

TRI-COUNTY BEAUTY ACADEMY

219 North State Street
Litchfield, Illinois 62056-2036
(217)324-9062 Fax (217)324-4412

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MEMBER OF:

Illinois Association Cosmetology Schools
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ACCREDITATION:

National Accrediting Commission of Career Arts and Sciences, Inc.
3015 Colvin Street
Alexandria, Virginia 22314
(703)600-7600

APPROVALS:

IL Department of Professional Regulation
320 West Washington, Suite 202
Springfield, IL 62786
(217)785-0904

Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5140
(800)433-3243

Department of Veterans Affairs
833 South Spring Street
Springfield, IL 62794-9432
(217)785-4578

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Tri-County Beauty Academy
Welcome to the World of Cosmetology!

You are at the threshold of opportunity. Apply yourself and the possibilities are limitless, as you begin working with hair, skin, and nails. Enter the classroom with an open mind as you begin your course of study. The following vocations are options you may want to consider upon graduation.

CAREER OPPORTUNITIES

Professional Stylist	Salon Owner / Manager
Skin Care Specialist	State Board Examiner / Member
Makeup Technician	Image Consultant
Nail Technician	Instructor
Platform Artist	School Owner / Administrator
Product Representative	AND THE LIST GOES ON

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research development with the right continuing education and opportunities.

TRAINING is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, a cosmetology education may be the pathway to a secure income and a solid future.

The horizons you can attain in this multi-billion dollar industry are limitless. The jobs of the future will be mostly service oriented, and the field of cosmetology is at the top of the list. Salons across the nation always have positions that need filling. To attain managerial positions, you only need business skills.

The level and quality of training a student receives in every aspect of cosmetology will largely determine the employment available to him or her after graduation. "It is our aim to so teach and direct each student that they will be assured of a successful career." Our scientific approach based on proven success, will help you to easily learn and understand the principles of the cosmetology field. The best ideas of the beauty world are constantly being programmed into our educational training. Information on fashion, cuts, colors, perms, new styles, and other salon services for both male and female clients is available through educational audio-visual programs. You have selected Cosmetology as a career or are seriously considering doing so. We believe that our first duty and main purpose is to serve your needs and to help you learn. We accept the definition of Cosmetology as a skill based upon artistic principles, scientific fact, and endeavor to conduct a comprehensive educational program, which will satisfy your desire to become competent in the chosen field of Cosmetology. We are proud of our training program and understand that top hairdresser and salon owners recognize the reputation of education.

MISSION STATEMENT

At Tri-County Beauty Academy our mission is to successfully train and graduate students with Cosmetology employable skills and knowledge to earn their diploma and a license in this state and become a vested employee.

COSMETOLOGY CAREER CONSIDERATIONS

Tri-County Beauty Academy feels that students interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry.
- Enjoy working with the public and be able to follow a client's direction.
- Keep abreast of the latest fashions and techniques.
- Work long hours while building a personal clientele in order to earn the desired income.
- Make a strong commitment to the educational process and complete training.
- Learn the skills necessary to operate a personal business.

In addition, applicants and students should be aware that:

1. The work can be arduous and physically demanding because of long hours with hands at shoulder level or sitting over a nail table or facial chair.
2. A personal investment may be required for advertising and promotions such as printing of business cards.
3. There will be exposure to various chemicals and fumes, which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.

Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting.

ADMINISTRATIVE PERSONNEL AND OWNERSHIP

Tri-County Beauty Academy is a State of Illinois licensed cosmetology school. It is a member of the National Accrediting Commission of Career Arts and Sciences (NACCAS), Illinois Association of Cosmetology Schools, Cosmetology Association Affiliate #7, and Litchfield Chamber of Commerce. The academy holds a certificate from the U. S. Department of Education to offer Pell Grants and Direct Loans, approved by Department of Veterans Affairs, and West Central Development Council. Educational materials are provided from the Milady Educational program.

Diane L. Riemann, owner and administrator, entered into the field of cosmetology in 1993. Ms. Riemann, stylist/owner of DR Designs and teacher, has attended classes at Millikan University, Scharfenberg Beauty School, Tri-County Beauty Academy, Lincoln Land Community College, and continuing cosmetology classes at Amico Education Center, Eastern Illinois University, and annual National Cosmetology Association programs. Ms. Riemann's philosophy regarding education is that each student holds the master key, which opens the first door to endless opportunities in life's journey. She works to uphold education and personal professionalism to develop through training students in the world of cosmetology into successful business professionals. This blend of experience and enthusiasm makes her a motivational director and educator.

Tri-County Beauty Academy has been a continuous operation for 46 years. Our school has graduates whom become successful stylists, salon owners, platform artists, and teachers. We believe that the basis for success is our continuous updating for our training program, keeping in tune with the times, and our personal interest in our students.

LOCATION

Tri-County Beauty Academy is located at 219 North State Street in downtown Litchfield, Illinois, which is at the intersection of I-55 and Illinois Route 16, approximately 38 miles from Springfield, IL, and 52 miles from St. Louis, MO, in Montgomery County.

FACILITIES

Our school atmosphere has been described as an energizing smoke free environment. The building has offices for admission, education, and guidance; locker area; a facial area for skin care; and an attractive reception area for our clients. Within two spacious classrooms and student lounge on the second story, our educational courses are supported by full equipment, and we provide updates on the latest styling, perm and coloring techniques to extend your knowledge. Client services are performed by students in the clinic area under the direct supervision of licensed instructors. The clinic area is a totally equipped facility with shampoo basins, work-stations, facial area, dryers, nail area, and products, just like you will find in a professional beauty salon.

ADMISSIONS AND ENROLLMENT

Tri-County Beauty Academy does not discriminate in its admission, instruction, or graduation policies on the basis of age, race, color, creed, religion, sex, financial status, ethnic origin or area of origin or residence. We admit persons who are beyond compulsory school age, and have either:

- * Graduated from high school OR
- * Successfully completed high school graduation equivalency certificate AND
 - Be a citizen of the United States or a legally admitted alien

PRIOR TO STARTING CLASSES, STUDENTS MUST

1. Attend an interview session with the administrator, which includes receiving a current catalog.,See Appendix E.
2. Pay the \$100.00 registration fee, plus \$350.00 books and supplies (freshman) kit for a total of **\$450.00**, which is refunded if scheduled class is canceled. Method of payment accepted cash, check, or money order.
3. Provide the following documents:
 - a. Birth certificate or driver's license to prove age and identification.
 - b. Proof of education certificate or diploma.
 - c. Legal proof of name change (if applicable).
4. Financial Budget/Plan

APPLICANTS FOR THE INSTRUCTOR COURSE MUST MEET ABOVE CRITERIA AND PROVIDE A CURRENT ILLINOIS LICENSE AS A COSMETOLOGIST.

CLASS CALENDAR

Classes are scheduled at Tri-County Beauty Academy Tuesday through Saturday 8:30 am to 4:00 pm. Part-time day schedules may be arranged with administrator.

OBSERVED HOLIDAYS are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The school is also closed the days between Christmas and New Year. Any additional days are published well in advance,ref Appendix E.

CLASSES

Classes start approximately five times a year for Cosmetology and monthly for Cosmetology Instructor Training. Exact start dates are found on a dated Appendix E of this manual.

Students enrolled on a full time basis are scheduled to attend 30 hours per week. All freshman students attend freshman class Tuesday through Friday from 8:30 am to 4:00 pm for 28 hours weekly for 5 weeks and/or equaling 150 hours. On the sixth Saturday attendance is mandatory 8:30 am – 4:00 pm. as per your contract.

Students may obtain pertinent information regarding unexpected school closures due to extenuating circumstances from a direct phone call or media message from school official and/or by listening to local radio stations.

A schedule is written as part of the contract, signed by both administrator and student, stating the required attendance remaining hours. This said schedule is used as a basis for satisfactory progress on a monthly basis at 67% of scheduled hours of 1500 hour program to be satisfactory progress attendance.

COSMETOLOGY SUBJECTS

SUBJECTS

MINIMUM HOURS REQUIRED

General Theory	150 hours
Practical Chemical Application	500 hours
Hair Styling / Hair Dressing	475 hours
Shop Management, Sanitation, Interpersonal Relations	200 hours
Aesthetics	85 hours
Nail Technology	55 hours
Electives	35 hours

*Internship program is an optional part of the curriculum, *substituting* a maximum of 150*hours

* Appendix G of this manual

The internship program shall be an organized pre-planned training program designed to allow a student to learn hair dressing, sanitation, safety and shop management, hair treatment, nail technology and aesthetics under the direct supervision of a licensed cosmetologist in a registered salon. Student's contract clearly states that the school offers an internship program. The following contract contains all the provisions set forth in subsection (h)(2) Section, IDPR, and requirements established by the school.

COSMETOLOGY CURRICULA

Consists of 1500 hours of learning and experience extending over fifty (50) weeks. The student who completes this course will be awarded a diploma by the Tri-County Beauty Academy and will make application to the State Department of Professional Regulation, which administers the examination for the Certificate of Registration.

The Cosmetology course of study is designed to prepare students for the state licensing examination and the chance for profitable employment. Upon receiving your Cosmetology license, you would qualify to be a hair stylist, salon manager, hair colorist, nail tech, aesthetic, salon owner, product demonstrator, etc. You also would qualify to enter Instructor Training if all other qualifications are met.

Cosmetology theory includes the study of professional ethics, personal hygiene, grooming, visual poise and personality development, cytology, and bacteriology, sterilization and sanitation, shampoos and rinses, scalp and hair treatment, trichology, hair shaping, finger waving, hair styling, chemistry of heat and cold permanent waving, chemical hair relaxing, theory of massage, facial makeup, hair coloring and art theory, theory of superfluous hair removal, care and styling of wigs, thermal curling and waving, manicuring and nails, mycology, neurology, various body systems, dermatology, physics and chemistry of hair, plus disorders of skin, scalp, and hair. A study of basic principles of electricity as applied to the application of hair and skin cosmetics. Practical applications of salon management, Illinois Law as related to the practice of Beauty Culture.

Cosmetology laboratory is demonstration and lecture by instructors with student participation and application of beauty services familiar to the trade, including shampooing, hair rinses, molding of hair, finger waving, pin curls, and roller placements, hair shaping with scissors and razor, chemical waving and hair straightening, scalp and facial massage, hair coloring (temporary, semi-perm color, tinting, bleaching, frosting and special color effects), hand and nail care, eyebrow arching and basic make-up applications, corrective make-up, facial proportions, trend hair styling and artistry in hair styling.

Students will participate and demonstrate skills learned through performance on mannequins and exchanging beauty services on each other and after 150 hours of study, will perform beauty skills on clients in a public clinic supervised by instructors. Each student is responsible for sanitation duties to be performed in the clinic laboratory as required by the Department of Professional Regulation, State of Illinois.

Course Format: Lecture, group sessions, discussions, individual help and self-help groups.
Evaluation: A test will be administered after each chapter. A Trimester exam will be administered before the student applies for the State Board Exam.

SCHOLARSHIP POLICY - COSMETOLOGY

Tri-County Beauty Academy offers a cosmetology scholarship based on application guidelines, essay, and enrolling in the summer class. Applications are made available to local high schools and at the admissions office, *if offered*.

Cosmetology Scholarship Requirements:

1. Complete essay entitled: “Why I Want a Career in Cosmetology”. Essay should include why he/she should receive a scholarship and how he/she would use the education in cosmetology after graduation.
2. Letter of recommendation from high school guidance counselor.
3. The following qualifications should be met:
 - a. He/she will receive high school diploma by June of current year.
 - b. He/she will enroll as a full-time student in the summer class of current year.
 - c. Student must follow Tri-County Beauty Academy’s dress code.
 - d. Student shows a pleasing personality and is a “people person” who would enjoy working with the public.
 - e. Student is highly motivated person.
 - f. Student must meet Tri-County Beauty Academy’s satisfactory progress policy in both attendance and grade averages.
 - h. Student must graduate within contract time as stated in his/her contract.
 - g. Student can receive Title IV funding, if eligible.

When the above qualifications are met, student will receive a \$1,000.00 scholarship towards tuition charged on contract. If student fails to meet qualifications, student may continue training, but make all payment of tuition, books, supplies, and registration.

JOB DEMAND IN THE COSMETOLOGY INDUSTRY

The employment outlook is good as a result of increased population, incomes, and demand for cosmetology services. There will also be openings to replace workers who leave the field. Cosmetologists who can provide a broad range of services will have the best opportunities.

(This information can be accessed on-line through the following web address:

[Http://www.careers.stateuniversity.com](http://www.careers.stateuniversity.com))

Other key findings

- 59% of salon owners classified their salon as a full-service salon, 18% as a hair cutting salon, 4% as a nail salon and 5% as a barber shop.
- 57% of salon employees work full time, 33% are part time (20-30 hours), and 10% are low time (less than 20 hours).
- The average salon income, including tips, is about \$30,000 - 50,000/year. While manicurists are currently only 10% of the current industry employees (up from 2.6% in 1999), some 16% of the anticipated vacancies are for professionals with those skills.

For current results visit [Http://jobs.careers.org](http://jobs.careers.org) (Personal Care and Service Career Field.)

CRIME STATISTICS

No crimes on record from 2000 to present. Refer to [Http://www.nces.ed.gov/ipeds](http://www.nces.ed.gov/ipeds)

DEPARTMENT OF EDUCATION COHORT DEFAULT RATE

As of 2018

School Default Rates 3 – Year

FY2015	FY 2014	FY 2013
17.5%	25%	28.5%

NACCAS ANNUAL OUTCOMES - 2016

Graduation Rate: 83.33%; Placement Rate: 73.33; Li censure Rate: 86.67%

COMPLETION RATES

Cosmetology Program

Calendar Year	Enrolled Students	Graduated Students	Dropped Students	Li censure Test	Graduates Employed
2013	16	11	5	10	11
2014	18	16	1	15	15
2015	8	9	2	8	6
2016	13	14	3	13	11

Instructor Training Program

Calendar Year	Enrolled Students	Graduated Students	Dropped Students	Li censure Test	Graduates Employed
2013	1	1	0	1	1
2014	1	2	0	1	1
2015	1	0	0	0	0
2016	0	1	0	1	1

Tri-County Beauty Academy
GRADUATION REQUIREMENTS

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified final transcript of hours and diploma.

- * Successful completion of all phases of study, required tests in theory, practical assignments project sheets and clinic assignments.
- * Completion of the number for hours for the course required by the Illinois Department of Professional Regulation.
- * Pass all tests and final examinations with a 75% or above for Cosmetology and 80% or above for Cosmetology Instructor Training Course.
- * Complete all required exit paperwork and attend an exit interview.
- * Payment of all debts owed to the institution.

TO RECEIVE YOUR STATE of ILLINOIS LICENSE . . .

To receive your license you must first fulfill the above requirements AND graduate from an accredited school, Tri-County Beauty Academy. You must fulfill the requirements at Tri-County Beauty Academy and Illinois State Board of Professional Regulations with a 75% or above score; 80% for Cosmetology Instructor Training Course. You will then receive a transcript of your hours, grades, and diploma. Applications to take the state examination are available at the school (CTS & PSI). Application, transcript, and required fee are then filed with the State of Illinois to take exam. Upon completion and passing state exam a license is issued and renewal notices available on line at www.idfpr.il.gov.

DIPLOMA

Upon completion of required hours, satisfactory accomplishment of practical work, required grades in examinations, and all financial obligations are met - the student is awarded a diploma. At that time, the graduate will be eligible to pay the required examination fee and file an application for the state licensing examination.

COUNSELING AND PLACEMENT OPPORTUNITY

Counseling is easily available, if you need it. You may have financial problems or find personal hassles are getting in the way of your learning. The administrative staff is ready to help, and will refer the student to an appropriate agency, if needed.

You are an important person!

Tri-County Beauty Academy does not guarantee employment to its students; however, the school's placement assistance procedures include: identifying employment opportunities and advising students on appropriate means of realizing these opportunities. The optional Internship program is a fantastic opportunity to visit the "job" without the stress of being hired or fired, see Appendix G for more details.

INSTRUCTOR TRAINING CURRICULA . . .

Consists of a 1000 hours course of study over 33 weeks. The Cosmetology Instructor Training Course prepares you to make application to the Illinois Department of Professional Regulation for the Cosmetology Instructors examination. Upon passing the licensing exam, you may enter the field of education for profitable employment as a Cosmetology Instructor. To enter the teacher's certification program, the following requirements must be met:

1. Be at least 18 years of age.
2. Hold a high school diploma or G.E.D. equivalency.
3. Be licensed Cosmetologist in the State of Illinois (either solely trained in Illinois or through reciprocity). NOTE: State allowed guidelines as followed.

Instructor Training includes postgraduate school training that includes all subjects in the basic cosmetology curriculum, including both theory and practice. Educational psychology to include topics in educational objectives, student characteristics and development, and the learning process and elevation of learning, related to teaching. Teaching methods, (theory), include topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. The application of teaching methods includes: preparation and organization of subject matter presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations provide teaching objectives accomplished and correlated theoretical with practical application. Business methods include inventory, record keeping, interviewing, supplies, and Illinois law. Student teaching includes theory and practical demonstrations to students in the basic curriculum, under the supervision of licensed instructor.

SUBJECTS

MINIMUM HOURS REQUIRED

Post Graduate Training	500 hours
Educational Psychology	20 hours
Teaching Methods	20 hours
Application of Teaching Methods	150 hours
Business Methods	50 hours
Student Teaching - Supervised by Licensed Instructor	260 hours

Course Format: Lectures, demonstrations, supervised practice teaching, discussions, individual help, and observations. The student instructor will become proficient in the area of cosmetology education.

Course Goals: To observe and assist experienced teachers, perform skilled demonstrations, supervise students' practical training, and study thoroughly, the principles of teaching.

Evaluation: Methods of grading theory are through study guides, monthly evaluations, and written tests with a mid-point evaluation and final examination of multiple choice questions, passes with a score of 80% or above.

Tri-County Beauty Academy
SCHOLARSHIP POLICY – INSTRUCTOR TRAINING

Tri-County Beauty Academy offers an Instructor Training scholarship if the following guidelines are met:

1. Be at least 18 years of age.
2. Hold a high school diploma or G.E.D. equivalency.
3. Be a licensed Cosmetologist in the State of Illinois as defined by the Department of Professional Regulations (either solely trained in Illinois or through reciprocity).
4. Must be enrolled full time (140 hours).
5. Must maintain a 'C' average.
6. Must graduate within contract date.
7. Must display leadership qualities.
8. Must be able to organize work materials and manage time.
9. Must maintain a professional appearance.
10. Must be able to persevere and work well with others.

If the above criteria are met, at the discretion of the administration, half of tuition will be granted scholarship, *if offered*.

TESTS AND GRADES

Both are tools to help you become a better student and a better Cosmetologist. Throughout your training period you will take written and practical tests. These tests are designed to sum up the unit of learning you have just completed. Your instructor will help make sure you understand the ideas and techniques covered. A test is given after each chapter or theory lesson is completed. A passing score is 75% or more for theory or practical work. Theory is evaluated by written exams after each unit of study, homework and outlines are completed. Practical skills are evaluated according to text procedures and by practical exams after each level. A low grade does not mean you should give up; it tells you that you need to review. All students must score 75% or higher on the practical as well as written final exams in order to file for the State Board examination.

*Instructor Training requires testing scores of 80%.

The following grading scale is recognized for Theory and Practical Instructions:

100-94	A	4	Excellent
93-87	B	3	Good
86-80	C	2	Satisfactory
79-75	D	1	Average
74-below	F	0	Failing

Practical grades are evaluated weekly on structure graphics and clinic floor work. Three project sheets are to be completed with a 75% grade average for basic cosmetology students. Project sheets are a large portion of your practical grade and a requirement to graduate. A grade evaluation is given to students every 16 weeks (Trimester).

Instructor training program evaluation – refer to Instructor Training Curricula heading in this catalog.

SERVICE OR ASSIGNMENT UNITS

In addition to the required hours in each subject, Tri-County Beauty Academy requires a minimum number of units per student. Each service or assignment you perform on clients and mannequins are recorded on a daily and monthly chart. These records are kept to guarantee you the minimum number of exercises per subject. These exercises may be part of the requirements to be met before graduation. Manual skills and dexterity are developed only through correct practice and application of skills.

TRANSFER STUDENTS

Tri-County Beauty Academy evaluates all students previously attended cosmetology school transcripts before enrolling and recognizes credit for applicant's previous 75% or higher scored training. Must submit a required document as previously stated in catalog for enrollment into the program. Before being admitted you will need the following records:

Illinois resident: An official complete transcript of hours completed at the previous accredited school and a statement explaining the reason you chose to leave the previously attended school.

Out of state applicants: Must provide a complete transcript of hours completed at previous training as certified by the State Department of Professional Regulation and a statement explaining the reason you chose to leave the school.

The tuition will be based on the number of hours you need to complete and will be charged at the present tuition rate of enrollment.

FUNDING ASSISTANCE AVAILABLE - IF YOU QUALIFY

Pell Grants range in award amounts based on valid individual application per academic year. The size of the award depends upon the actual costs of academic and attendance progress requirements in order to remain eligible for Pell Grant disbursements. Awards are primarily determined by the student's family income and size as well as the cost of attendance at the institution as determined by the EFC on a valid I.S.I.R. It is wise to start four to eight weeks before beginning class. Online website for more information: www.fafsa.ed.gov. For more information regarding all financial assistance, how to obtain an application, etc. - students should contact the financial aid office.

UNIFORMS AND KITS

Compliance with the published dress code is required at all times. Students are preparing for a career in the BEAUTY AND IMAGE INDUSTRY and are expected to be well groomed and professional attired during the course of training. The dress code is subject to change at the discretion of the school administration at any time. The dress code requirements are on Appendix B in this manual. Tri-County Beauty Academy students have the right to purchase books, equipment and supplies in a "kit" or may purchase supplies from another source other than the institution. The supplies and books included in the kit can be referred to in **Appendix C** in this manual.

HANDICAP POLICY

Tri-County Beauty Academy does not discriminate in its admissions practices or other policies against handicapped persons. The licensing requirements for courses offered at the school may restrict some applicants. Questions regarding licensing requirements and the physical demands of the industry may be answered by the school administrator.

NON-DISCRIMINATION STATEMENT

Tri-County Beauty Academy does not discriminate on the basis of age, race, color, creed, religion, sex, financial status, ethnic origin or area of origin or residence.

HOUSING

Tri-County Beauty Academy does not provide institutional housing for attending students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

DRUG ABUSE PREVENTION

Tri-County Beauty Academy fully supports the prevention of drug abuse. Upon enrollment, students are provided with an informative pamphlet, which outlines the hazards of drug abuse. The school has certified to the U.S. Department of Education that it operates a drug free campus. Students who receive financial aid from the Title IV programs must sign a statement that they do not use, sell, or distribute illegal drugs or substances, and that they will remain drug free during the period of enrollment. A list of agencies and phone numbers is also given to all students the first day of class.

OSHA

The United States Department of Labor of Occupational Safety and Health Administration (OSHA) requires the school to advise its students of the chemicals used in cosmetology and related training. During each unit of study students are advised of the various chemicals used and safe practices that apply. They also learn about the importance of safety in the workplace, and how to use and follow the safety data sheets (SDS) for chemicals used. In addition, a complete file containing material safety data sheets for the chemicals used at school is available in the administration office.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Tri-County Beauty Academy. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. 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 State Department of Education.

EVALUATION PERIODS

Cosmetology	450 and 900 and 1350 scheduled hours
Cosmetology Instructor	450 and 900 scheduled hours

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

ATTENDANCE PROGRESS EVALUATIONS

Students must clock a minimum of 67% of the total scheduled hours of contract in order to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The student will graduate within the maximum time framed allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for a full time student in each course is stated below:

COURSE	CONTRACT LENGTH	MAXIMUM TIME ALLOWED (1.5 TIMES COURSE LENGTH)
Cosmetology Day 1500 hours	50 Weeks	75 Weeks
Instructor Training 1000 hours	33 Weeks	49.5 Weeks

The maximum time frame for transfer, part-time, or VA students is also determined by figuring 67% of the scheduled hours.

Students must clock a minimum of 67% of the total scheduled hours in order to maintain satisfactory attendance progress.

Students who exceed the maximum time frame will have a cash payment schedule to complete the program.

Students that transfer hours from another institution that are accepted towards the Student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled contracted hours at this institution.

ACADEMIC PROGRESS

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams administered after each unit of study, homework, and outlines are completed. Practical assignments are evaluated as completed and counted toward course completion only when rated satisfactory or better. Practical skills are evaluated according to text procedures and by practical project sheets after each level of study. At 150 hours, 650 hours and 1200 hours comprehensive practical skills will be conducted during the course of study. Students must maintain a written grade average of 75% and pass a FINAL written and practical examination prior to graduation. Student must make up failed or missed tests and incomplete assignments. Eligibility for internship as per guidelines in catalog, Appendix G.

* Instructor training students must maintain at least 80% cumulative grade.

Numerical grades are considered according to the following scale:

100-94	A 4	Excellent	79-75	D 1	Average
93-87	B 3	Good	74-0	F 0	Failing
86-80	C 2	Satisfactory			

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum attendance and academic requirements 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 progress determination at the end of the evaluation. Students deemed not maintaining satisfactory progress may have their Title IV Funding interrupted, unless the student is on warning.

WARNING

The first time a student fails to meet minimum requirements, she/he is put on warning, scheduled for a documented conference, while on warning; a student is considered making satisfactory progress. Following the plan created by student and staff to improve the below acceptable achievement status in academic and or attendance for a warning period to be reviewed at the next scheduled conference. If at the end of the warning period, the student still has not met both attendance and academic requirements, student may be deemed ineligible to receive Title IV Funds.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's accepted transferable hours will be counted as both attempted and earned hours based on official transcript from previously attended school.

STUDENT COMPLAINT POLICY

Any complaints must be in writing. This should contain all pertinent information and documents backing up the complaint. The written complaint must be given to the administrator of the school. The complaint will be addressed within ten (10) business days and you will be informed of the decision regarding your complaint. If you do not agree with the decisions, you may request the address and/or phone numbers of the appropriate agencies to file a formal complaint against the school. Records of complaints and their resolutions will be retained in student's permanent file.

STUDENTS ACCESS TO RECORDS

In compliance with the Family Educational Rights and Privacy act of 1974, Tri-County Beauty Academy does not release information to third parties pertaining to student's cumulative records without written consent from the student or parent/guardian if the student is a minor. The school guarantees the rights of students and parents/guardians of dependent minors to have access to the cumulative records and have proper supervision and interpretation of these records when they are being reviewed. Access to records must be arranged in advance and an instructor must be present while the records are being reviewed. Cumulative education records are maintained for seven years or more after graduation or termination. Agencies requiring information from school records must file a written request, which will become a part of the student's permanent file. Tri-County Beauty Academy will make its student files available to accrediting, regulatory, and other governing agency representatives who have a legal right to examine such files for compliance reviews. No portion of a file may be removed for reproduced without the permission of the owner of the school as all material and records contained therein are property of Tri-County Beauty Academy.

REFUND POLICY

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure, as follows;

- A. A student not accepted by the school shall be entitled to a refund of all money paid.
- B. If a student (or if under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing, within three (3) business days of the signing of the enrollment agreement, all money collected by the school shall be refunded. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
- C. If student cancels his/her enrollment after three (3) business days after signing the enrollment, but before the completion of the student's first day of class attendance, the school may retain no more than the registration fee(\$100.00).
- D. When cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school, may retain the registration fee and an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, plus the cost of any books or materials which have been provided by the school.
- E. When a student has completed 5% or more of the course of instruction, the school may retain the registration fee (\$100.00) and the cost of any books and materials which have been provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the regulatory bodies.
- F. Enrollment is defined as: "the clocked hours between the actual starting date and the date of the last day of physical attendance."
- G. For students who do not return from a leave of absence, the termination date is the earlier of the documented date of return or the date that the student notifies the institution that he/she will not be returning.
- H. Students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

Percent Time of Total Scheduled Time of Course	Amount of Total Tuition Owed to the School
.01% to 5%	10% or \$300 which ever is less
5.01% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- I. Students receiving Title IV aid, and who withdrew or were terminated prior to completion will also have a refund calculated according to Return to Title IV.
- J. The cost of the kit and books is not included in tuition adjustment computations. These items become the property of the student when issued and are non-refundable or replaceable if broken or damaged except as stated in items A - E above.
- K. Students who terminate prior to course completion will be charged a \$150.00 termination fee. The school shall mail written acknowledgment of the student's cancellation or written withdrawal to the student within 15 calendar days of the date of notification. Written acknowledgment is not necessary if a refund has been mailed to the student within the 15 calendar days.

REFUND POLICY.... CONTINUED

- L. Any money due is refunded within 45 days of formal cancellation or termination.
- M. Formal termination shall occur within 30 days of a determination by the institution that the student has withdrawn without notifying the institution and cancellation date will be the last day of attendance.
- N. If this school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. Option(s) will be offered either Pro-rotata refund or participate in a Teach-Out Agreement.
- O. A reasonable fee \$2.00 will be charged by the school for each transcript after the first free transcript is provided to a student or former student under this statement.

EVALUATIONS AND GUIDANCE

Students are guided regarding progress on a regular basis according to the published Satisfactory Academic Progress Policy in the following areas: attendance, practical skills, communication skills, and personal development. Students' strengths and areas needing improvement are identified and plans for needed improvement are discussed. This may be done by the student with instructor. If guidance is needed in financial aid matters, the student should see the administrator. Guidance regarding personal matters, licensing regulations, reciprocity, and employment and continuing educational opportunities is available to students, as it is needed.

ABSENTEEISM

When absent from school, the student must notify the office as to the reason for absence. A doctor's slip is required for any illness of 2 days or more. A leave of absence may be granted by the administrator of exceptional reasons, refer to leave of absence guidelines details granted during the course of study.

MAKE-UP WORK

A student who is absent the day of a test and ANY student(s) with a grade below 75% (80% Instructor), will retake the test on the following Wednesday. If student is tardy on test day, student will test that day as per instructor guidance. All theory testing will be done in a quiet testing environment. Prior to graduation, students are required to make-up all trimester tests.

CONTINUING EDUCATION REQUIREMENTS

Cosmetologists in the State of Illinois must obtain at least 14 clock hours or continuing education in order to renew their license every odd number year.

Refer to www.IDFPR.il.gov

Cosmetology Instructors in the State of Illinois must obtain 24 hours of continuing education every even number year. NACCAS requires 12 hours of continuing education every year for actively teaching Cosmetology Instructors in an accredited school, with 4 hours in methodology. Refer to www.IDFPR.il.gov

Domestic Violence Traing requirements are pending state law and rules.

ATTENDANCE

1. It is the policy of this institution to give appropriate credit for all clock hours a student is in attendance.
2. Clock hours may not be added or deducted as a penalty for any reason and the institution will not assign additional hours.
3. Students must sign in on the quarter hour. If student needs to sign in or out for any reason, he/she must sign out and back in on the quarter hour.
4. If student arrives at 8:31 am (by the clock at the front desk), he/she must sign in at 8:45 and be in class or set up at a station ready to take clients. If student stays after 4:00 pm and is working on a client, he/she may clock hours to 4:15, as approved by Instructor. Time card must be signed by the instructor in charge to verify the extra time allowed on time card.
5. Students must be in attendance 5 hours on Saturday to clock hours on the following scheduled class day (from 8:30 am to 1:30 pm, with no lunch). A student may request (at least 2 weeks in advance) a Saturday off and, if approved by the office, may attend class on Tuesday. This Saturday is to be used for a per-scheduled wedding, family vacation, etc. The office will keep track of Saturdays each student may have been granted (3 total) and, if abused, will not be approved.
6. At \$16.00 per hour over contract charge, if student is over contract, cost \$112.00 per seven hour day.
7. A “scheduled break” cannot be given, as student is receiving hours when signed in and class is scheduled, whether class is theory, practical or lab. Students may though be given time to get a drink, eat, smoke, etc. If this time is abused for any reason, time will not be given. This time is only given after 10:00 am and before 11:00 am and after 2:00 pm and before 3:00 pm. (Example: Student does not have class, practical, or lab and wants a quick break, only between 10:00 and 11:00 am or between 2:00 and 3:00 pm). Students clocking in after 8:30 am will not receive a quick morning break. Students returning late from ½ hour lunch will not receive a quick afternoon break.
8. If student arrives at 11:00 am he/she does not have to take lunch. If student stays after 1:30 pm he/she does have to take lunch. Clocking time for day to equal 5 hours no lunch required.
9. Each student is responsible for carefully completing a daily account record of how day was spent. This time card record will then be tallied by instructor and approved at the bottom of card. This is a permanent record of program hours earned. They are kept in school lock file for protection, but available to student at all times.

TARDINESS

Any student not in class or assigned station by 8:30 am will be counted as tardy and will sign in at 8:45 am as stated in attendance policy and will not receive a quick morning break.

EXCESSIVE ABSENTEEISM OR TARDINESS COULD RESULT IN PROBATION OR TERMINATION IF IT IS DETERMINED THAT THE STUDENT IS NOT MAKING SATISFACTORY PROGRESS.

Tri-County Beauty Academy
LEAVE OF ABSENCE

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 absence. Elapsed time during a leave of absence will extend the contract period 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 withdrawal prior to completion of the course of study, and wish to re-enroll, will return in the same satisfactory academic progress status as at the time of withdrawal.

Should a student find it necessary to be out of school for longer than a 2-week period and *has a reasonable expectation to return from the leave*, a leave of absence should be requested in writing. During an approved leave of absence, the student may not receive financial assistance and no additional charges will be assessed by the institution as a result of the LOA.

1. Student may take up to three leave of absence(s) in their course of study not to exceed 180 calendar days per program year.
2. A written request from student must be filed, dated, and signed by student and administrator. The office has the right to refuse requested leave. The institution must extend the student's contract period by the same number of days taken in the LOA. Changes to the contract as per addendum signed and dated by all parties.
3. The student must be in attendance on or before the last day of scheduled return date of LOA, including all seven (7) days of the week.
4. Leave of absence form must be kept in student's file for future reference. If a student is a non-return from an approved leave of absence(s), the withdrawal date is the last recorded date of attendance as documented by the school.
5. No re-entry fee will be charged if student returns to class on or before the scheduled day of return.
6. ***This Institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date. IE., the beginning date of the approved LOA would be determined by the institution to be the first date student was unable to attend the institution because of the accident..***

SUSPENSION

Student conferences are held monthly as to student's progress in both grades and attendance. Students are counseled as needed in regards to their people skills: problems they may have with clients, fellow students, instructors, employees, etc. All conferences are held privately, recorded in student's file, and signed by both student and instructor. If student is in violation, he/she may be suspended for not less than two days.

TERMINATION

A student may be terminated for the following:

1. When absenteeism or tardiness is in excess of federal guidelines.
2. Failure to maintain a passing grade level.
3. The use of illegal drugs or alcohol before or during school hours is strictly prohibited. Students found in violation of this rule will be terminated immediately.
4. Two or more suspensions.
5. Gross insubordination.

School Policies and Procedures on Conduct-Attendance-Tardiness

Tri-County Beauty Academy sets forth specific policies for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goal orientations during training can only enhance the graduate's potential for success. Please familiarize yourself thoroughly with these policies as you will be warned only once. *First offense*. *Second offense* - student will be written up and told to meet the guideline. *Third offense* - student will be clocked out for at least 15 minutes to not return until the student is in compliance or service is completed. Student may return the same day if in compliance during regular hours. If *fourth offense* of same issue occurs suspension of at least 2 days &/or expulsion will be reviewed by Director, Staff and Student.

All students must:

1. Attend all classes according to the assigned schedule including all theory classes even if all required tests are completed.
2. Arrives for all classes on time. See policy on clocking hours.
3. Tri-County Beauty Academy has dress code inspections daily and if not in compliance student will verbally be instructed of the problem and noted *first offense*. *Second offense*-student will be written up and told to wear cover up. *Third offense*-student will be clocked out for at least 15 minutes to not return until the student is in compliance, if not in compliance suspension guidelines are followed.
4. Complete all assigned theory practical and lab assignments in the designated time frames including any assignment required to establish eligibility to retake failed exams or take missed exams. See policy on makeup work, project sheets, lab qualifications, structure graphics, binders, etc. given at 150 hours.
5. Call in or notify staff member, before 8:30 am, of absenteeism or tardiness stating the reason why. See policy on tardiness and absenteeism given at orientation.
6. Sign in and out in black ink to accurately reflect hours in attendance. No student may sign or clock in/out for others. Bio metric finger touch is required for computer in and out signature.
7. Obtain permission from clinic floor instructor to leave the facility for any reason other than lunch time and closing. The student must inform clinic floor instructor if they leave the classroom or lab floor for any reason.
8. Comply with published dress code and practice proper hygiene and grooming at all times.
9. No chewing gum, eating or drinking, except in the student lounge Lunch is 1/2 hour and may be taken after 11:30 am. If arriving after 11:00 am, student does not have to take lunch. Student staying after 1:30 pm does have to take lunch.
10. Practice courtesy and professionalism at all times when dealing with other students, clients, visitors to the school, and staff.
11. Follow all state laws and regulations at all times during school and smoking only in designated areas per City of Litchfield and State of Illinois laws.
12. Comply with the schools satisfactory progress policy at all times. Failure to maintain satisfactory progress can cause loss or delays in funding, delay in graduation, additional tuition fees, or termination.

APPENDIX A – **continued**

13. Discuss only ethical and professional subject matter during school hours and refrain from using profanity and obscene gestures around school premises. Such behavior could result in termination. Be fair, honest, and **never** steal. Any student found guilty of theft or destruction to property in or around the school will be prosecuted to the fullest extent of the law.
14. Be involved in curriculum related activities at all times when clocked in. Students must work at their assigned stations. Inactivity produces no progress
15. All cell phones must be placed at the front desk while clocking hours. May only use telephone at front desk for Litchfield numbers, 800 number, or collect calls only during lunch period or in event of emergency with permission of Instructor/Staff. Incoming calls will be monitored and messages will be given to student(s), unless deemed urgent call by Instructor/Staff. Violation will follow policy of offense per number of occurrence.
16. No student may refuse an assignment in either their practical work or client. If a student has a problem or good reason why they do not wish to work on a particular client, he/she must quietly ask an instructor to step out of the lab, so the student may state his/her reason privately. Students *are expected* to accept lab work graciously and with a professional attitude. A student refusing an assignment will be asked to clock out for at least 15 minutes **or** the length of service time at first offense.
17. Park only in designated areas. **DO NOT** park out front on State or Ryder Street.
18. Stay out from behind reception desk and instructors office unless for conference or special assignment by Instructor.
19. Product knowledge will be reflected through Retail Sales Commission Slips (asked for &/or 15% of retail sales to clients). Students may redeem *retail slip* for service during course enrollment. Knowledge of your products helps you in retail sales to clients.
20. No written assignments on clinical floor until 2:00 pm with the exception of structure graphics, **unless** Instructor indicates differently. Project sheet work and client qualification time is the *priority*. Have only salon magazines or texts from the library at your stations.
21. Strive to continually upgrade abilities through education and practice. Comply with senior requirements as per status of 650 hours and 1200 hours guidelines.
22. Be prepared for class and lab work. Hours are clocked based upon rules of eligibility.
23. State Law forbids a student to practice cosmetology or related field without a license.
24. All students must follow the published rules on drugs/alcohol.
25. Comply with make-up work policy as given first day of class.
26. Comply with published rules on graduation as published in catalog.
27. Comply with sanitation guidelines as posted.
28. Comply with satisfactory progress statement given the first day of class.
29. Student may receive one hair day per month. See posted guidelines.
30. Follow policy on suspension and termination. See handbook given on first day of class.
31. Work towards receiving sales and student of the month certificates and award.
32. Keep the dispensary in order at all times.
33. Payments met as agreed upon when signed contract was signed.

The school reserves the right to change or add to any of the school policies or rules whenever deemed necessary. All additions are posted prior to their enforcement.

DRESS CODE

From the first day of class through the last, and even after a student enters into the field professionally, a student's poise, professionalism, and ability to perform technical applications will be judged by their appearance. **It has been a proven theory that correct or proper dress has a psychological impact on the people we deal with.** Since most people enter this profession because they enjoy making people feel good about the way they look, it is just as important to project themselves as the "professional" who has the ability to do just that. It would be impossible if the "professional" did not concern themselves with their own appearance.

Instructor will have dress code inspection daily and if not in compliance student will verbally be instructed of the problem and noted *first offense*. *Second offense* - student will be written up and told to wear cover up or change to be in compliance. *Third offense* - student will be clocked out for at least 15 minutes to not return until the student is in compliance. These students may return the same day if in compliance. If *fourth offense* occurs suspension &/or expulsion will be reviewed.

Note: Professional – washable clothing must be worn. Clothing must be clean and pressed at all times, no holes or distressed tears.

Colors allowed – solid white, solid black, solid gray, or solid red.

The following is an outline of the dress code we expect our students to follow everyday they are in school.

A. Blouses / shirts / tops:

1. Solid White (not off white), Solid Black, Solid Grey, or Solid Red.
2. Not sleeveless, low cut neck, or see through material.
3. No emblems, sayings, colored buttons, etc.
4. Tri County Beauty Academy official T-shirts of color.

B. Slacks / skirts / skorts / shorts / Capri:

1. Solid White (not off white), or Solid Black or Solid Grey.
2. No blue denim or faded black jeans.
3. Skirts, skorts, shorts, Capri must not be shorter than 3" above the knee.
4. No bike shorts or sweat pants or yoga apparel.

C. Shoes:

1. No open toes – totally closed to arch.
2. No spike heels &/or flip flops &/or slippers.
3. 95% black &/or white, no additional colors - clean or polished at all times.

D. Socks/ Leggings:

1. Solid white or solid black socks.
2. Solid white or black leggings.

E. Underclothing:

1. Must *not be seen* through the outer garments.

F. Solid white or solid black lab coat may be worn, but still following dress code underneath.

G. Hair:

1. Hair is to be clean and neat at all times.
2. Hair care is to be done before arriving at school.
3. Long hair should be secured *to avoid hanging the clients face*.
4. Hair is to be styled, (not thrown up in a clip or ponytail).
5. Hair ornaments can be worn, but in good taste in solid color – white, black, gray, or red. No hats.

H. Makeup should be worn, in the daytime category and applied before arriving.

I. Nails:

1. Should be well trimmed and manicured.
2. Nail enhancements in a practical length.
3. Nail color and design acceptable if in good taste.

J. Jewelry:

1. Professional conservative fashions.
2. No facial hoops.

Note: Instructors Training will adhere to the same dress code as students with the exception of the clothing color requirements. They may wear clothing color in professional fashionable taste.

COSMETOLOGY – SUPPLIES/KIT/BOOKS/TAX

Students must furnish the following items:

For the first day of class:

3 or 4 inch 3-ring binder	Computer paper (8 ½x11) 250 ct.	Colored Pencils or Markers	Notebook paper (8 ½ x11) not spiral
Tabbed Dividers (30)	Black ink pen	Scotch tape	Highlighters
Self-adhesive tab	Ruler	White out	Pencils
3x5 Index cards - (optional for personal flashcards)	Uniform & shoes (see dress code)	Sheet Protectors (optional)	Permanent markers Black & Silver

At 150 hours: AS TEACHER EXPLAINS AT END OF 5th WEEK

Ledger book with 6 columns	Container of styling gel
Plastic containers	Items for client use as per instructed.

NOTE: *Perfect Attendance package “FREE AWARD” for 150 hours Perfect Attendance:*

Color Bowl & Brush	Kiddie Cape	4 Hair Products	Flat Iron Stand	Gloves
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THE STUDENT MUST PAY FOR ADDITIONAL SUPPLIES THAT SHE OR HE MAY NEED AS THEY PROGRESS DURING THEIR TRAINING HOURS.

The following is included in the contract – Books / Supplies/ Kit/Tax:

- | | |
|-------------------------------|-------------------------|
| Books: Milady Textbook | State Board Review Book |
| Milady Practical Workbook | Journal |
| Milady Theory Workbook | Procedure Notebook |

Supplies:

- | | |
|---|---|
| 1 Flat Iron | 1 Set Magnetic Styling Rollers & Bag |
| 1 Pro Hair Dryer | 1 Box Single Prong Clips |
| 1 Shear Kit (Shears Thinning, Razor) | 1 Hand Mirror |
| 1 Clipper | 1 Large Black DuffelBag |
| 1 Trimmer | 1 Shampoo Cape |
| 1 Marcel curling iron | 1 Round Brush Set |
| 1 Comb-out Cape | 1 Relaxer Comb |
| 1 Set of Combs | 1 Spray Bottle |
| 1 Apron | 1 Box Double Prong Clips |
| 1 Chemical Cape | 1 Dozen Butterfly Clamps |
| 3 Mannequins with Stands | 1 Box End Papers |
| 1 CHI Mega Clip 6-Pack | 2 Bristle Brushes |
| 1 Pack Chemical Gloves | 1 Vent Brush |
| 1 Nail Kit (AFTER APPROXIMATELY 350 hrs.) | 1 Facial Kit (AFTER APPROXIMATELY 650 hrs.) |

The total cost as per contracted, for the SUPPLIES/KIT/BOOKS/TAX (8.25%) is \$1,111.00. Student has the right to purchase books & supplies from another source other than this institution applies for transfer student(s) only).

On this date _____, 20____

I, _____, have chosen to purchase books & supplies from TCBA.

I, _____, have chosen *not* to purchase books & supplies from TCBA.

INSTRUCTOR TRAINING - SUPPLIES/KIT/BOOKS/TAX

BOOKS:

Master Educator Series Book (Milady Publishing Company)
Standard Exam Review for Cosmetology Instructor

SUPPLIES/KIT:

1 red pen
1 black pen
Highlighter
Binder w/ tabs
Notebook paper

Any additional required equipment and supplies will be provided by the school.

* May change to accommodate current regulation.

NOTE:

The following list of books may be purchased by student instructor at the current price rate as an option on an individual case.

Theory Workbook
Practical Workbook

The total cost for contract IS SUPPLIES/KIT/BOOKS/TAX (8.25%) is \$487.13. Student has the right to purchase books & supplies from another source other than this institution.

On this date _____, 20____

I _____ have chosen to purchase books and supplies from TCBA.

I _____ have chosen *not* to purchase books and supplies from TCBA.

COURSE COSTS, STARTING DATES, HOLIDAYS, AND PERSONNEL

COURSE COSTS:

COSMETOLOGY PROGRAM 1500 Clock Hours		INSTRUCTOR TRAINING PROGRAM 1000 Clock Hours	
Tuition	\$ 13,500.00	Tuition	\$8,550.00
Registration	100.00	Registration	100.00
Supplies/Kit/ Books/Tax	<u>1,111.00 includes tax</u>	Supplies/Kit/Books/Tax	<u>487.13 includes tax</u>
	\$ 14,711.00		\$9,137.13

STARTING DATES: *Monday no class scheduled*
(Start Dates are Subject to Change) INSTRUCTOR TRAINING: As scheduled in contract.

COSMETOLOGY: Pre Enrollment Mandatory* Meeting at 3:30 pm

Tuesday, May 1, 2018	Wednesday, 4/4/2018
Tuesday, August 21, 2018	Wednesday, 6/13/2018
Tuesday, October 23, 2019	Wednesday, 10/5 & 11/28/2018
Tuesday, February 26, 2019	Wednesday, 1/9/2019
Tuesday, May 7, 2019	Wednesday, 4/3/2019

NOTE: *All classes start at 8:30 am. Tuesday*
** May be scheduled for private meeting*

HOLIDAYS & SCHOOL BREAK

2018:	2019:
New Year's Day Monday, January 1, 2018	New Year's Day Tuesday, January 1, 2019
Memorial Day Mon., May 28, 2018	Memorial Day Mon., May 27, 2019
Independence Day Wednesday, July 4, 2018	Independence Day Thursday, July 4, 2019
Summer Break July 3-7, 2018	Summer Break July 2-6, 2019
Labor Day Mon., September 3, 2018	Labor Day Mon., September 2, 2019
Thanksgiving Day Thurs, November 22 & 23	Thanksgiving Day Thurs, November 28 & 29, 2019
Christmas Day Tuesday, December 25, 2018	Christmas Day Wed, December 25, 2019
Winter Break Dec 22-Jan 2. Resume Jan 3, 2019	Winter Break Dec 21-Jan 1. Resume Jan 2, 2020

PERSONNEL

Diane Riemann	Director / Financial Aid / Substitute Instructor
Randall Riemann	Financial Aid
Risa Falter	Instructor/ Registrar
Amanda Thompson	Instructor

ESTIMATED SUGGESTED PAYMENT PLANS

1. **ENROLLMENT DISCOUNT** . . . If student chooses to pay \$14,700.00 by the first day of enrollment, a \$250.00 discount is given upon completion of 1500 hours.
2. \$100.00 registration fee, \$1111.00 kit and books fee due on the start of class, *if qualify*, 2 yrs Pell Grant \$9692.00, and 1yr direct loan of \$3808.00
 $\$1211.00 + \$5815.00 + \$3877.00 + \$3808.00 = \$14,711.00$
3. \$100.00 registration fee plus \$350.00 kit and books fee (**\$450.00**) due before the start of class, and personal monthly payments of \$455.80 due one month from the start date and continuing monthly for 10 months \$4558.00 total and 2 yrs PELL GRANT AWARD of \$9692.00, *for those who qualify*.
 $\$450.00 + \$4558.00 + \$9813.00 = \$14,711.00$
4. \$100.00 registration fee, \$1211.00 kit and books fee=\$1311.00 due on the start of class and direct loan of \$13500.00 (*plus loan fees & interest), *for those who qualify*.
 $\$1311.00 + 13500.00* = \$14,711.00$
5. \$100.00 registration fee, \$350.00 kit and books fee = \$450.00 due on the start of class. Starting one month from the start date and continuing monthly payments \$1426.10.00 for 10 months for a total of \$14261.00. *For those who qualify*, direct loan and/or grant available.
 $\$450.00 + \$14261.00 = \$14,711.00$

****These are suggested payment plans for those who qualify. Personal payment eligibility will be developed on an individual basis based on your Title IV (FAFSA).**

OTHER COSTS

6. **PART-TIME FEE** . . . An additional fee of \$2000.00 if student chooses to enroll part-time. Part-time is defined as: at least 28 hours per week (4 days x 7 hours per day). If an enrolled student chooses to change original contracted hours, an additional fee of \$2000.00 will be charged and 17 weeks will be added to contract addendum graduation date.
7. **ADDITIONAL EXPENSES** . . . If student must attend longer than the contracted time allotted for the course of study, he/she must pay an additional \$16.00 for each clock hour beyond the stated course length.
8. **RE-ENTRY STUDENTS**. . . If a student discontinues his/her training for any reason, he/she may re-enter, complete his/her training and receive full credit for the tuition paid and hours earned. A re-entry fee of \$150.00 will be charged. A student may not re-enter any course more than two times.
9. **WITHDRAWAL REQUIREMENTS** . . . Students who withdraw from enrollment prior to course completion must:
 - * Complete all required exit paperwork and attend an exit interview.
 - * Must state reason for withdrawal in writing.
 - * Make satisfactory arrangements for all debts owed to the school.
 - * Pay \$150.00 withdraw, drop, or termination fee.

INTERNSHIP PROGRAM GUIDELINES

The internship program shall be an organized preplanned training program designed to allow a student to learn hair dressing, sanitation, safety and shop management, hair treatment, nail technology and aesthetics under the direct supervision of a licensed cosmetologist in a registered salon. Student's contract clearly states that the school offers an internship program. The following contract contains all the provisions set forth in subsection (h)(2) Section, IDPR, and requirements established by the school.

- A. May participate in the internship program only after completing 1350 clock hours of training with a minimum cumulative grade average of 86%, see letter F.
- B. May not spend more than 150 clock hours in an internship program.
- C. May not be paid while participating in this internship program as it is a part of cosmetology curriculum of the school.
- D. May work seven (7) hours a day and shall be required to spend one (1) day per week at the school.
- E. Shall be under the direct on site supervision of a licensed cosmetologist. One (1) licensed cosmetologist shall supervise only one student.
- F. Curriculum requirements must be met as outlined:
 - 1. Successfully Complete ALL Project Sheets I, II, III
 - 2. Pass Mock Exams (Written & Practical)
 - 3. Satisfactory Progress Attendance & Cumulative Grade Average of 86% or above
- G. Shall continue theory class assignment, including test.
- H. Shall follow dress code set by salon professional guidelines.
- I. Shall follow both school's and salon's guidelines in case of illness or emergency absence.
- J. Evaluation (grades) will be recorded by the Mentor and submitted directly to the school on the last day of internship.

A school official may visit the salon during the internship program.

Agreement for internship may be stopped at any time by any of the parties as stated in the agreement.

Non-participation of mandatory events results in non-eligibility status for internship.

Campus Law Enforcement Policy and Procedure

All policies concerning security of students and staff are presented during orientation. Employees and staff have read this policy and procedure and a copy is kept in the Policy and Procedures Manual in the office. The following is said policy:

1. Tri-County does not have campus police. All reports are given to the Litchfield police.
2. All parties involved will be required to complete a Criminal Actions Report Form. This form is completed the same day the complaint is filed with the local police agency.

It is the policy of Tri-County Beauty Academy to encourage students/staff to be responsible for their own security and the security of others. During orientation we suggest the following to students and staff:

- a. The Buddy System
- b. Walking to and from the parking lot together
- c. Taking lunch in pairs
- d. Visitors must check in with administrative staff at front desk.

PREVENTION OF CRIMES

- All students/staff are required to report any strange visitors to their immediate supervisor.
- All students/staff are informed of security procedures and practices during orientation (students first day of class and staff first day of employment).
- Statistics concerning the criminal occurrences on campus during the most recent calendar year, and during the two preceding calendar years for which data are available, for the following offenses as reported to campus security authorities or local police agencies. No crime on record to present date for the following: Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft.
- A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution.
 - There are no-off campus organizations for Tri-County Beauty Academy.
- Statistics concerning the number of arrests for the following crimes occurring on campus:

a. Liquor Law Violations	None Reported
b. Drug Abuse Violations	None Reported
c. Weapons Possession	None Reported
d. Hate Crimes	None Reported
e. Hazing	None Reported
- A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws and a statement of policy:
 - Drug and alcohol abuse and prevention information is made available to you.

I have read and am aware of campus security policies, procedures, and statistics and VAWA.

Student

Signature _____ Date _____

APPENDIX I
October 2017

GAINFUL EMPLOYMENT PROGRAM DISCLOSURES - COSMETOLOGY

TRI-COUNTY BEAUTY ACADEMY – OPE ID # 01069500

U.S. Department of Labor’s Standard Occupational Classification (SOC) Code: 39-5012.00
O-Net link to access SOC Codes: [Http://www.onetonline.org/link/summary/39-5012.00](http://www.onetonline.org/link/summary/39-5012.00)

Program Name: Cosmetology – CIP Code: 12.0401
Level of Education: Undergraduate Certificate
Program Length: 50 weeks
Cost of Program -
 Tuition: \$13,350.00
 Registration: 100.00
 Books/Supplies: 1000.00
 Room & Board: (TCBA does not offer on-campus living.)

Time Frame/Award Year: July 1, 2016 to June 30, 2017

Number of Students Completing the Program in the Award Year: 9

On Time Graduation Rate for Students Completing the Program in the Award Year: 100%
(students who completed the program within the published length of the program as described in catalog)

Job Placement Rate for Students Completing the Program in the Award Year: 90%

Median Title IV Loan Debt for Students Completing the Program in the Award Year: \$ 137.00

Median Private Loan Debt for Students Completing the Program in the Award Year: \$ 0.00

Median Institutional Finance Plan Debt for Students Completing the Program in Award Year: \$ 0.00

APPENDIX J
October 2017

**GAINFUL EMPLOYMENT PROGRAM DISCLOSURES – INSTRUCTOR
TRAINING**

TRI-COUNTY BEAUTY ACADEMY – OPE ID # 01069500

U.S. Department of Labor’s Standard Occupational Classification (SOC) Code: 39-5012.00
O-Net link to access SOC Codes: <http://www.onetonline.org/link/summary/39-5012.00>

Program Name: Instructor Training – CIP Code: 12.0413
Level of Education: Undergraduate Certificate
Program Length: 33 weeks
Cost of Program -
 Tuition: \$8,505.00
 Registration: 100.00
 Books/Supplies: 450.00
 Room & Board: (TCBA does not offer on-campus living.)

Time Frame/Award Year: July 1, 2016 to June 30, 2017

Number of Students Completing the Program in the Award Year: 0

On Time Graduation Rate for Students Completing the Program in the Award Year: N/A
(students who completed the program within the published length of the program as described in catalog)

Job Placement Rate for Students Completing the Program in the Award Year: N/A

Median Title IV Loan Debt for Students Completing the Program in the Award Year: N/A

Median Private Loan Debt for Students Completing the Program in the Award Year: N/A

Median Institutional Finance Plan Debt for Students Completing the Program in Award Year: N/A

