

# Studio Beauty School Catalog

10001 E. Sprague Ave.  
Spokane Valley, WA 99206

Phone (509) 242-9921

## PROFESSIONALS IN THE MAKING

Revised: January 1, 2022

Catalog certified as true and correct for content and policy:

Signed: Vicky Marburger  
Owner

Dated: January 1, 2022

Studio Beauty School is owned and operated by Sky, Inc.,  
a Washington State Corporation

## Table of Contents

Mission Statement and Code of Ethics .....	3
Administration and Staff .....	3
Governing Body.....	4
Admissions Requirements .....	4
Transfer Students.....	5
Enrollment Time: .....	5
Enrollment Agreement/Contract .....	5
Statement of Non-Discrimination .....	5
Ability to Meet Requirements Set Forth By An Employer .....	6
Physical Requirements .....	6
Facilities .....	7
Financial Assistance .....	7
Satisfactory Academic Progress Policy.....	8
Evaluation Periods.....	8
Attendance Progress Evaluations .....	8
Maximum Time Frame .....	8
Academic Progress Evaluations .....	8
Determination of Progress Status .....	9
Warning .....	9
Probation .....	9
Re-establishment of Satisfactory Academic Progress .....	9
Interruptions, Course Incompletes, Withdrawals .....	9
Appeal Procedure .....	10
Attendance Policy .....	10
Tardy Policy .....	10
Time Clock .....	10
Flex Hours and Make Up Work .....	10
Leave of Absence.....	11
Extenuating Circumstances .....	12
Class Schedule.....	12
Hours of Operation Calendar .....	12
Religious Accommodation .....	12
Curriculum.....	13-19
Graduation/ Certificate of Completion.....	19
Employment Assistance Counseling.....	19
Abandoned Equipment & Personal Property .....	19
Student Grievances.....	20
Appeal Process.....	21
Re-entry After Termination.....	22
Student Records.....	22
Exceptions, Waivers, Extenuating Circumstances.....	22
Student Conduct Policy.....	23
Progressive Consequences .....	23
Refund and Cancellation Policy.....	24-25
Withdraws and Terminations .....	25
Title IV Refunds – Federal Student Aid Refund Policy .....	26-29
Miscellaneous.....	30
Copyright Policy .....	30
Application for Enrollment and Contract.....	31-32
Services Available to Students with Disabilities .....	33
Drug and Alcohol Use Policy .....	Addendum 34-42
Total Cost Summary of Each Program.....	Addendum 43

## Studio Beauty School Mission Statement

The mission of Studio Beauty School is to strive for high academic standards within a caring and supportive environment while preparing the student for employment in the image industry.

**Our Motto: "Students First, Salon Second"**

### Administration and Staff of Experts

**Vicky Marburger** Vicky is the Owner of Studio Beauty School. She is a licensed Expert in Cosmetology, Manicuring, Esthetics, Master Esthetics and Instructor. Vicky also is an Instructor of Permanent Makeup specializing in Microblading. Vicky's main responsibility is the "business" of the school but also participates in education and finances.

**Wes Marburger** Wes is an Administrator of Instruction and Compliance. He has a Master's Degree in Education, a Bachelor's of Science Degree in Pre-Medicine and is a licensed Expert in Cosmetology and Instructor. Wes works closely with Vicky ;)

**Trista Engle** Trista is the Chief Financial Officer of Studio Beauty School. Trista holds her Master of Science in Accountancy, and brings years of technology experience to our administration.

**Paula Pravitz** Paula is a licensed Expert in the State of Washington as a Cosmetology, Esthetics, Master Esthetics, Manicuring and Instructor. Paula enjoys working as the Administrator of Office Services and Director of Financial Aid.

**Sara Chesbrough** Sara is a licensed Expert in the State of Washington as a Manicuring, Esthetics, Cosmetologist and Instructor. Sara is our Administrator of Academics and works with all programs

**Susan Angerman** Susan is our Administrator of Student Records/Instructor. Susan reviews student records for compliance purposes and is a licensed Expert in Manicuring and Instructor.

**Jessica Marburger** Jessica is a licensed Expert in the State of Washington as a Esthetics, Cosmetology and Instructor. Jessica's focus is the Esthetics/Cosmetology programs.

**Alex Hill** Alex is a licensed Expert in the State of Washington as an Esthetician and Instructor.

**Brittini Palacios** Brittini is a licensed Expert in the State of Washington as a Cosmetologist and Instructor. Brittini specializes in waxing, facials, eyelashes, makeup and State Board Prep.

**Josh Niles** Josh is our Administrative Assistant. Josh assists with scheduling, classroom demands, monitoring school access and salon business.

**Andrea Gilliam** Andrea is our Business Assistant. Andrea assists administrators with the business of the school.

**Jaymis Marburger** Jaymis is our Expert all things tech.

**Pauline Ross** Pauline is our Studio Café's Chef and Barista. Pauline specializes in making an ordinary sandwich into a culinary delight and mixing an excellent specialty drink or coffee. Yes, we have an espresso machine right in the school!

<b>GOVERNING AND LICENSING BODY</b> STATE OF WASHINGTON DEPARTMENT OF LICENSING P.O. BOX 9048 OLYMPIA, WASHINGTON 98507-9048 Phone {360} 664-6626	<b>National Accrediting Commission of Career Arts &amp; Sciences</b> NACCAS 3015 Colvin St. Alexandria, VA 22314 Phone {703} 600-7600
--	---

## **Veterans Benefits Approval Statement**

Selected programs of study at Studio Beauty School are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

### **RCW [18.16.310](#)**

#### **Department of licensing tuition recovery trust fund.**

For the purpose of providing relief to students impacted by the voluntary or involuntary closure of schools regulated under this chapter, the director shall establish, maintain, and administer a department of licensing tuition recovery trust fund created in RCW [18.16.320](#). The department of licensing tuition recovery trust fund shall be established no later than January 1, 2019. All funds collected for the department of licensing tuition recovery trust fund are payable to the state for the benefit and protection of any student or enrollee of a private school licensed under this chapter, for purposes including but not limited to the settlement of claims related to school closures.

## **Admissions Requirements**

Studio Beauty School's admission policies require that each admitted student meet all of the following:

1. Proof that the student is beyond compulsory school attendance in Washington State
2. Must be a minimum of 17 years of age.
3. Photo Identification.
4. High school diploma or high school transcript that clearly denotes high school completion, or equivalent or if home schooled, have a state-issued credential for secondary school completion. Studio Beauty School does not admit Ability-to-Benefit students.

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside party.

5. Complete the Studio Beauty School Enrollment Application

**To become an Instructor**, Washington State requires the applicant to:

1. Be at least 17 years old, and,
2. Hold a current Washington state license in one or more of the State's Approved Programs

In the event that Studio Beauty School or the Secretary of Education has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education the following procedure will be enacted:

1. The student will provide an official high school transcript which also denotes high school completion to Studio Beauty School. Student self-certification is not sufficient documentation
2. There is no appeal process if the school is unable to validate high school diploma.

## **Secondary Students Admissions**

For those secondary students not enrolled under a training agreement, the applicant must meet the following admission requirements:

- meet the state requirements for admission (complete 10<sup>th</sup> grade and be 17 years of age)
  - proof of completion of 10<sup>th</sup> grade can be shown through high school transcripts or letter from school official
  - proof of age can be shown through a drivers license, birth certificate, etc.
- provide permission in writing from the secondary school in which they are enrolled
- successfully complete the pre-enrollment evaluation

## **Transfer/\*Re-Entry Students**

- The applicant who has prior training in any of the school's course offerings and wishes to complete training in our school must first fulfill the admission requirements above.
- Transcripts will be not accepted after you have enrolled, unless noted in contract.
- This school does not recruit students who are currently registered, enrolled or attending another school.
- Students from out of state who move to Washington are NOT eligible for transfer hours.
- Previous hours and operations for said transfer student may be accepted as approved by this school and appropriate clock hours shall be given.

Studio Beauty School will accept clock hours and operations accrued by the student in another Washington Institution under the following conditions:

1. A signed and certified transcript prepared by the institution
2. All transcripts must have the name of the institution on them.
3. The school may require students to take a practical exam to determine amount of hours to be transferred.
4. Only hours that have been acquired within the previous 1 year are eligible for transfer.
5. Total hours credited will be at the discretion of Studio Beauty School.

Note: All hours from the previous school may not be acceptable. Only those hours applicable to the State of Washington will be considered.

Transfer clock hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

\*Re-entry after withdrawing – see section on Re-Entry After Termination in Grievance Procedures

## **Policy for Evaluating Prior Education/Experience of Veteran Students**

Prior related education and/or military experience of veteran students will be reviewed on a case-by-case individual basis and appropriate clock hours awarded.

**Enrollment Time:** Classes begin on or about the first Monday of each month or as demand indicates. Prospective students must enroll prior to commencing school. Instructors in training must hold a current license.

## **Enrollment Agreement/Contract**

Prior to enrollment, a copy of the Studio Beauty School Catalog will be given to applicant for review during the application process (see Application for Enrollment). Once the applicant has been accepted into Studio Beauty School, the applicant and a school official will sign a contract entitled "Enrollment Agreement." If the applicant is a minor, a parent or legal guardian will sign the contract along with the school official. This agreement shall include the area of study, the number of required instruction hours, cost of schooling, and a payment schedule. It shall also include the school's refund policy.

- A copy of the signed enrollment agreement with the addenda is given to the student. Studio Beauty School will also ensure that the student obtains a current copy of Studio Beauty School's Catalog. The contract must be signed by the first day of school and prior to the collections of any funds.- A student must attend no less than 20 hours a week, not counting breaks. This includes 4 hours/day, Monday through Friday. Students may change their schedule once, without penalty.

## **Statement of Non-Discrimination**

The Studio Beauty School, its admission, instruction and graduation practices, does not discriminate on the basis of race, color, area of origin, sex, religion, financial status, age, ethnic origin, or disability

## **ABILITY TO MEET REQUIREMENTS SET FORTH BY EMPLOYERS**

- Following are values many beauty and wellness industry employers look for in a job candidate:
- Education – High School diploma or equivalent, relevant vocational training in the area in which you are seeking employment, and continuing education (keeping up to date technically & applying new knowledge to your job).
- Licensure – Current license issued by Washington’s Board of Barbering and Cosmetology
- Related Experience – Prior work experience dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- Cooperation – Being pleasant with others on the job and displaying a good natured cooperative attitude.
- Attention to detail – Being careful about detail and thorough in completing work tasks.
- Integrity – Being honest and ethical.
- Self-control – Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in difficult situations.
- Dependability – Being reliable, responsible and dependable, and fulfilling obligations.
- Innovation – Being creative and alternative thinking to develop ideas for and answers to work related problems.
- Concern for others – Being sensitive to others’ needs and feelings and being understanding and helpful on the job.
- Social orientation – Preferring to work with others rather than alone, and being personally connected with others on the job.
- Independence – Developing one’s own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Initiative – Willingness to take on responsibilities and challenges.
- Stress tolerance – Accepting criticism and dealing calmly and effectively with high stress situations.
- Achievement/Effort – Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

Source: Department of Labor O\*Net Summary Reports for Cosmetologists, Barbers, Skincare Specialists, and Massage Therapists.

## **Physical Requirements**

Cosmetologists are trained in skin care and other beauty-related applications. Anyone who can complete cosmetology classes and successfully passes the state licensing exam is eligible to practice as a cosmetologist. However, there are certain physical requirements a person who wants to work as a cosmetologist will need to accomplish her career goal.

### **1) Hygiene**

It is important for cosmetologists to have adequate hygiene for several reasons. The first is simply a matter of self-recommendation. It is a cosmetologist’s job to help others look as attractive as possible; therefore it is important for the cosmetologist to have a neat, clean appearance. Most people would not want to go into a salon and have someone do their hair or make-up that clearly doesn’t take care of her own hair and make-up. Cosmetologists’ physical appearances are walking references to their skill ability. In terms of cleanliness, refined personal hygiene is crucial for cosmetologists. Cosmetologists regularly touch their clients, more so than many other profession, so they need to keep clean as a matter of course or may spread dirt, germs, disease and possibly bugs, such as lice amongst clients.

### **2) Standing for Extended Periods**

Cosmetologists work on their feet. While clients are typically in the sitting position, cosmetologists need to be able to stand over them to cut hair and lean close enough to apply make up and other treatments. If an individual cannot stand or remain standing for long periods of time, they are unlikely to be successful as cosmetologists because they will not be able to perform tasks accurately.

### **3) Steady Hands**

Cosmetologists work with their hands to cut hair, perform manicures and pedicures, make-up and other applications. To perform all these tasks successfully, the cosmetologist must have the ability to control her hands and fingers at all times, including holding the hand very steady while cutting hair, applying make-up or other beauty treatments. A cosmetologist who cannot hold her hands steady is certain to receive a number of complaints from incorrectly or badly performed procedures.

#### 4) Allergies

Cosmetologists are required to handle a large number of chemicals and use a variety of cleansing agents. If an individual is highly allergic to any of these products or very sensitive to these sorts of items, they are unlikely to succeed in cosmetology due to their adverse physical reactions to the tools of the trade (Davis, 2013).

Davis, Jen (2013). *Physical Requirements for Being a Cosmetologist*. Retrieved from Physical Requirements for Being a Cosmetologist | eHow.com [http://www.ehow.com/list\\_7242160\\_physical-requirements-beingcosmetologist.html#ixzz2GlitB3f5](http://www.ehow.com/list_7242160_physical-requirements-beingcosmetologist.html#ixzz2GlitB3f5)

#### FACILITIES

- |     |  |     |   |
|-----|--|-----|---|
| 1.  | 9,600 square feet of space             | 13. | 1 selfie room with ring light/backgrounds     |
| 2.  | 3 rest rooms (2 handicap)              | 14. | 1 storage area with 2 copy machines           |
| 3.  | 2 laundry room facilities              | 15. | 2 staff/teacher's conference rooms            |
| 4.  | Administrative offices                 | 16. | 3 facial/ brow waxing stations                |
| 5.  | 1 cosmetology training room            | 17. | Galvanic equipment                            |
| 6.  | 4 classrooms                           | 18. | High frequency equipment                      |
| 7.  | 1 dispensary                           | 19. | Skin Care System/equipment                    |
| 8.  | 4 Plumbed pedicure/spa stations        | 20. | DVD library                                   |
| 9.  | Large clinic floor area – 3 hair sinks | 21. | Book library                                  |
| 10. | Reception area                         | 22. | 2 Shampoo sinks                               |
| 11. | Commons area with tables/chairs        | 23. | Kitchen with fridge, microwave, toaster, sink |
| 12. | Lockers                                | 24. | In house Snack Shack/Coffee- "Studio Café"    |

Maximum Class size: 20 students per Instructor

**Vaccination Policy** - Studio Beauty School does not require a student to have immunizations / vaccinations to enroll in our school. Covid-19 restrictions may apply by State Proclamations and may vary with time.

**Financial Assistance** - Each student is responsible for his/her tuition and fees and any other charges incurred while attending this school. Students exceeding their contract end date and going overtime will be charged a fee per hour over contract until completion of program (These fees would depend on which program you're enrolled in, and the contract you signed.)

**Voter Registration** You are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of Washington can be found at <http://www.dol.wa.gov>. For information on Voter Registration and Election Dates for Federal Elections visit [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources).

## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows

#### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1250, 1600 clocked (actual) hours
Hair Design	450, 900, 1150, 1400 clocked (actual) hours
Esthetics	375, 750 clocked (actual) hours
Advanced Esthetics	450, 900, 1200 clocked (actual) hours
Manicuring	300, 600 clocked (actual) hours
Instructor	300, 600 clocked (actual) hours
Makeup Artistry (pending)	350, 700 clocked (actual) hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

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

#### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

The student shall have access to his/her files including their Satisfactory Academic Progress report at all times upon written request and under the direct supervision of a school official.

#### MAXIMUM TIME FRAME

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 28.0 hrs/wk) –1600 Hours	72 Weeks	2000
Hair Design (Full time, 28.0 hrs/wk) – 1400 Hours	63 Weeks	1750
Esthetics (Full time, 28.0 hrs/wk) – 750 Hours	34 Weeks	938
Advanced Esthetics w/wo online (Full time, 28.0 hrs/wk) – 1200 Hours	54 Weeks	1500
Manicuring (Full time, 28.0 hrs/wk) – 600 Hours	28 Weeks	750
Instructor (Full time, 28.0 hrs/wk) – 600 Hours	27 Weeks	750
Makeup Artistry (Full time, 28.0 hrs/wk) – 700 Hours (pending)	32 Weeks	875

The institution operates all programs according to a schedule of 900 clock hours per academic year of instruction.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis with the approval of the Director.

#### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as



satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. In addition to evaluating each individual practical skill a number of practical skills is assigned on a daily basis and the student's percentage of completion of these assign skills will be included in the Student's overall Practical Skills evaluation. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
87 - 93	VERY GOOD
80 - 87	SATISFACTORY
70 - 79	BELOW STANDARDS – UNSATISFACTORY
0 - 69	NEEDS TO IMPROVE

#### **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 will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

#### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

#### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. 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. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

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

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

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

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Course incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards if the institution has no such items or policies.

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**Access to Satisfactory academic progress evaluation results are available upon request.**

## **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Attendance Policy:**

- Student agrees to notify a School's Instructor, Office Manager, or Director by phone or text message (notifying another Student will NOT be considered notification) of the Student's absence **before** the Student's absence. Failure to notify the School prior to the absence will result in Progressive Consequences.
- A doctor's excuse may be required if you are absent in excess of 5 straight days.
- If you are on probation, you must bring in a doctor's excuse for any day you are absent.

## **TARDY POLICY**

Students arriving after 8:00 a.m. without prior approval by an instructor or office manager will be considered late and will not be allowed to clock in for 1 hour following their arrival time. As an example: Students who arrive at 8:00 a.m. will be considered late, and clock hours for the day will not begin until 8:01 a.m. Students must call a supervisor or office manager or text the attendance number before 8:00 a.m. if they are going to be late or absent. Arriving after your scheduled start time on 4 or more occasions in a month may result in suspension or even expulsion at the administration's discretion.

## **TIME CLOCK**

Students **MUST** use the time clock for the following:

- 1) Upon arrival in the morning
- 2) When leaving for lunch
- 3) When arriving back from lunch
- 4) When leaving for the day

You are to clock in and out for lunch if leaving the building. In addition, students must clock out for any event that requires you to exit the building (i.e. smoking, errands, lunch, retrieving an article from your vehicle, taking a phone call to the outside, meeting with a person outside the building, etc.)

Students will not be allowed to clock additional time other than 15 minutes prior to the student's designated program start time unless prior arrangements are made with the student's instructor.

## **Flex Hours and Make Up Work**

Students will be provided a contracted graduation (expiration) date that is based on the total number of hours allowed in the program plus additional non-contract days determined prior to signing of the enrollment agreement. If a student misses a test or fails an assignment or a test he/she will be given a 30-day period to make up the assignment or the test.

If assignments or exams are missed due to absence, the student will make up assignments when the material is covered in the rotation of the curriculum, as all subject matter is usually covered twice during the course length.

Each course/program has been scheduled for completion within an allotted time frame. "Flex hours" are provided to allow for student illness or other circumstances beyond the Student's control (suspensions

are applied against the number of available “flex” hours). Flex hours (also known as a “grace period”) are determined by providing 1 flex hour for every 21 hours actually clocked. A flex hour is “earned” as the student attends and is not provided in advance. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. At the time of each absence the additional training hours will be reserved over the graduation contract date and will be billed at the rate of \$10 per (hour missed minus flex hours), payable in advance, until graduation. Students will be notified monthly of these additional charges and payments are arranged, and required to satisfy all remaining charges at the time of program completion unless other financial arrangements are agreed to.

### **Leave of Absence (LOA):**

There may be occasions when students may need time off and must be absent from school. In these instances, they can request a Leave of Absence. The reason for the leave must be extenuating circumstances and cannot exceed 60 days. The appropriate documentation must be submitted at the time of the leave unless it is not feasible due to an emergency medical reason (i.e. Accident). If Studio Beauty School grants a leave of absence due to unforeseen circumstances (i.e. Accident) the School will document the reason for its decision and collect the request from the student at a later date and the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the School because of the unforeseen circumstance (i.e. Accident). If a Leave of Absence is needed beyond 60 calendar days it can be requested for the reasons listed below:

- Military obligations
- Jury duty
- Pregnancy
- Serious health condition
- Director’s discretion

A LOA is approved if:

- The student has submitted a written, signed and dated request to the Registrar’s department with the appropriate documentation as required. The written request must be in advance of the date of leave of absence unless unforeseen circumstances prevent the student from doing so.
- Leave of absence extends the contract period and maximum time by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- The Director has determined that there is reasonable expectation the student will return from the Leave of Absence.
- The Director has approved and signed the Leave of Absence.
- The period of time for which a student has been given an approved leave shall be excluded from the maximum time frame in which an individual student will be expected to complete their program of study.
- The school may allow the student to take multiple Leaves of Absence as long as the sum of the leaves do not exceed 180 calendar days within a 12-month period. All requests are subject to school approval and the decision of the Director is final.

A student granted a Leave of Absence that meets the criteria is not considered to have withdrawn, and no refund calculation is required at the time.

### **LOA extensions:**

A student on an approved Leave of Absence may submit a request to extend the Leave of Absence. Only one extension may be granted for the same reason as requested on the original leave of absence otherwise a new leave of absence must be requested. Such a request must be approved by the Registrar’s office and the Director provided:

- The student submits a request on or before the end date of the current approved leave of absence.
- The number of days in the absence period as extended, when added to all other approved leaves, does not exceed 180 calendar days in a twelve (12) month period, calculated from the first day of the student’s first leave of absence.
- There is a reasonable expectation that the student will return.
- It does not exceed the 60-day leave of absence unless it falls into one of the categories for leaves longer than 60 days.
- If the request is denied, the student will be withdrawn and return to Title IV and institutional refund policies will be applied using the student’s last day of attendance for the calculations.
- Re-admissions following a Leave of Absence

- Upon return from a leave of absence, the student will not be charged any additional tuition or fees from when the student took leave or for re-admission after a leave of absence. Any official Leave of Absence will extend your contract without additional charges.
- You must notify the Financial Aid Office upon your return to school, so that Direct Loan, and the National Student Loan Data System (NSLDS) can be notified.
- Failure to return from Leave of Absence: If a student does not return from an approved Leave of Absence, the student will be withdrawn from school using the date the student was supposed to return as the date of determination and the student's last day of physical attendance prior to the start of the leave to calculate the Return to Title IV calculation and institutional refunds. For Federal student loan borrowers: If you do not return from your leave of absence, your grace period will be reduced by the amount of the leave.

### **Extenuating Circumstances**

Extenuating circumstances will be taken into consideration during the probationary period and/or appeal. The following is a list of extenuating circumstances but not limited to said list:

1. Hospitalization of student due to serious injury or illness.
2. A member of the Student's family requires the care of the Student
3. Doctor's orders to remain for a specified number of days beyond (5) day limit.
4. Circumstances beyond the student's control (**must be approved**) by the Director.

### **Class Schedule**

All cosmetology, hair design, esthetics, advanced esthetics, instructor, and manicuring training will be under the supervision of a licensed instructor.

A student enrolled in a school of cosmetology esthetics, advanced esthetics, instructor and/or manicuring will be taught academic and practical work. Not all hours are performed on mannequins and/or practice fingers during their required hours of training. Training is given during the hours the student is enrolled.

#### **Hours of Operations are: 4 days a week – 8am to 3:30pm for all programs**

Cosmetology	Monday – Thursday	8:00 AM – 3:30 PM
Hair Design	Monday – Thursday	8:00 AM – 3:30 PM
Esthetics	Monday – Thursday	8:00 AM – 3:30 PM
Advanced Esthetics	Monday – Thursday	8:00 AM – 3:30 PM
Manicuring	Monday – Thursday	8:00 AM – 3:30 PM
Instructor	Monday – Thursday	8:00 AM – 3:30 PM
Makeup Artistry (pending)	Monday – Thursday	8:00 AM – 3:30 PM

\*Note\* Breaks (one half hour break in a 5 hour day) are non-creditable hours

**\*\*NOTE\*\* ANY DAY, A SPECIAL LAB CLASS MAY BE CONDUCTED BY A GUEST ARTIST OR INSTRUCTOR FOR ANY ONE OF THE PROGRAMS.**

### **Calendar Closures and Holidays**

This school observes the holidays listed below. On these days, the school will be closed.

Memorial Day  
 July 4<sup>th</sup> or the closest work day  
 Labor Day  
 Thanksgiving Day and the following day  
 Winter Break Holidays (to be determined)  
 New Year's Day

**Religious Accommodation:** Senate Bill 5166 Studio Beauty School will provide reasonable religious accommodations to students who have religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor within the first two weeks of the beginning of the course and provide specific dates the student requests an accommodation. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining the materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include:

- rescheduling of an exam or giving a make-up exam for the student;
- altering the time of a student's presentation;
- allowing extra-credit assignments to substitute for missed class work or arranging for increased flexibility in assignment due dates;
- releasing an instructor trainee from teaching or research responsibilities on a given day

## Cosmetology – 1600 Clocked Hours

If you are like a lot of creative individuals, you are wondering how to turn your personal talent into a fun, interesting, lucrative and rewarding career. YOU HAVE COME TO THE RIGHT PLACE. As a cosmetology student you will enter a creative and supportive environment where individuals can engage in the hands-on development of their personal talent. You will learn the skills necessary and gain the confidence you need to make an immediate contribution to the image industry. Imagine, earning great money to have fun and help others feel great about themselves and the way they look!

### Students in this program learn:

- Business as related to Cosmetology industry, effective communication skills, visual poise, and proper grooming
- Delivering worthy service for value in an employer/employee relationship
- Skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, and pedicures.
- Analytical skills to determine the best possible makeup, hairstyle, and hair color for each client

	Minimum hrs Technical Theory	Minimum hrs Practical Instruction
<b>Manicuring/ Pedicuring</b> (minimum 100 hours) (Manicure, Pedicure)	10	90
<b>Esthetics Services</b> (minimum 100 hours) (Waxing, Make-up Facials)	10	90
<b>Scalp &amp; Hair analysis</b>	15	20
<b>Shampooing</b> (Draping, brushing, scalp manipulations, conditioning, & rinsing)	20	70
<b>Hair cutting, trimming,</b> (Shears, clippers, razor, thinning shears, beard and mustache design, ear and nose hair trimming)	55	200
<b>Styling</b> (dry, wet thermal, extensions, braiding, styling aids)	55	200
<b>Artificial Hair</b> (may include extensions & fitting)	5	10
<b>Permanent Waving</b> (sectioning, wrapping, preperm test curl, solution application, processing test curl, neutralizing and removal of chemicals)	30	150
<b>Chemical Hair Relaxing</b> (Sectioning, strand test, relaxer application, removal of chemicals)	10	20
<b>Hair Coloring/bleaching</b> (PHD test, strand test, measurement, mixing, application and removal of chemicals)	30	300
<b>Diseases and Disorders</b> (scalp, hair, skin and nails)	10	15
<b>Safety</b> (Use & storage of chemicals, implements & electrical appliances)	10	30
<b>Cleaning &amp; Disinfecting</b> (Work stations, individual equipment, tools, proper use and storage of linens)	10	100
<b>First Aid</b> (Relates to cosmetology)	15	20
<b>Totals</b>	<b>285</b>	<b>1315</b>
<hr/>		
Total	1600	

\*Note\* not all training may be on mannequins.

### INSTRUCTIONAL METHODS and GRADING PROCEDURES

The Washington State Board of Cosmetology requires the completion of 1600 hours of training to qualify graduates to apply for the Washington State licensing examination for Cosmetology. Students begin with classroom theory and practical sessions. Upon satisfactorily completing all of the beginning practical competencies (a handbook of approximately 300 hours of practical activities), the student will progress to the salon floor to begin servicing clients in all phases of cosmetology. Laboratory/Clinic and practical assignments are graded using a Consultation Work Sheet. Cosmetology is taught mainly through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written tests are multiple choice format. Students are required to pass a final written and practical test with a satisfactory grade (80% or above) before graduation. Students upon satisfactory completion will receive a "Certificate of Completion".

**Career Opportunities Include:** Trainer, Supply Person, School Owner, Salon Booth Owner, Manager/Operator, Cosmetology Instructor, Chemical Service Technologist, Esthetician, Cosmetologist, Professional Competitor, Manufacturing Representative, School Manager, Stylist, Esthetics Nail Technologist, Barber, Manicurist

### GRADING SCALE by Activity

	Handbook Grade (first 300 hrs)	Clinic/Salon Floor/Lab	Theory Tests (All levels)
Excellent Progress	93-100%	93-100%	93-100%
Above Satisfactory	87-93%	87-93%	87-93%
Satisfactory Progress	80-87%	80-87%	80-87%
Failing, Needs Attention	79% or below	79% or below	79% or below
Needs Improvement	Re-train	Re-train	Re-train

## Hair Design – 1400 Clocked Hours

If you are like a lot of creative individuals, you are wondering how to turn your personal talent into a fun, interesting, lucrative and rewarding career. YOU HAVE COME TO THE RIGHT PLACE. As a hair design student you will enter a creative and supportive environment where individuals can engage in the hands-on development of their personal talent. You will learn the skills necessary and gain the confidence you need to make an immediate contribution to the image industry. Imagine, earning great money to have fun and help others feel great about themselves and the way they look!

### Students in this program learn:

- Business as related to Hair Design industry, effective communication skills, visual poise, and proper grooming
- Delivering worthy service for value in an employer/employee relationship
- Skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning.
- Analytical skills to determine the best possible makeup, hairstyle, and hair color for each client

	Minimum hrs Technical Theory	Minimum hrs Practical Instruction
<b>Scalp &amp; Hair analysis</b>	15	20
<b>Shampooing</b> (Draping, brushing, scalp manipulations, conditioning, & rinsing)	20	70
<b>Hair cutting, trimming,</b> (Shears, clippers, razor, thinning shears)	50	190
<b>Styling</b> (wet, dry and thermal styling, braiding and styling aids)	55	200
<b>Cutting and trimming of facial hair</b> (Beard and mustache design, eyebrow, ear and nose hair trimming)	5	10
<b>Artificial Hair</b> (may include extensions & fitting)	5	10
<b>Permanent Waving</b> (Sectioning, wrapping, preperm test curl, solution application, processing test curl, neutralizing and removal of chemicals)	30	150
<b>Chemical Hair Relaxing</b> (Sectioning, strand test, relaxer application, removal of chemicals)	10	20
<b>Hair Coloring/bleaching</b> (Predisposition test, strand test, measurement, mixing, application and removal of Chemicals)	30	300
<b>Cleaning and disinfecting of individual work stations</b> (Work stations, individual equipment, tools, proper use and storage of linens)	10	100
<b>Diseases and Disorders of scalp and hair</b>	10	15
<b>Safety</b> (Proper use & storage of chemicals, implements & electrical appliances)	10	30
<b>First Aid</b> (Pertaining to hair design)	15	20
<b>Totals</b>	<b>265</b>	<b>1135</b>
Total	1400	

\*Note\* not all training may be on mannequins.

### INSTRUCTIONAL METHODS and GRADING PROCEDURES

The Washington State Board of Cosmetology requires the completion of 1400 hours of training to qualify graduates to apply for the Washington State licensing examination for Cosmetology. Students begin with classroom theory and practical sessions. Upon satisfactorily completing all of the beginning practical competencies (a handbook of approximately 250 hours of practical activities), the student will progress to the salon floor to begin servicing clients in all phases of cosmetology. Laboratory/Clinic and practical assignments are graded using a Consultation Work Sheet. Hair Design is taught mainly through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written tests are multiple choice format. Students are required to pass a final written and practical test with a satisfactory grade (80% or above) before graduation. Students upon satisfactory completion will receive a "Certificate of Completion".

**Career Opportunities Include:** Trainer, Supply Person, School Owner, Salon Booth Owner, Manager/Operator, Hair Design Instructor, Chemical Service Technologist, Professional Competitor, Manufacturing Representative, School Manager, Stylist, Barber.

### GRADING SCALE by Activity

	Handbook Grade (first 250 hrs)	Clinic/Salon Floor/Lab	Theory Tests (All levels)
Excellent Progress	93-100%	93-100%	93-100%
Above Satisfactory	87-93%	87-93%	87-93%
Satisfactory Progress	80-87%	80-87%	80-87%
Failing, Needs Attention	79% or below	79% or below	79% or below
Needs Improvement	Re-train	Re-train	Re-train

## Esthetics - 750 Clocked Hours

The esthetics industry has exploded in recent years. Get in on this progressive and sophisticated career. Taught in both a classroom and public clinic setting, our program allows for a wide variety of experiences not always found in a typical school setting. Students will learn the skills necessary to become successful facial and bodywork Esthetics and Make-Up Artists. The program is designed to prepare the student for the professional licensing requirements of the Washington State Board Esthetics Exam.

The educational objective of this course is to train Students in all phases of Esthetics per the curriculum outline. Prepare the Students for the State Board exam and for employment in the field of manicuring including business as it relates to manicuring industry. To teach good work, study, health, and safety habits. Studio Beauty School promotes goal setting, a positive approach to career planning, self-motivation, and ethics. To encourage Students to continue their education, in advanced related courses, including business courses. To disseminate all information regarding starting and operating their own business.

	Minimum hrs Technical Theory Instruction	Minimum hrs Practical Instruction
<b>Skin Care</b> (compresses, message, facial, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds)	30	150
<b>Facials</b>	30	160
<b>Temporary Removal of Superfluous Hair</b> (tweezing, waxing, tape, chemicals, lotions, creams, sugaring threading, mechanical or electrical apparatus and appliances)	20	55
<b>Business</b>	10	
<b>Cleaning and Disinfecting</b> (work stations, equipment and tools, Proper use and storage of linens)	25	125
<b>Safety and First Aid</b> (proper use and storage of chemical, Implements and electrical appliances as it relates to esthetics)	20	50
<b>Diseases and Disorders of the Skin</b>	25	50
<b>Total</b>	<b>160</b>	<b>590</b>
<b>Minimum hours of theory</b> (practice of esthetic services, business practices, and basic human anatomy and physiology)	160	
<u>Minimum hours of practical</u>	<u>590</u>	
	<b>750</b>	

\*Note\* not all training may be on mannequins.

### INSTRUCTIONAL METHODS and GRADING PROCEDURES

The Washington State Board of Cosmetology requires the completion of 750 hours of training to qualify graduates to apply for the Washington State licensing examination for Esthetics. Students begin with classroom theory and practical sessions. Upon satisfactorily completing all of the beginning practical competencies (a handbook of approximately 150 hours of practical activities), the student will progress to the salon floor to begin servicing clients in all phases of esthetics. Laboratory/Clinic and practical assignments are graded using a Consultation Work Sheet. Esthetics is taught mainly through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written tests are multiple choice format. Students are required to pass a final written and practical test with a satisfactory grade (80% or above) before graduation. Students upon satisfactory completion will receive a "Certificate of Completion".

**Career Opportunities Include:** Facial Expert, Instructor, Manufacturing Representative, Platform Artist, Booth Rent-er, Demonstrator, Salon Owner

### GRADING SCALE by Activity

	Handbook Grade (first 100 hrs)	Clinic/Salon Floor/Lab	Theory Tests (All levels)
Excellent Progress	93-100%	93-100%	93-100%
Above Satisfactory	87-93%	87-93%	87-93%
Satisfactory Progress	80-87%	80-87%	80-87%
Failing, Needs Attention	79% or below	79% or below	79% or below
Needs Improvement	Re-train	Re-train	Re-train

## Manicuring- 600 Clocked Hours

The Manicuring program is designed to train the serious minded student to work as an active member of the manicuring world. Our “hands-on”, oriented program provides the student with all the background and knowledge necessary to pass the Washington State Board Exam. Our ultimate goal is to create highly trained, professional nail technicians for this growing industry.

The educational objective of this course is to train Students in all phases of manicuring per the curriculum below. Prepare the Students for the State Board exam and for employment in the field of manicuring including business as it relates to manicuring industry. To teach good work, study, health, and safety habits. Studio Beauty School promotes goal setting, a positive approach to career planning, self-motivation, and ethics. To encourage Students to continue their education, in advanced related courses, including business courses. To disseminate all information regarding starting and operating their own business.

	Minimum hrs Technical Theory	Minimum hrs Practical Instruction
<b>Artificial Nails</b> (silk, linen, fiberglass, gel powder extensions, sculpting, preparation, application, finish, removal)	25	200
<b>Manicuring</b> (cleaning, shaping, polishing nails of hands and treatment of cuticles)	10	50
<b>Pedicuring</b> (cleaning, shaping, polishing nails of feet and treatment of cuticles)	10	50
<b>Nail Diseases &amp; Disorders</b> (nails of the hands and feet)	40	50
<b>Safety</b> (use and storage of chemicals, implements, and electrical appliances)	25	25
<b>Cleaning and Disinfecting</b> (work stations, individual equipment and tools, and proper use and storage of linens)	30	50
<b>First Aid</b> (relating to manicuring and pedicuring)	10	25
<b>Total</b>	<b>150</b>	<b>450</b>
<b>Total hours of Theory + Practical</b>	<b>600</b>	

\*Note\* not all training using mannequins or training fingers.

### INSTRUCTIONAL METHODS and GRADING PROCEDURES

The Washington State Board of Cosmetology requires the completion of 600 hours of training to qualify graduates to apply for the Washington State licensing examination for Manicuring. Students begin with classroom theory and practical sessions. Upon satisfactorily completing all of the beginning practical competencies (a handbook of approximately 150 hours of practical activities), the student will progress to the salon floor to begin servicing clients in all phases of manicuring. Laboratory/Clinic and practical assignments are graded using a Consultation Work Sheet. Manicuring is taught mainly through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written tests are multiple choice format. Students are required to pass a final written and practical test with a satisfactory grade (80% or above) before graduation. Students upon satisfactory completion will receive a “Certificate of Completion”.

**Career Opportunities Include:** Manicurist, Instructor, Manufacturer’s Representative, Platform Artist, Booth Renter, Nail Technician, Salon Manager, Salon Owner

### GRADING SCALE by Activity

	Handbook Grade (first 300 hrs)	Clinic/Salon Floor/Lab	Theory Tests (All levels)
Excellent Progress	93-100%	93-100%	93-100%
Above Satisfactory	87-93%	87-93%	87-93%
Satisfactory Progress	80-87%	80-87%	80-87%
Failing, Needs Attention	79% or below	79% or below	79% or below
Needs Improvement	Re-train	Re-train	Re-train



## Instructor - 600 Clocked Hours

The educational objective of this course is to prepare the Instructor in training to teach effectively all phases of cosmetology and manicuring and esthetics. This course will help the student develop the ability to teach related information, manipulative operations, and techniques. Students will learn how to use various teaching aids such as instruction sheets, visual aids, and tests. To teach leadership, Student motivation, Student grading and counseling, class preparation, objective and lesson plan writing, and goal setting. Students will develop an appreciation of the necessity for constant effort towards achievement of professional competency as a teacher and personal characteristics that contribute to success in teaching.

Skills to be developed: Occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students; Develop lesson plans, outlines, procedures and tests that will insure student comprehension and will instill the will to learn in even the most difficult student; Development of a course content reflecting a comprehensive, correlated unit of study; Development of instructional materials that will facilitate set-up and preparation of class; Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation. You will prepare the student for employment in their fields. Teaching the Students good work, study, health and safety habits. You will teach ethical, business, and legal aspects of their profession. You will assist Students in job placement. You will teach how to work with related agencies in our field. This course requires a state license to be employed.

### **Additional Hours Explained. This course exceeds the 500 hours required by law.**

Educational teaching techniques include a wide variety of tools and techniques beyond the traditional chalk board to provide a quality presentation in today's technological society. Instructors in training will explore the use of these additional tools to teach, present and prepare materials including computer technology, video projectors, and associated software.

Instructors in training will enjoy numerous theory topics provided by Milady Curriculum and add to those theory topics that is categorized as "best practices" such as "I, We, You" and topics that include Bloom's taxonomy.

Working in a school environment may include duties that include working with persons other than students of the school – the client. Skills related to teaching students to receive, manage client services including taking appointments and answering questions over the phone and collect payments through a cash register are now included in your instruction.

Today's instructors will need to be aware of the marketing tools available to promote the school they are employed in and aware of the information that is being shared by students regarding their education through social media.

Additional hours will be used to review social media and its use in the image industry and related to the promotion of education through a beauty school.

<b>Preparation:</b> Teaching methods, classroom set up, topic/subject matter, written lesson plans, student assignments, materials and supplies, recordkeeping	Hours 150
<b>Presentation:</b> Lecture Oral/written, demonstration, questions & answers, Project methods, discussions	100
<b>Application:</b> Clinic supervision, classroom management, client relations	175
<b>Evaluation:</b> Written/practical/assessment, communication skills	75
<b>Additional Hours:</b> Audio-visual materials, best practices, reception and management, use of cash register, telephone techniques, and use of social media in the image industry	100

---

Total	600
-------	-----

\*Note\* Breaks and lunches are non-creditable hours

### **INSTRUCTIONAL METHODS and GRADING PROCEDURES**

The Washington State Board of Cosmetology requires the completion of 500 hours of training to qualify graduates to apply for the Washington State licensing examination for Instructor. Students begin with observation of classroom theory and practical sessions. Upon satisfactorily completing all of the beginning practical competencies (beginning educational theory and observation time), the student will progress to the salon floor to begin teaching students in all phases of salon services. Laboratory/Clinic and practical assignments are graded using the Washington State Instructor Objectives. Instructor course is taught mainly through demonstration and practice. Written tests are multiple choice format. Students are required to pass a final written and practical test with a satisfactory grade (80% or above) before graduation. Students upon satisfactory completion will receive a "Certificate of Completion".

**Career Opportunities Include:** Instructor, Manager, Salon Owner, School Manager, School Owner.

### GRADING SCALE by Activity

	Clinic/Salon Floor/Lab	Theory Tests (All levels)
Excellent Progress	93-100%	93-100%
Above Satisfactory	87-93%	87-93%
Satisfactory Progress	80-87%	80-87%
Failing, Needs Attention	79% or below	79% or below
Needs Improvement	Re-train	Re-train

## Makeup Artistry – 700 Clocked Hours (Pending)

The Washington State Board of Cosmetology does not regulate Makeup Artistry or require passing a State Board Exam to practice the art of makeup application. As a Makeup Artist you will enter a creative and supportive environment where individuals can engage in the hands-on development of their personal talent. You will learn the skills necessary and gain the confidence you need to make an immediate contribution to the image industry. Imagine, earning money to have fun and help others feel great about themselves and the way they look!

### Students in this program learn:

- Business as related to the makeup artist industry, effective communication skills, visual poise, and proper grooming
- Delivering worthy service for value in an employer/employee relationship
- Skills in the areas of Makeup Artistry as related to curriculum outline
- Analytical skills to determine the best possible makeup, makeup application and color for each client

Instruction	Min. hrs. Technical Theory	Min. Hrs. Practical
<b>Makeup Fundamentals</b> (History, Facial Anatomy, Tools, Color Theory, Client Consultation)	35	50
<b>Makeup Foundations</b> (Creating the canvas, facial features, Basic Application)	40	130
<b>Specialty Makeup</b> (Special events, Fashion, Gender and Age Appropriate)	30	100
<b>Advanced Makeup</b> (Camouflage Makeup, Airbrush Makeup, Lashes)	30	80
<b>Special Effects Makeup</b> – Introduction only	20	60
<b>Cleaning and Disinfecting</b>	10	20
<b>Infection Control</b>	10	20
<b>Safety</b> (Proper use & storage of chemicals, implements & electrical appliances)	15	20
<b>First Aid</b> (Pertaining to Makeup)	<u>10</u>	<u>20</u>
<b>Totals</b>	<b>200</b>	<b>500</b>

\*Note\* not all training may be on mannequins.

### INSTRUCTIONAL METHODS and GRADING PROCEDURES

Students begin with classroom theory and practical sessions. Upon satisfactorily completing all of the beginning practical competencies (a handbook of approximately 250 hours of practical activities), the student will progress to the salon floor to begin servicing clients in all phases of makeup artistry. Laboratory/Clinic and practical assignments are graded using a Consultation Work Sheet. Makeup artistry is taught mainly through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Written tests are multiple choice format. Students are required to pass a final written and practical test with a satisfactory grade (80% or above) before graduation. Students upon satisfactory completion will receive a "Certificate of Completion".

**Career Opportunities Include:** Trainer, Supply Person, School Owner, Salon Booth Owner, Manager/Operator, Makeup Artist Instructor, Professional Competitor, Manufacturing Representative, School Manager, Makeup Artist

### GRADING SCALE by Activity

	Handbook Grade (first 250 hrs)	Clinic/Salon Floor/Lab	Theory Tests (All levels)
Excellent Progress	93-100%	93-100%	93-100%
Above Satisfactory	87-93%	87-93%	87-93%
Satisfactory Progress	80-87%	80-87%	80-87%
Failing, Needs Attention	79% or below	79% or below	79% or below
Needs Improvement	Re-train	Re-train	Re-train

## Advanced (Basic + Master) Esthetics - 1200 Clocked Hours

The Advanced Esthetics course is designed to include the 750 hours of esthetics topics and the 450 hours of master esthetics topics. You will receive theory in patient assessment, dermatology, and lasers. Are you a licensed esthetician already? Licensed estheticians will enter the program as a transfer student and awarded 750 hours towards the 1200 required hours. The program is designed to prepare the student for the professional licensing requirements of the Washington State Board Master Esthetics Combined Exam.

The educational objective of this course is to train Students in all phases of Advanced Esthetics per the curriculum outline. Prepare the Students for the State Board exam and for employment in the field of esthetics including business as it relates to manicuring industry. To teach good work, study, health, and safety habits. Studio Beauty School promotes goal setting, a positive approach to career planning, self-motivation, and ethics. To encourage Students to continue their education, in advanced related courses, including business courses. To disseminate all information regarding starting and operating their own business.

	Minimum hrs	
	Theory	Practical
<b>Skin Care</b> (compresses, message, facial, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds)	30	150
<b>Facials</b>	30	160
<b>Temporary Removal of Superfluous Hair</b> (tweezing, waxing, tape, chemicals, lotions, creams, sugaring threading, mechanical or electrical apparatus and appliances)	20	55
<b>Business</b>	10	
<b>Cleaning and Disinfecting</b> (work stations, equipment and tools, Proper use and storage of linens)	25	125
<b>Safety and First Aid</b> (proper use and storage of chemical, Implements and electrical appliances as it relates to esthetics)	20	50
<b>Diseases and Disorders of the Skin</b>	25	50
<b>(Sub Total)</b>	<b>(160)</b>	<b>(590)</b>
<b>Advanced Theory of Esthetics and Care of the Skin (including Business)</b>	270	
<b>Exfoliation and Medical Esthetic Procedures</b>	45	
<b>Laser, Light Frequency, Radio Frequency</b>	40	
<b>Ultrasound and Plasma Practices</b>	5	
<b>Medium Depth Chemical Peels</b>	10	
<b>Advanced Client Assessment</b> (Documentation and Indications/Contraindications)	5	
<b>Advanced Diseases and Disorders of the Skin</b>	20	
<b>Advanced Theories</b> (Including Alternative, Touch and Spa Body Treatments)	15	
<b>Pretreatment and Post-treatment Procedures</b>	5	5
<b>Lymphatic Drainage Massage</b>	5	5
<b>Advanced Facial Massage</b>	5	15
<b>Sub Total</b>	<b>585</b>	<b>615</b>
<b>Total</b> *Note* not all training may be on mannequins		<b>1200</b>

### INSTRUCTIONAL METHODS and GRADING PROCEDURES

The Washington State Board of Cosmetology requires the completion of 1200 hours of training to qualify graduates to apply for the Washington State licensing examination for Master Esthetics. Students begin with classroom theory and practical sessions. Upon satisfactorily completing all of the beginning practical competencies (a handbook of approximately 150 hours of practical activities), the student will progress to the salon floor to begin servicing clients in all phases of esthetics. Laboratory/Clinic and practical assignments are graded using a Consultation Work Sheet. Master Esthetics is taught through lectures, demonstration, visual aid, practice and on occasion, guest speakers. Use of Laser technology (theory only) is provided through demonstrations by qualified professionals either in person or video. Written tests are multiple choice format. Students are required to pass a final written and practical test with a satisfactory grade (80% or above) before graduation. Students upon satisfactory completion will receive a "Certificate of Completion".

**Career Opportunities Include:** Skin Care Specialist, Laser Hair Removal Technician, Dermatologist Assistant, Brow Bar Specialist, Facial Expert, Instructor, Manufacturing Representative, Platform Artist, Booth Renter, Salon Owner

	Handbook Grade (first 75 hrs)	Clinic/Salon Floor/Lab	Theory Tests (All levels)
Excellent Progress	93-100%	93-100%	93-100%
Above Satisfactory	87-93%	87-93%	87-93%
Satisfactory Progress	80-87%	80-87%	80-87%
Failing, Needs Attention	79% or below	79% or below	79% or below
Needs Improvement	Re-train	Re-train	Re-train

### **Graduation/Certificate of Completion**

- Studio Beauty School will grant a certificate of completion and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- We do not, however, guarantee the successful completion and passing of the National Interstate Cosmetology examinations.

### **Employment Assistance Counseling**

Though we can't guarantee employment to our students, we do include career information. In addition, we post current job opportunities and we endeavor to assist our graduates with employment through the following means.

1. Keep in touch with salons in the Spokane metropolitan area. They could have job openings.
2. Assist students with making contact with prospective employers.

### **Abandoned Equipment & Personal Property**

The School is not responsible for any equipment, textbooks, etc., abandoned by a student. The student is solely responsible for their equipment and supplies as well as personal property. A locker is assigned to each student. If the student is not going to be attending school for a period of 30 days or longer, he/she should make sure that any personal property or equipment and supplies are removed from their locker, otherwise, abandoned items will be removed from the school premises and any incurred expense for such removal will be the responsibility of the student. It is best that students take personal items home if they find themselves away from school for more than a few days. If a student fails to return from school and is determined to have dropped, Studio Beauty School will only hold items for 30 days from the last day of attendance.

The Kit remains the property of Studio Beauty School until such time that all fees and tuition owing are satisfied.

## **Student Grievance Procedures:**

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or a complaint.

A student may have a grievance against a staff member or even against another student. Procedures as outlined below should be followed in satisfying any grievance. These procedures are designed to help the school and the student as well, as frequently there are legitimate grievances, which should be aired and resolved.

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution.

The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act, which is the subject of the grievance, occurred.
2. The complaint form will be given to the school Director.
3. Management will review the complaint and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that the management cannot resolve it, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

## **Appeals Procedure**

When a student disagrees with the school's unsatisfactory performance determination, probation or termination, the student must:

- submit a written statement within 10 days of the school's decision to the school's director
- clearly state in the letter why the student feels he/she should be allowed to continue attending classes "in good standing"
- provide documentation of facts, grades, or good attendance that supports his/her disagreement
- explain in writing any unusual circumstances such as death of a relative, an injury or illness of the student or other allowable special circumstances (see extenuating circumstances) that prevented him/her from maintaining satisfactory progress and how those circumstances have been resolved.

The results of the appeal will be provided to the student as a written notice and mailed or provided to the student within 10 business days of the receipt of the student's written appeal and a copy of the written notice will be placed in the student's file.

A student whose federal financial aid has been terminated for unsatisfactory progress may have it reinstated for one payment period on the basis of:

- Mitigating circumstances
- After successfully rehabilitating the cumulative GPA to 80% or better
- Achieving an attendance rate of 80% or better.

If the appeal is approved, the student will be put on Probation Status for one payment period and financial assistance will be re-instated. If the appeal is denied, the student can remain in school at their own expense.

### **Re-Entry After Termination**

After being terminated for any reason (students who withdraw are given the status of “terminated”), a student can be re-admitted under the following conditions and rules:

1. Students may return at the same satisfactory progress status at the time of termination when reentry is within 6 months of the date of last attendance.
2. Student **will sign a new enrollment agreement/contract** starting with re-enrollment date. This means that he/she must pay current cost of tuition and fees and must also pay the registration fee of \$100.00 again. However, the previous hours earned shall be used as credited hours in computing new charges.
3. The student is to re-register when signing the new contract.
4. After (30) thirty days, the student’s grades, attitude, attendance, and general progress reviewed and evaluated for complete acceptance and/or non acceptance.

### **Student Records:**

- All personal records and files are kept in the director's office or in student records office. All records are kept confidential and under lock and key and accessible only to the administrative staff.
- All other persons needing access to these records and files must have written release on a previously signed waiver from the student.
- The student shall have access to his/her files at all times upon written request and under the direct supervision of a school official.
- Studio Beauty School is required to provide access to student records by officials of Washington State and its accrediting agency.
- Students and parents/guardians of dependent minors are guaranteed the right to access and review the student’s educational file.

### **Exceptions:**

Special arrangements can be made for students to attend less than full time.

DUE TO EXTENUATING CIRCUMSTANCES such as child care, employment or religion, minimum hours of attendance is 20 hours per week. No less than 4 hours a day.

Full time students are scheduled to attend five and a half (5.5) hours to (8) eight hours per day.

### **Extenuating Circumstances**

Extenuating circumstances will be taken into consideration during the probationary period and/or appeal. The following is a list of extenuating circumstances but not limited to said list:

5. Hospitalization of student due to serious injury or illness.
6. A member of the Student’s family requires the care of the Student
7. Doctor's orders to remain for a specified number of days beyond (5) day limit.
8. Circumstances beyond the student's control (**must be approved**) by either the president/owner or director.

### **Waivers and Exemptions:**

Such waivers and exemptions are limited to a doctor's excuse, (statement) outlining extenuating circumstances.

## **Student Conduct Policy**

- Student agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments. Failure to comply or misuse of published rules and regulations may be grounds for Progressive Consequences or Termination of Contract.
- Agrees not to refuse to perform client services or other program requirements including at all times engaged in curriculum related activities.
- Agrees not to use cell phones/ personal listening devices/ laptops during school hours without permission.
- Student agrees to call the school at (509) 290-0124 to inform of an absence or tardy prior to the start of the scheduled day. Please refer to "Tardy Policy" found elsewhere in this document.
- Student agrees to maintain a positive attitude.
- Use of drugs and/or alcohol or theft are grounds for immediate and automatic termination.
- Foul language of any kind WILL NOT BE TOLERATED.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Insubordination to a client, instructor or any member of the administration is grounds for automatic termination.
- Student agrees to "clock in" upon entering the School building. Student agrees to "clock out" upon leaving School building for any purpose. Failure to "clock in" or "clock out" requires the Student to immediately document the failure upon discovery using the "Clock In & Out Correction Request Form" with instructor and student signatures.
- Breaks, other than scheduled, taken for personal purposes (including smoking, "errands", etc.) are considered an "absence" and must comply with the Student Absence Policy, which includes permission from an instructor/director and "clock out/clock in" appropriately.
- Studio Beauty School expects every student to arrive to school dressed "casual professional" with makeup and hair done ready for school. Studio Beauty School recognizes the need to consider current trends in the image industry, therefore, Studio Beauty School will consider the "overall look" when determining whether the garments are "casual professional". In determining the overall look as casual professional, Studio Beauty School allows clean jeans/slacks, dresses, and skirts (just above knee or longer), comfortable shoes, and modest shirt. Attire that overexposes skin regions like the 4B's, shorts, gym wear ("dress tennis shoe" is okay), pajama wear, gang related attire or attire related to drug or alcohol is not allowed. Underwear should be worn but not seen. Pants must be worn as intended (no "sagging"). The Director of Studio Beauty School reserves the right to consider attire inappropriate or offensive.
- Aprons are required to be worn at all times.
- Student nametags are required to be worn and visible at all times.
- Maintain Student's work areas in accordance with Washington State's Rules of Sanitation.
- Student agrees to park in designated student areas only. Parking on south side of parking lot is reserved for customer use only.
- Students are encouraged to use lockers for personal artifacts. Studio Beauty School will not be responsible for missing or stolen items.
- Fighting, physical conflicts or other forms of harassment will not be tolerated and may be grounds for immediate expulsion or termination of contract.
- Studio Beauty School is a tobacco free zone. Use of cigarettes or e-cigs by students or staff are prohibited except in the designated smoking area outside of the school premises. Students and staff must clock out and back in following a "smoking break" outside of regularly scheduled break times.
- No sleeping or wrapping of a "blanket" or personal "blankets" allowed on the premises.

## **Progressive Consequences for Violating Student Conduct Policy**

- 1) First offense - verbal warning and if not corrected within 5 minutes will result in being clocked out for a minimum of 15 minutes.
- 2) Second offense in the same day: no additional warning - clocked out for the remainder of the day
- 3) Addition offenses may result in 1 to 5 day suspensions.

## Refund and Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
  2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
  3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
  4. A student notifies the institution of his/her withdrawal in writing.
  5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
  7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.



## Withdraws and Terminations

- Formal termination may occur within thirty business days of exceeding the consecutive days absent policy (Five calendar days unexcused) and/or not returning as scheduled from a document leave of absence. The termination date will be the last date the Student attended.
- The official withdrawal or termination date for a Student on an approved leave of absence is the earlier of the date of expiration of the leave of absence or the date the Student notifies the School they will not be returning.
- The school may determine an unofficial withdrawal for clock-hour-students after monitoring clock hour attendance every month if requirements are not met according to the Satisfactory Academic Progress Policy.
- In the event the school expels the student, the official date of withdrawal shall occur on the date of the student's expulsion.
- The postmark on written notification or the date the cancellation notice is delivered to the school in person will determine the official cancellation date.
- If a program or course is cancelled subsequent to a Student's enrollment, and before instruction in the program or course has begun, the school shall at its option provide a full refund of all monies paid; or provide completion of the program or course.
- In the situation where a student ends up in collections, the student agrees to pay 40% of the unpaid tuition as a collection fee in addition to the unpaid tuition due. The student is also responsible for paying any unpaid fees or tuition owed within 30 days of termination or withdrawal. Transcripts will be released if and only if all fees and tuition are paid in full. Student understands that regardless of the reason Student withdraws or terminated, including medical issues, Student is responsible for paying any and all tuition and fees owed.
- Studio Beauty School's financial department currently handles initial collections, and promises to handle each case in good taste, and sound ethical business practices. Studio Beauty School may refer the account to a third-party collection agency representing the institution. The third-party collection agency representing the institution agrees to clearly acknowledge the existence of the Withdrawal and Settlement Policy.
- In the case where a promissory note or contract for tuition is sold or discounted to third parties, the third party is required to comply with the cancellation and settlement policy of the institution.
- Enrollment time is defined at the time elapsed between the actual starting date and the date which the student formally terminated enrollment. Termination shall occur upon the student's last day of physical attendance in this school, or in the case of absence, the student shall be terminated upon the day following 14 consecutive days of absence and a refund calculation will be done unless mitigating circumstances have been determined by the Director.
- In case of illness or disabling accident, death in the family or other mitigating circumstances BEYOND THE CONTROL OF THE STUDENT, this school shall arrange a settlement that is reasonable and fair to both parties.
- Refunds shall be made within forty-five days (45) days after official cancellation or withdrawal. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If Studio Beauty School cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, Studio Beauty School shall have at its option provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or provide completion of the course and/or program; or participate in a Teach-Out Agreement or provide a full refund of all monies paid.
- If Studio Beauty School closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will act in the best interest of the student and the student will receive a Pro-Rated refund or participate in a Teach-Out Agreement. A list of all students who were enrolled at the time of school closure including the amount of each pro rata refund will be submitted to the accreditation agency on record at the time of school closure. All monies due to the Student will be refunded within forty-five business days of the official written notification, withdrawal (whether officially or unofficially) or termination date

## Title IV Refunds

### First a letter from the Department of Education:

*The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.*

*When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be re-turned by the school and/or you.*

*The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.*

*If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).*

*The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.*

*There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.*

*If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:*

- 1. your 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 your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount.*

*Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.*

*Any amount of unearned grant funds that you must return is called an overpayment. The Maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.*

*The requirements for Title IV program funds when you withdraw are separate from any refund policy that*

*your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.*

*If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).*

**End of Letter**

## **Studio Beauty School's Withdrawal and Return to Title IV Funds (R2T4) Policy**

### **How a Withdrawal Affects Financial Aid**

Title IV (TIV) (federal) financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period (term) for which the funds were awarded. When a student withdraws from all courses, regardless of the reason, s/he may no longer be eligible for the full amount of TIV funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which s/he remains enrolled. A pro-rated schedule determines the amount of federal student aid funds s/he will have earned at the time of full withdrawal. For example, a student who withdraws in the second week of the term has earned less of his/her financial aid than a student who withdraws in the fifth week. Once the 60% point in the term is reached, a student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Completely withdraws;
- Stops attending before the 450, 900, 1150, 1200, 1250, 1400, and 1600 clock hour "term" ends;

STUDIO BEAUTY SCHOOL students who receive federal financial aid and who do not remain in attendance through the end of the term could be responsible for repaying a portion of the financial aid originally received. Students who do not begin attendance in classes are not eligible for federal financial aid and must repay all aid originally received.

NOTE: STUDIO BEAUTY SCHOOL's institutional tuition refund policy is separate from federal regulations to return unearned aid. Receiving a tuition/fee refund from STUDIO BEAUTY SCHOOL will have no impact on the amount the student must repay to the federal aid programs.

### **How Earned Financial Aid is Calculated**

Financial aid recipients "earn" the aid they originally received by remaining in classes. The amount of federal assistance earned is based on a pro-rated system. Students who withdraw or do not complete all classes in which they were enrolled may be required to return some of the aid originally awarded. STUDIO BEAUTY SCHOOL is required to determine the percentage of TIV aid "earned" by the student and return the "unearned" portion to the appropriate federal aid programs. STUDIO BEAUTY SCHOOL is required to perform this calculation within 30 days of the date the school determines that a student has completely withdrawn. The school must return the funds within 45 days of the calculation. The R2T4 calculation is completed by the Financial Aid Office.

The following explains the formula used to determine the percentage of unearned aid to be returned to the federal government:

- The percent earned is equal to the number of scheduled clock hours up to the withdrawal date divided by the total number of clock hours in the payment period.
- The payment period for most students is
  - 450, 900, and 1250 clock hour time periods attended for the cosmetology program
  - 450, 900, 1150 and 1400 clock hours for the hair design program
  - 300 clock hours for the manicuring program
  - 350 clock hours for the esthetics program
  - 450, 900, and 1200 clock hours for the Advanced Esthetics program
  - 300 clock hours for the instructor program
  - Makeup Artistry is pending and not an approved program at this time
- The percent unearned is equal to 100 percent less the percent earned.

Institutional scholarship funds are not subject to the R2T4 policy.

### **R2T4 Process**

- A copy of the withdrawal form, complete with instructors' signatures and indicating the last date of attendance, is received in the Financial Aid Office. The latest date of attendance in the classes in which the student was enrolled will be used as the withdrawal date.
- The Financial Aid Office determines the amount of TIV aid originally awarded and whether it is "disbursed" or "could have been disbursed."
- The Business Office provides the student's original tuition and fee and bookstore charges.
- An R2T4 worksheet on the "FAA Access to CPS" site is completed by RGM systems using the above data. The calendar for the payment period will have previously been entered and saved.
- The Financial Aid Office will post the recalculated amount of aid for which the student is eligible (as per the results of the R2T4 worksheet) to his/her account.
- A copy of the worksheet is maintained in the Financial Aid Office and electronically scanned and made part of the student's record after the end of the term.
- A second copy of the worksheet is forwarded to the Business Office for the purposes of checking the accuracy of data entry and for student billing purposes.
- STUDIO BEAUTY SCHOOL will return funds to the federal programs on the student's behalf and will bill the student.
- In the instances in which a student owes a federal grant repayment in addition to what STUDIO BEAUTY SCHOOL has returned to the federal programs, the student is notified in writing and the amount is reported by the Financial Aid Office as an overpayment.
- The student is responsible for all STUDIO BEAUTY SCHOOL charges and federal overpayments resulting from an R2T4 calculation.

### **Withdrawal from a Clock Hour Program**

The RGM system provides the student's last date of attendance, the number of clock hours completed as of the last date of attendance, and the number of clock hours expected to have been completed as of the last date of attendance. These data elements are used by the Financial Aid Office in completing the R2T4 worksheet on the "FAA Access to CPS" site. The procedure continues as outlined above.

### **Post-Withdrawal Disbursement of Loan Proceeds**

When the R2T4 calculation results in the student's being eligible to receive either Federal Direct Stafford Subsidized or Unsubsidized Loan proceeds, s/he will be contacted via e-mail and US Mail by the Financial Aid Office. Written authorization from the student will be requested and is required before loan proceeds can be processed and awarded to the student.

### **Determination of Withdrawal Date**

The withdrawal date used in the R2T4 calculation is the actual last date of attendance as provided by the RGM systems on the withdrawal form.

### **Withdrawing Prior to the 60% Point of a Payment Period**

Unless and until a student completes 60% of the term in which financial aid was awarded, the student will be required to return all or part of the financial aid originally awarded for the term.

### **Credit Balance Policy**

If Title IV disbursements result in a credit balance on the student's account, the Financial Aid office will notify the student. The student has the option to have the school hold the credit balance and can complete an authorization for the school to hold the funds by obtaining an authorization form from the Financial Aid Department. If the student does not want the school to hold their funds, all credit balance disbursements and refunds due to funding source will be processed within 14 days of the credit balance

appearing on the student account. Regardless of the chosen option the school will clear all credit balances on a student account by the end of the award year.

### **When a Student Fails to Begin Attendance**

If financial aid is processed for a student who never begins attendance in any program for which s/he enrolled in a term, all aid will be canceled.

The Registrar provides a “no show” report after the census date of the payment period. This report lists the students and the programs in which they never attended. Financial aid originally awarded is canceled for students who failed to begin attendance in all programs in which they were originally enrolled and is adjusted for those who fail to begin attendance in a portion of the programs in which they were originally enrolled.

### **When a Student Fails All Classes**

If a financial aid recipient who has not officially withdrawn fails to receive a passing grade in at least one unit during the term, the Financial Aid Office will determine whether the student actually established eligibility for the aid originally awarded. Instructors will be contacted and asked to provide information on the student’s attendance. If the student did not begin attendance, or stopped attending during the payment period, the financial aid originally awarded will be canceled or adjusted.

### **Order of Return to Federal Aid Programs**

In accordance with federal regulations, unearned aid will be returned to the federal programs in the following order:

- Federal Direct Loans: Unsubsidized, then Subsidized
- Federal Direct Parent Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

### **Information Regarding Loan Repayment**

The R2T4 calculation may result in the student’s and parent’s being responsible for directly returning additional loan amounts to the US Department of Education.

The loan grace period begins on the withdrawal date from the school, or when a student ceases to be enrolled on at least a half-time basis. If the student does not re-enroll as a half-time student within 6 months of withdrawal or less than half-time enrollment, the loans enter repayment. The student should contact the loan servicer or the US Department of Education to make repayment arrangements. The promissory note signed by the borrower outlines repayment obligations. The student should contact the servicer or the US Department of Education with any questions.

### **Consequences of Non-Repayment**

Students who owe the US Department of Education for an overpayment of TIV funds are not eligible for any additional federal financial aid until the overpayment is paid in full or payment arrangements are made with the US Department of Education.

Students who owe STUDIO BEAUTY SCHOOL because of an R2T4 calculation will be placed on a financial hold. They will not be allowed to continue clocking hours or receive academic transcripts until the balance is paid.

### **How a Withdrawal Affects Future Financial Aid Eligibility**

Refer to the Financial Aid Office Satisfactory Academic Progress Policy to determine how a withdrawal impacts aid eligibility.

NOTE: This policy is subject to revision without notice based on changes to federal laws and regulations or STUDIO BEAUTY SCHOOL policies. If changes are made, the student is held to the most current policy. This statement is intended to provide an overview of policies and procedures related to a complicated and very encompassing regulation. Additional information, including examples of R2T4 calculations, is available in the Financial Aid Office.

## Miscellaneous

- A **\$150.00 WITHDRAWAL FEE** will be charged to any student that withdraws prior to course completion.
- Students who have an outstanding balance on their account will not be certified for State Boards Written Examination until said balance is satisfied. All tuition's and fees must be paid in FULL prior to completion of clock hours.
- This school does not guaranteed employment to any student.
- **A refund schedule is on file in the President/Director office and may be seen upon request** and is also located on the enrollment contract.
- No money is collected until applicant has been accepted or rejected by this school.
- We are not responsible for those items left out, and students are not to use the school to store their items while choosing not to attend.
- **Books and Implements are non-refundable after being issued.** All students are responsible for their items, and are advised to label all of their items.
- Student agrees not to loan out any part of their kit. Student agrees if tuition becomes over 30 days late they may be asked to stop clocking hours until such time that the account is brought current.

## Policy Regarding Copyright Infringement

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## Directory Information Policy

Studio Beauty School reserves the right to publish honors and awards received by students on public media in compliance with FERPA.

## Policy Regarding Externship or Internship Programs

Studio Beauty School offers students the opportunity to participate in internship programs determined by the Director and which does not exceed 10% of the total program clock hours. Prior to entering into the internship phase students must have passed all unit tests and academic finals, maintained attendance at or above 80%, satisfied all financial obligations including any fees and/or approved by the Director prior to entering into an approved contract with a salon/shop. All State mandated requirements regarding internships are required prior to accepting the documented clock hours through the internship program.

### State Law regarding Externship

WAC 308-20-091 Student credit for training in a licensed salon/shop. (1) A maximum ten percent of the total curriculum hours required may be earned by a student in a licensed salon/shop under a contract approved by the department signed by the student, the school owner, and the salon/shop manager. (2) A copy of the signed contract shall be kept in the student file, kept on file at the salon shop and given to the student and shall be made available to the department on request. (3) Only those hours of instruction a student is given under the direction of a licensed operator in the contracted salon/shop and in the subjects agreed to in the contract shall be credited towards completion of the course of study required in RCW 18.16.100. (4) Students will not receive any wages or commission for hours of credit earned in a salon/shop. (5) Salon/shops shall provide weekly reports to the school and student with hours the student earned in each area of agreed training. (6) Weekly reports provided by salon/shops verifying hours student earns in salon training must be included in student's records and recorded on student's monthly and final reports. (7) Licensed operators must be physically present where students are training. (8) Students in training must wear identification visible to the public that states that they are students in training. (9) Certified training hours expire three years after the last day of attendance. Any hours earned by a student that are more than three years old are considered by the department to be expired and will not be considered valid towards initial licensure.

# Studio Beauty School Enrollment Application Process:

## Studio Beauty School Application

Applicant must mail to:

Application Committee  
Studio Beauty School  
10001 E. Sprague Ave.  
Spokane Valley, WA 99206

or email to:

[studiobeautyschool@gmail.com](mailto:studiobeautyschool@gmail.com)

the following items:

1. Completed Statement of Accuracy Form (see next page)
2. Letter of application addressed to the Application Committee
  - a. Letter from applicant containing a brief explanation of career goals, Biographical (background) information, and the reason you're choosing Studio Beauty School
  - b. Two letters of recommendation from choice of teacher, administrators, counselors, employers or individual with significant knowledge of applicants experience and involvement
3. A current photo or ID
4. Provide copy of High School Diploma or GED
5. Be Interviewed

### Program you are Applying For:

Cosmetology

Hair Design

Manicuring

Esthetics

Advanced Esthetics – Are you a current licensed Esthetician?  Yes  No

Instructor

Makeup Artistry (pending)

Intended starting Month (Remember the first Monday of the Month is the usual starting day)

\_\_\_\_\_ -

### Criteria:

Must be 17 yrs old

High school diploma or GED

Applicant must demonstrate the following:

Positive goals

Positive impact on community

Significant improvement or success

All these can be determined through 2 letters of recommendation

**Studio Beauty School**  
**ENROLLMENT FORM**  
**STATEMENT OF ACCURACY**

I hereby affirm that all the above stated information provided by me is true and correct to the best of my knowledge.

Signature of applicant: \_\_\_\_\_

Print Full Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Date: \_\_\_\_\_

Emergency Contact Information:

A) Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship \_\_\_\_\_ Email \_\_\_\_\_

B) Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship \_\_\_\_\_ Email \_\_\_\_\_

Please mail completed application to:

Application Committee  
Studio Beauty School  
10001 E. Sprague Ave.  
Spokane Valley, WA 99206

Or email recommendations and completed forms to:

studiobeautyschool@gmail.com



## **Services Available to Students with Disabilities**

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. Additionally, the school will exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. If you would like to request academic adjustment or auxiliary aids, please contact the School Director – You may request academic adjustments or auxiliary aids at any time. The School Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the School Director by telephone at 509-242-9921.
2. The School Director will respond within two weeks of receiving the request.

## **U.S. Department of Education**

Students or The School staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to post-secondary educational institutions.

The OCR National Headquarters is located at:

**U.S. Department of Education, Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100**

*Telephone: (800) 421-3481*

*FAX: (202) 453-6012; TDD: (877) 521-2172*

*Email: [OCR@ed.gov](mailto:OCR@ed.gov)*

OCR has regional offices located throughout the country. To find the office for our state, you can check the OCR website at: <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>, or call the telephone number above.

# Studio Beauty School

## Policy for a Drug and Alcohol-Free School and Workplace Program

### Drug and Alcohol Abuse Awareness/Prevention Program

#### Employee/Student Handbook

## POLICY

Studio Beauty School maintains Drug and Alcohol Policies and Procedures as well as a Drug and Alcohol Abuse Awareness/Prevention Program.

## PURPOSE

Studio Beauty School is committed to providing a school and workplace environment that ensures the safety and encourages the personal health and productivity of its employees and students. Studio Beauty School recognizes that substance and/or alcohol abuse is a threat to the safety, health, and job performance of its employees and students. Studio Beauty School establishes the highest standards for our employees and students, and we will strive to meet and exceed their expectations. The goal of this policy is to balance Studio Beauty School's respect for individuals with the need to maintain a safe, productive, alcohol and drug-free environment. Studio Beauty School has established this policy to detect and remove abusers of alcohol and controlled substances from the workplace and school environment.

The purpose of this policy is to convey to employees, students, and prospective employees and students, Studio Beauty School's policy on alcohol and drug use in the workplace/school. These policies and procedures are not intended to create or alter any existing contract, written or verbal, between Studio Beauty School and its employees, contractors, job applicants, students or student applicants. This policy does not change the at-will employment status of employees.

## SCOPE

This policy applies to all departments, all employees, all job applicants, all current students, and all student applicants. The term employee includes contracted employees. As a condition of employment, employees are required to abide by this policy. As a condition of enrollment or continued enrollment, students are required to abide by this policy.

## WORKSPACE/SCHOOL CAMPUS DEFINITION

In compliance with the Drug-Free Workplace Act of 1988, Studio Beauty School workplace consists of the following:

1. The entire campus facility
2. Any location used for an off-site school function (field trips, competitions, hair shows, graduation, etc.
3. Others (including off-site) as used by employees in the service of the institution in any capacity

## PROHIBITED ACTIVITIES

It is therefore the policy of Studio Beauty School that the following activities are strictly prohibited during working/school hours by all employees and students, and that illegal use of drugs and/or alcohol is prohibited at any time.

It is against company policy:

1. For an employee to work or student to attend class with the presence of a controlled substance (drugs or alcohol) in his or her body, including the presence of a drug metabolite, unless legally prescribed to her or him.
2. For an employee or student to sell, use, purchase, distribute, dispense, manufacture or be in possession of a controlled substance (drugs or alcohol), including drug paraphernalia while on Studio Beauty School time, conducting Studio Beauty School business, on Studio Beauty School property, attending class or while representing Studio Beauty School on or off Studio Beauty School property.
3. For an employee or student to sell, use, purchase, distribute, dispense, manufacture or be in possession of controlled substances (drugs or alcohol), including prescription medications that are

- controlled substances, on Studio Beauty School time, business, property, or while attending class, unless the prescription medication is legally prescribed to the employee or student.
4. For an employee or student to operate any equipment while under the influence of any drug(s) or alcohol, including prescription or over the counter medications that render the employee or student incapable of safely and adequately using the equipment or performing any other job duties.
  5. To consume any alcoholic beverage or alcohol containing liquid within four hours of a scheduled work or class period or assignment.
  6. For any student or employee to use over-the-counter drugs in a manner not intended by the manufacturer and/or prescribed by a licensed medical professional.
  7. For Studio Beauty School supervisors to allow an employee to work or student to attend class if they have actual knowledge that an employee or student has violated this policy.

## **HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG USE AND ALCOHOL ABUSE**

Below are summaries of the health risks and the signs and symptoms associated with illicit drug use and alcohol abuse. This is an overview and not a complete list. Each individual will experience the drug in a different way depending on individual characteristics such as body size, sex, and other physical and psychological factors. (Source of drug-related information: National Institute on Drug Abuse).

### **Terminology**

**Tolerance**: Development of body or tissue resistance to the effects of a chemical so that larger doses are required to reproduce the original effect.

**Withdrawal**: Physical or emotional signs of discomfort related to the discontinued use of a substance.

**Psychological Dependence**: A tendency for repeated or compulsive use of an agent because its effects are considered pleasurable or satisfying, or because it reduces undesirable feelings.

**Physical Dependence**: Adaptation of body tissue to the continued presence of a chemical, revealed in the form of serious, even life-threatening withdrawal symptoms. The extent of physical dependence and the severity of withdrawal vary by drug and by amount, frequency, and duration of use. While physical dependence can complicate the process of cessation of use, it is the psychological relationship with a substance that often proves more difficult to alter.

## **PROCEDURES/ACTIONS REQUIRED OF EMPLOYEES OR STUDENTS**

If an employee or student suspects that she or he has a substance abuse or alcohol problem, the employee or student is expected to contact a Studio Beauty School administrator. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in rehabilitation or treatment programs. Any employee or student who voluntarily seeks such assistance or rehabilitation shall not be subject to disciplinary action for violation of the policy as long as the employee continues to participate satisfactorily in a counseling or rehabilitation program. The employee or student must obtain a work release from a counselor or treatment provider before returning to work or school.

Any investigation by law enforcement or conviction for controlled substance or alcohol activity may be cause for dismissal from employment or school. Failure to report any conviction for illegal drug use or alcohol misuse to Studio Beauty School may result in immediate termination from employment or school attendance. The use of prescription or over-the-counter medications that may impair an employee's or student's ability to safely or adequately perform his/her essential functions on the job must be reported to the employee's or student's supervisor. Some medication use may require reassignment or temporary leave of absence without pay/credited hours. Employees and students must only take medication as directed on the medication label and must heed any warnings listed on medication labels.

## **DISCIPLINARY ACTION (STUDENTS AND/OR EMPLOYEES)**

Violations of the Studio Beauty School Drug and Alcohol Abuse and Prevention Policy shall result in disciplinary action including and up to termination of employment/enrollment. Such violations may also have legal consequences. Employees and students who violate this policy by illegally selling,

manufacturing, distributing or possessing controlled substances or alcohol will be terminated from employment or enrollment.

Studio Beauty School reserves the right to implement random drug and alcohol testing at any time, with or without prior notice. Such testing may be implemented for use with current employees and/or students and/or prospective employees and/or prospective students. Refusal to test will result in disciplinary action up to and including termination of employment/enrollment and/or required participation in a substance abuse rehabilitation or treatment program.

#### DRUG AND ALCOHOL PREVENTION AND IDENTIFICATION

The following information is intended to assist you in identification of potential abuse behaviors or patterns of behavior that may indicate that you or someone else may be having difficulty with substance abuse. The following is not intended to be all encompassing, but simply to serve as a guideline.

#### IDENTIFICATION OF ABUSIVE BEHAVIORS

Abusive behavior varies with the user; however, in general, behaviors will manifest themselves in a person's life either socially, mentally, and/or physically.

Alcohol is the most widely abused drug in the United States; however, indicators show that there are growing trends in the area of abuse of over-the-counter medications and prescription drug abuse.

Persons who are under the influence of drugs and alcohol tend to display behaviors such as certain physical symptoms including but not limited to: decreased or slow motor skills, either increased or decreased verbal interaction, verbal skill depletion, increased or decreased physical contact, loss of or increased appetite, and aggressive behavior. Additionally, persons abusing may have social or economic issues that arise due to the use and/or abuse of these substances. There are also health risk indicators that may be helpful in the identification of abusive behavior. The brain is affected heavily by drugs and alcohol; it affects the ability to think and respond quickly as well as a wide range of skills needed to operate machinery including automobiles. People also tend to have issues with depression, paranoia, convulsions, comas, and even death can result.

Not only does the person using the substance subject him or herself to all sorts of health risks, drug and alcohol abuse can, and in many cases does, cause grief and discomfort to innocent people.

#### IDENTIFICATION OF DRUG AND/OR ALCOHOL PARAPHERNALIA

Identification of drug paraphernalia is sometimes a difficult thing. Many common household items are misused to manufacture and abuse drugs. Employees and students alike are encouraged to be observant and to report items and/or behaviors that may be an indicator of drug and alcohol use and/or abuse

#### DEALING WITH PERSONS UNDER THE INFLUENCE

Due to the wide variety of reactions people display or manifest when under the influence, all employees/students are advised to use caution when dealing with such a person. It is recommended that direct contact with the employee/student be limited to persons in supervisory roles when there is a perceived or true need for confrontation/advising. However, documentation may be provided by person(s) with direct involvement in an incident and/or accident resulting from the use of a controlled substance or person(s) with direct knowledge of the use of or possession of controlled substances covered in this policy.

#### RESOURCES AVAILABLE

There are many resources available to persons who are having difficulty with substance (drug and/or alcohol) abuse or addiction. There are counseling facilities, rehabilitation, and treatment centers located in most major cities and/or associated with local hospitals and health clinics. The yellow pages of the local phone directory are an excellent source. Look under the heading: Drug Abuse and Addiction – Information for Treatment; or under Alcohol Abuse and Treatment. The state of Washington has treatment resources that may be found on the Internet at the following sites:

www.stopaddiction.com  
www.teenchallenge.com  
www.findtreatment.samhsa.gov  
www.soberrecovery.com  
www.midwayrehab.org  
www.communityresources.net

Note: Studio Beauty School does not endorse any particular treatment center or resource

#### ALTERNATIVES TO DRUG AND ALCOHOL USE

Studio Beauty School encourages its employees and students to live healthy lifestyles that are free from the use and/or abuse of controlled substances. Many alternatives are available that allow for a more rewarding and safer life span. Some alternatives include physical activities or sports, cultural events, and volunteerism. Contact your local community organizations and schools in your area to find out about programs they offer or volunteer assistance they may need.

#### FEDERAL, STATE AND LOCAL PENALTIES – PUNISHABLE BY LAW

The legal consequences for the illegal use, possession, sale, distribution, trafficking, and/or the manufacturing of illicit drugs or alcohol are numerous.

Local, state, and federal laws exist that may be used to punish violators.

Penalties can range from suspension, revocation or denial of a driver's license to 20-50 years imprisonment without benefit of parole. Property may be seized. Community services and/or restitution may be mandated.

There are a number of federal anti-drug laws that affect a number of areas in everyone's lives. Students, for example, could lose eligibility for federal financial aid and could be denied other federal benefits such as: Social Security, retirement, welfare, disability and/or veteran's benefits. In fact, it is required that all applicants for federal student aid answer drug related questions on their application. Other federal laws allow the Department of Housing and Urban Development (which provides funds to states and communities for public housing) to now have the authority to evict residents and members of their household if they are associated with a drug-related crime. Businesses can lose their ability to seek or gain federal contracts and schools can lose federal assistance for students if the company/school does not promote a drug-free environment. State or local laws are also punitive to violators and in some cases have stiffer penalties than federal laws.

#### FEDERAL DRUG CONVICTION PENALTIES ON FEDERAL FINANCIAL AID

Possession of Illegal Drugs:

- First Offense: Loss of eligibility for federal financial aid for one year from the date of conviction.
- Second Offense: Loss of eligibility for federal financial aid for two years from the date of conviction.
- Third and Subsequent Offenses: Indefinite ineligibility for federal financial aid from the date of conviction.

Federal financial aid includes:

- Federal Pell Grant
- Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Stafford Direct Loan (DL) Program
- Federal Stafford Direct Parent Loan for undergraduate student (PLUS)
- Federal Stafford Direct PLUS loans for graduate and professional degree students

For information on Federal Trafficking Penalties, please visit the following link;

## WASHINGTON STATE AND LOCAL SANCTIONS REGARDING DRUG AND ALCOHOL VIOLATIONS

Under Washington law, the sanctions listed below are imposed for alcohol and substance abuse offenses:

- Persons under the age of 21 may not acquire, possess, or consume alcohol. Nor may other persons furnish alcohol to anyone under 21 or permit underage consumption on premises within their control. Penalty: Maximum \$500 fine, 2 months imprisonment, or both.
- Persons under 21 may not be in a public place or in a vehicle in public while exhibiting the effects of having consumed alcohol. A public place includes city streets and any buildings and grounds used for University purposes. Penalty: Maximum \$500 fine, 2 months imprisonment, or both.
- Persons under 21 may not purchase or attempt to purchase alcohol. Penalty: Maximum \$1,000 fine, 90 days imprisonment or both.
- Alcohol may not be opened or consumed in a public place. Penalty: Maximum \$1,000 fine.
- It is unlawful to manufacture, deliver, or possess an illicit drug. Penalty: Maximum \$10,000 fine, 5 years imprisonment, or both. The possession of 40 grams or less of marijuana is a misdemeanor (minimum \$250 fine and not less than 24 hours in jail – this law is under current review).
- It is unlawful to possess or use drug paraphernalia for purposes relating to the manufacture, delivery, possession, or use of an illicit drug. Penalty: Minimum \$250 fine and not less than 24 hours in jail.
- Any minor in possession (alcohol or drug) offense will result in loss of your driver's license for one year (1st offense) or for two years (2nd offense).
- Under age 21 Driving Under the Influence (DUI) with a .02-.07 BAC has the following penalties:
  - 1st Offense: 90-day license suspension, maximum 90 days in jail and \$1,000 fine
  - 2nd Offense: License revoked until age 21 or at least 1 year, maximum 90 days in jail and \$1,000 fine
- Any age Driving Under the Influence (DUI) with a BAC of .08 or higher has the following penalties:
  - 1st Offense: 90-day license suspension, 1 day jail or 15-day electronic home monitoring, fines \$8,125, possible ignition interlock
  - 2nd Offense: License revoked for minimum of two years, minimum 30 days in jail and 60 days electronic home monitoring, fines \$8,125, possible five year ignition interlock.
- Possession of a false identification card is a misdemeanor. Penalty: Minimum \$250 fine and 25 hours community service.
- Possession of a controlled substance starts as a Class 4 felony with fines of up to \$25,000 and a jail sentence of 1 to 3 years. Greater amounts may increase the charge to a Class 1 felony with imprisonment of 10 to 50 years and fines of up to \$200,000.
- Those involved in the manufacture or delivery of a controlled substance may be found guilty of a Class 3 felony with a jail term of 2 to 5 years and a fine of up to \$75,000. The charge can go as high as a Class X felony with a fine of up to \$500,000 and a sentence of 6 to 30 years.

## POLICIES REGARDING DRUG AND ALCOHOL TESTING

Studio Beauty School may at any time exercise its right to implement random or uniform drug and alcohol testing, with or without prior notice. The following policies will be followed with regard to such testing:

- The cost of drug/alcohol testing will be at the employee/student's expense if the test results are positive or if the test specimen has in anyway been adulterated.
- A first positive test will result in disciplinary action, which includes at a minimum a temporary suspension of duties/enrollment.
- A second positive test will result in immediate termination from Studio Beauty School. Reinstatements will not be considered for a period of at least 6 months following the date the positive test results were received. The employee/student seeking reinstatement may be required to provide proof of successful completion of a rehabilitation or treatment program

prior to approval. The employee/student may also be required to pass a return to duty, rug and/or alcohol test at their own expense.

- An employee/student's third violation will result in immediate termination from employment/school and he or she will not be eligible for re-hire/reentry.

#### DRUG-TESTING CIRCUMSTANCES

Pre-Employment Procedures: Prospective employees or students may be asked to submit a drug test at Studio Beauty School's designated collection facility as part of a potential job offer or as part of the acceptance/enrollment process.

Post-Accident Tests: Studio Beauty School may require drug and/or alcohol testing of any employee or student involved in an on-the-job accident/injury where the following occurs:

1. A fatality
2. An injury to an employee, student, client, or other individual that requires medical attention away from the workplace or accident scene
3. Damage to company property that exceeds \$500

Post-accident testing may also be required of any individual whose actions or inaction could have reasonably contributed to the cause of the accident.

Random Testing: Unannounced random drug and/or alcohol testing may be conducted on all employees or students and will be administered by a third-party administrator. Selection for random testing will be computer generated. All employees/students will have equal chance of selection in each selection period.

Unit or Blanket Testing: Drug and/or alcohol testing of all company employees/students in one location or job category may be conducted at the discretion of Studio Beauty School.

Reasonable Suspicion: Reasonable suspicion drug and/or alcohol testing will be done in cases where there is a reasonable belief by a supervisor, that an employee or student may be using a controlled substance, using alcohol while at work/school, or reporting to work/school under the influence of alcohol or a controlled substance, using prescription drugs illegally, or any other violation of company policy. Reasonable suspicion or For-Cause tests will be required when there is any of the following:

1. Observable phenomena (actual use, possession, odors, etc.)
2. Abnormal behavior or physical characteristics
3. A drug-related investigation, arrest or conviction, or an investigation of theft.

Return to Duty Testing: The first drug and/or alcohol test after a policy violation, evaluation by a counselor, acceptable to Studio Beauty School, and after the counselor has determined that the employee has successfully complied with prescribed education and/or treatment. The test result must be negative before he or she can return to duty or attend class.

Follow-up Testing: After a violation of this policy and return to duty, an employee or student is subject to unannounced drug and/or alcohol testing. The schedule of follow-up will be determined by an independent counselor or Studio Beauty School.

#### CONTESTING A TEST RESULT

If an employee, student or applicant believes the laboratory analysis is in error, he or she will have 72 hours to request the re-analysis of the original urine specimen that was verified as positive, adulterated or substituted. Re-analysis will be on the original specimen only and must be performed by a certified laboratory. The cost of re-analysis is at the employee/student's expense. If the secondary laboratory does not detect the same



controlled substance, the individual will be reimbursed the cost of re-analysis.

An employee who has a test result other than negative shall have the right to request a copy of the laboratory report from the employer in writing.

#### SPECIMEN COLLECTION PROCEDURES

All specimen collections will be done in conformity with and in accordance with Washington law. All drug tests, alcohol tests and sample collection procedures shall be performed under reasonable and sanitary conditions and in such a manner as to respect the privacy of the individual being tested, as well as to prevent tampering or misidentification of the sample.

#### DEFINITIONS

“Abuse” is the utilization of a natural and/or synthetic chemical substance(s) for non-medical reasons or in excess or outside of the prescribed recommendations. This use affects the body and its processes, the mind and nervous system, and one’s behavior.

“Actual Knowledge” means knowledge by a supervisor that an employee/student has used alcohol or controlled substances based on the supervisor’s direct observation of the individual, or an individual’s admission of alcohol or controlled substance abuse. Direct observation as used in this definition means observation of alcohol or drug use and does not include observation of behavior or physical characteristics sufficient to warrant a reasonable suspicion request.

“Adulterated” means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

“Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

“Alcohol Use” means to be tested by a certified breath-alcohol technician, using an approved breath testing device or an approved initial screening device. Blood and urine alcohol testing may also be used at the discretion of the employer.

“Controlled Substance or Drug” means any prescribed drug or controlled substance including those assigned by 21 U.S.C. 802 and includes all substances listed on Schedule I, through Schedule V, as they may be revisited from time to time (21 CFR 1308), including but not limited to:

- Marijuana
- Cocaine
- Amphetamines
- Benzodiazepines
- Opiates and other Narcotics
- Phencyclidine (PCP) and other hallucinogens

“Drug Testing” or “Drug Test” means the scientific analysis for the presence of drugs or their metabolites in specimens from the human body. Analysis will include separate screening and confirmation tests.

“Employee” means any person or offices in the service of the employer for compensation.

“On Duty” means all working hours including meal or break periods, regardless of whether the employee is on Studio Beauty School premises, and at any time the employee represents the Studio Beauty School in any capacity, including operating company equipment or vehicles.

“Positive Alcohol Test” means test levels are at or in excess of the established parameters outlined by the testing company and approved by Studio Beauty School.

“Positive Drug Test” means the drug test levels on both the screening test and the confirmation test are at or above the level recognized as positive by the U.S. Workplace Drug Testing programs, or the standard cutoff levels set by the laboratory; and the MRO has verified the test result as positive.

“Prospective Employee” means any person who has made a written or oral application to become an employee of the Studio Beauty School. “Prospective Student” means any person who has made a written or oral application to become a student of Studio Beauty School.

“Reasonable Suspicion” means an articulated belief, based on recorded specific facts and

observations, and reasonable inference drawn from those facts and observations, that an employee or student is in violation of a policy.

“Sample” or “Specimen” means any sample of urine, blood, breath, saliva, or hair used for drug or alcohol testing.

“Student” means any person who has been enrolled and has started any academically related activity that entitles them to course credited hours.

“Substituted” means a specimen with creatinine and specific gravity values that are so diminished or divergent that they are not consistent with human urine.

“Use” means to consume, sell, purchase, manufacture, distribute, be under the influence of, report to work under the influence of, or be in the possession of drugs or alcohol. The term shall also include the presence of drugs or alcohol in the body of an employee or student, including the presence as a metabolite, and the use of a prescription drug as prescribed by the authorizing health care provider.

#### DRUG AND ALCOHOL POLICY REVIEW

Studio Beauty School conducts a policy effectiveness review of the Drug and Alcohol policy every two years. The factor used to determine the effectiveness of the policy include: number of disciplinary actions against students and employees for violations of the Drug and Alcohol policy.

#### CONFIDENTIALITY

All disciplinary actions, documentation including but not limited to drug and alcohol test results, will remain confidential to the extent required or allowed by law and in accordance with FERPA requirement.

#### **Crime Statistics and Fire Security Report and Policy**

Studio Beauty School is committed to assisting all member of the Studio Beauty School community in providing for their own safety and security. The annual security and fire compliance document is available on the Studio Beauty School website at <https://www.studiobeautyschool.com/faq>

If you would like to receive the combined Annual Security and Fire Safety Report that contains this information, you can stop by the school located at 10001 E. Sprague Ave., Spokane Valley, 99206, or you can request a copy be mailed to you by calling (509) 242-9921.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the Studio Beauty School administrative staff.

#### **Arbitration Agreement and waiver of jury trial:**

Students agree as follows:

1 – Any dispute the student may bring against Studio Beauty School, or any of its parent companies, officers, directors, or employees, without limitation, or which the school may bring against the school, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration, conducted by the

American Arbitration Association, under its Supplementary Rules for Consumer Related Disputes, and decided by a single arbitrator. The arbitrator will decide the case pursuant to the Federal Arbitration Act, and under the laws of the state of Wisconsin. Any dispute over the interpretation, enforceability or scope of this Arbitration Agreement shall be decided by the arbitrator, and not by a court. The student explicitly waives any right the student may have to a jury trial, and the student understands that the decision of the arbitrator will be binding, and not merely advisory.

2 – Neither the School nor the student shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both the School and the student agrees that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

3 – The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by the school.

4 – The student agrees that any dispute or claim the student may bring shall be solely in the student's individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidation action.

5 – Any remedy available from a court under the law shall be available in the arbitration

6 – To the extent the student has outstanding federal student loan obligations incurred in connection with the student's enrollment at the School, any arbitration award providing monetary damages shall direct that those damages be the first paid toward the student's student loan obligations.

7 – The student may, but need not, be represented by an attorney at arbitration.

8 – Except as specifically required by the laws in the state of Washington, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives and AAA. I agree that any actual or threatened violation of this provision would result in irreparable harm, and will be subject to being immediately enjoined.

9 – If the student desire's to initiate arbitration, information about the AAA arbitration process and the Consumer Rules also can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879. The student shall disclose this document to the AAA.

10 – If any paragraph, sub-paragraph, provision, or clause herein is held invalid, said paragraph, sub-paragraph, provision or clause shall not affect any other paragraph, sub-paragraph, provision, or clause that can have effect without the invalidated paragraph, sub-paragraph, provision or clause, and thus is severable one from the other.

## Payments

Payments are due by the 1<sup>st</sup> of the month, starting with the first month.

In order to receive kit on proposed starting date, down must be in by the 20<sup>th</sup> of previous month  
Kit, books, registration fee, and tuition must be satisfied before state board test registration.

1. Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below.
2. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied.
3. School will charge an additional \$10.00 per calendar hour after the contract end date + flex hours (over contract fee) payable in advance, until graduation.
4. The school may charge a \$10.00 transcript fee for transcript requests.
5. The school will charge a registration fee for students enrolling or transferring to the school of \$100.00.
6. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who withdraw and re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.
7. The School may charge Transfer Students an evaluation fee of \$500 in addition to tuition charged at a minimum of \$10.00 per hour. Kit fees are negotiable. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan

as stated herein.

8. Payments may be made by cash, check, money order, or credit cards with a 5% convenience fee added, or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

### Studio Beauty School Books

Book	Workbook	Exam Review Book
<i>Milady Standard Cosmetology_ _2016</i> Text-book ISBN-13: 978-1285769417 (Hardcover),	<i>Milady Standard Cosmetology_ _2016_ _Theory Workbook_ _</i> ISBN-13: 978-128769455,	<i>Milady Standard Cosmetology_ _2016_ _Exam Review_</i> ISBN-13: 9781285769554
<i>Milady Standard Nail Technology_ _2016</i> Textbook (Softcover) ISBN-13: 9781285080475	<i>Milady Standard Nail Technology_ _2016</i> Student Workbook (Softcover) ISBN-13: 9781285080512	<i>Milady Standard Nail Technology_ _2016</i> Exam Review (Softcover) ISBN-13: 978125080543
<i>Milady Standard Esthetics_ _2013</i> Textbook (Hardcover) ISBN-13: 9781111307066 <i>Milady Standard Advanced Esthetics_ _2013</i> Textbook (Hardcover) ISBN-13: 978111139230 -bundle price includes advanced Esthetics	<i>Milady Standard Esthetics_ _2013</i> Student Workbook ISBN-13: 9781111306915 <i>Milady Standard Advanced Esthetics_ _2013</i> Student Workbook ISBN-13: 978111139117	<i>Milady Standard Esthetics_ _2013</i> Exam Review ISBN-13: 9781111306922 <i>Milady Standard Advanced Esthetics_ _2013</i> Exam Review ISBN-13: 978111139124
<i>Master Educator_ _2014</i> Textbook (Softcover) ISBN-13: 9781133693697		<i>Master Educator_ _2014</i> Exam Review (Softcover) ISBN-13: 9781133776598

### Disbursement of books and supplies policy

If your financial aid has been finalized you will receive your first financial aid disbursement of Pell Grant funds following the day school begins. These funds will be used to purchase your books, supplies and other educational expenses. Any charges not covered by financial aid are the responsibility of the student.

This school is licensed under chapter 18.16 RCW. Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing, PO Box 9026, Olympia, WA 98507-9026, [p1ssunit@dol.wa.gov](mailto:p1ssunit@dol.wa.gov), or by (360) 664-6626. See also <https://www.wsac.wa.gov/student-complaints>