Cosmetology School of Arts & Sciences

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Note: The contents, rules and regulations of this handbook are subject to change without notice.

STAFF AND TITLES

Our school is owned and operated by LaDonn Goodfellow and Ronda Clark.

Chief Executive Officer	Ronda Clark
Chief Financial Officer	LaDonn Goodfellow
Education Director	Ronda Clark
Aid Administrator	Kelsey Hall &Yolanda Statham
Instructors	LaDonn Goodfellow, Ronda Clark, Amber Eggleston, Jessica Clark, Sarah Rich, & Kelsey Hall

MISSION STATEMENT

The purpose of the Cosmetology School of Arts & Sciences is to provide students with a quality education that will prepare them for entry-level positions at commercial beauty salons & barber shops. We will attain this by instructing students in the basic courses of Cosmetology, Barber, Nail Technology, Esthetics and Student Instructor. It is the goal of the school that the students learn the necessary skills and knowledge of all the areas of cosmetology and barber as needed to successfully pass the State of Idaho Licensing examinations. The Cosmetology School of Arts & Sciences will teach the Idaho State Laws governing the cosmetology and barber profession.

The Cosmetology School of Arts & Sciences will demonstrate and test on each chapter in the Milady's textbook along with the Idaho State Laws that govern the barber and cosmetology industry. Each student will be given the opportunity to learn so they may be successful in gaining employment in the barber or cosmetology field.

The school will strive to maintain a successful business while providing a quality education using the most practically sound educational tools.

LANGUAGE

The Cosmetology School of Arts & Sciences is an English speaking facility. Our curriculum is English and all courses are taught in English.

GRADUATION REQUIREMENTS OF THE STATE OF IDAHO

Cosmetology: (1600 Hour) Complete 1600 hours of instruction. Complete school required cosmetology curriculum, maintain a cumulative theory, practical, and attendance average of no less than 75 %, and pass the cosmetology final examination.

Barber: (900 Hour) Complete 900 hours of instruction. Complete school required barber curriculum. Maintain a cumulative theory, practical, and attendance average of no less than 75 %, and pass the barber final examination.

Student Instructor: (500 Hour): Complete 500 hours of instruction, complete school required student instructor curriculum, maintain a cumulative theory, practical, and attendance average of no less than 75%, and pass the student instructor final examination.

Student Instructor:(1000 Hour): Complete 1000 hours of instruction, complete school required student instructor curriculum, maintain a cumulative theory, practical, and attendance average of no less than 75%, and pass the student instructor final examination.

Nail Technology: (400 Hour) Complete 400 hours of instruction, complete school required nail technology curriculum, maintain a cumulative theory, practical, and attendance average of no less than 75%, and pass nail technology final examination.

Nail Technology: (600 Hour) Complete 600 hours of instruction, complete school required nail technology curriculum, maintain a cumulative theory, practical, and attendance average of no less than 75%, and pass nail technology final examination.

Esthetics: (600 Hour) Complete 600 hours of instruction, complete school required esthetics curriculum, maintain a cumulative theory, practical, and attendance average of no less than 75%, and pass the esthetics' final examination.

*If the student has met all the requirements for the given course, he or she will be issued a diploma of graduation.

FACILITIES AND EQUIPMENT

The Cosmetology School of Arts & Sciences is located at 485 E 5th St N in Burley, Idaho. The school is located in a rural area and there is no public transportation available. The school has approximately 4000 square feet space, which includes classroom, clinic floor, and administrative office areas. The school has a total of 25 working stations comprised of cosmetology and barber stations, nail technology stations, a library, three shampoo bowls, a facial/esthetics area, pedicure area, a classroom, a break area, and restroom facilities. The school is a smoke-free environment.

HANDICAPPED SERVICES & FACILITIES

Cosmetology School of Arts & Sciences is handicapped accessible and provides handicapped restroom facilities. However, this Institution will not knowingly enroll any student who could not reasonably be expected to benefit from training. There are no special services of facilities provided beyond handicapped accessibility and restroom accommodations.

PARKING

Cosmetology School of Arts & Sciences maintains ample parking for staff, students, and patrons at no cost.

COLLEGE HOURS CALENDAR

School hours are from 9:00am to 5:00 p.m. Monday through Friday. Cosmetology School of Arts & Sciences will observe the following holidays for the 2021 & 2022 calendar year.

New Year's Day	Thanksgiving Day & the day after
Memorial Day	
Independence Day	½ Day before Christmas
Labor Day	Christmas Day & the day after

This schedule may vary from year to year, depending on what day the holiday falls on.

DAILY SCHEDULE
(Monday – Friday)

Cosmetology Course

Theory Class	9:00 – 10:00
Clinic Floor	10:00 – 4:30
Sanitation and Clean-up	4:30 - 5:00
Lunch Break	½ - 1 hour

Barber, Esthetics, Nail Technology, and Student Instructor Courses

Self Study	9:00 –10:00
Theory Class	10:00 11:00
Clinic Floor	11:00 4:30
Sanitation and Clean – up	4:30 – 5:00
Lunch Break	½ - 1 hour

**Schedules may vary at the school's discretion due to special circumstances.

All students are afforded a 15-minute rest period in both the morning and in the afternoon when possible (breaks will be at the schools discretion). School hours and scheduled time frames are subject to change at the discretion of the school (example: if you are not finished with a client by the end of the scheduled time frame for that client, this may cause you to begin your sanitation and clean-up late and therefore to leave late, or the same scenario could cause you to take a later lunch than you were scheduled for.)

NOTE: If extenuating circumstances arise that make it necessary to close the school, closure will be announced over the local radio stations and social media PRIOR to 8:30 a.m. Should unforeseen circumstance arise during school hours it may become necessary to dismiss school.

The Cosmetology School of Arts & Sciences reserves the right to change the school hours if necessary for reasons such as summer hours and winter hours.

ENROLLMENT AND ADMISSIONS REQUIREMENTS OF THE STATE OF IDAHO

Orientation for new classes is generally held on the first Tuesday of every month with classes beginning on the following Wednesday. If a student misses orientation and wishes to start before the next class, they are required to receive our student handbook and orientation packet to review on their own. This allows the student twenty-four hours between orientation and when they begin the program. Registration can be done beforehand or may also be done on the same day as orientation.

To be admitted as a Cosmetology, Barber, Nail Technology, or Esthetics Student all applicants must:
-Submit a completed application form (which may be obtained from the school or online at our website).
-Provide a copy of their high school diploma or GED certificate, or proof of successful completion of the 10th grade.
-Provide a copy of proof of age such as a Birth Certificate or Government Issued ID.

To be admitted as a Student Instructor each applicant must:
-Submit a completed application form (which may be obtained from the school).
- Provide a copy of their high school diploma or GED certificate
- Provide a copy of their valid cosmetology, barber, nail technology, or esthetics license
-Provide proof and required documentation for eligibility to become an instructor by either the 500 or 1000 hour student instructor course.

In order to be admitted to the 500 hour student instructor course a student must have a minimum of 2 years of experience in a registered establishment as a licensed cosmetologist, barber, nail technologist, or esthetician. The 1000 hour Student Instructor course is for any student that has less than 2 years of experience as a licensed cosmetologist, barber, nail technologist or esthetician.

CREDIT AND TRANSFER

The Cosmetology School of Arts & Sciences maintains a written record of any and all previous education and training of students. In the case of a student transferring to the Cosmetology School of Arts & Sciences, a written transcript of their previous training will be obtained from their former school, in order to ensure proper credit for the previous training. This record indicates that the credit was given and has been evaluated by the Cosmetology School of Arts & Sciences and upon written request and with a properly signed release of information form, any other appropriate agency will be notified of this record and evaluation. This record will indicate where and when credit was given and it will be certified as being correct and complete.

Students transferring to our school could be subject to a skills assessment for determination of placement. Transfer students will advance accordingly. Transfer students may begin attending the Cosmetology School of Arts & Sciences at any given time (they do not have to wait until a new course starts). Transfer students will be evaluated on an individual basis to determine admission eligibility and appropriate tuition charges. All transfer students will be credited for previous hours and credits with proper documentation and determination of placement with the successful passing of the skills assessment.

The guidelines used to determine fees for transfer students are presented in Table Two below. However, the Cosmetology School of Arts & Sciences reserves the right to modify these fees.

Course Table Two	Hourly Fee
Cosmetology 1600 Hour	$11.00
Barber 900 Hours	$12.50
Nail Technology 400 Hour	$ 12.50
Nail Technology 600 Hours	$ 12.50
Esthetics 600Hours	$ 14.50
Student Instructor 500 Hour	$ 6.50
Student Instructor 1000 Hour	$ 6.50

*The Cosmetology School of Arts & Sciences does not recruit students already attending or admitted to another school offering a similar program of study.

Re-Entry Students

*All students who were previously enrolled at the Cosmetology School of Arts & Sciences and who have chosen to discontinue their training in a course or have been terminated by the Cosmetology School of Arts & Sciences are no longer considered a student of the Cosmetology School of Arts & Sciences. Any student that wishes to re-enroll after being withdrawn longer than 180 days are enrolled as a re-entry student, with a new contract and will be charged according to Table Two above. If a student re-enrolls prior to 180 days, they will re-enter with the same contract that they ended with except their contract date will be updated to reflect their new contract graduation date.

The State of Idaho's Minimum age requirement is 16 ½ years with a 10th grade educational level.

The school no longer accepts the post-secondary competency test to qualify for Title IV financial aid, with the exception that the applicant has already attended college with this test. The post-secondary competency test was put in place to see if a student would have the ability to benefit from training, in place of a high school diploma or GED. If an applicant does not have a High School Diploma he/she will be required to have a GED or transcript showing high school completion before starting school. GED testing is offered through The College of Southern Idaho at 1600 Park Avenue Burley, Idaho 83318, Phone # (208) 678-1400.

We require students to provide translation of a foreign high school diploma to be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.

Title IV Federal Pell Grants are available to qualified students based on a financial need. The FAFSA application is available online. These are filed electronically on the Web at www.fafsa.ed.gov, our school code is #038324. For more information contact our Financial Aid Administrator.

If there is correction needed for verification, the student will need to either make changes themselves on the web or provide the correct documentation for our Aid Administrator to help them make the changes. Then a new ISIR (Institutional Student Information Record) is printed and a copy is given to the student with the EFC (Expected Family Contribution), and a copy is kept in the office in the students file.

Students will be notified of the Title IV Federal Pell Grant Award along with their Expected Family Contribution (EFC) though a computer generated award letter.

We also have Federal Student Loans available, once a student has completed 30 days of school, pursuant to Federal Law. For more information about these loans, you may contact us at the school office.

PROFESSIONAL JUDGMENT AND DEPENDENCY OVERRIDES

The Financial aid administrator may use a professional judgment, only on a case-by-case basis, to change a dependent student's status to independent (dependency override), or to increase or decrease one or more of the data elements used to calculate the EFC.

Some examples of special circumstances: such as elementary or secondary school tuition, medical or dental expenses not covered by insurance, unusually high childcare costs, recent unemployment of a family member, or other changes in the family's income or assets.

Dependency Overrides: The Higher Education Amendments of 1992 resulted in a shift in concept in the definition of an independent student. Prior to 1992, the definition of an independent student included criteria such as whether the student lived with his or her parents and whether the student was claimed on the parent's tax return.

The school Administrating Officers along with the Aid Officer will address the Professional Judgment and Dependency overrides.

ENTRANCE AND EXIT INTERVIEWS

All students are required, by the school, to have entrance and exit interviews. The entrance interview can take place up to thirty days prior to enrollment and will cover welcoming the student and discuss their financial obligations. The exit interview will be given up to thirty days prior to final departure from school. It will cover any remaining financial obligations of the student. To receive Federal Title IV Loans the government requires that a student complete Entrance and Exit counseling which is completed electronically.

ENROLLMENT AGREEMENT

The Cosmetology School of Arts & Sciences enrollment agreement outlines payment terms and states that the student agrees to abide by all rules and regulations of the school. Advance copies of the enrollment agreement and the rules and regulations may be requested at the school office. Upon the initial signing of the enrollment agreement, the student, or in the case of a student under legal age, his/her guardian will be given a copy of the enrollment agreement. Upon graduation, a final copy of the enrollment agreement will be given to the student or guardian showing that all financial obligations have been paid in full. A copy will also be placed in the student's permanent file.

STATEMENT OF NON- DISCRIMINATION

Cosmetology School of Arts & Sciences practices no discrimination on the basis of gender/sex, age, financial status, religion, race/color or ethnic origin.

GRIEVANCE PROCEDURES

The Cosmetology School of Arts & Sciences advises the students that if they have a complaint with another student, instructor, or any other staff member to fill out a student grievance form located in the class room, and turn it into the office. Management reviews the complaint and writes a written response that is sent to the student within 30 days of receiving the written complaint. If the complaint cannot be resolved by management, it will be referred to the appropriate agency if applicable. In cases of extreme conflict it may be necessary to conduct an informal hearing regarding the complaint. A hearing committee will be appointed with one member of management, one current student and one member not related to or employed by the school. None of the members of the committee can be involved in the dispute.
The student lodging the complaint will present his/her case followed by the school's response. The hearing committee will ask questions of all involved parties. Within 15 days of the hearing the committee will recommend resolution and at that time management shall accept, reject or modify the recommendations to the committee. Students must exhaust the school's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

STUDENT FILES

Privacy Act

The Buckley Amendment in 1974 allows for students, eighteen years of age or older, and the parents of students who are legal minors, to examine their school records. Student records are guarded from examination by others unless the student, or guardian of a student under the age of 18, has signed an authorization form for release of information granting permission to a third party. The Cosmetology School of Arts & Sciences provides access to school records to the student or the student's parent(s)/legal guardian if the student is a dependent minor student under the age of 18.

The Buckley Amendment states that a student may request his/her records and the request must be honored within a period of not more that forty-five days. During the review, a school official will accompany the student. Upon review, a student may challenge any incorrect, misleading, or inappropriate information in the file. If school officials do not correct, remove, or explain any objectionable material; the student is entitled to request a formal hearing. The student may request a copy of their official transcript verbally or in writing and we will comply within 24 hours.

Any information in a student's education record may be released upon written permission of the student or guardian. Academic records will be released upon subpoena by a court or tribunal of a competent jurisdiction. However, the law allows schools to disclose records without consent to certain qualified organizations and officials. The school provides access to school records to its accrediting agency(ies).

Student records are kept in a filing cabinet in the office, which is only available to the Instructors and office personnel.

All student records will be maintained for at least six years.

ADDITIONAL INSTRUCTION

If a student does not complete the course by their contract/calculated date, he or she is charged an additional daily fee. Refer to Table One below for a breakdown.

Table One	Course Length	Course Hours	Additional Cost Per Hour Of Instruction
Cosmetology	60 Weeks	1600 Hours	$11.00
Barber	34 Weeks	900 Hours	$12.50
Nail Technology 400 Hour	12 Weeks	400 Hours	$12.50
Nail Technology 600 Hour	20 Weeks	600 Hours	$12.50
Esthetics	20 Weeks	600 Hours	$14.50
Student Instructor 500 Hour	15 Weeks	500 Hours	$ 6.50
Student Instructor 1000 Hour	37 Weeks	1000 Hours	$6.50

If a student is lacking the required theory hours for their course, in order to graduate, the student will be given the opportunity to set up times with the Instructor to make up the hours needed. Additional costs may apply.

STANDARDS OF CONDUCT

A student or eligible person who violates the school policies and regulations could be, but not limited to, being terminated for unsatisfactory conduct. Acts of unsatisfactory conduct will include, but not be limited to, being boisterous, obscene, vulgar, discourteous, fighting, coming to school under the influence of alcohol or drugs, and not making timely payment of money due to the Cosmetology School of Arts & Sciences.

ADVISING

The Cosmetology School of Arts & Sciences will maintain an open door policy. Advising of students will be done on an as needed basis. Students wishing to set up a time to visit with an instructor pertaining to academics may do so at any time.

EMPLOYMENT ASSISTANCE

The Cosmetology School of Arts & Sciences provides employment and placement assistance to graduating students through referral only. Employment opportunities are posted in the classroom so that all students have access to the information. However, the school will not guarantee placement. Our curriculum covers Business Skills for each of the individual courses.

HOUSING

The Cosmetology School of Arts & Sciences will not provide housing for students.

ACTS PROHIBITED

The Cosmetology School of Arts & Sciences does not allow students to use or be under the influence of illegal drugs or alcohol while on school premises or on school time. The Cosmetology School of Arts & Sciences also reserves the right to have any student drug tested. If an instructor feels the student is under the influence of alcohol or drugs while at school or on school time, or if student refuses a drug test or tests positive for illegal drugs, the student could immediately be punished and punishment may range from a write-up and being sent home to being immediately suspended or expelled.

Students who are taking doctor prescribed medications are to report it to the office. Dispensing of a prescription drug to any person could be treated as an illegal act.

No firearms, knives, or any other item that may be deemed as a weapon will be allowed on school premises. Students caught with any of these items could be immediately punished and punishment may range from a write-up and being sent home to immediately being suspended or expelled.

Theft is considered the willful taking without permission, of any product, item, or possession. Theft could result in criminal investigation and/or prosecution by the court system.

ATTENDANCE

Students are expected to attend all scheduled instruction. Students will be credited for all hours attended. All hours are recorded using a computerized SMART (Student Management and Record Tracking) system. All absences from scheduled instruction are recorded. Students must maintain Satisfactory Academic Progress as evaluated at each evaluation point, described in the Satisfactory Academic Policy. If attendance does not improve during the warning or probation period, the student could be suspended. Re-enrollment will be at the discretion of the Cosmetology School of Arts & Sciences. If a student's absences lead to him/her going over the contracted time period for their program, additional fees may apply, as outlined in the Additional Instruction portion of this catalogue. We reserve the right to change this policy at our discretion.

Any student who fails to show up or contact the school will be considered absent without permission. This could lead to termination of their contract. Re enrollment will be at the discretion of the school. Any unexcused absence or suspension from the school will go against their attendance and percentages.

GRADING SYSTEM

The Courses at the Cosmetology School of Arts & Sciences are divided into study of theory, which is conducted in the classroom, and clinical, which is experience on the clinic floor.

Tests are given covering the theory taught and students must maintain a 75% average on their tests in order to maintain Satisfactory Academic Progress. Students who are absent on test day will be allowed to make up the missed test. Grades are then recorded in the school's computerized system that tracks the student's hours, grades, averages, etc. Extra credit work may be made available to those students needing additional help maintaining their averages.

All students are issued clinical (practical) grade sheets. Students on the clinic floor should have all their practical grade sheets checked and graded by an instructor in order to receive credit for the services they perform. Practical grade sheets are then turned into the instructor and recorded in the computer and the hard copy is kept in the student's file.

The standard grading system for all courses taught at the Cosmetology School of Arts & Sciences is shown below. Students must meet a minimum of 75 percent for both theory and practical work to maintain satisfactory progress.

	Grade Scale
Excellent	93 - 100%
Very Good	85 - 92%
Satisfactory	75 - 84%
Unsatisfactory	74% & Below

Students are required to maintain a cumulative "Satisfactory" Grade in order to be considered making Satisfactory Academic Progress.

Students receive a progress report monthly which is a proactive report to allow the student to see where they are in academics and attendance to address any issues that may become a problem prior to their evaluation period. Students are also provided the Satisfactory Academic Progress Report per evaluation.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

Evaluation Periods
Students are evaluated for Satisfactory Academic Progress as Follows:
All evaluations are based on actual clock hours. One academic year is 900 hours.

Cosmetology (1600 Clock Hours)

1st Evaluation Period Ends:	450 Hours and 15 Weeks
2nd Evaluation Period Ends:	900 Hours and 30 Weeks
3rd Evaluation Period Ends:	1250 Hours and 45 Weeks
4th Evaluation Period Ends:	1600 Hours and 60 Weeks

Barber (900 Clock Hours)

1st Evaluation Period Ends:	450 Hours and 17 Weeks
2nd Evaluation Period Ends:	900 Hours and 34 Weeks

Nail Technology (400 Clock Hours)

1st Evaluation Period Ends:	200 Hours and 6 Weeks
2nd Evaluation Period Ends:	400 Hours and 12 Weeks

Nail Technology (600 Clock Hours)

1st Evaluation Period Ends:	300 Hours and 10 Weeks
2nd Evaluation Period Ends:	600 Hours and 20 Weeks

Esthetics (600 Clock Hours)

1st Evaluation Period Ends:	300 Hours and 10 Weeks
2nd Evaluation Period Ends:	600 Hours and 20 Weeks

Student Instructor (500 Clock Hours)

1st Evaluation Period Ends:	250 Hours and 7.5 Weeks
2nd Evaluation Period Ends:	500 Hours and 15 Weeks

Student Instructor (1000 Clock Hours)

1st Evaluation Period Ends:	450 Hours and 15 weeks
2nd Evaluation Period Ends:	900 Hours and 30 Weeks
3rd Evaluation Period Ends:	950 Hours and 33.5 Weeks
4th Evaluation Period Ends:	1000 Hours and 37 Weeks

*Transfer Students- Transfer students will have SAP evaluations periods based on actual contracted hours at this institution only. Transfer hours accepted by the school are counted as both attempted and completed. These evaluations are based off a 900 hour calendar year. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluation will vary depending on accepted hours. Transfer students will have at least one evaluation by midpoint in the course.

QUANTITATIVE ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	WEEKS	MAXIMUM TIME ALLOWED SCHEDULED HOURS
Cosmetology - 1600 Hours	90 Weeks	2128
Barber - 900 Hours	45 Weeks	1197
Esthetics – 600 Hours	24 Weeks	798
Nail Technology – 400 Hours	16 Weeks	532
Nail Technology – 600 Hours	24 Weeks	798
Student Instructor – 500 Hours	19 Weeks	665
Student Instructor – 1000 Hours	38 Weeks	1330

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

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours.

Students who exceed the maximum time frame must be terminated from the program. Students may then be permitted to re-enroll into the program on a cash pay basis consistent with the re-enrollment provisions of our admissions policy.

QUALITATIVE ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS
Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

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

PROBATION
Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students who do not have the ability to meet satisfactory academic progress will be placed on an academic plan. If a student follows their academic plan, they will be considered meeting the institutions SAP requirements by the end of the next evaluation period as long as they can attain SAP standards by the end of their maximum time frame. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress at their next evaluation. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS
Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS
If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

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

NONCREDIT, REMEDIAL COURSES, REPETITIONS
Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

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

INSTITUTIONALLY APPROVED LEAVE OF ABSENCE

An enrolled student will again be allowed to take an institutionally approved Leave of Absence, within the following parameters:

1. All Leaves of Absence must be submitted in advance in writing with the reason for the leave of absence and a signature of the student requesting the leave.
2. In cases of unforeseen circumstances, where the student is unable to request the Leave of Absence in advance, the student must, upon returning to school, submit a Leave of Absence request with the reason and signature.
3. The start date of an LOA will be the first date the student was unable to attend.
4. Students will not accrue any additional charges as a direct result of a requested LOA.
5. The school will document the reason for allowing a Leave of Absence not requested in advance.
6. The student should not request a Leave of Absence if they are not planning on returning to school after the Leave of Absence.
7. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 days in any 12-month period.
8. A student that is granted an approved Leave of Absence is not considered to have withdrawn and no refund calculation is required at this time.
9. The student's contract will be extended by the same number of days taken on the Leave of Absence. The contract period will be changed via addendum and will be signed and dated by all parties, or the Enrollment agreement will be initialed by all parties.
10. If a student does not return from an approved Leave of Absence (or takes an unapproved Leave of Absence) the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

The school reserves the right to make exceptions due to special circumstances, approved by the school.

TUITION AND FEES

1600-Hour Cosmetology Course:

Books & Supplies	$ 1,226.42
Tuition	$ 17,600.00
Application Fee	$ 100.00
Sales Tax	$ 73.58
TOTAL	$ 19,000.00

Enrollment fee along with a down payment of $5,550.00 may be required up front with the balance to be paid in thirteen monthly payments of $957.69 each. No interest will be charged on the payments. *

900-Hour Barber Course:

Books & Supplies	$ 1,000.00
Tuition	$ 11,250.00
Application Fee	$ 100.00
Sales Tax	$ 60.00
TOTAL	$ 12,410.00

Enrollment fee along with a down payment of $4,960.00 may be required up front with the balance to be paid in eight monthly payments of $875 each. No interest will be charged on the payments. ***Licensed Cosmetologist to Barber Transfers will be charged according to table two on page 6. At an hourly tuition rate plus all applicable fees and supplies.

400-Hour Nail Technology Course:

Books & Supplies	$ 800.00
Tuition	$ 5,000.00
Application Fee	$ 100.00
Sales Tax	$ 48.00
TOTAL	$ 5,948.00

Enrollment fee along with a down payment of $ 3,748.00 may be required up front with the balance to be paid in three monthly installments of $ 666.67 each. No interest will be charged on payments. This program does not qualify for Title IV Pell Grant funding.

600-Hour Nail Technology Course:

Books & Supplies	$ 800.00
Tuition	$ 7,200.00
Application Fee	$ 100.00
Sales Tax	$ 48.00
TOTAL	$ 8,448.00

Enrollment fee along with a down payment of $ 4,548.00 may be required up front with the balance to be paid in four monthly installments of $900.00 each. No interest will be charged on payments. *

600-Hour Esthetics Course:

Books & Supplies	$ 1,000.00
Tuition	$ 8,700.00
Application Fee	$ 100.00
Tax	$ 60.00
TOTAL	$ 9,860.00

Enrollment fee along with a down payment of $5,360.00 may be required up front with the balance to be paid in four monthly installments of $1,050.00 each. No interest will be charged on payments. *

500-Hour Student Instructor Course:

Books	$ 250.00
Tuition	$ 3,250.00
Application Fee	$ 100.00
Tax	$ 15.00
TOTAL	$ 3,615.00

Enrollment fee along with a down payment of $ 1,801.00 may be required up front with the balance to be paid in 3 monthly installments of $ 483.00 each. No interest will be charged on payments. *

1000-Hour Student Instructor Course:

Books	$ 250.00
Tuition	$ 6,500.00
Application Fee	$ 100.00
Tax	$ 15.00
TOTAL	$ 6,865.00

Enrollment fee along with a down payment of $ 3462.50 may be required up front with the balance to be paid in 6 monthly installments of $ 516.25 each. No interest will be charged on payments. *

- Check our website for the link to the Net Price Calculator to determine the actual cost of attending our school.
- If a student feels they have a situation that would warrant them for reduced tuition they may request a scholarship or fee waiver form from our office. The form needs to be completed and submitted to our Financial Officer.
- We reserve the right to change prices at any time. Students that have a current contract with us prior to our change of pricing will continue under their original contract

Cosmetology School of Arts & Sciences

1600 HOUR COSMETOLOGY COURSE

The goal of the 1600 hour Cosmetology course is to teach all phases of the arts & sciences of cosmetology and to prepare students for entry-level positions in the field of cosmetology in accordance with the rules and regulations set forth by the Idaho State Board of Cosmetology. The course consists of sixteen hundred hours, approximately 60 weeks / 14 months for full time students, of learning and practical hands-on experience. The first 100 hours are devoted solely to classroom study and workshops using mannequins when basic ideas and theory of cosmetology are taught. The remaining hours are spent studying theory in the classroom and practicing cosmetology in an actual salon setting operated by the students and supervised by a licensed instructor. During each student's time on the clinic floor, the school will provide a list of recommended services that every student should strive to complete. Cosmetology students are required to pass a final examination in theory and practical applications. Upon successful completion of the final exam, students receive a diploma from the Cosmetology School of Arts & Sciences. Students are then eligible to apply for the Idaho State Cosmetology Examination and then issued a license by the state if they pass the state board examination.

COSMETOLOGY UNITS OF INSTRUCTION

Hours	Subject- UNIT
250	**Creative Hair Styling**: Principles and techniques of wet styling, blow drying and waving, finger waving, hair dressing, braiding, hair extension, enhancements, and wigs. Product knowledge, use and safety.
25	**Scalp Treatment**: Principles and techniques of treatments and disorders of the hair and scalp and related chemistry, product knowledge, use and safety.
60	**Permanent Waving**: Principles and techniques of sectioning, wrapping, processing, curling, and relaxing
200	**Hair Cutting & Shaping**: Principles of hair cutting with the use of shears, clippers, or a razor.
15	**Bleaching**: Principles and techniques of bleaching, special effects, problems, and safety precautions
15	**Tinting**: Principles and techniques of tinting, special effects, problems, and safety precautions
30	**Semi Permanent**: Principles and techniques of semi-permanent color, special effects, problems, and safety precautions
15	**Frosting and High Lights:** Principles and techniques of bleaching with the use of foils, and foil placement, special effects, problems, safety precautions, and product knowledge.
20	**Manicures**: Principles of Manicuring, including massage, polish and shellac application and safety and sanitation principles. Including diseases of the nails.
50	**Pedicures:** Principles of pedicuring including massage, polish and shellac application, and safety and sanitation principles
40	**Artificial Nails:** Practical and theory including chemistry of artificial nail application. With a firm foundation on advanced nail techniques.
45	**Facial Services:** Principles and techniques of skin care treatment and application of cosmetics, histology of the skin, theory of massage, facial treatments, cosmetic application, artificial eyelashes, removal of unwanted hair, lash/brow tinting.
200	**Salon Environment:** Fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements, regulations, laws, salon operations, policies, practices, and compensation packages.
180	**Theory – All Class Room Instruction**: Orientation, the history of cosmetology, career opportunities, life skills management, communication for success, professional image, first aid, chemistry, electricity, and anatomy and physiology
300	**Instructor Discretion:** To be applied by the instructor to strengthen student performance; supervised field trips; or other related training.
155	**Sanitation:** Principles of safety and sanitation while participating in clean practices on the student clinic floor.
1600	**TOTAL HOURS: The above requirement must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.**

COSMETOLOGY ACHIEVMENTS

Throughout the course students are given opportunity to learn all phases of Cosmetology. In addition, personal grooming and development is encouraged. Students are tested on the material covered in theory at the end of each chapter, scores are recorded and kept on file and recorded in the SMART Program. Student needs to maintain a 75% average on both the theory and the practical knowledge.

Students are evaluated over the required lab procedures at least twice during their 1600-hour course.

Grade Scale

Excellent	93 - 100%
Very Good	85 - 92%
Satisfactory	75 - 84%
Unsatisfactory	74% & Below

Students are required to maintain a cumulative "Satisfactory" Grade in order to be considered making Satisfactory Progress.

COSMETOLOGY INSTRUCTION

The Cosmetology School of Arts & Sciences uses the Milady Textbook of Cosmetology along with the accompanying Milady lesson plans. A licensed Instructor spends one hour/day, 9:00 – 10:00 in theory class, and teaching through demonstration, worksheets, glossary word sheets, practical application, textbook, and videos, guiding students through the course. All students have access to the school library during school hours, but only personal texts and materials may leave the school.

Throughout the course, guest speakers lecture and demonstrate the newest techniques, ideas, and products to students in pre-scheduled classes upon availability. Special audio and visual presentations are available and presented to students. In addition, advanced research and educational material is at student's disposal.

Freshman/Sophomore Class Curriculum

During the first 400 hours our students are considered freshmen or sophomores. They are freshmen until they have completed 100 hours of classroom study supplemented with practice on mannequins. When students complete 100 hours of study they are considered sophomores at which time they are allowed to work on the clinic floor and provide services for school patrons. During the Freshman/Sophomore period, the topics shown in Table Three will be covered. Sophomores are recommended to perform the operations listed in Table Three. Students are not allowed to perform any services on a live person until after they have completed at least 100 hours of the course and complete the basic requirements of the school or have permission by an instructor.

Junior Class Curriculum

Once a student has completed their 400 hours of school they are considered juniors and remain juniors until they complete 800 hours of their course. The junior class curriculum is an extension of the Freshman/Sophomore curriculum. The subjects covered and recommended operations are shown on Table Three. Juniors should be able to perform operations at a faster rate than sophomores.

Senior Class Curriculum

When students have successfully completed 800 hours of their 1600 hour course, they are then considered seniors. Like the junior class curriculum, the senior class curriculum is an extension of the preceding curriculum. However, during the senior period, students focus on preparing for the State of Idaho Licensing Examination. Because of the knowledge and dexterity gained as freshman, sophomore and junior students, increased speed while performing services is encouraged. During the senior period, salon management is more of a focus. Subjects covered and recommended operations during the senior period are shown in Table Two

**Library references, instructor's lesson plans, Milady textbook, school procedure sheets, and all course material gathered in student's notebooks are reviewed. Advance material and assignments are also presented.

COSMETOLOGY CURRICULUM
1600 Hours

Part 1	**Orientation**
Chapter 1:	History and Career Opportunities
Chapter 2:	Life Skills
Chapter 3:	Your Professional Image
Chapter 4:	Communicating For Success
Part 2	**General Sciences**
Chapter 5:	Infection Control: Principles and Practice
Chapter 6:	General Anatomy and Physiology
Chapter 7:	Skin Structure, Growth and Nutrition
Chapter 8:	Skin Disorders and Diseases
Chapter 9:	Nail Structure and Growth
Chapter 10:	Nail Disorders and Diseases
Chapter 11:	Properties of the Hair & Scalp
Chapter 12:	Basics of Chemistry
Chapter 13:	Basics of Electricity
Part 3	**Hair Care**
Chapter 14:	Principles of Hair Design
Chapter 15:	Scalp Care, Shampooing and Conditioning
Chapter 16:	Haircutting
Chapter 17:	Hairstyling
Chapter 18:	Braiding and Braid Extensions
Chapter 19:	Wigs and Hair Additions
Chapter 20:	Chemical Texture Services
Chapter 21:	Hair Coloring
Part 4	**Skin Care**
Chapter 22:	Hair Removal
Chapter 23:	Facials
Chapter 24:	Facial Makeup
Part 5	**Nail Care**
Chapter 25:	Manicuring
Chapter 26:	Pedicuring
Chapter 27:	Nail Tips and Wraps
Chapter 28:	Monomer Liquid and Polymer Powder Nail Enhancements
Chapter 29:	Light Cured Gels
Part 6	**Business Skills**
Chapter 30:	Preparing for Licensure & Employment
Chapter 31:	On the Job
Chapter 32:	The Salon Business

Idaho State Law
Mid-term Review
Mid-term Idaho State Law Examinations
Final on Review

* New students begin classes on a monthly basis; therefore we cannot start each student on Chapter 1 of the Milady Standard textbook. Each student begins on the chapter the rest of the students are studying at their time of entrance.

COSMETOLOGY PROGRAM SUPPLY LIST

1	Pair of Shears
1	Pair of Thinning Shears
1	Magnetic Roller Set
1	Box End Papers
1	Clipper Kit & Trimmer
1	Professional Curling Iron ¾ Inch
1	Black Rolling Trunk Case
1	Hairs Shaper (razor)
1	Box of 5 Shaper Blades
1	Blow Dryer, 1500 watt
2	Mannequin
1	Mannequin Stand
6	Hair Brushes
1	Styling Brush
1	Large Hot Curling Brush
1	Cushion Hair Brush
1	Pin Tail Certified Comb
1	Certified Tail Comb
1	Certified Flat-back Comb
1	Certified Comb
12	Certified Budget Styling Comb
6	Certified Budget Tail Comb
1	Hair Styling Color Kit
1	Comb-Out Cape
3	Velcro Shampoo Cape
96	Cold Wave Rods
12	Butterfly Clamps
12	All-purpose Clips
1	Box Single Prong Clips
1	Box Double Prong Clips
1	Timer
1	Hand Mirror
1	Tint Bottles
2	Spray Bottles
1	Manicure Kit
1	Manicure bowl
1	Claire Topper Manicure Kit
1	Manicure Brush
1	Uniform/ Stylist Jacket
	Misc. School Products

* No portion of the supplies is to be taken out of the school until course is complete; this assures us you will have the necessary supplies needed to do your required services. Supplies and supply lists are subject to change at the discretion of the school.

COSMETOLOGY
CAREER OPPORTUNITIES

Management		Related Fields	
Retailer	Franchise	Theater	Television
Salon Owner	Salon Manager	Modeling	Photography
Wholesale Sales	Chain Salon Owner	Cruise Ship Salon	Cosmetics
District Manager	Regional Manager	Health & Beauty	Esthetics
Office Administrator			

Artistry		Education	
Makeup	Styling	School Owner	Barber Instructor
Color	Pedicures	School Admissions	Educational Director
Manicures			

Cosmetology is the art and science of beauty care. Cosmetology involves the study of skin care, hair care, manicuring, pedicuring, artificial nails, hair designing and shaping, chemical relaxing, permanent waving, hair coloring, and facial makeup. Cosmetology is challenging and can take you in a variety of directions.
As a cosmetologist you will have a variety of jobs open up to you, including salon manager, operator, research technician, competition or platform artist, public or private school instructor, nail technology, makeup artist. You may choose to work in an independent salon, a day-spa, a national franchise, or an independent chain. The average compensation rate is around $32,000.00, this can increase or decrease depending on your work schedule and client retention.

Cosmetology School of Arts & Sciences

BARBER COURSE

The objective of the Barber Course taught by the School of Cosmetology of Arts & Sciences is to prepare students for entry-level positions in the diversified areas of Barber and Hair Styling. Instruction is in accordance with the rules and regulations set forth by the Idaho State Barber and Cosmetology Licensing Board. The Barber course consists of nine hundred hours, 34 weeks for full time students. The first 5% (45) hours are devoted solely to classroom study and workshops using mannequins when basic ideas and theory of Barber is taught. The time spent completing the course is divided into conventional classroom study of theory and time spent on the clinic floor. During each student's time on the clinic floor, the school will provide a list of recommended services, that every student should strive to complete. Theory class is one hour/day and is taught through lecture, demonstration, hands-on training, and experience. Because of the small class size for this course, some of the studying process is done by self-study (under the direction of an instructor). After successfully completing the Barber course and passing the schools final exam, students are then eligible to apply for the Idaho State Barber Examination and will be issued a license by the state if they pass the required exams. Below is a table of the schools required services prior to graduation, it is divided up into specific topics that are governed by Idaho State Barber & Cosmetology Laws. A currently Licensed Cosmetologist will be given credit of 800 Hours towards the required 900 hour Barber Course. *Number of weeks may vary due to sick leave and leaves of absence.

BARBER UNITS OF INSTRUCTION

Hours	Subject- UNIT
90	**Hair Cutting & Shaping:** Principles of hair cutting with the use of shears, clippers, or a razor.
70	**Blow Dry:** Principles and techniques of blow drying using many methods
90	**Scalp Analysis:** Principles and techniques for identifying diseases, when it is safe to perform services and contraindications.
90	**Shampoo:** Shampooing, rinsing, & conditioning with product knowledge use & safety
30	**Shave or Beard Trim:** Safe use and handling of a straight razor for the use of hair removal. Safety and disinfection procedures with blood spill, shaving products, strokes, and tools.
30	**Facial Massage:** Principles and study of massage of the face for the use of beautification
20	**Hair or Scalp Treatment:** Principles and techniques of treatments and disorders of the hair and scalp and related chemistry, product knowledge, use & safety
50	**Curling Iron:** Techniques of sectioning and safe operation and manipulation of hot styling tools
105	**Hygiene and Disinfection/Sanitation:** Principles of safety and sanitation while participating in clean practices on the student clinic floor.
115	**Salon Environment:** Fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements, regulations, laws, salon operations, policies, practices, & compensation packages.
90	**Theory – All Classroom Instruction:** Orientation, the history of barbering, career opportunities, life skills management, communication for success, professional image, first aid, chemistry, electricity, and anatomy and physiology
120	**Instructor Discretion:** to be applied by the instructor to strengthen student performance; supervised field trips; or other related training.
900	**TOTAL HOURS:** The above requirement must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

BARBER ACHIEVEMENTS

Students are tested over the material covered in theory class at the end of each chapter. Scores are recorded and kept on file at the school. Test scores are also sent to the State Board of Barber & Cosmetology at the end of their course. Students need to maintain a 75% average on both the theory and practical knowledge. Barber students are evaluated once on the practical knowledge.

Grade Scale	
Excellent	93 - 100%
Very Good	85 - 92%
Satisfactory	75 - 84%
Unsatisfactory	74% & Below

Students are required to maintain a cumulative "Satisfactory" Grade in order to be considered making Satisfactory Academic Progress.

BARBER INSTRUCTION

Students are taught through lectures, demonstrations, worksheets, glossary worksheets, and practical application. The Milady's Standard Textbook for Barber is paired with the Milady Test book which is used throughout the entire course. The Barber students will be tested at the end of each chapter. Students learn the basics of skills of being a barber and are able to offer hair cutting and styling services to school patrons. Students also learn to style men's and women's hair, learn to create a more balanced and even facial hair design and a full facial shave along with the head and neck.

BARBER CURRICULUM

Part 1	**Orientation to Barbering**
Chapter 1:	History of Barbering
Chapter 2:	Life Skills
Chapter 3:	Professional Image
Part 2	**General Sciences**
Chapter 4:	Infection Control: Principles and Practice
Chapter 5:	Implements, Tools, & Equipment
Chapter 6:	General Anatomy and Physiology
Chapter 7:	Basics of Chemistry
Chapter 8:	Basics of Electricity
Chapter 9:	The Skin – Structure, Disorders, and Diseases
Chapter 10:	Properties and Disorders of the Hair and Scalp
Part 3	**The Practice of Barbering**
Chapter 11:	Treatment of the Hair & Scalp
Chapter 12:	Men's Facial Massage and Treatments
Chapter 13:	Shaving and Facial-Hair Design
Chapter 14:	Men's Haircutting and Styling
Chapter 15:	Men's Hair Replacement
Part 4	**Advanced Barbering Services**
Chapter 16:	Women's Haircutting and Styling
Chapter 17:	Chemical Texture Services
Chapter 18:	Hair coloring and lightening
Part 5	**Business Skills**
Chapter 19:	Preparing for Licensure and Employment
Chapter 20:	Working Behind the Chair
Chapter 21:	The Business of Barbering

Idaho State Laws

Cosmetology School of Arts & Sciences

BARBER SUPPLY LIST

900 Hour Barber Supply Kit will include:

1 Pairs of Shear
1 pair of Thinning Shears
I Clipper/ Trimmer Kit
1 Inch Marcel Curling Iron
1 Blow Dryer
1 Caddie .....
1 Hair Shaper Razor
1 Box of Disposable Shaper Blades
1 Female Manikin
1 Male Manikin
1 Manikin Stand
2- Hair Brushes ....
2- Vent Brushes
12 Barber cutting Combs
2 Barber blending Combs
1 Flat top Comb
1 Detangling Comb
1 Cutting Cape
1 Shampoo Cape
1 Package of Hair Clips
1 Hand Mirror
1 Water spray bottle
1 Shaving Kit
1 Doz. Towels
1 Uniform / lab jacket

* No portion of the supplies is to be taken out of the school until course is complete; this assures us you will have the necessary supplies needed to do your required services. Supplies and supply lists are subject to change at the discretion of the school.
* A different kit is available to the licensed cosmetologists choosing to return to school to obtain a barber license.

BARBER
CAREER OPPORTUNITIES

As a licensed Barber the job opportunities are many. You may choose to own your own barber shop, work in a cosmetology establishment, practice being a barber and hair cutting. The merchandising field is full of opportunities for the licensed barber. You can be a manager or salesperson, a manufacturer representative, trade technician or technical supervisor. If the education field is interesting to you, you can explore becoming an instructor in a barber school teaching barber or you may become a state licensing inspector or examiner. Whatever it may be, the field of being a barber is a dynamic and prestigious industry waiting for people just like you. The average compensation rate is around $44,190.00 per year, this can increase or decrease depending on the work schedule or client retention.

NAIL TECHNOLOGY COURSE

400 Hour Nail Technology Course

The objective of the Nail Technology Course is to prepare students for entry-level employment positions in the nail technology field in compliance with the rules and regulations of the Idaho State Board of Cosmetology. The Cosmetology School of Arts & Sciences offers two nail technology course options. The 400 hour nail technology course consists of four hundred hours, 12 weeks for full time students, of basic manicuring, hand and nails care, and artificial nails. The first 5% of hours are devoted solely to classroom study and workshops using mannequins and sticks when basic ideas and theory of nail technology are taught. During each student's time on the clinic floor, the school will provide a list of recommended services, that every student should strive to complete. Nail technology students are required to pass a final examination in theory and practical application. The final examination covers all methods of nail applications taught. Upon successful completion of the final exam, students receive a diploma from the Cosmetology School of Arts & Sciences. Students are then eligible to apply for the Idaho State Nail Technology Examination and then issued a license by the state if they pass the state board examination. The table below shows the services that the Cosmetology School of Arts & Sciences requires during the time frame for the course.

*Number of weeks may vary due to sick leave and leaves of absence.

400 HOUR NAIL TECHNOLOGY COURSE UNITS OF INSTRUCTION

Hours	Subject- UNIT
15	**Wraps and Mends:** Principles and techniques of using fiberglass, silk, linen and other nail wraps and mend techniques. Chemistry and safety precautions of the products
40	**Manicures:** Principles of manicuring, including massage, polish and shellac application and safety and sanitation principles. Including diseases of the nails.
30	**Pedicures:** Principles of pedicuring including massage polish and shellac application, and safety and sanitation principles.
30	**Finished Tip:** Practical and advanced nail techniques.
30	**Formed Nails:** Practical and theory including chemistry of artificial nail application without the use of tips. Using nail form stickers and alternative methods. With a firm foundation of advanced nail techniques.
85	**Salon Environment:** Fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements, regulations, laws, salon operations, policies, practices, and compensation packages.
40	**Theory – All Classroom Instruction:** Orientation, the history of cosmetology, career opportunities, life skills management, communication for success, professional image, first aid, chemistry, electricity, and anatomy and physiology
90	**Instructor Discretion:** to be applied by the instructor to strengthen student performance; supervised field trips; or other related training.
40	**Sanitation:** Principles of safety and sanitation while participating in clean practices on the student clinic floor.
400	**TOTAL HOURS: The above requirement must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas.**

NAIL TECHNOLOGY ACHIEVMENTS

Students are tested on the material covered in theory at the end of each chapter. Scores are recorded and kept on file and recorded in the SMART program. Test scores are also sent to the State Board of Cosmetology at the end of their course. Students must maintain a 75% average on both the theory and the practical knowledge. Nail Technology Students are evaluated at least twice on the practical knowledge during their course.

Grade Scale	
Excellent	93 - 100%
Very Good	85 - 92%
Satisfactory	75 - 84%
Unsatisfactory	74% & Below

Students are required to maintain a cumulative "Satisfactory" Grade in order to be considered making Satisfactory Academic Progress.

NAIL TECHNOLOGY INSTRUCTION

Nail Technology Students are taught by instructors using lectures, demonstrations, worksheets, glossary word sheets, and through practical application. The Milady's Arts & Science of Nail Technology textbook and workbook are used for the course. Guest speakers and manufacturer's representatives are invited to demonstrate and lecture on the latest ideas and products upon availability. Students spend one hour/day studying theory. A variety of additional references are available to student in the school library.

NAIL TECHNOLOGY CURRICULUM
(400 Hours)

Chapter 1:	History & Opportunities	Chapter 12:	Basics of Electricity
Chapter 2:	Life Skills	Chapter 13:	Manicuring
Chapter 3:	Your Professional Image	Chapter 14:	Pedicuring
Chapter 4:	Communicating for Success	Chapter 15:	Electric Filing
Chapter 5:	Infection Control	Chapter 16:	Nail Tips, Wraps
Chapter 6:	General Anatomy & Physiology	Chapter 17:	Monomer Liquid & Polymer Powder Nail Enhancements
Chapter 7:	Skin Structure & Growth	Chapter 18:	UV Gels
Chapter 8:	Nail Structure & Growth	Chapter 19:	The Creative Touch
Chapter 9:	Nail Diseases & Disorders	Chapter 20:	Seeking Employment
Chapter 10:	Basics of Chemistry	Chapter 21:	On the Job
Chapter 11:	Nail Product Chemistry Simplified	Chapter 22:	The Salon Business

Idaho State Law Review and Test

NAIL TECHNOLOGY SUPPLY LIST
(400 Hour)

1 Manicurist Case
1 Large Polish Kit
1 Manicure Brush
1 Pkg. Table Towels
1 Cuticle Nippers
1 Toe Separators
1 Sable Brush
1 Nail Adhesive
1 Avoplex Oil
1 Swiss Blue Hand Soap
1 Clarite Acrylic Nail Kit
2 Dapping Dish
1 Uniform Jacket
1 Brush Cleaner
1 Finger Bowl
1 Glass Eyedropper
1 Nail Clipper
1 Polish Remover
1 Avoplex Cuticle Treatment
1 Creative Starter Kit
1 Protective Eyeglasses
1 Foot File
Nail Tips
1 Toenail Clippers
1 Nail Brush
1 Reusable Nail Forms
1 Reusable Cuticle Stick
1 Avoplex Lotion
1 Rapidry Spray

* No portion of the supplies is to be taken out of the school until course is complete; this assures us you will have the necessary supplies needed to do your required services. Supplies and supply lists are subject to change at the discretion of the school.

NAIL TECHNOLOGY
CAREER OPPORTUNITIES

Nail Technology is an exciting and rewarding profession. As a nail technologist the job opportunities are many. You may choose to teach nail technology in a cosmetology school or demonstrate manufacturer nail products at shows, conventions, or stores. You can become a salon owner or even a professional nail technologist for fashion models or actors on the stage, in movies, or on TV. You can write, edit, or become a consultant for nail technology books and magazines. You may choose to own a day-spa or salon to offer your clients manicures and pedicures to enhance the look of their hands and feet, improve health, and relieve stress. The application of artificial nails is one of the fastest growing and most creative, rewarding, and high paying professions in cosmetology today. Your work will be comfortable and relaxed. You will be part of the booming manicuring, Pedicuring, and artificial nail industry, with combined sales of more than $3 billion per year. An average compensation rate is around $20,000.00 per year, this could increase or decrease depending on work schedule and client retention.

NAIL TECHNOLOGY COURSE

600 Hour Nail Technology Course

The objective of the 600 Hour Nail Technology Course is to prepare students for entry-level employment positions in the nail technology field in compliance with the rules and regulations of the Idaho State Board of Cosmetology. The Cosmetology School of Arts & Sciences offers two nail technology course options. The 600 Hour Nail Technology course consists of six hundred hour, 20 weeks for full time students, of basic manicuring, hand and nails care, and advanced artificial nail application which allows the student to practice their craft and learn more techniques not available on the basic course. The first 5% of hours are devoted solely to classroom study and workshops using mannequins and sticks when basic ideas and theory of nail technology are taught. During each student's time on the clinic floor, the school will provide a list of recommended services that every student should strive to complete. Nail technology students are required to pass a final examination in theory and practical application. The final examination covers all methods of nail applications taught. Upon successful completion of the final exam, students receive a diploma from the Cosmetology School of Arts & Sciences. Students are then eligible to apply for the Idaho State Nail Technology Examination and then issued a license by the state if they pass the State Board Examination. The below table four, shows the services that the Cosmetology School of Arts & Sciences requires during the time frame for the course.

*Number of weeks may vary due to sick leave and leaves of absence.

600 HOUR NAIL TECHNOLOGY COURSE UNITS OF INSTRUCTION

Hours	Subject- UNIT
25	**Wraps and Mends:** Principles and techniques of using fiberglass, silk, linen and other nail wraps and mend techniques. Chemistry and safety precautions of the products
60	**Manicures:** Principles of manicuring, including massage, polish and shellac application and safety and sanitation principles. Including diseases of the nails.
30	**Pedicures:** Principles of pedicuring including massage, polish and shellac application, and safety and sanitation principles.
50	**Finished Tip:** Practical and theory including chemistry of artificial nail application with the use of tips. With a firm foundation of advanced nail techniques.
50	**Formed Nails:** Practical and theory including chemistry of artificial nail application without the use of tips. Using nail form stickers and alternative methods. With a firm foundation of advanced nail techniques.
130	**Salon Environment:** Fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements, regulations, laws, salon operations, policies, practices, and compensation packages.
60	**Theory – All Classroom Instruction:** Orientation, the history of cosmetology, career opportunities, life skills management, communication for success, professional image, first aid, chemistry, electricity, and anatomy and physiology
135	**Instructor Discretion:** To be applied by the instructor to strengthen student performance; supervised field trips; or other related training.
60	**Sanitation:** Principles of safety and sanitation while participating in clean practices on the student clinic floor.
600	**TOTAL HOURS: The above requirement must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.**

NAIL TECHNOLOGY ACHIEVMENTS

Students are tested on the material covered in theory at the end of each chapter. Scores are recorded and kept on file and recorded in the SMART program. Test scores are also sent to the State Board of Cosmetology at the end of their course. Students must maintain a 75% average on both the theory and the practical knowledge. Nail Technology Students are evaluated at least twice on the practical knowledge during their course.

Grade Scale	
Excellent	93 - 100%
Very Good	85 - 92%
Satisfactory	75 - 84%
Unsatisfactory	74% & Below

Students are required to maintain a cumulative "Satisfactory" Grade in order to be considered making Satisfactory Academic Progress.

NAIL TECHNOLOGY INSTRUCTION

Nail Technology Students are taught by instructors using lectures, demonstrations, worksheets, glossary word sheets, and through practical application. The Milady's Arts & Science of Nail Technology textbook and workbook are used for the course. Guest speakers and manufacturer's representatives are invited to demonstrate and lecture on the latest ideas and products upon availability. Students spend one hour/day studying theory. A variety of additional references are available to student in the school library.

NAIL TECHNOLOGY CURRICULUM
(600 Hours)

Chapter 1:	History & Opportunities	Chapter 12:	Basics of Electricity
Chapter 2:	Life Skills	Chapter 13:	Manicuring
Chapter 3:	Your Professional Image	Chapter 14:	Pedicuring
Chapter 4:	Communicating for Success	Chapter 15:	Electric Filing
Chapter 5:	Infection Control	Chapter 16:	Nail Tips, Wraps
Chapter 6:	General Anatomy & Physiology	Chapter 17:	Monomer Liquid & Polymer Powder Nail Enhancements
Chapter 7:	Skin Structure & Growth	Chapter 18:	UV Gels
Chapter 8:	Nail Structure & Growth	Chapter 19:	The Creative Touch
Chapter 9:	Nail Diseases & Disorders	Chapter 20:	Seeking Employment
Chapter 10:	Basics of Chemistry	Chapter 21:	On the Job
Chapter 11:	Nail Product Chemistry Simplified	Chapter 22:	The Salon Business

Idaho State Law Review and Test

Cosmetology School of Arts & Sciences

NAIL TECHNOLOGY SUPPLY LIST
(600 Hours)

1 Manicurist Case
1 Large Polish Kit
1 Manicure Brush
1 Pkg. Table Towels
1 Cuticle Nippers
1 Toe Separators
1 Sable Brush
1 Nail Adhesive
1 Avoplex Oil
1 Swiss Blue Hand Soap
1 Clarite Acrylic Nail Kit
2 Dapping Dish
1 Uniform Jacket
1 Brush Cleaner
1 Finger Bowl
1 Glass Eyedropper
1 Nail Clipper
1 Polish Remover
1 Avoplex Cuticle Treatment
1 Creative Starter Kit
1 Protective Eye Glasses
1 Foot File
Nail Tips
1 Toe Nail Clippers
1 Nail Brush
1 Reusable Nail Forms
1 Reusable Cuticle Stick
1 Avoplex Lotion
1 Rapidry Spray

* No portion of the supplies is to be taken out of the school until course is complete; this assures us you will have the necessary supplies needed to do your required services. Supplies and supply lists are subject to change at the discretion of the school.

NAIL TECHNOLOGY
CAREER OPPORTUNITIES

Nail Technology is an exciting and rewarding profession. As a nail technologist the job opportunities are many. You may choose to teach nail technology in a cosmetology school or demonstrate manufacturer nail products at shows, conventions, or stores. You can become a salon owner or even a professional nail technologist for fashion models or actors on the stage, in movies, or on TV. You can write, edit, or become a consultant for nail technology books and magazines. You may choose to own a day-spa or salon to offer your clients manicures and pedicures to enhance the look of their hands and feet, improve health, and relieve stress. The application of artificial nails is one of the fastest growing and most creative, rewarding, and high paying professions in cosmetology today. Your work will be comfortable and relaxed. You will be part of the booming manicuring, Pedicuring, and artificial nail industry, with combined sales of more than $3 billion per year. An average compensation rate is around $20,000.00 per year, this could increase or decrease depending on work schedule and client retention.

Cosmetology School of Arts & Sciences

ESTHETICS COURSE

The objective of the Esthetics Course taught by the School of Cosmetology of Arts & Sciences is to prepare students for entry-level positions in the diversified areas of skin care and the cosmetic industry. Instruction is in accordance with the rules and regulations set forth by the Idaho State Board of Cosmetology. The esthetics course consists of six hundred hours, 20 weeks for full time students. The first 5% (30) hours are devoted solely to classroom study and workshops using mannequins when basic ideas and theory of esthetics are taught. The time spent completing the course is divided into conventional classroom study of theory and time spent on the clinic floor. During each student's time on the clinic floor, the school will provide a list of recommended services, that every student should strive to complete. Theory class is one hour/day and is taught through lecture, demonstration, hands-on training, and experience. Because of the small class size for this course, some of the studying process is done by self-study (under the direction of an instructor). After successfully completing the esthetics course and passing the schools final exam, students are then eligible to apply for the Idaho State Esthetics Examination and will be issued a license by the state if they pass the exam. Table Five is the schools required services prior to graduation, and is divided up into specific topics that are governed by Idaho State Cosmetology Law.

*Number of weeks may vary due to sick leave and leaves of absence.

ESTHETICS COURSE UNITS OF INSTRUCTION

Hours	Subject- UNIT
60	**Massage:** Principles and techniques of massage manipulations and applications of lotions, creams, etc...
60	**Cosmetics:** Principles of applying cosmetics. Product knowledge and chemistry, and color theory
60	**Machine Application:** Use of mechanical or electrical equipment for the use of skin care treatment and beautification purposes
20	**Bacteriology:** Sanitation and sterilization, safety precautions, anatomy & physiology
40	**Waxing:** Removal of unwanted hair. Including skin prep, product knowledge, safety, eyebrow arching, and hair removal
60	**Salon Environment:** Fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements, regulations, laws, salon operations, policies, practices, and compensation packages.
120	**Theory – All Classroom Instruction: O**rientation, the history of cosmetology, career opportunities, life skills management, communication for success, professional image, first aid, chemistry, electricity, and anatomy and physiology
120	**Instructor Discretion:** To be applied by the instructor to strengthen student performance; supervised field trips; or other related training. Including eyelash extensions, chemical peels, and advanced skin care treatment and analysis.
60	**Sanitation:** Principles of safety and sanitation while participating in clean practices on the student clinic floor.
600	**TOTAL HOURS: The above requirement must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.**

ESTHETICS ACHIEVEMENTS

Students are tested over the material covered in theory class at the end of each chapter. Scores are recorded and kept on file at the school. Test scores are also sent to the State Board of Cosmetology at the end of their course. Students need to maintain a 75% average on both the theory and practical knowledge. Esthetic students are evaluated twice on the practical knowledge.

Grade Scale

Excellent	93 - 100%
Very Good	85 - 92%
Satisfactory	75 - 84%
Unsatisfactory	74% & Below

Students are required to maintain a cumulative "Satisfactory" Grade in order to be considered making Satisfactory Academic Progress.

ESTHETICS INSTRUCTION

Instructors teach through lectures, demonstrations, worksheets, glossary worksheets, and practical application teach Esthetics to students. The Milady's Standard Textbook for Professional Esthetics and the accompanying workbook are used throughout the entire course. The esthetic students will be tested at the end of each chapter. Students learn the basics of skin care and are able to offer treatment to school patrons to help them keep their skin healthy and attractive. Students also learn to detect skin problems that require medical attention.

ESTHETICS SUPPLY LIST

Basic skin care kit:

- Cleansing lotion
- Foundation base
- Toner
- Moisturizer
- Massage cream/oil
- Two (2) facial sponge's
- Five (5) spatulas
- One (1) masque brush
- Protective eye covers
- Head and body drape; and
- Eyebrow brush
- Mascara applicator brush ....
- Uniform – lab jacket

- Basic cosmetic kit
- Mirror
- Translucent powder
- Eye pencil
- Lip pencil
- Eye shadow
- Mascara
- Blush
- Lip color
- Lip brush
- Two (2) cosmetic sponges
- Make-up cape

* No portion of the supplies is to be taken out of the school until course is complete; this assures us you will have the necessary supplies needed to do your required services. Supplies and supply lists are subject to change at the discretion of the school.

ESTHETICS CURRICULUM

Part 1	**Orientation**
Chapter 1:	History and Career Opportunities in Esthetics
Chapter 2:	Life Skills
Chapter 3:	Your Professional Image
Chapter 4:	Communicating for Success
Part 2	**General Sciences**
Chapter 5:	Infection Control: Principles and Practice
Chapter 6:	General Anatomy and Physiology UM
Chapter 7:	Basics of Chemistry
Chapter 8:	Basics of Electricity
Chapter 9:	Basics of Nutrition
Part 3	**Skin Sciences**
Chapter 10:	Physiology and Histology of the Skin
Chapter 11:	Disorder and Diseases of the Skin
Chapter 12:	Skin Analysis
Chapter 13:	Skin Care Products: Chemistry, Ingredients, and Selection
Part 4	**Esthetics**
Chapter 14:	The Treatment Room
Chapter 15:	Facials Treatments
Chapter 16:	Facial Massage
Chapter 17:	Facial Machines
Chapter 18:	Hair Removal
Chapter 19:	Advanced Topics and Treatments
Chapter 20:	The World of Makeup
Part 5	**Business Skills**
Chapter 21:	Career Planning
Chapter 22:	The Skin Care Business
Chapter 23:	Selling Products and Services
	State Laws
	Chapter review, State Law Review
	Final Review, State Law Final Review

ESTHETICS
CAREER OPPORTUNITIES

As a licensed Esthetician the job opportunities are many. You may choose to own a day-spa or a salon, practice skin care and facials, work as a make-up artist, or work as a beauty therapist. You may want to work under a licensed Dermatologist, Plastic Surgeon, or even a Restorative Art Specialist. The merchandising field is full of opportunities for the licensed Estheticians. You can be a manager or salesperson, a cosmetic buyer or assistant buyer, a manufacturer representative, trade technician or technical supervisor, beauty editor of a newspaper, magazine, or journal, freelance writer or even a personal manager. If the education field is interesting to you, you can explore becoming an instructor in a cosmetology school teaching esthetics or a state licensing inspector or examiner. You may find an educational director for a manufacturer challenging to you. Whatever it may be, the field of esthetics is a dynamic and prestigious industry waiting for people just like you. The average compensation rate is around $22,000.00 per year, this can increase or decrease depending on the work schedule or client retention.

Cosmetology School of Arts & Sciences

STUDENT INSTRUCTOR COURSE

Student Instructor

- **500 Hour Course**

The goal of the Student Instructor Course is to prepare Student Instructor to pass the State of Idaho Instructor Examination. Its goal is also to teach Student Instructor to convey thoughts and concepts to students and the public through communications. The importance of lessons and teaching formats for each phase of cosmetology instruction is emphasized. The school offers a 500 hour course, 15 weeks. This course is offered to licensed Cosmetologist, Barber, Nail Technologist or Esthetician that have 2 or more years' experience in a registered cosmological establishment. Table Six outlines the curriculum and the hours devoted to each topic. Course is taught out of the Milady's Professional Instructor Theory book for either course.

*Number of weeks may vary due to sick leave and leaves of absence.

STUDENT INSTRUCTOR 500 HOUR COURSE UNITS OF INSTRUCTION

Hours	Subject- UNIT
60	**Desk & Dispensary:** Running and operation of the student salon. Answering phones, scheduling student appointments, and dispensing products to students for appointments
75	**Theory Presentation General:** Presenting lecture and practical demonstrations to students in a classroom setting
10	**Law Presentation:** Presenting Idaho state laws and rules governing our industry
10	**Audio and Visual Aid Preparation:** Preparing audio, television, or other visual aids for classroom presentation
20	**Exam Preparation:** Preparation for student tests including practical and theoretical exams. As well as grading tests, score compilation etc.
25	**Counseling and Records:** Providing counseling for students for graduation, monthly progress and personal situations in their relation to school.
200	**Clinic Floor Supervision:** Overseeing the student salon clinic floor. Supervising student services, checking haircuts, and providing help when needed
50	**Lesson Planning:** Daily exercise preparing for class with use of lesson plans. And constructing personal lesson plans for lectures, demonstrations, and daily classroom management
50	**Theory – All Personal Class Room Instruction:** Class room study of orientation, teaching foundations, classroom management, confrontation management, educational aids, and all master educator principles
500	**TOTAL HOURS: The above requirement must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.**

500 HOUR STUDENT INSTRUCTOR ACHIEVEMENTS

Students are tested on the material covered in theory at the end of each chapter. The students are also tested on the practical by teaching a class with the lesson plan on a lecture and demonstration. Students must maintain a 75% average on both the theory and the practical knowledge.

Grade Scale	
Excellent	93 - 100%
Very Good	85 - 92%
Satisfactory	75 - 84%
Unsatisfactory	74% & Below

Students are required to maintain a cumulative "Satisfactory" Grade in order to be considered making Satisfactory Academic Progress.

STUDENT INSTRUCTOR'S CURRICULUM

Volume 1	**Basic Teaching Skills for Career Education Student Instructor**
Chapter 1:	The Career Education Instructor
Chapter 2:	The Teaching Plan and Learning Environment
Chapter 3:	Basic Learning Styles and Principles
Chapter 4:	Basic Learning Styles and Principles
Chapter 5:	Classic Methods of Teaching and Learning
Chapter 6:	Communicating Confidently
Chapter 7:	Effective Presentations
Chapter 8:	Effective Classroom Management and Supervision
Chapter 9:	Achieving Learner Results
Chapter 10:	Program Review, Development and Lesson Planning
Chapter 11:	Educational Aids and Technology in the Classroom
Chapter 12:	Assessing Progress and Advising Students
Chapter 13:	Making the Student Salon an Adventure
Chapter 14:	Career and Employment Preparation
Chapter 15:	The Art of Retaining Students
Chapter 16:	Educator Relationships
Chapter 17:	Learning is a Laughing Matter
Chapter 18:	Teaching Success Strategies for a Winning Career
Chapter 19:	Teams at Work
Chapter 20:	Evaluating Professional Performance

Final Review: State Law Review Final Test: State Law

STUDENT INSTRUCTOR CAREER OPPORTUNITIES

With the added knowledge of teaching, the fields of cosmetology, nail technology, and esthetics opens to you even more. You may choose to open your own cosmetology school or apprentice students in your salon. You might choose to specialize in salon management for a major retailer or chain store. You can teach application of artificial nails, manicuring, pedicuring, applying makeup, care of the skin, non-permanent hair removal, haircutting, permanent waving, scalp and face massage, color, styling, and makeup (depending on your Instructor's License). Instructing students to better the industry is a rewarding and prestigious field. As a licensed Instructor you have the chance to make a difference. The average compensation rate is around $21,000.00 per year depending on the wages and hours of the individual schools.

Student Instructor Course

- **1000 Hour**

The goal of the Student Instructor Course is to prepare Student Instructor to pass the State of Idaho Instructor Examination. Its goal is also to teach Student Instructor to convey thoughts and concepts to students and the public through communications. The importance of lessons and teaching formats for each phase of Cosmetology Instruction is emphasized. The 1000 hour course is for a licensed cosmetologist that has less than two years' experience in a registered cosmological or barber establishment. This course is 30 weeks for full time students. Table Six outlines the curriculum and the hours devoted to each topic. The course is taught out of the Milady's Professional Instructor Theory book for either course.

*Number of weeks may vary due to sick leave and leaves of absence.

STUDENT INSTRUCTOR 1000 HOUR COURSE UNITS OF INSTRUCTION

Hours	Subject- UNIT
120	**Desk & Dispensary:** Running and operation of the student salon. Answering phones, scheduling student appointments, and dispensing products to students for appointments
150	**Theory Presentation General:** Presenting lecture and practical demonstrations to students in a classroom setting
20	**Law Presentation:** Presenting Idaho state Laws and rules governing our industry
20	**Audio and Visual Aid Preparation:** Preparing audio, television, or other visual aids for classroom presentation
40	**Exam Preparation:** Preparation for student tests including practical and theoretical exams. As well as grading tests, score compilation etc.
50	**Counseling and Records:** Providing counseling for students for graduation, monthly progress and personal situations in their relation to school.
400	**Clinic Floor Supervision:** Overseeing the student salon clinic floor. Supervising student services, checking haircuts, and providing help when needed
100	**Lesson Planning:** Daily exercise preparing for class with use of lesson plans. And constructing personal lesson plans for lectures, demonstrations, and daily classroom management
100	**Theory – All Personal Class Room Instruction:** Class room study of orientation, teaching foundations, classroom management, confrontation management, educational aids, and all master educator principles
1000	**TOTAL HOURS: The above requirement must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.**

1000 HOUR STUDENT INSTRUCTOR ACHIEVEMENTS

Students are tested on the material covered in theory at the end of each chapter. The students are also tested on the practical by teaching a class with the lesson plan on a lecture and demonstration. Students must maintain a 75% average on both the theory and the practical knowledge.

Grade Scale	
Excellent	93 - 100%
Very Good	85 - 92%
Satisfactory	75 - 84%
Unsatisfactory	74% & Below

Students are required to maintain a cumulative "Satisfactory" Grade in order to be considered making Satisfactory Academic Progress.

STUDENT INSTRUCTOR'S CURRICULUM

Volume	**1**	**Basic Teaching Skills for Career Education Student Instructor**
Chapter	1:	The Career Education Instructor
Chapter	2:	The Teaching Plan and Learning Environment
Chapter	3:	Basic Learning Styles and Principles
Chapter	4:	Basic Learning Styles and Principles
Chapter	5:	Classic Methods of Teaching and Learning
Chapter	6:	Communicating Confidently
Chapter	7:	Effective Presentations
Chapter	8:	Effective Classroom Management and Supervision
Chapter	9:	Achieving Learner Results
Chapter	10:	Program Review, Development and Lesson Planning
Chapter	11:	Educational Aids and Technology in the Classroom
Chapter	12:	Assessing Progress and Advising Students
Chapter	13:	Making the Student Salon an Adventure
Chapter	14:	Career and Employment Preparation
Chapter	15:	The Art of Retaining Students
Chapter	16:	Educator Relationships
Chapter	17:	Learning is a Laughing Matter
Chapter	18:	Teaching Success Strategies for a Winning Career
Chapter	19:	Teams at Work
Chapter	20:	Evaluating Professional Performance

Final Review: State Law Review Final Test: State Law

STUDENT INSTRUCTOR CAREER OPPORTUNITIES

With the added knowledge of teaching, the fields of cosmetology, nail technology, and esthetics opens up to you even more. You may choose to open your own cosmetology school or apprentice students in your salon. You might choose to specialize in salon management for a major retailer or chain store. You can teach application of artificial nails, manicuring, pedicuring, applying makeup, care of the skin, non-permanent hair removal, haircutting, permanent waving, scalp and face massage, color, styling, and makeup (depending on your Instructor's License). Instructing students to better the industry is a rewarding and prestigious field. As a licensed Instructor you have the chance to make a difference. The average compensation rate is around $21,000.00 per year depending on the wages and hours of the individual schools.

GRADUATION REQUIREMENTS

Cosmetology Course- 1600 Hours

Complete 1600 hours of instruction
Complete school required cosmetology curriculum
Maintain a cumulative theory, practical and attendance of 75%
Pass cosmetology final examination

Barber Course- 900 Hours

Complete 900 hours of instruction
Complete school required barber curriculum
Maintain a cumulative theory, practical and attendance of 75%
Pass the barber final examination

Student Instructor Course – 500 hours:

Complete 500 hours of instruction
Complete school required student instructor curriculum
Maintain a cumulative theory, practical and attendance of 75%
Pass the student instructor final examination

Student Instructor Course – 1000 hours:

Complete 1000 hours of instruction
Complete school required student instructor curriculum
Maintain a cumulative theory, practical and attendance of 75%
Pass the student instructor final examination

Nail Technology Course - 400 hours

Complete 400 hours of nail technology instruction
Complete school required nail technology curriculum
Maintain a cumulative theory, practical and attendance of 75%
Pass nail technology final examination

Nail Technology Course - 600 hours

Complete 600 hours of nail technology instruction
Complete school required nail technology curriculum
Maintain a cumulative theory, practical and attendance of 75%
Pass nail technology final examination

Esthetics Course - 600 Hours

Complete 600 hours of instruction
Complete school required esthetics curriculum
Maintain a cumulative theory, practical and attendance of 75%
Pass esthetics final examination

*When a student meets all the requirements listed, the student is issued a diploma of graduation.
* Prior to the State of Idaho receiving licensing information all tuition and fees must be paid in full.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1.) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2.) A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3.) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this cases he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of $100.00
4.) A student notifies the institution of his/her withdrawal in writing.
5.) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date expiration of the leave of absence of the date the student notifies the institution that the student will not be returning.
6.) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days).
7.) In type 2, 3, 4, or 5, official cancellations or withdrawals the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8.) For students who enroll and begin classes but withdraw prior to completion (After three business days of signing the contract). The following schedule of tuition earned by the school applies. All refunds are based on actual hours.

Percentage Length Completed To total length of course	**Amount of total tuition owed to the school**
.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 refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether official or unofficially. In the case of disabling illness of injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If the school permanently closes or is no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition or participate in a Teach-Out Agreement. If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR provide a full refund of all monies paid.

Students who withdraw or terminate prior to course completion could be charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG. Extra kit material, Books, products, unreturned school property, etc.) Will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in our enrollment agreement.

If a student decides to transfer from the Cosmetology School of Arts & Sciences to another school and money is due to our school at the time of transfer, no credits will be transferred until all debts owed the school are satisfied in full. Also, upon graduation of a student, no credits, hours, or other information will be released to the state or any other school until all financial obligations to/or on behalf of The Cosmetology School of Arts & Sciences has been satisfied.
There will be no refund for the supplies; once the supplies have been purchased, the supplies are the students to keep. However, no portion of the supplies are to be taken out of the school until course is complete or until time of a student withdraws or transfers to another school, this assures us you will have the necessary supplies needed to complete the required services.

If a student receiving a Title IV Pell Grant decides to discontinue his enrollment or transfers to another school and the allotted time frame has not been completed for the appropriate tuition, the student will be held responsible for any additional monies owed to the school depending on the percentage length completed to total length of course/amount of total tuition owed to the school.

* Students are responsible to pay collection fees and reasonable Attorney's fees, should our Enrollment Agreement be referred for collection.

Cosmetology School of Arts & Sciences

RULES AND REGULATIONS

1. Students must be present for roll call promptly at 9:00am.

2. Tardiness is "arrival after a specified time." Students are credited for only the actual hours that they are present in school.

3. In order for an absence to be excused, the following is needed: Students who anticipate being absent or tardy need to submit a pre-excused absence form. Other absences need be reported to the school by phone prior to opening .Each day of absence should be called in, in order to be considered an excused absence or tardy. If a student neglects to call by 9:00 a.m., the absence or tardy will be considered unexcused and a written write up may be incurred, three write ups may result in a suspension at the discretion of the school. Students needing attendance accommodations for work schedules must submit work schedules weekly in order for work accommodations to be considered an excused absence.

4. Upon returning to school after an absence or when tardy, the student needs to present a doctor's excuse or other valid documentation to the administrator of the school before reporting to class in order to avoid receiving an unexcused absence or tardy; parental signature is needed in cases of a student not of legal age. The school may decide the validity of any excuse submitted. After three unexcused absences, a suspension could be incurred.

5. For protection of the student body, an absence of three or more days because of illness should be supported by a medical doctor's statement verifying that the student does not have a contagious or infectious condition and may return to school safely. Also, for the student's own protection, an absence due to physical injury should be accompanied by a doctor's note releasing the student to return to the physical demands of being a student and practicing in the clinical aspects required.

6. Each student will furnish his/her clean, school approved uniforms. Students are required to wear the school-approved stylist jacket with black, white and grey clothing at all times while inside the school, unless otherwise instructed by the school.

7. Days absent before and after a holiday will be considered unexcused and could result in a write-up or suspension, unless prearranged and document, or accompanied with a doctor's note.

8. Each student is to clean up after himself/herself whenever using the student lounge areas and in the classroom.

9. The student must promptly return any of the school's supplies and equipment to the dispensary after each use. Each student is responsible for the supplies and equipment issued to him/her and must pay for replacement if lost, stolen, or broken.

10. All work areas are to be kept clean and sanitary at all times. Hair litter must be disposed of immediately. Station and grooming inspection will be conducted periodically. All students are to do all assigned sanitation duties at the end of the day before departing in order to receive credit for your sanitation grade, unless pre-arranged by an instructor.

11. Integrity and courteous conduct are expected of the students toward fellow students, Instructors, staff, and clinic patrons. If a difficult situation should arise, an instructor is to be notified immediately.

12. Students should not leave the building without permission of the instructor and without notifying the receptionist. Students who leave the building without permission could result in a write up at the discretion of the school.

13. If a student cannot (i.e. due to health problems) or will not practice his/her assignments effectively, he/she could be clocked out and asked to go home.

14. Students are NOT to clock in or out for other students. If caught, both parties could receive a write up.

15. It is the sole responsibility of the student that his/her monthly tally sheets contain an accurate account of all practical applications and hours. Each monthly paper is to be signed by the student, and initialed at the end of each day by an

instructor. Students caught falsifying their service record will be punished according to this handbook and could receive a right up, suspension, or termination.

16. A student may be suspended for unsatisfactory conduct or progress. Students dismissed due to unsatisfactory conduct or progress may be reinstated at the discretion of the administrator of the school, subject to such conditions as may be agreed upon.

17. Students not complying with Instructors could be suspended immediately.

18. Appointment booking is to be at the discretion of the Instructors with no complaints by the students. Appointments are not to be moved by anyone other than the Instructors or the receptionist. If special scheduling arrangements are needed, the student must notify the instructor and get their permission for the arrangements and then the receptionist can be notified.

19. Services on you or to other students are to be done only after assignments and scheduled clients are completed or taken care of and should be approved by the Instructors. A student may be pulled from a personal or student service at any time to accommodate client(s) and this is determined at the discretion of the school.

20. All write-ups issued by an instructor must be signed by the student and instructor. REFUSAL to sign a write-up may result in a three-day suspension. Three signed write-ups could result in a three-day suspension. All write-ups and suspensions are at the discretion of the school.

21. A pre-excused form needs to be filled out and approved before a WEDNESDAY is considered an excused absence. Arrangements should be made at least one week prior to the absence. Any other Wednesday absence could be considered unexcused without a doctor's statement or pre excused.

22. All theory and practical assignments missed, due to absence must be made up and it is the student's responsibility to contact his or her instructor and work out a reasonable plan to complete the missing assignments.

23. Students on the part time course will be allowed ½ to 1 hour for lunch. Students participating in the full time course will be allowed ½ to 1 hour for lunch. All students will be afforded a 15 minute rest period in the morning and afternoon when possible and at the schools discretion. Students leaving for lunch need to report it to the receptionist first thing in the morning in order to get released off the schedule at the time of request, if they don't pre - schedule lunch and they have an appointment at that time, then they will not be able to leave until their appointment is complete.

24. Students must only make or receive personal phone calls on the student telephone line unless it is an emergency. No personal calls will be accepted when a student is working on a client unless it is an emergency; messages will be taken and given to the student when finished with his/her client. All personal calls should be no more than 5 minutes out of courtesy to other students. Abuse of this rule may result in a write-up at the instructor's discretion. The school is not an answering service and takes no responsibility for messages. Personal cell phone use is not permitted on the clinic floor. Students caught texting or making phone calls on the clinic floors could result in a write up at the discretion of the school.

25. Students are to greet patrons promptly. Students will not mistreat school clients. Rude treatment of clients, or refusal of service to a patron either verbally or physically is unacceptable. It is courteous to offer magazines, help with their coat, and to walk them to reception desk when services are finished. Rude treatment of a patron, negative talking / slander to a patron or in front of a patron about other students, other patrons, the school, or any other act deemed rude or unprofessional to a patron or in front of a patron may result in a write-up up to an automatic suspension, at the discretion of the instructor(s). Any and all problems with fellow students, the school, or a patron must be discussed with an instructor for proper resolution. Social Media bashing of the school, Instructors or another student will not be tolerated. Any of these acts could result in a write up and suspension or could result in termination of your schooling.

26. No students are allowed to loiter around the reception desk when patrons are present. No students are allowed to go behind the reception desk or into the dispensary unless authorized by an instructor.

27. No one except students and staff are allowed in the classroom, the lounge room, or on the clinic floor unless accompanied by or under supervision by another student or a staff member, or by permission of the instructor.

28. The school takes no responsibility for lost or stolen articles.

29. Students are to fill out clinical sheets daily. Students must maintain their own records for services performed and should not use the appointment book for record since it may not be accurate or it may be a distraction or inconvenience to the receptionist when trying to help customers.

30. Students will be required to sign a patron confidentiality statement upon admission or if one has not already been signed. This will keep all personal information of patrons confidential to the school (including address, phone number, and service records). By signing this statement, students will not be allowed to give out a patron's personal information to anyone or to obtain this information for personal use such as patron recruitment for after they have graduated. Any information given to the student by the patron while the patron is in his/her chair for the purpose of following the student after he/she graduates will be the only exception.

31. Students will not be allowed to take any of their supplies home until the student has graduated and satisfied all applicable tuition and fees owed to the school, unless given permission by the school. Students caught taking items home (i.e. scissors, clippers, nail kits), may receive a write-up. Students are reminded that proper training in this industry requires tools. When students take home their tools and implements it delays their education when they don't have the equipment, they need to perform routine services.

32. The school enforces all Idaho Barber and Cosmetology Laws and Regulations. It is the obligation of the school to report any students not obeying state laws to the appropriate authority and it will be their responsibility to investigate the allegation at their discretion.

33. If all financial obligations to The Cosmetology School of Arts & Sciences have not been met upon completion of any course, records will not be released to the Bureau of Occupational Licenses unless arrangements have been made by the student to the school. At that time or upon payment in full, all records will be released and sent to the bureau and students may then begin procedures to obtain their license.

34. All rules and regulations set forth by The Cosmetology School of Arts & Sciences may be revised at the discretion of the school and students will be notified in writing of these changes.

State Licensing Requirements

After completion of each course, in order to obtain your license the requirements and fees of the state are listed below. The state of Idaho requires that 30-day prior to test date you must send in your Application for Licensure along with the appropriate exam and licensing fee.

Cosmetology/Barber:	Practical exam fee	$124.00	**Esthetics:**	Practical exam fee	$124.00
	Written exam fee	$ 62.00		Written exam fee	$ 62.00
	License	$ 25.00		License	$ 25.00
	Application	$ 25.00		Application	$ 25.00
Nail Technology:	Practical exam fee	$ 124.00	**Student:**	Practical exam fee	$124.00
	Written exam fee	$ 62.00	**Instructor**	Written exam fee	$ 62.00
	License	$ 25.00		License	$ 30.00
	Application	$ 25.00		Application	$ 25.00

- Each State examination consists of two parts: Practical Exam and Theory Exam. If a student fails any of these sections of the exam they may return a second time to re-take that section of the exam. If a student fails the exam twice then additional schooling may be required by the Bureau of Occupational Licenses prior to re-testing. Each time you return to take the exam you must also pay the exam fee.

- The State of Idaho's Bureau of Occupational Licenses offers the licensing exams in the English language only, therefore our curriculum is only offered in the English language also. The test is administered by D.L. Roope. For information on exams and exam times please email www.dlroope.com.

Cosmetology School of Arts & Sciences meets all State licensing requirements and is licensed by:

State of Idaho
Division of Occupational and Professional licenses

11351 W. Chinden Blvd., Bldg. #6,
Boise, ID 83720-0063
(208) 334-3233
Email: bcb@ibol.idaho.gov

Our institutions Accreditation is on probation

NACCAS
National Accrediting Commission of Career Arts & Sciences, Inc
3015 Colvin St
Alexandria, VA, 22314
(703) 600-7600 Phone
(703) 379-2200 Fax
http://www.naccas.org naccas@naccas.org

Enrollment Agreement Addendum for Students Receiving VA Benefits

The Cosmetology School of Arts & Sciences, a cosmetology college accredited by NACCAS, is approved by the *Idaho State Approving Agency for Veterans Education* (SAA) for eligible students to receive veterans' education benefits. Students who enroll to receive these benefits are not only required to abide by the policies and rules of this school, but also by the rules and regulations of the Department of Veterans Affairs and the SAA. Students are also required to maintain all standards of conduct and satisfactory progress as stated in the official school listing.

Please read this **Addendum** carefully and sign and date the bottom of this form. Your signature indicates that you understand that in order to maintain eligibility for veterans' benefits, you must adhere to the following policies.

This educational institution will maintain a written record of the previous education and training of the eligible person or veteran that clearly indicates that credit has been evaluated by the educational institution for previous education and training credit (within the guidelines on pages 5 &6 of this catalog) has been granted with the training period shortened proportionately. Cosmetology School of Arts & Sciences will evaluate each case individually. Millitary equivalency transcripts from Army, Marines, Navy, and Coast Guard can be found at https://jst.doded.mil/smart/signin.do. Air Force veterans can provide their community college of the Air Force at http://au.af.mil/au/barnes/ccaf/transcripts.asp.

Satisfactory Progress.

You must make satisfactory progress toward completion of the program in which you are enrolled to continue receiving veterans' benefits. A student receiving veterans' benefits is considered to be making satisfactory progress when s/he continues to demonstrate that s/he is completing his/her training at a rate that will allow him/her to graduate within the approved length of the program. Your progress will be monitored by your instructors and will be verified by the school's VA Certifying Official.

The VA will only pay for standard hours in the approved program of study. In order for a veteran to complete training within the standard time, his/her progress should be measured at a level prescribed by the school for such program completion. Since training is accomplished in hours at Cosmetology School of Arts & Sciences, your progress will be monitored and evaluated on a monthly basis through the use of monthly report cards. Your monthly report cards are created based on written tests, attendance, and practical skills. During your training, you will also receive a formal evaluation at a minimum, half-way into your program of study. If your progress is not satisfactory during any measurement period e.g. monthly or during the interval-based formal evaluation described in the Cosmetology School of Arts & Sciences catalog on page 10, you will be notified and placed on probation during the following measurement period (whichever period is shorter), at which time your progress will again be evaluated. If satisfactory improvement is not made by the end of this probationary period, VA educational benefits will be terminated (although you might be able to continue your training in accordance with school policy). Any student dismissed for unsatisfactory progress will only be reinstated at the discretion of the school. Students who withdraw prior to completion of the course and wish to re-enroll will only be allowed to re-enroll at the discretion of the school. If the student returns the student will return in the same satisfactory academic progress status as the time of withdrawal.

Infractions of conduct and failure to adhere to the schools Rules & Regulations which are located on page 40-42 of this handbook will result in the student being placed on a 30 day probationary period for conduct. If at the end of the probation there are no further issues, the student is taken off probation. If at the end of the 30 day probation if the student has more infractions, they would be terminated for GI BILL benefits.

I have read this **Enrollment Application Addendum** and understand that I am required to comply with all the policies and rules of the school, as well as the U.S. Department of Veterans Affairs and the SAA.

_____ _____

(Student Signature) (Date)

_____ _____

(School Representative) (Date)

I _____ have received a copy of this catalogue, have read it, and fully understand all information published in this catalogue. I also AGREE TO abide by all policies, rules, and regulations set forth in this book. Failure to do so may result in suspension or termination from this school. I am receiving a copy of this signed statement and a copy will be kept in my permanent student record.

_____ _____

Student signature **Date**

_____ _____

Witnessed by (Instructor signature) **Date**

Revised 08/25/2022