

# Staunton School of Cosmetology



**Student  
Handbook**

**25/26**

# STAUNTON SCHOOL OF COSMETOLOGY

## TABLE OF CONTENTS

<b>HISTORY OF SCHOOL .....</b>	<b>1</b>
ORIGINAL FOUNDERS .....	2
THE CORPORATION .....	2
OFFICERS .....	3
BOARD OF DIRECTORS .....	3
ADVISORY COMMITTEE.....	3
STAFF .....	4
CHART .....	5
<b>ADMISSIONS GUIDELINES &amp; REQUIREMENTS.....</b>	<b>6</b>
ENROLLMENT INFORMATION .....	7
REGISTRATION .....	7
ENTRANCE/ADMISSIONS REQUIREMENTS .....	7
CLASS SCHEDULES.....	8
STUDENT ORIENTATION .....	8
TUITION .....	8
STUDENTS RIGHT TO KNOW/CAMPUS SECURITY .....	8
GRADUATION REQUIREMENTS .....	8
OUTCOMES ASSESSMENT .....	8
STATEMENTS.....	8
CURRICULUM .....	9
LIBRARY & LEARNING RESOURCES .....	9
DIPLOMA & AWARDS.....	9
REQUIRED LEVELS OF ACHIEVEMENT .....	9
TEXT & WORK BOOKS .....	9
GRADING SYSTEM.....	9
MAKE-UP WORK.....	10
REMEDIAL HELP.....	10
HOUSING ACCOMMODATIONS.....	10
EMPLOYMENT ASSISTANCE.....	10
RE-ADMITTANCE .....	10
CREDIT FOR PREVIOUS TRAINING .....	10
STUDENT FILE ACCESSIBILITY .....	11
DEMANDS & HAZARDS OF COSMETOLOGY .....	11
CALENDAR .....	12
<b>CURRICULUM &amp; COURSE OF STUDY &amp; SYLLABUS.....</b>	<b>13</b>
COURSE STUDY & SYLLABUS .....	14
DESCRIPTION OF COURSE .....	15
1000 HOUR LAB(THEORY) CLINIC BREAKDOWN.....	16
INSTRUCTION METHODS USED TO TEACH THE COURSE.....	16
COURSE GOALS/OBJECTIVES .....	16
GRADING PROCEDURES.....	18
UNITS OF INSTRUCTION .....	19
WAGES & COMPENSATION.....	22
OPPORTUNITIES IN COSMETOLOGY .....	23

<b>POLICIES &amp; PROCEDURES .....</b>	<b>24</b>
MISSION STATEMENT .....	25
POLICIES & PROCEDURES.....	26
TARDINESS .....	28
TERMINATION .....	28
GROUND FOR SUSPENSION OR TERMINATION.....	28
CRITERIA FOR DOCUMENTED EXCUSE ABSENCE.....	29
LOSS OF TIME PROCEDURE.....	29
LEAVE OF ABSENCE POLICY .....	30
DRESS CODE .....	31
SATISFACTORY ACADEMIC PROGRESS POLICY .....	31
EVALUATION PERIODS .....	32
DETERMINATION OF PROGRESS STATUS.....	32
WARNING.....	32
ATTENDANCE PROGRESS EVALUATIONS .....	32
MAXIMUM TIME FRAME .....	33
ACADEMIC PROGRESS EVALUATIONS .....	33
GRADING PROCEDURES.....	33
RE-ESTABLISHMENT OF SATISFACTORY PROGRESS.....	33
INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS .....	33
NON-CREDIT & REMEDIAL COURSES .....	34
TRANSFER HOURS.....	34
CLINIC REQUIREMENTS FOR 1000 HOURS.....	34
INTERNAL COMPLAINT PROCESS .....	35
EVACUATION & FIRE DRILL PROCEDURES.....	36
 <b>FINANCIAL AID .....</b>	 <b>37</b>
COST OF ATTENDANCE.....	38
FINANCIAL AID .....	38
PELL GRANTS.....	39
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) .....	39
WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAMS .....	40
VERIFICATION .....	41
PROFESSIONAL JUDGEMENT .....	41
MONTHLY PAYMENTS .....	42
ADDITIONAL CHARGES .....	42
REFUND & CANCELLATION POLICY .....	42
STATE OF VIRGINIA REFUND CALCULATION .....	43
REFUND POLICY & RETURN OF TITLE IV FUNDS.....	43
 <b>ORGANIZATIONS.....</b>	 <b>45</b>
STATE CERTIFICATION .....	46
ACCREDITATION .....	46
LICENSING .....	46

# History of Staunton School of Cosmetology



128 East Beverley Street  
Staunton, VA 24401  
(540) 885-0808

<http://www.hairstylingschool.com>

Boyd W. and Rose S. Thompson established the **STAUNTON SCHOOL OF COSMETOLOGY** in June of 1956. The SCHOOL became incorporated in 1967. **The National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314** is the accrediting agency for **STAUNTON SCHOOL OF COSMETOLOGY**.

Today, the **STAUNTON SCHOOL OF COSMETOLOGY** is owned by **STAUNTON SCHOOL OF COSMETOLOGY INCORPORATED**. The Corporation consists of two Officers, a Board of Directors and an Advisory Committee. School Staff consists of two full-time instructors, three licensed instructors on staff, two part-time instructors, the President, the School Director, the Chief Fiscal Officer, the Director of Admissions, Financial Aid Officer, and a Receptionist.

The Campus of **STAUNTON SCHOOL OF COSMETOLOGY** is located at 128 East Beverley Street in the downtown area of Staunton, Virginia. There are approximately six thousand square feet of floor space occupying two floors. The facility consists of three major clinic areas with, two (2) regular classrooms, restroom facilities, library and administrative and counseling offices and can accommodate sixty (60) students and thirty-three (33) workstations. The School is considered very prestigious, well established and has a high standard of teaching an exceptional cosmetology course. The course contains all facets of cosmetology such as hair, nails and makeup.

**STAUNTON SCHOOL OF COSMETOLOGY** can be found on Facebook and also on the internet at their website [www.hairstylingschool.com](http://www.hairstylingschool.com).



State Council of  
Higher Education for Virginia

*James Monroe Building,  
101 N 14th St 10th floor,  
Richmond, VA 23219*

## **Staunton School of Cosmetology Incorporated Officers**

**Linda Ingram** graduated from the Staunton School of Cosmetology in 1979. She became a licensed cosmetologist soon after graduating and began working for the Staunton School of Cosmetology Incorporated as a hairstylist in their Boyd's Hairdressers Salon. In 1981 she became an instructor at the school. She became the Vice-President of the corporation and Director of Education in 1994. In 2011 she became the Director of the school. Linda has over 42 years of experience in cosmetology. In 2016 Linda became the President of the Corporation. She also serves on the Board of Directors.

**Nellie Hart** had previously worked in bookkeeping and collections before joining the staff of Staunton School of Cosmetology in 1987. She works in bookkeeping, payroll, accounts payable and receivables. In 1994 she became the Treasurer of the corporation. Along with being the Treasurer she also oversees and works with the Financial Aid and the Director of Admissions. Nellie has over 35 years of experience with the Staunton School of Cosmetology. She also serves on the Board of Directors.

## **Staunton School of Cosmetology Inc. Board of Directors**

**Linda Ingram and Nellie Hart** also serve as Officers of the Corporation as well as the Board of Directors.

## **Staunton School of Cosmetology Advisory Committee**

The Advisory Committee for Staunton School of Cosmetology tours the school and confers with school staff members about the school and students. The Director of the school reviews the Curriculum, Graduate Student Surveys, Current Student Surveys and Employer Surveys with the Advisors. Feedback on changes that can be made to improve the school's future outlook for the program is provided to ensure the school is consistent with the mission of the school.

**Tammy Hostetter** graduated from Staunton School of Cosmetology and became a licensed hairdresser in 1982. Tammy opened "T" Designs and became an Independent salon owner in 1999. She has been involved in the cosmetology industry for over 30 years.

**Alecia Brooks** graduated from Staunton School of Cosmetology and became a licensed hairdresser in 1988. Alecia is the owner of "Shear Dimensions" beauty salon in Fishersville, Virginia. She has been a salon owner for over 30 years. Alecia also has served as an educator and mentor to many stylists in her career in the cosmetology industry.

## **Staunton School of Cosmetology School Staff**

**Gail Lyle** is the Director of Admissions. She graduated from Staunton School of Cosmetology in 2004. She took the teacher training program at Staunton School of Cosmetology and became a licensed instructor in 2005. Gail previously worked for American Safety Razor for 20 years, took courses in interior design at Blue Ridge Community College, received a private investigator's license from Central Training Academy and graduated from the nail course at Blackthorne Nail Academy before coming to the Staunton School of Cosmetology. Gail also assists as a part-time instructor when necessary

**Maria Guertler** graduated from Staunton School of Cosmetology in April 1991. She became a licensed cosmetologist in 1991 and began employment with Staunton School of Cosmetology Incorporated at their Hair Mates Salon. Maria left in 1996 to join the staff of Scarlett O'Haira's Beauty Salon in Sterling, VA where she was employed as a hairstylist until 2005. She returned to work at Staunton School of Cosmetology in 2006 where she took the teacher training program. She became a licensed instructor in 2007.

**Misty Lawrence** graduated from Staunton School of Cosmetology in March 2018. She became licensed in 2018 and worked as a hairstylist until 2021. She became a licensed instructor in 2022.

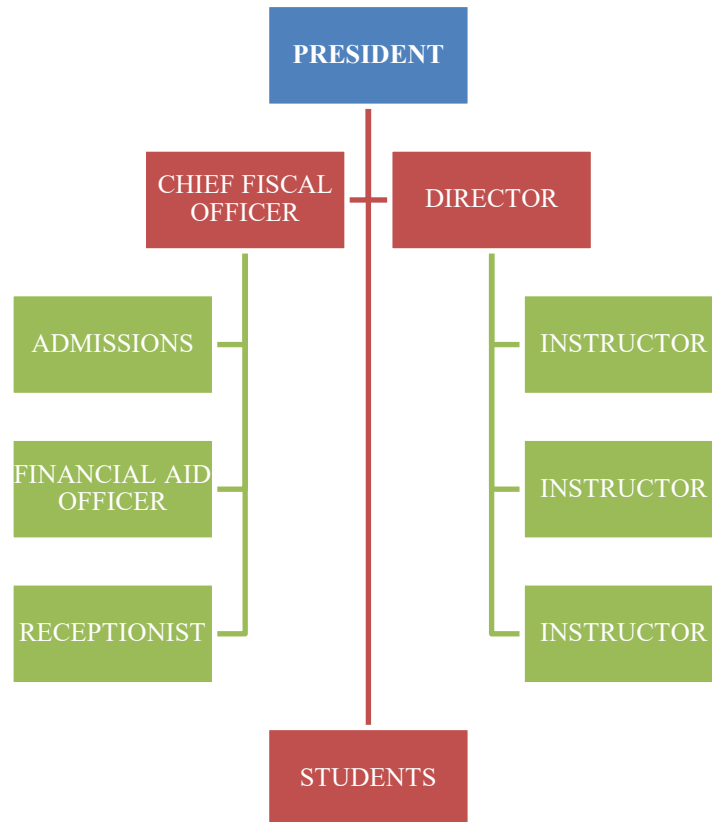
**Nellie Hart** is serving as the Financial Aid Officer.

**Tanya Lumsden** became employed at Staunton School of Cosmetology in January 2022. She served as the receptionist until May 2022 and then was transferred to the Admissions Office. She attended Brandt's School of Business where she took course in business and accounting. She previously worked at Check Into Cash where she was a Customer Service Representative. She also served as a Customer Service Manager at Walmart.

**Jessica Hurt** became an employee of Staunton School of Cosmetology in May 2022 where she is the receptionist. Jessica was previously employed by Check Into Cash as the manager. She is also in training to become a Financial Aid Officer.

**Natasha Harris** graduated from Staunton School of Cosmetology in 2004 and became a licensed hairstylist. She joined the staff in 2023 as teacher trainee with 17 years of experience in hairstyling. Natasha became a licensed instructor in 10/2024.

**Brittany Lawrence** is a graduate of Staunton School of Cosmetology. She joined the staff in 2023 as teacher trainee. Brittany became a licensed instructor in August 2025.





# Admissions

## Guidelines & Requirements



## **ENROLLMENT INFORMATION**

The Cosmetology course of study at **STAUNTON SCHOOL OF COSMETOLOGY** is designed to prepare students for the Virginia State licensing examination and profitable employment. The course is taught in English only. The knowledge and skills students acquire will prepare them for a position in one of the following fields:

- 1. BEAUTY SALON**
- 2. COSMETOLOGY INDUSTRY**
- 3. EDUCATIONAL FIELD**

Enrollment may be made any day of the School calendar year with classes starting monthly. Classes are held Tuesday through Friday from 9:00 a.m. to 4:30 p.m. and from 9:00 a.m. to 1:30 p.m. on Saturday. The School is not in session during the following holidays: January 1, July 4, Thanksgiving Day and Christmas Day. If inclement weather occurs the School advises Students by local radio and television stations, by Facebook and a voice message on the school telephone.

A committee consisting of the school Director, Chief Fiscal Officer, Director of Admissions and Financial Aid Officer review all applications before enrollment. Students that are accepted are notified by mail of their acceptance.

## **REGISTRATION**

Registration and enrollment should be made in advance of the date of entrance and may be made at any time of the year. The beginning class schedule is Tuesday through Saturday and is organized to start every five weeks.

## **ENTRANCE/ADMISSIONS REQUIREMENTS**

High School Diploma or GED or  
Transcripts showing legal evidence of high school completion  
Homeschooled students must have a GED or official transcript  
Birth Certificate or  
Social Security Card  
Driver's License or Legal Photo ID  
Completed Registration Application

\*\*We do not accept Ability to Benefit Students \*\*

\*\*Foreign students who enroll in the school must have their diplomas verified by an accredited agency that can verify their diplomas are equal to or greater than a U.S. high school diploma. This is verified through <https://www.parchment.com>. Parchment will then send the school a validated diploma/certificate that is signed and contains a seal verifying validity.

## **TRANSFER POLICY**

Students that are transferring will be placed at the level of learning based upon their learning of knowledge and skills from previous training. Students will only be awarded credit for prior training in a school based on transcript from previous school attended. They will only be awarded hours earned towards the topic obtained from prior training. Students will only be awarded the required hours towards a topic in the curriculum from Staunton School of Cosmetology. Students will be required to pass a competency exam at Staunton School of Cosmetology that covers all of the topics within our program prior to awarding any credit. The hours earned at the originating school must have been earned no more than three (3) years prior to enrolling in the new school.

## **CLASS SCHEDULES**

### **FULL TIME SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>CLOSED</b>	<b>CLOSED</b>	9:00 am – 4:30 pm	9:00 am – 4:30 pm	9:00 am – 4:30 pm	9:00 am – 4:30 pm	9:00 am – 1:30 pm

### **PART-TIME SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>CLOSED</b>	<b>CLOSED</b>	9:00 am – 1:30 pm	9:00 am – 1:30 pm	9:00 am – 1:30 pm	9:00 am – 1:30 pm	9:00 am – 1:30 pm

## **STUDENT ORIENTATION**

Orientation is done before the first day of attendance. Students do not receive clock hours for orientation. During orientation the Student Catalog containing all of the requirements, procedures and policies are discussed and explained to the student. The student is also given a tour of the school and shown the time clock and the evacuation plans posted throughout the school.

## **TUITION**

### **1000-HOUR COURSE TAUGHT IN ENGLISH ONLY**

Tuition	\$13,500.00
Parking & State Board Fees	675.00
Admissions Fee	100.00
Kit & Books	1,200.00
Supplies	<u>1,200.00</u>
<b>Total</b>	<b>\$16,675.00</b>

## **STUDENT RIGHT TO KNOW & CAMPUS SECURITY ACT**

Students must sign and are given copies of the Campus Security Act and The Student Right to Know when they are enrolled in the school.

## **GRADUATION REQUIREMENTS**

To graduate, the Student must have finished the School's curriculum requirements with a 75% average, have met the School's requirements regarding practical skills, made arrangements to satisfy all financial obligations to the School, and have successfully passed the School's comprehensive final examination in both theory and practical skills. When all the above have been completed and the 1000 clock hours have been fulfilled the student will be awarded a diploma.

## **OUTCOMES ASSESSMENT**

### **REQUIRED BY NACCAS**

50% Completion  
70% Licensure  
60 % Placement

### **STAUNTON SCHOOL OF COSMETOLOGY**

88.89% Completion in 2024  
100.00% Licensure in 2024  
100.00% Placement in 2024

## **STATEMENTS**

**STAUNTON SCHOOL OF COSMETOLOGY DOES NOT DISCRIMINATE DUE TO RACE, SEX, COLOR, RELIGION, ETHNIC ORIGIN OR AGE.**

We are required to notify any applicant who has been convicted of a Class 1 through Class 6 felony that according to the regulations of the Commonwealth of Virginia you may be denied licensure and be unable to practice in the state. A ruling will not be made on this matter until the student actually graduates and applies to Virginia State Board for licensing.

## **CURRICULUM**

The curriculum of the **Staunton School of Cosmetology** provides a complete course of study in cosmetology. Theory instruction includes audio-visual aids, lectures, platform demonstrations and textbook assignments. Hair color technicians, hair-cutting artists and product representatives at different times will give special classes for the students' training program. In all classes, the principles are tested and practiced by the student in classroom activities. Practical training includes teacher-supervised performances on clinic patrons and manikins.

## **LIBRARY AND LEARNING RESOURCES**

Staunton School of Cosmetology provides a Library containing resources for the student. These resources are available for use in school or they can be checked out by their immediate instructor. These resources are used to help the student keep up-to-date on current trends and practices in the cosmetology industry.

## **DIPLOMA AND AWARDS**

After the completion of the 1000 Hour program, the graduate receives a diploma.

## **REQUIRED LEVELS OF ACHIEVEMENT**

Students must achieve a 75% grade average in each monthly grading period, or be able to achieve that average at the end of a sixty-day warning period.

## **TEXT AND WORK BOOKS**

**Standard Cosmetology Textbook 14<sup>th</sup> Edition** - Milady Publishing Company

**Foundations** - Milady Publishing Company

**Milady Standard Exam Review Book** - Milady Publishing Company

## **GRADING SYSTEM**

The following grading system will be used to determine academic progress:

1. Theory by written test.
2. Practical training by practical test.
3. Clinic training by practical test.

All theory and practical training will be graded according to the following scale:

93 - 100	A	Excellent
85 - 92	B	Good
75 - 84	C	Satisfactory
00 – 74	D	Needs Improvement: Does not meet standards.

Students must maintain an cumulative total of 75% or above in Theory and Practical tests to be considered making satisfactory progress.

### **MAKE-UP WORK**

If a student is absent from class and miss their assignments, notes and etc., it is their responsibility to go to their instructor and make arrangement to get notes and set up a time to complete assignments.

### **REMEDIAL HELP**

Remedial help is available to all students and is given according to the individual requirements of the student. Instructors are available from 8:15 am to 8:30 am and 4:30 pm to 4:45 pm if a student needs help.

### **HOUSING ACCOMMODATIONS**

**Staunton School of Cosmetology** does not have housing or dormitories for students. The Admissions Office may be able to assist the student in their efforts to find housing.

### **EMPLOYMENT ASSISTANCE**

The School does not guarantee employment to students. A list of employment opportunities is available in the school office. Learning to apply for a job is included in the curriculum under Salon Management.

### **RE-ADMITTANCE**

Students who have dropped and students who have been dismissed from school for unsatisfactory attendance, probation or termination will be re-admitted only after the following:

1. Must wait a reasonable amount of time until they are able to determine that they no longer have any impediments or deterrents that would keep them from becoming satisfactory.
2. They must be reevaluated to determine how much instruction they have retained and how many hours of training they will need to complete the course.
3. They must then schedule a meeting with the Director of the school and discuss their situation.
4. After the meeting the Director will meet with the Staff and a decision will be made.
5. The student will be notified by either telephone or by mail of the school's decision.
6. If the student is approved to re-enroll in the school he must re-enter in the same status as when he left the school. For example: If a student was terminated because of being unsatisfactory, he will upon re-

admittance be re-enrolled in the unsatisfactory status and must work to make himself/herself satisfactory.

### **CREDIT FOR PREVIOUS TRAINING**

Students discontinuing their training and re-enrolling within three (3) years and upon assessment may receive credit for their previous hours and performances.

If the student is transferring from Staunton School of Cosmetology to another school, it is up to the receiving school whether they will accept our hours and transcript.

### **STUDENT FILE ACCESSIBILITY**

Students and/or parents or guardians of dependent minor students are guaranteed the right of access to all information in their permanent records. Students wishing to examine their records must request a time convenient to their instructor and arrange time through the Director of Admissions' Office. The members of the faculty are accessible 15 minutes before the student is scheduled to clock in the morning and 15 minutes after the student clocks out in the afternoon.

Student records must be provided and must be permitted access for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences or in response to a directive of the Commission.

Students and parents or guardians of dependent minor students are also guaranteed the right of privacy of their files unless the student signs the "Right of Privacy Release" statement available in the Director of Admissions' Office. Any information pertaining to the student's cumulative record will be released only with the written instructions or written permission each time from the student and/or parents or guardians of dependent minor student. The admission records of student will be maintained for a minimum of three (3) years after the student's last date of attendance. Fiscal records of financial transactions will be maintained for a minimum of three (3) years after the student's last day of attendance. Written records of hours and performances showing the instruction a student has received will be maintained for a period of five (5) years after the student terminates or completes the curriculum of the school. Transcripts of all students (both graduate and dropped/terminated) are retained permanently either in hard copy forms or electronic database with backup by the school. The student academic/course record showing programs of study, grades, dates of enrollment and student's current status (graduated, probation, terminated, etc.) will be retained permanently.

While in attendance, a student's folder will contain the following: a copy of the enrollment agreement and any addendum, student payment ledgers, admissions documentation, counseling and academic advising, report cards, time sheets, absent/excuses, correspondence to/from student, leave of absence forms, probation notices, evidence of withdrawal, refund calculation (if applicable) and evidence of graduation and graduation requirements.

All student records and information are kept in locked fire proof file cabinets, computers are password protected and have secure backups. This also protects student confidentiality.

## **DEMANDS AND HAZARDS OF COSMETOLOGY**

Cosmetologists may be exposed to a variety of potential health and safety hazards. Because of the close contact with clients they may receive communicable diseases. Slippery floors from spills, eye splashes from chemicals, cuts from sharp instruments such as razors and scissors and also burns from chemicals, blow dryers and curling irons are also hazards of the profession. Sanitation and sterilization are strongly emphasized in the curriculum.

The physical demands for this profession require the cosmetologist to stand on his/her feet during working hours. Comfortable professional shoes and support hose/stockings are recommended. The repetitive motions the stylist uses can result in muscular/skeletal disorders

<b>Start Date</b>	<b>Projected Full-Time Completion Date</b>	<b>Projected Part-Time Completion Date</b>
<b>January 6, 2026</b>	<b>08/20/2026</b>	<b>10/13/2026</b>
<b>February 10, 2026</b>	<b>09/16/2026</b>	<b>11/17/2026</b>
<b>March 17, 2026</b>	<b>10/28/2026</b>	<b>12/22/2026</b>
<b>April 21, 2026</b>	<b>11/25/2026</b>	<b>01/26/2027</b>
<b>May 26, 2026</b>	<b>01/05/2027</b>	<b>06/02/2027</b>
<b>June 30, 2026</b>	<b>02/02/2027</b>	<b>04/06/2027</b>
<b>August 4, 2026</b>	<b>03/17/2027</b>	<b>05/11/2027</b>
<b>September 8, 2026</b>	<b>04/13/2027</b>	<b>06/15/2027</b>
<b>October 13, 2026</b>	<b>05/18/2027</b>	<b>07/20/2027</b>
<b>November 17, 2026</b>	<b>06/02/2027</b>	<b>08/24/2027</b>

Staunton School of Cosmetology will be closed for the following holidays: **New Years, July 4<sup>th</sup>, Thanksgiving, and Christmas.**

**\*\*\*\* All dates and closures are subject to change. The Admissions Office will notify students of any changes.**

# Curriculum & Course of Study & Syllabus





# **STAUNTON SCHOOL OF COSMETOLOGY CURRICULUM, COURSE OF STUDY & SYLLABUS**

## **STAUNTON SCHOOL OF COSMETOLOGY NAME OF COURSE:1000 HOUR COSMETOLOGY TAUGHT IN ENGLISH ONLY STANDARD OCCUPATIONAL CLASSIFICATION CODE: 18VAC41-20-220.D**

### **COURSE SYLLABUS**

The cosmetology course taught is 1000 clock hours and meet the requirements of the Virginia State Board for Barbers and Cosmetology.

The text books used are **Standard Cosmetology Textbook 14<sup>th</sup> Edition** - Milady Publishing Company, **Foundations** - Milady Publishing Company, and **Milady Standard Exam Review Book** - Milady Publishing Company.

Both full time and part-time classes are held Tuesday-Saturday.

Full-time students attend 9:00 am-4:30 pm Tuesday–Friday and 9:00 am-1:30 pm on Saturday. Tuesday-Friday students are given a 30-minute lunch break. Since the school closes early on Saturday no lunch break is given.

Part-time students attend Tuesday-Saturday 9:00 am-1:30 pm. They do not receive a lunch break.

The course is 1000 hour and takes 31 weeks to complete. No parts of the course are taught online. All parts of the course are taught in school.

Students are verified by social security cards, birth certificate, drivers' license and high school diploma.

The program is designed to equip the student with the knowledge and skills necessary to become a licensed cosmetologist in Virginia. Through a combination of theory and hands-on practical, you will gain experience in haircare, skincare, hair removal and nail care services.

### **COURSE OBJECTIVES**

1. Master the fundamentals of cosmetology theory and safety protocols
2. Develop practical skills in hair cutting, styling coloring, perming and chemical relaxing in all hair types including textured hair.
3. Learn the principles of anatomy, physiology and skin and scalp analysis.
4. Understand techniques for skincare, lashes and brows.
5. Gain proficiency in nail care procedures, including manicures, pedicures and artificial nail applications.
6. Learn proper procedures for fitting, styling and maintaining hairpieces and wigs.
7. Apply hair removal techniques
8. Develop effective communication and client consultation skills.
9. Prepare for and successfully pass the state licensing exam.

**STAUNTON SCHOOL OF COSMETOLOGY**  
**NAME OF COURSE: 1000 HOUR COSMETOLOGY - TAUGHT IN ENGLISH ONLY**  
**STANDARD OCCUPATIONAL CLASSIFICATION CODE: 39-5012**

**DESCRIPTION OF COURSE**

Cosmetology is an individualized course of study designed to assist you in developing specific skills used by Cosmetologists in the processes of applying chemical preparations to beautify the complexion, the skin, the hair, and the nails. Cosmetologists use these skills to help their clients look as attractive as possible. The course is measured in clock hours. Your success in the profession will depend on your ability to incorporate the scientific aspects of beauty culture into the art and technique of applying appropriate measures to meet your client's individual needs. This is the reason for studying anatomy, physiology, and chemistry related to the techniques being used.

In Cosmetology, the scientific knowledge and artistic skills are taught in four groups, and they include:

1. Study Skills to include: client consultation using effective communications skills.
2. The sanitation and sterilization procedures used in the beauty industry, and the contribution these procedures make to the efficient and successful operation of a beauty salon.
3. The development of practical skills in hair cutting
4. Learning the principles of hair design in styling the hair to create individual hairstyles
5. Learning the principles of hair coloring
6. Learning permanent wave chemicals and procedures
7. Learning chemical relaxing and hair straightening techniques for all hair textures
8. Learning skincare and facial makeup application and techniques
9. Learning nail care procedures, to include manicuring, pedicuring and artificial nail application
10. Learning all aspects including laws and regulation for successfully passing the Virginia state licensing examination

Completion of COSMETOLOGY leaves open to you the options of:

1. Entering into employment as a Cosmetologist.
2. Extending preparation and specialization in one or more aspects of the beauty culture field; for example - hairstyling or color technician.

3. Entering an allied field of study or work within the beauty industry such as managing a salon or selling beauty products.
4. Electing a different field of work or study and utilizing cosmetology skills for your own personal beauty care.

It is important that the sense of satisfaction you feel in mastering a skill is extended with continued use of the skill. On-the-job experience, that is, continued practice, offers opportunities for you to refine and perfect your abilities. Since the Virginia State Laws forbid your practicing without a license, your "on-the-job" experience in the school clinic becomes very important. Continued practice may provide new insights into career opportunities in the field.

The authors of the materials you will use in Cosmetology have built in design features to support your acquisition of skills. In order that you get the most out of your study, these features are described in the paragraphs that follow.

In general, the student materials are designed and organized to permit your best individual development. The time you spend depends not only on the nature of the skill-tasks involved, but also on your learning style which includes your study habits, your ability to concentrate, your planning and your methods of work.

The materials are designed to allow you to adjust your learning style to the skill-tasks in your own way as much as possible. This is usually called "self-pacing". Self-pacing is not always a purely individual affair, as some activities require cooperation with others. You are already aware of the need to pace your work with classmates in the same way that groups of people combine talents to complete tasks in business and industry.

### **1000 HOUR COSMETOLOGY LAB(THEORY)/ CLINIC BREAKDOWN**

The Freshman class receives 170 hours of class instruction, after this students receive 93 hours of weekly theory and 30 hours weekly chemical theory/video/additional theory testing/chemical & styling/quiz & review. These three added together gives a total of 293 class/theory hours. The balance of clinic hours are 707 hours. When added with the 293 class/theory hours will give a total of 1000 hours.

### **INSTRUCTIONAL METHODS USED TO TEACH THE COURSE**

The instructors teach their techniques by utilizing audio-visual training, lectures and demonstrations. The principles as taught by these means are tested and perfected by the student in practical classroom and clinic activities. Practical training also includes supervised manikin practice and performance of services on live models.

Each student is evaluated monthly by their immediate instructor on theory, speed and accuracy of their work and procedures for safety precautions. Students are given a printed progress report at this time and counseled on their progress. The student's immediate instructor discusses attendance and scheduled classes according to the Standards of Academic Progress.

### **COURSE OBJECTIVES**

Based on skills and knowledge learned while attending school, the student should be able to complete the following:

1. A complete haircut, shampoo and wet set in 45 minutes or less before reaching 700 hours.
2. A complete normal permanent wave in 2 hours or less before reaching 650 hours.

3. A complete haircut, blow-dry with iron curl set in 40 minutes or less before reaching 750 hours.

Before the completion of the 1000 hour course a student should have their speed and accuracy up to the measurable performance objectives as discussed with them by their immediate instructor.

The intent of the program is to provide you, the student, with a program of study and with experience, which would provide you with the opportunity to:

1. Develop a basic understanding of the theory and technology used in the beauty industry.
2. Develop a professional attitude toward your career choice that enhances your own self-concept.
3. Develop a foundation from which you can adapt your own creative skills to keep abreast of the trends of the industry.
4. Complete all the requirements for licensing as required by the Virginia State Cosmetology Law.

If you use the materials, equipment and models provided for you while in attendance at the Staunton School of Cosmetology, under the direct supervision of your instructor, at the end of the course you will be able to:

1. Practice those sanitation and sterilization procedures that prevent the spread of disease and infection within the salon.
2. Select the shampoo needed to maintain or improve the existing condition of a model's hair and scalp.
3. Demonstrate the correct procedures for shampooing.
4. Give a complete shampoo treatment.
5. Manipulate the scalp muscles through massage.
6. Outline the correct sequence of steps in a scalp treatment for normal, dry, and oily scalp, a dandruff condition and alopecia.
7. Give the appropriate scalp treatment to improve or maintain the existing condition of a model's scalp.
8. Give a manicure.
9. Stimulate the hand and arm muscles through massage.
10. Give the appropriate manicuring treatment to improve or maintain the existing condition of a model's hands, arms and nails.
11. Demonstrate correct procedures for facial treatments.
12. Demonstrate correct application of lash extensions.
13. Demonstrate correct procedure for brow shaping and waxing.
14. Form the basic guideline to be used for cutting the hair.
15. Cut the length of the hair in the nape and crown sections as established by the guide angle.
16. Shape the hair on the sides and in the top area so as to individualize the hairstyle.
17. Give a complete haircut to a model to achieve a desired effect.
18. Fingerwave a model's hair so as to give line and form to the hairstyle.
19. Execute no-stem, half-stem and full-stem pin curls.
20. Execute no-stem, half-stem and full-stem cascade curls.
21. Execute on-base, half-base and no-base roller curls.
22. Execute a styling pattern that suits a model's face and head.
23. Straighten over curly hair on a model.
24. Form curls with a heated curling rod.
25. Use the essentials of hairstyling to design and create a hairstyle for a model.
26. Style a wig or hairpiece into a selected pattern.
27. Provide complete servicing of wigs and hairpieces.
28. Select the correct permanent wave solution for the existing condition of a model's hair.
29. Divide a model's hair into work areas for permanent wave application.
30. Wrap a model's hair for permanent wave application.
31. Demonstrate correct procedures for processing a permanent wave.
32. Execute properly all procedures required to give a permanent wave.

33. Apply chemical relaxer to a model's hair.
34. Chemically relax or straighten a model's hair.
35. Use aniline derivative hair colors to create various effects.
36. Use hair lighteners to create various effects.
37. Use temporary color rinses to tone down unwanted color or grey hair.
38. Use semi-permanent color to cover discoloration, unwanted color or grey hair.
39. Learn corrective hair color for models that have damaged and discolored their own hair with home products.
40. Give a pedicure.

### **GRADING PROCEDURES**

93 - 100	A	Excellent
85 - 92	B	Good
75 - 84	C	Satisfactory
00 – 74	D	Needs Improvement: Does not meet standards.

**STAUNTON SCHOOL OF COSMETOLOGY**  
**CONTENTS OF UNITS OF INSTRUCTION FOR**  
**1000-HOUR COSMETOLOGY COURSE**

This is a basic individualized course of Cosmetology that will be pursued while in attendance at the **Staunton School of Cosmetology**. The theory and practical performances are taught simultaneously. Theory is presented and a practical performance follows with the instructors' guidance. Each instructor will teach theory as well as the practical part.

**DESCRIPTION OF COURSE CONTENT AND APPROXIMATE  
CLOCK HOURS OF STUDY IN EACH UNIT**

<b>ORIENTATION AND BUSINESS TOPICS</b>	<b>45</b>
School Policies	
Management	
Sales, inventory and retailing	
Taxes and payroll	
Insurance	
Client records and confidentiality	
Professional ethics and practices	
<b>LAWS AND REGULATIONS</b>	<b>10</b>
<b>GENERAL SCIENCES</b>	<b>55</b>
Principles and Practices of Infection Control	
Safety Data Sheets	
Chemical Usage and Safety	
<b>APPLIED SCIENCES</b>	<b>40</b>
Anatomy, Physiology and Histology	
<b>SHAMPOOING, RINSING &amp; SCALP TREATMENTS FOR ALL TYPES OF HAIR INCLUDING TEXTURED HAIR</b>	<b>25</b>
Client Consultation and Analysis	
Procedures, Manipulations and Treatments	
<b>HAIR STYLING FOR ALL HAIR TYPES, INCLUDING TEXTURED HAIR</b>	<b>65</b>
Fingerwaving, Molding and Pin Curling	
Roller Curling, Combing and Brushing	
Heat Curling, Waving and Pressing	
<b>HAIR CUTTING FOR ALL HAIR TYPES INCLUDING TEXTURED HAIR</b>	<b>125</b>
Fundamentals, Materials and Equipment Procedures	
<b>PERMANENT WAVING &amp; CHEMICAL RELAXING FOR ALL HAIR TYPES INCLUDING TEXTURED</b>	<b>135</b>
Chemistry	
Supplies and Equipment	
Procedures and Practical Application	

<b>HAIR COLORING &amp; HAIR BLEACHING FOR ALL HAIR TYPES INCLUDING TEXTURED</b>	<b>190</b>
Basic Color Theory	
Supplies and Equipment	
Procedures & Practical Applications	
<b>WIGS, HAIR PIECES AND RELATED THEORY</b>	<b>15</b>
Wig Types	
Procedures	
<b>MANICURING &amp; PEDICURING</b>	<b>75</b>
Nail Theory, Nail Structure & Composition	
Nail Procedures Including Manicuring, Pedicuring & Nail Extensions	
Electric Filing	
<b>SKIN CARE</b>	<b>150</b>
Client Skin Analysis & Consultation	
Effleurage and Related Movements & Manipulations of the Face & Body	
Cleansing Procedures	
Masks	
Extraction Techniques	
Machines, Equipment & Electricity	
Manual Facials & Treatments	
Machine, Electrical Facials & Treatments	
General Procedures and Safety Measures	
<b>LASHES &amp; BROWS</b>	<b>35</b>
Set-up, Supplies & Implements	
Consultation	
Application of False Eyelashes & Lash Extensions	
Lash Tinting	
Lash Perming	
Lightning of the Hair on the Body Except Scalp	
General Procedures & Safety Measures	
<b>HAIR REMOVAL</b>	<b>35</b>
Client Consultation & Analysis	
Waxing	
Mechanical Hair Removal	
Tweezing & Threading	
Chemical Hair Removal	
<b><u>TOTAL HOURS</u></b>	<b><u>1000</u></b>

**18VAC41-20-220 PRACTICAL PERFORMANCE REQUIREMENTS**

Shampooing, rinsing and scalp treatments for all hair types including textured hair	20
Hairstyling for all hair types including textured hair	60
Haircutting for all hair types including textured hair	60
Permanent waving-chemical relaxing for all hair types including textured hair	60
Hair coloring & bleaching for all hair types including textured hair	65
Wigs, hair pieces & related theory	10
Manicuring & pedicuring	15 procedures
Individual sculptured nails & nail tips	30
Lashes & Brows	20
Skin care	15
Hair removal	10
<b>TOTAL</b>	<b>365</b>



## **WAGES AND COMPENSATIONS**

### **Cosmetologist/Hairstylist** **What They Are and What They Do**

According to the U. S. Bureau Occupational Outlook Handbook a cosmetologist is someone who provides hair and beauty services to enhance clients' appearance. Those who operate their own shop or salon have managerial duties that may include hiring, supervising and firing workers, as well as keeping business and inventory records, ordering supplies and arranging advertising.

A cosmetologist/hairstylist offers a diverse range of hair services. These services include shampooing, cutting, coloring and styling. They retain records of products and services provided to their clients, such as hair color, shampoo, conditioner and treatment used. They may also provide clean and style wigs and hairpieces, scalp and facial treatments and makeup analysis. They may also recommend salon and hair care products.

Tools that the cosmetologist/hairstylist may use include hairbrushes, scissors blow dryers and curling and flat irons.

Duties of the cosmetologist/hairstylist encompass:

- Inspect and analyze hair, skin and scalp to recommend treatment
- Discuss hairstyle options
- Wash, color, lighten and condition hair
- Chemically change hair textures
- Cut, dry and style hair
- Receive payments from clients
- Schedule appointments
- Clean and disinfect all tools and work areas

Numerous cosmetologist/hairstylist work full-time and many work on a part-time basis. Those who own their own business or salon usually have long work days. Their work schedule may include evenings and weekends as these are the times most salons are the busiest. Those that are self-employed usually determine their own schedules.

Most work in pleasant surroundings with good lighting. Because they are on their feet for most of their shift good physical stamina is very important. They must wear protective clothing, use disposable gloves or aprons because of the prolonged exposure to some of the chemicals that they use.

According to the U.S. Bureau of Labor Statistics, the cosmetologist/hairstylist median hourly wage in May 2022 was \$18.71 per hour. Many experienced stylist earn much higher wages once they have established their clientele. 75% earned \$21.98 per hour and 90% earned \$28.88 per hour. High quality service will usually contribute to greater tips for the stylist. Selling retail products may also raise the amount of wages they receive.

In the Commonwealth of Virginia the hourly wage expected for cosmetologist/hairstylist was \$22.54 per hour and an annual income of \$46,880.00

In 2021 the U.S. Bureau of Labor Statistics calculated there were 608,900 hairdressers/hairstylist/cosmetologist employed in the United State. They projected by 2028 there would be 11% faster increase in employment for these positions.

The Commonwealth of Virginia requires you must successfully complete the course and pass the State Board Examinations to become licensed.

Most beauty salons in this immediate area pay minimum wage plus commission. When a cosmetologist works on commission they may earn as much as possible depending on their percentage.

Many stylists are now going to booth rental. Stylists rent their “chair” or “booth” from a salon owner and are considered to be self-employed or independent contractors. They are responsible for owning and making a success of their own business. They can set their own schedule and work as many or as few hours as they choose.

Independent contractors are responsible for their own supplies, insurance, taxes, accounts, and clientele and for making sure all their obligations are met on a timely basis. There is no limit on the amount of money they can earn.

## **OPPORTUNITIES IN COSMETOLOGY**

There are endless career opportunities available in cosmetology. Listed below are just a few of the options:

Salon Owner

Hairstylist

Hair color/Perm Specialist

Platform Artist/Educator

Photo and Movie Stylist

Image Consultant

Make-up Artist

Day Spa Owner

Nail care Artist/Manicurist

Director of Education

Cosmetology School Owner  
Salon Manager

Salon Sales Consultant

Beauty care Product  
Distributor

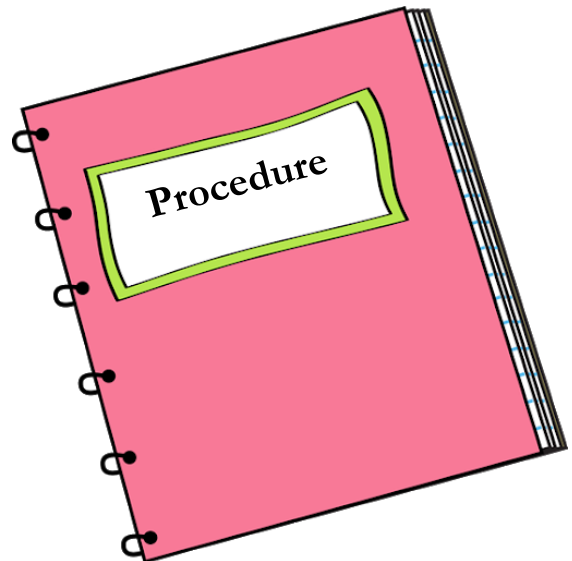
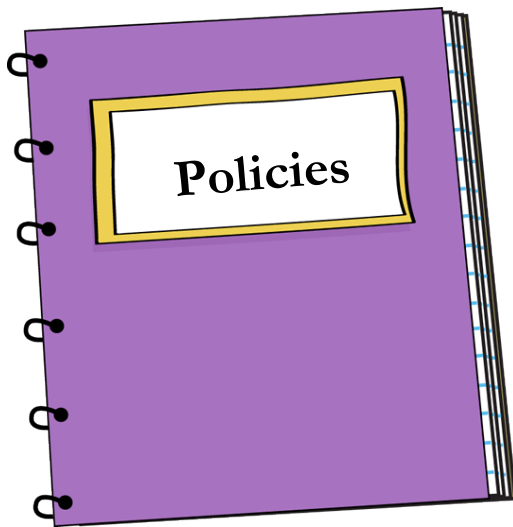
Manufacturer’s Sale  
Representative

Beauty Magazine  
Writer/Editor

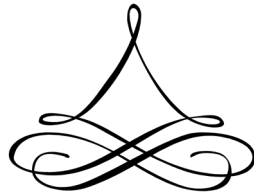
Beauty Care Research  
Chemist

# Staunton School of Cosmetology

## Policies & Procedures



# **Staunton School of Cosmetology**



## **MISSION STATEMENT**

The **STAUNTON SCHOOL OF COSMETOLOGY** bases its operating philosophy on several significant forces exerting influence on students in the beauty industry today.

We believe the most important objective in our entire philosophy is the training and equipping of our students with skills necessary to secure a successful and financially rewarding career.

In today's business world, technological and product procedures change at an ever-increasing rate. As a leader in cosmetology training, the **STAUNTON SCHOOL OF COSMETOLOGY** is geared for immediate changes in its courses to keep pace with every change of the hair and fashion world.

This is our philosophy, and it is this philosophy that drives our objectives:

1. To present the most practical cosmetology training in the prescribed allotted time at a reasonable expense.
2. To develop a wholesome and ethical, social, business, professional and civic attitude in all students.
3. To provide to the cosmetology industry, employees who are well trained in the required skills, technologies and knowledge of hairstyling.
4. To teach business skills to those who plan to own their own business.

The **STAUNTON SCHOOL OF COSMETOLOGY** strives to produce a reasonable profit that will ensure constant educational growth of the staff, students, school training program, teaching methods and techniques and enable us to keep the latest professional equipment up to date.

**STAUNTON SCHOOL OF COSMETOLOGY**  
**POLICIES & PROCEDURES FOR 1000 HOUR COURSE**

**PROFESSIONALISM IS THE LEVEL OF CONDUCT EXPECTED OF EACH STUDENT.** The following Policies and Procedures are important and, if not followed, may result in the student's suspension or dismissal from the school. The Policies are not arbitrary, but reflect the level of conduct that Cosmetologists are expected to maintain throughout their careers. They are planned to provide an atmosphere that is meant to encourage and motivate each student in their learning experience.

1. School hours for full-time students are 9:00 A.M. to 4:30 P.M. Tuesday through Friday and 9:00 A.M. through 1:30 P.M. on Saturday. Students must clock in and be ready for class promptly at 9:00 A.M. School hours for part-time students are 9:00 A.M. to 1:30 P.M. Tuesday through Saturday. Students are assigned to classes according to their ability and hours, and must follow this schedule. Full time students will not be admitted to class after 12:00 P.M. Part-time morning students will not be admitted after 10:00 A.M. The only exception to these requirements would be in case of snow where the school follows the time and opening schedule of the Staunton City Schools.
2. Students will not leave the school premises or their assigned area without the permission of their immediate instructor. Students are to attend all theory classes and must have verification of these hours and grades to graduate.
3. Students must be well groomed at all times, including acceptable hairstyles. Conspicuous jewelry is not allowed.
4. Student visitors will remain in the reception area. Only emergency telephone calls will be relayed. A message will be taken for all other calls. Cell phones are to be turned off and used at break and lunch times ONLY! Cell phones are not to be used in the Clinic Areas.
5. Students who are too ill or are physically unable to perform their assignments for any reason will be dismissed for the day.
6. The use of illegal drugs, or alcohol in any form during the school day, on or off school premises, will not be tolerated, and any violators will be dismissed immediately.
7. No obscenity will be tolerated. Gum chewing, smoking, refreshments or eating are not allowed in the clinic area.
8. School staff and clients will be addressed in a respectful manner. Familiarity with students or clients will not be tolerated. Fraternization with staff or instructors is not permitted.
9. Students are responsible for the sanitation and care of their own equipment. All equipment must be properly marked for identification and cleaned and sanitized when not in use. Stations must be cleaned after each service, including the floor around the station. Hair clippings must be swept immediately after a haircut is completed. Water or any chemicals spilled on the floor must be wiped up immediately.
10. Any student in direct violation of an instructor's direction and refusing to perform a service on a clinic client will be sent home and may be suspended from school.
11. Full-time students in the 1500 hour course are allowed 45 minutes for lunch. Full-time students in the 1000 hour course are only allowed 30 minutes for lunch. Part-time students are not eligible for a lunch but will receive a 15 minute break.
12. Each student is assigned a general clean-up duty for the day as well as being held responsible for their training station. An instructor before the day's dismissal will check each chair and work area. The school has a reputation for cleanliness, and everyone is expected to cooperate in keeping up this reputation.

13. This school is not responsible for personal belongings, money or equipment. Therefore, borrowing or lending with other students is strictly prohibited. Any student caught taking supplies or equipment from the school or a fellow student will be dismissed immediately.
14. A library of professional materials is available for student use. All items must be signed out and in each day. No school equipment or materials including library media will be removed from the school premises without the prior written permission of a staff member.
15. All Practical performances must be checked by an instructor. Each student is responsible for their manikin work. Students may not use another manikin without permission from their immediate instructor.
16. Each student has a responsibility to give his or her full attention to each client. No loud talking or conversation with another student while servicing a client will be tolerated. Personal problems will not be discussed with the clients of this school.
17. Morning and afternoon breaks for students may be spent in the student lounge for ten minutes or less. All other time is spent pursuing cosmetology studies. Offices and instructors' lounge are off limits unless accompanied by a staff member. No student will go to any staff office without the permission of his or her immediate instructor.
18. Any student who does not attend school on a Friday or Saturday and if the absence does not comply with the criteria for an excused absence, may be subject to disciplinary action that may include suspension according to the Loss of Time Procedure.
19. All absences must be reported to an office staff member by telephone before 9:00 A.M. At enrollment, each student is given a starting date and a contract expiration date. There will be an additional charge for hours a student extends beyond the contract expiration date in the completion of graduation requirements. Any time a student is absent or late their missed time will be subtracted from the total of allotted absent hours.
20. The school reserves the right to interrupt training whenever a student is behind in the payment of tuition. All accounts with the school must be paid in full and all graduation requirements fulfilled prior to the graduation date. No hours or credits will be given or transferred until the financial obligation is satisfied.
21. It is understood that during the training period of this course each student will abide by these Policies and Procedures or be subject to reprimand, suspension or expulsion according to the Loss of Time Procedure.
22. At the discretion of the School Director, these Policies and Procedures may be changed and subsequently posted on the bulletin board. Copies of all reprimand letters are given to the student and a copy is placed in the student's permanent file.
23. We reserve the right to take appropriate measures for insubordination, refusal to cooperate with instructors and class schedules or in any case where we feel the student is not appearing or conducting him or herself in a professional manner that is a credit to this profession or this school.
24. A student may submit a complaint in writing to the School's Director. The ruling made by the Director will be the final decision.
25. Students discontinuing their training and re-enrolling within three (3) years and upon assessment may receive credit for their previous hours and performances.
26. Repetitions and non-credit courses do not generally apply to cosmetology schools.

## **TARDINESS**

Students who clock in (1) one minute late in the morning or (1) one minute late at lunch will be considered tardy. These times are included in the student's absent hours and may affect their satisfactory progress. It also interferes with their class appointments.

## **TERMINATION**

The ***STAUNTON SCHOOL OF COSMETOLOGY*** will terminate a student after the completion of fourteen (14) calendar days of absence (weekends & holidays included) after the student's last day of attendance or on the documented date of a leave of absence if the student fails to return. However if the student notifies the school within the fourteen (14) days or before their leave has ended to request more time and that they intend to return to school on a specified date, the school may at its discretion approve or extend their time. If at the specified date the student does not return they will be terminated.

A student may notify the school in writing of his/her withdrawal.

If a student is expelled by the school, their last day of attendance will be used as their termination date.

Within forty-five (45) days of formal cancellation by the student or formal cancellation by the School any monies due to the applicant or student will be refunded.

When situations of mitigating circumstances are in evidence, and after being reviewed by the Director, a refund to the student may exceed the foregoing minimum cancellation and settlement policy.

## **GROUND FORS SUSPENSION OR TERMINATION**

1. Discourteous or disrespectful behavior toward Staff members, Clients or fellow Students.
2. Student found to be under the influence of alcohol or non-prescription drugs while on School premises.
3. Excessive tardiness or excessive absenteeism such as 5 or more un-excused absences within a 30-day period or failing to return from a leave of absence.
4. A student will be withdrawn after missing fourteen (14) calendar days (this includes weekends and holidays) after the student's last day of attendance and the student has not notified the school.
5. Any form of academic fraud. Any form of fraud involving practical or theory work.
6. Refusal of clinic assignments for any reasons.
7. Stealing from School or another Student's property. Borrowing without permission is considered theft.
8. Failing to resume satisfactory progress.
9. Conduct that disrupts the program or in any way reflects adversely upon the School.

## **CRITERIA FOR DOCUMENTED EXCUSED ABSENCES**

An excused absence is when the student may be charged for the missed time but will not be suspended. These are excused absences:

1. A documented illness which means the student must bring a doctor's note stating the cause of or reason for the illness.
2. A documented death in the immediate family.
3. Court dates with documentation
4. In climate weather with documentation
5. Transportation issues with documentation
6. Child care issues with documentation

All absences must be documented or they may be considered unexcused. They must be reported to the Director of Admissions on the day that the student returns to school. Failure to bring documentation may result in an unexcused absence.

If the absence is unexcused you will lose the time missed plus you may also be suspended and with possible loss of time.

## **LOSS OF TIME PROCEDURE**

**PUNCTUAL ATTENDANCE IS EXPECTED OF ALL STUDENTS.** The training in this school is designed to be the same as expected of one in a professional cosmetology salon. Students who are absent or tardy lose clinic experience and assignments; therefore, the loss of this training must be made up later in the course. The following disciplinary actions will be used to teach students self-discipline in guiding them in their professional careers.

1. Students not in correct uniform will be sent home to change. They are however, **EXPECTED TO RETURN**. If they do not return they may receive a suspension. So, **PLEASE** follow the uniform code.
2. Students using obscene or abusive language may be dismissed until reviewed by the Director and Staff.
3. Students leaving the school without permission may be dismissed until reviewed by the Director and Staff.
4. Un-excused absences on Friday and/or Saturday may be cause for a suspension, or expulsion.
5. Any student gossiping about clients, students or school personnel may be dismissed until reviewed by the Director and Staff.
6. Students not doing assigned duties may be suspended for one day.
7. Insubordination with Instructors or Staff is not tolerated. Students may be dismissed and may be suspended for one week, or expelled.
8. A student refusing to do clients may be dismissed and may be suspended for one week, or expelled.



9. Student hours are recorded in clock hours. Credit for all hours of attendance are given to the student through a computerized facial recognition time clock. No hours are rounded and no time is added or deducted. Part-time students are to clock two (2) times a day
1. They are to clock in when they arrive in the morning
  2. They are to clock out when they leave at the end of their shift.

Full-time students are to clock four (4) times a day

1. They are to clock in when they arrive in the morning.
2. They are to clock out when they go to lunch.
3. They are to clock in when they return from their lunch.
4. They are to clock out at the end of their shift.

Students who fail to clock in and out on the time clock during their day will not receive hours.

Any student who may seek to dispute the hours for which they feel they have not been given credit must provide documentation to prove their attendance. This would include service tickets.

10. Any loss of time due to disciplinary action by the school will be classified as an un-excused absence.
11. Students who miss the scheduled day before or the scheduled return day after a holiday may be suspended for one day unless they have an excuse from physician, death in the immediate family or court (must bring documentation).

### **LEAVE OF ABSENCE POLICY**

1. To receive a Leave of Absence a student must fill out, give the reason for and sign a Student Leave of Absence Request Form. This form must be completed, approved BEFORE the leave is taken and signed by all parties before the leave is granted. If the Leave is DENIED the student must abide by the LOSS OF TIME POLICY. However if unforeseen circumstances (for example: emergency surgery or auto accident) prevent the student from doing so before the leave is taken the institution must document the reasons for this decision and collect the request from the student at a later date. For approved leaves with unforeseen circumstances, the beginning date of the approved leave of absence would be determined by the institution to be the first date the student was unable to attend the institution. HOWEVER ALL DOCUMENTATION MUST BE PRESENTED WITHIN THREE (3) DAYS OF THE STUDENT'S RETURN TO SCHOOL.
2. A regular Leave of Absence from the Staunton School of Cosmetology will not be given to any student until after the first five (5) weeks of training have been completed.
3. One (1) Leave of Absence will be given within a 1000 clock hour program. The number of days cannot be divided. The reasons for leave of absence are:
  - a. accident
  - b. acute or critical illness
  - c. hospitalization
  - d. homelessness

In an extreme, approved and documented circumstance a leave of absence may be granted or extended. Leaves cannot exceed 180 days in one (1) year.

4. A Leave of Absence will be given to a student who made Pre-Arrangements for a Leave before signing the contract. A copy of the Pre-Arranged Leave will be put in the student's file.
5. A Leave of Absence will extend the student's contract period and maximum time frame by the number of days in the leave. An addendum to the enrollment agreement must be signed by all parties and initialed.
6. During the student's leave the institution may not assess the student any additional institution charges as a result of the Leave of Absence.
7. While a student is on leave of absence, they are not considered to have withdrawn and no refund calculation is required at that time.
8. For students who do not return from an approved Leave of Absence (or a student takes an unapproved Leave of Absence), the student's withdrawal date is the student's last day of attendance. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

## STAUNTON SCHOOL OF COSMETOLOGY STUDENT PROFESSIONAL DRESS CODE

Trendsetting is set by the hairstylist in both the hair trends and fashion trends in the cosmetology industry. In choosing the clothing that you will be wearing, Staunton School of Cosmetology wants you (the student) to be professional, stylish and creative. This includes not only your clothing but your hairstyle also.

### **Students must wear name badges.**

Dress code is a requirement by the school. If you are out of dress code, you will be asked to clock out and clock back in when you return in proper dress code.

ACCEPTABLE
Solid black scrub pant
Solid black scrub shirts
SSOC Endorsed Logo Wear
Shirts worn under scrubs must be ALL black
Footwear ( <u>must be closed-toe and all black only</u> )
Hair properly styled <u>BEFORE ARRIVAL</u>
Make-up aptly applied <u>BEFORE ARRIVAL</u>
Shirts must have sleeves and must cover midriff
Student Name Tags
Solid black socks

**SATISFACTORY ACADEMIC PROGRESS POLICY**  
**FOR ALL STUDENTS AT THE**  
**STAUNTON SCHOOL OF COSMETOLOGY**

The Satisfactory Academic Policy is consistently applied to all students enrolled at the school. 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 States Department of Education.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress at the conclusion of each evaluation period. Staunton School of Cosmetology has two Academic Award years. The first Academic award year is for 900 clock hours and the second Academic award year is for 100 clock hours. Evaluations are done as follows:

**Full Time Cosmetology:**

450 Actual Clock Hours or 14 Weeks  
900 Actual Clock Hours or 28 Weeks  
1000 Actual Clock Hours or 31 Weeks

**Part-Time Cosmetology:**

450 Actual Clock Hours or 20 Weeks  
900 Actual Clock Hours or 40 Weeks  
1000 Actual Clock Hours or 45 Weeks

Actual hours are used for evaluations to 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.

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academic and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted unless the student is on warning.

**WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress while during the warning period. The student will be handed in writing on the actions required to attain satisfactory progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV funds. Payment arrangements must be made in order to remain in school. The school does not have an appeals process.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period, to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

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

<i><b>COURSE</b></i>	<i><b>MAXIMUM TIME ALLOWED</b></i>	
	<i><b>WEEKS</b></i>	<i><b>SCHEDULED HOURS</b></i>
Cosmetology (Full-time, 32.5 hrs/wk) 1000 Hours	46.16	1500
Cosmetology (Part-time, 22.5 hrs/wk) 1000 Hours	66.67	1500

### **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests and incomplete assignments during regularly scheduled hours. Numerical grades are considered according to the following scale:

### **GRADING PROCEDURES**

93 - 100	A	Excellent
85 - 92	B	Good
75 - 84	C	Satisfactory
00 – 74	D	Needs Improvement: Does not meet standards.

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academic and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will be handed a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted unless the student is on warning.

### **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards if the institution has no such items or policies.

### **NONCREDIT AND REMEDIAL COURSES**

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

### **TRANSFER HOURS**

Students that are transferring to Staunton School of Cosmetology will be placed at the level of learning based upon their learning of knowledge and skills from previous training. Students will only be awarded credit for prior training in a school based on transcript from previous school attended. They will only be awarded hours earned towards the topic obtained from prior training. Students will only be awarded the required hours towards a topic in the curriculum from Staunton School of Cosmetology. Students will be required to pass a competency exam at Staunton School of Cosmetology that covers all of the topics within our program prior to awarding any credit. The hours earned at the originating school must have been earned no more than three (3) years prior to enrolling in the new school.

If the student is transferring from Staunton School of Cosmetology to another school, it is up to the receiving school whether they will accept our hours and transcript.

### **18VAC41-20-220 PRACTICAL PERFORMANCE REQUIREMENTS**

Shampooing, rinsing and scalp treatments for all hair types including textured hair	20
Hairstyling for all hair types including textured hair	60
Haircutting for all hair types including textured hair	60
Permanent waving-chemical relaxing for all hair types including textured hair	60
Hair coloring & bleaching for all hair types including textured hair	65
Wigs, hair pieces & related theory	10
Manicuring & pedicuring	15 procedures
Individual sculptured nails & nail tips	30
Lashes & Brows	20
Skin care	15
Hair removal	10
<b>TOTAL</b>	<b>365</b>

## **STAUNTON SCHOOL OF COSMETOLOGY**

### **INTERNAL COMPLAINT PROCESS**

Students who have complaints or problems within the school may file them in the following order:

1. Student may speak with his/her instructor.
2. If student feels this was not sufficient, he/she may ask to speak with the Assistant Director of Education.
3. If the student still feels this was not sufficient, he/she may request a meeting with the school Director.

A student, teacher or interested party should follow this process and as a last resort may contact council staff to file a complaint about the School. It must be in writing to the Director. The complaint should outline the allegations or nature of the complaint. A school representative will meet with the complainant within ten (10) days of receipt of the written complaint. In writing, the school will document the meeting between the Director and the complainant and will provide the complainant a Xeroxed copy of this written record at the time of the meeting.

If after careful evaluation the problem cannot be resolved through discussion between the complainant and the Director, the complaint will be referred to the school's Complaint Committee comprised of the Director, an Instructor, and either a Student Representative, the Financial Aid Officer or an interested member of the public. If called upon, the Complaint Committee will meet within twenty-one (21) calendar days of receipt of the complaint to review the allegations. If more information from the complainant is needed, a letter should be written by the complainant to the Complaint Committee outlining the additional information. After receiving and reviewing all pertinent information, the Complaint Committee will act on the allegations and send a letter to the complainant within fifteen (15) calendar days after the meeting stating the steps taken to correct the problem or listing facts to prove that the allegations were not warranted.

Staunton School of Cosmetology ensures that students are not subject to adverse action or treatment by any school officials as a result of the initiation of a complaint. The school will maintain written records of all complaints filed through two (2) complete accreditation cycles.

The complainant is REQUIRED to try to solve the problem through the school's Internal Complaint Process. If, after exhausting this process, the complainant wishes to pursue the complaint further, an appeal may be made by the complainant to the State Council of Higher Education for Virginia or the school's accrediting agency by writing to the addresses below for a complaint form.

**State Council of Higher Education for Virginia**  
Private & Out-of-State Postsecondary Education  
101 N. 14<sup>th</sup> Street, 10<sup>th</sup> Floor  
James Monroe Building  
Richmond, VA 23219

**National Accrediting  
Commission of Career  
Arts & Science**  
3015 Colvin Avenue  
Alexandria, VA 22314

## **EVACUATION & FIRE DRILL PROCEDURES**

In the event of fire, notify either your immediate instructor or a staff member. Remain calm and exit the building according to the following routes:

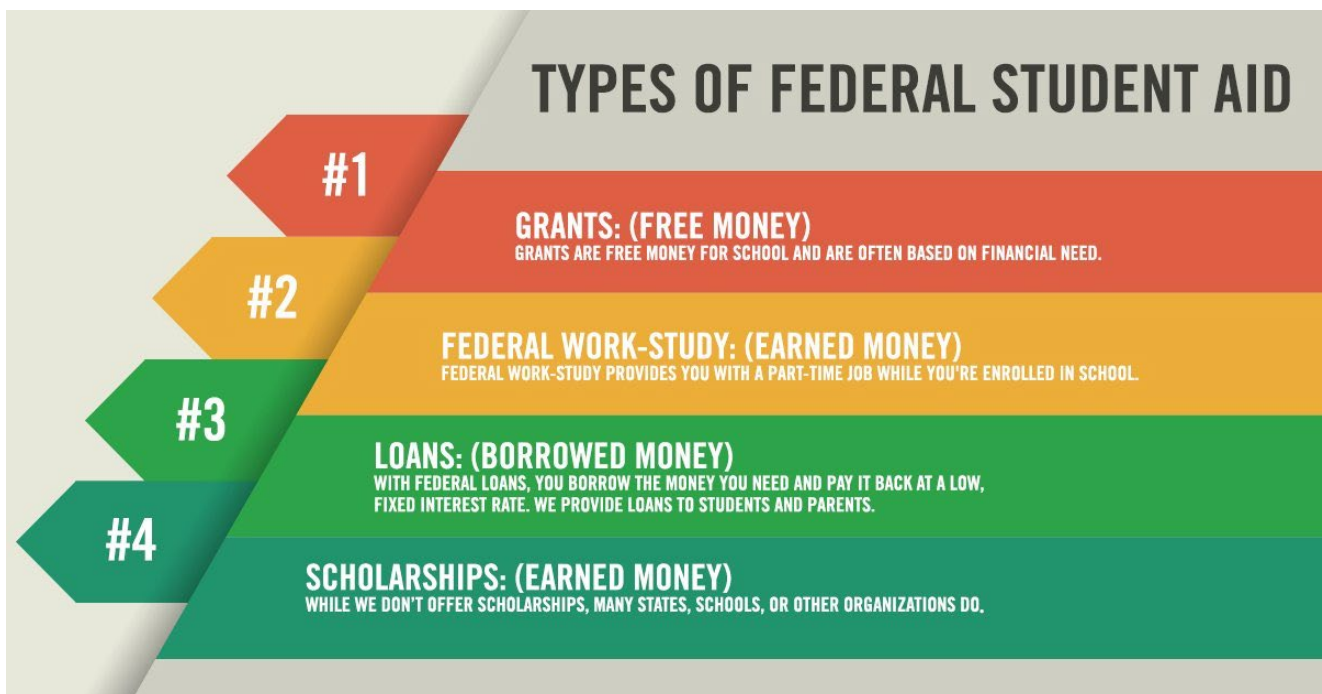
1.     **UPSTAIRS CLASSROOMS**  
Exit down the steps and out the center doors onto the street or exit through the main offices and down the back steps.
2.     **BACK CLINIC ROOM**  
Exit out the back door.
3.     **SHAMPOO ROOM OR DISPENSARY**  
Exit out the door in that room or through the front center doors onto the street.
4.     **FRONT CLINIC ROOM**  
Exit out the door in that room or through the front center doors onto the street.
5.     **SPA ROOM OR FRONT LOBBY**  
Exit out the back door in the spa room or out the front door onto the street.
6.     **STUDENT LOUNGE**  
Exit up the stairs and out the center doors onto the street or through the louvered door beside the sink and out two more doors into the back alley. This exit is for **EMERGENCY USE ONLY!!!!**

If you have a patron at the time of an emergency, please help them exit safely!

Try to remain calm for your own safety as well as the safety of others.

# Staunton School of Cosmetology

## Financial Aid





## Staunton School of Cosmetology Cost of Attendance

	Hours 1-450	Hours 450-900	Hours 900-1000	Totals
Tuition	\$6,075.00	\$6,075.00	\$1,350.00	\$13,500.00
Admissions Fee	\$100.00			\$ 100.00
Kit & Books	\$1,200.00			\$1,200.00
Parking & State Board Fees	\$675.00			\$ 675.00
Supplies	\$1,200.00			\$1,200.00
Totals	\$9,250.00	\$6,075.00	\$1,350.00	\$16,675.00

**\*\*\*Cost of Attendance is subject to change due to increase in costs and tuition**

### FINANCIAL AID

The **Staunton School of Cosmetology** is nationally accredited by the **National Accrediting Commission of Career Arts and Sciences** and certified by **State Council of Higher Education for Virginia**.

**FINANCIAL AID FOR THOSE WHO QUALIFY** is offered through the following programs.

**Cash Payment:** Cash payments will be accepted upon enrollment by the student.

**Personal or Cashier Checks:** The school will only accept checks made out to the school. We will not accept third party checks.

**Credit or Debit Cards:** The school will allow a **maximum payment of \$200.00 per month** on a credit or debit card.

**PELL Grants:** PELL Grants are funds that do not have to be repaid. They are awarded based on financial need and the school completes applications. A copy of the anticipated financial aid is provided prior to enrollment.

**FSEOG Grants:** The Federal Supplemental Educational Opportunity Grant is available to a student who demonstrates exceptional financial need and is intended to supplement the PELL Grant. The school advises students as to the availability of these funds. Like the PELL Grant, FSEOG funds do not have to be repaid.

**Direct Loans:** Direct Loans are available to students who may or may not otherwise qualify for a grant. The school completes all applications and forwards them to the lenders.

**Monthly Payments:** The school offers a monthly payment plan for those desiring to make payments for their education.

**Institutional Scholarships:** Institutional scholarships are given only to those showing financial need.

The Financial Aid Department is highly qualified, experienced and knowledgeable in Federal and State Rules and Regulations. The school offers the best Financial Aid Package for the prospective student.

## **PELL GRANTS**

The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain post-baccalaureate students to help with funding postsecondary education. A PELL Grant, unlike a loan, does not have to be repaid except under certain circumstances. These grants may be used at any participating member postsecondary institution. Grant amounts are based on: (a) the student's expected family contribution, (b) the cost of attendance (determined by the institution), (c) the student's enrollment status (full-time or part-time) and (d) the length the student attends for a full academic year or less.

Students may not receive Federal Pell Grants from more than one school at a time.

Financial need is controlled by the U. S. Department of Education using a standard formula, established by Congress. This financial need is determined by the student filling out the Free Application for Federal Student Aid (FAFSA). The information from this application along with the standard formula from the U. S. Department of Education then determines the family EFC (Expected Family Contribution).

The fundamental elements in this standard formula are: student's income (and resources if the student is independent), the parent's income and assets (if the student is dependent), the family's household size, and number of family members (excluding parents) also attending postsecondary institutions.

The EFC (Expected Family Contribution) is the sum of: (1) the percentage of net income remaining after subtracting allowance for basic living expenses and taxes and (2) a percentage of net assets that are remaining after subtracting an asset protection allowance. Different rates and allowances are used for dependent students, independent student without dependents and independent students with dependents.

After filing a FAFSA, the student receives a Student Aid Report (SAR) or the institution receives an Institutional Student Information Record (ISIR) which notifies the student if he or she is eligible for a Federal Pell Grant and provides the student's EFC.

Federal Pell Grants are grants awarded through participating institutions to students with financial need who have not received their first bachelor's degree or who enrolled in certain post-baccalaureate programs that lead to teacher certification or licensure. Participating institutions either credit the Federal Pell Grant funds to the student's school account, pay the student directly (usually by check) or combine these methods. Students must be paid at least once per term (semester, trimester or quarter) and/or schools that do not use these formally defined terms must pay the student at least twice per academic year.

## **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

The FSEOG Program provides need-based grants to help low-income undergraduate students finance the costs of postsecondary education. When making FSEOG awards, the institution must give priority to those students with "exceptional need" (those with the lowest Expected Family Contributions, or EFCs, at the institution) and those who are also Federal Pell Grant recipients

A participating institution applies each year for an FSEOG allocation by submitting a Fiscal Operations Report and Application to Participate (FISAP) to the U.S. Department of Education. Using a statutory formula, the Department allocates funds based on the institution's previous funding level and the aggregate need of eligible students in attendance in the prior year. Institutions must contribute 25 percent of the award amounts.

Students must file a *Free Application for Federal Student Aid (FAFSA)* as part of the application process for an FSEOG.

## **WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM**

A loan is money you borrow for your education and you must pay back with interest.

If you decide to take out a loan, make sure you understand who is making the loan and the terms and conditions of the loan. Student loans come from many organizations. They can come from private sources such as a bank or financial institution, from other organizations and from the federal government. Loans made by the federal government are called federal student loans. They usually have more benefits than loans from banks or private sources.

Federal student loans offer many benefits compared to other options you may consider when paying for your education.

The William D. Ford Federal Direct Loan Program is the federal government's federal student loan program. The U. S. Department of Education is the Lender for this program. There are four (4) types of Direct Loans that are available to the student.

- **Direct Subsidized Loans** are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.
- **Direct Unsubsidized Loans** are loans made to eligible undergraduate, graduate and professional students but eligibility is not based on financial need.
- **Direct PLUS Loans** are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an ***adverse credit history*** must meet additional requirements to qualify.
- **Direct Consolidation Loans** allow you to combine all of your eligible federal student loans into a single loan with a single ***loan servicer***.

Some of the advantages to Federal Student Loans compared to other options the student may consider when paying for college are:

- The interest rate on federal student loans is fixed and usually lower than that on private loans and much lower than that on a credit card.
- You don't need a credit check or cosigner to get most federal loans.
- You don't have to begin repaying your federal student loans until after you leave college or drop below half-time.
- If you establish financial need, the government pays the interest on some loan types while you are in school and during some periods after school.
- Federal student loans offer flexible repayment plans and different options to postpone your loan payments if the student is having trouble making his/her payments.

- If you work in certain jobs, you may be eligible to have a portion of your federal student loans forgiven if you meet certain stipulations.

Before you take out a student loan think about the amount of your loans and how they will affect your finances and how much you can afford to repay.

When applying for a student loan you must complete a Free Application for Federal Student Aid (FAFSA). Based on the results of the FAFSA form, your college or career school will send you a financial aid offer that may also include federal student loans. Before you receive your loan funds, you will be required to complete **entrance counseling** and sign a **Master Promissory Note**, agreeing to the terms of the loan. The financial aid office of the school you planning to attend will provide you with details regarding the process at your school.

***When taking out a student loan it is important to understand that a loan is a legal obligation that makes you responsible for repaying the amount you borrow plus the interest.***

## **VERIFICATION**

Sometimes after submitting the Free Application for Federal Student Aid (FAFSA) you may be asked for a verification. This means the financial aid administrator will ask the applicant to supply copies of documentation, such as income tax returns, W-2 statements and 1099 forms to verify the data that was submitted on the FAFSA.

Verification is intended to improve the accuracy of the information submitted on the FAFSA. The financial aid administrator has the right to ask for any documentation they feel is necessary to complete the verification. If the student or family refuses to supply this document the school is prohibited from disbursing federal aid to the student. The verification process must be complete before any federal student aid is disbursed.

The data elements selected for verification may depend on different elements, such as; dependency status, household size, number in college, receipt of food stamps, child support paid, adjusted gross income, taxes paid and several untaxed income items(untaxed IRA, untaxed pensions, education credits, IRA deductions and tax exempt interest).

## **PROFESSIONAL JUDGEMENT POLICIES**

Professional Judgement is the authority granted to the amended Higher Education Act of 1965 which provides the authority for the financial aid administrator to exercise discretion in some areas when a student has experienced special or unusual circumstances. Professional judgment decisions must be made on a case-by-case basis. This is done by examining the rare or unusual circumstances of the student. All professional judgement applies to all Title IV programs as well as to data element changes.

Unusual Circumstances refer to the conditions that justify a financial aid administrator to adjust a student's dependency status on an exceptional situation which is more commonly referred to as a dependency override.

Some students may have both a special and an unusual circumstance. The financial aid administrator may adjust each student's situation appropriately with the correct documentation.

The FAFSA Simplification Act distinguishes between different categories of professional judgment by amending section 479A of the HEA.

These special circumstances refer to financial situations that justify the financial aid administrator to adjust the

data elements in the Cost of Attendance and the Student Aid Index.

## **MONTHLY PAYMENTS**

Staunton School of Cosmetology provides a monthly payment plan for students to pay for their education. This plan charges a one time interest rate and gives the student or parents the availability to pay monthly. The student or parent must sign a contract agreeing to the total amount and the monthly payment amount. Payments on this plan are due on the first day of attendance for the student and each following payment is due in advance. The financial aid office will explain the amount and the terms that are expected before the student or parent signs the contract.

## **ADDITIONAL CHARGES**

It is not realistic to expect to receive an education for free. The student signs a written contract giving them their start date and their end date. A space, equipment and licensed instructors will then be reserved for that student during the course/program. When the student goes beyond their contract end date this is called OVERTIME or OVER THE CONTRACT FEES. If the student does not graduate within the contract period, they will be billed for the additional training. A grace period of 6% has been added to calculate the completion date for each program. If the student does not complete the course within the contracted period a fee of \$10.00 per hour will be charged for their additional training until they graduate. It will be the responsibility of the student to pay these charges. The student must make arrangements with the Admissions Office to pay these charges.

Students transferring to another school will be charged a \$10.00 transcript fee.

## **REFUND AND CANCELLATION POLICY**

1. All refund calculations are based on scheduled hours.
2. An applicant not accepted by the School will be entitled to a refund of all monies paid.
3. A student (or parent/guardian of a dependent minor, if the student is under 18 years of age) may cancel the Enrollment Contract (IN WRITING) within three (3) business days of signing the contract regardless of whether the student has actually started training. All monies collected by the School shall be refunded.
4. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school.
5. Clock hours for students are monitored by the school weekly and at the end of every 30 days when they are given progress reports. If at any time a student is found to miss fourteen (14) calendar days (including weekends & holidays) after their last day of attendance, they will be terminated and the student's last day of attendance will be used as the drop date. All refunds are calculated based on the student's last day of attendance.
6. If the School is permanently closed and will no longer offer instruction after the Student has enrolled, the school will promptly notify the State Council of Higher Education of Virginia and participate in a Teach Our Agreement.

7. All refunds due the Student or Federal Assistance programs will be made within 45 days. A school must offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew.
8. Students who do not return at the expiration of an approved Leave of Absence, the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution he/she will not be returning.
9. The official cancellation or withdrawal date will be determined by the postmark on written notification or the date the information was delivered to the school in person.
10. Fees and supplies used by the Student are prorated.
11. No diploma will be awarded and no official transcript will be given unless the total charge for tuition is paid in full.
12. The School will not be held liable for any lost or stolen items. Students will have no claim on items left in the school thirty (30) days from the last date of attendance.
13. For students who drop out after beginning classes, Title IV and Institutional Refund calculations are used.

### **STATE OF VIRGINIA REFUND CALCULATION**

Tuition refunds will be determined as follows:

Proportion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

### **REFUND POLICY & RETURN OF TITLE IV FUNDS**

*The return of Title IV funds as prescribed in Section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty-percent (60) of the payment period.*

For students who enroll and begin classes, the following applies.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial Aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid  
*The formula in brief is as follows:*

1. The student's last day of attendance will be the official date of withdrawal and this will be used to determine the percentage of time for the payment period.
2. The institution will determine the number of days completed up to the withdrawal date.
3. The number of days completed up to the withdrawal date is then divided by the total days in the payment period. This percentage is also the percentage of earned aid.
4. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula. Aid to be returned (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.
5. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.
6. If the R2T4 shows a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 14 days of the student's withdrawal.
7. The institution must return the amount of Title IV funds for which it is responsible no later than 14 days after the date of the determination of the date of the student's withdrawal.
8. No equipment will be released, no credit will be transferred and no credit given unless the total charge for tuition is paid in full. The equipment will remain as property of the school until tuition is paid.
9. Students wishing to transfer to another school will be charged a transcript fee of \$10.00.
10. The School will not be held liable for any lost or stolen items. Students will have no claim on items left in the school thirty (30) days from the last date of attendance.
11. Students who do not return at the expiration of an approved Leave of Absence, the date the student BEGAN the leave will be the withdrawal date.

Refunds are allocated in the following order:

- a. Unsubsidized Federal Stafford Loans
- b. Subsidized Federal Stafford Loans
- c. Unsubsidized Direct Stafford Loans (other than PLUS loans)
- d. Subsidized Direct Stafford Loans
- e. Federal Perkins Loans
- f. Federal Parents (PLUS) Loans
- g. Direct PLUS Loans
- h. Federal PELL Grants for which a Return of funds is required
- i. Federal Supplemental Opportunity Grants for which a Return of funds is required
- j. Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in School. However, students who do not return from a leave of absence, the day the student's leave began will be the documented date of withdrawal.

# ORGANIZATIONS





## **STATE CERTIFICATION**

State Council of Higher Education of Virginia  
Private and Out-of-State Postsecondary Education  
101 N. 14<sup>th</sup> Street, 9<sup>th</sup> Floor  
James Monroe Building  
Richmond, VA 23219



State Council of  
Higher Education for Virginia

## **ACCREDITATION**

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



## **LICENSING**

Virginia Department of Professional  
And Occupational Regulation  
Virginia Cosmetology Board  
3600 W. Broad Street  
Richmond, VA 23230  
(804) 367 8500