhere to their attendance schedule, as outlined at time of enrollment and documented on contract. Students must have approval from his/her instructor to attend make-up/additional hours other than his/her scheduled hours.

35. SUSPENSION/PROBATION OR TERMINATION (POSSIBLE CAUSE).

- Improper/disruptive/abusive behavior or treatment of other students, school officials, or school patrons.
- The use of/under the influence of alcohol or drugs during the school hours.
- Excessive absence/excessive tardiness/early departures/absenteeism without valid justification.
- Abusive/vulgar language used in the school.
- Refusal to take and/or follow instructions from instructor or school official.
- Cheating, or stealing from other students, the school, or the school's patrons.
- Insufficient progress in training. - Non-payment of monies to the school.
- failure to comply with the School Rules and regulations. - Failure to return from LOA.
- The student is a harmful influence on other students in the course.

DRESS CODE

Students must wear the provided black school uniform with black slacks at all times while on the school premises. The cost of the uniform is included in the tuition costs. All students must wear black rubber bottom closed toe shoes. If sweaters are to be worn, they must be approved by the instructor. If the student does not have this type of clothing and shoes he/she must purchase them. All students must wear nametag.

CLASS START DATES

All classes begin the first Tuesday of every month (unless otherwise scheduled) during the school calendar year. All courses schedules are designed to allow some absences, early departures, lateness, emergencies and possible school closure due to holidays and/or inclement weather.

PROGRAM LENGTH & GRADUATION DATES

COSMETOLOGY COURSE 1500 HOURS REQUIRED

COSMETOLOGY FULL-TIME COURSE (30 HOURS PER WEEK - 1500 HOURS)

The anticipated (contracted) **graduation** date is 14 months (55 weeks) from the beginning date of class.

COSMETOLOGY FULL-TIME COURSE (25 HOURS PER WEEK - 1500 HOURS)

The anticipated (contracted) **graduation** date is 16.5 months (66 weeks) from the beginning date of class.

INSTRUCTOR, MANICURING & ESTHETICS COURSES-600 HOURS REQUIRED

INSTRUCTOR, MANICURING & ESTHETICS - FULL-TIME COURSE (30 HOURS PER WEEK - 600 HOURS)

The anticipated (contracted) **graduation** date is 5.5 months (22 weeks) from the beginning date of class.

INSTRUCTOR, MANICURING & ESTHETICS - FULL-TIME COURSE (25 HOURS PER WEEK - 600 HOURS)

The anticipated (contracted) **graduation** date is 6.6 months (26.4 weeks) from the beginning date of class.

FIRE EXTINGUISHER/DRILL PROCEDURE

1. FIRE EXTINGUISHER INSTRUCTIONS (instruction on the fire extinguisher)

- Pull the pin. Hold upright.
- Stand back 8 feet.
- Aim the nozzle at base of fire - Squeeze the handle - Sweep from side to side at base until fire goes out.

2. FIRE DRILLS WILL BE ANNOUNCED PERIODICALLY

Instructors will have periodic fire drills to familiarize students, employees, and patrons with the routes leading to the building exits nearest them in the event it becomes necessary to evacuate the building. Instructors will also periodically demonstrate to staff and students fire extinguisher equipment and where it is located in the school.

3. FIRE DRILL PROCEDURES

- Immediately following the order to evacuate the building, turn off hair dryer and other electrical devices in operation.
- Close all doors to prevent spread of fire or smoke.
- Give immediate attention to safety of all persons in the area (to include patrons)
- Form a double line and evacuate the school building immediately in an orderly fashion through the nearest exit (refer to floor plan).
- Walk. Do not run. Do not take personal belongings.
- SILENCE will be strictly observed. Listen for any specific instruction from your teacher.
- Roll Call will be taken once a safe distance outside to ensure no one left behind. Teachers will report the results of the roll call to the Director.
- Once outside of the building stay away from the fire site unless instructed to do so for the purpose of aiding in the evacuation of injured personnel.
- Personnel in the area should begin to immediately fight the fire with fire extinguisher or other means available. Relinquish this duty to the fire fighters when they arrive.
- Most important, AVOID PANIC! DON'T SHOUT FIRE! STAY CALM!
- See floor evacuation plan posted on wall in your area for the precise directions to exit.

PRINCESS BEAUTY SCHOOL, INC.
INSTITUTIONAL REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and reasonable settlement will apply
A. Should a student (or in the case of a student under legal age, his/her parent or guardian) be terminated for any reason by either party, including student decision, course cancellation, or school closure, all refunds will be made according to the following refund schedule:

- B.** Cancellation must be made in person or by certified mail. Cancellation date will be determined by the postmark on written notification, or date written notification is delivered directly to the school official or owner in person.
- C.** If the applicant is not accepted by the school, the applicant shall be entitled to a refund of all monies paid.
- D.** If the student cancels the enrollment in writing, within three business days of signing the Agreement/Contract, regardless of whether or not the student has actually started classes, all monies collected by the school will be refunded.
- E.** If the student cancels the enrollment after three (3) business days of signing the Agreement/Contract but prior to starting classes. The student will be refunded all monies paid less the registration fee in the amount of \$150.00
- F.** A student notifies the school of his/her withdrawal in writing.
- G.** A student is expelled by the school. Unofficial withdrawals will be determined by the school by monitoring attendance every thirty (30) days.
- H.** For students who enroll in and begin classes the following schedule of tuition adjustment is authorized with exception on registration fee in the amount of \$150.00 All refunds are based on scheduled hours:

<u>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE</u>	<u>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</u>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

I. Course Cancelled Before Instruction Begins. If a course is cancelled subsequent to a student’s enrollment, and before a student begins training, the school shall have the option to: a) Provide a full refund of all monies paid; or b) Provide completion of the course.

J. Course Cancelled After Instruction Begins. If a course is cancelled after a student begins training, the school shall have the option to: a) Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; b) Provide completion of the course; c) Provide a full refund of all monies paid.

K. Enrollment Time. Is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the school.

L. Termination Date for Refunds. The termination date for refund computation purposes is the last date of actual (physical) attendance by the student unless earlier written notice is received.

M. Formal Termination Date. In the case the student does not return from an approved leave of absence on the scheduled date of return, 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.

M1. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.

N. Refunds. Institutional Refund as well as R2T4 shall be made within forty-five (45) days of formal termination, whether officially or unofficially, receipt of cancellation notice.

O. Non Refundable Items. The student equipment, supplies, and books are non-refundable after the three day cancellation period. All costs not included in tuition price are identified separately in the enrollment agreement and catalog.

P. Illness or Disabling Accident. In the case of disabling illness or injury, death in the student’s immediate family, or other circumstances beyond the control of the student, a reasonable and fair refund settlement will be made.

Q. Temporary Interruption. A student may request a leave of absence for up to one hundred and eighty (180) days during a twelve-month enrollment period upon which written request to the school president is required. The status of the student upon leave of absence, withdrawal or any official interruption of training will remain the same upon reinstatement into the course.

R. School Closure. If the school is permanently closed and no longer offering instruction after a student enrolls, the school shall provide a pro-rata refund of tuition to the student.

PRINCESS BEAUTY SCHOOL, INC.
SATISFACTORY ACADEMIC PROGRESS POLICY

Princess Beauty School Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school and is a strict policy that applies to students receiving or not receiving assistance under Title IV aid program.

It is a uniform policy for all students within the same course/program of study and within the same attendance and academic progress policy. 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.

Princess Beauty School operates on a calendar system that enrolls students on a continuous basis.

EVALUATION PERIODS

For the purpose of determining if the students are maintaining satisfactory progress in both attendance and academic work, **Princess Beauty School** has scheduled three (3) evaluation periods for Cosmetology and two (2) evaluation periods for Esthetics, Manicuring, and Instructor within the contracted ending date & more if needed. Evaluation periods are as follows

Cosmetology,	450, 900, and 1200	based on scheduled hours
Esthetics	250, and 500	based on scheduled hours
Manicuring	250, and 500	based on scheduled hours
Instructor Training	250, and 500	based on scheduled hours

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

The first evaluation must occur no later than the mid-point of the academic year* or the course whichever comes sooner.

*Academic Year-Defined as 900 clock hours.

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. Students will be evaluated at the end of each evaluation period to determine if they have met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 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 does not exceed 150% of the course length.

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 rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated accordance to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students are required to maintain a written grade average of 75% in theory and practical exams in order to be considered maintaining satisfactory academic progress and are required to pass a final written and practical exams with 84 % prior to graduation. Students must make up failed or missed tests and incomplete assignments in accordance with the make-up policy. Numerical grades are considered according to the following scale:

<u>THEORY</u>	<u>GRADE</u>	<u>OVERALL</u>	<u>PRACTICAL</u>	<u>GRADE</u>
Percentage Ranking			Percentage Ranking	
94%-100%	A	EXCELLENT	94%-100%	A
87%-93%	B	GOOD	87%-93%	B
75%-86%	C	AVERAGE	75%-86%	C
Below 75%	D	FAILING	Below 75%	D

DETERMINATION OF PROGRESS STATUS

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

WARNING

Student who fails to meet a 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 prevail 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-ESTABLISHED OF SATISFACTORY ACADEMIC PROGRESS

Student may re-established 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/re-enter will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

There may be an unusual circumstances such as death in the family, an injury or illness of the student, or any other allowable special circumstance, which will cause a student to have an overall unsatisfactory progress. If such circumstances exist, the student may appeal the determination within ten calendar days. 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 period. Appeal documents will be reviewed and a decision will be made and reported to the student within thirty (30) calendar days of receipt of the appeal. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic determination will be reversed and federal financial aid will be reinstated, if applicable.

REPETITIONS AND NON-CREDIT REMEDIAL COURSES

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

TRANSFERS HOURS

Princess Beauty School does not accept transfer hours from other institutions.

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of determination that has resulted in the status of probation.

MAXIMUM TIME FRAME

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

<u>COURSE</u>	<u>HOURS</u>	<u>MAXIMUM TIME ALLOWED</u>	
		<u>WEEKS</u>	<u>SCHEDULED HOURS</u>
Cosmetology (Full Time, 30 Hrs/Week) – 1500 Hours		75 Weeks	2250
Cosmetology (Full Time, 25 Hrs/Week) – 1500 Hours		90 Weeks	2250
Manicuring, Esthetics, Instructor (Full Time, 30 Hrs/Week – 600 Hours		30 Weeks	900
Manicuring, Esthetics, Instructor (Full Time, 25 Hrs/Week – 600 Hours		36 Weeks	900

Any student who does not complete the course within the maximum timeframe will not be eligible for Title IV program funds and will be dropped from the program.

SCHEDULED EVALUATIONS PERIODS ARE AS FOLLOWS:

COSMETOLOGY COURSE 30 HOURS PER WEEK - 1500 HOURS

450 Hours	900 Hours	1200 Hours
Scheduled	Scheduled	Scheduled
(15 Weeks)	(30 Weeks)	(40 Weeks)

COSMETOLOGY COURSE 25 HOURS PER WEEK - 1500 HOURS

450 Hours	900 Hours	1200 Hours
Scheduled	Scheduled	Scheduled
(18 Weeks)	(36 Weeks)	(48 Weeks)

MANICURING, ESTHETICS& INSTRUCTOR COURSE 30 HOURS PER WEEK - 600 HOURS

250 Hours	500 Hours
Scheduled	Scheduled
(8.3 Weeks)	(17 Weeks)

MANICURING, ESTHETICS& INSTRUCTOR COURSE 25 HOURS PER WEEK - 600 HOURS

250 Hours	500 Hours
Scheduled	Scheduled
(10 Weeks)	(20 Weeks)

Notes: -All periods of enrollment/periods count toward SAP maximum.

-Princess Beauty School does not distinguish between withdrawal failing and withdrawal passing.

-According to the State of Michigan regulations, a student must complete an entire program curriculum before being granted any crossover credits. SAP policy applies to all majors and will not be impacted.

-If a student completes an entire program curriculum, such as Manicuring he or she may starts a second program (Cosmetology). According to the State of Michigan regulations, 70 crossover hours allowed toward cosmetology curriculum. The crossover hours will be included in the first period of the cosmetology program.

Notification of Students Rights Under Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protect the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents of dependent minors certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents of dependent minors or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents of dependent minors or eligible students to review the records. Schools may charge a fee for copies.

- Parents of dependent minors or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent of dependent minors or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent of dependent minors or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, Schools must have written permission from the parent of dependent minors or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - . School officials with legitimate educational interest;
 - . Other schools to which a student is transferring;
 - . Specified official for audit or evaluation purposes;
 - . Appropriate parties in connection with financial aid to a student;
 - . Organizations conducting certain studies for or on behalf of the school;
 - . Accrediting organizations;
 - . To comply with a judicial order or lawfully issued subpoena;
 - . Appropriate officials in cases of health and safety emergencies; and
 - . State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclosed, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However schools must tell parents of dependent minors and eligible students about directory information and allow parents of dependent minors and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents of dependent minors and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of the school.

Campus Security

The institution Campus Security report is handed out to each student in the enrollment packet during the enrollment process prior to admission. Updated Campus Security Statistics are posted or distributed to all students and staff on an annual basis. The School Director has a copy on file that is available upon request.

Princess Beauty School is committed to providing safety to all of its students, faculty and staff.

1. If a crime happens to you or your property, or if there is an emergency occurring on campus, contact Noha Taleb, Owner/President, or any other available staff member.

2. Princess Beauty School will provide students, faculty and staff with a copy of the crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report. The report will show number of incidents only on campus and is divided into the following categories:

Criminal Homicide:

- Murder and non-negligent manslaughter
- Negligent manslaughter

Sex Offenses:

- Forcible sex offenses
- Non-forcible sex offenses

Robbery

Motor Vehicle Theft

Arson

Liquor law violations:

- Arrests for liquor violations, drug law violations, all illegal weapons possession.
- Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.

Aggravated assault

Burglary

Hate crimes

3. Although the school does not employ security officers, Princess Beauty School has a working relationship with the local police who are able to support and provide services promptly in the event of an accident. We encourage accurate and prompt reporting of all crimes to the local police.

4. In addition to the required annual campus security report, Princess Beauty School will provide a timely warning to students of any occurrences of the following crimes that are reported to local police agencies and are considered to represent a serious or continuing threat to students and employees. As soon as the school becomes aware of the crimes, students and employees will be notified in their next class. These crimes are: criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes including crimes involving bodily injury reported to local police agencies that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug and weapons law violations.

Note: Princess Beauty School is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor.

5. If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact Noha Taleb.

6. Access to the building is only given to students during the normal class day. Any students seeking access outside normal class time must make prior arrangements and be accompanied by authorized staff. Maintenance is done in-house; therefore, no outside entity has access to the building at any time.

7. We encourage students and employees to be responsible for your own security and the security of others. If you have concerns about walking from the building to your car, either walk in groups or contact one of the school officials and we will provide an escort to walk to your car.

8. Princess Beauty School does not provide any programs on campus regarding security or prevention of crimes. If students wish to learn more about personal security or prevention of crimes, contact the Dearborn Heights Police Department for more information.

Drugs and Alcohol Policy:

- School policy prohibits the possession, use and sale of alcoholic beverages to anyone.
- School policy also prohibits the possession, use and sale of illegal drugs.
- School policy supports and enforces state underage drinking laws.

Students caught in any of the above situations will be withdrawn from the program and will be reported to authorities.

For information on drug or alcohol-abuse education programs please contact:
Dearborn Heights Drug Rehab and Alcohol Addiction Treatment Centers at: (313) 277-6770

Sex Offenses:

If a sex offense occurs while in school, please contact the Dearborn Heights Police Department at: (313) 277-6770 and report this immediately to Noha Taleb. Princess Beauty School will do everything possible to assist in this serious matter. If such a serious offenses occurs, it is important to preserve evidence for proof of the criminal offense.

For information on sexual abuse education programs please contact:
Michigan Coalition against Domestic and Sexual Violence at: 517-347-7000.

If a sex offense happens where both the accused and the accuser attend Princess Beauty school, both the accuser and the accused:

- Are entitled to the same opportunities to have others present during a disciplinary proceeding and
- Will be informed of the school's final determination of any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused and
- The dismissal that may occur following a final determination of said proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

Princess Beauty School will work with students to change a student's academic situation (i.e., allowing the student to take a leave of absence, allowing the student to enroll in a later program, etc.) if the victim requests the change and the change is reasonably available.

Individuals wishing to learn additional information about registered sex offenders may go to the Michigan State Police Sex Offender Registry: <http://www.michigan.gov/msp/0,1607,7-123-1589-1878-24961--,00html>

Copyright Infringement Policies and Sanctions

The use of copyrighted material may require the permission of the copyright owner. The absence of copyright notice or symbol on a work does not mean it is not copyrighted. Copyrighted works can include, but are not limited to, text, graphics, music, and photographs.

It is stated in the copyright law that, “anyone who violates any of the exclusive rights of the copyright owner is an infringer of the copyright or right of the author.” Commonly, anyone who engages in any of these activities including unauthorized peer-to-peer file sharing without obtaining the copyright owner’s permission may be liable for infringement and subject to civil and criminal liabilities.

Anyone responsible for civil copyright infringement may be ordered to either pay actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fee. 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 details, see Title 17, United States Code, Sections 504, 505.

All Princess Beauty School students and staff are required to abide by and comply with all state and federal laws governing copyrights and trademarks. Failure to do so may result in termination from school.

The following sites are sources for more information on compliance and copyright laws:

<http://www.copyright.gov/>

<http://www.copyright.gov/circs/circ1.pdf>

<http://www.copyright.gov/legislation/hr2281.pdf>

PRINCESS BEAUTY SCHOOL

Outcome Rates

Pursuant to NACCAS **Standard 1: Educational Objectives and Institutional Evaluations** Criteria 3, 4 and 5. An institution must assess its achievement of its programs and students on a basis of pass rates for the State of Michigan licensing examination (70% min), Job Placement Rates for those who took the licensing exam (60% min), and program graduation rates (50% min).

This institution is proud to announce that with 2014 Data Annual Report, submitted in 2015; it exceeds the required benchmarks set by the National Accrediting Commission of Career Arts & Sciences (NACCAS) with the following rates:

- The percentage of those who took the licensing exam and passed was **100%**
- Those who are working in the field for a placement rate of **87.50%**
- The percentage of program completers scheduled to complete in the calendar year 2014 and who completed by submission of the 2015 annual report was **72.73%**

