

National
BEAUTY COLLEGE

A COSMETOLOGY TRAINING CENTER

2009-2010



CATALOGUE

4642 Cleveland Ave. N.W. Canton, OH 44709

330-499-9444

nationalbeauty@neo.rr.com

www.nationalbc.com

Effective: 7/1/09

NATIONAL'S MISSION STATEMENT

National BEAUTY COLLEGE

was established in 1955 and has been in continuous operation since that date. We've prided ourselves on being an innovated and reliable school that offers quality cosmetology education. Cosmetology can be a rewarding field, both in personal satisfaction and in potential earnings.

National's mission is to provide the highest quality education at a reasonable cost to the students & customers we serve to provide a long term commitment to contribute to the economic vitality and quality of life of our community.

We believe this is accomplished by providing an environment that recognizes the students of National Beauty College as our greatest asset, and that by maximizing the individual potential of our students; we will continuously improve our ability to serve our customers. Continuous improvement is essential to our success and well being, and we encourage and support ingenuity.

Our main purpose is to prepare students for the State Board Exam, and guide you for a successful career in the field of cosmetology arts and sciences. Our qualified instructors and the customers will give students the practical hands-on training that will insure your confidence to succeed in the beauty industry.

SPACE & FACILITIES

This institution is licensed by the State of Ohio, having met all State, Local, and Federal requirements for a cosmetology school. There are 2 levels.

Lower Level

Theory/ Practical Classrooms - 6000 sq. ft.
-contains 6 separate classrooms
-2 for cosmetology, 1 for Esthetics, 1 for
Nail Techs, 1 media center and 1 for Managers
Administration Area – 1900 sq. ft. contains 5 offices

Upper Level

Senior Clinic/Laboratory Floor - 4900 sq. ft.
-this consists of the reception/retail area, main styling area, a nail and pedicure area, and spa (including a wax room and two single and one double facial room)

**We offer advanced services and service packages to help prepare students for the salons that offer spa services.
All students receive the advanced training.**

ADMINISTRATION STAFF

President Director / CEO Marlene Alfman
Administrator / RegistrarLori Campbell
Administrative AssistantCheryl Hall
Administration / Assessment OutcomeKristin Worley
Director of Clinic Operations.....Karen Beall
Job Placement CoordinatorCarol Domer
Internship ProgramDebbie Hurtt
Owners: National Beauty Systems, Inc.....Ken & Marlene Alfman

We feel that it is important to maintain a relationship with the organizations that will help us provide an adequate training facility, keep us informed of all new regulations, and maintain a high standard of instruction for the students. The following is a list of the associations to which we belong:

Licensed by: Ohio State Board of Cosmetology 101 Southland Mall Columbus, OH 43207-4041 (614) 644-6099
Accredited by: National Accrediting Commission of Cosmetology Arts & Sciences 4401 Ford Ave. Suite 1300 Alexandria, VA 22302 (703) 600-7600
Members of: Ohio Association of Cosmetology Schools 5757 Karl Rd. Columbus, OH 43229 American Association of Cosmetology Schools 15825 N 71 st St. Suite 100 Scottsdale, AZ 85254

FACULTY

In accordance with the school's standards and per regulations of the Ohio State board of Cosmetology, each instructor must complete a Junior Instructor course meeting minimum requirement hours for their field of study, or complete a three month training period if they have had at least one year's experience as a manager in their field. Each instructor must have a high school diploma or its equivalent.

At the conclusion of the Junior Instructor Program, applications must be sent to the Ohio State Board of Cosmetology and licenses will be issued by them and must be renewed in addition with the regular managing license.

Each instructor is required to attend a monthly staff / training meeting held with the school. All licensed instructors must also have 12 hours per year of continuing educational classes.

TEACHING FACULTY

Marlene Alfman	Karen Beall	Ellen Day	Carol Domer
Melba Henderson	Carolynn Klever	Sheri Patterson	Vicki Turkal
Debra Turkalj-Hurtt	Jestina Williams		

ADMISSION REQUIREMENTS

This school admits students who hold a high school diploma, a GED certificate or a certificate of a home school program that is acceptable in the State the schooling took place. Each applicant must also take an Entrance Evaluation before beginning classes. This evaluation measures the student's aptitude and suitability for admission into the beauty profession. We require a minimum percentile score of 65 on this evaluation. If you do not pass, you may apply again after a 12 month period of time has passed.

Admissions, instructional and graduation policies of this school do not discriminate on the basis of sex, age, race, color, religion or ethnic origin. It is not our policy to recruit students already attending or admitted to another school offering a similar program of study.

Prospective students may enroll for any of the scheduled classes up to two weeks prior to the start date of that class. Enrollment dates are listed on page 8 in this catalog.

All prospective students are expected to attend an orientation session to cover all the regulations and policies of this school, prior to beginning classes. The Administration Staff will notify you of the orientation schedule.

We welcome students to tour our school and they may also observe (sit in) theory classes at this time. This is a great chance to acquire a feel for our school.

GRADUATION REQUIREMENTS

1. The student must have satisfactorily completed the State of Ohio's requirements for clock hours of attendance for the specific course of instruction.
2. Maintain a passing grade in theory, practical and clinic, as outlined in the school's Satisfactory Academic Progress Policy.
3. Complete the required clinic services.
4. Satisfactorily complete all the school's final exams.

When a student completes the requirements for the contracted course, a diploma will be issued indicating that the student has successfully completed the prescribed course of study. Diplomas will be issued on the student's last day of school.

Although a student who completes all of the above requirements and receives a diploma is considered as graduated, no hours will be released until all fees, tuition, and other obligations owed to the school are paid in full.

Students who have received a student loan must complete an exit interview with the financial aid officer.

Enrollment Dates for 2009-2010

Dates Subject to change

COSMETOLOGY		MANAGING MANICURING	
DAY	EVENING	DAY	EVENING
June 15, 2009	June 8, 2009	August 17, 2009	July 27, 2009
July 20, 2009	July 27, 2009	November 23, 2009	February 1, 2010
August 17, 2009	September 14, 2009	March 1, 2010	August 9, 2010
September 21, 2009	October 5, 2009	June 7, 2010	
October 26, 2009	October 26, 2009	September 13, 2010	
November 23, 2009	November 23, 2009		
December 28, 2009	December 14, 2009		
February 1, 2010	February 1, 2010		
March 1, 2010	March 22, 2010		
April 6, 2010	April 12, 2010	May 25, 2009	Memorial Day
May 10, 2010	May 3, 2010	July 4, 2009	4th of July
June 7, 2010	June 1, 2010	September 7, 2009	Labor Day
July 12, 2010	June 21, 2010	November 26, 2009	Thanksgiving
August 16, 2010	August 9, 2010	December 25 & 26, 2009	Christmas Break
SCHEDULED CLOSING DATES			
		January 1 & 2, 2010	New Year
ESTHETICIANS		April 5, 2010	Spring Break
DAY	EVENING	May 31, 2010	Memorial Day
June 15, 2009	June 8, 2009	July 5, 2010	4 th of July
September 21, 2009	December 14, 2009		
December 28, 2009	June 21, 2010		
April 6, 2010			
July 12, 2010			

TUITION FEES, PROGRAMS HOUR REQUIREMENTS

Prices are effective 7/1/09 – 6/30/10. Prices are subject to change.

Course	Course Total Hours	Course In Weeks Days / Eve	Enrollment Fee	Books, Kit & Uniform	Tuition	Total Tuition Cost
Cosmetology	1500	40 / 76	\$100	\$1145	\$13,500	\$14,745
Cosmetology Management	300	12 / 20	\$50	\$330	\$1050	\$1430
Managing Cosmetology	1800	48 / 92	\$100	\$1430	\$14,250	\$15,780
Managing Manicurist	430	12 / 22	\$100	\$665	\$3025	\$3790
Esthetics	600	16 / 30	\$100	\$515	\$5400	\$6015

FINANCIAL AID / PELL GRANT / STUDENT LOANS

In all instances of financial need, the student will make inquires to the Administration office during or prior to their interview, and possible program eligibility can be discussed.

The U S Department of Education offers a grant to students who qualify for financial assistance. It is based on your total household size, income of the previous year, cost of attendance and other factors. You will be responsible for applying on line at ***www.fafsa.ed.gov*** (our school code is #011744). The student will also need to complete the school's Financial Aid Application. The student does not have to repay grant money, but a grant may not completely cover your total tuition charges, if this is the case, then the student is responsible for their tuition balance, which can be made in payments, or the student may apply for student loans. For dependent students, the parents may choose to apply for a Parent Plus loan. Parent Plus loans are based on credit, therefore, a credit application must be completed by the parent applying for the loan.

NATIONAL'S ASSISTANCE PROGRAM

Student's with family income too high to qualify for Federal Assistance, or do not wish to take out a personal loan, may inquire in the Administration office about our tuition payment options.

Tuition may be divided into payments that correspond with the number of months that the student is enrolled. There is no interest added to this plan, but the balance must be paid in full by graduation. The minimum monthly payment is \$500.00 with the balance of the contract due upon completion of the program.

CLASS SCHEDULE

Classes are in continuous operation throughout the entire year. The following schedule is observed:

DAY SCHEDULE ALL PROGRAMS

Junior Student: Monday through Friday, 8:30 - 4:30 pm. Lunch break: 12:00 - 12:30 pm.
Classes in related sciences, demonstrations, and practical applications as assigned.

Senior Student: Monday through Saturday, 8:30 - 4:30 pm.
Students are assigned to clinic/laboratory services all week, with the exception of six hours of theory per week, on Monday, Tuesday and Wednesday morning from 8:30 – 10:30 am. Each student will be excused ½ hour for lunch.
Seniors must attend a minimum of the following Saturday hours during their training and prior to graduation:

Cosmetology	150 Hrs
Managing Cosmetology	180 Hrs
Esthetician	60 Hrs
Managing Manicurist	30 Hrs

You may take equal clinic time off during the week when you attend Saturday (with the exception of theory class.)

Scheduled hours are 37 ½ per week.

EVENING SCHEDULE ALL PROGRAMS

Junior Student: Monday through Thursday, 5:30 - 9:30 pm & every other Saturday from 8:30 - 4:30 pm. Lunch break: 12:00 - 12:30 pm. Classes in related sciences, demonstrations, and practical applications as assigned.

Senior Student: Monday through Thursday, 5:30 - 9:30 PM
Students are assigned to clinic services all week with the exception of 4 hours theory per week on Wednesday.
Seniors must attend a minimum of the following Saturday hours during their training and prior to graduation:

Cosmetology	150 Hrs
Managing Cosmetology	180 Hrs
Esthetician	60 Hrs
Managing Manicurist	30 Hrs

Please note that evening students' schedules are contracted to include 3.75 Saturday hours each week. This may result in a student being scheduled to attend more than the minimum 150 Saturday hours.

Scheduled hours alternate between 16 & 23 ½ hrs each week.

Once your junior level has been completed, an amendment can be made to your original contract to meet changes in your personal schedule. Please see the Administration office to request a schedule change. **Full time attendance is required in all junior levels and senior theory for all programs. We will process one schedule change free of charge. There will be a \$25.00 charge for each amendment request after the first.

CLASS ATTENDANCE AND ABSENCES

The school recognizes that some absences are unavoidable. The school must be notified by phone for ALL absences. Reporting off must be made to staff members only, by calling (330) 499-5596 or (330) 499-9444.

If you are unable to arrive prior to the start of senior class, you will not be permitted to sign in until the beginning of the next period.

These three categories, Tardiness, Make up Work, and Attendance are areas that show your maturity, your responsibility, and your desire to be successful. The prime area inquired from salons about hiring a student is their attendance and promptness. Salons can work with talent and train new hires **IF** the students are dependable and responsible in their work habits.

Students are responsible for clocking in and out using the timeclock and signing in and out on the daily sign-in sheet. If a student forgets to clock in/out and sign in/out, he/she will not receive hours for this time. Time is accumulated in 15 minute increments. Clock in times will be rounded to the next 15 minutes and clock out times will be rounded to the previous 15 minutes.

The following page is a log for you to keep on your attendance and absenteeism. Keep your handbook in school and keep track of it. Keeping record of your attendance will help you be aware of your progress. You are given 10% of your contracted hours to use for appointments, vacations, and other personal time off. Any absences that go beyond the 10% are considered overtime hours and are charged as excess tuition at \$10.00 per hour.

TARDINESS

Tardiness is a reflection upon the student's good judgment and dependability. Tardiness is defined as 'arrival after a specified time'. All students are expected to arrive to school on time. Students arriving after the scheduled time will only receive hours they have attended, not hours scheduled.

Absenteeism and Tardiness are part of the 'Demerit System' and could lead to suspension or termination. These and all suspension days will be counted as unexcused absences.

Tardiness due to adverse weather conditions, car problems, or any unforeseen circumstance that could not be avoided will be taken into consideration.

MAKE UP WORK

It is the responsibility of the student to complete any work missed because of absences. Scheduling to come in on an extra Saturday will give you the chance to make up hours and give you the time to do any practical projects or written assignments, or exams missed. All missed exams must be taken the day you return to school.

ACADEMIC PROGRESS & GRADING SYSTEM

Student's attendance progress, for all programs offered, will be evaluated monthly. The theory, practical, and clinic progress is divided into evaluating periods and the written evaluation will be reviewed orally, and copies will be given to the student at this time.

The following factors will be measured to determine progress in all programs:

1. **Theory - test scores, classroom assignments**
2. **Practical - applying theory to practicing activities**
3. **Clinic - laboratory activities**
4. **Attendance - (self explanatory)**

All students must achieve certain relative manipulative skills which are part of the overall progress evaluation. The percentage mark, letter or number grade equivalent, and description are as follows:

94	-	100	4	A	Excellent
88	-	93	3	B	Good
81	-	87	2	C	Average
75	-	80	1	D	Passing/Improvement Needed
0	-	74	0	U	Unsatisfactory

FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT

Students and parents or guardian for students under the age of 18 years, may have access to their cumulative records using the following guidelines:

- 1- with a 2 day written notice
- 2- all records must remain in the office
- 3- with the supervision of a staff member to assist with the interpretation of the records.

Students and parents or guardians for students under the age of 18 years, must also sign a "Release of Information" statement each time they would like the school to release information about themselves, and give permission to release information contained in their files. This includes releasing information to parents, even if a parent has signed the student's contract. This information is to be released only to responsible or properly identified persons having a legitimate interest in the records and demonstrating a need to know this information. (Ex: future employer). A Release of Information form does not need signed when NACCAS (our accrediting agency), any law enforcement official, or any directives by law is requesting this information

The student or (parent/guardian if the student is a dependent minor), has the right to deny authority not to publish or release certain areas of information. The standard information would be name, address, phone, DOB, field of study, dates of attendance, degrees or awards received, date or expected date of graduation, and previous school attended if applicable. The areas not released must be approved by the student.

Records of the school will be maintained for a minimum of five years. Past students wishing to review their records must follow the guidelines stated above.

SATISFACTORY ACADEMIC PROGRESS POLICY

National Beauty College is committed to the concept of combining science and the art of cosmetology to train its students, as well as to have them achieve the highest degree of creativity.

The school recognizes a responsibility to its students to provide the best possible conditions for accomplishing training objectives. Enrollment is limited to those who give indication that they can and will uphold the standards and traditions of the school and benefit from the training.

The goal of this institution is to have every student graduate, pass the State Board Exam, and be prepared to make the transition from student to financially independent professionals.

Each student is encouraged to attain "Satisfactory Progress" throughout their training. In order to be considered making satisfactory progress toward a diploma, a student must maintain specified grade averages in theory, practical exercises, written and oral exams, clinic/laboratory assignments and daily attendance at a pace leading to completion in the specified time frame. All students receiving Title IV Funds must maintain satisfactory progress in order to continue eligibility for such funds.

It is important for you to know our procedure for evaluating students.

A. The following factors will be measured to determine your progress:

1 – ATTENDANCE PROGRESS: To maintain satisfactory progress in attendance, a student must complete the program in a period of time not to exceed the maximum time frame of 150% of the contracted hours. To complete within this time frame, you must maintain a minimum of 67% overall attendance.

a - SENIOR THEORY ATTENDANCE: When you become a senior, you are required to attend theory along with your clinic time.

2 – ACADEMIC - test scores

3 – ASSIGNMENT/PRACTICAL – applying the theory to practicing activities. Applications will include work on your mannequin, practice hand or finger, work on other students (with the exception of chemicals and cuts) and completing your assignment sheets.

4 – CLINIC/LABORATORY - service activities performed on customers.

All areas will be graded on the following scale:

94	-	100	A	4	Excellent
88	-	93	B	3	Good
81	-	87	C	2	Average
75	-	80	D	1	Passing/Improvement needed
0	-	74	U	0	Unsatisfactory

Evaluations of progress will be conducted by the staff. Instructors will complete an Evaluation Report on each student at the appropriate scheduled times. Evaluations will be done when scheduled, whether you have the required hours or not. You will be evaluated on your promptness, professional attitude, relationship with others, interest in the training, projects and assignments, initiative and acceptance of responsibility. Evaluations on attendance will be done monthly. The results will be orally reviewed with you and a copy of the reports will be given to you at this time.

Student's progress will be deemed satisfactory by maintaining a minimum of 75% average in academic, practical/assignments, and clinic/laboratory activities and a 67% attendance rate. Attendance will be calculated as a cumulative total of hours since beginning classes. For students who have withdrawn or been terminated and reenter school within 180 days of their last date of attendance, cumulative attendance will be figured from their original date of enrollment. All students meeting the minimum requirements are considered to be making satisfactory progress until their next scheduled evaluation. All students must meet the minimum requirements of attendance and academic progress on each evaluation. A student must meet satisfactory progress during at least one evaluation by the mid point of the program.

This applies to all students enrolled in any program in this school. Those students who receive Title IV assistance must also be aware that you may become ineligible for benefits if you do not maintain *Satisfactory Progress*.

PROBATION:

Students failing to meet the minimum requirements of satisfactory will be placed on a probation period of 6 weeks for 1500 and 1800 hour programs, 2 weeks for the 600, 430 and 300 hour programs. This probation period will give the student the opportunity to meet our requirements. Satisfactory progress can be achieved as follows:

Attendance – bring your cumulative attendance up to or above 67%

Academic - retake missed exams, retake all exams below 75% and complete current exams assigned

Assignment/Practical - complete projects missed, redo any projects under 75% and complete current projects assigned

Clinic/Lab – Maintain 75% or greater on assigned service tickets

Students will be considered making satisfactory progress while on probation and will be reevaluated at the end of this probation period to determine their progress.

If minimum requirements are met, the students will be taken off probationary status until their next scheduled evaluation. **Note...**Students may be placed on probation status 2 times during their training. If a student fails to meet the requirements at the end of the probation period, their training will be terminated and will lose all financial benefits they were eligible for.

DETERMINATION OF PROGRESS:

For purposes of determine *Satisfactory Progress*, each course is divided into evaluating periods. Satisfactory Progress for all courses will be evaluated at scheduled times.

PROGRAM	EVALUATING POINTS			
	LISTED IN SCHEDULED HOURS			
MGT COSMETOLOGY (1800 Hr Program)	500	1000	1500	1800
COSMETOLOGY (1500 Hr Program)	500	1000	1500	
MANAGING COSMETOLOGY (300 Hr Program)	150	300		
MANAGING MANICURIST (430 Hr Program)	150	300	430	
ESTHETICS (600 Hr Program)	200	600		

*When your scheduled graduation date arrives, and you do not have the required hours to graduate, and need to go into overtime hours to complete the course, you will be given a set time frame (150%) that you have to complete the program. If you have not completed the State’s required hours for that program at the end of this time frame you will become ineligible for financial aid Title IV funding.

APPEAL PROCEDURE:

Students, who are not making Satisfactory Progress and students who have been terminated for failure to achieve minimum standards of Satisfactory Progress, have the right to appeal this decision. The appeal must be in writing and turned into the Administration office within five days of the notice of termination. The appeal must indicate reasons, backed by documentation, why the minimum requirements were not met and why financial aid should be reinstated, if applicable. Should a student fail to appeal this decision, the termination will stand.

The Administration office will review the appeal, and within five days, determine whether the termination from training is justifiable. The student will be advised in writing of the decision. This decision will be final.

If documentation is justifiable for a reverse decision, a conference will be held with the student within three days to review their financial aid benefits. All eligible Federal funds not disbursed will be reinstated at this time. If funds have been refunded to the appropriate agencies, it will be the responsibility of the school to make the correct requests to receive these funds again.

LEAVE OF ABSENCES:

This school offers an official leave of absence. When a student has a documented medical condition which prohibits him/her from attending school, he/she may request a leave of absence to extend his/her training. This policy applies to all students regardless of the program they've enrolled in. We will not authorize a leave of absence during the junior levels of training. If emergencies arise during this level that you need extended time off, the request for leave will be reviewed by the discretionary board. The minimum time for a leave of absence is 14 calendar days. Leave of Absences may not total more than 180 days in a 12 month period of time. The 12 month period of time begins with your first leave of absence date. A Leave of Absence form must be completed prior to the start of your leave. In case of an emergency where the student cannot come into school to request a leave, the student, or a family member, must call the school to request the leave. An approved leave will not be counted until medical documentation, stating that the student was not able to attend school during the leave time, is received by the school. If the school does not receive documentation by the time a student reaches 30 calendar days from the last date of attendance, the student will be terminated.

WITHDRAWALS OR COURSE INCOMPLETIONS:

Any student who withdraws from the contracted course, or fails to complete their training, will have an evaluation placed in their files as to the progress at the point of withdrawal. State Board's form DT-1 will be sent to Columbus for the total break down of hours accumulated at this school after all financial obligations have been met. All students have five years from their original enrollment date to complete our state's requirement of hours for their course and become licensed. After five years, students will begin losing hours.

If you choose to withdraw for personal reasons, you will have a 4 week waiting period before you may return to school.

RE-ENTRANCE:

A student making satisfactory progress at the point of withdrawal, may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of entry until their next scheduled evaluation. If the student qualified for Title IV financial benefits, the school will perform the proper paperwork to have the funds reinstated. If the student was not making the minimum requirements of satisfactory when they withdrew, they will be placed on probation for 20% of the contracted hours. At the end of this time period, the student will be evaluated, if not making the minimum requirements, their training will be terminated.

REPETITION AND NON CREDIT REMEDIAL COURSES are not applicable to students enrolled in this institution; therefore, no policy is required and bears no effect on the satisfactory progress standards.

STUDENT PERFORMANCE AND CONDUCT

Regulations in school are made to ensure efficient operation and fairness to all students. This can only be done successfully when the student assumes his/her responsibilities, and follows the regulations in a professional and cooperative manner.

We expect students to conduct themselves professionally, and in a ladylike or gentlemanly manner at all times. Integrity and courteous conduct are expected from students toward the faculty, fellow students, and clients. Good manners, traditional professional appearance, cooperation, and the give and take of harmonious personal relationships are important business factors that are emphasized at all times.

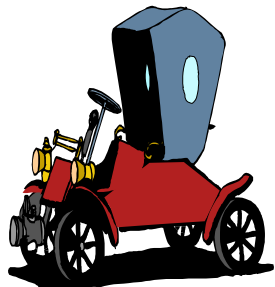
Rules and regulations are listed on page 14 of this Catalogue. Noncompliance with the school's regulations and Satisfactory Academic Progress Policy may be deemed grounds for suspension or dismissal of the offending student. Refer to the demerit system on page 15.

STUDENT SERVICES

Students can make an appointment with any staff member for a private conference to discuss problems that might affect their schooling or future employment. These consultations will be on a 'one to one' basis if needed or requested. Staff members have phone numbers for professional help for areas that are outside our area of expertise.

This school provides employment service in our profession by scheduling visits from salon representatives to address the students, and by having on staff a Job Placement Coordinator to monitor graduate's employment and place seniors ready to graduate. The job opportunities display board is updated monthly and is available for all students and graduates. We also have an internship program that seniors may wish to participate in. Students must qualify for the opportunity to participate in the internship program. Information will be available once you have started school. There is no charge for this employment assistance service, however employment depends upon the graduate's personality, attendance, punctuality, capabilities and professional appearance, as well as need, therefore, employment cannot be guaranteed.

PARKING



Parking is on a first come, first spaces available system. We have our own parking lot on the lower, left side of the building, as well as the second gravel lot on 47th Street (next to the power tower). Access to the lower level lot is available from Cleveland Avenue or 47th Street. Students are asked not to park on the hill (coming in), in front of the building or in the designated areas for staff members.

STUDENT RULES AND REGULATIONS

Regulations and policies are made to ensure efficient operation and fairness to all students. However, the main focus point is that all students understand these regulations have been put into practice because of federal, state, or city regulations or the lack of responsibility students have shown the school. Therefore guidelines have been established, and we expect students to conduct themselves professionally, practice good manners, and do what is expected of them.

1. Students will arrive on time and be ready for class or clinic assignments, which include: dress code, hair and make up done, and all materials, books, tools and equipment needed for that day.
2. Students will remain in the school until dismissed. If you are leaving before your scheduled time, you must inform the instructor as soon as you arrive, that you will be leaving early and what time. When students don't return after lunch on time, the tardy policy will come into play.
3. There is no smoking inside the building anywhere.
4. No cell phones during attendance hours. You will also not be called to the phone, unless it's an emergency. You will get a morning break, lunch break, and an afternoon break for personal calls or business.
5. Salon Management (Clean Up) is part of your training and you will have a designated area each day that is your responsibility. Help maintaining a safe and sanitary environment is everyone's responsibility.
6. Our customers are a very important part of your training. By having them you are able to practice on people skills, develop technical skills and speed, which will help you find areas of weaknesses and strengths. Any student who makes our customers feel unwelcome or refuses to do a ticket is only hurting themselves and subjecting themselves to suspension.
7. When senior students are not working on the clinic floor, you will work on your assignment sheets. These assignment sheets are required for each level of training and also help to develop your skills.
8. Students must clock in and out using the fingerprint system. Students are also required to sign in and out on the appropriate sign in sheets to be used as a backup.
9. Disruptive behavior, talking during class and verbal and/or physical abuse to an instructor or another student will not be tolerated.
10. It is illegal to carry a firearm, deadly weapon, or dangerous ordnance (weapons) anywhere on school premises.
11. Any student caught with any illegal drugs or alcohol beverage while in school will be dismissed.

We are asking students to be responsible and act like liable adults. When violation of these regulations, but not limited to only these regulations take place, we refer to the demerit system for necessary actions. EXCEPT rules 9, 10, & 11, these regulations will be dealt with immediately and have NO warning and termination may result.

DEMERIT SYSTEM

We expect students to act as professionals and follow the policies of the school
 When students fail to follow policies demerits will be issued according to the following table.

Example of a demerit ticket:

DEMERIT TICKET		
	Name _____	Date _____
	AREA OF CONCERN	Value
1	Dress Code _____	2
2	Unprofessionalism to customer _____	4
3	Unprofessionalism to Instructor _____	4
4	Unprofessionalism to student _____	4
5	Tardy _____	2
6	No call off for absence _____	3
7	Late from lunch _____	2
8	Implements/equipment not present _____	3
9	Refusing service ticket _____	5
10	Improper procedures _____	2
11	Missing (MIA) _____	2
12	Cell Phone _____	1
13	Sanitation Practices _____	3
14	Salon Management _____	3
15	Not charging for add on services _____	1
16	Misuse of professional products _____	1
17	Unscheduled leaving _____	3
18	Leaving & not doing time sheet _____	5
19	Not completing consultation/analysis sheet _____	2
Instructor _____ Student _____		

ACTION	
# OF DEMERIT POINTS	CONSEQUENCE
12	1st Warning
16	2nd Warning 2 Day
20	Suspension*
25	Termination

*Suspended days will be counted as unexcused absences.

TRANSFER STUDENTS

Students transferring from another accredited school and meeting the requirements for regular students of this school may be accepted at any time after having completed the following:

- The transferring student must comply with our admissions policy the same as any other student. Transfer students will be charged for hours needed to complete the contracted course, at the current hourly rate for that program, an enrollment fee, and book, kit and uniform fees as needed.
- Recognition and acceptance of student's hours by the Ohio State Board of Cosmetology. Student will not be able to begin classes until we have received a certified transcript from our board.
- This school reserves the right to refuse acceptance of any hours of a transferring student and may require the student to take an aptitude evaluation. We do not enroll any transfer students for less than 100 hours.
- When the student is receiving Title IV, Federal assistance, pertinent financial aid material and information currently in effect shall be made available to this Administration office.
- There will be no 'Transfer Fee' assessed for transferring to or from this school.

STUDENT CLINIC SERVICES

Students may receive services on themselves periodically. There will be minimal charges for these services to cover costs of the products used. Times for personal services will be made by the instructor when times are available and when they will not interrupt classroom assignments or clinic activities. The customers must always come first. Students must get permission before beginning personal services. Students will also receive credit toward required services when working on each other.

STUDENT DRESS CODE

All salons and places of employment will have some sort of dress code. It is our right and our responsibility to prepare you for a profession of servicing the public. You must dress professionally and in a manner that is not prejudiced or offensive to any person. In order to do that we have established dress code guidelines that you must follow. Students who are not in dress code will be sent home.

UNIFORM REQUIREMENTS:

1. All students must be in dress code everyday of attendance, unless we have designated special dress days. This Includes:
 - a. Black pants.
 - b. Solid color top – no prints and/or writing, no t-shirts, no hoodies.
 - c. National Beauty College t-shirts (available for \$10.00 ea):
 - d. A smock or apron must be worn while on the clinic floor.
 - e. You must wear clean solid black or white tennis shoes. No open toed or open heeled shoes are permitted.
 - f. For sanitary reasons you must wear hose or socks each day.
 - g. Name badge must be worn each day. Name badges can be replaced for \$10.00

MAKE UP AND HAIR:

1. All make up should look professional. Please remember that you are in a beauty profession and should look the part.
 2. We expect students to be creative and the only requirements we have is that your hair look like it was done each day, and if you have long hair pull it back when servicing a customer (so it doesn't get in the way)
- ***Make up and hair needs to be done each day and done by the time you arrive for school. Remember the old motto: "You have to wear it to sell it"

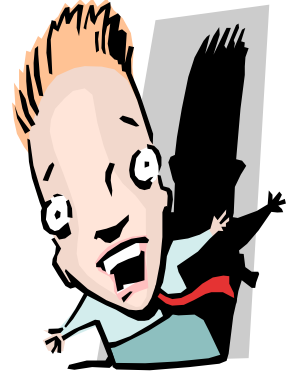
JEWELRY:

1. Keep all jewelry in good taste.
 - a. Long earrings may interfere with the customer or your own hands during practical applications.
 - b. Some necklaces may need to be tucked inside shirt so they don't hang on the customer.
 - c. No loose bracelets that dangle.

EVACUATION PLAN

There are diagrams in each area and classrooms of the school that guide you to safety or evacuation in case of emergencies. Please become familiar with your exits BEFORE a crisis happens.

You must be responsible for your customers that are under dryers or in the restroom, and in spa areas, as well as the styling areas.



DO NOT PANIC!!! - Stay assembled and quiet.

Follow posted diagrams

Evacuate the building **FIRST** - THEN CALL 911

Keep all aisles and doorways clear during all hours of operation.

We recommend:

LOWER LEVEL: If you are in the classrooms - There are three exit doors in this level. One on the south side of the building, and two on the north side.

ADMINISTRATION OFFICES: The closest door to this area is the main entrance where students and staff enter. If this area is blocked, exit through the south exit door.

CLINIC FLOOR: There are two doors for exiting this floor. One on the north side, which leads to the balcony, which leads to the front main entrance. The main entrance is the other means of exit.

- * Because students, staff, and customers are continually going from one area to another, we recommend that you become familiar with the exits on each floor.
- * Regardless of the door you exit from, the main concern is to get you away from the building. All exits on the north side and the main exit will proceed to the parking lot and go up to the grass area. The south side exit will go up the stairs, cross the parking lot and proceed to the grass area near the cemetery.
- * If weather becomes critical while you are in school, all students, staff, and customers **MUST** go to the lower level to the west side. (The Junior and Esthetic students must leave their classroom and also come to this area). Most of this level is below ground and there are steel support beams between floors, so this is the safest place to be.

EMERGENCY SCHOOL CLOSINGS

Students will be notified by Public Broadcast Systems of school closure due to extenuating circumstances such as weather problems, power outages, etc. Our first option will be to delay the opening before we close. You must listen to the announcement. **Stations: 94.1 FM or 1480 AM or on www.whbc.com**

TERMINATION POLICY

Regulations in school are made to ensure efficient operation and fairness to all students. This can only be successfully done when the students assume their responsibilities and follow regulations in a cooperative manner.

We expect students to act as professionals and follow the policies of the school (stated on page 14 in this Catalogue). When students fail to follow policies, we must have guidelines in place to take appropriate measures to keep the student and the school in compliance with state, federal and school policies.

Non compliance with the schools regulations and the satisfactory academic progress policy may be considered grounds for suspension or termination of the offending student. These are the 3 areas that would be grounds for termination:

A. STUDENT EVALUATIONS

1. Student's progress will be deemed unsatisfactory when theory, practical and clinic/laboratory activities fall below 75%, and attendance falls below 67%.
2. See Satisfactory Progress Policy, page 10 – 12 in this Catalogue for complete procedures.

B. STUDENT CONDUCT

1. Demerit System

- a. When students fail to follow policies listed on, but not limited to page 14 in this Catalogue, the Demerit System falls into play.
- b. Staff will issue a Demerit Ticket for infractions; they're turned into the office and posted. As the points accumulate the Administration office will handle the warnings, suspensions and the terminations.
- c. Refer to page 15 in this Catalogue for complete procedures.

C. TUITION PAYMENTS:

1. Per terms and conditions of our enrollment agreement students who are 30 days late on their agreed tuition plan payments are subject to suspension or dismissal of their training and a \$25.00 late fee charge.

STUDENT VOICE FORMS

Student "Voice Forms" are available for all students who would like to voice their opinion on something during their training. These forms are for your use to state (or voice) a complaint, share an idea or improvement on existing situations or have a thought for a new idea. We hope you feel free to use these forms at any time, we ask that you keep things professional and that you are genuine in your opinions, ideas, and complaints, and that they are for the betterment of your education and NBC.

We try to keep these forms available in each classroom. When you complete it you may leave it on Mrs. Alfman's desk. Unless it is an issue that needs to be dealt with immediately, voice forms will be discussed at the next staff meeting,

COMPLAINT PROCEDURE GUIDELINES

If you are not satisfied with results from a voice form you turned in, you have a right to file a formal complaint. You must follow the guidelines:

1. A Voice Form must have been the first phase of your complaint.
2. Complaint must be in writing outlining the allegation or nature of the complaint, dated and signed.
3. Turn this in only to Mrs. Alfman. The grievance will be reviewed orally with student, staff or parents (if applicable) within 10 days.
4. If the problem cannot be resolved with Mrs. Alfman, then the complaint will be referred to the complaint committee. All meetings will be documented.
5. This committee will meet within 21 calendar days of receiving the allegations. (the committee members are on record in the Administration office)
6. If additional information is needed, the school will provide or obtain this information, and a final ruling or decision will be return to the student within 15 calendar days outlining the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact. The school will keep two written records of these procedures and the resolution on file.
7. If the results are still not to the liking of the complainant, a formal written letter may be addressed to our accrediting agency. *

National Accrediting Commission of Cosmetology Arts and Sciences
4401 Ford Avenue, Suite 1300
Alexandria, VA 22303-1432
(703) 600-7600

⇒ **All above procedures must be followed before contacting the accrediting commission.**

CANCELLATION, SETTLEMENT, AND REFUND POLICY

The intent of this cancellation policy is to see that each student is assured of an impartial settlement of your tuition if your training is terminated, by the school or the student, whether by illness or some other reason beyond the control of the student.

An applicant not accepted by the school shall be entitled to a refund of all money paid.

If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of the signing of the enrollment agreement or contract, all money collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school's administration staff in person. This policy applies regardless of whether or not the student has actually started training. If the student has received and opened any books, kit items or uniforms, he/she will be liable for the cost of received items.

If a student cancels his/her contract after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all money paid to the school less the enrollment fee. The enrollment fees are \$100.00 for the Cosmetology, Managing Cosmetology, Managing Manicurist, and Esthetics Programs, and \$50.00 for Cosmetology Management Program.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last days of physical attendance in the school. Any money due the applicant or student shall be refunded within 45 days of formal cancellation by the student, or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance. Official cancellation or withdrawal shall occur on the earlier of the dates that a student on an approved leave of absence notifies the school that he or she will not be returning. This school does not charge a termination or withdrawal fee.

If the school is permanently closed prior to beginning classes, all money collected from the student will be refunded. If the school closes and no longer offers classes after a student has enrolled and begun attending classes, then the school's refund policy will be in effect.

If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall, at its option:

- A. Provide a full refund of all money paid; or
- B. Provide completion of the course

For the students that have received Title IV funds, there is a separate 'Return to Title IV' policy that will determine if Title IV funds must be returned. Your financial aid officer will have the details.

Percent time to Total time of course	Amount of total tuition % owed to the school
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All fees will be listed on the contract and can be found on page 6 in the catalogue. The student kit, books, and uniforms are non-refundable and the student is liable for the costs of these items upon receiving them.

If the student agrees that payments of the tuition fees will be made in installments, the student must be aware that failure to make such installment payments within 30 days from the date they are due, may be deemed sufficient cause for suspension or dismissal of the student, but shall not affect the liability of the student, if any, for full payment of tuition fees due. Students may lose the privilege of the payment plan, and will have to bring payments up to date to stay in/return to school.

If the student fails to satisfactorily complete the course by the scheduled completion date (figured at 110% of the scheduled contracted hours), then the student will be charged \$10.00 for each hour needed to complete. All excessive fees must be paid before any hours will be released.

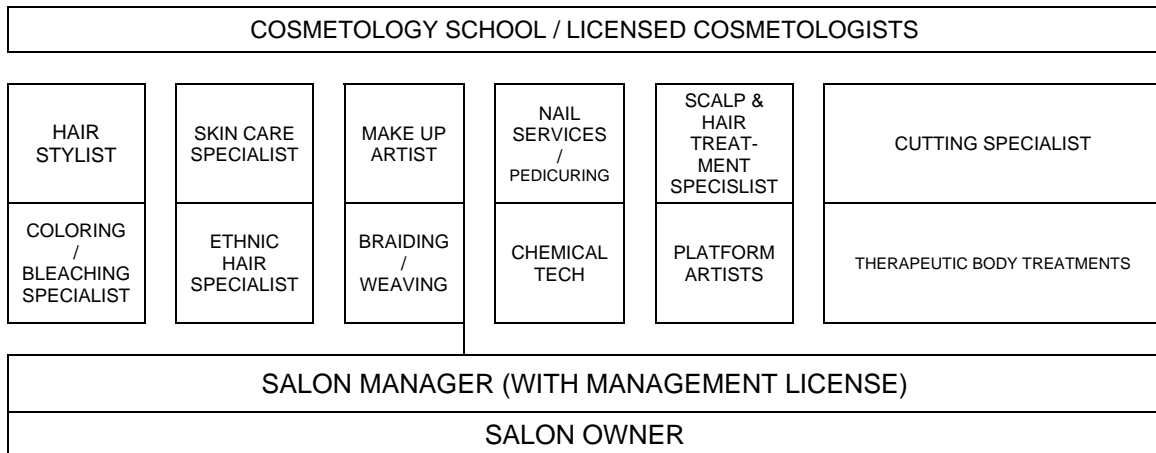
If for any reason a student withdraws from school or is terminated by the school, the student may reenter at the discretion of the school. A \$100.00 reentry fee is payable upon reentering after any time away from your training. There is a \$100.00 processing fee for changing programs after a contract has been signed. Complete regulations on reentrance are found in the school's satisfactory progress policy. A student may enroll/re-enroll in a program a maximum of three times.

COSMETOLOGY – POINTS OF INTEREST

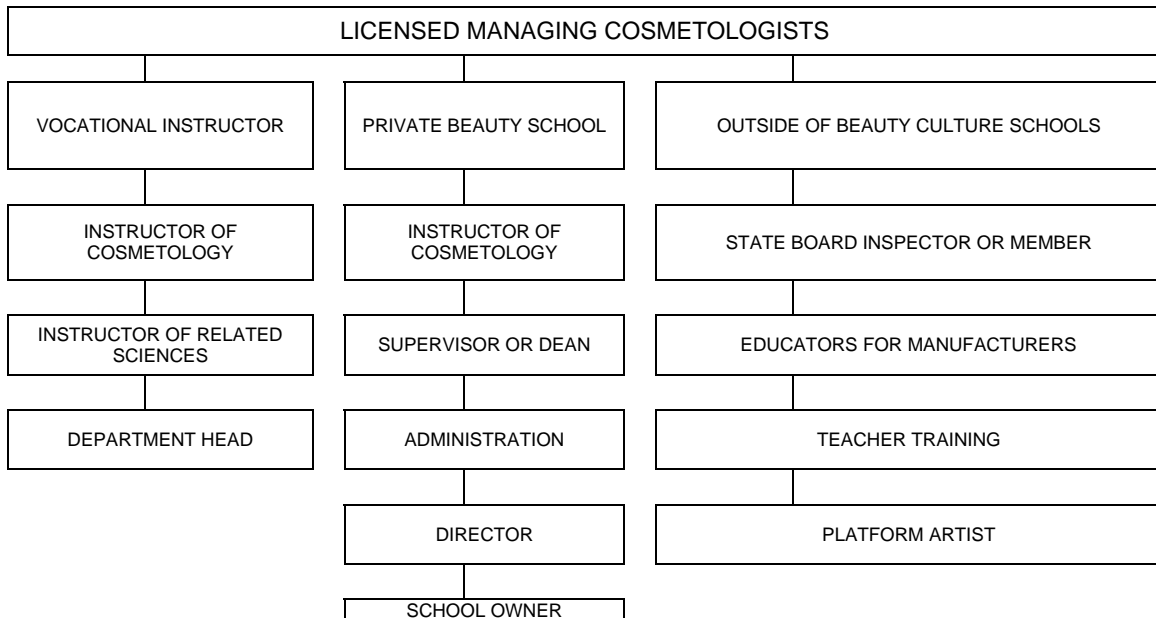
The goal of this school is train students to become well trained in all areas of this profession. We will provide the knowledge and practical skills to pass the State Board Exam, become licensed, and make an easy transition into the professional environment. We strive to develop personality traits, individual skills, and manual dexterity and enable the students to use all possible resources to meet the needs of their clients.

Cosmetology students are trained to become proficient in hair, skin and nails. The students receive in their student kit, all materials needed to cut, color, perm, relax, and style the hair. Cutting implements include: scissors, thinning shears, razor, clippers and trimmers. In addition, they also receive a nail kit which includes implements and artificial nail kits, pedicure kit, skin products and several mannequins, which also include ethnic mannequins. Cosmo students may choose to become certified in body treatments, relaxation massage, advanced facials, hair extensions and ear piercing at no additional charge.

CAREER OPPORTUNITIES FOR COSMETOLOGIST



CAREER OPPORTUNITIES IN THE EDUCATIONAL FIELD



COSMETOLOGY COURSE OUTLINE

<u>Subject</u>	<u>Hours</u>	
1. Safety In The Salon	60	
a) Sanitation & Sterilization		
b) Bacteriology		
c) Dispensary		
d) OSHA & Ohio Laws		
2. Properties of Hair & Scalp	90	
a) Scalp & hair care		
b) Treatments		
c) Shampooing		
d) Rinses		
3. Hair I	400	
a) Basic Styling		
1) Shapings		
2) Pincurls		
3) Fingerwaving		
4) Rollers		
5) Blow Drying & Iron Techniques		
6) Braiding		
7) Hairstyling products		
8) Study of Wigs		
9) Hair Pressing		
10) Updos / High Styles		
b) Hair Cutting		
1) Implements, use & parts of		
2) Study of head shapes & profiles		
3) Demonstrations & practical applications		
4) Elevation / angle study		
5) Clipper Cutting		
4. Hair II	510	
a) Chemical Techniques		
1) Permanent Waving		
a) History		
b) Wrapping techniques		
c) Chemistry study		
d) Procedure		
e) Practical wrapping		
f) Advanced wrapping techniques		
2) Relaxers		
a) Chemistry study		
b) Procedure		
c) Product study		
d) Types of relaxers		
e) Practical applications		
3) Hair Analysis		
4) Hair Structure		
5) Record Keeping / follow through		
b) Tinting & Bleaching		
1) Classifications of color		
2) Chemistry Study		
3) Procedures		
4) Practical applications		
5) Lighteners/Bleaches		
6) Record Keeping		
7) Advanced Color Techniques		
V. Manicuring	145	
A) Water/Oil/Electric Manicures		
B) Hand & Arm Massages		
C) Anatomy of Hand & Arm		
D) Paraffin Wax Treatments		
E) Pedicures		
F) Artificial Nails		
1) Acrylics		
2) Gel		
3) Fiberglass		
VI. Skin Care	120	
A) Study of Skin		
B) Facial Massage		
1) Categories of facials		
2) Procedures		
3) Practical applications		
4) Types of facials		
5) Electrical Equipment for facials		
C) Body Massage		
D) Facial Makeup		
E) Eyebrow Arching		
1) Tweezing		
2) Waxing		
F) Anatomy of Face & Neck		
G) Relaxation Massage		
VII. Salon Business	175	
A) Communication Skills		
B) Personality & Career Development		
1) Goal setting		
2) Resumes		
3) Interviews & placement		
C) Salesmanship		
1) Retailing		
2) Product knowledge		
D) Shop Management		
1) Daily maintenance		
2) Student/Stylist Responsibilities		

COSMETOLOGY AND MANAGEMENT CLINIC REQUIREMENTS

SERVICE AND REQUIREMENTS WITH A TRACKING LOG						
HAIR STYLING	100					
HAIRCUTTING	100					
RELAXERS	4		BUSINESS & LAWS	MANAGEMENT SERVICE	Hours Needed	TRACKING LOG
PERMANENT WAVES	20			SUPERVISION	8	
COLORING / BLEACHING	40			RECEPTION DESK	6	
CONDITIONING TREATMENTS	10			INVENTORY	4	
MANICURES	25			SALON FLOOR PLANNING	5	
PEDICURES	30			HEALTH & PUBLIC SAFETY / INFECTIOUS CONTROL	10	
ARTIFICIAL NAILS	2					
SKIN CARE SERVICES	10		ADVANCED COSMETOLOGY	ADVERTISING / RETAILING	10	
ARCHING / WAXING	15			COLOR	25	
BODY TREATMENTS / RELAX. MASSAGE	2			PERM WAVING	15	
DISPENSARY	20 Hrs			RELAXERS	5	
RECEPTION DESK	10 Hrs			HAIR ANALYSIS	10	
				HAIR CUTTING	25	
				STYLING	25	

COSMETOLOGY MANAGEMENT PROGRAM

We are pleased to enroll qualified students who desire to prepare themselves for management positions in this industry. For students to become a successful manager, it is essential that the students recognize the responsibilities involved in management and complies with the requisites.

The management program involves all steps in designing and naming your salon, advertising, state board laws, operating costs, payroll laws, salon personnel and several other areas of information needed to manage or own a salon.

We expect students to uphold Satisfactory Academic Progress in attendance, academic and practical applications. Management students are expected to conduct themselves in a professional manner that is acceptable with this staff and the beauty industry.

Other factors of responsibility:

- Ability to work with students, instructors and customers
- Absenteeism and tardiness will not be tolerated
 - Attendance must remain 90% and above
 - 2 tardies (without documentation)
- Maintain a pleasant and positive personality
- Develop patience and understanding
- Be knowledgeable of correct procedures for services
- Be honest and truthful, combined with discretion, concern, and respect for other people
- Avoid gossip and derogatory references to any other persons
- Common sense and rational behavior should be utilized in all instances
- Must be a role model for all other students in the school

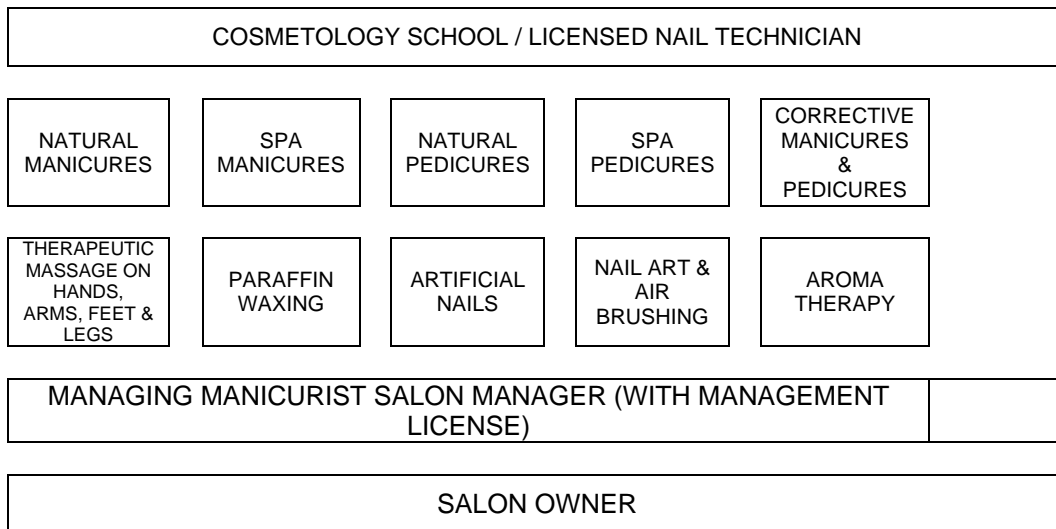
Management students must maintain the requirements of the Satisfactory Academic Progress Policy. If a student is suspended for **any** reason during their management training, their management training will be terminated and the student will complete the basic program only.

MANAGING MANICURIST - POINTS OF INTEREST

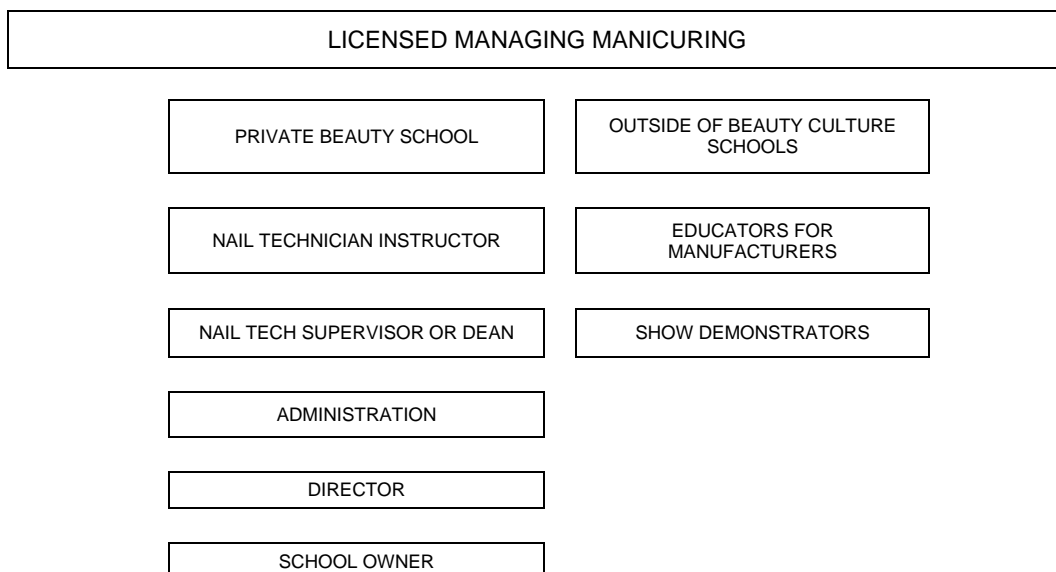
Our goal for this program is to train each student to become proficient in all areas of Managing Manicurist. This includes practical applications, related theory, sanitation, customer service, and laws concerning the management and operations of salons. In achieving this, it will provide the knowledge and practical skill to pass the State Board Exam and become a licensed Managing Manicurist.

Our program includes the use of all types of artificial nails, natural nails, spa manicures and pedicures, the use of drills, and nail art which includes air brushing. Your student kit will include all nail implements, a kit for each type of artificial nails, spa products, and pedicure kit.

CAREER OPPORTUNITIES FOR MANAGING MANICURING



CAREER OPPORTUNITIES IN THE EDUCATIONAL FIELD



**MANAGING MANICURIST PROGRAM
OUTLINE**

<u>Subject</u>	<u>Hours</u>
1. Nail Services	125
a) Water manicures	
b) Oil manicures	
c) Electric manicures	
d) Hand & Arm massage	
e) Pedicuring	
f) Nail cosmetics	
1) pH & ingredient study	
g) Paraffin Wax Treatments	
2. Artificial Nails	75
a) Types of artificial nails	
1) Acrylic	
2) Fiberglass	
3) Gels	
b) Chemistry of nail ingredients	
c) Procedures of each type of nail	
d) Application of each type of nail	
e) Basic Nail Art	
f) Removal procedure	
3. Safety In The Salon	40
a) Safety precautions	
b) Sanitation & sterilization	
c) Bacteriology	
d) OSHA Laws	
e) Ohio Laws	
4. Anatomy	15
a) Cells, anatomy & Physiology	
b) Hand & Arm anatomy	
1) bones, muscles, blood study, & nerves relating to hand and arm	
5. Professional Ethics	35
a) Reception desk responsibilities	
b) Dispensary	
c) Personality and career development	
d) Salesmanship	
e) Salon management	
6. Laws & State Board	10
a) Requirements	
b) Procedures for exam	

**MANAGING MANICURIST CLINIC
REQUIREMENTS**

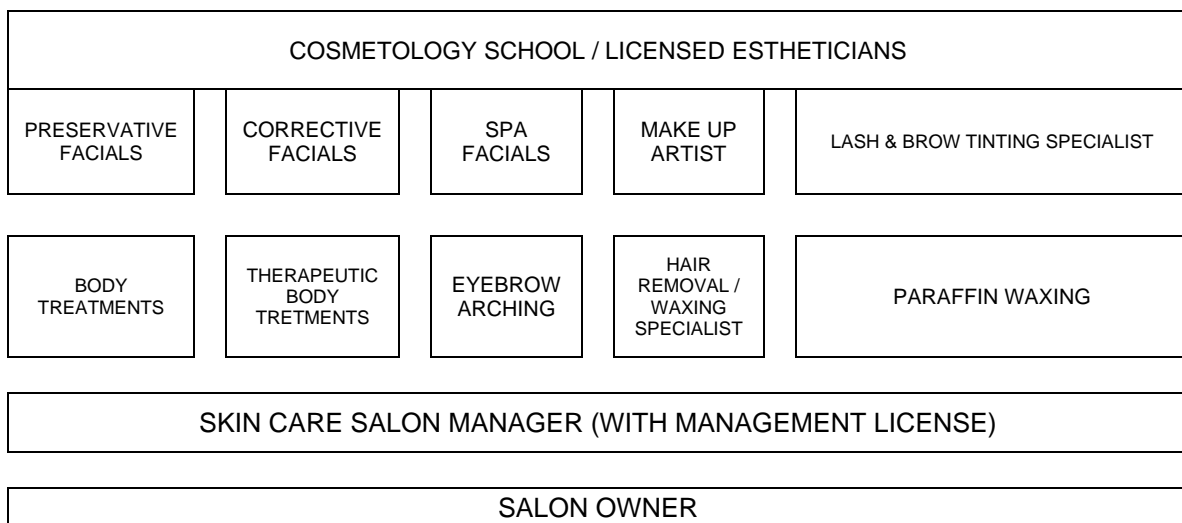
SERVICE	Services Needed
MANICURES	20
PEDICURES	20
HAND FACIALS	5
ARTIFICIAL NAILS	8
DISPENSARY	5 Hrs
RECEPTION DESK	5 Hrs
NAIL DRILLS	5 Hrs
INFECTIOUS CONTROL	15 Hrs

ESTHETICIANS

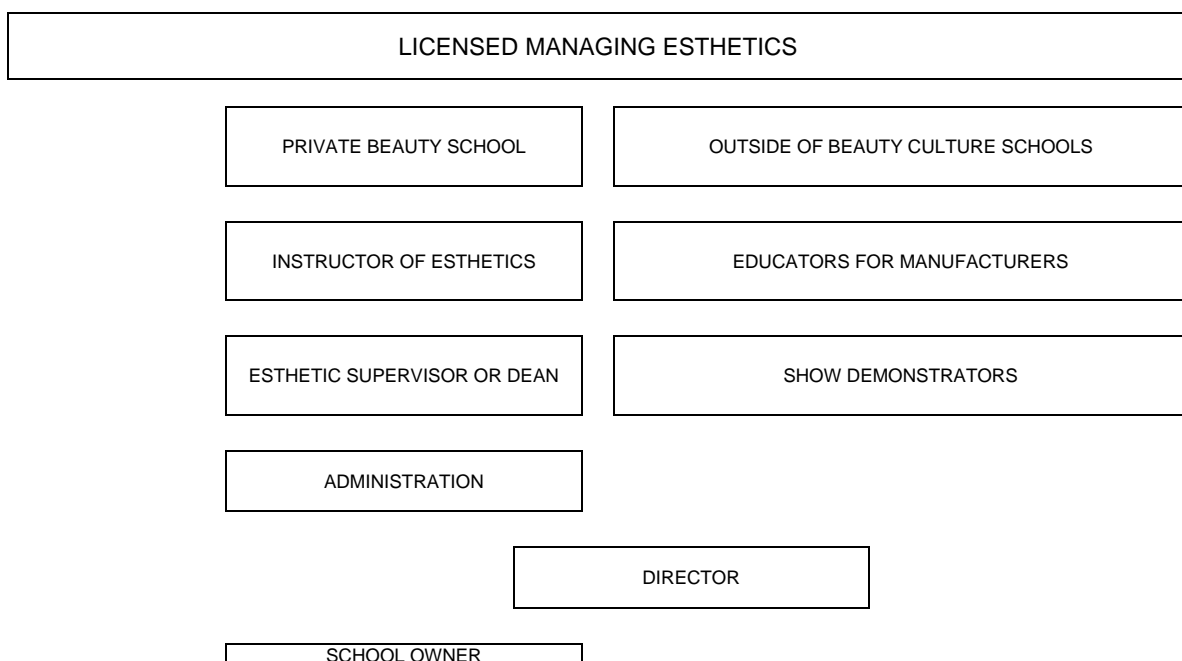
Our goal is to prepare students for entrance into the professional environment of skin care, making sure all students are competent and ready to pass their state exam.

We use Bioelements and Pharmagel professional products for all of our spa and skin care services. The students become knowledgeable in all aspects of the skin, cosmetics, and career development to enable them to use all possible resources to meet the needs of their clients. NBC offers advanced training and provide the latest techniques and professional equipment in each treatment room.

CAREER OPPORTUNITIES FOR ESTHETICIANS



CAREER OPPORTUNITIES IN THE EDUCATIONAL FIELD



ESTHETICS PROGRAM OUTLINE

<u>Subject</u>	<u>Hours</u>
1. Safety In The Salon	55
a) Sanitation	
b) Bacteriology	
2. Facials	165
a) Preparation	
b) Treatments	
c) Equipment	
d) Manipulations/Mechanics	
e) Massage Techniques	
3. Body Massage.....	8
a) Massage Techniques	
b) Contraindications of Massage	
4. Anatomy	70
a) Bones, muscles, blood supply & nerves of the body	
b) Cells & Tissues	
5. Skin Study	70
a) Layers of the skin	
b) Functions of the skin	
c) Disorders of the skin	
6. Electricity	40
a) Light Therapy	
b) Safety & effects of treatments	
c) Current types for treatments	
7. Chemistry	40
a) Cosmetic ingredients	
b) Compounds and mixtures	
c) pH & ingredients of products	
8. Facial Make Up	95
a) Makeup techniques	
b) Products	
c) Color analysis	
d) Corrective makeup	
e) Eyebrow arching	
f) Artificial eyelashes	
g) Waxing Treatments	
9. Salon Business	65
a) Communication skills	
b) Salesmanship	
c) Shop Management	
d) Dispensary	
e) Ohio Laws	
f) Taxes	

ESTHETICS CLINIC REQUIREMENTS

<u>SERVICE</u>	<u>Services Needed</u>
FACIALS	35
EYEBROW ARCHING	5
BROW WAXING	25
WAX TREATMENTS - FACIAL	15
WAX TREATMENTS - LEGS/ARMS	2
WAX TREATMENTS - OTHER	2
MAKE UP APPLICATION	2
ARTIFICIAL LASHES	4
BODY TREATMENTS / RELAXATION MASSAGE	10
BACK FACIALS	2
DISPENSARY	10 Hrs
RECEPTION DESK	10 Hrs

INTERNSHIP PROGRAM

Our State Board and accrediting commission has approved an internship program and we have been certified to participate in this program. Every student, for every program offered, and meeting our requirements, may earn hours for their contracted program by assisting and training under managers in an actual salon.

STUDENT ELIGIBILITY REQUIREMENTS

The following will be requirements for all students who wish to participate in the internship program:

ATTENDANCE:

- **Must have completed at least 750 hours for Cosmetology, 300 hours for Esthetician, or 150 hours for Managing Manicurist**
- **Must have 80% monthly attendance average**
- **Must be making progress toward your Saturday hours requirement**
- **Have not been late more than twice in a month**

***Attendance requirements will begin when you become a senior. If you have been written up for any of the above (after becoming a senior), you will not be eligible for the intern program.**

ADDITIONAL REQUIREMENTS:

- **Must have met 75% of Satisfactory Progress on your last evaluation in all areas:**
 - **Class Participation**
 - **Clinic Services**
 - **Practical Assignments**
 - **Academic**
- **NO internship placement during probation periods**
- **You must maintain these requirements during your internship program, if you fall below standards, you will be removed from the program.**