

# 2017 START DATES & SCHEDULES ADVANCED MANICURING



The Spa School  
5050 N. High Street  
Columbus, Ohio 43214

Ohio State School of Cosmetology\*  
789 Hebron Road, Suite J  
Heath, OH 43056

## DAYTIME CLASSES:

|             |
|-------------|
| January 23  |
| March 6     |
| April 24    |
| June 5      |
| August 14   |
| October 9   |
| November 27 |

## DAYTIME CLASSES:

|              |
|--------------|
| April 4      |
| September 12 |

## EVENING CLASSES:

(Spa School location)

|            |
|------------|
| March 21   |
| July 18    |
| October 17 |

**"Junior" Classroom Theory** — All students begin their training in a classroom environment that is dedicated to orientation and manicuring theory. This "junior" theory training is offered on one of the following schedules:

**Daytime** — Students complete initial classroom "junior" theory training in 1 week on the following schedule:

| Monday      | Tuesday     | Wednesday   | Thursday    | Friday      |
|-------------|-------------|-------------|-------------|-------------|
| 9:00 – 2:30 | 9:00 – 2:30 | 9:00 – 2:30 | 9:00 – 2:30 | 9:00 – 2:30 |

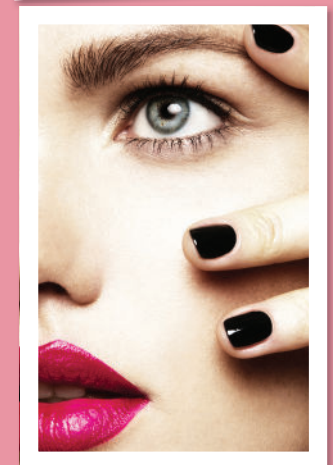
\*Students who begin at the Heath location complete their "junior" theory training in 1 week on the following schedule:

| Monday | Tuesday     | Wednesday   | Thursday    | Friday      |
|--------|-------------|-------------|-------------|-------------|
| OFF    | 9:00 – 4:00 | 9:00 – 4:00 | 9:00 – 4:00 | 9:00 – 4:00 |

**Evening** — Students complete initial classroom "junior" theory training in 2 weeks on the following schedule:

| Monday | Tuesday     | Wednesday | Thursday    | Friday | Saturday    |
|--------|-------------|-----------|-------------|--------|-------------|
| OFF    | 6 pm – 9 pm | OFF       | 6 pm – 9 pm | OFF    | 8:30 – 5:00 |

See reverse side for senior schedule options.





Manicuring

2017

# START DATES & SCHEDULES

## Manicuring, continued

Please check mark and initial next to preferred schedule. Check only one.

Upon completion of "junior" theory training, students are promoted to a senior status and begin practicing services with customers in the school clinic. Options for senior clinic schedules at **THE SPA SCHOOL** are as follows:

\_\_\_\_\_  
(initial)

**Full Time I**

Tuesday through Saturday = Five days per week/39 hours per week. Includes Wednesday 9-5 (required); two days 9-6; one day 12-9 and Saturdays 8:30-5.

\_\_\_\_\_  
(initial)

**Full Time II**

Tuesday through Saturday = Four days per week/29 hours per week. Includes Wednesday 9-5 (required); one day 11-6; one day 12-9 and Saturday 8:30-5. One scheduled day off mid-week.

\_\_\_\_\_  
(initial)

**Full Time III**

Tuesday through Friday = Four days per week/25 hours per week. Includes Wednesday 9-5 (required); one day 12-9 and two days 12:30-6.

\_\_\_\_\_  
(initial)

**Full Time IV**

Tuesday through Friday = Four days per week/25 hours per week. Includes Wednesday 9-5 (required); two days 9-2:30 and one day 12-9.

\_\_\_\_\_  
(initial)

**Modular**

Tuesday through Friday = Four days per week/22 hours per week. Includes Tuesday, Thursday & Friday 9-2:30 and Wednesday 9-5 (required)

\_\_\_\_\_  
(initial)

**Evening**

Tuesday, Wednesday\* and Thursday evenings 6-9 and Saturday 8:30-5/17 hours per week. \*Wednesday evening senior class (required)

**OPTIONS FOR SENIOR CLINIC SCHEDULES AT THE HEATH SCHOOL ARE AS FOLLOWS:**

\_\_\_\_\_  
(initial)

**Full Time I**

Tuesday through Saturday = Five days per week/39 hours per week. Includes Friday 9-5 (required); two days 9-6; one day 12-9 and Saturdays 8:30-5.

\_\_\_\_\_  
(initial)

**Full Time II**

Tuesday through Saturday = Four days per week/29 hours per week. Includes Friday 9-5 (required); one day 11-6; one day 12-9 and Saturday 8:30-5. One scheduled day off mid-week.

\_\_\_\_\_  
(initial)

**Full Time III**

Tuesday through Friday = Four days per week/25 hours per week. Includes Friday 9-5 (required); one day 12-9 and two days 12:30-6.

\_\_\_\_\_  
(initial)

**Full Time IV**

Tuesday through Friday = Four days per week/25 hours per week. Includes Friday 9-5 (required); two days 9-2:30 and one day 12-9.

\_\_\_\_\_  
(initial)

**Modular**

Tuesday through Friday = Four days per week/22 hours per week. Includes Tuesday, Wednesday & Thursday 9-2:30 and Friday 9-5 (required)



# DRESS CODE — FEMALE

**Beginning on the first day of class and for the remainder of the training program students must comply with the following dress code:**

While the school recognizes alternative lifestyles which may include dress not considered conventional, our dress code must reflect the more conservative tastes of the general public, who provide vital experience for our students and help defray the cost of education. For this reason, jewelry, makeup and nail adornment must reflect sexual assignment.

**UNIFORM TOPS/LOGO SHIRTS** – One uniform logo shirt will be issued at the time of enrollment and should be worn by the student on the first day of class. An additional uniform logo shirt will be issued on the first day of class. It is the responsibility of the student to keep shirts clean, pressed and in good repair. Stained, altered, torn or wrinkled shirts are not permitted and must be replaced. A conservative top with sleeves may be worn under the school issued logo shirt and must be of a design that complements the uniform appearance. Tops may have a  $\frac{3}{4}$  length or long sleeve which can be pushed up. Tops may consist of a turtleneck, knit shirt or sweater. Shirts worn under the uniform shirt may not exceed more than three inches below the logo shirt. Denim, velvet, leather, crop tops, halter tops, hooded shirt/sweatshirts, shirts with pictures, logos or writing are NOT permitted. Garments must not pose a safety hazard or interfere with service to the client.

**UNIFORM BOTTOMS** – Washable (as required by law) bottoms must consist of solid black dress-style pants or a solid black skirt of acceptable length. For safety reasons, garments may not drag the floor.

**NAME TAGS** – School issued name tags are required to be worn daily on the official school lanyard with the proper level and proper student name indicated. Lost name tags must be replaced immediately.

**FOOTWEAR** – Soft-soled shoes or boots are required. Footwear must coordinate the look of the uniform and must be clean and in good repair. For safety reasons, hard-soled footwear, clogs, open-toe, sandals, slippers, heels that exceed 1" or footwear that compromises balance are not permitted. Conservative boots may be worn provided they are not higher than just below the knee. Pants may be tucked into boots. All footwear is required to be completely zipped, buckled or tied.

**HOSE-SOCKS-LINGERIE** – Hose and socks are optional, however, run, tears, or holes in hose, tights or leggings are not permitted and must be replaced immediately. Appropriate lingerie, including a bra, is required.

**ADORNMENTS** – Neck scarves, hair scarves, earrings, jewelry and other accessories are permitted as long as they coordinate with and enhance the uniform design and appearance. Hair scarves may not be used as a "hat" to cover the hair. Hats, turbans or other hair coverings are not to be worn. Accessories should not call undue attention to the student's appearance, pose a safety hazard or interfere with service to the client. Sunglasses, shaded prescription sunglasses or any item that restricts vision is not permitted.

**GENERAL** – Students must report to school with dry, groomed and neatly styled hair. Medium and long length hair must be styled to not interfere with ability to perform services or pose a safety hazard. Wigs and/or hairpieces may be worn and must comply with all rules regarding hair. Although a certain amount of make-up is advisable, make-up must appear natural and be appropriate for daytime wear. Nails should be properly manicured and kept to a workable length.



# DRESS CODE — MALE

**Beginning on the first day of class and for the remainder of the training program students must comply with the following dress code:**

While the school recognizes alternative lifestyles which may include dress not considered conventional, our dress code must reflect the more conservative tastes of the general public, who provide vital experience for our students and help defray the cost of education. For this reason, jewelry, makeup and nail adornment must reflect sexual assignment.

**UNIFORM TOPS/LOGO SHIRTS** – an approved Salon Schools Group logo shirt is required to be worn daily and will be given to new students on the first day of school. Shirts must remain clean, pressed and in good repair. Stained, altered, torn or wrinkled shirts are not permitted and must be replaced. A conservative top with sleeves may be worn under the school issued logo shirt and must be of a design that complements the uniform appearance. Tops may have a  $\frac{3}{4}$  length or long sleeve which can be pushed up. Tops may consist of a turtleneck, knit shirt or sweater. Shirts worn under the uniform shirt may not exceed more than three inches below the logo shirt. Denim, velvet, leather, crop tops, halter tops, hooded shirt/sweatshirts, shirts with pictures, logos or writing are NOT permitted. Garments must not pose a safety hazard or interfere with service to the client.

**UNIFORM BOTTOMS** – Washable (as required by law) uniform bottom must be solid black, full length, dress style pant, which are clean and freshly pressed.

**NAME TAGS** – School issued name tags are required to be worn daily on the official school lanyard with the proper level and proper student name indicated. Lost name tags must be replaced immediately.

**FOOTWEAR** – Soft-soled shoes, boots or shoe-boots are required and must be clean and in good repair. Footwear must be conservative, fashionable and coordinate with the look of the uniform. For safety reasons, hard-soled footwear, clogs, open-toe, sandals, slippers, heels that exceed 1" or footwear that compromises balance are not permitted. All footwear is required to be completely zipped, buckled or tied.

**ADORNMENTS** – Hats, turbans or other hair coverings are not to be worn. Accessories should not call undue attention to the student's appearance, pose a safety hazard or interfere with service to the client. Sunglasses, shaded prescription sunglasses or any item that restricts vision is not permitted.

**GENERAL** – Students must report to school with dry, groomed and neatly styled hair. Medium and long length hair must be styled to not interfere with ability to perform services or pose a safety hazard. Beards or moustaches worn by students before they start school may be kept as long as they are always neatly trimmed. Beards or moustaches may be started and must be "shaved to line" to prevent an unshaven appearance. Otherwise, male students must shave daily.

# "TO-DO" LIST



Manicuring

Dear \_\_\_\_\_:

In order to complete your application and determine acceptance into our program, it is necessary for you to provide us with the following "checked" documentation:

- \$100 Registration Fee (Cash, Check, Debit, VISA, MasterCard or Discover)
- Signed Enrollment Agreement (Be sure to keep the "student copy" for your records)
- Educational Record    Diploma or final transcripts;    G.E.D.
- Driver's license or State I.D. or U.S. Passport or Birth Certificate
- Copy of current professional license    Esthetics

Other \_\_\_\_\_  
 \_\_\_\_\_

|  |  |
|--|--|
| 1. Salon Schools Group, Financial Aid & Admissions Office            | 1720 E. Broad Street<br>Columbus, OH 43203     |
| 2. Nationwide Beauty Academy   | 5300 WestPointe Plaza<br>Columbus, OH 43228    |
| 3. OSSC — Canal Winchester Location & The Hair Experts Barber School | 6077 Gender Road<br>Canal Winchester, OH 43110 |
| 4. The Spa School  | 5050 N. High Street<br>Columbus, OH 43214      |
| 5. OSSC — Heath Location   | 789 Hebron Road, Suite J<br>Hebron, OH 43056   |

