

Cosmetology School of Arts and Sciences, LLC

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Note: The contents, rules and regulations of this handbook are subject to change without notice.

Revised 08/2017

Cosmetology School of Arts and Sciences, LLC

**STAFF AND TITLES**

Our school is owned and operated by LaDonn Goodfellow and Ronda Clark.

Chief Executive Officer	LaDonn Goodfellow & Ronda Clark
Administrations Directors	LaDonn Goodfellow & Ronda Clark
Financial Aid Directors	LaDonn Goodfellow & Ronda Clark
Financial Director	LaDonn Goodfellow
Education Director	Ronda Clark
Aid Administrator	Kelsey Hyde & Yolanda Statham
Student Instructor	LaDonn Goodfellow, Ronda Clark, Amber Eggleston, Jessica Clark, Shanna DeLeon, & Tori Goodfellow,

**MISSION STATEMENT**

The purpose of the Cosmetology School of Arts and Sciences, LLC is to provide students with a quality education that will prepare them for entry-level positions at commercial beauty salons. We will attain this by instructing students in the basic courses of Cosmetology, Nail Technology, Esthetics and Student Instructor. It is the goal of the school that the students learn the necessary skills and knowledge of all the areas of Cosmetology needed to successfully pass the State of Idaho Licensing examinations. The Cosmetology School of Arts and Sciences, LLC will teach the Idaho State Laws governing the Cosmetology profession.

The Cosmetology School of Arts and Sciences, LLC will demonstrate and test on each chapter in the Milady's textbook along with the Idaho State Laws of Cosmetology. Each student will be given the opportunity to learn so they may be successful in gaining employment in the Cosmetology field.

The school will strive to maintain a successful business while providing a quality education using the most practically sound educational tools.

**LANGUAGE**

The Cosmetology School of Arts and Sciences, LLC is an English speaking facility. Our curriculum is English and all courses are taught in English.

### **GRADUATION REQUIREMENTS OF THE STATE OF IDAHO**

Cosmetology Course: (2000 Hour) Complete 2000 hours of instruction. Complete school required Cosmetology curriculum, maintain a cumulative theory, practical, and attendance average of no less than 75 %, and pass the Cosmetology final examination

Student Instructor Course: (500 Hour): Complete 500 hours of instruction, complete school required Student Instructor curriculum, maintain a cumulative theory, practical, and attendance average of no less than 75%, and pass the Student Instructor final examination.

Student Instructor Course: (1000 Hour): Complete 1000 hours of instruction, complete school required Student Instructor curriculum, maintain a cumulative theory, practical, and attendance average of no less than 75%, and pass the Student Instructor final examination

Nail Technology Course: (400 Hour) Complete 400 hours of instruction, complete school required Nail Technology curriculum, maintain a cumulative theory, practical, and attendance average of no less than 75%, and pass Nail Technology final examination

Nail Technology Course: (600 Hour) Complete 600 hours of instruction, complete school required Nail Technology curriculum, maintain a cumulative theory, practical, and attendance average of no less than 75%, and pass Nail Technology final examination

Esthetics Course: (600 Hour) Complete 600 hours of instruction, complete school required Esthetics curriculum, maintain a cumulative theory, practical, and attendance average of no less than 75%, and pass the Esthetics final examination.

\*If the student has met all of the requirements for the given course, he or she will be issued a diploma of graduation.

### **FACILITIES AND EQUIPMENT**

The Cosmetology School of Arts and Sciences, LLC, is located at 529 Overland Avenue in Burley Idaho. The school is located in a rural area and no public transportation is available. The school has approximately 5000 square feet space, which includes classroom, clinic floor, and administrative office areas. The school has a total of thirty-eight working stations, a library, four shampoo bowls, a facial area, a classroom, a break area, and restroom facilities. The school is a smoke-free environment.

### **HANDICAPPED SERVICES & FACILITIES**

Cosmetology School of Arts and Sciences, LLC is Handicapped Accessible and provides Handicapped Restroom facilities. However, this Institution will not knowingly enroll any student who could not reasonably be expected to benefit from training. There are no special services of facilities provided beyond Handicapped Accessibility and restroom accommodations

### **PARKING**

Cosmetology School of Arts and Sciences, LLC maintains ample parking for staff, students, and patrons at no cost.

## COLLEGE HOURS CALENDAR

School hours are from 9:00am to 5:00 p.m. Monday through Friday. Cosmetology School of Arts and Sciences, LLC will observe the following holidays:

New Year's Day	Thanksgiving Day & the day after
Memorial Day	
Independence Day	½ Day before Christmas
Labor Day	Christmas Day & the day after

This schedule may vary from year to year, depending on what day the holiday falls on.

### DAILY SCHEDULE (Monday – Friday)

#### Cosmetology Course

Theory Class	9:00 – 10:00
Clinic Floor	10:00 – 4:30
Sanitation and Clean-up	4:30 - 5:00
Lunch Break	½ - 1 hour

#### Esthetics, Nail Technology, and Student Instructor Courses

Self Study	9:00 – 10:00
Theory Class	10:00 – 11:00
Clinic Floor	11:00 – 4:30
Sanitation and Clean – up	4:30 – 5:00
Lunch Break	½ - 1 hour

Schedules may vary at the schools discretion due to circumstances.

All students are afforded a 15 minute rest period in both the morning and in the afternoon when possible (breaks will be at the schools discretion). School hours and scheduled time frames are subject to change at the discretion of the school (example: if you are not finished with a client by the end of the scheduled time frame for that client, this may cause you to begin your sanitation and clean-up late and therefore to leave late, or the same scenario could cause you to take a later lunch than you were scheduled for.)

NOTE: If extenuating circumstances arise that make it necessary to close the school, closure will be announced over the local radio stations or social media PRIOR to 8:30a.m. Should unforeseen circumstance arise during school hours it may become necessary to dismiss school.

The Cosmetology School of Arts and Sciences, LLC reserves the right to change the school hours if necessary for reasons such as summer hours and winter hours.

## **ENROLLMENT AND ADMISSIONS REQUIREMENTS OF THE STATE OF IDAHO**

Orientation for new classes will generally be held on the first Tuesday of every month with classes beginning on the following Wednesday. If a student misses orientation and wishes to start before the next class, they are required to receive our student handbook and orientation packet to review on their own. This allows the student twenty-four hours between orientation and when they begin the program. Registration can be done beforehand or may also be done on the same day as orientation.

To be admitted as a Cosmetology, Nail Technology, or Esthetics Student all applicants must:

- Submit a completed application form (which may be obtained from the school).
- Provide a copy of their high school diploma or GED certificate.
- Provide a copy of proof of age.
- Provide two passport photographs.

To be admitted as a Student Instructor each applicant must:

- Submit a completed application form (which may be obtained from the school).
- Provide a copy of High School Diploma/GED
- Provide a copy of cosmetology, nail technology, or esthetics license
- Provide two passport photographs.
- Provide proof and required documentation for eligibility to become an instructor by either the 500 or 1000 hour Student Instructor Course.

In order to be admitted to the 500 hour Student Instructor course a student must have a minimum of 2 years of experience in a registered establishment as a licensed cosmetologist, nail technologist, or esthetician.

The 1000 hour Student Instructor course is for any student that has less than 2 years of experience as a licensed cosmetologist, nail technologist or esthetician.

### **CREDIT AND TRANSFER**

The Cosmetology School of Arts and Sciences, LLC maintains a written record of any and all previous education and training of students. In the case of a student transferring to the Cosmetology School of Arts and Sciences, LLC, a written transcript of their previous training will be obtained from their former school, in order to ensure proper credit for the previous training. This record indicates that the credit was given and has been evaluated by the Cosmetology School of Arts and Sciences, LLC and upon written request and with a properly signed release of information form, any other appropriate agency will be notified of this record and evaluation. This record will indicate where and when credit was given and it will be certified as being correct and complete.

Students transferring to our school could be subject to a skills assessment for determination of placement. Transfer students will advance accordingly. Transfer students may begin attending the Cosmetology School of Arts and Sciences, LLC at any given time (they do not have to wait until a new course starts). Transfer students will be evaluated on an individual basis to determine admission eligibility and appropriate tuition charges. All transfer students will be credited for previous hours and credits with proper documentation and determination of placement with the successful passing of the skills assessment.

The guidelines used to determine fees for transfer students are presented in Table Two below. However, the Cosmetology School of Arts and Sciences, LLC reserves the right to modify these fees.

Cosmetology School of Arts and Sciences, LLC

Course	Table Two	Hourly Fee
Cosmetology		\$ 7.42
Nail Technology 400 Hour		\$ 9.55
Nail Technology 600 Hours		\$ 11.53
Esthetics		\$ 11.53
Student Instructor 500 Hour		\$ 5.77
Student Instructor 1000 Hour		\$ 5.56

\*The Cosmetology School of Arts and Sciences, LLC does not recruit students already attending or admitted to another school offering a similar program of study.

**Re-Entry Students**

\*All students who were previously enrolled at the Cosmetology School of Arts and Sciences, LLC and who have chosen to discontinue their training in a course or have been terminated by the Cosmetology School of Arts and Sciences, LLC are no longer considered a student of the Cosmetology School of Arts and Sciences, LLC. Any student that wishes to re-enroll after being withdrawn longer than 7 months are enrolled as a re-entry student, with a new contract and will be charged according to Table Two above. If a student re-enrolls prior to 7 months, they will re-enter with the same contract that they ended with except their contract date will be updated to reflect their new contract graduation date.

The State of Idaho's Minimum age requirement is 16 ½ years with a 10<sup>th</sup> grade educational level.

The School no longer accepts the Ability to Benefit test in order to qualify for Title IV financial aid, with the exception that the applicant has already attended college with the Ability to Benefit test. If an applicant does not have a High School Diploma he/she will be required to have a GED or transcript showing high school completion before starting school. The GED testing is offered through The College of Southern Idaho at 1600 Park Avenue Burley, Idaho 83318, Phone # (208) 678-1400.

We require students to provide verification of a foreign high school diploma to be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.

Title IV Federal Pell Grants are available to qualified students based on a financial need. The FAFSA application is available online. These are filed electronically on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), our school code is #038324. For more information contact our Financial Aid Administrator.

If there is correction needed for verification, the student will need to either make changes themselves on the web or provide the correct documentation for our Aid Administrator to help them make the changes. Then a new ISIR (Institutional Student Information Record) is printed and a copy is given to the student with the EFC (Expected Family Contribution), and a copy is kept in the office in the students file.

Students will be notified of the Title IV Federal Pell Grant Award along with their Expected Family Contribution (EFC) though a computer generated awards letter.

We also have Federal Student Loans available, once a student has completed 30 days of school, pursuant to Federal Law. For more information about these loans, you may contact us at the school office.

### **PROFESSIONAL JUDGMENT AND DEPENDENCY OVERRIDES**

The aid administrator may use professional judgment, only on a case-by-case basis, to change a dependent student's status to independent (dependency override), or to increase or decrease one or more of the data elements used to calculate the EFC.

Some examples of special circumstances: such as elementary or secondary school tuition, medical or dental expenses not covered by insurance, unusually high childcare costs, recent unemployment of a family member, or other changes in the family's income or assets.

Dependency Overrides: The Higher Education Amendments of 1992 resulted in a shift in concept in the definition of an independent student. Prior to 1992, the definition of an independent student included criteria such as whether the student lived with his or her parents and whether the student was claimed on the parent's tax return.

The school Administrating Officers along with the Aid Officer will address the Professional Judgment and Dependency overrides.

### **ENTRANCE AND EXIT INTERVIEWS**

All students are required, by the school, to have entrance and exit interviews. The entrance interview can take place up to thirty days prior to enrollment and will cover welcoming the student and discuss their financial obligations. The exit interview will be given up to thirty days prior to final departure from school. It will cover any remaining financial obligations of the student. To receive Federal Title IV Loans the government requires that a student complete Entrance and Exit counseling which can be completed via the internet.

### **CONTRACT**

The Cosmetology School of Arts and Sciences, LLC contract outlines payment terms and states that the student agrees to abide by all rules and regulations of the school. Advance copies of the contract and the rules and regulations may be requested at the school office. Upon the initial signing of the contract, the student, or in the case of a student under legal age, his/her guardian will be given a copy of the contract. Upon graduation, a final copy of the contract will be given to the student or guardian showing that all financial obligations have been paid in full. A copy will also be placed in the student's permanent file.

### **STATEMENT OF NON- DISCRIMINATION**

Cosmetology School of Arts and Sciences, LLC practices no discrimination on the basis of gender/sex, age, financial status, religion, race/color or ethnic origin.

### **GRIEVANCE PROCEDURES**

The Cosmetology School of Arts and Sciences, LLC advises the students that if they have a complaint with another student, instructor, or any other staff member to fill out a student grievance form located in the class room, and turn it into the office. Management reviews the complaint and writes a written response that is sent to the student within 30 days of receiving the written complaint. If the complaint cannot be resolved by management, it will be referred to the appropriate agency if applicable. In cases of extreme conflict it may be necessary to conduct an informal hearing regarding the complaint. A hearing committee will be appointed with one member of management, one current student and one member not related to or employed by the school. None of the members of the committee can be involved in the dispute.

The student lodging the complaint will present his/her case followed by the school's response. The hearing committee will ask questions of all involved parties. Within 15 days of the hearing the committee will recommend resolution and at that time management shall accept, reject or modify the recommendations to the committee. Students must exhaust the school's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

## STUDENT FILES

### Privacy Act

The Buckley Amendment in 1974 allows for students, eighteen years of age or older, and the parents of students who are legal minors, to examine their school records. Student records are guarded from examination by others unless the student, or guardian of a student under the age of 18, has signed an authorization form for release of information granting permission to a third party. The Cosmetology School of Arts and Sciences, LLC provides access to school records to the student or the student's parent(s)/legal guardian if the student is a dependent minor student under the age of 18.

The Buckley Amendment states that a student may request his/her records and the request must be honored within a period of not more than forty-five days. During the review, a school official will accompany the student. Upon review, a student may challenge any incorrect, misleading, or inappropriate information in the file. If school officials do not correct, remove, or explain any objectionable material; the student is entitled to request a formal hearing. The student may request a copy of their official transcript verbally or in writing and we will comply within 24 hours.

Any information in a student's education record may be released upon written permission of the student or guardian. Academic records will be released upon subpoena by a court of tribunal of competent jurisdiction. However, the law allows schools to disclose records without consent to certain qualified organizations and officials. The school provides access to school records to its accrediting agency(ies).

Student records are kept in a filing cabinet in the office, which is only available to the Instructors and office personnel.

All student records will be maintained for at least six years.

## ADDITIONAL INSTRUCTION

If a student does not complete the course by their contract/calculated date, he or she is charged an additional daily fee. Refer to Table One below for a breakdown.

<b>Table One</b>	Course Length	Course Hours	Additional Cost Per Day Of Instruction
Cosmetology	14 Months	2000 Hours	\$55.00
Nail Technology	3 Months	400 Hours	\$ 76.00
Nail Technology	5 Months	600 Hours	\$85.00
Esthetics	5 Months	600 Hours	\$85.00
Student Instructor	4 Months	500 Hours	\$ 46.00
Student Instructor	7 Months	1000 Hours	\$43.00

If a student is lacking the required theory hours for their course, in order to graduate, the student will be given the opportunity to set up times with the Instructor to make up the hours needed. Additional costs may apply.

## STANDARDS OF CONDUCT

A student or eligible person who violates the school policies and regulations could be, but not limited to, being terminated for unsatisfactory conduct. Acts of unsatisfactory conduct will include, but not be limited to, being boisterous, obscene, vulgar, discourteous, fighting, coming to school under the influence of alcohol or drugs, and not making timely payment of money due to the Cosmetology School of Arts and Sciences, LLC.

### **ADVISING**

The Cosmetology School of Arts and Sciences, LLC will maintain an open door policy. Advising of students will be done on an as needed basis. Students wishing to set up a time to visit with an instructor pertaining to academics may do so at any time. The Cosmetology School of Arts and Sciences, LLC provides employment and placement assistance to graduating students through referral only. Employment opportunities are posted in the classroom so that all students have access to their information. However, the school will not guarantee placement.

### **HOUSING**

The Cosmetology School of Arts and Sciences, LLC will not provide housing for students.

### **ACTS PROHIBITED**

The Cosmetology School of Arts and Sciences, LLC does not allow students to use or be under the influence of illegal drugs or alcohol while on school premises or on school time. The Cosmetology School of Arts and Sciences, LLC also reserves the right to have any student drug tested. If an instructor feels the student is under the influence of alcohol or drugs while at school or on school time, or if student refuses a drug test or tests positive for illegal drugs, the student could immediately be punished and punishment may range from a write-up and being sent home to being immediately suspended or expelled.

Students who are taking doctor prescribed medications are to report it to the office. Dispensing of a prescription drug to any person could be treated as an illegal act.

No firearms, knives, or any other item that may be deemed as a weapon will be allowed on school premises. Students caught with any of these items could be immediately punished and punishment may range from a write-up and being sent home to immediately being suspended or expelled.

Theft is considered the willful taking without permission, of any product, item, or possession. Theft could result in criminal investigation and/or prosecution by the court system.

### **ATTENDANCE**

Students are expected to attend all scheduled instruction. Students will be credited for all hours attended. All hours are recorded using the computerized SMART system. All absences from scheduled instruction are recorded. Students must maintain Satisfactory Academic Progress. When a student is absent more than twenty-five percent of the scheduled hours of the course, he/she will be placed on warning or probation for a period of time, decided upon by the school. If attendance does not improve during the warning or probation period, the student could be suspended. Re-enrollment will be at the discretion of the Cosmetology School of Arts and Sciences, LLC. If a student's absences lead to him/her going over the contracted time period for their program, additional fees may apply, as outlined in the Additional Instruction portion of this catalogue. We reserve the right to change this policy at our discretion.

Any student who fails to show up or contact the school will be considered absent without permission. This could lead to termination of their contract. Re enrollment will be at the discretion of the school.

## GRADING SYSTEM

The Courses at the Cosmetology School of Arts and Sciences, LLC are divided into study of theory, which is conducted in the classroom, and clinical, which is experience on the clinic floor.

Tests are given covering the theory taught and students must maintain a 75% average on their tests in order to maintain Satisfactory Academic Progress. Students who are absent on test day will be allowed to make up the missed test. Grades are then recorded in the school's computerized system that tracks the student's hours, grades, averages, etc. Extra credit work may be made available to those students needing additional help maintaining their averages.

All students are issued clinical (practical) grade sheets. Students on the clinic floor should have all their practical grade sheets checked and graded by an instructor in order to receive credit for the services they perform. Practical grade sheets are then turned into the instructor and recorded in the computer and the hard copy is kept in the student's file.

The standard grading system for all courses taught at the Cosmetology School of Arts and Sciences, LLC is shown below. Students must meet a minimum of 75 percent for both theory and practical work to maintain satisfactory progress.

### Grade Scale

A	90 - 100%
B	80 - 90%
C	75 - 79%
D	Below 75%

Students are required to maintain a cumulative "C" Grade in order to be considered making Satisfactory Academic Progress.

## SATISFACTORY ACADEMIC PROGRESS POLICY

As a condition of their continuing enrollment, all students are required to maintain Satisfactory Academic Progress, whether a student completes his/her financial obligations by means of cash payments and/or financial aid funds. A copy of The Satisfactory Academic Progress Policy is given to each potential student during orientation, prior to enrollment. The Satisfactory Academic Progress Policy is applied consistently to all students enrolled in a specific program. The term "Satisfactory Academic Progress" includes two elements of cumulative measurements:

- Attendance: Minimum Satisfactory Standard = No Less than 75% of all Actual Hours
- Academic Minimum Satisfactory Standard = No less than 75% of all Academic Requirements

The factors, which are evaluated for academic progress, are academic and attendance.

In order for a student to receive Title IV funds, he/she must be in compliance with school and federal/state regulations as detailed by this institution.

Satisfactory academic progress is evaluated for Cosmetology Students at 500, 1000 and 1500 hours. The 400 hour Nail Technology is evaluated at 200 hours. The 600 hour Esthetics and 600 hour Nail Technology Satisfactory Academic Progress is evaluated at 300 hours. The 500 hour Student Instructor Satisfactory Academic Progress is evaluated at 250 hours. The 1000 hour Student Instructor Satisfactory Academic Progress is evaluated at 500 hours. Evaluations are cumulative in nature. Satisfactory Academic Progress evaluations are based on actual hours. All evaluations will be completed within seven (7) business days following the established evaluation point.

Course incompletes, repetitions, and non-credit remedial courses have no effect upon the schools satisfactory progress.

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A minimum grade average of 75% must be maintained. Progress will be evaluated and graded as follows:

A	90-100%
B	80-89%
C	75-79%
D	Below 75%

If a missed exam is not made up the test score will be recorded as zero.

To determine final percentages, the percent of each test taken per month will be added together, then divided by the total number of test required up to date. Qualitative factors are evaluated to determine academic performance.

-A minimum attendance average of 75% per month is expected for full and part time students.

-Minimum academic year is 45 weeks.

-Maximum time frame for full time students for the given courses:

Course	Hours	Time Frame
Cosmetology	2,000	90 weeks
Nail Technology	400	18 weeks
Nail Technology	600	26 weeks
Esthetics	600	26 weeks
Instructor	500	21 weeks
Instructor	1,000	43 weeks

\*All courses can be completed in a shorter time frame in order to ensure not going over your given contract.

A Student that exceeds the maximum time frame to complete the course of study may be terminated.

Student contract and maximum time frame will be extended by the same number of days taken in a leave of absence.

Students returning from a leave of absence or other official interruption of training will return to school in the same Satisfactory Academic Progress status as when they left school.

Students who withdraw from school or fail to complete their training will have notice of Satisfactory Academic Progress status at the time of their withdrawal and it will be placed in their student file. Students re-entering after a withdrawal from school will re-enter at the same Satisfactory Academic Progress status they had when they withdrew. If a student withdrew under an unsatisfactory academic progress status, upon re-entry, the student will be placed on warning or probation for one month and then be re-evaluated.

**FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS STANDARDS**

**Warning**

Any student failing to satisfy the Satisfactory Academic Progress Standards of Cosmetology School of Arts and Sciences, LLC will be placed on a warning period not to exceed their evaluation period. During this time the students must make up the hours and/or work to regain Satisfactory Academic Progress. If placed on Warning for failure to meet the Satisfactory Academic Progress standards of the College, the student will meet with their instructor(s), receive a full explanation of the reason(s) they are being placed on a Warning, receive advising, sign their Warning Notice, receive a copy of their Warning Notice, and the original Warning Notice will be placed in their permanent record. While in Warning the student will still be eligible to receive Title IV funds for the evaluation period. The student has the right to appeal any negative satisfactory academic progress warning prior to being placed on the warning.

### **Probation**

Any student failing to satisfy Satisfactory Academic Progress after their warning at their next evaluation period will be placed on probation. The student will be notified of any evaluation that impacts the student's eligibility to receive Title IV funds while on probation. If placed on probation, the student will receive, review, and sign a "Probation Contract" with their Instructor(s). Failure to make-up all hours and work specified on this Contract, on the student's part, may lead to termination from the Institution. While a student is on probation all Title IV funds are terminated and will not be reinstated until the appeal process is followed and an appeal is granted. The probation will be in place until the next evaluation period.

Should a student successfully "Make -Up" and satisfy the conditions of their Probation, prior to the expiration of the Probationary Period, the student may request re-evaluation, prior to the next scheduled evaluation period. This re-evaluation will be in writing and a copy will be delivered to the student. Should the student meet minimum Satisfactory Academic Progress standards, at the time of this re-evaluation, their probation will be rescinded in writing.

### **APPEAL & DUE PROCESS OF SATISFACTORY ACADEMIC PROGRESS PROBATION**

Any student failing their warning that would be placed on probation for failing to achieve Minimum Satisfactory Academic Progress Requirements may appeal this determination. The student must submit a written appeal at the beginning of the probation period, to the school directors /instructor, along with any supporting documentation, and state why the decision should be reversed and request a re-evaluation of progress. The school must receive this appeal within five (5) business days of student being placed on probation. The documentation to be submitted by the student must state why the student fell out of satisfactory academic progress and what has changed in the student's situation that will allow for the student to achieve satisfactory academic progress before their next progress evaluation. Reasons a student may appeal a negative progress determination include death of a relative, injury or illness of the student, or any other allowable or mitigating circumstance.

The school will determine whether Satisfactory Academic Progress can be met by the student before their next evaluation based on their appeal documentation. If the school determines that the student will need an academic plan to succeed, the school and the student will establish a time point to allow the individual student time to return to Satisfactory Academic Progress.

In the instance of a written request for an appeal, an appeal hearing will take place within (30) days of the written appeal. At the next scheduled staff meeting, the entire staff and faculty of this institution will review the situation and vote upon re-admission. Should the vote determine that the student should not be allowed re-admission; the student is entitled to a hearing.

The hearing will be attended by all concerned parties; including but not limited to: the student, the parents (guardian) of the student (if applicable), the student's Instructor, and the school director. A decision on the student's appeal will be made within seven (7) calendar days and will be communicated to the student in writing. This decision will be considered final.

Should the student prevail upon their appeal, and be determined as making satisfactory academic progress, the student will be automatically re-entered into their course and Title IV will be reinstated.

All documents pertaining to the students Satisfactory Academic Progress will be kept in the student's academic file.

Any student who does not achieve the minimum standards is no longer eligible for Title IV funds unless the student is on a warning or has prevailed upon appeal of the determination that has resulted in the status of probation. For the purposes of determining a student's Cumulative Satisfactory Attendance percentages, there is no difference between an unexcused and an excused absence! The only type of absences which would hold a student's attendance

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percentage static would be an Institutionally Approved Leave Of Absence or a school closure, such as an emergency closure day.

Students who meet Minimum requirements for Satisfactory Academic Progress shall be considered to be making satisfactory academic progress until the next scheduled evaluation.

Students who withdraw from school or fail to complete their training will have a notice of Satisfactory Academic Progress at the time of their withdrawal placed in their student file. Students re entering after withdrawal will re enter at the same Satisfactory Academic Progress status that they had at withdrawal. The student will remain on the same status as they left until their next evaluation period.

Transfer hours from another institution that are accepted 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 only on actual contracted hours at our institution.

Any 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 the determination that has resulted in the status of probation.

Any student whose evaluation impacts the eligibility for financial aid will be notified in writing.

Students receive a progress report monthly which is a proactive report to allow the student to see where they are in academics and attendance to address any issues that may become a problem prior to their evaluation period.

### **INSTITUTIONALLY APPROVED LEAVE OF ABSENCE**

An enrolled student will again be allowed to take an institutionally approved Leave of Absence, within the following parameters:

1. All Leaves of Absence must be submitted in advance with the reason for the leave of absence and a signature of the student requesting the leave.
2. In case of unforeseen circumstances, where the student is unable to request the Leave of Absence in advance, the student must, upon returning to school, submit a Leave of Absence request with the reason and signature.
3. The school will document the reason for allowing a Leave of Absence not requested in advance.
4. The student should not request a Leave of Absence if they are not planning on returning to school after the Leave of Absence.
5. The total Leave of Absence allowed cannot exceed 180 days in any 12 month period
6. A student that is granted an approved Leave of Absence is not considered to have withdrawn and no refund calculation is required at this time.
7. The student's contract will be extended by the same number of days taken on the Leave of Absence. The contract period will be changed via addendum and will be signed and dated by all parties.
8. If a student does not return from an approved Leave of Absence (or takes an unapproved Leave of Absence) the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

The school reserves the right to make exceptions due to special circumstances, approved by the school.

Cosmetology School of Arts and Sciences, LLC

**TUITION AND FEES**

2000-Hour Cosmetology Course:

Books & Supplies	\$ 1,000.00
Tuition	\$ 14,840.00
Enrollment Fee	\$ 100.00
Sales Tax	\$ <u>60.00</u>
<b>TOTAL</b>	<b>\$ 16,000.00</b>

Enrollment fee along with a down payment of \$4,870.05 may be required up front with the balance to be paid in thirteen monthly payments of \$856.15 each. No interest will be charged on the payments. \*

400-Hour Nail Technology Course:

Books & Supplies	\$ 600.00
Tuition	\$ 3,820.00
Enrollment Fee	\$ 100.00
Sales Tax	\$ <u>36.00</u>
<b>TOTAL</b>	<b>\$ 4,556.00</b>

Enrollment fee along with a down payment of \$ 2,699.99 may be required up front with the balance to be paid in three monthly installments of \$ 618.67 each. No interest will be charged on payments. This program does not qualify for Title IV Pell Grant funding.

600-Hour Nail Technology Course:

Books & Supplies	\$ 600.00
Tuition	\$ 6,920.00
Enrollment Fee	\$ 100.00
Sales Tax	\$ <u>36.00</u>
<b>TOTAL</b>	<b>\$ 7,656.00</b>

Enrollment fee along with a down payment of \$ 4,196.00 may be required up front with the balance to be paid in four monthly installments of \$865.00 each. No interest will be charged on payments. \*

600-Hour Esthetics Course:

Books & Supplies	\$ 600.00
Tuition	\$ 6,920.00
Enrollment Fee	\$ 100.00
Tax	\$ <u>36.00</u>
<b>TOTAL</b>	<b>\$ 7,656.00</b>

Enrollment fee along with a down payment of \$ 4,196.00 may be required up front with the balance to be paid in four monthly installments of \$865.00 each. No interest will be charged on payments. \*

500-Hour Student Instructor Course:

Books	\$ 250.00
Tuition	\$ 2,885.00
Enrollment Fee	\$ 100.00
Tax	\$ <u>15.00</u>
<b>TOTAL</b>	<b>\$ 3,250.00</b>

Enrollment fee along with a down payment of \$ 1,801.00 may be required up front with the balance to be paid in 3 monthly installments of \$ 483.00 each. No interest will be charged on payments. \*

1000-Hour Student Instructor Course:

Books	\$ 250.00
Tuition	\$ 5,555.00
Enrollment Fee	\$ 100.00
Tax	\$ <u>15.00</u>
<b>TOTAL</b>	<b>\$ 5,920.00</b>

Enrollment fee along with a down payment of \$ 3142.54 may be required up front with the balance to be paid in 6 monthly installments of \$ 462.91 each. No interest will be charged on payments. \*

- Check our website for link to the Net Price Calculator to determine the actual cost of attending our school.
- If a student feels they have a situation that would warrant them for reduced tuition they may request a form from our office. The form needs to be completed and submitted to our Financial Officer.
- We reserve the right to change prices at any time. Students that have a current contract with us prior to our change of pricing will continue under their original contract.

Cosmetology School of Arts and Sciences, LLC

**COSMETOLOGY COURSE**

The goal of the Cosmetology Course is to teach all phases of the arts and sciences of Cosmetology and to prepare students for entry-level positions in the field of Cosmetology in accordance with the rules and regulations set forth by the Idaho State Board of Cosmetology. The course consists of two thousand hours, approximately 60 weeks / 15 months for full time students, of learning and practical hands-on experience. The first 5% (100) hours are devoted solely to classroom study and workshops using mannequins when basic ideas and theory of Cosmetology are taught. The remaining hours are spent studying theory in the classroom and practicing Cosmetology in an actual salon setting operated by the students and supervised by school Student Instructor. Cosmetology students are required to pass a final examination in theory and practical applications. Upon successful completion of the final exam, students receive a diploma from the Cosmetology School of Arts and Sciences, LLC. Students are then eligible to apply for the Idaho State Cosmetology Examination and then issued a license by the state if they pass the State Board Examination. Table three shows the services that the Cosmetology School of Arts and Sciences, LLC requires during the time frame for the course.

\*Number of weeks may vary due to sick leave and leaves of absence.

Table Three

	Cosmetology School of Arts and Sciences, LLC, Operations	Freshman Sophomore 0 – 500 Hours/Operations	Junior 500 – 1000 Hours/ Operations	Senior 1000-2000 Hours/ Operations
Permanent Waving	100	180 / 45	100 / 25	120 / 30
Creative Hair Styling	300	288 / 150	150 / 75	150 / 75
Hair Shaping / Razor – Scissors	200	125 / 100	75 / 50	75 / 50
Shampoos	300	20 / 150	10 / 75	10 / 75
Scalp Treatment	30	30 / 15	20 / 10	10 / 5
Weekly Rinse	40	10 / 20	5 / 10	5 / 10
Tinting, Bleaching, Frost	55	70 / 27	40 / 14	40 / 14
Semi-permanent Color	30	30 / 15	10 / 5	20 / 10
Facial Makeup & Eyelash	40	35 / 15	20 / 15	20 / 10
Arching all methods	20	6 / 10	4 / 5	4 / 5
Eyelash & Eyebrow tint	10	3 / 6	4 / 3	4 / 1
Service on Hair Goods	10	21 / 5	13 / 3	8 / 2
Blow Combing & Iron Curling	150	100 / 75	65 / 50	35 / 25
Manicures	25	10 / 10	10 / 10	5 / 5
Pedicures	25	10 / 10	10 / 10	5 / 5
Artificial Nails	5	9 / 3	3 / 1	3 / 1

**COSMETOLOGY ACHIEVMENTS**

Throughout the course students are given opportunity to learn all phases of Cosmetology. In addition, personal grooming and development is encouraged. Students are tested on the material covered in theory at the end of each chapter, scores are recorded and kept on file and recorded in the SMART Program. Student needs to maintain a 75% average on both the theory and the practical knowledge.

Students are evaluated over the required lab procedures at least twice during their 2000-hour course.

Grade Scale

- A 90 - 100%
- B 80 - 90%
- C 75 - 79%
- D Below 75%

Students are required to maintain a cumulative “C” Grade in order to be considered making Satisfactory Progress.

## **COSMETOLOGY INSTRUCTION**

The Cosmetology School of Arts and Sciences, LLC uses the Milady Textbook of Cosmetology along with the accompanying Milady lesson plans. Cosmetology Student Instructor spend one hour/day, 9:00 – 10:00 in theory class, and teaching through demonstration, worksheets, glossary word sheets, practical application, textbook, and videos, guiding students through the course. All students have access to the school library during school hours, but only personal texts and materials may leave the school.

Throughout the course, guest speakers lecture and demonstrate the newest techniques, ideas, and products to students in pre-scheduled classes upon availability. Special audio and visual presentations are available and presented to students. In addition, advanced research and educational material is at student's disposal.

### **Freshman/Sophomore Class Curriculum**

During the first 500 hours of school, students are considered freshmen or sophomores. They are freshmen until they have completed 100 hours of classroom study supplemented with practice on mannequins. When students complete 100 hours of study they are considered sophomores at which time they are allowed to work on the clinic floor and provide services for school patrons. During the Freshman/Sophomore period, the topics shown in Table Three will be covered. Sophomores are recommended to perform the operations listed in Table Three. Students are not allowed to perform any services on a live person until after they have completed at least 100 hours of the course and complete the basic requirements of the school or have permission by an instructor.

### **Junior Class Curriculum**

Once a student has completed 500 hours of school they are considered juniors and remain juniors until completing 1000 hours of school. The junior class curriculum is an extension of the Freshman/Sophomore curriculum. The subjects covered and recommended operations are shown on Table Three. Juniors should be able to perform operations at a faster rate than are sophomores.

### **Senior Class Curriculum**

When students have successfully completed 1000 hours of school, they are considered seniors. Like the junior class curriculum, the senior class curriculum is an extension of the preceding curriculum. However, during the senior period, students focus on preparing for the State of Idaho Licensing Examination. Because of the knowledge and dexterity gained as freshman, sophomore and junior students, increased speed while performing services is encouraged. During the senior period, salon management is more of a focus. Subjects covered and recommended operations during the senior period are shown in Table Three.

Library references, instructor's lesson plans, Milady textbook, school procedure sheets, and all course material gathered in student's notebooks are reviewed. Advance material and assignments are also presented.

**COSMETOLOGY CURRICULUM**

**Part 1**

Chapter 1:

Chapter 2:

Chapter 3:

Chapter 4:

**Part 2**

Chapter 5:

Chapter 6:

Chapter 7:

Chapter 8:

Chapter 9:

Chapter 10:

Chapter 11:

Chapter 12:

Chapter 13:

**Part 3**

Chapter 14:

Chapter 15:

Chapter 16:

Chapter 17:

Chapter 18:

Chapter 19:

Chapter 20:

Chapter 21:

**Part 4**

Chapter 22:

Chapter 23:

Chapter 24:

**Part 5**

Chapter 25:

Chapter 26:

Chapter 27:

Chapter 28:

Chapter 29:

**Part 6**

Chapter 30:

Chapter 31:

Chapter 32:

**Orientation**

History and Career Opportunities

Life Skills

Your Professional Image

Communicating For Success

**General Sciences**

Infection Control: Principles and Practice

General Anatomy and Physiology

Skin Structure, Growth and Nutrition

Skin Disorders and Diseases

Nail Structure and Growth

Nail Disorders and Diseases

Properties of the Hair & Scalp

Basics of Chemistry

Basics of Electricity

**Hair Care**

Principles of Hair Design

Scalp Care, Shampooing and Conditioning

Haircutting

Hairstyling

Braiding and Braid Extensions

Wigs and Hair Additions

Chemical Texture Services

Haircoloring

**Skin Care**

Hair Removal

Facials

Facial Makeup

**Nail Care**

Manicuring

Pedicuring

Nail Tips and Wraps

Monomer Liquid and Polymer Powder Nail Enhancements

Light Cured Gels

**Business Skills**

Preparing for Licensure & Employment

On the Job

The Salon Business

Idaho State Law

Mid-term Review

Mid-term Idaho State Law Examinations

Final on Review

\* New students begin classes on a monthly basis; therefore we cannot start each student on Chapter 1 of the Milady Standard textbook. Each student begins on the chapter the rest of the students are studying at their time of entrance.

**COSMETOLOGY SUPPLY LIST**

- 1 Pair of Shears
- 1 Pair of Thinning Shears
- 1 Magnetic Roller Set
- 1 Box End Papers
- 1 Clipper Kit & Trimmer
- 1 Professional Curling Iron ¾ Inch
- 1 Black Trolley
- 1 Hairs Shaper (razor)
- 1 Box of 5 Shaper Blades
- 1 Blow Dryer, 1500 watt
- 2 Mannequin
- 1 Mannequin Stand
- 6 Hair Brushes
- 1 Styling Brush
- 1 Large Hot Curling Brush
- 1 Cushion Hair Brush
- 1 Pin Tail Certified Comb
- 1 Certified Tail Comb
- 1 Certified Flat-back Comb
- 1 Certified Comb
- 12 Certified Budget Styling Comb
- 6 Certified Budget Tail Comb
- 1 Hair Styling Color Kit
- 1 Comb-Out Cape
- 3 Velcro Shampoo Cape
- 96 Cold Wave Rods
- 12 Butterfly Clamps
- 12 All purpose Clips
- 1 Box Single Prong Clips
- 1 Box Double Prong Clips
- 1 Timer
- 1 Hand Mirror
- 1 Tint Bottles
- 2 Spray Bottles
- 1 Manicure Kit
- 1 Manicure bowl
- 1 Claire Topper Manicure Kit
- 1 Manicure Brush
- 1 Uniform Stylist Jacket
- Misc. School Products

\* No portion of the supplies is to be taken out of the school until course is complete; this assures us you will have the necessary supplies needed to do your required services. Supplies and supply lists are subject to change at the discretion of the school.

Cosmetology School of Arts and Sciences, LLC

**COSMETOLOGY  
CAREER OPPORTUNITIES**

Management		Related Fields	
Retailer	Franchise	Theater	Television
Salon Owner	Salon Manager	Modeling	Photography
Wholesale Sales	Chain Salon Owner	Cruise Ship Salon	Cosmetics
District Manager	Regional Manager	Health & Beauty	Esthetics
Office Administrator			
Artistry		Education	
Makeup	Styling	School Owner	Barber Instructor
Color	Pedicures	School Admissions	Educational Director
Manicures			

Cosmetology is the art and science of beauty care. Cosmetology involves the study of skin care, hair care, manicuring, pedicuring, artificial nails, hair designing and shaping, chemical relaxing, permanent waving, hair coloring, and facial makeup. Cosmetology is challenging and can take you in a variety of directions. As a cosmetologist you will have a variety of jobs open up to you, including salon manager, operator, research technician, competition or platform artist, public or private school instructor, Nail Technology, makeup artist. You may choose to work in an independent salon, a day-spa, a national franchise, or an independent chain. The average compensation rate is around \$32,000.00, this can increase or decrease depending on your work schedule and client retention.

**NAIL TECHNOLOGY COURSE**

**400 Hour Basic Course**

The objective of the Nail Technology Course is to prepare students for entry-level employment positions in the Nail Technology field in compliance with the rules and regulations of the Idaho State Board of Cosmetology. The Cosmetology School of Arts and Sciences, LLC offers two Nail Technology Course options. The basic course consists of four hundred hours, maximum of 12 weeks / 3 months for full time students, of basic manicuring, hand and nails care, and artificial nails. The first 5% of hours are devoted solely to classroom study and workshops using mannequins and sticks when basic ideas and theory of Nail Technology are taught. Nail Technology students are required to pass a final examination in theory and practical application. The final examination covers all methods of nail applications taught. Upon successful completion of the final exam, students receive a diploma from the Cosmetology School of Arts and Sciences, LLC. Students are then eligible to apply for the Idaho State Nail Technology Examination and then issued a license by the state if they pass the State Board Examination. The below Table four Basic, shows the services that the Cosmetology School of Arts and Sciences, LLC requires during the time frame for the course.

\*Number of weeks may vary due to sick leave and leaves of absence.

Table Four Basic

Manicuring Practical Subject:	Operations 400 Hours	1 – 200 hours Hours/operations	201 – 400 hours Hours/operations	Total 400 Hours
Formed Nails	15 sets	50 / 7	50 / 8	100/15
Finished Tips	15 sets	50 / 7	50 / 8	100/15
Wraps and Mends	15 sets	25 / 7	25 / 8	50/15
Basic Manicuring	40 sets	20 / 20	20 / 20	40/40
Theoretical Work	-	20 Hours	20 Hours	40
Patron Clinic	-	25 Hours	25 Hours	25
Pedicures	20 / 30	10 / 10	10 / 10	20/20

**NAIL TECHNOLOGY COURSE**

**600 Hour Advanced Course**

The objective of the Nail Technology Course is to prepare students for entry-level employment positions in the Nail Technology field in compliance with the rules and regulations of the Idaho State Board of Cosmetology. The Cosmetology School of Arts and Sciences, LLC offers two Nail Technology Course options. The advanced course consists of six hundred hours, maximum of 18 weeks / 5 months for full time students, of basic manicuring, hand and nails care, and advanced artificial nail application which allows the student to practice their craft and learn more techniques not available on the basic course. The first 5% of hours are devoted solely to classroom study and workshops using mannequins and sticks when basic ideas and theory of Nail Technology are taught. Nail Technology students are required to pass a final examination in theory and practical application. The final examination covers all methods of nail applications taught. Upon successful completion of the final exam, students receive a diploma from the Cosmetology School of Arts and Sciences, LLC. Students are then eligible to apply for the Idaho State Nail Technology Examination and then issued a license by the state if they pass the State Board Examination. The below Table Four Advanced, shows the services that the Cosmetology School of Arts and Sciences, LLC requires during the time frame for the course.

\*Number of weeks may vary due to sick leave and leaves of absence.

Table Four Advanced

Manicuring Practical Subject:	Operations 600 Hours	1 – 200 hours Hours/operations	201 – 400 hours Hours/operations	401-600 Hours/operations	Total 600 Hours
Formed Nails	25 sets	50 / 7	50 / 8	50/10	150/25
Finished Tips	25 sets	50 / 7	50 / 8	50/10	150/25
Wraps and Mends	25 sets	25 / 7	25 / 8	25/10	75/25
Basic Manicuring	60 sets	20 / 20	20 / 20	20/20	60/60
Theoretical Work	-	20 Hours	20 Hours	20 Hours	60
Patron Clinic	-	25 Hours	25 Hours	25 Hours	75
Pedicures	20 / 30	10 / 10	10 / 10	10/10	30/30

**NAIL TECHNOLOGY ACHIEVMENTS**

Students are tested on the material covered in theory at the end of each chapter. Scores are recorded and kept on file and recorded in the SMART program. Test scores are also sent to the State Board of Cosmetology at the end of their course. Students must maintain a 75% average on both the theory and the practical knowledge. Nail Technology Students are evaluated at least twice on the practical knowledge during their course.

Grade Scale

- A 90 - 100%
- B 80 - 90%
- C 75 - 79%
- D Below 75%

Students are required to maintain a cumulative “C” Grade in order to be considered making Satisfactory Academic Progress.

**NAIL TECHNOLOGY INSTRUCTION**

Nail Technology Students are taught by Instructors using lectures, demonstrations, worksheets, glossary word sheets, and through practical application. The Milady’s Arts and Science of Nail Technology textbook and workbook are used for the course. Guest speakers and manufacturer’s representatives are invited to demonstrate and lecture on the latest ideas and products upon availability. Students spend one hour/day studying theory. A variety of additional references are available to student in the school library.

### **NAIL TECHNOLOGY CURRICULUM**

Chapter 1:	History & Opportunities	Chapter 12:	Basics of Electricity
Chapter 2:	Life Skills	Chapter 13:	Manicuring
Chapter 3:	Your Professional Image	Chapter 14:	Pedicuring
Chapter 4:	Communicating for Success	Chapter 15:	Electric Filing
Chapter 5:	Infection Control	Chapter 16:	Nail Tips, Wraps
Chapter 6:	General Anatomy & Physiology	Chapter 17:	Monomer Liquid & Polymer Powder Nail Enhancements
Chapter 7:	Skin Structure & Growth	Chapter 18:	UV Gels
Chapter 8:	Nail Structure & Growth	Chapter 19:	The Creative Touch
Chapter 9:	Nail Diseases & Disorders	Chapter 20:	Seeking Employment
Chapter 10:	Basics of Chemistry	Chapter 21:	On the Job
Chapter 11:	Nail Product Chemistry Simplified	Chapter 22:	The Salon Business

Idaho State Law Review and Test

### **NAIL TECHNOLOGY SUPPLY LIST**

1 Manicurist Sterilizing Jar	1 Clarite Acrylic Nail Kit	1 Protective Eye Glasses
1 Large Polish Kit	2 Dapping Dish	1 Foot File
1 Manicure Brush	1 Fiberglass Starter Kits	3 Pkg. Nail Tips
1 Pkg. Table Towels	1 Brush Cleaner	1 Toe Nail Clippers
1 Cuticle Nippers	1 Finger Bowl	1 Nail Brush
1 Toe Separators	1 Glass Eyedropper	1 Reusable Nail Forms
1 Sable Brush	1 Nail Clipper	1 Reusable Cuticle Stick
1 Nail Adhesive	1 Polish Remover	1 Avoplex Lotion
1 Avoplex Oil	1 Avoplex Cuticle Treatment	1 Rapidry Spray
1 Swiss Blue Hand Soap	1 Creative Starter Kit	1 Manicurist Case
1 Uniform Jacket	1 Fiberglass Starter Kit	

(Refer to page 11 in O.P.I. Student Price List and Shipping Inf.)

\* No portion of the supplies is to be taken out of the school until course is complete; this assures us you will have the necessary supplies needed to do your required services. Supplies and supply lists are subject to change at the discretion of the school.

### **NAIL TECHNOLOGY CAREER OPPORTUNITIES**

Nail Technology is an exciting and rewarding profession. As a nail technologist the job opportunities are many. You may choose to teach nail technology in a cosmetology school or demonstrate manufacturer nail products at shows, conventions, or stores. You can become a salon owner or even a professional nail technologist for fashion models or actors on the stage, in movies, or on TV. You can write, edit, or become a consultant for nail technology books and magazines. You may choose to own a day-spa or salon to offer your clients manicures and pedicures to enhance the look of their hands and feet, improve health, and relieve stress. The application of artificial nails is one of the fastest growing and most creative, rewarding, and high paying professions in cosmetology today. Your work will be comfortable and relaxed. You will be part of the booming manicuring, pedicuring, and artificial nail industry, with combined sales of more than \$3 billion per year. An average compensation rate is around \$20,000.00 per year, this could increase or decrease depending on work schedule and client retention.

## ESTHETICS COURSE

The objective of the Esthetics Course taught by the School of Cosmetology of Arts and Sciences, LLC is to prepare students for entry-level positions in the diversified areas of skin care and the cosmetic industry. Instruction is in accordance with the rules and regulations set forth by the Idaho State Board of Cosmetology. The esthetics course consists of six hundred hours, 18 weeks / 5 months for full time students. The first 5% (30) hours are devoted solely to classroom study and workshops using mannequins when basic ideas and theory of esthetics are taught. The time spent completing the course is divided into conventional classroom study of theory and time spent on the clinic floor. Theory class is one hour/day and is taught through lecture, demonstration, hands-on training, and experience. Because of the small class size for this course, some of the studying process is done by self-study (under the direction of an instructor). After successfully completing the esthetics course and passing the schools final exam, students are then eligible to apply for the Idaho State Esthetics Examination and will be issued a license by the state if they pass the exam. Table Five is the schools required services prior to graduation, and is divided up into specific topics that are governed by Idaho State Cosmetology Law.

\*Number of weeks may vary due to sick leave and leaves of absence.

Course Topics	Table Five	Minimum Theory & Practical Hours
Massage and manipulation application of lotions, creams, and etc.		60/60
Cosmetics		60/65
Machine application: Use of mechanical or electrical equipment		50/90
Bacteriology, sanitation and sterilization, safety precautions, anatomy & Physiology		60
Additional training		60
Eyebrow arch and hair removal		20/25
Special field sciences		20/30

## ESTHETICS ACHIEVEMENTS

Students are tested over the material covered in Theory Class at the end of each chapter. Scores are recorded and kept on file at the school. Test scores are also sent to the State Board of Cosmetology at the end of their course. Students need to maintain a 75% average on both the theory and practical knowledge. Esthetic Students are evaluated twice on the practical knowledge.

### Grade Scale

A	90 - 100%
B	80 - 90%
C	75 - 79%
D	Below 75%

Students are required to maintain a cumulative "C" Grade in order to be considered making Satisfactory Academic Progress.

## ESTHETICS INSTRUCTION

Student Instructor through lectures, demonstrations, worksheets, glossary worksheets, and practical application teach Esthetics to students. The Milady's Standard Textbook for Professional Esthetics and the accompanying workbook are used throughout the entire course. The esthetic students will be tested at the end of each chapter. Students learn the basics of skin care and are able to offer treatment to school patrons to help them keep their skin healthy and attractive. Students also learn to detect skin problems that require medical attention.

## ESTHETICS CURRICULUM

### Part 1

- Chapter 1:
- Chapter 2:
- Chapter 3:
- Chapter 4:

### Part 2

- Chapter 5:
- Chapter 6:
- Chapter 7:
- Chapter 8:
- Chapter 9:

### Part 3

- Chapter 10:
- Chapter 11:
- Chapter 12:
- Chapter 13:

### Part 4

- Chapter 14:
- Chapter 15:
- Chapter 16:
- Chapter 17:
- Chapter 18:
- Chapter 19:
- Chapter 20:

### Part 5

- Chapter 21:
- Chapter 22:
- Chapter 23:

### Orientation

- History and Career Opportunities in Esthetics
- Life Skills
- Your Professional Image
- Communicating for Success

### General Sciences

- Infection Control: Principles and Practice
- General Anatomy and Physiology
- Basics of Chemistry
- Basics of Electricity
- Basics of Nutrition

### Skin Sciences

- Physiology and Histology of the Skin
- Disorder and Diseases of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients, and Selection

### Esthetics

- The Treatment Room
- Facials Treatments
- Facial Massage
- Facial Machines
- Hair Removal
- Advanced Topics and Treatments
- The World of Makeup

### Business Skills

- Career Planning
- The Skin Care Business
- Selling Products and Services

### State Laws

- Chapter review, State Law Review
- Final Review, State Law Final Review

## ESTHETICS SUPPLY LIST

### Basic skin care kit:

- Cleansing lotion
- Foundation base
- Toner
- Moisturizer
- Massage cream/oil
- Two (2) facial sponge's
- Five (5) spatulas
- One (1) masque brush
- Protective eye covers
- Head and body drape; and
- Eyebrow brush
- Mascara applicator brush.....
- Uniform – lab jacket

- Basic cosmetic kit
- Mirror
- Translucent powder
- Eye pencil
- Lip pencil
- Eye shadow
- Mascara
- Blush
- Lip color
- Lip brush
- Two (2) cosmetic sponges
- Make-up cape

Cosmetology School of Arts and Sciences, LLC

\* No portion of the supplies is to be taken out of the school until course is complete; this assures us you will have the necessary supplies needed to do your required services. Supplies and supply lists are subject to change at the discretion of the school.

**ESTHETICS  
CAREER OPPORTUNITIES**

As a licensed Esthetician the job opportunities are many. You may choose to own a day-spa or a salon, practice skin care and facials, work as a make-up artist, or work as a beauty therapist. You may want to work under a licensed Dermatologist, Plastic Surgeon, or even a Restorative Art Specialist. The merchandising field is full of opportunities for the licensed Estheticians. You can be a manager or salesperson, a cosmetic buyer or assistant buyer, a manufacturer representative, trade technician or technical supervisor, beauty editor of a newspaper, magazine, or journal, freelance writer or even a personal manager. If the education field is interesting to you, you can explore becoming an Instructor in a cosmetology school teaching Esthetics or a State Licensing Inspector or Examiner. You may find an Educational Director for a Manufacturer challenging to you. Whatever it may be, the field of Esthetics is a dynamic and prestigious industry waiting for people just like you. The average compensation rate is around \$22,000.00 per year, this can increase or decrease depending on the work schedule or client retention.

**STUDENT INSTRUCTOR COURSE**

**Student Instructor  
500 Hour Course**

The goal of the Student Instructor Course is to prepare Student Instructor to pass the State of Idaho Instructor Examination. Its goal is also to teach Student Instructor to convey thoughts and concepts to students and the public through communications. The importance of lessons and teaching formats for each phase of Cosmetology Instruction is emphasized. The school offers a 500 hour course maximum of 15 weeks/4 months. This course is offered to licensed Cosmetologist, Nail Technologist or Esthetician that have 2 years experience in a registered cosmological establishment. Table Six outlines the curriculum and the hours devoted to each topic. Course is taught out of the Milady's Professional Instructor Theory book for either course.

\*Number of weeks may vary due to sick leave and leaves of absence.

**Student Instructor Course  
1000 Hour**

The goal of the Student Instructor Course is to prepare Student Instructor to pass the State of Idaho Instructor Examination. Its goal is also to teach Student Instructor to convey thoughts and concepts to students and the public through communications. The importance of lessons and teaching formats for each phase of Cosmetology Instruction is emphasized. The 1000 hour course is for a licensed cosmetologist that has less than two years experience in a registered cosmological establishment. This course is a maximum of 30 weeks / 7 months for full time students. Table Six outlines the curriculum and the hours devoted to each topic. The Course is taught out of the Milady's Professional Instructor Theory book for either course.

\*Number of weeks may vary due to sick leave and leaves of absence.

Cosmetology School of Arts and Sciences, LLC

<b>JUNIOR</b>	<b>Table Six</b>	<b>500Hour Course</b>	<b>1000 Hour Course</b>
*Planning Period		25 Hours	50 Hours
A. Course Introduction		8 hours	8 hours
B. Teaching Foundations		40 Hours	40 Hours
C. Freshman/Sophomore Clinic		177 Hours	402 Hours
<b>TOTALS</b>		<b>250 Hours</b>	<b>500 Hours</b>
<b>SENIOR</b>			
*Planning Period		40 Hours	80 Hours
D. Desk & Dispensary Planning Operation		10 Hours	10 Hours
E. Theory Presentation General		20 Hours	50 Hours
F. Law Presentation		10 Hours	20 Hours
G. Clinic Observation		150 Hours	300 Hours
H. Exam Preparation		10 Hours	20 Hours
I. Counseling and Records		10 Hours	20 Hours
<b>TOTAL HOURS</b>		<b>500 Hours</b>	<b>1000 Hours</b>

Planning period is a daily exercise that includes both junior and senior students and lasts for one hour.

### ACHIEVEMENTS

Students are tested on the material covered in theory at the end of each chapter. The students are also tested on the practical by teaching a class with the lesson plan on a lecture and demonstration. Students must maintain a 75% average on both the theory and the practical knowledge.

#### Grade Scale

A	90 - 100%
B	80 - 90%
C	75 - 79%
D	Below 75%

Students are required to maintain a cumulative “C” Grade in order to be considered making Satisfactory Academic Progress.

**STUDENT INSTRUCTOR'S  
CURRICULUM**

<b>Volume 1</b>	<b>Basic Teaching Skills for Career Education Student Instructor</b>
Chapter 1:	The Career Education Instructor
Chapter 2:	The Teaching Plan and Learning Environment
Chapter 3:	Basic Learning Styles and Principles
Chapter 4:	Basic Learning styles and principles
Chapter 5:	Casic methods of teaching and learning
Chapter 6:	Communicating Confidently
Chapter 7:	Effective Presentations
Chapter 8:	Effective Classroom Management and Supervision
Chapter 9:	Achieving learner Results
Chapter 10:	Program Review, Development and Lesson Planning
Chapter 11:	Educational Aids and Technology in the Classroom
Chapter 12:	Assessing Progress and Advising Students
Chapter 13:	Making the student salon an adventure
Chapter 14:	Career and Employment preparation
Chapter 15:	The Art of retaining students
Chapter 16:	Educator Relationships
Chapter 17:	Learning is a laughing matter
Chapter 18:	Teaching success strategies for a winning career
Chapter 19:	Teams at Work
Chapter 20:	Evaluating Professional Performance
Final Review: State Law Review	Final Test: State Law

**STUDENT INSTRUCTOR  
CAREER OPPORTUNITIES**

With the added knowledge of teaching, the fields of Cosmetology, Nail Technology, and Esthetics opens up to you even more. You may choose to open your own Cosmetology School or apprentice students in your salon. You might choose to specialize in salon management for a major retailer or chain store. You can teach application of artificial nails, manicuring, pedicuring, applying makeup, care of the skin, non-permanent hair removal, haircutting, permanent waving, scalp and face massage, color, styling, and makeup (depending on your Instructor's License). Instructing students to better the industry is a rewarding and prestigious field. As a licensed Instructor you have the chance to make a difference. The average compensation rate is around \$21,000.00 per year depending on the wages and hours of the individual schools.

## **GRADUATION REQUIREMENTS**

### Cosmetology Course

- Complete 2000 hours of instruction
- Complete school required Cosmetology curriculum
- Maintain a cumulative theory, practical and attendance of 75%
- Pass Cosmetology final examination

### Student Instructor Course – 500 hours:

- Complete 500 hours of Student Instructor
- Complete school required Student Instructor curriculum
- Maintain a cumulative theory, practical and attendance of 75%
- Pass the Student Instructor final examination

### Student Instructor Course – 1000 hours:

- Complete 1000 hours of Student Instructor
- Complete School required Student Instructor curriculum
- Maintain a cumulative theory, practical and attendance of 75%
- Pass the Student Instructor final examination

### Nail Technology Course - 400 hours

- Complete 400 hours of Nail Technology instruction
- Complete school required Nail Technology curriculum
- Maintain a cumulative theory, practical and attendance of 75%
- Pass Nail Technology final examination

### Nail Technology Course - 600 hours

- Complete 600 hours of Nail Technology instruction
- Complete school required Nail Technology curriculum
- Maintain a cumulative theory, practical and attendance of 75%
- Pass Nail Technology final examination

### Esthetics Course:

- Complete 600 hours of Esthetics training
- Complete school required Esthetics curriculum
- Maintain a cumulative theory, practical and attendance of 75%
- Pass Esthetics final examination

\*When a student meets all the requirements listed, the student is issued a diploma of graduation.

\* Prior to the State of Idaho receiving licensing information all tuition and fees must be paid in full.

### REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1.) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
  - 2.) A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
  - 3.) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.00
  - 4.) A student notifies the institution of his/her withdrawal in writing.
  - 5.) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  - 6.) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days).
  - 7.) In type 2, 3, 4, or 5, official cancellations or withdrawals the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to completion (After three business days of signing the contract). The following schedule of tuition earned by the school applies. All refunds are based on actual hours.

<b>Percentage Length Completed To total length of course</b>	<b>Amount of total tuition owed to the school</b>
<b>.01% to 4.9%</b>	<b>20%</b>
<b>5% to 9.9%</b>	<b>30%</b>
<b>10% to 14.9%</b>	<b>40%</b>
<b>15% to 24.9%</b>	<b>45%</b>
<b>25% to 49.9%</b>	<b>70%</b>
<b>50% and over</b>	<b>100%</b>

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether official or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR provide a full refund of all monies paid.

Student who withdraw or terminate prior to course completion could be charged a cancellation or administrative fee of \$150.00 this refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG. Extra kit material, Books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All Fees are identified in the catalog and in our enrollment agreement.

If a student decides to transfer from the Cosmetology School of Arts and Sciences, LLC to another school and money is due to The School at the time of transfer, no credits will be transferred until all debts owed the school are satisfied in full. Also, upon graduation of a student, no credits, hours, or other information will be released to the state or any other school until all financial obligations to/or on behalf of The Cosmetology School of Arts and Sciences, LLC has been satisfied.

## Cosmetology School of Arts and Sciences, LLC

There will be no refund for the supplies; once the supplies have been purchased, the supplies are the students to keep. However, no portion of the supplies are to be taken out of the school until course is complete or until time of a student withdraws or transfers to another school, this assures us you will have the necessary supplies needed to complete the required services.

If a student receiving a Title IV Pell Grant decides to discontinue his enrollment or transfers to another school and the allotted time frame has not been completed for the appropriate tuition, the student will be held responsible for any additional monies owed to the school depending on the percentage length completed to total length of course/amount of total tuition owed to the school.

\* Students are responsible to pay collection fees and reasonable Attorney's fees, should our Enrollment Agreement be referred for collection.

### **RULES AND REGULATIONS**

1. Students must be present for roll call promptly at 9:00am. After 9:05am, students will not be allowed to clock in until after theory hour is complete.
2. Tardiness is "arrival after a specified time." Students are credited for only the actual hours that they are present in school. Time is rounded to the nearest quarter hour.
3. In order for an absence to be excused, the following is needed: Students who anticipate being absent or tardy need to submit a pre-excused absence form. Other absences need be reported to the school by phone prior to opening. Each day of absence should be called in, in order to be considered an excused absence or tardy. If a student neglects to call by 9:00 a.m., the absence or tardy will be considered unexcused and a written warning may be incurred, three written warnings may result in a written write-up.
4. Upon returning to school after an absence or when tardy, the student needs to present a doctor's excuse or other valid documentation to the administrator of the school before reporting to class in order to avoid receiving an unexcused absence or tardy; parental signature is needed in cases of a student not of legal age. The school may decide the validity of any excuse submitted. After three unexcused absences, a suspension could be incurred.
5. For protection of the student body, an absence of three or more days because of illness should be supported by a medical doctor's statement verifying that the student does not have a contagious or infectious condition and may return to school safely. Also, for the student's own protection, an absence due to physical injury should be accompanied by a doctor's note releasing the student to return to the physical demands of being a student and practicing in the clinical aspects required.
6. Each student will furnish his/her clean, school approved uniforms. Students are required to wear the school-approved stylist jacket with black, white and grey clothing at all times while inside the school, unless otherwise instructed by the school.
7. Days absent before and after a holiday will be considered unexcused, unless prearranged, or with a doctors note.
8. Each student is to clean up after himself/herself whenever using the student lounge areas and in the classroom.
9. The student must promptly return any of the school's supplies and equipment to the dispensary after each use. Each student is responsible for the supplies and equipment issued to him/her and must pay for replacement if lost, stolen, or broken.
10. All work areas are to be kept clean and sanitary at all times. Hair litter must be disposed of immediately. Station and grooming inspection will be conducted periodically. All students are to do all assigned sanitation duties at the end of the day before departing in order to receive credit for your sanitation grade, unless pre-arranged by an instructor.

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11. Integrity and courteous conduct are expected of the students toward fellow students, Student Instructor, staff, and clinic patrons. If a difficult situation should arise, an instructor is to be notified immediately.
12. Students should not leave the building without permission of the instructor and without notifying the receptionist.
13. If a student cannot (i.e. due to health problems) or will not practice his/her assignments effectively, he/she could be clocked out and asked to go home.
14. Students are NOT to clock in or out for other students. It is the sole responsibility of the student that his/her monthly grading sheets contain an accurate accounting of all practical applications and hours, the school assumes no responsibility therefore.
15. A student may be suspended for unsatisfactory conduct or progress. Students dismissed due to unsatisfactory conduct or progress may be reinstated at the discretion of the administrator of the school, subject to such conditions as may be agreed upon.
16. Students not complying with Student Instructor could be suspended immediately.
17. Appointment booking is to be at the discretion of the Student Instructor with no complaints by the students. Appointments are not to be moved by anyone other than the Student Instructor or the receptionist. If special scheduling arrangements are needed, the student must notify the instructor and get their permission for the arrangements and then the receptionist can be notified.
18. Services on you or to other students are to be done only after assignments and scheduled clients are completed or taken care of and should be approved by the Student Instructor. A student may be pulled from a personal or student service at any time to accommodate client(s) and this is determined at the discretion of the school.
19. All write-ups issued by an instructor must be signed by the student and instructor. Refusal to sign a write-up may result in a three-day suspension. Three signed write-ups could result in a three-day suspension. All write-ups and suspensions are at the discretion of the school.
20. A pre-excused form needs to be filled out and approved before a Wednesday is considered an excused absence. Arrangements should be made at least one week prior to the absence. Any other Wednesday absence could be considered unexcused without a doctor's statement or pre excused.
21. All theory and practical assignments missed, due to absence must be made up and it is the student's responsibility to contact his or her instructor and work out a reasonable plan to complete the missing assignments.
23. Students on the part time course will be allowed ½ to 1 hour for lunch. Students participating in the full time course will be allowed ½ to 1 hour for lunch. All students will be afforded a 15 minute rest period in the morning and afternoon when possible and at the schools discretion. Students leaving for lunch need to report it to the receptionist first thing in the morning in order to get released off the schedule at the time of request, if they don't pre - schedule lunch and they have an appointment at that time, then they will not be able to leave until their appointment is complete.
24. Students must only make or receive personal phone calls on the student telephone line unless it is an emergency. No personal calls will be accepted when a student is working on a client unless it is an emergency; messages will be taken and given to the student when finished with his/her client. All personal calls should be no more than 5 minutes out of courtesy to other students. Abuse of this rule may result in a write-up at the instructor's discretion. The school is not an answering service and takes no responsibility for messages.
25. Students are to greet patrons promptly and not refuse service to a patron or in front of a patron verbally or physically. It is courteous to offer magazines, help with their coat, and to walk them to reception desk when services are finished. Rude treatment of a patron, negative talking / slander to a patron or in front of a patron about other students, other patrons, the school, or any other act deemed rude or unprofessional to a patron or in front of a patron

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may result in a write-up up to an automatic suspension, at the discretion of the instructor(s). Any and all problems with fellow students, the school, or a patron must be discussed with an instructor for proper resolution. Social Media bashing of the school, Student Instructor or another student will not be tolerated. Any of these acts could result in a right up and suspension or could result in termination of your schooling.

26. No students are allowed to loiter around the reception desk when patrons are present. No students are allowed to go behind the reception desk or into the dispensary unless authorized by an instructor.
27. No one except students and staff are allowed in the classroom, the lounge room, or on the clinic floor unless accompanied by or under supervision by another student or a staff member, or by permission of the instructor.
28. The school takes no responsibility for lost or stolen articles.
29. Students are to fill out clinical sheets daily. Students must maintain their own records for services performed and should not use the appointment book for record since it may not be accurate or it may be a distraction or inconvenience to the receptionist when trying to help customers.
30. Students will be required to sign a patron confidentiality statement upon admission or if one has not already been signed. This will keep all personal information of patrons confidential to the school (including address, phone number, and service records). By signing this statement, students will not be allowed to give out a patron's personal information to anyone or to obtain this information for personal use such as patron recruitment for after they have graduated. Any information given to the student by the patron while the patron is in his/her chair for the purpose of following the student after he/she graduates will be the only exception.
31. Students will not be allowed to take any of their supplies home until the student has graduated and satisfied all applicable tuition and fees owed to the school, unless given permission by the school. Students caught taking items home (i.e. scissors), may receive a write-up.
32. The school enforces all Idaho Cosmetology Laws and Regulations. It is the obligation of the school to report any students not obeying state laws to the appropriate authority and it will be their responsibility to investigate the allegation at their discretion.
33. If all financial obligations to The Cosmetology School of Arts and Sciences, LLC have not been met upon completion of any course, records will not be released to the Bureau of Occupational Licenses unless arrangements have been made by the student to the school. At that time or upon payment in full, all records will be released and sent to the Bureau and students may then begin procedures to obtain their license.
34. All rules and regulations set forth by The Cosmetology School of Arts and Sciences, LLC may be revised at the discretion of the school and students will be notified in writing of these changes.

**State Licensing Requirements**

After completion of each course, in order to obtain your license the requirements and fees of the state are listed below. The state of Idaho requires that 30-day prior to test date you must send in your Application for Licensure along with the appropriate exam and licensing fee.

<b>Cosmetology:</b>	Practical exam fee	\$114.00	<b>Esthetics:</b>	Practical exam fee	\$104.00
	Written exam fee	\$ 62.00		Written exam fee	\$ 62.00
	License	\$ 10.00		License	\$ 10.00
<b>Nail Technology:</b>	Practical exam fee	\$104.00	<b>Student:</b>	Practical exam fee	\$104.00
	Written exam fee	\$ 62.00	<b>Instructor</b>	Written exam fee	\$ 62.00
	License	\$ 10.00		License	\$ 20.00

- Each State examination consists of two parts: Practical Exam and Theory Exam. If a student fails any of these sections of the exam they may return a second time to re-take that section of the exam. If a student fails the exam twice then additional schooling may be required by the Bureau of Occupational Licenses prior to re-testing. Each time you return to take the exam you must also pay the exam fee.
- The State of Idaho's Bureau of Occupational Licenses offers the licensing exams in the English language only, therefore our curriculum is only offered in the English language also. The test is administered by D.L. Roope. For information on exams and exam times please email [www.dlroope.com](http://www.dlroope.com).

**Cosmetology School of Arts and Science meets all State licensing requirements and is licensed by:**

**State of Idaho**  
**Bureau of Occupational Licenses**  
700 W State Street  
PO Box 83720  
Boise, ID 83720-0063  
(208) 334-3233  
Email at [id.gov/occupational licenses](mailto:id.gov/occupational%20licenses)

**NACCAS**  
National Accrediting Commission of Career Arts & Sciences, Inc  
3015 Colvin St  
Alexandria, VA, 22314  
(703) 600-7600 Phone  
(703) 379-2200 Fax  
<http://www.naccas.org> [naccas@naccas.org](mailto:naccas@naccas.org)

**Enrollment Agreement Addendum for Students Receiving VA Benefits**

The Cosmetology, Nail Technology, Esthetics, and Student Instructor programs at the Cosmetology School of Arts and Sciences, LLC are approved by the Idaho State Approving Agency for Veterans Education (SAA) for eligible students to receive veterans' education benefits. Students who enroll to receive these benefits are not only required to abide by the policies and rules of this school, but also by the rules and regulations of the Department of Veterans Affairs and SAA. Students are also required to maintain all standards of conduct and satisfactory progress as stated in the official school listing.

This institution will inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

**I certify that this catalog is true and correct in content and policy.**

\_\_\_\_\_  
**LaDonn Goodfellow**

\_\_\_\_\_  
**Ronda Clark**

I \_\_\_\_\_ have received a copy of this catalogue, have read it, and fully understand all information published in this catalogue. I also **AGREE TO** abide by all policies, rules, and regulations set forth in this book. Failure to do so may result in suspension or termination from this school. I am receiving a copy of this signed statement and a copy will be kept in my permanent student record.

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witnessed by (Instructor signature)**

\_\_\_\_\_  
**Date**