



Ohio State School of Cosmetology (Salon Schools Group)  
The Spa School (Salon Schools Group)

# Catalog

## JANUARY 2024

### ADMINISTRATIVE OFFICE

6055 Gender Road  
Canal Winchester, Ohio 43110  
(614) 252-5252

### Ohio State School of Cosmetology (Salon Schools Group)

6077 Gender Road  
Canal Winchester, OH 43110  
(614) 834-2795

789 Hebron Road Suite J  
Heath, OH 43056  
(740) 788-8045

789 Hebron Road Suite C  
Heath, OH 43056  
(Additional Classroom Space)

137 E. Center Street  
Marion, Ohio 43302  
(740) 387-5830

### The Spa School (Salon Schools Group)

5050 North High Street  
Columbus, Ohio 43214  
(614) 888-0790

## Table of Contents

Section	Page Number
Accreditation	1
Academic Policy	42-44
Additional Expenses	5, 10
Administrative Waiver	12
Admissions Requirements / Policy	2-3
Administrative Staff / Faculty	49
Attendance	7, 45-46
Campus Security Act	13-17
Changes in Program	44
Consumer Information	13-17
Course Incompletes	44
Course Outlines	21-41
Credit Balance Policy	10-11
Credit for Previous Training	3-4
Dismissal Policy	6
Educational Objectives	1-2
Employment Requirements	18
Financial Aid	5-6
Federal Title IV Information	11-12
General Facilities and Equipment	5
General Information	1
Graduation Requirements	6
Grievance and Complaint Procedure	9
History	1
Housing	12
How to Make Application	3
Interruptions	44
Job Placement	18
Leave of Absence Policy	8
Licensing / School Eligibility	1
Make-Up Work Policy	8
Maximum Time Frame	42
Mission Statement	1
Multiple Program Enrollment	44
Non-Discrimination Policy	4
Opportunity	1
Outcome Information	18-20
Philosophy	1
Privacy Rights / Student Access Policy	8-9
Professional Information Safety, Compensation	18
Reentry Policy	4
Refund Policy	9-10
Refund of Title IV Funds Timeline	12
Repetitions / No-Credit Remedial Courses	44
Rules and Regulations	6-7
Satisfactory Academic Progress Policy	42-45
School Calendar (Closures)	5, 51
School Locations	Cover
Scholarships	5-6
Schedules	12, 21, 25, 29, 32, 36 & 39
Student Conduct	6
Student Services	6
Start Dates	50-51
Tag Levels	47-48
Transcript Policy	4
Transfer Hours	45
Tuition Cost, Fees, Payments (All Listed by Course)	21, 25, 29, 32, 36 & 39
Verification of High School Diploma Procedure	3
Withdrawal / Discontinuances	44
Appendix: Rules of the School	52-60

## **MISSION STATEMENT**

*It is our goal to provide the theoretical education, practical training, attitude, modeling and counseling necessary to inspire and enable each student to satisfactorily complete their course of training, pass the required State examination and secure entry-level employment in a cosmetology related field. We also strive to provide, by example, the leadership and encouragement to motivate students to establish higher goals of achievement and, therefore, to advance beyond the basic requirements.*

## **GENERAL INFORMATION**

The purpose of this catalog is to help the prospective student make an informed choice regarding the training opportunities afforded by our Schools, and to make clear the responsibilities and obligations of both the School and the student.

All information contained herein pertains to all Schools and programs unless otherwise specifically indicated. Exceptions are clearly noted and are marked with an asterisk (\*).

The Schools listed on the cover page are all owned and operated by the Ohio State School of Cosmetology Corporation, Columbus, Ohio, DBA "Ohio State School of Cosmetology", "The Spa School" and "Salon Schools Group".

## **HISTORY**

The original school that was to become Ohio State School of Cosmetology began in 1935. Since that time, it has operated as a licensed cosmetology school without interruption. We take pride that our management has remained the same since April 1, 1968. Serving the central Ohio area, the school has always endeavored to maintain a tradition of quality and integrity in training for the professions of Cosmetology, Barber Styling, Esthetics, Manicuring and Spa services.

## **PHILOSOPHY**

To provide training that is complete, relevant and inspiring for careers that make people look and feel better is as noble an endeavor as is the work for which the training is intended.

## **OPPORTUNITY**

If you want to earn a good income, do something creative, have pride in your work, meet people and enjoy what you do, Cosmetology, Hair Design, Esthetics and Manicuring are each avenues of opportunity to a wide variety of fascinating positions - being a stylist in a salon is just one of many. Positions are available as traveling stylists, teachers, color specialists, makeup consultants, nail artists, skin care technicians, spa experts, precision hair- cutters, etc. - IF you have been trained in a school that offers the relevant education and experience necessary for you to compete.

We extend a cordial invitation to you to visit our schools and see our programs in action! You will note busy clinics where students get much practical experience. While book work and lectures are important, our experience has proven there is no substitute for actually performing the services on live models (clients), under close instructor supervision. This blend of training produces a graduate not only knowledgeable but also well-skilled to compete and succeed.

## **LICENSING**

Our Cosmetology schools are licensed by the Ohio State Cosmetology and Barber Board, 1929 Gateway Circle, Grove City, Ohio 43123 (614) 466-3834.

## **ACCREDITATION**

Our Schools are accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA, 22314 (703) 600-7600.

## **ELIGIBILITY**

Our Schools are each recognized by the Secretary of Education, United States Department of Education, Washington D.C. as Institutions of Higher Education, eligible to participate in Federal financial aid.

## **EDUCATIONAL OBJECTIVES**

The educational objectives of each course offered at our School are as follows:

1. To provide the requisite theoretical and practical training to enable the student to:

- A. Satisfactorily complete the course
  - B. Pass the required State exam
  - C. Obtain one of the following licenses:
    - i. Advanced Cosmetologist
    - ii. Cosmetologist
    - iii. Advanced Esthetician
    - iv. Hair Designer
    - v. Advanced Manicurist
    - vi. Manicurist
  - D. Secure entry-level employment
2. To provide the stimulus to encourage those students with higher goals to advance beyond the basics.

## **ADMISSION REQUIREMENTS**

The admissions criteria used to determine applicant acceptance into our school applies to all programs and courses offered by our schools. A personal interview is required of all applicants in order to determine interest, aptitude, financial need and the ability to benefit from our training. An applicant must demonstrate desire and interest, document financial stability, and provide assurance of the ability and intent to complete the course of study from class start to graduation, without interruption, to be accepted.

Further admissions requirements are:

1. An applicant must provide either:
  - (1) proof of valid high school education (high school diploma or high school transcript) showing high school completion; or
  - (2) a General Educational Development Certificate of High School Equivalence (GED); or
  - (3) an applicant who was home educated must provide us with the necessary documentation to support the validity of the diploma they receive from their parent/guardian in one of the following forms. (1) Certification signed by the superintendent of the school district in which the student was entitled to attend, which states the student and the parent have complied with state law regarding home instruction or (2) An official letter of excuse issued by the district superintendent for the student's final year of home instruction. An applicant who has graduated from a non-chartered nonpublic school in Ohio and who has successfully fulfilled that school's high school curriculum may be granted a high school diploma by the governing authority of that school. Any applicant who was home educated in a state outside of Ohio must provide us with the supporting documentation required by the state in which they were educated to determine the validity of said education. Contact the administrative office regarding official guidelines. Additionally, if in the opinion of the Admissions Representative a prospective student does not exhibit the skills, aptitude or language comprehension necessary to complete the course, the school may at its sole discretion require the prospective student to successfully complete a high-school level aptitude test in order to demonstrate the ability to benefit from the training.
2. An applicant who submits a foreign high school diploma must also provide us with notarized documentation from an approved outside agency that is qualified to translate documentations into English to confirm the academic equivalency to a U.S. high school diploma. A list of approved translation companies is available upon request.
3. An applicant must meet the State approved minimum age of licensee applicants. Approved forms of age documentation are birth certificate, driver's license, government-issued identification or passport.
4. An applicant must have a viable reason to pursue the course, demonstrate a reasonable knowledge of the nature of the work involved, have a reasonable plan for completing the course and the intent of pursuing employment within the profession.
5. An applicant must have the means to pay tuition, fees and related expenses and must show financial stability and resources to reasonably ensure that lack of finances will not prevent graduation.
6. An applicant must demonstrate housing and transportation stability including reasonable housing for the duration of the course, and dependable transportation to and from school.
7. Generally, the School will not enroll any person convicted of a felony, or of the illegal possession or sale of drugs.
8. The School will usually not enroll an individual with a history of attending more than 2 prior post-secondary schools, or of not completing more than 1 prior post-secondary program.
9. In mitigation of section 5 or 6, personal or professional references may be required of an applicant.
10. Transfer students may be accepted at the sole discretion of the school, and contingent upon certain written stipulations, on a case by case basis. Any student accepted for transfer will receive credit for no more than half of the hours of the program for which they are enrolling. The Advanced Cosmetology program will be up to 900 hours, the Cosmetology program up to 750 hours, the Hair Designer program up to 600 hours, the Advanced Esthetics program up to 375 hours. Due to the short length of the program, applicants will not be accepted into the Advanced Manicuring or Manicuring program with transfer hours. (NOTE: Academic hours will not be accepted from High School Career Tech

Schools.) A \$150.00 (money order or certified check) transfer fee must be submitted with the written request for transfer. The transfer fee is refundable should the student fail to meet general admissions requirements.

11. A student who withdrawals will be given consideration for reentry. Please refer to the reentry policy on page 3-4 of this document.

### **Procedure for Verification of High School Diploma**

#### **Ohio Diploma's**

If a diploma appears to be altered in any way, the individual will be required to obtain an Official Transcript through issuing school. If a diploma is issued from a school other than a public school district, such as a chartered or private school, the Information Retrieval Number (IRN) given by the DOE, will be added to the bottom of the diploma, to signify verification was completed. In cases where school is not listed, a request to DOE will be made to verify

#### **Home School Diploma's**

In accordance with Ohio Revised Code ORC 3313.6110: All home school diplomas are required to have attached Letters of Excuse from the individuals local school district superintendent office, for each year of high school that student was home schooled.

#### **Out of State Diploma's**

When an out of state diploma is presented, verification will be made through the issuing states DOE website. If school does not appear on website, then verification can be made by calling DOE. All schools must be recognized and accepted through state DOE.

#### **GED's**

All GED's must be issued through state DOE's.

#### **Online Schools/Diploma's**

Online schools must be recognized and accepted, by issuing states DOE website/call.

#### **Foreign High School Credential**

Individuals will be required to use a credential evaluation company to obtain an official evaluation report showing the foreign credentials are equivalent to a U.S. High School Diploma.

Professional evaluation is the only way that credentials from outside the USA can be submitted to the Ohio State School of Cosmetology.

A professional evaluation must be obtained from agencies holding current memberships with NACES (National Association of Credential Evaluation Services).

An official copy of the completed evaluations, along with documents that were evaluated, will need to be sent to Ohio State School of Cosmetology

#### **Other:**

In cases where a diploma can not be verified, individuals will be required to take state GED.

### **ENROLLMENT OF ABILITY TO BENEFIT STUDENTS**

The institution does not accept Ability to Benefit students.

### **ENROLLMENT UNDER A TRAINING AGREEMENT**

The institution does not accept enrollment of applicants under a training agreement with any government agency, school district, and/or other entity.

### **HOW TO MAKE APPLICATION**

Application for enrollment may be made by contacting our office of Admissions by letter or phone to schedule a personal interview at either the School or our Administrative Office.

### **CREDIT FOR PREVIOUS TRAINING**

Transfer students may be accepted at the sole discretion of the school on a case by case basis. Any student accepted

for transfer will receive credit for no more than half of the hours of the program for which they are enrolling with the exception of the Manicuring and Advanced Manicuring programs, which are not eligible for admission with transfer hours. A \$150.00 (money order or certified check) transfer fee must be submitted with the written request for transfer. The transfer fee is refundable should the student fail to meet general admissions requirements.

### **NON-DISCRIMINATION POLICY**

Ohio State School of Cosmetology and The Spa School does not discriminate in its admission, instruction or graduation policies on the basis of race, creed, color, religion, handicap, age, sex, country or ethnic origin.

### **SCHOOL CLOSURES**

The School is closed New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day, and Christmas Day. Other official school closures are announced in writing in advance. The School may also be closed in the event of national, state or local declaration, extremely inclement weather, or unavoidable circumstance. Such closures will be announced on the School's social media pages.

### **TRANSCRIPT POLICY**

Upon graduation of each student, a complete record of grades and clock hours is sent to the appropriate regulatory agency. There is no charge for this service. This includes request for hours to be sent to another State.

### **REENTRY POLICY**

Any student considered withdrawn who subsequently requests readmission (re-entry) shall forfeit any scholarship, discount or tuition waiver previously awarded by the school, but shall retain full credit for all monies paid to the school individually or by any other external source including federal aid. Upon compliance with the following guidelines the student will be readmitted without loss of previous hours clocked, provided the hours have not expired in accordance with State Law. Student reentry requests will be reviewed on an individual basis. If the date of discontinuance is over 180 days, the SAP status of the student upon discontinuance will be the student's status at reentry. Subsequent SAP evaluations will be in accordance with transfer students. Students' who have been discontinued for less than 180 days will reenter with the SAP status at the time of discontinuance. All subsequent SAP evaluations will continue on the original established schedule.

- A. A written request for reentry must be submitted to our Administrative Office, 6055 Gender Road, Canal Winchester, Ohio 43110. PLEASE ensure the following information is included with your reentry request:
  - i) Student name as it would appear in our records
  - ii) Start date and last date of attendance
  - iii) Current address and telephone number
  - iv) The request to reenter
  - v) Reason(s) why the student withdrew from school
  - vi) Supporting documentation for the reason(s) if available
  - vii) Written assurance of completion stating the concerns causing discontinuance have now been resolved and the student may proceed without interruption to training
- B. A \$125.00 reentry fee is required. The reentry fee is refundable should the student fail to follow through with the reentry process.
- C. Applicants must attend a personal reentry interview
- D. A complete kit of equipment is required. Broken or missing items must be replaced prior to starting school.
- E. Applicants must attend and pass the reentry exam. Students who fail the reentry exam or students who have been discontinued over one year may be required to retake the Junior Program. An applicable retake fee will be charged to the students account.
- F. Any previously withdrawn student shall be readmitted on a space availability basis, may be required to attend a specific location, and may incur a waiting period.
- G. Tuition will be figured on a pro-rata basis of the current program costs.
- H. Financial aid assistance will be computed on an individual basis. Changes in financial aid eligibility and/or requirements may cause the student to personally pay the cost of their tuition. Methods of payment include cash, money order, credit card and eligible Title IV funds.
- I. Ohio State School of Cosmetology and The Spa School reserves the right to refuse reentry to any applicant who fails to meet the reentry criteria (items A through E) established by the school. Additionally, students with legal or disciplinary concerns may be denied reentry.

## **GENERAL FACILITIES & EQUIPMENT**

All school facilities are completely heated and air-conditioned. Each school has a waiting area for patrons and a reception desk to assign student services. There are restroom facilities for men and women at each school.

Each school has complete facilities for the instruction of cosmetology, including a clinic area with shampoo bowls, hair dryers and a dispensary. Theory and practical classrooms and facial rooms are also available for use in training. Each school has a locker and break area for students, and each student is assigned a personal locker.

Each student is provided with the specific equipment necessary for training through our dispensary, or by means of a personal kit of equipment, which becomes the property of the student upon receipt.

### **The Spa School ; 5050 North High Street, Columbus, OH, 43214**

In addition to a comprehensive Advanced Cosmetology, Cosmetology, Hair Designer, Advanced Manicuring and Manicuring program, this facility is also equipped to offer a unique esthetics course complete with classrooms and clinics for teaching the Advanced Esthetics course. The latest esthetics equipment wet rooms for various body treatments are available for a complete learning experience.

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

The primary focus of this facility is comprehensive Advanced Cosmetology, Cosmetology, Hair Designer and Advanced Manicuring training, however, limited Spa Training is available for Cosmetology and Advanced Cosmetology students.

### **Ohio State School of Cosmetology ; 789 Hebron Road, Suite C, Heath, OH, 43056**

This institution has additional classroom space that is approved for theory and/or practical training only. All clinic services are provided at the primary location listed above.

### **Ohio State School of Cosmetology ; 6077 Gender Road, Canal Winchester, OH, 43110**

In addition to a comprehensive Advanced Cosmetology, Cosmetology, Hair Designer and Advanced Manicuring training this facility is also equipped to offer unique Spa training for Cosmetology and Advanced Cosmetology students including wet rooms, spa showers, and a waxing area.

### **Ohio State School of Cosmetology ; 137 E. Center Street, Marion, OH, 43302**

The primary focus of this facility is comprehensive Advanced Cosmetology, Cosmetology, Hair Designer and Advanced Manicuring training, however, limited Spa Training is available for Cosmetology and Advanced Cosmetology students.

## **MATERIALS PURCHASED BY STUDENT**

1. Supplies for personal use
2. Additional Uniform shirts
3. Replacement of lost or damaged kit items.

## **SCHOLARSHIPS**

Scholarships are available to all prospective students who apply for and meet the requirements of enrollment in the Advanced Cosmetology, Cosmetology, or Advanced Esthetics program, during their senior year of high school. Applicants must also begin school by the last scheduled class start of their graduating year. The Hair Designer, Advanced Manicuring and Manicuring programs are ineligible for scholarship consideration.

It is important to understand that the primary purpose of scholarships is to encourage those individuals to attend our School who will likely graduate from our program and move on to successful careers and become lifetime ambassadors for our School. To this end, scholarships are awarded only to individuals who exhibit career interest.

To apply for a scholarship, contact our Admissions office to request a scholarship application. Upon receipt of a completed application, a personal interview will be scheduled by our Admissions office. Scholarships are based on: financial need, academic performance, attendance and interest in the field of cosmetology. Additionally, scholarships are contingent upon completion. This policy is also attributable to any other form of school-sponsored tuition waiver, discount or award offered.

## **FINANCIAL AID**

The financial aid available to those who qualify includes PELL Grants, Direct Stafford loans and Federal Parent PLUS loans, school-sponsored Scholarships, Tuition Awards and private aid. Information regarding eligibility, the procedures by

which students may apply for financial aid, and the forms used to make application, are available at our Administrative Office. Additionally, students who receive a Federal Student Loan are required to complete an online entrance counseling interview prior to receiving their first loan disbursement and an online exit counseling interview prior to completing their course of study.

### **GRADUATION REQUIREMENTS**

A diploma, attesting to the completion of the course, is awarded to the student upon compliance with the following graduation requirements:

- A.** The student must complete all required clock hours.
- B.** The student must complete all required classes and pass all required tests, including the final examination.
- C.** The student must meet all obligations of any signed agreements with the school, including payment of all amounts due.
- D.** The student must submit all required State Board forms and complete a FA Exit Interview if required.

The school uses a graduation requirement checklist to ensure all requirements are met by the student, prior to being issued a diploma.

### **STUDENT SERVICES**

The Administrative Staff is available to students to assist with financial aid counseling regarding school and personal concerns, etc. Any student may schedule a conference with any member of our staff.

### **STUDENT CONDUCT**

We are committed to providing a calm, organized training environment for our students. To that end, all students are expected to conduct themselves in a professional and non-disruptive manner.

1. You must regard yourself as a professional, and conduct yourself accordingly. A high level of discipline and decorum is expected.
2. Students must be in dress code with a full kit of equipment in order to be signed in daily.
3. When leaving the clinic or classroom area, always obtain instructor permission. Clinic students, after receiving permission, must be signed and clocked out (exact time leaving) and, upon returning from lunch, must be signed in by an instructor.
4. No food or drink (except water bottles with closed lids) is permitted on clinic or in class.
5. Unauthorized electronic equipment such as blue tooth headsets, iPods, MP3 players; etc. are not permitted in class or clinic unless authorized by your instructor.
6. When given a service, it is your responsibility to complete it.
7. All areas, equipment and apparatus must be left in satisfactory condition. To that end, each student is assigned a daily "shop duty".
8. All school locations are non-smoking facilities.

### **DISMISSAL POLICY**

To protect all students, the School reserves the right to suspend, or terminate the training of any student unable or unwilling to abide by the rules of the School. Failure to maintain Satisfactory Academic Progress, exceeding the maximum time frame, failure to pass all required examinations, displaying an inability to attend school regularly, or defaulting in the monthly tuition payment may also be reason for termination.

Any student who fails to return from a leave of absence or suspension will be immediately dismissed from school. Any student who ceases attending without taking a leave of absence or takes an unapproved leave of absence will be considered withdrawn after 30 days of non-attendance.

### **RULES & REGULATIONS**

Student conduct requiring discipline occurs infrequently at our school. When it does occur, it is important to the welfare of the school and our students that appropriate action takes place. An abbreviated list of rules is located below; additional rules not located in the body of this catalog are located in the appendix and in the "Student Handbook." The contents of the "Student Handbook" are explained to each student during the first day orientation. Any prospective student may obtain a copy of the student handbook by written request to Mr. Luke Hanks, President; 6055 Gender Road, Canal Winchester, Ohio 43110.



Any student who is charged with violating a rule will be notified, in writing; during an initial conference. This notice will include the alleged charge(s), charging party and time/date of the scheduled disciplinary hearing (if applicable). The student will be given an opportunity to respond at the initial conference. If the charges are not disputed, the student does not disagree and further time is not required by the school, the matter may be resolved at the initial conference.

Charges which cannot be resolved at the initial conference will result in a temporary interruption in training pending the outcome of a disciplinary hearing. Hearings are customarily scheduled to occur within 10 business days of the initial conference, unless the student requests to waive their right to a hearing. Any student who waives their right to a hearing will be notified in writing within ten days of the initial conference, regarding the disciplinary committee decision.

Participants of the disciplinary hearing include; the student, charging party and two (2) staff members to hear the charge(s) and facts concerning the charge(s). The staff members shall not include the charging party. The procedure of the hearing include reading the charge(s), presentation of facts by both student and charging party, questioning of student and charging party and an opportunity for the student to make a closing statement.

A decision will be rendered, in writing, within 10 business days of the disciplinary hearing. Both the hearing and the decision shall be held private and confidential by both the school and the student. Action taken as a result of the disciplinary hearing may include (but is not limited to) one or more of the following: No penalty, warning, demotion, probation, temporary suspension and/or permanent dismissal. In addition, the disciplinary hearing committee may include the imposition of specific obligations upon the student based upon the nature of the violations the student has been found to have committed.

If a student feels he/she has evidence substantiating that the decision was rendered in error or unjustly, he/she may request an appeal hearing within thirty (30) days of the hearing date to the Administrative Office. Such requests must set forth the specific reasons why an appeal should be considered and evidence in support thereof. All requests for appeal will be considered by the President of the school and will be answered, in writing, within thirty (30) days of postdate. If an appeal hearing is granted, the letter will contain the date, time and place of the appeal hearing. The procedure for the appeal hearing is identical to that set forth for the disciplinary hearing. However, any staff member who served on the disciplinary committee may not serve on the appeal hearing committee. Decisions by the appeal hearing committee will be rendered within 10 business days and are final.

#### Rules which may result in a hearing

1. Disrespect / Discourtesy to instructors or staff members;
2. Refusing a service/client;
3. Smoking on school premises;
4. Action that reflects unfavorably on the School;
5. Pattern of failure to follow the dress code policy; the third offense may result in a hearing;

#### Rules which will result in a hearing

1. Use of profanity, vulgarity, strong language on school premises;
2. Loud or disruptive talk;
3. Shoving, striking, fighting (including intimidation) against any student, staff member or member of the public;
4. Possession of drugs/alcohol on school premises;
5. Cheating, stealing or lying;
6. Altering or changing any document (service ticket, homework assignment, test, etc)

### **ATTENDANCE**

Good attendance is vital to success in our professions. Therefore, attendance is monitored closely and students are advised when attendance falls below normal. Due to the importance of a strong foundation, Junior Training attendance is monitored closely and an attendance conference will be held after the student has been absent from junior class for more than 5% of the scheduled time. The student may be required to restart the program should the attendance exceed 10% of the scheduled Junior Training hours or consecutive days are missed. Attendance conferences are scheduled for senior students exhibiting a cause for concern regarding attendance. All absences are totaled on an hourly basis. Complete attendance requirements may be found on pages 40 and 41 of this catalog.

Students will be deemed tardy if they do not appear on time for class or clinic. Excessive tardiness may be considered sufficient reason to schedule an absence conference. Generally, a student who arrives more than 30 minutes late to clinic or 15 minutes late to class will not be signed in. Exceptions are made only at the discretion of the instructor in charge.

## **LEAVE OF ABSENCE**

Students are expected to attend on a continuous basis, and leaves are permitted only in cases of unusual and necessary circumstances (including but not limited to: maternity leave, transportation issues, health reasons, and/or personal financial problems).

The Contract Completion Date for any student taking an official Leave of Absence will be extended by the number of days of the Leave of Absence. An addendum to the students' Enrollment Agreement will be completed and signed by all parties to denote the new completion date.

### **Leave of Absence Guidelines:**

- A.** A student must submit a written request including the reason for the request and a student signature and obtain written permission for a leave of absence prior to taking a Leave of Absence. There must be a reasonable expectation that the student will return from the leave before it will be approved. A student may request a waiver to item A for unforeseen circumstances (car wreck, hospital, etc). The institution may grant a Leave of Absence to a student who did not provide the request prior to the Leave of Absence due to unforeseen circumstances if, the institution documents its reason for its decision, the request is collected at a later date and the start date is established as the first date the student was unable to attend.
- B.** Normally, a leave of absence is restricted to between 30 and 60 calendar days. A student may request a waiver of this limitation for "good cause" by submitting a written request. Federal regulations dictate a maximum time for a leave of absence, therefore, a student will not be granted a Leave of Absence if the Leave of Absence, together with any additional Leave of Absences previously granted, exceed a total of 180 days in any 12-month period.
- C.** Normally, only one leave will be granted during the time a student is enrolled. A student may request additional leave time if doing so would not violate Federal Regulations.
- D.** Students receiving federal aid must adhere to federal regulations restricting leaves of absence. If a student request appears to jeopardize that student's eligibility for financial aid, the student will be made aware of this fact by the financial aid office before such leave is approved.
- E.** A student who receives an official leave of absence will be readmitted on the stipulated date of return without penalty or additional fees.
- F.** A student who receives an official leave of absence is not considered to have withdrawn and no refund calculation is required at that time.
- G.** A student must follow the school's policy of requesting a leave of absence or request waiver of item A before a leave of absence will be approved. A student who ceases attending without such written permission or takes an unapproved leave of absence will be considered withdrawn after 30 days of non-attendance. The withdrawal date, for the purpose of calculating a refund will be determined as the last date of attendance, in that event.
- H.** Students who are on an official leave of absence from school may not loiter in or around the school premises unless on official school business. Additionally students on a leave of absence may not obtain clinic services, complimentary or paid.
- I.** Upon return from a leave of absence a student will be required to receive a prorated worksheet.
- J.** Failure to return from a scheduled leave of absence on the return date indicated will result in immediate dismissal from school. The withdrawal date, for the purpose of calculating a refund will be determined as the last date of attendance, in that event.

## **MAKE-UP WORK POLICY**

Students needing to make-up work due to absences or a failing grade, will be scheduled to do this at a time that is convenient for both the student and the School. Students may receive credit for time spent on this make-up work provided the maximum number of hours allowed by the Ohio State Board for that subject has not been clocked.

## **PRIVACY RIGHTS AND STUDENT ACCESS POLICY**

The School will provide any student (or in case of a student who is under the age of 18 and a dependent minor, the student's parent or legal guardian), the opportunity to review the student's records, and to seek correction of information contained in those records, and will deny disclosure of information from the records to unauthorized persons without the signed, specific written consent of the student (or the student's parent or legal guardian, if the student is a dependent minor). Authorized persons include, the school staff, Ohio State Cosmetology and Barber Board, National Accrediting Commission of Career Arts and Sciences staff and representatives, and other individuals permitted to access student records in accordance with FERPA. All student records are secured from theft or damage for a period of ten years as required by law. Any student (or eligible parent or guardian) wishing to review the appropriate file may schedule an appointment by making a written request to the Administrative Office. The review will be scheduled at a mutually convenient time within 30 days of the written request, at which time the reviewer may request correction of, add a

statement to, or request copies of any or all of the records. A charge of 50 cents per page will be made for copying such records.

### **GRIEVANCE AND COMPLAINT PROCEDURE**

The following procedure is in effect for any person who is the recipient of, or who has witnessed, alleged acts of discrimination, violation of privacy or access rights, or other circumstances precipitating a specific complaint, and follows guidelines established by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA, 22314 (703) 600-7600. Students are given access to this policy via the catalog, student handbook and the school website.

- A. The Administration of the school shall be notified in writing on the designated forms provided by the school, of the specific act alleged to have occurred. Such notice shall be submitted within 10 days of the alleged act.
- B. A member of the Administrative Staff shall meet with the complainant within 10 calendar days from receipt of the written complaint. This meeting will be for the purpose of gathering facts, evaluation and hopeful resolution of the complaint. If the problem cannot be resolved, the complaint will be referred to the school's complaint committee. Written documentation of the above mentioned meeting shall be kept in the school's complaint file with a copy provided to the complainant.
- C. A Complaint Committee consisting of at least 3 staff members (a member of this committee may not be a respondent to the charge) shall meet within twenty-one (21) calendar days of receipt of the complaint to review allegations. If additional information is required from the complainant a written request for said information will be mailed.
- D. If additional information is not needed the Complaint Committee shall act on the allegation and a decision shall be rendered, in writing, within fifteen (15) calendar days of the Complaint Committee meeting. The decision shall state the steps taken to correct the problem or information to show that the allegation was not warranted or based on fact. A copy of this decision shall be forwarded to the complainant.
- E. The responsible staff member for this procedure is: Kelly Jo McCarthy, Director of Operations, Administrative Office; 6055 Gender Road; Canal Winchester, OH 43110.
- F. All complainants are required to attempt resolution through the above process.
- G. Any individual has the right to file a complaint with the United States Department of Education for issues about financial aid, waste or abuse of federal funds, special education or civil rights violations.
- H. Any student has the right to file a complaint with the Ohio State Cosmetology and Barber Board, 1929 Gateway Circle, Grove City, OH 43123 or online at <http://www.cos.ohio.gov/Home/Complaints>; alleging that the school has violated division (A) of section [4713.64](#) of the Revised Code.
- I. In the event any student has followed the above complaint procedure, but does not feel that an appropriate resolution of the complaint has ensued, such student may contact the National Accrediting Commission of Career Arts and Sciences, in writing to the address indicated above, to request an official complaint form from that organization.

### **REFUND POLICY**

If enrollment is cancelled for any reason, by the student, legal guardian or the School, the following Fee Settlement Policy will apply. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- A. The student cancels their enrollment at any time by informing the School in writing.
- B. If admission is denied by the School, or if a student (or legal guardian) cancels enrollment within 3 business days of signing the Enrollment Agreement, all monies paid to the School shall be refunded, regardless of whether they have started training.
- C. If enrollment is cancelled more than 3 business days after signing the enrollment agreement and before entering classes, all monies paid to the School shall be refunded with the exception of the \$100 Registration Fee.
- D. The cancellation date if the student cancels shall be the postmark date if mailed, the delivery date if delivered in person, the scheduled return date from an approved leave of absence or written notification to the school that the student will not return.
- E. The cancellation date if the School cancels shall be the date of written notice by the School, the 30<sup>th</sup> day of consecutive, unexcused absence, or the scheduled return date if the student does not return from an official leave of absence and has not notified the school that they will not be returning, or the date of their expulsion from school.
- F. If enrollment is cancelled prior to completion of the program, more than 3 business days after signing the enrollment agreement and after the first day of class, the total fee charges to the student are calculated as follows:
  - i. The first day fee covers processing, orientation, Student Handbook, study aids, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class.

- ii. The Ending Date for refund computation purposes will be my last day of physical attendance at the School. Refund calculations are based on scheduled clock hours.
- iii. Enrollment time means total scheduled clock hours elapsed between my first day of class and the Ending Date.
- iv. The percentage of clock hours that have elapsed is calculated by dividing the Enrollment Time by the Course Length, then multiplying the result by 100.
- v. If the percentage of clock hours that have elapsed is less than 3%, the tuition due is calculated by multiplying the Total Tuition by 5%.
- vi. If the percentage of clock hours that have elapsed is at least 3%, but less than 5%, the tuition due is calculated by multiplying the Total Tuition by 10%.
- vii. If the percentage of clock hours that have elapsed is at least 5%, but less than 10%, the tuition due is calculated by multiplying the Total Tuition by 20%.
- viii. If the percentage of clock hours that have elapsed is at least 10%, but less than 25%, the tuition due is calculated by multiplying the Total Tuition by 40%.
- ix. If the percentage of clock hours that have elapsed is at least 25%, but less than 35%, the tuition due is calculated by multiplying the Total Tuition by 60%.
- x. If the percentage of clock hours that have elapsed is at least 35%, but less than 50%, the tuition due is calculated by multiplying the Total Tuition by 70%.
- xi. If the percentage of clock hours that have elapsed is 50% or greater, the Total Tuition is due in full.
- xii. In addition to other charges and fees, a \$150 Withdrawal Fee will be charged.

G. If government regulations or accreditation policies dictate a fee settlement policy more lenient than what is outlined above, the School will use the fee settlement policy most advantageous to the student.

H. For all withdrawals (officially or unofficially) a refund calculation will be completed in a timely manner, any refund due shall be issued within 45 calendar days of withdrawal, and any tuition or fees due are payable in full within 45 calendar days of withdrawal.

I. Unofficial withdrawals are determined by daily monitoring of attendance through means of electronic time clocks.

J. If the School ceases to offer instruction after the student enrolls and training begins the student shall be entitled to a pro-rata refund based on the hours accepted by the receiving school, if they choose not to transfer their hours the school will provide a full refund of all monies paid. If the program is canceled subsequent to a student's enrollment and before training begins, the student shall be entitled to a full refund of all monies paid to the School. If the school closes permanently and ceases to offer instruction after training begins, the student shall be entitled to a pro-rata refund based upon Enrollment Time.

K. If the Student immediately transfers to an accredited facility of the School to complete their original course of study, the withdrawal fee and fee settlement computation shall be waived so long as such waiver does not violate any law, regulation or accreditation standard.

### **ADDITIONAL EXPENSES**

Additional expenses related to attendance include the cost of uniforms, shoes, writing materials, replacement of lost or damaged equipment, replacement of personal supplies or materials for personal use, travel costs, graduation fees, meal costs, and child care if applicable. These expenses are for goods and/or services for personal use and represent costs to attend school above and beyond specific course fees outlined above.

Other institutional fees that may apply are a \$125.00 reentry fee for withdrawn students eligible for reenrollment into school, a \$150.00 transfer fee for students with eligible transfer hours, and a retake fee (a per hour charge for the number of hours of the junior theory portion of a students' enrolled program) for any student required to retake the junior class. Fees specific to the reentry contract include the Original Total Fees (cost of program when previously enrolled), Additional Tuition (pro-rated additional charge on hours contracted if the tuition has increased since previous enrollment) and Additional Fees (cost of books/equipment if supplies need repurchased due to loss or damage and retake fee (if applicable)). Reentry students are charged a reentry fee in lieu of a registration fee.

### **CREDIT BALANCE POLICY**

Any credit balance owed to a student will be refunded within 14 calendar days of occurrence.

### **Title IV Federal Financial Aid (FFA)**

Return of Title IV Federal Financial Aid (FFA): If Federal Financial Aid (FFA) is used to pay tuition for a student training, and the student does not complete that training, the student may be entitled to only a portion of that FFA, and the School must return to the appropriate FFA program any FFA exceeding that to which the student is entitled.

#### **Following is the Federal Policy for Return of Title IV Aid:**

The law specifies how a school is to determine the amount of Title IV financial aid a student earns if the student withdraws from school. The programs covered by this law are Unsubsidized Federal Direct Stafford Loans, Subsidized Federal Direct Stafford Loans, Federal Direct Parent Loans (PLUS), and Federal Pell Grants. The Return of Federal Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The official withdrawal process is defined as occurring when a student notifies, in written form, the Financial Aid Office of his or her intent to withdraw. The date the institution determines an official withdrawal is the earlier of the date the student provides notification or fourteen (14) calendar days from the LDA. The unofficial withdrawal process is defined as occurring when a student has not been in attendance at any academically related school event for fourteen (14) calendar days or does not return from an approved leave of absence. Whether or not notification is given or whether or not the student begins the withdrawal process, the school will determine the date of withdrawal as the last date a student attended any academically related school event. The Return to Title IV formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return. This includes any money disbursed to the student as "personal living expenses." The amount of Title IV funds earned by a student is based on the amount of scheduled attendance by the student for that payment period. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student is scheduled to attend school through 60 percent of the payment period. If a student ceases to attend school after 60 percent of the payment period, the student earns 100 percent of the Title IV funds. If the student withdraws the amount of Title IV aid the student has earned up to that point is determined by a specific formula. If a student received (or the school or parent received on behalf of the student) less assistance than the amount the student earned, the student may be able to receive the additional funds. If the student received more assistance than the student earned, the excess funds must be returned by the school and/or the student.

If the R2T4 (Return of title IV Aid) calculation results in a credit balance on the students account, it will be disbursed to the student as soon as possible and no later than 14 days after the R2T4 calculation.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student was scheduled 30% of the payment period the student earned 30% of the aid they were originally scheduled to receive. Once the student has been scheduled more than 60% of the payment period the student earns all the aid that the student was scheduled to receive for that period. If the amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student may be eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received but otherwise eligible. If the post-withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that the student may not incur additional debt. The student will receive notification of post-withdrawal disbursement eligibility and must respond within 14 calendar days to accept or decline the funds. The school may automatically use all or a portion of the student post-withdrawal disbursement (including loan funds, if the student accept the funds) for tuition. For grant funds for which students are eligible to receive post-withdrawal, the grant funds will be disbursed. For all other school charges, the school needs the student's permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds.

Post-withdrawal disbursement of the Title IV funds that the student has earned but have not yet been disbursed to the student will be handled as follows:

- Grants will be disbursed within 45 days.
- Loans will be offered to the student within 30 days, and the student will be given 14 days to respond to accept or decline the funds.

All post-withdrawal disbursements are applied to the student account first, and any resulting credit balance refund will be paid to the student within 14 calendar days of disbursement.

However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school. If it is determined that unearned Title IV funds must be returned, the responsibility is allocated between the school and the student. The school's responsibility for returning unearned funds is limited to the greater of the Title IV aid retained by the school or the prorated institutional charges for the payment period. There are some Title IV funds that the student was scheduled to receive that the student cannot earn once the student withdraws because of eligibility requirements.

If the student receives (or the school or parent received on behalf of the student) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- 1 the student institutional charges multiplied by the unearned percentage of your funds, or
- 2 the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of the student Title IV program funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student (or the parent for a PLUS Loan) will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the unearned amount. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirement for Title IV program funds when the student withdraws is separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return.

If a student has questions about Title IV program funds, students may call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913 or log on to the Student Aid site: [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

#### **Following is the Federal Policy for distribution of Return of Title IV:**

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the Return of Federal Title IV funds is retracted in the following order:

1. Unsubsidized Federal Direct Stafford Loan Program
2. Subsidized Federal Direct Stafford Loan Program
3. Federal Direct Parent Loan Program (PLUS)
4. Federal Pell Grants

#### **REFUND OF TITLE IV FUNDS TIMELINE**

For all withdrawals (official or unofficial) a R2T4 calculation will be completed in a timely manner. Any funds the school is responsible for returning to the Federal government will be returned as soon as possible, but no later than 45 calendar days from the date the student is determined to be withdrawn.

#### **STUDENT SCHEDULES**

All school locations and programs offer a variety of schedules. Deviations from the set schedules requiring special schedule arrangements must be approved administratively prior to enrollment or by approval of the administrative staff or school manager after enrollment; in limited numbers and for extenuating circumstances only.

#### **HOUSING**

Although the School does not offer housing, information for affordable housing for our out-of-town students may be obtained through [www.apartmentguide.com](http://www.apartmentguide.com).

#### **ADMINISTRATIVE WAIVER**

The School reserves the right to waive certain specific portions of the Catalog or Student Handbook, for good cause, provided doing so is not in violation of laws, regulations or criteria with which the School must comply. In no event shall such waiver be construed to represent precedent or to negate the full force and effect of any portion of the Student Handbook or Catalog.

## **STUDENT CONSUMER INFORMATION**

Although much information is contained on our website, in this catalog and in our "Student Handbook," persons interested in obtaining more detailed facts may do so by submitting their request for such in writing or by telephone. Prospective students seeking to obtain this information, or a copy of the Student Handbook, should address such requests to Mr. Luke Hanks at our Administrative Office, 6055 Gender Road, Canal Winchester, Ohio 43110; (614) 252-5252. Enrolled students should also address such requests to Mr. Hanks. Ohio State School of Cosmetology and The Spa School are committed to providing all required information to students and prospective students, and to comply with all laws and regulations.

## **CAMPUS SECURITY ACT OF 1990**

Any interested applicant may receive details regarding our compliance with the Campus Security Act of 1990 by submitting a written request to our administrative office. This "act" mandates the publishing of specific crime statistics, even if a school has had no such crime, and requires the same statistics be published by small schools as is required of large universities. For the period from January 1, 2019 ending with December 31, 2021, our school reported the following.

<b>Ohio State School of Cosmetology, 6077 Gender Rd, Canal Winchester, OH 43110</b> <b>Annual Jeanne Clery Crime Statistics Report</b> <b>January 1 - December 31, 2022</b> <b>Report Date: October 1, 2023</b>									
<b>Crimes</b>	<b>On-Campus Property</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
<b>Criminal Homicide</b>	2022	2021	2020	2022	2021	2020	2022	2021	2020
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>	2022	2021	2020	2022	2021	2020	2022	2021	2020
<i>Rape</i>	0	0	0	0	0	0	0	0	0
<i>Fondling</i>	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
	2022	2021	2020	2022	2021	2020	2022	2021	2020
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>	No hate crimes were reported for 2020, 2021 and 2022								
<b>VAWA – Campus Save Act Campus Sexual Violence Incidents</b>	<b>On-Campus Property</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
	2022	2021	2020	2022	2021	2020	2022	2021	2020
<i>Dating Violence</i>	0	0	0	0	0	0	0	0	0
<i>Domestic Violence</i>	0	0	0	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Violation</b>	2022	2021	2020	2022	2021	2020	2022	2021	2020
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Drug Violations</b>	2022	2021	2020	2022	2021	2020	2022	2021	2020
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	2022	2021	2020	2022	2021	2020	2022	2021	2020
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0

This chart includes offenses that were reported to Ohio State School of Cosmetology officials who have significant responsibility for student and campus activities. These offenses are compiled using the UCR Handbook for reporting procedures in accordance with the provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Ohio State School of Cosmetology does not have on-campus housing.



<b>Ohio State School of Cosmetology, 789 Hebron Rd, Ste J, Heath, OH 43056</b> <b>Annual Jeanne Clery Crime Statistics Report</b> <b>January 1 - December 31, 2022</b> <b>Report Date: October 1, 2023</b>									
<b>Crimes</b>	<b>On-Campus Property</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
<b>Criminal Homicide</b>	2022	2021	2020	2022	2021	2020	2022	2021	2020
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>	2022	2021	2020	2022	2021	2020	2022	2021	2020
<i>Rape</i>	0	0	0	0	0	0	0	0	0
<i>Fondling</i>	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	2022	2021	2020	2022	2021	2020	2022	2021	2020
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>	No hate crimes were reported for 2020, 2021 and 2022								
<b>VAWA – Campus Save Act Campus Sexual Violence Incidents</b>	<b>On-Campus Property</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
	2022	2021	2020	2022	2021	2020	2022	2021	2020
<i>Dating Violence</i>	0	0	0	0	0	0	0	0	0
<i>Domestic Violence</i>	0	0	0	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Violation</b>	2022	2021	2020	2022	2021	2020	2022	2021	2020
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Drug Violations</b>	2022	2021	2020	2022	2021	2020	2022	2021	2020
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	2022	2021	2020	2022	2021	2020	2022	2021	2020
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0

This chart includes offenses that were reported to Ohio State School of Cosmetology officials who have significant responsibility for student and campus activities. These offenses are compiled using the UCR Handbook for reporting procedures in accordance with the provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Ohio State School of Cosmetology does not have on-campus housing.

**The Spa School, 5050 N. High St, Columbus, OH 43214**

**Annual Jeanne Clery Crime Statistics Report**

**January 1 - December 31, 2022**

**Report Date: October 1, 2023**

Crimes	On-Campus Property			Non-Campus Property			Public Property		
Criminal Homicide	2022	2021	2020	2022	2021	2020	2022	2021	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Sex Offenses	2022	2021	2020	2022	2021	2020	2022	2021	2020
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
	2022	2021	2020	2022	2021	2020	2022	2021	2020
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes	No hate crimes were reported for 2020, 2021 and 2022								
VAWA – Campus Sexual Violence Incidents	On-Campus Property			Non-Campus Property			Public Property		
	2022	2021	2020	2022	2021	2020	2022	2021	2020
	Dating Violence	0	0	0	0	0	0	0	0
	Domestic Violence	0	0	0	0	0	0	0	0
	Stalking	0	0	0	0	0	0	0	0
Illegal Weapons Violation	2022	2021	2020	2022	2021	2020	2022	2021	2020
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0	0	0	0
Drug Violations	2022	2021	2020	2022	2021	2020	2022	2021	2020
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Violations	2022	2021	2020	2022	2021	2020	2022	2021	2020
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0	0	0	0

This chart includes offenses that were reported to The Spa School officials who have significant responsibility for student and campus activities. These offenses are compiled using the UCR Handbook for reporting procedures in accordance with the provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Spa School does not have on-campus housing.

Ohio State School of Cosmetology, 137 E Center Street, Marion, OH 43302									
Annual Jeanne Clery Crime Statistics Report									
January 1 - December 31, 2022									
Report Date: October 1, 2023									
Crimes	On-Campus Property			Non-Campus Property			Public Property		
Criminal Homicide	2022	2021	2020	2022	2021	2020	2022	2021	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Sex Offenses	2022	2021	2020	2022	2021	2020	2022	2021	2020
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
	2022	2021	2020	2022	2021	2020	2022	2021	2020
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes	No hate crimes were reported for 2020, 2021 and 2022								
VAWA – Campus Save Act Campus Sexual Violence Incidents	On-Campus Property			Non-Campus Property			Public Property		
	2022	2021	2020	2022	2021	2020	2022	2021	2020
	Dating Violence	0	0	0	0	0	0	0	0
	Domestic Violence	0	0	0	0	0	0	0	0
	Stalking	0	0	0	0	0	0	0	0
Illegal Weapons Violation	2022	2021	2020	2022	2021	2020	2022	2021	2020
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0	0	0	0
Drug Violations	2022	2021	2020	2022	2021	2020	2022	2021	2020
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Violations	2022	2021	2020	2022	2021	2020	2022	2021	2020
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0	0	0	0

This chart includes offenses that were reported to Ohio State School of Cosmetology officials who have significant responsibility for student and campus activities. These offenses are compiled using the UCR Handbook for reporting procedures in accordance with the provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Ohio State School of Cosmetology does not have on-campus housing.

## **INFORMATION ABOUT THE PROFESSIONS**

The physical demands of the disciplines offered at our institution vary with the individual's schedule and types of services rendered. Most salon positions require standing for long periods, bending at the waist, and keeping the arms raised. Professionals working with nail or skin care will spend most of their workdays seated. Some individuals find the cosmetology styling professions physically tiring but proper work habits can help reduce fatigue and injury. Also, much of the work involves close-up detail, requiring good corrected vision and reasonable hand-eye co-ordination.

## **PROFESSIONAL SAFETY**

Safety in the work place is very important. Students in our schools are trained in safety and sanitary procedures for their own protection and that of their clients. Safety and sanitary rules include: reading and following manufacturers' directions; wearing protective gloves, masks, etc. when necessary; keeping floors clear and dry; securing sharp or hot tools; keeping a first aid kit available; preventing the spread of disease through proper disinfection techniques; and maintaining good posture.

## **COMPENSATION**

Success requires a good attitude, hard work and perseverance. Compensation varies with each job, and most salon positions begin with a minimum wage salary, which may be augmented with a commission based upon the gross income provided to the salon by the stylist. It is important to realize that our industry is a career-growth industry, and you must expect it will take time to develop a large clientele and the substantial compensation for which our industry is noted. Other forms of compensation include booth rental, salary, and straight or escalating commission.

## **JOB PLACEMENT**

Our institution does not guarantee employment to our graduates. However, the School does provide a list of available job openings, as well as counseling assistance. Any student or graduate may obtain such list and/or counseling by submitting a written request to the Administrative Office or School Manager. Additionally, students are offered a variety of opportunities for exposure to salons through school sponsored activities, interning opportunities and individual Salon Visits to our schools.

## **EMPLOYMENT REQUIREMENTS**

Employment requirements for cosmetology related professions may differ from most jobs due to the nature and traditions of the professions. Some requirements may include:

### **Work Scheduling:**

Employee work schedules may include evenings and weekends in order to accommodate client needs. Overtime may be part of the normal schedule in order to complete client services.

### **Client Retention Skills:**

Many businesses in the profession require that employees either bring an established clientele with them or are able to develop and maintain enough clients to meet business goals.

### **Professional Development:**

Due to the constantly evolving state of the profession, employers (and license renewal) require continuing education. This might include mandated training through the business or employees may be required to attain the requisite education at their own cost and time.

Other professional employment requirements may include completing services within established times and meeting service and retail sales goals set by the employer.

## **OUTCOMES INFORMATION 2022**

Schools are required to publish vital information which may have an impact on an individual student choosing to attend their institution. This information includes the outcomes of the school including completion, licensing and employment rates. Our schools are Accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, and massage therapy. Established minimum standards for outcome rates are: 50% completion, 60% placement, and 70% licensing. Our schools meet or exceed all of these requirements.

**2022 Outcomes per Location**

	<b>Completion</b>	<b>Placement</b>	<b>Licensing</b>
<b>Ohio State School of Cosmetology</b> 6077 Gender Road, Canal Winchester, OH 43110	73.58%	84.21%	90.91%
<b>The Spa School</b> 5050 N. High St, Columbus, OH 43214	89.71%	69.81%	82.65%
<b>*Ohio State School of Cosmetology</b> 789 Hebron Rd, Ste J, Heath, OH 43056	70.77%	91.11%	92.86%
<b>*Ohio State School of Cosmetology</b> 137 E Center St, Marion, OH 43302	70.77%	91.11%	92.86%
*Outcome totals combined due to the same Shared Federal OPE ID#			

**2022 Outcomes per Location and Program**

<b>Ohio State School of Cosmetology</b> 6077 Gender Road, Canal Winchester, OH 43110	<b>Completion</b>	<b>Placement</b>	<b>Licensing</b>
<b>Advanced Cosmetology</b>	75.00%	90.91%	85.00%
<b>Cosmetology</b>	60.00%	86.67%	100.00%
<b>Hair Designer</b>	100.00%	100.00%	100.00%
<b>Advanced Manicuring</b>	100.00%	62.50%	87.50%

<b>Ohio State School of Cosmetology</b> 789 Hebron Rd, Ste J, Heath, OH 43056	<b>Completion</b>	<b>Placement</b>	<b>Licensing</b>
<b>Advanced Cosmetology</b>	50.00%	83.33%	75.00%
<b>Cosmetology</b>	82.35%	85.71%	100.00%
<b>Hair Designer</b>	100.00%	66.67%	100.00%
<b>Advanced Manicuring</b>	100.00%	100.00%	90.00%

<b>Ohio State School of Cosmetology</b> 137 E Center St, Marion, OH 43302	<b>Completion</b>	<b>Placement</b>	<b>Licensing</b>
<b>Advanced Cosmetology</b>	43.75%	100.00%	100.00%
<b>Cosmetology</b>	50.00%	100.00%	100.00%
<b>Hair Designer</b>	100.00%	100.00%	100.00%
<b>Advanced Manicuring</b>	100.00%	100.00%	100.00%

<b>The Spa School</b> 5050 N. High St, Columbus, OH 43214	<b>Completion</b>	<b>Placement</b>	<b>Licensing</b>
<b>Advanced Cosmetology</b>	44.44%	50.00%	75.00%
<b>Cosmetology</b>	66.67%	100.00%	100.00%
<b>Advanced Esthetics</b>	96.10%	67.16%	78.91%
<b>Hair Designer</b>	83.33%	80.00%	100.00%
<b>Advanced Manicuring</b>	94.29%	69.23%	88.70%
<b>Manicuring</b>	N/A	N/A	N/A

<b>Reason for Exemption</b>	<b>Ohio State School of Cosmetology  6077 Gender Road, Canal Winchester, OH 43110</b>	<b>Ohio State School of Cosmetology  789 Hebron Rd, Ste J, Heath, OH 43056</b>	<b>The Spa School  5050 N. High St, Columbus, OH 43214</b>	<b>Ohio State School of Cosmetology  137 E Center St, Marion, OH 43302</b>
<b>Graduate is Deceased</b>	N/A	N/A	N/A	N/A
<b>Graduate is Permanently Disabled</b>	N/A	N/A	N/A	N/A
<b>Graduate is Deployed for Military Service/Duty</b>	N/A	N/A	N/A	N/A
<b>Graduate Ineligible for Employment in the US (Studied under a Student Visa)</b>	N/A	N/A	N/A	N/A
<b>Graduate Ineligible for Employment due to Continuing their Education with the School</b>	N/A	N/A	N/A	N/A

## **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Advanced Cosmetology		
<b>REQUIRED HOURS:</b>	1800 Clock Hours		
<b>COST:</b>	Registration Fee:	\$	100.00
	Tuition:	\$	26,200.00
	First Day Fee:	\$	250.00
	Books & Equipment:	Included	
<b>TOTAL:</b>		\$	26,550.00

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

Payments: First Day Fee: \$250.00

Monthly: \$1092.00 (24 months)

Late Payment Charge: \$25.00 (for any payment not received within 20 days of the due date)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.

Occupation Summary Report; (SOC 39-5012.00) <http://www.onetonline.org/link/summary/39-5012.00>

### **STATE REQUIREMENTS:**

To obtain an Advanced Cosmetologist license, an individual must take, and pass, a written and practical examination conducted by the Ohio State Cosmetology and Barber Board, as well as a written test in Advanced Skills. Applicants for this examination must have completed the Advanced Cosmetology course, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### **EDUCATIONAL OBJECTIVE:**

Ohio Advanced Cosmetologist License

### **COURSE DESCRIPTION:**

Advanced Cosmetology is the full practice of Cosmetology, and deals with both basic and advanced skills. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology salon, but also in the advanced techniques and knowledge necessary to work in, manage, or own a Cosmetology salon.

### **LENGTH OF COURSE / SCHEDULES:**

The Advanced Cosmetology course is 1800 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 18 hours per week for 11 weeks

Junior Evening Schedule: 14 hours per week for 14 weeks

Senior Full Time I Schedule: 30 hours per week for 54 weeks

Senior Full Time II Schedule: 28 hours per week for 58 weeks

Senior Full Time III Schedule: 26 hours per week for 62 weeks

Senior Full Time IV Schedule: 26 hours per week for 62 weeks

Senior Full Time V Schedule: 24 hours per week for 67 weeks

Senior Modular Schedule: 20 hours per week for 81 weeks

Senior Evening Schedule\*: 18 hours per week for 104 weeks (Senior Class; Wednesday 4-hour senior class block between 9-6 pm (Required))

\*Available only at 5050 N High Street, Columbus location

### **COURSE GOALS:**

The goals of the Advanced Cosmetology Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain an Advanced Cosmetologist License, and secure entry level employment as a Cosmetologist, Hair Dresser, Hair Stylist, Makeup Artist, Theatrical and Performance Artists, Manicurist, Pedicurist, Esthetician, or Skincare Specialist.

### **COURSE FORMAT:**

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from primary subject to advanced in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

85% - 92% = (Very Good)

75% - 84% = (Satisfactory)

0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:

- A. Individual Exams: A grade of 75% or better.
- B. Cumulative Average: A grade of 75% or better.

2. "Required Examinations" are as follows:

- A. Junior Final Examination
- B. Periodic Senior Evaluations (must pass a minimum of 2)
- C. Senior Final Examination
- D. Advanced Examination

**1800 Hour Advanced Cosmetology Curriculum**

**CONTENT OF UNITS OF INSTRUCTION**

**HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<u>Clinic</u>	<u>Theory</u>	<u>Flex-Time</u>	<u>Total</u>
<b>Orientation</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>General Sciences</b>	<b>40</b>	<b>20</b>	<b>20</b>	<b>80</b>
<b>Properties of the Hair &amp; Scalp/Trichology</b>	<b>40</b>	<b>20</b>	<b>20</b>	<b>80</b>
<b>Hair Procedures/Practices/Styling</b>	<b>70</b>	<b>35</b>	<b>35</b>	<b>140</b>
<b>Haircutting</b>	<b>115</b>	<b>57.5</b>	<b>56.5</b>	<b>229</b>
<b>Chemical Procedures/Practices/Products</b>	<b>195</b>	<b>97.5</b>	<b>94.5</b>	<b>387</b>
<b>Nail Procedures &amp; Practices</b>	<b>60</b>	<b>30</b>	<b>30</b>	<b>120</b>
<b>Skin Care Procedures &amp; Practices</b>	<b>185</b>	<b>92.5</b>	<b>90.5</b>	<b>368</b>
<b>Artificial Lashes/Extensions</b>	<b>5</b>	<b>2.5</b>	<b>2.5</b>	<b>10</b>
<b>Salon Operations &amp; Communications Skills</b>	<b>40</b>	<b>20</b>	<b>20</b>	<b>80</b>
<b>Cosmetology Laws &amp; Rules</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>
<b>Public Health and Safety</b>	<b>25</b>	<b>12.5</b>	<b>12.5</b>	<b>50</b>
<b>Advanced Techniques</b>	<b><u>120</u></b>	<b><u>60</u></b>	<b><u>60</u></b>	<b><u>240</u></b>
<b>TOTALS:</b>	<b>895</b>	<b>457.5</b>	<b>447.5</b>	<b>1800</b>

**Orientation**

Introduction to the Classroom/Clinic  
 Review First Day Forms and Information about the Program  
 School Policies and Procedures  
 Student Support Services  
 Emergency Procedures  
 Getting set up in/navigating Lab

**General Sciences**

Bacteriology  
 Infection Control Principles/Practices  
 Decontamination Practices and Procedures  
 Universal Precautions  
 Dispensary Requirements & Operations  
 First Aid Procedures  
 Ergonomics  
 Anatomy and Physiology  
 Electricity Theory & Equipment Usage  
 Chemistry Basics

**Properties of the Hair & Scalp/Trichology**

Hair Texture/Wave Patterns  
 Draping Procedures/Proper Client Protection



## 1800 Hour Advanced Cosmetology Curriculum - Continued

Scalp Massage & Design Decisions  
Hair and Scalp Conditions, Diseases and Disorders  
Chemistry, Matter and pH

### **Hair Procedures/Practices/Styling**

Client Protection  
Shampoos, Conditioners, Rinses and Treatments  
Thermal Styling (Marcel Curling Iron/Flat Iron/Blow-Dry Techniques)  
Wet Styling (Rollers Sets/Molding/Pin Curls/Finger Waves)  
Enhanced Hair Styling Techniques  
Braiding Techniques  
Wigs/Hair Additions and Extensions

### **Haircutting**

Haircutting Basics  
Haircutting Techniques  
Haircutting Tools  
Clipper Cutting & Razor Cutting

### **Chemical Procedures/Practices/Products**

Chemical Texturizing  
Permanent Waves  
Chemical Relaxing  
Curl Reformations  
Keratin Treatments  
Hair Color Techniques  
Single Process  
Lightening/Depositing Techniques  
Multidimensional Techniques

### **Nail Procedures & Practices**

Nail Anatomy & Natural Nail Theory  
Nail Conditions, Diseases & Disorders  
Basic Manicure & Pedicure Procedures  
Nail Products, Tools & Essentials  
Hand, Arm, Leg and Foot Massage  
Artificial Nail Theory  
Artificial Nail Applications & Maintenance  
Nail Enhancement Products, Tools & Essentials

### **Skin Care Procedures & Practices**

Skin Theory and Care  
Anatomy & Physiology of the Skin  
Skin Conditions, Diseases & Disorders  
Facial Techniques and Treatments  
Hair Removal  
Relaxation Treatments & Massage  
Consultations, Health History & Skin Types  
Electricity Theory and Therapies  
Body Treatments  
Specialized Facial Equipment Procedures  
Lash and Brow Tinting Procedures & Products  
Make-Up Products, Tools and Techniques  
Facial Shapes & Contouring  
Lash Lift & Brow Lamination

### **Artificial Lashes/Extensions**

Strip & Cluster Lash Procedures  
Lash Enhancement Products  
Contraindications  
Maintenance and Removal

## 1800 Hour Advanced Cosmetology Curriculum - Continued

### **Salon Operations & Communications Skills**

Salon Operation & Management  
Human Relations  
Consultation Skills  
Sales/Interpersonal Skills  
Professionalism & Communication  
Career and Employment Development

Job Search Skills (Resume Development/Interview Preparation)  
Product and Service Education  
Ohio Revised Code & Ohio Administrative Code  
Licensure Policies & Procedures  
Continuing Education Policies and Procedures  
Inspection and Enforcement Policies and Procedures  
Scope of Practice Regulations  
Human Trafficking (Video and Written Test)

### **Cosmetology Laws and Rules**

Ohio Revised Code Statutes  
Ohio Administrative Rules  
License/Permit Policy and Procedures  
Continuing Education Policies and Procedures  
Inspection and Enforcement Policies and Procedures  
Business Structures and Ownership

### **Public Health and Safety**

Sanitation Practices & Procedures  
Sterilization Practices & Procedures  
Dispensary Operations & Procedures  
Bacteriology and Universal Precautions  
Salon Operations & Procedures  
Consumer & Product Safety  
Contraindications

### **Advanced Techniques**

Advanced Techniques and Services  
Salon Supervision and Management  
Business Management and Ownership  
Specialized Equipment Usage and Control  
Product and Services Sales and Retail  
Communication Skills

### **Review and Testing**

Practical and Written Testing (Included in all Units)

## **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Cosmetology		
<b>REQUIRED HOURS:</b>	1500 Clock Hours		
<b>COST:</b>	Registration Fee:	\$	100.00
	Tuition:		\$22,900.00
	First Day Fee:	\$	250.00
	Books & Equipment:		Included
	<b>TOTAL:</b>		<b>\$23,250.00</b>

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

Payments: First Day Fee: \$250.00

Monthly: \$1145.00 (20 months)

Late Payment Charge: \$25.00 (for any payment not received within 20 days of the due date)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.

Occupation Summary Report; (SOC 39-5012.00) <http://www.onetonline.org/link/summary/39-5012.00>

### **STATE REQUIREMENTS:**

In order to work as a Cosmetologist in a licensed cosmetology salon, in the State of Ohio, an individual must possess a Cosmetology License. To obtain such a license, an individual must take, and pass, a written and practical examination conducted by the Ohio State Cosmetology and Barber Board. Applicants for this examination must have completed the Cosmetology course, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### **EDUCATIONAL OBJECTIVE:**

Ohio Cosmetology License

### **COURSE DESCRIPTION:**

Cosmetology is the full practice of Cosmetology dealing with operator skills. This course is designed to give students quality training in the basic skills of the art and science of Cosmetology.

### **LENGTH OF COURSE / SCHEDULES:**

The Cosmetology course is 1500 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 18 hours per week for 11 weeks

Junior Evening Schedule: 14 hours per week for 14 weeks

Senior Full Time I Schedule: 30 hours per week for 44 weeks

Senior Full Time II Schedule: 28 hours per week for 47 weeks

Senior Full Time III Schedule: 26 hours per week for 51 weeks

Senior Full Time IV Schedule: 26 hours per week for 51 weeks

Senior Full Time V Schedule: 24 hours per week for 55 weeks

Senior Modular Schedule: 20 hours per week for 66 weeks

Senior Evening Schedule: 17 hours per week for 77 weeks (Available only at 5050 N High Street, Columbus location)

### **COURSE GOALS:**

The goals of the Cosmetology Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a Cosmetologist License, and secure entry level employment as a Cosmetologist, Hair Dresser, Hair Stylist, Makeup Artist, Theatrical and Performance Artists, Manicurist, Pedicurist, Esthetician, or Skincare Specialist.

### **COURSE FORMAT:**

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from primary subject to advanced in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

## Continued - Cosmetology Course Outline

93% - 100% = (Excellent)  
85% - 92% = (Very Good)  
75% - 84% = (Satisfactory)  
0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

### **ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:

- A. Individual Exams: A grade of 75% or better.
- B. Cumulative Average: A grade of 75% or better.

2. "Required Examinations" are as follows:

- A. Junior Final Examination
- B. Periodic Senior Evaluations (must pass a minimum of 2)
- C. Senior Final Examination

## **1500 Hour Cosmetology Curriculum**

### **CONTENT OF UNITS OF INSTRUCTION**

### **HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<b><u>Clinic</u></b>	<b><u>Theory</u></b>	<b><u>Flex-Time</u></b>	<b><u>Total</u></b>
<b>Orientation</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>General Sciences</b>	<b>40</b>	<b>20</b>	<b>20</b>	<b>80</b>
<b>Properties of the Hair &amp; Scalp/Trichology</b>	<b>40</b>	<b>20</b>	<b>20</b>	<b>80</b>
<b>Hair Procedures/Practices/Styling</b>	<b>70</b>	<b>35</b>	<b>35</b>	<b>140</b>
<b>Haircutting</b>	<b>115</b>	<b>57.5</b>	<b>56.5</b>	<b>229</b>
<b>Chemical Procedures/Practices/Products</b>	<b>195</b>	<b>97.5</b>	<b>94.5</b>	<b>387</b>
<b>Nail Procedures &amp; Practices</b>	<b>60</b>	<b>30</b>	<b>30</b>	<b>120</b>
<b>Skin Care Procedures &amp; Practices</b>	<b>185</b>	<b>92.5</b>	<b>90.5</b>	<b>368</b>
<b>Artificial Lashes/Extensions</b>	<b>5</b>	<b>2.5</b>	<b>2.5</b>	<b>10</b>
<b>Salon Operations &amp; Communications Skills</b>	<b><u>40</u></b>	<b><u>20</u></b>	<b><u>20</u></b>	<b><u>80</u></b>
<b>TOTALS:</b>	<b>750</b>	<b>375</b>	<b>375</b>	<b>1500</b>

### **Orientation**

Introduction to the Classroom/Clinic  
Review First Day Forms and Information about the Program  
School Policies and Procedures  
Student Support Services  
Emergency Procedures  
Getting set up in/navigating Lab

### **General Sciences**

Bacteriology  
Infection Control Principles/Practices  
Decontamination Practices and Procedures  
Universal Precautions  
Dispensary Requirements & Operations  
First Aid Procedures  
Ergonomics  
Anatomy and Physiology  
Electricity Theory & Equipment Usage  
Chemistry Basics

### **Properties of the Hair & Scalp/Trichology**

Hair Texture/Wave Patterns  
Draping Procedures/Proper Client Protection

## 1500 Hour Cosmetology Curriculum - Continued

Scalp Massage  
Hair and Scalp Conditions, Diseases and Disorders  
Chemistry, Matter and pH  
Design Decisions

### **Hair Procedures/Practices/Styling**

Client Protection  
Shampoos, Conditioners, Rinses and Treatments  
Thermal Styling (Marcel Curling Iron/Flat Iron/Blow-Dry Techniques)  
Wet Styling (Rollers Sets/Molding/Pin Curls/Finger Waves)  
Enhanced Hair Styling Techniques  
Braiding Techniques  
Wigs/Hair Additions and Extensions

### **Haircutting**

Haircutting Basics & Techniques  
Haircutting Tools  
Clipper Cutting & Razor Cutting

### **Chemical Procedures/Practices/Products**

Chemical Texturizing  
Permanent Waves  
Chemical Relaxing & Curl Reformations  
Keratin Treatments  
Hair Color Techniques  
Single Process/ Multidimensional Techniques  
Lightening/Depositing Techniques

### **Nail Procedures & Practices**

Nail Anatomy  
Natural Nail Theory  
Nail Conditions, Diseases & Disorders  
Basic Manicure & Pedicure Procedures  
Nail Products, Tools & Essentials  
Hand, Arm, Leg and Foot Massage  
Artificial Nail Theory  
Artificial Nail Applications & Maintenance  
Nail Enhancement Products, Tools & Essentials

### **Skin Care Procedures & Practices**

Skin Theory and Care  
Anatomy & Physiology of the Skin  
Skin Conditions, Diseases & Disorders  
Facial Techniques and Treatments  
Hair Removal  
Relaxation Treatments & Massage  
Consultations, Health History & Skin Types  
Electricity Theory and Therapies  
Body Treatments  
Specialized Facial Equipment Procedures  
Lash and Brow Tinting Products & Procedures  
Make-Up Products, Tools and Techniques  
Facial Shapes & Contouring  
Lash Lift & Brow Lamination

### **Artificial Lashes/Extensions**

Strip & Cluster Lash Procedures  
Lash Enhancement Products  
Contraindications  
Maintenance and Removal

## 1500 Hour Cosmetology Curriculum - Continued

### **Salon Operations & Communications Skills**

Salon Operation & Management

Human Relations

Consultation Skills

Sales/Interpersonal Skills

Professionalism & Communication

Career and Employment Development

Job Search Skills (Resume Development/Interview Preparation)

Product and Service Education

Ohio Revised Code & Ohio Administrative Code

Licensure Policies & Procedures

Continuing Education Policies and Procedures

Inspection and Enforcement Policies and Procedures

Scope of Practice Regulations

Human Trafficking (Video and Written Test)

### **Review and Testing**

Practical and Written Testing (Included in all Units)

## **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Hair Designer	
<b>REQUIRED HOURS:</b>	1200 Clock Hours	
<b>COST:</b>	Registration Fee:	\$100.00
	Tuition:	\$17,660.00
	First Day Fee:	\$250.00
	Books & Equipment:	Included
	<b>TOTAL:</b>	<b>\$18,010.00</b>

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

**Payments:** **First Day Fee:** \$250.00      **Monthly:** \$1,472.00 (12 months)

**Late Payment Charge:** \$25.00 (for any payment not received within 20 days of the due date)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.

Occupation Summary Report; (SOC 39-5012.00) <http://www.onetonline.org/link/summary/39-5012.00>

### **STATE REQUIREMENTS:**

In order to work in a licensed cosmetology salon in the State of Ohio, an individual must possess an Ohio Hair Designer's License. In order to obtain such a license, an individual must take and pass a written and practical examination conducted by the State Board of Cosmetology. Applicants for this examination must have completed the 1200 Hour Hair Designer course, possess at least a tenth grade education or its equivalent and be at least 16 years old.

### **EDUCATIONAL OBJECTIVE:**

Ohio Hair Designer's License

### **COURSE DESCRIPTION:**

The Hair Designer License is the partial practice of Cosmetology dealing with all aspects of hair services. This is an entry level course which includes hair care, haircutting, hairstyling, chemical texturizing and haircolor.

### **LENGTH OF COURSE / SCHEDULES:**

The Hair Designer course is 1200 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 18 hours per week for 8 weeks

Junior Evening Schedule: 14 hours per week for 10 weeks

Senior Full Time I Schedule: 30 hours per week for 36 weeks

Senior Full Time II Schedule: 28 hours per week for 38 weeks

Senior Full Time III Schedule: 26 hours per week for 41 weeks

Senior Full Time IV Schedule: 26 hours per week for 41 weeks

Senior Full Time V Schedule: 24 hours per week for 44 weeks

Senior Modular Schedule: 20 hours per week for 53 weeks

Senior Evening Schedule: 17 hours per week for 71 weeks (Available only at 5050 N High Street, Columbus location)

### **COURSE GOALS:**

The goals of the Ohio Hair Designer Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a Hair Designer License, and secure entry level employment as a Cosmetologist, Hair Dresser or Hair Stylist.

### **COURSE FORMAT:**

The course is taught with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from primary subject to advanced in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

85% - 92% = (Very Good)

75% - 84% = (Satisfactory)

0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative Average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Periodic Senior Evaluations (must pass a minimum of 2)
  - C. Senior Final Examination
  - D. Advanced Examination

**1200 Hour Hair Designer Curriculum**

**CONTENT OF UNITS OF INSTRUCTION**

**HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<u>Clinic</u>	<u>Theory</u>	<u>Flex-Time</u>	<u>Total</u>
<b>Orientation</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>General Sciences</b>	<b>51</b>	<b>31</b>	<b>30</b>	<b>112</b>
<b>Properties of the Hair &amp; Scalp/Trichology</b>	<b>51</b>	<b>31</b>	<b>30</b>	<b>112</b>
<b>Hair Procedures/Practices/Styling</b>	<b>81</b>	<b>46</b>	<b>45</b>	<b>172</b>
<b>Haircutting</b>	<b>126</b>	<b>68.5</b>	<b>69</b>	<b>263.5</b>
<b>Chemical Procedures/Practices/Products</b>	<b>206</b>	<b>108.5</b>	<b>108</b>	<b>422.5</b>
<b>Salon Operations &amp; Communication Skills</b>	<b><u>51</u></b>	<b><u>31</u></b>	<b><u>30</u></b>	<b><u>112</u></b>
<b>TOTALS:</b>	<b>566</b>	<b>316</b>	<b>318</b>	<b>1200</b>

**Orientation**

Introduction to the Classroom/Clinic  
 Review First Day Forms and Information about the Program  
 School Policies and Procedures  
 Student Support Services  
 Emergency Procedures  
 Getting set up in/navigating Lab

**General Sciences**

Bacteriology  
 Infection Control Principles/Practices  
 Decontamination Practices and Procedures  
 Universal Precautions  
 Dispensary Requirements & Operations  
 First Aid Procedures  
 Ergonomics  
 Anatomy and Physiology  
 Electricity Theory & Equipment Usage  
 Chemistry Basics

**Properties of the Hair & Scalp/Trichology**

Hair Texture/Wave Patterns  
 Draping Procedures/Proper Client Protection  
 Scalp Massage  
 Hair and Scalp Conditions, Diseases and Disorders  
 Chemistry, Matter and pH  
 Design Decisions

**Hair Procedures/Practices/Styling**

Client Protection  
 Shampoos, Conditioners, Rinses and Treatments  
 Thermal Styling (Marcel Curling Iron/Flat Iron/Blow-Dry Techniques)



## 1200 Hour Hair Designer Curriculum - Continued

Wet Styling (Rollers Sets/Molding/Pin Curls/Finger Waves)  
Enhanced Hair Styling Techniques  
Braiding Techniques & Wigs/Hair Additions and Extensions

### **Haircutting**

Haircutting Basics  
Haircutting Techniques  
Haircutting Tools  
Clipper Cutting & Razor Cutting

### **Chemical Procedures/Practices/Products**

Chemical Texturizing  
Permanent Waves  
Chemical Relaxing  
Curl Reformations  
Keratin Treatments  
Hair Color Techniques  
Single Process  
Lightening/Depositing Techniques  
Multidimensional Techniques

### **Salon Operations & Communications Skills**

Salon Operation & Management  
Human Relations  
Consultation Skills  
Sales/Interpersonal Skills  
Professionalism  
Communication  
Career and Employment Development  
Job Search Skills (Resume Development/Interview Preparation)  
Product and Service Education  
Ohio Revised Code & Ohio Administrative Code  
Licensure Policies & Procedures  
Continuing Education Policies and Procedures  
Inspection and Enforcement Policies and Procedures  
Scope of Practice Regulations  
Human Trafficking (Video and Written Test)

### **Review and Testing**

Practical and Written Testing (Included in all Units)

## **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Advanced Esthetics (The Spa School Only)		
<b>REQUIRED HOURS:</b>	750 Clock Hours		
<b>COST:</b>	Registration Fee:	\$	100.00
	Tuition:	\$	16,915.00
	First Day Fee:	\$	400.00
	Books & Equipment:		Included
	<b>TOTAL:</b>		\$17,415.00

**Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.**

**Payments: First Day Fee:** \$400.00

**Monthly:** \$1,535.00 (11 months)

**Late Payment Charge:** \$25.00 (for any payment not received within 20 days of the due date)

**The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.**

Occupation Summary Report; (SOC 39-5094.00) <http://www.onetonline.org/link/summary/39-5094.00>

### **STATE REQUIREMENTS:**

In order to work as an Advanced Esthetician in the State of Ohio, an individual must possess an Advanced Esthetician License. In order to obtain such a license, an individual must take a written and practical examination conducted by the Ohio State Cosmetology and Barber Board. To qualify for such examination, the individual must have completed at least 750 clock hours of training in Advanced Esthetics in a licensed Cosmetology School, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### **EDUCATIONAL OBJECTIVE:**

Ohio Advanced Esthetician License

### **COURSE DESCRIPTION:**

Esthetics is a limited practice of Cosmetology, and deals only with skin care. The Advanced Esthetics Course teaches both basic and advanced skills. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology or Esthetics salon, but also in the advanced techniques and knowledge necessary to work in, manage, or own an Esthetics salon.

### **LENGTH OF COURSE / SCHEDULES:**

The Advanced Esthetics course is 750 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 25 hours per week for six week

Junior Evening Schedule: 14 hours per week for 11 weeks

Senior Full Time I Schedule: 30 hours per week for 20 weeks

Senior Full Time II Schedule: 28 hours per week for 22 weeks

Senior Full Time III Schedule: 26 hours per week for 23 weeks

Senior Full Time IV Schedule: 26 hours per week for 23 weeks

Senior Full Time V Schedule: 24 hours per week for 25 weeks

Senior Modular Schedule: 20 hours per week for 30 weeks

Senior Evening Schedule: 17 hours per week for 36 weeks

### **COURSE GOALS:**

The goals of the Advanced Esthetics Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain an Advanced Esthetician License, and secure entry level employment as an Esthetician, Skin Care Specialist or Makeup Artist.

### **COURSE FORMAT:**

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from basic to advanced subjects, in line with established instructional techniques and includes lecture, demonstration, visual aids, textbook review, actual practice, and testing.

### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

85% - 92% = (Very Good)

75% - 84% = (Satisfactory)

0% - 74% = (Failing)

Continued - Advanced Esthetics Course Outline (The Spa School Only)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in School.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative Average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Periodic Senior Evaluations (must pass a minimum of 2)
  - C. Senior Final Examination
  - D. Advanced Examination

**750 Hour Advanced Esthetics Curriculum**

**CONTENT OF UNITS OF INSTRUCTION**

**HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<b><u>Clinic</u></b>	<b><u>Theory</u></b>	<b><u>Flex-Time</u></b>	<b><u>Total</u></b>
<b>Orientation</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>General Sciences</b>	<b>25</b>	<b>12.5</b>	<b>12.5</b>	<b>50</b>
<b>Skin Sciences</b>	<b>30</b>	<b>15</b>	<b>15</b>	<b>60</b>
<b>Skin Care Practices &amp; Procedures</b>	<b>160</b>	<b>80</b>	<b>74</b>	<b>314</b>
<b>Hair Removal</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>40</b>
<b>Makeup</b>	<b>15</b>	<b>7.5</b>	<b>7.5</b>	<b>30</b>
<b>Facial Machines &amp; Equipment</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>40</b>
<b>Artificial Lashes/Extensions</b>	<b>5</b>	<b>2.5</b>	<b>2.5</b>	<b>10</b>
<b>Salon Operations &amp; Communications Skills</b>	<b>25</b>	<b>12.5</b>	<b>12.5</b>	<b>50</b>
<b>Cosmetology Laws and Rules</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>
<b>Public Health and Safety</b>	<b>25</b>	<b>12.5</b>	<b>12.5</b>	<b>50</b>
<b>Advanced Techniques</b>	<b>45</b>	<b>22.5</b>	<b>22.5</b>	<b>90</b>
<b>TOTALS:</b>	<b>370</b>	<b>195</b>	<b>185</b>	<b>750</b>

**Orientation**

Introduction to the Classroom/Clinic  
 Review First Day Forms and Information about the Program  
 School Policies and Procedures  
 Student Support Services & Emergency Procedures  
 Getting set up in/navigating Lab

**General Sciences**

Bacteriology & Infection Control  
 Decontamination Practices and Procedures  
 Universal Precautions  
 Anatomy  
 Electricity & Chemistry Basics  
 Dispensary Requirements & Operations  
 First Aid Procedures  
 Ergonomics  
 Matter & pH

**Skin Sciences**

Skin Theory & Layers of the Skin  
 Skin Conditions, Diseases and Disorders  
 Skin Analysis  
 Physiology and Histology of the Skin  
 Skin Care Products/Product Chemistry and Ingredients

**Skin Care Practices & Procedures**

Client Consultations & Health History

## 750 Hour Advanced Esthetics Curriculum - Continued

Basic Facial Techniques & Treatments & Masks  
Massage Manipulations & Muscle Effects  
Relaxation Treatments  
Chemical Peels

Facial Products, Tools & Equipment  
Ingredients, Compounds, Mixtures, Solutions & Suspensions

### **Hair Removal**

Hair Removal Theory  
Waxing Tools, Products and Equipment  
Facial/Body Waxing & Tweezing

### **Makeup**

Makeup Equipment, Implements and Products  
Facial Shapes, Color Theory & Consultations  
Makeup Application Techniques, Corrective Makeup & Contouring  
Lash and Brow Tinting

### **Facial Machines & Equipment**

Electricity (Principles/Safety/Effects/Therapies)  
Light Therapies/Galvanic and High Frequency  
Specialized Equipment Types & Procedures  
Microdermabrasion & Dermaplaning  
Safety, Effects & Contraindications

### **Artificial Lashes/Extensions**

Strip & Cluster Lashes & Lash Extension Procedures  
Lash Enhancement Products & Tools  
Contraindications, Maintenance and Removal

### **Salon Operations & Communications Skills**

Salon Operations & Management  
Human Relations & Consultation Skills  
Sales/Interpersonal Skills/Inventory Control  
Professionalism and Communication  
Career and Employment Development  
Job Search Skills (Resume Development/Interview Preparation)  
Ohio Administrative Code & Ohio Revised Code  
Inspection and Enforcement Policies and Procedures  
Continuing Education Policies and Procedures  
Business & Employment Structures and Operations  
Human Trafficking (Video and Written Test)

### **Cosmetology Laws & Rules**

Ohio Revised Code Statutes & Ohio Administrative Rules  
Licensure Policies & Procedures  
Continuing Education Policies and Procedures  
Inspection and Enforcement Policies and Procedures  
Scope of Practice Regulations

### **Public Health and Safety**

Sanitation/Sterilization Practices & Procedures  
Dispensary Operations & Procedures  
Bacteriology and Universal Precautions  
Salon Operations & Procedures  
Consumer & Product Safety  
Contraindications

### **Advanced Techniques**

Advanced Techniques & Services

## 750 Hour Advanced Esthetics Curriculum - Continued

Salon Supervision & Management  
Specialized Equipment Use and Control  
Product and Service Sales Training  
Communication Skills & Business Management

### **Review and Testing**

Practical and Written Testing (Included in all Units)

## **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Advanced Manicuring		
<b>REQUIRED HOURS:</b>	300 Clock Hours		
<b>COST:</b>	Registration Fee:	\$	100.00
	Tuition:	\$	4,420.00
	First Day Fee:	\$	400.00
	Books & Equipment:	Included	
<b>TOTAL:</b>		\$	4,920.00

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

Payments: First Day Fee: \$400.00

Monthly : \$2,210.00 (2 months)

Late Payment Charge: \$25.00 (for any payment not received within 20 days of the due date)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.

Occupation Summary Report; (SOC 39-5092.00) <http://www.onetonline.org/link/summary/39-5092.00>

### **STATE REQUIREMENTS:**

In order to work as an Advanced Manicurist in the State of Ohio, an individual must possess a Advanced Manicurist License. In order to obtain such a license, an individual must take a written and practical examination conducted by the Ohio State Cosmetology and Barber Board. To qualify for such examination, the individual must have completed at least 300 clock hours of training in an Advanced Manicuring program in a licensed Cosmetology School, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### **EDUCATIONAL OBJECTIVE:**

Ohio Advanced Manicurist License

### **COURSE DESCRIPTION:**

Manicuring is a limited practice of Cosmetology, and deals primarily with the care of the finger and toe nails. The course also teaches nail sculpting, which is the application of artificial nails. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology or Manicuring salon, but also in the advanced techniques and knowledge necessary to work in, manage, or own a Manicuring salon.

### **LENGTH OF COURSE / SCHEDULES:**

The Advanced Manicuring course is 300 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 25 hours per week for one week

Junior Evening Schedule: 14 hours per week for two weeks (Students who complete junior theory training on an evening schedule must attend their senior training on an evening schedule)

Senior Full Time I Schedule: 39 hours per week for 8 weeks

Senior Full Time II Schedule: 29 hours per week for 10 weeks

Senior Full Time III Schedule: 25 hours per week for 12 weeks

Senior Full Time IV Schedule: 25 hours per week for 12 weeks

Senior Modular Schedule: 22 hours per week for 13 weeks

Senior Evening Schedule: 17 hours per week for 17 weeks (Available only at 5050 N High Street, Columbus location)

### **COURSE GOALS:**

The goals of the Advanced Manicuring Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a professional Advanced Manicurist License, and secure entry level employment as a Manicurist or Pedicurist.

### **COURSE FORMAT:**

The course is taught in the English language using a combination of lecture, demonstration and clinic experience under instructor supervision. It follows a sequence from primary subject to those more advanced, in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice on live models (under supervision of licensed instructors) and testing.

### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

## Continued - Advanced Manicuring Course Outline

93% - 100% = (Excellent)  
85% - 92% = (Very Good)  
75% - 84% = (Satisfactory)  
0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

### **ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative Average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Senior Final Examination
  - C. Advanced Examination

## **300 Hour Advanced Manicuring Curriculum**

### **CONTENT OF UNITS OF INSTRUCTION**

### **HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<b><u>Clinic</u></b>	<b><u>Theory</u></b>	<b><u>Flex Time</u></b>	<b><u>Total</u></b>
<b>Orientation</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>
<b>General Sciences</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>40</b>
<b>Nail Care</b>	<b>35</b>	<b>17.5</b>	<b>15.5</b>	<b>68</b>
<b>Nail Enhancements</b>	<b>35</b>	<b>17.5</b>	<b>15.5</b>	<b>68</b>
<b>Salon Operations &amp; Communications Skills</b>	<b>10</b>	<b>5</b>	<b>5</b>	<b>20</b>
<b>Cosmetology Laws and Rules</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>
<b>Public Health and Safety</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>40</b>
<b>Advanced Techniques</b>	<b><u>25</u></b>	<b><u>12.5</u></b>	<b><u>12.5</u></b>	<b><u>50</u></b>
<b>TOTALS:</b>	<b>145</b>	<b>82.5</b>	<b>72.5</b>	<b>300</b>

#### **Orientation**

Introduction to the Classroom/Clinic  
Review First Day Forms and Information about the Program  
School Policies and Procedures  
Student Support Services  
Emergency Procedures  
Getting set up in/navigating Lab

#### **General Sciences**

Bacteriology  
Infection Control Principles and Practices  
Decontamination Practices and Procedures  
Universal Precautions  
Dispensary Requirements & Operations  
General Anatomy  
Nail Structure & Growth  
Nail Conditions, Diseases & Disorders  
Electricity Theory & Equipment Usage  
Chemistry Basics  
First Aid Procedures  
Ergonomics

#### **Nail Care**

Client Protection & Consultations  
Safety Precautions  
Basic Manicures & Basic Pedicures

## 300 Hour Advanced Manicuring Curriculum - Continued

Tools and Equipment  
Polish and Application Techniques  
Color Theory  
Massage Theory and Techniques  
Product and Service Sales Training

### **Nail Enhancements**

Enhancement Products and Chemistry  
Monomer and Polymer Enhancements  
UV Gel & Nail Repairs  
Application Procedures  
Artificial Nail Structure  
Preparation and Removal  
Application and Maintenance  
Specialized Equipment  
Curing Methods  
Embellishments  
Drills/Advanced Tools

### **Salon Operations & Communications Skills**

Salon Operation & Management  
Human Relations  
Consultation Skills  
Sales/Interpersonal Skills  
Professionalism & Communication  
Career and Employment Development  
Job Search Skills (Resume Development/Interview Preparation)  
Product and Service Education  
Ohio Revised Code & Ohio Administrative Code  
Licensure Policies & Procedures  
Continuing Education Policies and Procedures  
Inspection and Enforcement Policies and Procedures  
Scope of Practice Regulations  
Human Trafficking (Video and Written Test)

### **Cosmetology Laws & Rules**

Ohio Revised Code Statutes  
Ohio Administrative Rules  
Licensure/Permit Policies & Procedures  
Continuing Education Policies and Procedures  
Inspection and Enforcement Policies and Procedures  
Scope of Practice Regulations  
Business Structures

### **Public Health and Safety**

Sanitation Practices & Procedures  
Sterilization Practices & Procedures  
Dispensary Operations & Procedures  
Bacteriology and Universal Precautions  
Salon Operations & Procedures  
Consumer & Product Safety  
Contraindications

### **Advanced Techniques**

Advanced Techniques & Services  
Salon Supervision & Management  
Specialized Equipment Use and Control  
Product and Service Sales Training  
Communication Skills  
Business Management

### **Review and Testing**

Practical and Written Testing (Included in all Units)



## **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Manicuring (The Spa School Only; Limited to Graduates of the Advanced Esthetics Program)
<b>REQUIRED HOURS:</b>	200 Clock Hours
<b>COST:</b>	Registration Fee: \$ 100.00
	Tuition: \$3,635.00
	First Day Fee: \$ 400.00
	Books & Equipment Included
<b>TOTAL:</b>	\$4,135.00

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

Payments: First Day Fee: \$400.00

Monthly: \$1,818.00 (2 months)

Late Payment Charge: \$25.00 (for any payment not received within 20 days of the due date)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.

Occupation Summary Report; (SOC 39-5092.00) <http://www.onetonline.org/link/summary/39-5092.00>

### **STATE REQUIREMENTS:**

In order to work as a Manicurist in the State of Ohio, an individual must possess a Manicurist License. In order to obtain such a license, an individual must take a written and practical examination conducted by the Ohio State Cosmetology and Barber Board. To qualify for such examination, the individual must have completed at least 200 clock hours of training in a manicuring program in a licensed Cosmetology School, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### **EDUCATIONAL OBJECTIVE:**

Ohio Manicurist License

### **COURSE DESCRIPTION:**

Manicuring is a limited practice of Cosmetology, and deals primarily with the care of the finger and toe nails. The course also teaches nail sculpting, which is the application of artificial nails. This course goes beyond entry level and trains the student in the basic skills needed for gainful employment in a Cosmetology or Manicuring salon.

### **LENGTH OF COURSE / SCHEDULES:**

The Manicuring course is 200 Clock Hours (Limited to Graduates of Spa School Esthetics Program) with the following junior / senior scheduling options:

Junior Full Time Schedule: 25 hours per week for one week

Junior Evening Schedule: 14 hours per week for two weeks (Students who complete junior theory training on an evening schedule must attend their senior training on an evening schedule)

Senior Full Time I Schedule: 39 hours per week for 5 weeks

Senior Full Time II Schedule: 29 hours per week for 7 weeks

Senior Full Time III Schedule: 25 hours per week for 8 weeks

Senior Full Time IV Schedule: 25 hours per week for 8 weeks

Senior Modular Schedule: 22 hours per week for 8 weeks

Senior Evening Schedule: 17 hours per week for 11 weeks (Available only at 5050 N High Street, Columbus location)

### **COURSE GOALS:**

The goals of the Manicuring Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a professional Manicurist License, and secure entry level employment as a Manicurist or Pedicurist.

### **COURSE FORMAT:**

The course is taught in the English language using a combination of lecture, demonstration and clinic experience under instructor supervision. It follows a sequence from primary subject to those more advanced, in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice on live models (under supervision of licensed instructors) and testing.

### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

85% - 92% = (Very Good)

75% - 84% = (Satisfactory)

0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

#### **ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:

- A. Individual Exams: A grade of 75% or better.
- B. Cumulative average: A grade of 75% or better.

2. "Required Examinations" are as follows:

- A. Junior Final Examination
- B. Senior Final Examination

### **200 Hour Manicuring Curriculum**

#### **CONTENT OF UNITS OF INSTRUCTION**

#### **HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<b><u>Clinic</u></b>	<b><u>Theory</u></b>	<b><u>Flex Time</u></b>	<b><u>Total</u></b>
<b>Orientation</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>
<b>General Sciences</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>40</b>
<b>Nail Care</b>	<b>35</b>	<b>17.5</b>	<b>15.5</b>	<b>68</b>
<b>Nail Enhancements</b>	<b>35</b>	<b>17.5</b>	<b>15.5</b>	<b>68</b>
<b>Salon Operations &amp; Communications Skills</b>	<b><u>10</u></b>	<b><u>5</u></b>	<b><u>5</u></b>	<b><u>20</u></b>
<b>TOTALS:</b>	<b>100</b>	<b>50</b>	<b>50</b>	<b>200</b>

#### **Orientation**

Introduction to the Classroom/Clinic  
Review First Day Forms and Information about the Program  
School Policies and Procedures  
Student Support Services  
Emergency Procedures  
Getting set up in/navigating Lab

#### **General Sciences**

Bacteriology  
Infection Control Principles and Practices  
Decontamination Practices and Procedures  
Universal Precautions  
Dispensary Requirements & Operations  
General Anatomy  
Nail Structure & Growth  
Nail Conditions, Diseases & Disorders  
Electricity Theory & Equipment Usage  
Chemistry Basics  
First Aid Procedures  
Ergonomics

#### **Nail Care**

Client Protection & Consultations  
Safety Precautions  
Basic Manicures  
Basic Pedicures  
Tools and Equipment  
Polish and Application Techniques  
Color Theory  
Massage Theory and Techniques  
Product and Service Sales Training

## 200 Hour Manicuring Curriculum - Continued

### **Nail Enhancements**

- Enhancement Products and Chemistry
- Monomer and Polymer Enhancements
- UV Gel
- Application Procedures
- Artificial Nail Structure
- Preparation and Removal
- Application and Maintenance
- Nail Repairs
- Specialized Equipment
- Curing Methods
- Embellishments
- Drills/Advanced Tools

### **Salon Operations & Communications Skills**

- Salon Operation & Management
- Human Relations
- Consultation Skills
- Sales/Interpersonal Skills
- Professionalism
- Communication
- Career and Employment Development
- Job Search Skills (Resume Development/Interview Preparation)
- Product and Service Education
- Ohio Revised Code & Ohio Administrative Code
- Licensure Policies & Procedures
- Continuing Education Policies and Procedures
- Inspection and Enforcement Policies and Procedures
- Scope of Practice Regulations
- Human Trafficking (Video and Written Test)

### **Review and Testing**

- Practical and Written Testing (Included in all Units)

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

**INTRODUCTION** - Federal regulations by the United States Department of Education and guidelines established by the National Accrediting Commission of Career Arts and Sciences require that our school publish and adhere to certain standards of student progress. The following policy is in compliance with such standards, and at the same time provides the flexibility to allow the school to work with each student individually toward meeting these standards. This policy is published in our School Catalog, Student Handbook, and on our web site. Applicants are provided access to the policy via school catalog and the website prior to signing their Enrollment Agreement.

### **APPLICATION**

The standards of the Satisfactory Academic Progress Policy are consistently applied to all students enrolled in the Advanced Cosmetology, Cosmetology, Hair Designer, Advanced Esthetics, Advanced Manicuring and Manicuring program without regard to schedule or receipt of Federal Financial Assistance.

### **COMPONENTS**

Satisfactory Academic Progress standards are comprised of grades for theoretical and practical work (qualitative) and specific attendance requirements (quantitative).

### **EVALUATION PERIODS**

Evaluation of students for Satisfactory Academic Progress is determined by program and based on clocked (actual) hours. Evaluation periods are designed with similar lengths based upon academic year length and course. Each student has at least one evaluation by no later than midpoint of their course and/or academic year, whichever occurs sooner.

The Academic year for each program is defined as:

- 1) 900 clock hours (26 weeks) for the 750 hour Advanced Esthetician program
- 2) 900 clock hours (30 weeks) for the 1800 hour Advanced Cosmetology program, the 1500 hour Cosmetology program and the 1200 hour Hair Designer program
- 3) Due to the short length of the 300 hour Advanced Manicuring program and the 200 hour Manicuring program, they will have one evaluation no later than midpoint of their program.

The frequency of the evaluations are: 1800 hour Advanced Cosmetology students are evaluated at 450, 900, and 1350 clocked (actual) hours; 1500 hour Cosmetology students are evaluated at 450, 900, and 1200 clocked (actual) hours; 750 hour Advanced Esthetic students are evaluated at 375 clocked (actual) hours; 1200 hour Hair Designer Students are evaluated at 450 and 900 clocked (actual) hours; 300 hour Advanced Manicuring students are evaluated at 150 clocked (actual) hours and 200 hour Manicuring students are evaluated at 100 clocked (actual) hours. The evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. Evaluations will be completed within seven (7) business days following the established evaluation points.

### **ATTENDANCE REQUIREMENT POLICY**

Students are required to attend a minimum of 67% of their scheduled hours to be considered maintaining Satisfactory Academic Progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The evaluation is based on cumulative attendance (start date to evaluation date).

### **MAXIMUM TIMEFRAME**

The allowable maximum timeframe is 150 percent of the published length of the program as measured in the cumulative number of clock hours the student is required to complete and expressed in calendar time. (A student in a clock-hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

As part of each official SAP evaluation that is performed at the end of each payment period, it is determined if it is possible for the student to complete their program within the maximum timeframe. Student fail the maximum timeframe at the point at which it is determined that it's not possible for them to complete their program within the maximum timeframe, not at the point they actually reach the maximum timeframe.

### **ACADEMIC REQUIREMENT POLICY**

The qualitative element used to determine Satisfactory Academic Progress is a system of evaluations. Students are assigned theory and practical assignments and are evaluated at the end of each assignment period. Students are required to receive a final overall grade of 75% or above on all required evaluation elements and receive a 75% or above cumulative (start date to evaluation date) academic grade. All students shall take and pass all required examinations. Required examinations for

Advanced Cosmetology, Cosmetology, Hair Designer and Advanced Esthetics students are Junior Final examinations, Periodic Senior evaluations (must pass a minimum of 2), Senior Final Examinations and Advanced Examination (if applicable). Required examinations for Advanced Manicuring and Manicuring students are Junior Final examinations, Senior Final Examinations and Advanced Examination (if applicable).

"Pass" is defined as follows:

A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

85% - 92% = (Very Good)

75% - 84% = (Satisfactory)

0% - 74% = (Failing)

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students deemed not meeting Satisfactory Academic Progress at the evaluation period is no longer eligible for Title IV Funding, unless the student is on Warning Status or has prevailed upon appeal of a negative progress determination that has resulted in the status of Probation. Satisfactory Academic Progress Determinations will be maintained either in written format or electronically. At each evaluation students will receive a hard copy of their progress evaluation. Additionally, students with either a Warning Status or Unsatisfactory Status will be given written guidance on actions required to be in compliance with Satisfactory Academic Progress.

## **DEFINITIONS OF DETERMINATION**

### **A. SATISFACTORY**

Students are meeting the minimum requirements for academics and attendance at evaluation periods and are considered to be making Satisfactory Academic Progress until the next scheduled evaluation period. Students with a Satisfactory Progress determination are eligible to receive all Title IV funds for which they qualify.

### **B. WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on Warning and considered to be making satisfactory progress during the Warning period, until the next scheduled evaluation. The student will receive a written notification of the actions required to meet minimum attendance and academic requirements to re-establish Satisfactory Academic progress before the next evaluation. If at the end of the Warning period, the student is not meeting both the attendance and academic requirements, the student may be placed on Probation and, if applicable, the student may be deemed ineligible to receive Title IV Funds.

### **C. UNSATISFACTORY**

Students who fail to meet minimum requirements for attendance or academic progress by the end of the Warning period and do not successfully appeal will be placed on an Unsatisfactory Status. Any student considered to be making Unsatisfactory Progress in accordance with the regulations of the school shall be notified, in writing. Such written notification shall include the reasons for such a determination. Students with a determination of Unsatisfactory are ineligible to receive Title IV Funds and will be placed on cash payments. The school reserves the right to dismiss any student who has an Unsatisfactory Status.

### **D. PROBATION (must successfully appeal; see appeal process)**

Students who fail to meet minimum requirements for attendance or academic progress during the Warning or previous evaluation period must prevail upon appeal of a negative progress determination prior to being placed on Probation to be considered making Satisfactory Progress during the Probationary period. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on Probation. The student and the administration will develop an academic plan on the actions required to attain Satisfactory Academic Progress by the next evaluation. Students who are progressing according to their academic plan will be considered making Satisfactory Academic Progress. If at the end of the Probationary period, the student has NOT met both the attendance and academic requirements, the student will be determined as NOT making Satisfactory Academic Progress and, if applicable, students will be deemed ineligible to receive Title IV funds.

## **APPEAL PROCESS**

A student has the right to appeal a determination of Unsatisfactory Progress. All appeals shall be addressed, in writing, to the Administrative Office and must be postmarked within ten business days of the student receiving the determination of Unsatisfactory Progress. The appeal request must explain the circumstances which resulted in the Unsatisfactory Status, all applicable supporting documentation (such as Doctors' excuse and/or release, obituaries, counseling records, etc.) and the

students' plan for improvement. An appeal hearing will be scheduled within ten business days of receipt of the appeal request. During this hearing, the student may present facts in opposition to or mitigation of the original determination. A decision regarding the appeal shall be rendered, in writing, within 10 business days of the date of the hearing. All documentation, including the initial determination and the final determination will be maintained in the student file. Successful appeals will be granted on an individual basis. Acceptable appeal reasons include but are not limited to, death of an immediate family member, an injury / illness of the student or an injury / illness of an immediate family member. Other extenuating circumstances will be given consideration. If, upon appeal, the original determination of Unsatisfactory Progress is overturned, the student will be placed on a determination of Probation. The student shall be fully reinstated and eligible to receive any authorized Title IV Funds for the time period in question, retroactive to the date of the original determination of Probation.

### **REINSTATEMENT OF FINANCIAL ASSISTANCE**

If, upon appeal, the original determination of Unsatisfactory Progress is overturned, the student will be placed on a determination of Probationary. The student shall be fully reinstated and eligible to receive any authorized Title IV Funds for the time period in question, retroactive to the date of the original determination of Probationary. The administration working with the student will create a written plan on the actions required to attain Satisfactory Academic Progress by the next evaluation. Students may not have consecutive Probationary Periods. Failure to comply with the Academic Plan by the next evaluation period will result in a determination of Unsatisfactory Status and is not appealable. A student may not receive Federal Financial Assistance while deemed to be making "Unsatisfactory Progress".

### **INTERRUPTIONS**

The Satisfactory Academic Progress status of a student returning from a Leave of Absence or Suspension will be the status held at the time the Leave of Absence or Suspension began. Hours elapsed during a Leave of Absence or Suspension will extend the student's contract period and maximum time frame by the same number of days of the Leave of Absence or Suspension and will not be included in the students cumulative attendance percentage calculation.

### **CHANGES IN PROGRAMS**

Hours clocked in one program are not transferrable to another program designation and as such will not affect the maximum time frame. Students attending one program who have an interest in enrolling in a second program must discontinue from their current program, meet any financial responsibilities to the school on the previous program balance and apply for enrollment into the new program. Enrollment into a second program will be considered on a case by case basis.

### **MULTIPLE PROGRAM ENROLLMENT**

Due to scheduling difficulties, the school does not allow the enrollment of a student into more than one program concurrent with each other and as such the maximum time frame is not affected. Students interested in pursuing a secondary program with our school are offered the opportunity to continue their education with us in a second program following successful completion of their original program.

### **COURSE INCOMPLETE**

Students are required to complete all courses (required subjects) as scheduled. Course INCOMPLETE shall be deemed the equivalent of a grade of 74%, and the academic requirement policy shall apply. Students are given the opportunity to re-take an exam up to three times. The first passing score of 75% or above will replace the incomplete grade of 74%.

### **WITHDRAWALS / DISCONTINUANCES**

Ohio State School of Cosmetology and the Spa School does not distinguish between Withdrawal Passing or Withdrawal Failing. It is at the discretion on any school which may accept transfer hours of a withdrawn student to request the grades of a withdrawn student to make a determination regarding acceptance of any or all hours based on the grades received in any given subject.

Any student who discontinues and re-enters will re-enter with the same Satisfactory Academic Progress Status as when the student discontinued. Re-entry students who are eligible for Title IV funding may not receive further Title IV Funds unless the student was making Satisfactory Progress at the time of discontinuance or the student subsequently meets the standards for Satisfactory Academic Progress.

### **REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

Time spent beyond the normal course requirements for repetition or for non-credit remedial work is time that is not recognized for the purposes of satisfactory progress and for which a student is not eligible to receive clock hour credit toward completion of the course.

## **TRANSFER HOURS**

All hours accepted by the school for transfer into any program offered by the school will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Satisfactory Academic Progress evaluation periods will be based on the actual contracted hours at the school. Transfer students who are eligible recipients for Title IV Funding may only receive funding for the contracted hours.

Grades completed at another school do not count toward the Satisfactory Academic Progress. Only grades completed at our school influence the student's current Satisfactory Academic Progress.

## **ATTENDANCE POLICY**

To progress, a student must attend regularly. Although some reasons for absence are considered acceptable, there is a limit to the number of "excused" absences allowed. Beyond this limit, experience has shown that the student is not able to progress regardless of the reason for absence. For this reason, attendance policies are strictly enforced.

Attendance is evaluated in accordance with the Satisfactory Academic Progress Policy at the appropriate hours for your program.

To assist students with maintaining satisfactory attendance (67% cumulative), monthly absences exceeding 20% of total monthly scheduled time may be cause for the "Absence Conference Policy" to be in effect.

Your Enrollment Agreement indicates the time allowed to complete the course and a completion date. This date represents the time it would take you, attending all scheduled hours, to complete the course, and makes allowance for normal absence as well as scheduled holidays. The school reserves the right to dismiss any student who has not completed the course by the contracted completion date.

The day before a legal holiday, the last scheduled day of the week and class day are considered required days. Certain other important clinic days may be deemed "required" attendance days by the school. Unless specified in this handbook as a required day, a day is considered "required" when written notice is posted at least 2 weeks prior in the school indicating that attendance on that day is mandatory. Section 4.21 for required day absences is in effect for all required days.

Students will be deemed tardy if they do not appear on time for class or clinic. Excessive tardiness may be considered sufficient reason to schedule an absence conference.

Students may not clock in more than five (5) minutes before they are scheduled, unless prior approval is received.

## **JUNIOR TRAINING POLICY**

Junior Training Attendance is viewed more strictly from the above Attendance Policy for a variety of reasons, including excessive consecutive absences are detrimental to the student's education, State Board minimum hour requirements, and malpractice insurance considerations. Therefore, guidelines are used to determine permitted continuance in a class or the student being required to restart. Restarting in the next class may cause any tuition awards or scholarships to be null and void. Limited exceptions may be made for exceptional circumstances on a case by case basis if it is determined that the student can be caught up.

1. An attendance conference will be scheduled when the student has been absent from class two (2) hours for Manicurists, five (5) hours for Estheticians, eight (8) hours for Hair Designers and ten (10) hours for Cosmetologists.
2. Absences exceeding three (3) hours for Manicurists, ten (10) hours for Estheticians, fifteen (15) hours for Hair Designers and twenty (20) hours for Cosmetologists; may be cause for the student to restart.
3. Excessive consecutive absences, which may be deemed detrimental to the student's education, may be cause for the student to restart.

## **SENIOR ABSENCE CONFERENCE POLICY**

**FIRST CONFERENCE:** Upon exceeding the stated absence limits, a conference may be held to determine the reasons and the probability of improvement. The staff member conducting the conference will provide alternative schedules and/or other solutions to assist the student in eliminating the poor attendance pattern.

**SECOND CONFERENCE:** If a student continues poor attendance following the first conference, another conference may be scheduled. Action taken as result of a second conference: student will not be permitted to receive student services until they have attended one month of acceptable attendance; student will be terminated from the intern program.

**THIRD CONFERENCE:** If attendance does not improve after two conferences, a third conference will be held with the following consequences: student will not be permitted to receive student services until they have attended one month of acceptable attendance.

**FOURTH CONFERENCE:** If, for any reason, a fourth attendance conference is necessary, the student will be scheduled for a Disciplinary Hearing and the student's desire to complete the course and ability to benefit from the training will be scrutinized. The school may take whatever action it feels, at its discretion, is justified, up to and including dismissal.

Students should avoid unnecessary absence. Although the preceding represents MINIMUM standards, the school reserves the right to dismiss or suspend any student exhibiting an inability to attend school regularly.

### **ACADEMIC POLICY**

All Advanced Cosmetology, Cosmetology, Advanced Esthetics, Hair Designer, Advanced Manicuring and Manicuring students shall take and pass all required examinations. Required examinations for Advanced Cosmetology, Cosmetology, Hair Designer and Advanced Esthetics students are Junior Final examinations, Periodic Senior evaluations (must pass a minimum of 2), Senior Final Examinations and Advanced Examination (if applicable). Required examinations for Advanced Manicuring and Manicuring students are Junior Final examinations, Senior Final Examinations and Advanced Examination (if applicable).

"Pass" is defined as follows:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

85% - 92% = (Very Good)

75% - 84% = (Satisfactory)

0% - 74% = (Failing)

Senior students are assigned theory and practical assignments and are evaluated at the end of each assignment period. Students are required to receive a final overall grade of 75% on all required evaluation elements and receive a 75% cumulative (start date to evaluation date) academic grade.

### **Leave of Absences/Suspensions**

Senior students who are on a Leave of Absence or Suspension during an assignment period and return during the evaluation testing period are required to test. Individual grades for homework and clinic assignments will be pro-rated to correspond with the days the student was scheduled to attend school. Other Leave of Absence or Suspension situations will be evaluated on a case by case basis.

### **Required Examinations**

Listed below are consequences for any student who does not pass a required examination:

**Junior Final Examination:** All students attending programs requiring 1000 hours and above who do not pass the required Junior Final Examination by 300 clock hours (actual) will be scheduled for an Academic Conference to determine the probability of continued enrollment.

Advanced Esthetics students who do not pass the required Junior Final Examination by 175 clock hours (actual) will be scheduled for an Academic Conference to determine the probability of continued enrollment.

Advanced Manicuring / Manicuring students who do not pass the required Junior Final Examination by 75 clock hours (actual) will be scheduled for an Academic Conference to determine the probability of continued enrollment.

The Academic Conference will be scheduled within 10 calendar days of hour determination. The Academic Conference



decision will be rendered within 10 calendar days of conference date. The training of such a student will be suspended pending the Academic Conference determination.

**Periodic Senior Evaluations:** Advanced Cosmetology, Cosmetology, Advanced Esthetics, and Hair Designer students who do not pass the required Periodic Senior Evaluations will be scheduled for an Academic Conference to determine the probability of continued enrollment. The Academic Conference will be scheduled within 10 calendar days of hour determination. A decision will be rendered within 10 calendar days of conference date. The training of such a student will be suspended pending the conference determination.

**Senior Final Examination:** All students attending programs requiring 750 hours and above, who do not pass the required Senior Final Examination and Advanced Examination (if required) by 150 clock hours within program completion will be scheduled for an Academic Conference to determine the probability of continued enrollment. The Academic Conference will be scheduled within ten (10) calendar days of hour determination. A decision will be rendered within 10 calendar days of conference date. The training of such a student will be suspended pending the conference determination.

Advanced Manicuring students who do not pass the required Senior Final Examination by 225 clock hours (actual) within program completion will be scheduled for an Academic Conference to determine the probability of continued enrollment. The Academic Conference will be scheduled within 10 calendar days of hour determination. A decision will be rendered within 10 calendar days of conference date. The training of such a student will be suspended pending the conference determination.

Manicuring students who do not pass the required Senior Final Examination by 170 clock hours (actual) within program completion will be scheduled for an Academic Conference to determine the probability of continued enrollment. The Academic Conference will be scheduled within 10 calendar days of hour determination. A decision will be rendered within 10 calendar days of conference date. The training of such a student will be suspended pending the conference determination.

#### **Conference Determination**

The decision of the Academic Conference may permit the student a final re-examination, students who do not pass such a final re-examination may be dismissed from school. Such dismissal will be deemed for academic cause.

#### **TAG LEVEL WHILE IN SCHOOL**

Tag levels serve to recognize increased skill and match level of skill with expected performance. Students are not required to rise through the various tag levels, but are encouraged to progress to increase their skill level and comfort; better preparing them to be successful in the beauty industry.

#### **Advanced Cosmetology / Cosmetology / Hair Designer**

Process: Senior theory classes are divided into Units, every ten weeks. Each student is assigned a skill sheet (services to complete) and homework assignments, meant to complement unit subjects. Full time students must complete 100% of their skill sheet and homework assignments for that unit, in addition to attaining a 75% or higher in unit testing (practical and written) in order to advance to the next level. Due to their part time status, any student scheduled less than 24 hours per week are assigned a skill sheet with half the services required of a full time student. Part time students must complete 100% of their skill sheet and homework assignments for two (consecutive) units, in addition to attaining a 75% or higher in unit testing (practical and written) in order to advance to the next level.

#### **Tag Levels :**

- A. FRESHMAN / JUNIOR** - student is learning the theory and practical basics of the course.
- B. BUDGET SENIOR - (green dot)** - student has completed Junior classroom training is "certified" to perform certain specific clinic services, and is continuing with the theory and practice of more advanced areas.
- C. INTERMEDIATE - (yellow dot)** - student is improving upon "certified" skills.
- D. ADVANCED-ON-TRIAL - (black dot)** - student understands all of the basics and is striving to improve workmanship and speed.

- E.      ADVANCED SENIOR - (blue dot)** - student has reached “entry level” in the basics and is ready to go into more advanced areas.
- F.      STYLIST-ON-TRIAL - (silver dot)** - student is working on perfecting salon techniques and developing professional speed.
- G.      FULL STYLIST- (gold dot)** - student exhibits above entry-level skill, attitude, and knowledge.
- H.      MASTER STYLIST – (gold glitter dot)** – student exhibits above entry-level skill, attitude and knowledge and has mastered all techniques and business skills. (Attainable by Advanced Cosmetology students only)

### **Advanced Esthetics**

Process: Senior theory classes are divided into Assessments, every seven weeks. Each student is assigned a skill sheet (services to complete) and homework assignments, meant to complement unit subjects. Full time students must complete 100% of their skill sheet and homework assignments, in addition to attaining a 75% or higher in unit testing (practical and written) in order to advance to the next level. Part time students, any student scheduled less than 24 hours per week, must complete 100% of their skill sheet and homework assignments for two (consecutive) assessments, in addition to attaining a 75% or higher in unit testing (practical and written) in order to advance to the next level.

#### **Tag Levels :**

- A.      FRESHMAN / JUNIOR** - student is learning the theory and practical basics of the course
- B.      BUDGET SENIOR – (green dot)** - student has completed Junior classroom training is "certified" to perform certain specific clinic services, and is continuing with the theory and practice of more advanced areas.
- C.      INTERMEDIATE - (yellow dot)** - student has completed Junior classroom training is "certified" to perform certain specific clinic services, and is continuing with the theory and practice of more advanced areas.
- D.      ADVANCE - (silver dot)** - student is improving upon “certified” skills.
- E.      DERMAL TECH - (gold dot)** - student exhibits above entry-level skill, attitude, and knowledge.

### **Advanced Manicuring / Manicuring**

**Due to the length of the program, all Advanced Manicuring and Manicuring students will graduate at the senior level and no further levels are attainable.**

#### **Tag Levels:**

- A.      FRESHMAN / JUNIOR** - student is learning the theory and practical basics of the course.
- B.      SENIOR - (green dot)** - student has completed Junior classroom training and is "certified" to perform certain specific clinic services, and is continuing with the theory and practice of more advanced areas.

## **ADMINISTRATIVE STAFF**

**Chairman.....James M. Rogers**  
**President Emeritus.....Sue Carter Moore**  
**President.....Luke Hanks**  
**Vice President/Student Aid.....Cheryl Halblaub**  
**Administrative Office.....Marilyn Spangler**  
**Stephanie Breeckner**  
**Financial Aid.....Becky Spangler**  
**Pam Fox**  
**Comptroller / Bookkeeper..... Kim Faggion**  
**Curriculum Research Analyst.....Kelly Jo McCarthy/Tina Murphy**  
**Director of Operations.....Kelly Jo McCarthy**  
**Student Liaison.....Judy Sabo**  
**Admissions Representatives, Ohio State School of Cosmetology,**  
**The Spa School.....Ali LeCompte**  
**Paige Bussert**  
**Peggy Wheeler**

## **FACULTY**

### **Ohio State School of Cosmetology, 6077 Gender Rd, Canal Winchester, OH 43110**

**Sherrie Hicks**  
**Torre Trogus-Ames**  
**Brittany Overholt**

### **Ohio State School of Cosmetology, 789 Hebron Rd, Ste J, Heath, OH 43056**

**Tina Murphy**  
**Michelle Vensil**  
**Ashley Weeks**

### **Ohio State School of Cosmetology, 137 E Center St, Marion, OH 43302**

**Rebecca Rodriguez**  
**Angela King**  
**Vancella Cook**  
**Shantah Fry**

### **The Spa School, 5050 N. High St, Columbus, OH 43214**

**Kelly Jo McCarthy**  
**Christina Rudd**  
**Briana Andujar-Balser**  
**Brooke Mitchell**  
**Melissa Neal**  
**Emily Anderson**  
**Caitlin Estep**  
**Casey Yoxtheimer**

## **2024 CLASS START DATES**

<u><b>SCHOOL</b></u>	<u><b>LOCATION</b></u>	<u><b>STARTING DATE</b></u>	<u><b>COURSE</b></u>
OHIO STATE SCHOOL OF COSMETOLOGY	6077 GENDER ROAD CANAL WINCHESTER, OH 43110	JANUARY 23 MARCH 19 MAY 14 JULY 16 SEPTEMBER 10 November 5	ADVANCED COSMETOLOGY  COSMETOLOGY  HAIR DESIGNER
OHIO STATE SCHOOL OF COSMETOLOGY	6077 GENDER ROAD CANAL WINCHESTER, OH 43110	JANUARY 15 MARCH 4 APRIL 22 JUNE 10 AUGUST 5 SEPTEMBER 16 NOVEMBER 11	ADVANCED MANICURING
OHIO STATE SCHOOL OF COSMETOLOGY	789 HEBRON ROAD, STE J HEATH, OH 43056  789 HEBRON ROAD, STE C HEATH, OH 43056 (ADD'L CLASSROOM SPACE)	FEBRUARY 6 APRIL 2 JUNE 4 July 30 SEPTEMBER 24 NOVEMBER 19***	ADVANCED COSMETOLOGY  COSMETOLOGY  HAIR DESIGNER
OHIO STATE SCHOOL OF COSMETOLOGY	789 HEBRON ROAD, STE J HEATH, OH 43056  789 HEBRON ROAD, STE C HEATH, OH 43056 (ADD'L CLASSROOM SPACE)	JANUARY 15 MARCH 4 APRIL 22 JUNE 10 AUGUST 5 SEPTEMBER 16 NOVEMBER 11	ADVANCED MANICURING
OHIO STATE SCHOOL OF COSMETOLOGY	137 E. CENTER STREET, MARION, OH 43302	FEBRUARY 13 APRIL 9 JUNE 11 AUGUST 13 OCTOBER 8 DECEMBER 3**	ADVANCED COSMETOLOGY  COSMETOLOGY  HAIR DESIGNER
OHIO STATE SCHOOL OF COSMETOLOGY	137 E. CENTER STREET, MARION, OH 43302	JANUARY 15 MARCH 4 APRIL 22 JUNE 10 AUGUST 5 SEPTEMBER 16 NOVEMBER 11	ADVANCED MANICURING

### **2024 CLASS START DATES (CONTINUED)**

<b>THE SPA SCHOOL</b>	<b>5050 NORTH HIGH STREET COLUMBUS, OH 43214</b>	<b>JANUARY 30 March 26 (EVENING) APRIL 16 JUNE 25 AUGUST 6 (EVENING) AUGUST 27 OCTOBER 22 NOVEMBER 5 (EVENING)</b>	<b>ADVANCED COSMETOLOGY  COSMETOLOGY  HAIR DESIGNER</b>
<b>THE SPA SCHOOL</b>	<b>5050 NORTH HIGH STREET COLUMBUS, OH 43214</b>	<b>JANUARY 15 MARCH 5 (EVENING) MAY 20 JULY 15 AUGUST 27 (EVENING) NOVEMBER 11*</b>	<b>ADVANCED ESTHETICS</b>
<b>THE SPA SCHOOL</b>	<b>5050 NORTH HIGH STREET COLUMBUS, OH 43214</b>	<b>JANUARY 15 MARCH 4 MARCH 12 (EVENING) APRIL 22 JUNE 10 JULY 9 (EVENING) AUGUST 5 SEPTEMBER 16 OCTOBER 22 (EVENING) NOVEMBER 11</b>	<b>ADVANCED MANICURING   MANICURING</b>

School Closures: New Year's Day; Martin Luther King Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day, and Christmas Day.

\* Junior class ONLY scheduled off 11/28/24 and 11/19/2024

\*\* Junior class ONLY scheduled off 12/24/24, 12/25/24 and 12/26/24

\*\*\* Junior class ONLY scheduled off 01/01/25

## Appendix: Rules of the School

### GENERAL RULES FOR STUDENT CONDUCT

#### 13.0

Purses and personal belongings must be kept in lockers and are not permitted in class or on clinic. Only items that are issued by the school are permitted in class or clinic.

#### 13.1

You must regard yourself as a professional, and conduct yourself accordingly. A high level of discipline and decorum is expected.

#### 13.2

Observe neatness and cleanliness at all times. All areas, equipment and apparatus must be left in satisfactory condition. Students, individually or collectively, may be held financially responsible for damage to school property due to abuse or negligence.

#### 13.3

When leaving the clinic or classroom area, always obtain instructor permission. Clinic students, after receiving permission, must be signed and clocked out (exact time leaving) and, upon returning from lunch, must be signed in by an instructor.

#### 13.4

To enhance a professional atmosphere, never call or shout for assistance. If you experience a problem on the clinic -- do not say so in front of the client. Go to the instructor and explain.

#### 13.5

**WE ARE A SMOKE-FREE FACILITY.** Smoking (including e-cigarettes, cigarettes, cigars, pipes, and any other smoke producing tobacco products) by students, faculty, and staff is prohibited on all properties owned or leased by Salon Schools Group, including all interior spaces; and all outside property or grounds, including areas such as walkways, breezeways, parking lots, and picnic tables. Students and staff members are only permitted to smoke in their cars.

#### 13.6

No food or drink (except water bottles with closed lids) is permitted on clinic or in class. Chewing gum is permitted.

#### 13.7

Unauthorized electronic equipment such as blue tooth headsets, iPods, MP3 players; etc. are not permitted in class or clinic unless authorized by your instructor. Cell phones are **NOT** permitted on the clinic floor or junior classrooms, without instructor permission. Due to the need to use iPads for educational purposes, students may charge their iPad on the clinic floor or classroom with permission of the instructor or school manager. All cables must be maintained in a tidy manner and must not impede services or become a hazard. The school is not responsible for any electrical damage to any personal items from charging devices on the property.

#### 13.8

Students may **NOT** comb, cut, or otherwise work upon their own hair, nor apply their own makeup, nail polish, or conduct other such activities within the school premises.

#### 13.9

Students may not loiter around the desk, dispensary, or in the reception area.

### **13.10**

Personal phone calls are permitted only in case of a bonafide emergency, and are to be taken in the office. On other calls, a message will be taken, and the student may return the call on their break, lunch or after school. The desk phone may **NOT** be used under any circumstances.

### **13.11**

Visitors will be requested to wait in the waiting area until the student has a break from the clinic or from class. Visitors may not enter the clinic, classroom area or break room.

### **13.12**

When given a service, the service is to be accepted in a courteous manner. Address clients formally and in a friendly and courteous way.

### **13.13**

When given a service, it is **YOUR RESPONSIBILITY** to complete it. You **MAY NOT** give a service to another student, or have them help with the service without an instructor's permission.

### **13.14**

Service tickets must be taken in numerical order. "Requests" must wait until all clients who came in ahead of your request are taken (unless the instructor authorizes taking the ticket out of order).

### **13.15**

Students are permitted to book appointments for most services but may only wait 15 minutes following scheduled appointment time before being requested to take another service from an instructor. In addition, clients that walk-in prior to the scheduled appointment time are to be given priority when at all possible.

### **13.16**

If you have doubts or problems, explain them to your instructor as soon as possible. They will be there to help you when you need it.

### **13.17**

Do not congregate. If there is a service you would like to watch, do so - but remain silent. The student performing the service should be concentrating on, and conversing with, only the client.

### **13.18**

A student may be allowed to do a more advanced service if, in the judgment of the instructor, the student is capable of doing advanced work on the service in question and the student has been certified to perform the service. Conversely, an advanced student may be asked to take a less advanced service if it is deemed necessary for the operation of the clinic or in the student's best interest and the student has been certified to perform the service.

### **13.19**

All students are required to have an instructor:

- A.** Assist in client consultations.
- B.** Evaluate, grade and sign on each service.
- C.** Periodically check chemical services throughout the service, according to instructors' direction.

### **13.20**

Students must present the service ticket to the dispensary or an instructor, so that the ticket may be properly marked before receiving **ANY** products. Students are not permitted to use their own personal products or client supplied products, without prior approval from school manager.

**13.21**

Escort your client to the desk, and ask about coats, umbrellas, etc. Thank them and give them a card with your name on it (they may request you next time). Clients must pay at the desk - not pay the student.

**13.22**

Stations must remain neat and the floor swept.

**13.23**

Students should see that their own areas and stations are clean and neat before leaving for lunch or day's end. This means the mirror is clean, counter top clear, and the floor swept.

**13.24**

You must sweep the floor prior to any haircut check. Hair remaining on the floor is a safety hazard.

**13.25**

**IF CONDITIONS PERMIT**, senior students may receive services relevant to their training on assignment by the instructor in charge, if to do so will not interfere with the smooth operation of the clinic.

**13.26**

Lengthy services such as color, permanent waves, etc., should be done before or after your clinic day or on your day off. On occasion, a "long service" may be allowed - provided it is a slow day and students are available. Students must purchase the materials needed. Due to insurance concerns, only chemical products and thermal appliances issued, or approved in advance (prior to starting the service) by the school, may be used.

**13.27**

All complimentary or discounted services will be given at the discretion of the School Manager or the In Charge Instructor.

**13.28**

Models for students in classes requiring chemical products will be charged according to the current model price list. Models for instructor demos are not charged.

**13.29**

Chemical clinic services such as permanent waves, straighteners, hair coloring or sculptured nails may not be started without first checking with an instructor regarding analysis, product selection and procedure.

**13.30**

The school is not responsible for lost or stolen coats, equipment, or other personal articles. It is suggested that you not wear expensive coats or jewelry or carry large sums of cash to school.

## **DISCIPLINARY CODE**

### **PURPOSE**

**14.0**

Student conduct requiring discipline occurs infrequently at our school. When it does occur, it is important to the welfare of the school and our students that appropriate action is possible. Therefore, it is necessary we recite in this Handbook the procedures and penalties, as well as the actions for which discipline will be levied. This is not an indication that the actions specified have ever taken place or are likely to occur in the future.



#### 14.1

Ohio law establishes, as minimum standard for practitioners that they be of "good moral character". Therefore, throughout a student's training, certain judgments, sometimes subjective, must be made as to whether, in the school's best judgment, a student satisfies this statutory requirement.

#### 14.2

To the extent that objective standards are possible, they are set forth herein. However, it is common knowledge in the industry that attitude, cooperativeness, congeniality and other intangibles are as essential to success as are the skills developed through training. Therefore, this school cannot evaluate a student's performance solely upon objective tests, but must consider all aspects of a student's profile and make subjective determinations regarding quality of work, general deportment, attitude, etc.

### **PROCEDURE**

#### 14.3

**APPLICATION:** This disciplinary procedure will be applied in all cases where a student is charged with violating the "disciplinary rules" of the school.

#### 14.4

**NOTICE:** Any student who is charged with violating a rule will be notified, in writing, as soon as practicable of the following:

- A. The time and place of the alleged violation.
- B. The specific rule or rules in question
- C. The person charging the violation.

In the event the student is less than 18 years of age, his or her parents will receive an identical notice.

#### 14.5

**INITIAL CONFERENCE:** An initial conference will be held as soon as practicable after the alleged violation, at which time:

- A. The student will receive, in writing, the notice provided above.
- B. The student's training will be temporarily interrupted pending the outcome of the disciplinary hearing.
- C. The student will receive, in writing, notice as to the date, time, and place of the disciplinary hearing. Such hearing shall ordinarily be scheduled within 10 calendar days of the initial conference.
- D. The student may request to waive their right for a hearing.

In the event that (1) there is no dispute as to the occurrence of the violation; (2) the student does not object; and (3) further time is not required by the school, the matter may be resolved at the initial conference.

**If the student has not appeared for the hearing by the appointed time, and has not formally rescheduled, the hearing shall be postponed fifteen (15) minutes. At that time the hearing shall be conducted in the student's absence, and the committee shall render its decision based upon all available information.**

#### 14.6

### **DISCIPLINARY HEARING:**

#### **A. PARTIES**

- 1. **STUDENTS:** Only the student charged shall be present at the disciplinary hearing, provided that other students may be present only to present facts relevant to the charged violation. Prior notification is required if other students are to be in attendance to allow for sufficient time to be scheduled. In the event it is not permissible to speak to other students at the hearing, all attempts will be made to contact them via phone or face-to-face conversation in a timely fashion to determine any additional facts relevant to the situation.
- 2. **STAFF:** At least 2 members of the staff shall hear the charge(s) and facts concerning the charge(s). The staff members shall not include the charging party.

#### **B. PROCEDURE:**

- 1. **CHARGE:** The student shall be read the charged violation(s).
- 2. **PRESENTATION OF FACTS:**

- a. In support of the charge - facts supporting the charge will be presented by the person making the allegation and such persons deemed to have information relevant to the matter.
- b. In opposition to the charge - after hearing the charge and facts supporting such charge, the student will have an opportunity to present whatever relevant information or facts he/she wishes in opposition to or mitigation of the charge.
- c. Questioning - the charging party, student and disciplinary hearing committee shall all be afforded the opportunity to ask questions relevant to the charge.
- d. Closing statement - the student shall be given the opportunity to make a brief closing statement.

### **3. DECISION:**

- a. **TIME:** A decision will be rendered, in writing, within 10 business days of the disciplinary hearing.
- b. **NOTICE:** Notice of said written decision will be mailed to the student within 10 business days of the disciplinary hearing.
- c. **CONFIDENTIALITY:** Both the hearing and the decision therein shall be held private and confidential by both the school and the student.
- d. Action taken as a result of the disciplinary hearing may include (but is not limited to) one or more of the following:
  - (a) No penalty (b) Warning (c) Demotion (d) Probation (e) Temporary suspension (f) Permanent dismissal.
- e. The action taken by the disciplinary hearing committee may include the imposition of specific obligations upon the student based upon the nature of the violations the student has been found to have committed.
- f. The decision may include the abeyance of all or part of the penalty conditioned upon the student's future behavior conforming to rules established by the hearing committee.

## **14.7**

### **APPEAL PROCEDURE:**

A student may not appeal only because of general disagreement with the decision of the Disciplinary Committee. However, if a student feels he/she has evidence substantiating that the decision was rendered in error or unjustly, he/she may request an appeal hearing.

- A. Requests for appeal hearings must be made, in writing within thirty (30) days of the hearing date, to our Administrative Office.
- B. Such requests must set forth the specific reasons why an appeal should be considered and evidence in support thereof.
- C. All requests for appeal will be considered by the President of the school and will be answered, in writing, within thirty (30) days of postdate.
- D. If an appeal hearing is granted, the letter will contain the date, time and place of the appeal hearing.
- E. The procedure for the appeal hearing is identical to that set forth for the disciplinary hearing. However, any staff member who served on the disciplinary committee may not serve on the appeal hearing committee.
- F. Decisions by the appeal hearing committee will be rendered within 10 business days and are final.

## **DISCIPLINARY RULES**

### **VIOLATION OF THE FOLLOWING RULES WILL REQUIRE A DISCIPLINARY HEARING AND MAY RESULT IN DISMISSAL:**

#### **15.0**

The use of profanity, vulgarity, or obscene words or gestures in or about the school premises may require a disciplinary hearing.

#### **15.1**

Loud or disruptive talk in or about the school premises, and in the presence of clients, fellow students, faculty, staff members, or the general public.

#### **15.2**

Shoving, striking, fighting with or intimidating fellow students, faculty, staff members, clients, or the general public. **(WILL REQUIRE A DISCIPLINARY HEARING AND MAY RESULT IN DISMISSAL).**

This clause is expanded to include the act of bullying. "Bullying" means any physical act or gesture or any verbally, written or electronically communicated expression that a reasonable person should expect will have the effect of:

- 1) Physically harming a student, faculty member, staff member, client or member of the general public; or
- 2) Damaging the property of a student, faculty member, staff member, client, or member of the general public; or
- 3) Placing a student, faculty member, staff member, client, or member of the general public in reasonable fear of physical harm or damage to his/her property; or
- 4) Substantially disrupting the instructional program or the orderly operations of the school; or
- 5) Creating an intimidating, persistent, and or pervasive hostile educational environment for a bullied student, faculty member staff member, client or member of the general public.

Any individual affiliated with our programs in any way is entitled to learn, teach, and perform administrative functions. And/or receive services in an environment free from violence of any kind. All documented cases of violence in accordance with the information above will be thoroughly investigated and may result in disciplinary action up to and including dismissal from school and/or legal proceedings.

### **15.3**

Possession of alcohol or illegal drugs or the abuse of alcohol, illegal drugs or any controlled substance.

### **15.4**

Altering, tampering with clinic service tickets, school documents or related documents.

### **15.5**

Cheating, stealing, or lying while a student in the school.

### **15.6**

Providing false information regarding prior education, or providing inaccurate, misleading or erroneous financial aid data.

### **15.7**

Any student who misses school due to incarceration may be dismissed.

### **15.8**

Any student whose legal problems (whether civil or criminal) interfere with the student's ability to devote themselves and his/her time to their education may be dismissed from school or, if appropriate, suspended for such period as will enable the student to settle his/her legal problems. Suspension time may not exceed 30 calendar days.

### **15.9**

Conviction of any crime involving morals or conviction of any felony.

### **15.10**

Taking money from the cash register or being found in possession of money received from a client for services rendered at the school.

### **15.11**

Intentionally defacing school property. Any student found writing on walls or otherwise defacing school property will be required to pay any and all repair costs including labor charges and material charges to return said area to its prior condition. Such student shall also be subject to dismissal.

**VIOLATION OF THE FOLLOWING RULES MAY REQUIRE A DISCIPLINARY HEARING AND APPROPRIATE DISCIPLINARY ACTION WILL RESULT:**

### **15.12**

Discourtesy to any staff member, or willful failure to comply with an instructor's directions.

**15.13**

Refusing to accept a client when so directed by an instructor. Choosing to leave for the day rather than take a service will be deemed a refusal of service unless a student has prior approval to leave early from an instructor or documentation supporting a valid reason to leave without prior approval is provided the next scheduled day. Any student who requests to take their lunch when given a service will be immediately clocked out for lunch and upon their return will be placed on the sign in sheet as the next student to receive a service. Automatic fifteen (15) calendar day suspension for first offense. Hearing required for subsequent offense(s).

**15.14**

Due to insurance concerns, only chemical products and thermal appliances issued, or approved in advance (prior to starting the service) by the school, may be used. Students using their own product, without advanced approval, will receive an automatic fifteen (15) day suspension for the first offense. The second offense will result in a mandatory disciplinary hearing.

**15.15**

Students must charge the correct full price for all services and products given to clients. All such charges must be entered and recorded at the front desk cash register. Violations will incur an automatic thirty (30) suspension for the first offense. The second offense may result in dismissal.

**15.16**

As a non-smoking facility, students and staff may not smoke in the school or on school property. Students observed smoking will receive an automatic fifteen (15) day suspension for the first offense. The second offense will result in a mandatory disciplinary hearing.

**15.17**

Any student whose dress, appearance, or hairstyle violates the dress code shall not be signed in until in full compliance. All violations are to be documented. Upon the third such occurrence, a disciplinary hearing will be scheduled.

**15.18**

Students not following the established grievance procedure for registering complaints, or in any way inciting others, will be suspended pending the outcome of a disciplinary hearing.

**15.19**

All actions by a student that reflect unfavorably upon the school; including verbal, written, face book etc. may result in disciplinary action.

**15.20**

Conduct deemed unbecoming and not in keeping with the dignity and ethics of the profession may result in disciplinary action.

**15.21**

Students are NOT permitted to have cell phones on the clinic floor or in the classroom without instructor permission.

**15.22**

While the students are not prevented from receiving tips from clients, students may not suggest to clients that they tip, or in any way attempt to coerce clients into tipping other than by courteous service and good work.

**15.23**

Default in the required monthly tuition payments may result in suspension.

**15.24**

The school reserves the right to dismiss any student whose conduct reflects an inability to function within the spirit of the rules.

**15.25**

Students may not loiter at or around the desk or dispensary. Any student doing so, or found behind the desk or in the dispensary when not scheduled, will be suspended pending a hearing.

**15.26**

Students are required to be aware of all the rules of the school. A student's ignorance of any rule will not excuse a violation.

**15.27**

Upon the third violation of any rule contained within this Student Handbook, the student shall be deemed unable to abide by the rules and shall be suspended pending a disciplinary hearing.

**15.28**

When clocking hours, students must be in their assigned class on their required class day.

**15.29**

Students who are repeatedly absent from assigned classes may be scheduled for a conference with the school manager to determine reasons for absences and a resolution. Failure to correct the concern may result in a disciplinary hearing.

**15.30**

Students who leave the building, while signed in, without prior permission will receive a written warning and be signed out for the day for a first offense, will receive an automatic 15 day suspension for a second offense and will be suspended pending the outcome of a hearing for any further offenses.

**15.31**

Parking rules will be explained to each student on the first day of class. Students are required to abide by the parking rules.

**15.32**

Students who are suspended from school for academic, attendance or disciplinary reasons are not permitted to loiter in or around school premises or to obtain clinic services.

**15.33**

Any student who, in the judgment of the school authorities, appears **not** to be in full command of their physical and/or mental faculties will be required to leave school until submission of a doctor's medical report explaining the reason for the student's behavior and certifying the student to be in good health and able to return to school. Suspension time may not exceed thirty (30) calendar days.

### **MANDATED FEDERAL DRUG ABUSE PREVENTION PROGRAM**

In compliance with the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the following standards of conduct are required of the staff and students of Ohio State School of Cosmetology, and The Spa School.

**16.0**

Staff members and students of the school are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or abuse of alcohol while on school property or while participating in any institutional activity sponsored by the school.

**16.1**

Any staff member or student charged with violating this policy shall be scheduled for a disciplinary hearing in accordance with Section 14.3 of the Disciplinary Rules of this Student Handbook.

## **16.2**

If the Disciplinary hearing discloses a violation of this Section has occurred, disciplinary action will be taken. This action may include, but is not limited to, the actions set forth in Section 14.6 of the Disciplinary Rules. Such disciplinary action may include the requirement that the individual complete a program in drug abuse prevention and rehabilitation, or include other sanctions, up to and including, the expulsion of a student or the termination of any staff member violating this section.

## **16.3**

The school may refer all facts, documentation and evidence to the appropriate legal authorities.

## **16.4**

Legal sanctions under local, state and federal laws are serious. Penalties can include suspension, revocation or denial of a driver's license; mandated community service; loss of eligibility for federal aid; the seizure of all personal property and from five years to life imprisonment.

## **16.5**

Even the association with someone involved with illicit drugs or alcohol can be serious. For example, it is illegal to hold someone else's drugs. It is illegal to sell fake drugs. You can be arrested if you are in a house (or a school) where people are using drugs even if you are not. You can be charged with possessing drugs even if they are not on you. You are considered to possess, under legal terms of "constructive possession" drugs that are in your locker, purse, car or residence.

## **16.6**

There are many health risks associated with the use of illicit drugs or the abuse of alcohol. They can be addictive and injurious to the body and cause one to lose their sense of responsibility and coordination. Irritability, anxiety, paranoia, depression, inattentiveness, comas, convulsions or even death can result from overuse or abuse of drugs or alcohol. A drug-dulled brain makes a user dangerous in a cosmetology atmosphere. As an individual associated with our school, you will be using pointed instruments, sharp razor blades and dangerous chemicals. The use of such implements or materials while thinking and coordination are impaired due to drugs or alcohol can be extremely dangerous.

## **16.7**

Our institution uses the services of CompDrug, as well as the services of Alcoholics Anonymous, to enable staff members and students to seek counseling, treatment and rehabilitation. Any staff member or student who wishes additional information regarding these programs is urged to speak with a supervisor or to phone our Administrative Office at once.

## **16.8**

Financial Aid recipients sign a certificate stating they will not engage in unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by Financial Aid. A Financial Aid recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by Financial Aid must report the conviction, in writing, within 10 calendar days of the conviction to the Director, Grants and Contract Services, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3073-FOB-6, Washington, D.C. 20202-4571.

## **16.9**

All staff members and students, upon the commencement of their association with the school, must receive information concerning the Drug Free Schools and Community Act Amendments of 1989. In the event you feel you have not received this information, have questions, or would like additional information, please contact your immediate supervisor at once. Our school is committed to full compliance with the Drug Free Schools and Community Act Amendments and will take whatever actions it deems necessary in order to comply.

## **16.10**

The Drug Abuse Prevention and Treatment Coordinator for the State of Ohio is: Chief, Department of Alcohol and Drug Addiction Services, 30 E. Broad Street, Columbus, Ohio 43215, (614) 466-3445.