



Where Beauty & Education Begin

CATALOG

A COSMETOLOGY AND SPA TRAINING CENTER

4642 Cleveland Ave. NW

Canton, OH 44709

(330) 499-9444

fax (330) 499-2090

www.nationalbc.com

nationalbeauty@neo.rr.com

2010

/

2011

Award Year

Effective
7/1/2010

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MISSION STATEMENT

To provide the highest quality education at a reasonable cost to the students & customers we serve.

Our main objective is to prepare students for the State Board Examination, and give guidance for a successful career in the field of cosmetology arts and sciences.

Additional information on NBC

National BEAUTY COLLEGE...

...was established in 1955 and has been in continuous operation since that date. We pride ourselves on being dependable and well established school that offers a quality cosmetology education. Cosmetology can be a rewarding profession, both, in personal satisfaction and potential earnings.

Our qualified instructors and the customers we serve will give each student the practical hands-on training that will insure their confidence to succeed in the beauty industry. We have made a long term commitment to contribute to the economy and quality of life of our community by the prices, services, and outreach programs within our surrounding area.

ADMINISTRATION STAFF

President Director / CEO Marlene Alfman
Registrar / Financial Aid AdministratorLori Campbell
Administrative AssistantCheryl Hall
Chief Fiscal Officer / Financial AidKristin Worley
Director of Clinic Operations.....Karen Beall
Job Placement CoordinatorCarol Domer
Internship ProgramDebbie Hurtt

Owners: National Beauty Systems, Inc.....Ken & Marlene Alfman

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. All licensed instructors must have 12 hours per year of continuing educational classes.

LICENSED TEACHING STAFF

Marlene Alfman	Karen Beall	Sheri Patterson
Melba Henderson	Debra Turkalj-Hurtt	Carol Domer
Victoria Turkal – Esthetics	Carolynn Klever	Megan Bailey
Jenna Dyer - Manicuring	Jill Glover	

Substitute Instructors: Ellen Day, & Jestina Williams

*All staff members have a picture and a brief bio on our web site.

SPACE & FACILITIES

This institution is licensed by the State of Ohio, having met all State, Local, and Federal requirements by the Department of Education and our accrediting agency for a cosmetology school. The school is on 2 levels.

Lower Level (7900 sq. ft.)

- Theory / Practical Classrooms
 - 4 separate classrooms
- Media / Resource Center
 - Professional related books, magazines, videos, and 8 computer work stations
- Administration Area
 - 5 offices

Upper Level (4900 sq. ft.)

- Senior Clinic/Laboratory Floor
 - Main Styling Area
 - Reception & Retail
 - Nail & pedicure Area
 - Hair Enhancement room
 - Spa Area
 - Includes separate wax room, 2 single facial rooms and a double facial room
 - Locker Room, with showers, lockers for personal use, and a changing area.

We are currently expanding the school approximately 1900 sq. ft. to include an 8 station color area with a computerized work station for color formulas, tanning, offices for the Director of Clinic Operations and Internship Program Director. It also includes an additional laundry area, restroom, and dispensary.

AFFILIATIONS

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
Governed by: U.S. Department of Education
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

We feel that it is important to maintain a relationship with the organizations that will help us provide an outstanding training facility, keep us informed of all new regulations, and maintain a high standard of instruction for students.

ADMISSION REQUIREMENTS

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 on the following page in this catalog.

Requirements:

- A high school diploma, a GED certificate, or a State home school certification.
- Proof of age (a valid driver's license, state issued ID, passport, etc)
- Take an Entrance evaluation
 - Minimum percentile score of 65 for acceptance
- Attend an orientation session
 - The Administration staff will notify you of the orientation date and time

We welcome prospective students and parents to tour NBC; this will give you an opportunity to get acquainted with our learning environment.

TRANSFER STUDENTS

Students transferring from another accredited school and meeting NBC's requirements may be accepted at any time after having completed the following:

- The transfer student must comply with our admissions policy. Transfer students will be charged for hours needed to complete the contracted course (at the current hourly rate for that program), an enrollment fee, 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. We do not enroll any transfer students for less than 100 hours.
- When the student is receiving Title IV, Financial Aid, pertinent financial aid material and information currently in effect shall be made available to our Administration office.
- There will be no 'Transfer Fee' assessed for transferring to or from this school.

ENROLLMENT DATES 2010-2011 ACADEMIC YEAR

These dates are subject to change.

COSMETOLOGY		NAIL TECHNICIANS	
DAY	EVENING	DAY	EVENING
June 7, 2010	June 21, 2010	June 7, 2010	August 9, 2010
July 12, 2010	August 9, 2010	September 13, 2010	February 14, 2011
August 16, 2010	September 27, 2010	December 20, 2010	August 22, 2011
September 13, 2010	October 18, 2010	March 28, 2011	
October 18, 2010	November 8, 2010	July 5, 2011	
November 22, 2010	December 6, 2010	October 10, 2011	
December 20, 2010	December 27, 2010		
January 24, 2011	February 14, 2011		
February 28, 2011	April 4, 2011	ESTHETICIANS	
March 28, 2011	April 26, 2011	DAY	EVENING
May 2, 2011	May 16, 2011	July 12, 2010	June 21, 2010
June 6, 2011	June 13, 2011	October 18, 2010	December 27, 2010
July 5, 2011	July 5, 2011	January 24, 2011	July 5, 2011
August 8, 2011	August 22, 2011	May 2, 2011	
		August 8, 2011	
		November 14, 2011	
SCHEDULED CLOSING DATES			
	May 31, 2010	Memorial Day	
	July 5, 2010	4th of July	
	September 6, 2010	Labor Day	
	October 4, 2010	Hair Show	
	November 24, 2010	Thanksgiving	
	December 24 & 25,	Christmas Break	
	January 1, 2011	New Year	
	April 25, 2011	Spring Break	
	May 30, 2011	Memorial Day	
	July 4, 2011	4th of July	

PROGRAMS, TUITION FEES, & HOUR REQUIREMENTS

Prices are effective 7/1/10 – 6/30/11 - Prices are subject to change.

Course	Course Total Hours	Course Weeks Days / Eve	Enrollment Fee	Books, Kit & Uniform	Tuition	Total Tuition Cost
Cosmetology	1500	40 / 76	\$100	\$1,175	\$13,500	\$14,775
Cosmetology Management	300	12 / 20	\$ 50	\$ 375	\$ 900	\$1,325
Managing Cosmetology	1800	48 / 92	\$100	\$1,515	\$14,250	\$15,865
Managing Manicurist	430	12 / 22	\$100	\$ 760	\$3,025	\$3,885
Esthetics	600	16 / 30	\$100	\$ 525	\$5,400	\$6,025

Methods of Tuition Terms and Payments

In all instances of financial need, the student will inquire with the Registration office for possible program eligibility. Financial Aid is available for those students that qualify. The US Department of Education offers a grant to students who need financial assistance. It is based on your needs, cost of attendance and some personal information. You must apply on line at www:fafsa.ed.gov (our school code is #011744). Students do not repay grants, but grants will not cover the total tuition charges. Students have the option of applying for Student Loans (must be repaid) or have a monthly payment plan worked out to cover the full tuition or balance remaining after grants have been applied. These monthly payment plans will be a predetermined amount based on student or parents need. Students not applying for any Financial Aid assistance, may sign up for monthly payments; a down payment is applied and the balance will be due at the conclusion of the students training.

GRADUATION REQUIREMENTS

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.

These requirements apply to all programs in the school:

- A. The student must have satisfactorily completed the State of Ohio's requirements for clock hours of attendance and the school's required Saturday hours for the specific course of instruction.
- B. Obtain a 'Graduation Checklist' from attendance office.
 1. Each area must be signed off by the appropriate staff member.
- C. Make sure all exams, projects and assignments for your last period have been turned in to your team leader.
- D. Satisfactorily complete all the school's final exams.
- E. If you are a Title IV (Financial Aid) student and have received student loans, you must complete an 'Exit Interview'.

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

COSMETOLOGY PROGRAM - POINTS OF INTEREST

The goal of this school is to train students in all areas of this profession. We will provide the knowledge and practical skills needed to pass the State Board Examination, become licensed, and make an easy transition into the professional environment. We strive to develop personality traits, individual skills, 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 student kit contains all materials needed to cut, color, perm, relax, and style the hair. Students also receive a nail kit which includes implements and artificial nail kits, pedicure kit, and skin care products. Cosmo students may become certified in body treatments, relaxation massage, advanced facials, hair extensions and ear piercing at no additional charge.

CAREER OPPORTUNITIES FOR COSMETOLOGISTS

<p style="text-align: center;">Practical Field</p> <p><u>Licensed Cosmetologists</u> Work in full service salons Hair Stylist Color Specialist Ethnic Hair Specialist Skin Care Specialist Make Up Artist Braiding & Weaving Specialist Platform Artist Cutting Specialist Therapeutic Body Treatments</p>	<p style="text-align: center;">Educational Field</p> <p><u>Licensed Managing Cosmetologists</u> Vocational Schools Theory Instructor Clinic Instructor Department Head Private Schools Theory Instructor Clinic Instructor Supervisor o Dean Administration Director School Owner</p>
<p><u>Licensed Managing Cosmetologist</u> All of the above Salon Manager Salon Owner Franchise Salon Owner</p>	<p><u>Outside of school or salon Careers</u> State Board Inspector Educators for Manufacturers Instructor Training Platform Artist</p>

COSMETOLOGY COURSE OUTLINE

This is a basic outline of the cosmetology course, a detailed course outline will be provided to every student during your registration appointment, or before, if requested.

Subject	Hours
----------------	--------------

- | | |
|--|-----|
| 1. Safety In The Salon 60
a) Sanitation & Sterilization
b) Bacteriology
c) Infectious Control
d) Dispensary
e) OSHA & Ohio Laws | 60 |
| 2. Properties of Hair & Scalp 90
a) Understanding all properties of Hair and scalp
b) Scalp & hair care
c) Treatments
d) Shampooing
e) Rinses | 90 |
| 3. Hair I 400
a) Basic Styling
1) Shapings
2) Pincurls
3) Fingerwaving
4) Roller set & comb outs
5) Blow Drying & Iron Techniques
6) Thermal Styling
7) Braiding
8) Hairstyling products
9) Study of Wigs
10) Extensions
11) Hair Pressing
12) 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 | 400 |
| 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 | 510 |

7) Advanced Color Techniques

Subject	Hours
----------------	--------------

- | | |
|---|-----|
| V. Manicuring 145
A) Implements, products & tools
B) Types of Manicures
C) Hand & Arm Massages
D) Anatomy of Hand & Arm
E) Paraffin Wax Treatments
F) Pedicures
G) Artificial Nails
1) Acrylics
2) Gel
3) Fiberglass | 145 |
| VI. Skin Care 120
A) Study of Skin
B) Facial Massage
1) Categories of facials
2) Procedures
3) Practical applications
4) Advanced facials
5) Electrical Equipment for facials
C) Massage manipulations
D) Advanced Body Treatments
E) Facial Makeup
F) Eyebrow Arching
1) Tweezing
2) Waxing
G) Anatomy of Face & Neck
H) Relaxation Massage | 120 |
| 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
E) Business Ethics
1. Types of Ownerships
2. Legal structures | 175 |

CLINIC REQUIREMENT

COSMETOLOGY AND MANAGING COSMETOLOGY PROGRAMS

COSMETOLOGY Service and Requirement		MANAGING COSMETOLOGY Service and Requirement		
Hair Styling	100	Advanced Cosmetology	Color	15
Hair Cutting	100		Bleaching	10
Relaxers	5		Relaxers	2
Permanent Waves	20		Permanent Waves	15
Coloring	25		Hair Analysis	15
Bleaching	15		Hair Cutting	25
Conditioning Treatments	10		Hair Styling	25
Manicures	25			
Pedicures	30	Business & Laws	Hours Needed	
Artificial Nails	3		Supervision	5
Skin Care	12		Reception Desk	5
Arching/Waxing	15		Inventory	4
Body Treatments	2		Salon Floor Planning	8
Relaxation Massage	2		Advertising/Promotions	15
Dispensary	20 Hrs		Retailing	15
Reception Desk	10 Hrs.		Health & Public Safety	10
<p>* Your student handbook contains a journal for you to record the services you've performed/completed.</p>				

MANAGING MANICURIST - POINTS OF INTEREST

Our goal for this program is to train each student in all areas of a Managing Manicurist. This includes practical applications, related theory, Infectious Control, customer service, and laws concerning the management of salons. This will provide the knowledge and practical skill needed to pass the State Board Examination and become a licensed Managing Manicurist.

Our program includes the use of several types of artificial nails, natural nails, spa manicures and pedicures, the use of drills, and nail art. Your student kit is comprised of spa products, all nail implements, and kits for multiple artificial nails, including an UV light.

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CAREER OPPORTUNITIES FOR MANAGING MANICURISTS

<p>Opportunities in the Practical Field</p> <p><u>Licensed Manicurist</u> Work in a Nail Salon Work in a full service salon Natural Manicures & Pedicures Spa Manicures & Pedicures Artificial Nail Specialist Therapeautic massage on arms, Hands, legs & feet</p>	<p>Opportunities in the Educational Field</p> <p><u>Licensed Managing Manicurist</u> Private Schools Nail Theory Instructor Nail Clinic Instructor Administration Director School Owner</p>
<p><u>Licensed Managing Manicurist</u> All of the above Nail Salon Manger Nail Salon Owner</p>	<p><u>Outside of the school or salon</u> Educators for Manufacturers Nail Instructor Training Show Demonstrators</p>

MANAGING MANICURIST PROGRAM OUTLINE

Subject	Hours
1. Nail Services	125
a) Basic manicures	
b) Spa manicures	
c) Hand & Arm massage	
d) Pedicuring	
e) Nail cosmetics	
1) pH & ingredient study	
f) Paraffin Wax Treatments	
2. Artificial Nails	75
a) Types of artificial nails	
1) Acrylic	
2) Fiberglass	
3) Gels	
4) Glazes	
5) Dipped nails	
b) Chemistry of nail ingredients	
c) Procedures of each type of nail	
d) Practical application of each type of nail	
e) Basic Nail Art	
f) Removal procedure	
3. Safety In The Salon	40
a) Safety precautions	
b) Infectious Control	
c) Bacteriology	
d) OSHA & EPA 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 for management	
b) Procedures for exam	
7. Business	
a) Payroll	
b) Types of Ownerships	
c) Types of Salons	
d) Insurance	

MANAGING MANICURIST CLINIC REQUIREMENTS

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

ESTHETICS PROGRAM – POINTS OF INTEREST

Our goal is to train each student and prepare them for entrance into the professional environment of skin care, assuring each student is competent and ready to pass their state examination.

We use Bioelements and Pharmagel products for our spa and skin care services. The students become knowledgeable in all facets of 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 8-n-1 machines equipped in each treatment room. Student kits comprise of make up, make up applicators, professional grade products, brush kits for makeup and body treatment applications.

CAREER OPPORTUNITIES FOR ESTHETICIANS

Opportunities in the Practical Field

Licensed Esthecians

- Work in Full service salon
- Work in a day spa
- Work at Make Up Counters
- Corrective Skin/Facial Specialists
- Hair Removal Specialists
- Lash & Brow Tinting
- Make Up Artist
- Therapeutic Body Treatment Specialist

Licensed Managing Esthetician

- All of the above
- Department store Skin Specialist
- Salon Owner

Opportunities in the Educational Field

Licensed Managing Estheticians

- Private Schools
 - Skin Care Theory Instructor
 - Skin Care Clinic Instructors
- Administration
 - Director
 - School Owner

Outside of the School or Salon

- Educators for Manufacturers
- Skin Instructor Training
- Show Demonstrators

ESTHETICS PROGRAM OUTLINE

<u>Subject</u>	<u>Hours</u>
1. Safety In The Salon	55
a) Infectious Controls	
b) Safety Practices	
2. Facials	165
a) Preparation	
b) Treatments	
c) Equipment	
d) Manipulations/Mechanics	
e) Massage Techniques	
f) Types of Advanced Facials	
g) Demo & practical applications	
3. Body Massage.....	8
a) Massage Techniques	
b) Contraindications of Massage	
c) Demo & practical applications	
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	
d) Demo & practical application of 8-n-1 machines	
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

CLASS SCHEDULE

Classes are in continuous operation throughout the entire year. The following schedule is observed for all programs offered in this school.

DAY SCHEDULE ALL PROGRAMS

Junior Student: Monday through Friday, 8:30 - 4:30 pm. Lunch break: 12:00 - 12:30 pm. Classes in related theory, science, 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

- Monday, Tuesday & Wednesday morning from 8:30 – 10:30 am.
- Each student will be excused ½ hour for lunch each day

Seniors must attend a minimum of the following Saturday hours during their training and prior to graduation:

Cosmetology	100 Hrs
Managing Cosmetology	130 Hrs
Esthetician	40 Hrs
Managing Manicurist	20 Hrs

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

Scheduled hours are 37½ 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. ½ hr. lunch break on Saturdays. Classes in related theory, science, 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 of theory per week on Wednesday. Seniors must attend a minimum of the following Saturday hours during their training and prior to graduation:

Cosmetology	100 Hrs
Managing Cosmetology	130 Hrs
Esthetician	40 Hrs
Managing Manicurist	20 Hrs

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 additional amendment request.

CLASS ATTENDANCE AND ABSENCES

The school recognizes that some absences are unavoidable. The school must be notified if you are not going to be present in school. You may notify the school by a few options:

By phone: (330) 499-5596 or (330) 499-9444; by e-mail: calloff@nationalbc.com

If you are unable to arrive for Senior Theory at the scheduled class start time, 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, responsibility, and desire to be successful. Attendance and promptness are the primary concerns of salon owners or managers inquiring about prospective employees.

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

There is an attendance journal in your student handbook for you to keep track of your attendance and absenteeism. Keep your handbook in school and know where it is at all times. 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. Students will receive a monthly attendance report from the Administration office. 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'. Students arriving after the scheduled time will only receive hours they have attended, not hours scheduled.

Absenteeism and Tardiness 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. All missed exams must be taken the day you return to school.

ACADEMIC PROGRESS & GRADING SYSTEM

For all programs offered, student's attendance will be evaluated monthly. Theory, practical, and clinic progress is divided into evaluating periods and the written evaluation will be reviewed orally with the student at your scheduled date, and copies will be given 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. We use the following scale:

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

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 responsibilities and follow regulations in a cooperative manner.

We expect students to act as professionals and follow the Rules and Regulations (stated on page 21 in this Catalog). When students fail to follow policies, guidelines are in place to take appropriate measures to keep the student and the school in compliance. Non compliance with the schools regulations and the satisfactory progress policy may be considered grounds for suspension or termination.

These are the 3 areas that would be grounds for termination:

A. STUDENT EVALUATIONS

1. Student's progress will be deemed unsatisfactory when:
 - a. Theory, practical and clinic/laboratory activities fall below 75%.
 - b. Attendance falls below 67%.
2. See Satisfactory Progress Policy in handbook for complete procedures.

B. STUDENT CONDUCT

1. Demerit System – A plan put in place to be sure that all students are treated fairly for infractions of our Rules and Regulations.
 - a. When students fail to follow policies 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. 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 late fee charges.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as area distance, it is impossible for parents or eligible students to review the records. The school will charge a fee of .25 for each page of copies made.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, and the school still decides not to amend the record, the parent or eligible student has the right to place statement with the record setting forth their view about he contesting information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order to lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies;
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, 'directory' information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, school must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify patents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of the school.

WITHDRAWAL AND SETTLEMENT 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 or 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.

EMPLOYMENT SERVICES

Cosmetology and all programs in this profession deal with servicing the public. Receiving the technical skill is only part of the equation for success. The ability to employ our students is also based on the graduate's personality, attendance, punctuality, capabilities and professional appearance, as well as need; therefore, employment cannot be guaranteed.

This school provides employment service in our profession by:

- Visits from salon representatives to address the students
- Job Placement Coordinator on staff to monitor graduate's employment and place seniors ready to graduate.
- Job opportunity display board is updated monthly and is available for all students and graduates to view at any time.
- Internship program that seniors may participate in.
 - Students must qualify for the opportunity to participate in the internship program, but it helps with job placement be available once you have started school.
 - Additional information on the Internship program is located in the Student Handbook.

There is no charge for any employment assistance NBC offers to the students.

Students can also 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.

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 responsibility, and follows the regulations in a professional and cooperative manner.

We require students to conduct themselves professionally. Integrity and courteous conduct are expected from students toward the faculty, fellow students, and clients. Good manners, traditional professional appearance, and cooperation are important business factors that will be emphasized at all times.

Rules and regulations are listed on page 21 of this Catalog. Noncompliance with the school's regulations and Satisfactory Progress Policy may be deemed grounds for suspension or dismissal of the offending student.

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 their responsibilities. These regulations have been put into practice because of federal, state, or city regulations or the lack of responsibility students have shown the school. 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. No smoking inside the building anywhere.
4. No cell phones during attendance hours. You will be called to the phone for emergencies.
5. Salon Management (Clean Up) is part of your training and you will have a designated area each day that is your responsibility.
6. Clients 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 subjecting themselves to suspension.
7. When senior students are not working on the clinic floor, you will work on assignment sheets. Assignment sheets are required for each level of training for all programs.
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.
9. There is a "Zero Tolerance" for disruptive behavior, talking during class and verbal and/or physical abuse to an instructor or another student.
10. It is illegal to carry a firearm, deadly weapon, or dangerous ordnance (weapons) anywhere on school premises.
11. Student caught with illegal drugs or alcoholic beverages while in school will be dismissed.

When regulations are not followed, we refer to the demerit system for necessary actions. EXCEPT rules 9, 10, & 11, these regulations will be dealt with immediately on a one to one basis, and may be cause for termination. Full description of the Demerit System are in your student handbook.