

College Catalog

All courses taught in English

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Introduction

Welcome to our school catalog, designed to provide comprehensive information about our programs, daily activities, and responsibilities. Please read it carefully and refer to it as your primary source for school policies and procedures. Updates may occur due to changes in Federal Financial Aid, Accreditation, or school policies. Revised catalogs will be available to students at no cost and can be obtained from the School Directors or on our website. The catalog is reviewed regularly and updated annually and as needed throughout the year.

Who We Are

Twin City Beauty College: Established in 1959, our campus at the corner of Lincoln and Niles has been under current ownership since January 1, 2000.

Traverse City Beauty College: Opened in fall 2003, conveniently located in Traverse City to serve both students and salon patrons.

Michiana Beauty College: Established in fall 2005, located at Heritage Square Mall in Granger, Indiana, serving the greater South Bend area.

Tulip City Beauty College: Founded in summer 2009, situated on East 8th Street near Downtown Holland, just west of US-31.

Nuvo College of Cosmetology: Established in 2002, under current ownership since January 2022, located on W Norton Ave just off US-31.

Each campus features multiple classrooms and a large student salon where clients can receive a full range of hair, skin, and nail care services. This hands-on experience is vital for developing customer service skills and technical proficiency. Additionally, each campus provides student lounges and lockers.

Mission Statement

We are committed to:

- Preparing graduates for careers in cosmetology arts and sciences, including retail and guest services.
- Maintaining an environment conducive to superior educational experiences.
- Ensuring excellence in training and guest services through quality workmanship and people skills.
- Offering continuing education for faculty and staff to keep teaching techniques and style trends current.
- Promoting the professional image of our college and students.

Staff

Owner: Jim Moored

Director of Enrollment: Ken Moored

Director of Education/Compliance: Jennifer Collins

Director of Financial Aid: Jennifer Radde

Corporate Office/Title IX Coordinator: Erica Tijerina

Corporate Office Assistant: Ashlyn Kohn

Campus Directors

- **Michiana:** Buffy Leonard
- **Traverse City:** Julie Merriner
- **Tulip City:** Heidi Tarman
- **Twin City:** Buffy Leonard
- **Nuvo:** Britt Fashingbauer
- **CTC Program Coordinator:** Kelli Taylor

Admissions Counselors:

Michiana: Buffy Leonard/Ken Moored
Traverse City: Marge Thompson
Tulip City: Alli Beckman/Staci Young
Twin City: Buffy Leonard/Ken Moored
Nuvo: Staci Young//Britt Fashingbauer

Instructors:

- **Twin City Beauty College:** Buffy Leonard, Chasity Espinosa, Dena Nesbitt
- **Traverse City Beauty College:** Julie Merriner, Kate Lewis, Kaelyn Rice
- **Michiana Beauty College:** Adrianna Hernandez, Buffy Leonard, Haley Hardin
- **Tulip City Beauty College:** Natalie Pena, Amber Andrus, Kelli Taylor, Heidi Tarman
- **Nuvo College of Cosmetology:** Brittany Fashingbauer, Katie Zahm, Jenny Keodouangsy, Denise Suttorp

Campus Information

Campus Locations

Twin City Beauty College

Main Campus Est. 1959
2600 Lincoln Ave.
Saint Joseph, MI 49085
(269) 428-2900

Traverse City Beauty College

Additional Location Est. 2003
920 Hastings, Ste D
Traverse City, MI 49686
(231) 929-0710

Michiana Beauty College

Additional Location Est. 2005
7321 Heritage Square. Dr, Ste 160
Granger, IN 46530
(574) 271-1542

Tulip City Beauty College

Additional Location Est. 2009
500 E. 8th Street, Ste 500
Holland, MI 49423
(616) 355-5010

Nuvo College of Cosmetology

Main Campus Est. 2022
919 W Norton Ave
Norton Shores, MI 49441
(231) 799-1500

Email: admissions@mooredbeautyschools.com

Website: www.tcbeautycollege.com

Prestige System – Student Portal: moored.orbundsis.com

Memberships: The Association of Accredited Cosmetology Schools

Institutions Licensing

Department of Licensing & Regulatory Affairs, Board of Cosmetology Examiners

Indiana Professional Licensing Agency
402 West Washington St, Room W-072
Indianapolis, IN 46204-2246
(317) 232-2980

State Board of Cosmetology

P.O. Box 30670
Lansing, MI 48909
(517) 355-0918

Institutions Accreditation

The National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600

Retention Rate and Graduation Rate (IPEDS)

Retention rates measure the percentage of first time students who return to the institution to continue their studies the following fall. Retention rates for first time students that began their studies in fall of **2021** and returned in fall of **2022** combined for Twin City Beauty College, Traverse City Beauty College, Michiana Beauty College, and Tulip City Beauty College is 60%. The rate for Nuvo College of Cosmetology is 60%.

The overall graduation rate is also known as the “student right to know” or IPEDS graduation rate. It tracks the progress of students who began their studies as full time first time degree or certificate seeking students to see if they complete a degree or other award such as a certificate within 150% of “normal time” for completing the program in which they are enrolled. *Note that all students at the institution are tracked for these rates.” The overall graduation and transfer-out rates for students who began their studies in **2020-2021** for Twin City Beauty College, Traverse City Beauty College, Michiana Beauty College, and Tulip City Beauty College is 44%. The rate for Nuvo College of Cosmetology is 23%. For more detailed information visit <https://nces.ed.gov/collegenavigator>.

Annual Report

To help you make an informed decision about enrollment, here are our latest statistics as required by the National Accrediting Commission of Career Arts & Sciences. For the 2023 annual report year, across all programs and locations, our rates were:

Twin City Beauty College, Traverse City Beauty College, Michiana Beauty College, and Tulip City Beauty College

- **Graduation Rate:** 90.74%
- **Licensure Rate:** 100.00%
- **Placement Rate:** 92.50%

Nuvo College of Cosmetology

- **Graduation Rate:** 82.76%
- **Licensure Rate:** 100.00%
- **Placement Rate:** 94.44%

In-Depth Analysis of Our 2023 Annual Report

Campus	Graduation Rate	Placement Rate	Licensure Rate	Campus	Graduation Rate	Placement Rate	Licensure Rate
Twin City Beauty College				Traverse City Beauty College			
All Programs	91.67%	71.43%	100%	All Programs	91.30%	83.33%	100%
Cosmetology	91.67%	71.43%	100%	Cosmetology	90.48%	87.50%	100%
Cosmetology Instructor	N/A	N/A	N/A	Cosmetology Instructor	100%	50%	100%
Michiana Beauty College				Tulip City Beauty College			
All Programs	77.14%	100%	100%	All Programs	94.59%	96.55%	100%
Cosmetology	75.76%	100%	100%	Cosmetology	94.59%	96.55%	100%
Cosmetology Instructor	100%	100%	100%	Cosmetology Instructor	N/A	N/A	N/A
Nuvo College of Cosmetology							
All Programs	82.76%	94.44%	100%				
Cosmetology	82.76%	94.44%	100%				
Cosmetology Instructor	N/A	N/A	N/A				

Please note: These statistics reflect the time and cohort specified in the federal regulations issued by the U.S. Department of Education.

Educational Objectives

Our campuses specialize in providing a curriculum that meets the needs of career-oriented students. Our students receive training and practical experience, preparing them for various cosmetology-related careers. Additionally, our courses help students develop desirable work habits and attitudes concerning health, sanitation, and safety. The training also fosters advanced technical, business, and interpersonal skills, encouraging self-reliance and an ethical approach to the profession. Our objective is to successfully train individuals for careers as salon stylists, platform artists, product artists, product specialists, cosmetology instructors, and salon owners. Our primary goal is that every student becomes licensed and has an equal opportunity to seek gainful employment in the cosmetology field or related areas. All of our courses are taught in English.

Educational Program and Product Lines

- **Pivot Point Fundamentals** Students at our schools engage in a 21st-century learning system through the Pivot Point Fundamentals: Cosmetology program. Pivot Point Mindful Teacher: Cosmetology Instructor Program. This comprehensive beauty library is designed to ensure successful licensure and entry-level proficiency. The curriculum utilizes large images with minimal text across thirteen areas of study, enhancing meaning and relevance. Students also have access to the Pivot Point LAB platform, which includes digital textbooks, a vast online library of videos, tutorials, webinars, study guides, tests, and other learning tools.
- **Beauty as a Business** Our students benefit from a robust social media marketing curriculum accessed through Pivot Point LAB.
- **Sam Villa** As a partnership school, we provide our students with Sam Villa education, including an online library of skill education via Pivot Point LAB and monthly live education webinars hosted by Sam Villa.
- **CanvasME** Students use an online portfolio and resume system, CanvasME, which will support their careers post-graduation.
- **Professional Product Lines** Students gain experience using various professional brands, including Matrix, Mizani, Pharmagel, OPI, Pulp Riot, Sexy Hair, American Crew, and more. Product lines may change based on availability and demand.

Student Services

Academic, attendance, and financial aid advising services are available on-site for all students. The college does not offer student housing, therefore, students are responsible for making their own housing arrangements. Federal Financial Aid, including Pell Grants and Direct Student Loans, is available to those who qualify.

Moored Beauty Schools does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission, employment, instructional, or graduation policies.

Inquiries about Title IX may be referred to Moored Beauty Schools Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Moored Beauty Schools Title IX Coordinator is Erica Tijerina, 500 E. 8th St. STE 500 Holland, MI 49424, etijerina@mooredbeautyschools.com, 616-600-9848.

Moored Beauty Schools nondiscrimination policy and grievance procedures can be located at <https://www.tcbeautycolllege.com>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.tcbeautycolllege.com>

Job Placement

Our schools offer a free lifetime job placement service to assist current students and graduates in finding employment. Many area salons contact our placement office regularly due to our reputation for referring highly qualified graduates. Students can contact their Campus Director to utilize these services. The Beauty as a Business program enhances job placement opportunities through online job postings and networking, along with CanvasME online resume and portfolio access. Upon request, the College will assist in scheduling job interviews and resume reviews. However, securing employment rests solely with the student, as state/accrediting laws prohibit any college from guaranteeing job placement.

Guest Speakers

We schedule various guest speakers and educators, including instructors, professional stylists, salon owners, and representatives from major manufacturers as available. These sessions provide insights into the "real world" of the cosmetology industry and valuable information on achieving success from industry experts. Students also have access to information about local, national, and international beauty industry trade shows and educational seminars, benefiting from the college's connection to the industry's cutting edge professional partners.

State Licensing Requirements

Michigan Cosmetology Students:

- Must be at least 17 years old and of good moral character. (as stated in the Michigan cosmetology rules)
- Must have completed an education equivalent to the ninth grade.
- Must complete at least a 1500-hour course at a licensed cosmetology school.
- Or a 2 year Apprentice program

Indiana Cosmetology Students:

- Must be at least 18 years old and of good moral character. (as stated in the Indiana cosmetology rules)
- Must have completed an education equivalent to the tenth grade.
- Must complete at least a 1500-hour course at a licensed cosmetology school.

Michigan Cosmetology Instructors:

- Must have a high school diploma or equivalent.
- Must be licensed as a cosmetologist in Michigan.
- Must have at least 3 years of practical experience, with at least 1 year in a cosmetology establishment. Less than 3 years of practical experience qualify for a limited license.
- Complete a 600 hour course

Indiana Cosmetology Instructors:

- Must be at least 18 years old and have a high school diploma or equivalent.
- Must be licensed as a cosmetologist in Indiana.
- Must have actively practiced cosmetology for at least 6 months in a salon and completed at least 1000 hours of Cosmetology Instructor Training

Vaccination Policy

No vaccinations are required.

Student Information Change

Students must notify their director of any changes to their name, address, phone numbers, or email address. Updates should be made through the Prestige System student portal using the Student Information Change Document. A name change requires uploading a copy of the updated social security card to the portal.

Admission Requirements and Policies

Admission Requirements

1. **Campus Visit:** Applicants must visit the campus before enrolling. Parents of minor dependent students are required to cosign enrollment documents. Spouses are encouraged to visit the campus as well for family support.
2. **Age Requirements:** Applicants must be at least 17 years old in Michigan and 18 years old in Indiana.
3. **Academic Qualifications:**
 - High school diploma or equivalent (GED)
 - Or has completed home schooling at the secondary level as defined by state law (Validity of academic requirements may be checked for verification by the campus)
 - Or High School transcripts showing graduation/high school course completion
 - Or a Foreign high school diploma that has been translated, and evaluated by an outside agency qualified to translate documents into English and Confirm the academic equivalence to a U.S. high school diploma.
 - We do not charge for verification of student identity, however if necessary an outside agency will be used and the student will be responsible for the cost.
 - Valid driver's license, state ID, or passport.
 - Current Social Security card.
 - Two references.

4. **Registration Fee:** \$150.00.
5. **Cosmetology Instructor Course:** Applicants must have a valid cosmetology license.
 - *This course is by invitation only*
6. **Felony Convictions:** Individuals with felony convictions should verify their eligibility for state licensure before enrolling.

Transfer Students/Credit for Previous Training

1. **Non-Recruitment Policy:** We do not recruit students already attending or admitted to another college offering a similar program.
2. **Admission Requirements:** Transfer students must meet the published admissions requirements.
3. **Credit Transfer:**
 - a. Cosmetology students may transfer up to 600 hours from another institution.
 - b. Cosmetology Instructor students' transfer hours will be evaluated case by case.
 - c. Transfer hours must be awarded by the State Board of Cosmetology or documented by an official transcript.
 - d. Transfer hours that are accepted are counted as both attempted and completed
 - e. Hours and academic transcript must be submitted to the school prior to enrollment
4. **Skill Review:**
 - a. Transfer students will undergo a 1-2 week skill review before working on the student salon floor. Any uncompleted requirements from the previous school must be fulfilled.
 - b. Students transferring from our High School programs/inter campus transfer will not need to complete written or practical testing or skill review, unless more than 6 months have passed since the last day of attendance..
5. **Minimum Attendance:** All transfer students must attend our college for a minimum of 900 hours (exceptions may apply), complete all coursework, and meet graduation requirements.
 - a. Transfer students will not be charged an overtime rate for the first 10% of absenteeism.
6. **Re - Entry -** Please see re-entry requirements on pg 17 of this catalog

Vocational/High School Training

1. **High School Students:** High school students without a diploma or GED may enroll under a Vocational Training Contract or High School Training Contract with written permission from their high school.
2. **Payment Plan:** A payment plan must be established by the high school and/or parents to cover tuition and kit costs.

Ability to Benefit Policy

Currently, our schools do not accept "Ability to Benefit" students.

Graduation Requirements

The institution will grant a diploma of graduation and official transcript of hours (upon request) for the applicable course when the student has successfully completed the following

1. all phases of the student course, this includes:
 - a. Passing all required tests, practical assignments, graded projects, final comprehensive written and practical examination with 80% or higher
 - b. Completed the program of study according to the state requirements and the hours contracted with the school.
 - c. Completed all practical applications
 - d. Completed all required certifications
 - e. Completed all exit paperwork
 - f. Completed an exit interview
 - g. Made satisfactory arrangements for payment of all debts owed to the school

Class Start Calendar / Schedules / Hours

Cosmetology Classes:

1. Classes begin on the second Monday of each month. In June, additional classes start on the fourth Monday.
2. The college is closed on New Year's Day, Memorial Day, The week including Independence Day, Labor Day, Thanksgiving Day, The Friday after Thanksgiving, The week including Christmas Day
 - a. The college may close for inclement weather or other unforeseen circumstances
 - b. The college reserves the right to periodically close the school for in-house staff training
 - i. If this occurs, the students will be given ample notice of the change in schedule.
3. Students start on a 25-hour weekly schedule.
4. After completing 400 hours, students may choose to remain on a 25-hour schedule or switch to a 35-hour schedule at no additional cost if they change their schedule prior to 500 hours.
5. Schedule changes other than between 400 and 500 hours incur a \$75 fee per occurrence and must be submitted via the Prestige System Student Portal.
6. Schedule changes are processed on Mondays unless the campus is closed.
7. Once students reach or exceed 890 total hours, they may only switch to a 25-hour schedule or remain on a 35-hour schedule. Switching from part-time to full-time after 890 hours is not allowed.
8. No schedule changes are permitted after the contracted 1500 scheduled hours unless deemed necessary by the corporate office. Contracted graduation dates will not be adjusted for schedule changes made after the contracted 1500 hours.
9. *Notice to Student - If a student completes the program earlier than the estimated time frame stated in the original contract, the student's financial aid package (if applicable) may be recalculated and this may result in liabilities owed by the student and/or the institution*

Cosmetology Instructor Training:

- Scheduled individually, requiring 20, 25, or 35 hours per week
- *Enrollment by Invitation Only.*

School Hours:

- Monday to Friday: 9:00 a.m. to 4:30 p.m.
- Holiday Closures: Memorial Day, the week including Independence Day, Thanksgiving Day, the day after Thanksgiving, the week including Christmas, New Year's Day. Additional closings due to inclement weather, staff training or other instances when the school must be closed will be posted on the Prestige System Student Portal.

ACE Grant Qualifications

Our schools offer a \$500 ACE Grant for all eligible Cosmetology students.

Eligibility Requirements:

1. Complete the 1500-hour cosmetology program.
2. No disciplinary, academic, or attendance write-ups.
3. Graduate with a combined average of 95% or better in both academic and attendance percentages.

The ACE Grant is applied directly to the student account. High School, Cosmetology Instructor, transfer, and re-enrolled students are not eligible.

Honor Roll

Eligibility:

1. Overall grade point average of 95% or better at each SAP check.
2. Overall attendance rate of 95% or better at each SAP check.

Students maintaining honor status throughout their enrollment receive a special gift at graduation.

Rights of Privacy and Student File Access

Our schools maintain educational records for each student. These records are available in the administrative/financial aid office. As we move forward with our digitized records, all records will be available on the Prestige Platform.

Procedures to Access Student Files:

1. Students must request permission from the Director or corporate office to review their files. All students have access to their digital files in their student record on the Prestige Platform.
2. Written permission is required for others to access a student's file. This includes parents or legal guardians of dependent minors.
3. Information release, except to governmental or accrediting agencies, requires written student permission.

Student File Contents:

1. Attendance records
2. Exam grades (written and practical)
3. Personal information (name, address, phone, etc.)
4. Documentation of advisory sessions and disciplinary actions
5. Financial aid records
6. Tuition accounts
7. Practical Applications

Student Rights:

- Students may inspect and review their education records by requesting permission from the college administration.
- An instructor or administrator will be present to interpret the records during the review.
- Students may request changes to their records if they believe they are inaccurate. If denied, students may request a hearing within 30 days to challenge the contents.
- Disclosure of personally identifiable information may be made to authorized representatives of the U.S. Department of Education, Office of Inspector General, NACCAS, or state and local education authorities. Students will be notified when such disclosures are made.
- All student records are maintained for at least 7 years.

Verification Policies & Procedures

Students selected for verification by the U.S. Department of Education or those with conflicting information must submit supporting documentation. Students have 120 days after their last day of attendance or by the Federal Register deadline, whichever is earlier, to complete verification.

Verification Process:

1. Students must arrange for payment of all tuition and fees to avoid termination.
2. Students will be notified if selected for verification and what documentation is required.
3. Our schools have an Institutional Verification Form for each tracking group of verification. This form must be filled out and signed according to the verification tracking group.
4. If students cannot or will not use the IRS Data Retrieval Tool, they must provide an IRS tax return transcript for the student and spouse or parents, as applicable.
5. Other documentation may include:
 - A signed statement
 - Institutional certification
 - Copy of the tax return
 - Form W-2
 - Form 4868
 - Agency documentation
 - Original government-issued ID and signed statement of educational purpose, or a notarized copy of that ID and statement

Notification and Correction:

- Our schools will notify students of the results of the verification process and any additional documentation needed.

- Our schools will assist the student in correcting any inaccurate information and will notify the student via award letter if an award changes.
- If the student receives an overpayment based on inaccurate information and refuses to correct the information or repay the Federal funds after being counseled by our schools, the case will be referred to the U.S. Department of Education for resolution.

Financial Aid Information

Federal Pell Grants, Federal Direct Student Loans (subsidized and unsubsidized), Federal Parent "Plus" Loans, and ACE Grants for cosmetology students are available if students qualify.

Federal Pell Grant Program:

- Provides need-based grants to low-income undergraduate students.
- Financial need is determined by the U.S. Department of Education.
- Eligibility is based on the student's expected family contribution, cost of attendance, enrollment status, and academic year length.
- Our schools will advise students on eligibility after completing the FAFSA.
- Pell Grants do not need to be repaid.

Federal Direct Loan Program:

- Offers students a simple, convenient, and flexible way to borrow money for postsecondary education.
- Loans are provided directly by the federal government.
- Access loan resources and account information online 24/7.
- Several repayment options available.

Types of Federal Direct Loans:

1. **Direct Subsidized Loans:** Awarded based on financial need. No interest charged before repayment or during deferment.
2. **Direct Unsubsidized Loans:** Not need-based. Interest is charged from disbursement until paid in full.
3. **Direct PLUS Loans:** Help parents pay for their dependent children's education expenses. Interest is charged from the first disbursement until paid in full.
4. **Direct Consolidation Loans:** Combine multiple federal education loans into one loan for simplified repayment.

Interest Rates:

- Variable for Direct Subsidized, Unsubsidized, and PLUS Loans.
- Fixed for Direct Consolidation Loans.
- By law, interest rates will not exceed 8.25% for Subsidized, Unsubsidized, and Consolidation Loans, and 9% for PLUS Loans. Current rates are lower.

Payment Arrangements:

- A \$150 registration fee must be paid upon signing the enrollment agreement.
- Payment arrangements for tuition and fees must be made prior to enrollment.
- Payments must be documented and approved by the corporate office.
- Payment due within 14 days of the contractual agreement; failure to pay results in suspension and possible termination.
- Appeals for extenuating circumstances may be considered for a repayment plan.
- Students discovering a shortfall in aid in the second award year must pay the balance within 14 days past the original graduation date.

Additional Costs Beyond Course Length For Cosmetology Students

- An additional fee of \$12.33 per hour is charged if training is not completed by the contracted completion date.
- Overtime charges start after the original contracted graduation date, with payment due within 14 days.
- Non-payment may result in suspension and possible termination.
- \$300 weekly fee (waived for the first week) is charged for completing academic requirements after achieving 1500 clock hours.
 - Must be paid prior to the start of the week.
- Appeals for unusual circumstances are considered.

Cancellation and Settlement Policy

Refund Policy - Notice of Cancellation

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

1. An Applicant not accepted by the college shall be entitled to a refund of all monies paid. The postmark of the letter will determine the actual cancellation date or the date that the letter is delivered directly to the Campus Director.
2. The cancellation and settlement policy apply to all terminations for any reason, by either party, including student decision, course cancellation, expulsion, or school closure.
3. If a student (or for a student under legal age, his/her parent, or guardian) cancels the contract and demands his/her money back in writing within three business days of signing the enrollment agreement, regardless of whether the student has started training, all monies collected will be refunded.
4. If a student (or for a student under the legal age, his/her parent, or guardian) cancels the contract after three business days of signing, but prior to entering classes, the student will be refunded all monies paid to the school less the registration fee.
5. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

% of Scheduled Course Time Completed	Amount of Tuition Owed to College	% of Scheduled Course Time Completed	Amount of Tuition Owed to College
0.01% to 4.9%	20%	15% to 24.9%	45%
5% to 9.9%	30%	25% to 49.9%	70%
10% to 14.9%	40%	50% and over	100%

ALL COSTS NOT INCLUDED IN TUITION ARE IDENTIFIED SEPARATELY IN THE ENROLLMENT AGREEMENT AND IN THE COLLEGE'S CATALOG

6. The refund is calculated based on the student's scheduled hours to the last day of attendance
7. Non - Refundable Items: Due to health and sanitary reasons and due to blunting of sharp implements, all equipment issued to the students will be considered a non-refundable purchase charged to the student. All instructional materials must also be paid for in full.
8. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance. Any monies due the applicant, student or college shall be refunded within 45 days of a determination that a student has withdrawn officially or unofficially.
9. In case of student illness, disabling accident or other circumstances beyond control of the student, the college may waive, in whole or part, the tuition settlement policy. To be determined on an individual basis.
10. Students withdrawing from the college for any reason are required to report their withdrawal within five (5) days to the college in writing in order that refund procedures may be started; the cancellation date is determined by the date the withdrawal form is submitted.
11. If a student discontinues his/her training for any reason, that student may re-enter, complete the training, and receive full credit for tuition paid toward hours earned. This arrangement must be made in compliance with current re-entry rules.
12. Students who terminate enrollment prior to completion are charged a \$150 Termination Fee.
13. A student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution in writing that the student will not be returning.
14. If the college is permanently closed and no longer offers instruction after a student enrolls and instruction has begun, the student shall be entitled to a prorated refund of tuition based on scheduled hours of attendance

15. If a course is canceled subsequent to a student's enrollment and before instruction has begun, the school shall have the option to: A) provide a full refund of all monies paid; B) Provide completion of the course.
16. Students who do not attend for 14 consecutive days are terminated. The school monitors clock hour attendance weekly.
17. All extra costs, books, equipment, fees, not included in the tuition price are outlined in the enrollment agreement and detailed in the catalog.

REFUNDS "RETURN OF TITLE IV FUNDS"

Our schools calculate an institutional refund for all students who leave school prior to their scheduled graduation date. In addition, if a student has received Federal Title IV funds, a "Return to Title IV Funds Calculation" is done.

- A. The student must be a recipient of a Federal Pell Grant or a Federal Direct Student Loan.
- B. The student must have completed less than 60% of the period of enrollment for which he/she was charged.

If conditions a and b is met, Return of Title IV Funds will be calculated according to the following fraction:

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, personal payments of Title IV aid, he/she may be required to refund to the applicable program.

- All refunds will be calculated on a prorata basis by the number of hours scheduled as of their last day of attendance to the total hours in the period. (see above) periods are:
 - 1-300 & 301 - 600 in a 600 hour program
 - 1-450 & 451-900 & 901-1500 hours in a 1500 hour program
 - 1-450 & 451 - 900 & 901-1000 hours in a 1000 hour program
- Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.
- If the course is canceled subsequent to a student's enrollment, the school will either provide a 100% refund of all monies paid or completion of the course at a later time.
- If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out-Agreement OR provide a full refund of all monies paid.
- This refund policy applies to tuition and fees charged in the enrollment agreement.
- All fees are identified in the catalog and in this enrollment agreement. This refund policy provides for cancellation of any obligation, other than materials that are not returnable because of use such as kits, and uniforms within 3 working days from the student's signing an enrollment agreement or contract.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund to the applicable program.

Attendance and Termination:

- Termination occurs if a student does not attend for 14 consecutive days.
 - The school monitors absence risk weekly via the absence risk report on the SIS prestige system.
- Incomplete graduates are terminated if they do not attend for 60 consecutive days from the last date attended.
- Students who terminate enrollment prior to completion are charged a \$150 Withdraw fee.
 - This includes students who are terminated by the college.

Withdrawal Reporting:

- Withdrawals must be reported within five days to initiate refund procedures.
 - Withdrawal requests must be in writing using the form available in the Prestige student portal.
 - Cancellation date will be the date the form is submitted on the prestige portal.

Re-Entry:

- Students discontinuing training may re-enter to complete the program, with tuition credit for hours earned.

Leave of Absence:

- Granted for emergency and/or medical reasons only, limited to 4% of the enrollment period in no more than two requests.
- Failure to return from leave results in termination.
 - Termination date will be the earlier of the documented date of return or the date the student notifies the institution that they will not be returning.
- Any monies due student who withdraws are refunded within 45 days of withdrawal determination date whether officially, unofficially or termination.

Collection Policy:

- Official records, including transcripts, are withheld until the account balance is paid in full or approved payment arrangements are made with the corporate office..
- Withdrawal notice sent immediately after withdrawal or termination, followed by a collection notice if no contact is made within 30 days.
- Due to extenuating circumstances the student can appeal
 - The school will review all facts and documents prior to responding to the appeal.

Release of Records:

- Financial obligations must be met to release transcripts, unless extenuating circumstances are determined by the school.

Acknowledgement:

- All collection correspondence acknowledges the cancellation and settlement policy.

Attendance and Absence Procedures

Attendance Guidelines

- **Initial Attendance:** Students must maintain a minimum of 80% attendance during the first 60 days of starting, re-enrolling, or transferring into the program. No leave of absence is allowed in the first 30 days.
- **Termination:** Students not maintaining 80% attendance by their 60th day will be terminated from the program. Extensions to the 60-day attendance policy may be granted for extenuating circumstances.
- **Scheduled Hours:** Students are expected to attend all hours listed in their enrollment agreement, be punctual, and remain in the classroom unless performing assigned clinic work or on an assigned break.
- **Timekeeping:** Time is counted to the minute.
 - Students must punch in on the time clock; failure to do so results in being marked absent.
 - Leaving early without punching out or failure to punch out will result in lost time.
 - Accepted documentation for missed punches includes certified time from a student service in the Point-of-Sale System, Pivot Point Lab clock-ins/outs confirmed by an instructor, or verified sign-in/out sheets.
- **Attendance Limits:**

- **Michigan Cosmetology Students:** Maximum of 7 hours per day and 40 hours per week.
- **Indiana Cosmetology Students:** Maximum of 8 hours per day and 50 hours per week.
- **Notification of Absence:** Students must call the school on days they will be absent and, when possible, notify the college in advance of upcoming absences.
 - Failure to attend for 13 days without contacting the Campus Director will result in a disciplinary write-up on the 14th day.
 - Failure to attend for 14 consecutive days will result in termination from the program.
- **Allowed Absences:** Cosmetology students are allowed 10% of campus absent time without being charged the hourly overtime rate.
 - Cosmetology Instructor students coordinate time off with the Campus Director.
 - Adjustments may be made for extreme circumstances by the Corporate Office and/or the Campus Director.
- **Snow Days:** Automatically excused when announced on local radio stations/news channels or via the Prestige Portal. Do not call instructors at home.

Important: If a leave of absence is taken, students must empty their lockers and remove personal belongings. The school assumes no responsibility for belongings left behind.

Temporary Distance Education (TDE): Available only when approved by NACCAS, the Department of Education, and the State, and utilized under extreme circumstances as determined by governing bodies.

Roll Call/Time Clock

- **Roll Call Schedule:**
 - 25 hour/35 Hour: 9:00 a.m.
 - 20 Hour AM: 9:00 a.m./12:30 p.m. (Not Currently Offering to New Students)
 - High School Programs: Refer to individual high school contract

Any student absent during roll call must check in with their instructor or the Director. Time missed will not be counted. It is the student's responsibility to manage their time wisely and notify someone when they will be late or absent.

Time Clock Adjustments:

- Must be made within 30 days of the posted time.
- Attendance reports are sent to the state, and student progress reports are run monthly.
- Students have access to both attendance and academic records through their Prestige Portal.
- The school may override this policy for special circumstances.

Scheduled Lunch and Break Room

- **Lunch Break:** Students receive a mandatory 30-minute lunch period after 4 hours, which can be taken earlier. Students must clock out to leave campus; failure to do so results in adjusted time and disciplinary action.
- **Break Room:** The refrigerator is for everyone's use. Label your lunch bag, and no open drinks or large containers of liquid are allowed. Items left for more than a week will be disposed of. Vending machines are available for everyone.

Credit for Hours

- **Clock Hours:** Students receive appropriate credit for all clock hours attended.
- **Attendance:** No hours are given if a student leaves the classroom or clinic floor without permission, is not performing classroom or clinic work, or is not punched in on the time clock
 - If a staff member can not verify a student's location, the student will be clocked out until they can be located and/or a staff member can verify.
 - A student not working on assigned classroom or clinic work will be clocked out and not receive hours during that time by a staff member.

Make Up Hours

- **Optional Make Up Days:** May be offered at the discretion of the Campus Director to allow students to make up absences.
 - Make up days may be offered during non scheduled class times such as Saturday's/Sundays, or other times when the school is closed.
 - Offering regular make-up days is not a requirement, therefore it varies by campus, staff availability, requires a minimum student count of 10, and can be canceled if requirements are not met.
- **Attendance Requirement:** Cosmetology students, including high school students, cannot exceed 100% attendance.

- Students below 80% attendance may be allowed to make up hours on a structured schedule developed by the campus director on an individual basis, until satisfactory attendance is reached.
 - In order for students to be offered this opportunity, they must be on a part time schedule.
 - In order for students to be allowed to continue with this opportunity, students must adhere to the agreed upon plan.
- Cosmetology Instructor students can exceed 100% attendance.
- **Opportunity:** Make up hours allow students to increase attendance percentage and reduce potential overtime charges.

Satisfactory Academic Progress (SAP) Policy

Students at our schools receive regular evaluations of their performance. All students, including those paying cash, must maintain SAP in attendance and academic work to successfully complete their training and receive a diploma.

Cosmetology students must maintain SAP to receive Title IV Federal Financial Aid.

To complete their training, students in the cosmetology program must:

- **Michigan:** Complete 450 hours of theory and 1050 hours of practical application, totaling 1500 clock hours.
- **Indiana:** Complete 640 hours of theory and 860 hours of practical application, totaling 1500 clock hours.

For the Cosmetology Instructor Program:

- **Michigan:** Complete 150 hours of theory and 350 hours of practical application, totaling 600 clock hours.
 - **Currently waiting for the state to determine the category of the remaining 100 hours required.**
- **Indiana:** Complete 300 hours of theory and 700 hours of practical application, totaling 1000 clock hours.

The guidelines below apply to every student.

- The minimum requirements for SAP are a C grade average (80% in written and practical exams) and 67% attendance of scheduled hours.
- Students who meet these requirements at SAP evaluation checkpoints will be given the status of maintaining "Satisfactory Progress" until the conclusion of the next evaluation period.
- The academic year is 900 hours and 26 weeks.
- The students will be notified via email through the prestige student portal within 7 days of the conclusion of the evaluation period of their SAP status.

SAP Evaluation Checkpoints:

Program	Actual Hours	Academic Weeks	Weekly Schedule
Cosmetology Students	450	18	25 hours
Cosmetology Students	450	13	35 hours
Cosmetology Students	900	36	25 hours
Cosmetology Students	900	26	35 hours
Cosmetology Students	1200	48	25 hours
Cosmetology Students	1200	34	35 hours
Michigan Cosmetology Instructor Students	300	10	25 hours
Michigan Cosmetology Instructor Students	300	7	35 hours
Michigan Cosmetology Instructor Students	300	13	20 hours
Indiana Cosmetology Instructor Students	450	18	25 hours
Indiana Cosmetology Instructor Students	450	13	35 hours
Indiana Cosmetology Instructor Students	450	23	20 hours

Indiana Cosmetology Instructor Students	900	36	25 hours
Indiana Cosmetology Instructor Students	900	26	35 hours
Indiana Cosmetology Instructor Students	900	45	20 hours

For students to be considered making satisfactory progress they must meet satisfactory progress guidelines on at least one evaluation by the academic year or course midpoint, whichever comes sooner.

Transfer Students:

- Transfer hours from another institution are accepted toward the program and counted as both attempted and completed hours. SAP evaluations are based on actual hours completed at our institution.
- Enrollment status and eligibility for Title IV Federal Financial Aid continue uninterrupted until the next SAP evaluation.

SAP Posting:

- SAP results are posted to the Prestige System Student Portal at each evaluation checkpoint to inform students of their status.

Unsatisfactory Progress:

- Any student with less than a C grade average (80% in written and practical exams) and/or less than 67% attendance at the time of a SAP evaluation will be given the status of "Unsatisfactory Progress." Students in this status may become ineligible for Title IV Federal Financial Aid if they reach probation status.
- Students who receive an "unsatisfactory Progress" status will also meet with the campus director to discuss and create an action plan in order to improve, and meet "Satisfactory Progress" status by the conclusion of the next evaluation period.
- The first time a student fails to meet "Satisfactory Progress", the student is put on a warning status.

Warning During Unsatisfactory Progress:

- Students on warning status are allowed to receive Title IV Federal Financial Aid while improving their performance. Failure to meet SAP requirements during the warning status will result in termination of Title IV funding at the next SAP evaluation checkpoint.

Termination of Title IV Federal Financial Aid Due to Unsatisfactory Progress:

- Students in this status continue with Unsatisfactory Progress and become ineligible for Title IV Federal Financial Aid. They may appeal their status by following the appeal procedure. If the appeal is successful, they are placed on probation and Title IV Federal Financial Aid is reinstated. If the appeal is unsuccessful, the student must cash pay their current balance within 14 days or face a 30-day suspension. Failure to pay by the end of the suspension results in termination from the program.

Probation During Unsatisfactory Progress:

- Students on probation must follow an academic plan to meet SAP requirements by the next evaluation period within the maximum time frame. Students can only be paid once on probation after a successful appeal. They are notified in writing via email and the student portal if they are on probation status.

Appeal Procedure:

- Students may appeal failing SAP due to the death of a relative, injury, illness, or special circumstances.
 - The appeal must be in writing
 - The appeal must explain why SAP was not met and what has changed to ensure SAP will be met at the next evaluation.
 - Appeals must be accompanied by supporting documentation
 - Appeals must be submitted within 30 business days of the incident.
 - College administrators will review the appeal and make a final decision regarding the student's financial aid and enrollment status.
 - The student will be notified of the final decision in writing.
 - All appeal documentation and decisions will be put in the students file.

Minimum & Maximum Time Frames:

- Students must attend a minimum of 67% of their scheduled hours to meet SAP. The maximum time frame to complete the program is 150% of the scheduled hours. Students not completing the course within the maximum time frame will be ineligible for Title IV funds and may be terminated from the program.

Re-Entry Requirements:

- Former students may re-enroll once, with a minimum wait of two months from their original exit date to submit a re-enrollment request. Requests must be in writing and submitted to the Corporate Office. The Corporate Office will review the request and former account, then discuss re-enrollment options within 30 days. Re-enrolling students return with the same status as when they left, unless re-enrolling into the same program after 180 days, at which point attendance resets. Current tuition and fee rates will apply. Incomplete graduates re-enrolling will be charged \$300 per week to finish their academics.

Withdrawals/Class Repeats:

- Withdrawal from the school must be completed via the Prestige System Student Portal and is subject to a \$150 termination fee. A payment plan for any remaining balance must be set up with the Corporate Office, and later re-entry options can be discussed. Class repetition and non-credit remedial courses are not applicable to this institution.

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOAs are granted for specific and justifiable reasons, such as medical conditions, family emergencies, or other unforeseen circumstances. The guidelines below ensure compliance with NACCAS and Title IV Federal Financial Aid regulations.

Requesting a Leave of Absence:

1. **Submission:** The student must submit a written and signed request for an LOA to the Campus Director or Corporate Office. The request must include the reason for the LOA, the start date, and the expected return date. This form is found in the prestige student portal.
 - a. Submission must be signed by student in order for the request to be considered
 - b. A leave of absence extends the student's contract period and maximum time frame by the same number of calendar days taken in the LOA and an addendum to the contract will be sent to the student for signature
 - c. A request for a leave of absence will adjust the enrollment agreement, and must be signed by all parties.
 - d. A student on an LOA is not considered to have withdrawn, and no refund calculation is required at that time
2. **Documentation:** Supporting documentation (e.g medical certificates, death certificates, other documents supporting the need for an LOA) must accompany the LOA request.
3. **Approval:** The LOA must be approved by the Campus Director and/or Corporate Office before it can be granted. The approval will be documented and placed in the student's file.
 - a. Campus Directors are able to approve/not approve an LOA requested for medical or emergency reasons
 - b. Any other reason that an LOA is requested must be approved by the corporate office.
 - c. LOA's are not granted for students past their contracted period of 1500 scheduled hours for Cosmetology, or 600 hours for Cosmetology Instructor, unless special circumstances are deemed necessary by the corporate office
 - d. The college will document reasons for approval or denial of an LOA request, along with the students request, and/or any documentation submitted in the student record.
 - e. In the event of unforeseen circumstances, the college reserves the right to grant an LOA that was not requested prior to the LOA.
 - i. The college will document the reason, have the student digitally submit the form at a later date
 - ii. Under these circumstances the start date for the LOA will be the first date the student was unable to attend.

Conditions of the Leave of Absence:

1. **Duration:** The LOA cannot exceed 60 calendar days for students enrolled for the full 1500 hours for cosmetology program, or the full 600 hours for Michigan Cosmetology Instructor Program, or 1000 hours for the Indiana Cosmetology Instructor Program.
 - a. Students who transfer or re-enroll into our institution for 1,000 contracted hours or more in cosmetology, or 400(Michigan)/800(Indiana) contracted hours or more for cosmetology instructor, may receive up to 60 days. Students who transfer or re-enroll with 999 contracted hours or less for cosmetology, 399(Michigan)/799(Indiana) contracted hours or less for cosmetology instructor may receive up to 30 days,
 - b. Students may only request not less than 14 calendar days, and not more than 30 calendar days in 1 LOA
 - c. Students may request an extension if more time is needed.
 - d. The college reserves the right to adjust this policy under extreme or unusual circumstances.
 - i. A student may not be granted any LOA or combination of LOA time within a 12 month period that exceeds 180 days.
2. **Multiple LOAs:** Multiple LOAs may be granted, as long as the total days of all LOAs do not exceed the allowed amount for the enrollment period.
3. **Return Date:** The student must specify a return date on the LOA request. If the student does not return on the specified date, they will be terminated from the program.
4. **Impact on SAP:** The student's SAP status will not be affected by the LOA, as the LOA period is not counted in the calculation of the maximum time frame for program completion.
5. **Additional Charges:** there are no additional charges to request or take an LOA

Responsibilities During the Leave of Absence:

1. **Personal Belongings:** The student must empty their locker and remove all personal belongings. The school assumes no responsibility for belongings left behind.
2. **Communication:** The student must maintain regular communication with the Campus Director or Corporate Office during the LOA.
3. **Financial Aid:** Title IV Federal Financial Aid disbursements will be placed on hold during the LOA. The student will not receive any financial aid funds until they return from the LOA.

Returning from the Leave of Absence:

1. **Notification:** The student must notify the Campus Director or Corporate Office of their intent to return from the LOA before the specified return date.
2. **Reinstatement:** Upon return, the student will be reinstated to the same status held before the LOA. The student's contract end date will be extended by the number of days of the LOA.
3. **Impact on SAP:** The student's SAP status will be reviewed upon return. If the student was meeting SAP before the LOA, they will continue to do so upon return. If the student was not meeting SAP, they will return with the same SAP status.

Failure to Return from the Leave of Absence:

1. **Withdrawal:** If the student fails to return from the LOA on the specified return date, or takes an unapproved LOA they will be terminated from the program.
2. **Title IV Funds:** The withdrawal date for Title IV Federal Financial Aid purposes will be the student's last date of attendance before the LOA.

The school maintains the right to adjust this policy for students in unusual circumstances.

Academic Guidelines

Grading Policy

- **Absences for Tests:** If students are absent for a written or practical test, they will receive a 0, which is factored into their grade point average (GPA).

Grading Scale:			Practical Grade Criteria
Excellent	92%-100%	A	Student demonstrates exemplary skill performance and results
Good	87%-91%	B	Student is able to perform the skill without instructor help and results are accurate
Average	86%-80%	C	Student is able to perform the skill with instructor help and the results are accurate
Unsatisfactory	75%-79%	D	Student is able to perform the skill with instructor help, but the results are not accurate
Failing	Below 75%	F	Student is unable to perform the skill with instructor help

Test, Quiz & Final Exam Make Up Policy

- Students may retake a test, quiz, or final exam 4 times before being charged \$25 per test, quiz, or final exam for subsequent attempts.
- Campuses have specific days scheduled for retakes of written or practical tests.

Final Exam Policy

- Each section of the final exam must be passed with a score of 80% or better.

Veterans Benefits

- Any covered individual may attend our programs upon providing a Certificate of Eligibility for entitlement to educational assistance.
- The period of attendance begins on the date the individual provides the Certificate of Eligibility and ends on the earlier of the date payment from the VA is made to the institution or 90 days after the institution certifies tuition and fees.
- No penalties will be imposed on covered individuals due to delayed VA disbursement.
 - *GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [hps://www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).*

Complaint and Grievance Procedure

- Complaints regarding the conduct of staff or students must be submitted in writing on the designated form found on our website within 30 days of the incident.
- Complaint is submitted to the corporate office via email to etijerina@mooredbeautyschools.com
- Complaints must be signed by the complainant, stating the name of the staff member/student, relevant dates, and describing the actions forming the basis of the complaint.
- Complaints cannot be kept confidential, as information must be obtained from all parties involved, therefore the complaint must be accompanied by the written release form.
- The administration may refuse to process anonymous complaints.
- If additional information is needed, the administration will request it in writing. Failure to supply requested information within 14 days will result in the complaint being abandoned.
- A committee of at least three staff members not involved in the complaint will investigate. Possible actions include, mediation between individuals, informal resolution, disciplinary action, etc.

Dress Code

Dress Code Requirements: Students will be given a verbal or written disciplinary action if they are not in compliance with our dress code

Tops/Shirts	Pants/Bottoms	Shoes	Other
Must have sleeves	Must be clean and free of stains or holes	Must fully cover the foot	Name Tags worn at all times
No sheer/see-through crop tops low cut	No Shorts Sweatpants or other Athletic type pants	Not Allowed Open Toe or Open Heel or Open Side or Slippers	Head wraps/Scarves must not cover more than 50% of the hair
Must be clean and free of stains or holes	Skirts and/or dresses must be knee length or longer		Fashion Hats are Allowed
No Hooded sweatshirts	Denim is allowed at the Michigan Campuses Denim is not allowed at the Indiana campus due to state requirements		Not Allowed Knit/winter hats Baseball type hats
No offensive writing/pictures	Leggings/yoga pants must be worn with a smock/shirt that falls below the hips		
Not allowed in Classroom/Salon Winter coats or Jackets, or Outdoor clothing			

PPE may be required depending on Federal and State guidelines. Requirements will be posted at the campus.

Disciplinary Procedures

- Students may receive a disciplinary write-up for violating college guidelines, policies, classroom rules, and/or procedures. A verbal warning is usually documented for a first issue, but disciplinary steps do not have to happen in order.
- Any action below may be used at any time depending on the severity of the violation and any past documented issues..
- Possible Disciplinary actions include:
 - Violation = Disciplinary Write Up and 3-Day Suspension
 - Violation = Disciplinary Write Up and 5-Day Suspension
 - Violation = Disciplinary Write Up and 10-Day Suspension
 - Violation = Disciplinary Write Up and 30-Day Suspension
 - Violation = Student Termination
- Suspensions and terminations are documented in the Prestige System Student Portal, indicating the adjusted contract graduation date and return date.

Clean Up Responsibilities

Cleanliness and sanitation are essential aspects of our profession. Students are required to participate in daily and weekly clean-up tasks around the school due to state minimal practical application requirements. This training will help develop skills and habits that contribute to future success. Please observe the following guidelines:

1. Keep your equipment intact, clean, and sanitized.
2. Maintain cleanliness at your workstation and in the break room.
3. Dispose of all waste after lunch and ensure the break room table is cleared by 4:00 p.m. daily.
4. Any equipment, books, or other items left out at the end of the day will be placed in a box. Unclaimed items after 30 days will become the property of the school.
5. Note that students are not employees and will not be paid a wage for clean-up tasks.

Physical Demands and General Requirements of the Cosmetology Profession

Our schools believe that students interested in pursuing a career as a Cosmetologist should be aware of the physical demands and general requirements for success in the industry. Students must be able to perform the following essential functions:

- Have good manual dexterity with both hands and arms, along with a sense of form and artistry.
- Perform repetitive tasks using hands to grasp, handle, control, move, assemble, or feel objects.
- Bend and twist the body as necessary when servicing clients.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- Stand, sit, and walk for extended periods while working.
- Enjoy dealing with the public and be able to follow a client's direction.
- Communicate well and speak clearly to be understood.
- Have good visual ability to see details of objects less than a few feet away and to recognize differences in colors, shades, and brightness.
- Be willing and able to work long hours to build a personal clientele.
- Read, write, and speak fluently.
- Make a strong commitment to the educational process and complete training.
- Work around chemicals.

Safety Requirements for the Cosmetology Profession

To ensure safety in the cosmetology profession, students must adhere to the following requirements:

- Wear enclosed, supportive, protective shoes.
- Use protective clothing such as a smock or chemical apron.
- Have rubber gloves available when needed.
- Use safety glasses when necessary.
- Have access to a first aid kit.
- Utilize disinfectants and antiseptics appropriately.
- Use hydraulic pump styling chairs safely.

Campus Security Information

For information on campus security, please see the Annual Security Report posted on our website at <https://tcbeautycollege.com/pdf/SecurityReport.pdf> or request a copy from the campus director. The report includes details on security contacts, emergency response and evacuation plans, security and access to facilities, crime awareness and prevention, information about registered sex offenders, crime prevention and risk reduction, reporting crimes, sexual misconduct policies and procedures, drug-free campus policies, emergency procedures, building emergency plans, timely warnings, crime statistics, and more.

Standards of Conduct for a Drug-Free Campus

1. Our schools maintain a Drug-Free Workplace. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (drugs and alcohol) is prohibited on campus.
2. In compliance with the Drug-Free Workplace Act of 1988, our campus consists of the entire college/salon facility, its parking lot, and any location used for off-site school functions such as competitions, hair shows, and graduations.
3. Non-compliance with the drug-free policy will result in:
 - Notification to proper law enforcement authorities.
 - Termination of enrollment or employment.
4. All students and employees must read and understand the following statement:
 - I understand that this institution, by participating in Title IV Federal Funds Programs, must establish a policy of a Drug-Free Campus/Workplace, and as a student/employee of this institution, I must acknowledge and agree to abide by this policy.
 - I must notify the school Director/Owner of any criminal drug statute conviction of a violation occurring on campus no later than ten days after such conviction.

If a student is convicted of any criminal drug activities, enrollment will be terminated immediately. If convicted of a criminal drug offense resulting from a violation during any activity with the institution, the student must report the conviction in writing within five calendar days to the management.

General Daily Policies

- **Chewing Gum:** Chewing gum is not permitted in the classroom, clinic, or break rooms.
- **Jewelry and Decorations:** Avoid excessive jewelry or decorations on uniforms.
- **Visitors:** All non-students/visitors must register at the desk and wait in the reception area for the student or staff member they are visiting.
- **Student Teaching:** Students are not allowed to teach each other. If help is needed, an instructor should be consulted to ensure consistent teaching methods and techniques.
- **Smoking Policy:** There is no smoking anywhere in the building, including e-cigarettes. Smoking is only permitted in the designated smoking area outside.
- **Cell Phone Usage:** Cell phone usage is allowed at the discretion of the instructor for class-related research, before and after photos of student work, etc. Cell phone usage is not permitted at the front desk, during class, or on the student salon floor. Any student caught using their cell phone in these areas will receive a verbal warning for the first offense and a write-up for subsequent offenses.
- **Responsibility for Personal Property:** The school is not responsible for lost or stolen equipment or personal property. Students should keep their locker locked at all times. Loaning out equipment is discouraged.
- **Equipment Policy:** If students do not have the necessary equipment to complete their work, they must purchase new equipment or clock out and get their equipment.
 - No credit for hours will be given for time taken out of school to get equipment.
 - This includes a laptop or tablet computer.
 - A phone is not sufficient for theory.
 - Consistent issues with equipment may result in a disciplinary write-up.
- **Parking:** Student parking is in designated areas and should not compete with salon patrons. See the campus director for locations.
- **Personal Hygiene:** Practice good personal hygiene. Students are walking advertisements for their new profession.
 - Cleanliness helps avoid body odor and bad breath.
 - If students smoke, use discretion as cigarette breath is offensive to clients.
 - Maintain your health and fitness to provide good personal service for your clients.
- **Suspension and Termination:** We reserve the right to suspend or terminate any student for insubordination, refusal to cooperate with faculty, inability to follow instructions or schedules, or any case where the student is not displaying activities conducive to our program.
 - Reasons for Termination include but are not limited:
 - Failure to meet graduation requirements within 30 days of the last day attended.
 - Failure to make agreed scheduled payments within 45 days of the scheduled due date
 - Failure to meet attendance and/or academic requirements within the first 60 days of the program start date
 - Failure to adhere to the monthly progress report policy
 - Failure to adhere to the standards of conduct for a drug free campus policy
 - Upon receipt of a 5th disciplinary write up
 - Failure to return from an approved LOA
 - Absent for 14 consecutive days
 - Non compliance with general policies, enrollment contract, state laws and regulations, improper conduct or any action which causes or could cause bodily harm to a client, student, or employee of the school, wilful destruction of school property, and theft or any illegal act.
- **Stealing or Cheating:** Any student found stealing or cheating will be put on immediate suspension pending a final decision by the Instructor and Management. The decision will be recorded in the student's permanent file.
- **Property After Withdrawal:** Once a student is withdrawn from the program, any property left on the premises for any reason shall become the property of our schools 30 days after the official withdrawal date. This applies to any terminated or voluntarily withdrawn student.
- **Professional Conversations:** Students should always keep conversations professional with their clients.
- **Required Equipment:** Students are required to have a laptop or tablet compatible with web-based programs and Google Drive to utilize Pivot Point Lab, Prestige System Student Portal, and email.

Monthly Progress Report Policy

Campus Directors run a summary progress report at the beginning of every month for every currently enrolled student. Each student has access to their progress through the Prestige Student Portal. Students must maintain a minimum attendance of 80% and academic performance of 80%. The following actions will be taken for students who fall below these thresholds:

1. **First Month Below Minimum:**
 - An Action Plan for Improvement is created with the student and instructor.
 - The student receives an academic write-up.
2. **Second Month Below Minimum:**
 - A revised Action Plan for Improvement is created.
 - The student receives a 5 consecutive scheduled school day suspension.
3. **Third Month Below Minimum:**
 - The student is terminated from the program.

Continuous Improvement:

- If any improvement is made between progress reports, the director and instructor can continue to help the student reach satisfactory academic or attendance levels without issuing further write-ups or suspensions.
- If the student's performance declines again after improvement, the process will restart from the first month below minimum.

Personal Beauty Services and Supplies

Beauty Services

Students may receive personal beauty services in the college clinic after completing at least 200 hours for Cosmetology students. The following criteria determine how services will be scheduled and their cost:

- Appointments for personal services may only be made with the instructor in charge of personal service scheduling.
- Students with 3 weeks of perfect attendance are eligible for one free service. (No redos allowed)
- Appointments will be postponed and rescheduled if the clinic is too busy.

Beauty Supplies

Students may purchase retail supplies at a special discounted price. Our schools offer a full line of professional retail supplies available for our students.

Payment Methods

Our schools accept cash, check, money order, debit card or credit card. Credit cards accepted are: Visa, Mastercard, and Discover

Course of Study — Cosmetology (1500 Hours)

Standard Occupational Classification Code: 39-5012.00

Offered at: All of our current locations

Course Description

The Cosmetology Course trains students in the theory and practical aspects of Cosmetology. The goal is to prepare students for immediate entry-level employment opportunities. Special emphasis is placed on enhancing technical skills with practical communication and people skills. The course is designed to help students develop proper habits of sanitation, health, and safety in the practice of cosmetology. A positive attitude and ethical business practices are also emphasized.

Course Goals

- To educate students in the theory and practical aspects of cosmetology.
- To prepare students to successfully complete and pass the State Board of Cosmetology licensing examination.
- To prepare students to work in a professional (licensed) salon as a licensed cosmetologist.
- To prepare students to work in other cosmetology-related occupations.
- To provide students with business, success, and communication skills that complement their technical ability.

Cosmetology Instructor Methods

1. Lecture
2. Demonstration
3. Hands-On

Time Frame (Financial Aid Recipients)

- 1500 total hours are required to complete the course.
- Students with perfect attendance can expect to complete the course in 48 weeks (at 25 hours per week up to 400 hours and 35 hours per week after) for 35-hour students or 60 weeks (at 25 hours per week) for 25-hour AM students.
- The maximum time allowed to complete the course is 150% of the scheduled attendance time or 71.14 weeks for 35-hour students or 90 weeks for 25-hour AM students.

Schedule of Weeks:

- **Full-Time Schedule:** 25 hours per week to 400/35 hours per week after.
 - 450 SAP = 17 Weeks
 - 900 SAP = 30 Weeks
 - 1200 SAP = 40 Weeks
 - 1500 = 48 Weeks
- **Part-Time Schedule:** 25 hours per week
 - 450 SAP = 18 Weeks
 - 900 SAP = 36 Weeks
 - 1200 SAP = 48 Weeks
 - 1500 = 60 Weeks

Cosmetology Tuition & Schedule Detail

Our schools offer a complete Cosmetology Course including Hair Styling, Hair Coloring, Chemical Hair Restructuring, Skin Care, Make-up, Salon Retailing, Salon Management, and many other subjects. The entire course consists of 1500 hours of instruction.

Cost Breakdown:

- Tuition: \$18,500.00
- Cosmetology Books and Kit*: \$2,400.00
- Registration Fee: \$150.00
- **Total Cost:** \$21,050.00

Should a student complete the program earlier than the estimated time frame stated in the contract, the student's financial aid package may be recalculated, which may result in liabilities owed by the student and/or the institution.

Contact our Admissions Office

- For full details about grants, loans, scholarships, and payment plans. There are many options available to help you afford your college education investment.
- Students who purchase a kit will receive all the textbooks, equipment, uniforms, and supplies needed to complete coursework. Students do not have to purchase the kit from the campus, but they are required to have all the items listed below by orientation, along with purchasing or bringing their own laptop/tablet.

KIT CONTENTS:

Sam Villa Kit Items	Quantity	Retail Cost	Pivot Point Kit Items	Quantity	Retail Cost	Marianna Kit Items	Quantity	Retail Cost
Shear 5.5	1	\$315.00	LAB Seat	1	\$310.00	Ava 4 zone	1	\$49.99
Shear Blender	1	\$315.00	Text Book Set	1	Included	Blonde Barbera	1	\$66.49
Razor	1	\$100.00	BAAB(Beauty as a Business)	1	\$49.00	Beauty Case	1	\$164.50
Pk Razor	1	\$21.00	Caliber Clipper Set	1	\$139.50	Wet Brush	1	\$7.90
Blades			Andis Clipper Comb	2		Tail Comb	6	\$3.60
Shear Care Kit	1	\$22.50	Fade Brush	1	\$8.00	FW Comb	6	\$3.90
Blow Dryer	1	\$190.00	Head Form	1	\$4.60	Pin Tail Comb	1	\$1.30
Sleeker Iron	1	\$180.00	Janet Manikin	1	\$17.60	Jumbo Comb	1	\$0.95
Curling Iron	1	\$175.00	Ian Manikin	1	\$167.55	Fluff comb	1	\$1.45
Diffuser	1	\$20.00	Catherine Snap	2	\$108.55	Pick	1	\$0.95
Styling Brush	1	\$37.00	Cap	1	\$105.20	Curl Clips	1	\$4.70
Round Brush 1.5	1	\$31.00	Manikin Stand	1		DBL prong clips	1	\$3.20
Round Brush 1"	1	\$31.00			\$40.05	Crock clips	1	\$3.99
Round Brush 2"	1	\$31.00				2 inch clips	1	\$1.50
Artist series Spiral Thermal	1					3 inch clips	1	\$1.50
Brush(S,M,L)	1 Ea.	\$35.00 Ea.				Spray bottle	1	\$2.25
Paddle Brush	1	\$34.00				Hand mirror	1	\$3.90
9 Row Brush	1	\$26.00				Sleeveless	1	\$12.15
8 pc Comb set	1	\$72.00				Smock		
Spray Bottle	1	\$29.00				Applicator Bottle	1	\$1.29
Cape	1	\$35.00				Color Bowls	3	\$99 ea
Dry Sectioning		\$11.00				Color Brush	3	\$1.28 ea
Clips 4pk	1					Pintail color	1	\$1.25
Brush Cleaner		\$7.00				Brush		
						Finger Bowl	1	\$26.00
						Glass Jar	1	\$1.09
						Nail Brush	1	\$2.50
						Manikin Hand	1	\$0.55
						Manikin Finger	1	\$7.59
						Combout Cape	1	\$0.50
						Manicure set	1	\$5.60

Cosmetology Course Content

Michigan Schools:

Cosmetology Course	Theory Hours	Practical Hours	Total Hours	Practical Applications
Health and Safety	100	100	200	
<i>Laws & Rules, Personal Hygiene, Mechanical & Electrical Equipment Safety, chemistry, electricity, Anatomy, infection control</i>	<i>Sanitation and protection must be included in all services</i>			
Esthetic Services	50	75	125	90
<i>Skin Analysis & Care, Manipulation, Massage, Electricity, Hair Removal, Makeup & Eyebrow Arch, Esthetic services that include all of the following topics: (i) Beautifying the skin using cosmetic preparations, chemicals, and liquids, including body wrapping. (ii) Cleansing the skin with hands and equipment. (iii) Temporary hair removal. (iv) Facials, makeup, and eyelashes.</i>	<i>Minimum of 1 service in each category</i>			
Hair Care and Natural Hair Cultivation	250	800	1050	1065
<i>Hair care services and natural hair cultivation that include all of the following topics: (i) Arranging. (ii) Artificial Hair. (iii) Bleaching. (iv) Cleansing. (v) Curling. (vi) Cutting. (vii) Coloring and bleaching. (viii) Dressing. (ix) Perming. (x) Relaxing. (xi) Singeing. (xii) Straightening. (xiii) Tinting. (xiv) Waving. (xv) Natural hair cultivation.</i>	<i>Minimum of 1 service in each category</i>			
Manicuring Services	50	75	125	60
<i>Manicuring services that include all of the following: (i) Artificial nails, extensions, and repairs. (ii) Manicuring. (iii) Pedicuring.</i>	<i>Minimum of 1 service in each category</i>			
Total Hours Required	450	1050	1500	

Indiana Schools:

Cosmetology Course	Theory & Demonstration Practice	Actual Practice	Total Hours
Hair cutting	100	150	250
Sanitation	40	0	40
Statue & Rules	10	0	10
Salesmanship	5	5	10
Management	10	0	10
Manicuring	5	20	25
Pedicuring	5	15	20
Hair Removal (Waxing)	5	10	15

Eye brow, Upper Lip & chin Area			
Anatomy & Physiology	5	0	5
Skin	5	0	5
Hair	5	0	5
Electricity	5	0	5
Chemistry	10	0	10
Shampooing	5	30	35
Scalp Treatments	10	25	35
Facials & Makeup	20	35	35
Hair coloring: Temporary, Semi Permanent, Permanent, Bleaching & Frosting	40	60	100
Permanent Waving & chemical Relaxing	70	300	370
Hair Styling: wet & thermal sets, hair waving, hair pressing, hair braiding, & fingerwaves	70	210	280
Discretionary Hours	215	0	215
Total Hours Required	640	860	1500

Cosmetology Class Schedules

20 Hour AM/PM (not currently offering)	18 months (1500 hours) to complete	Monday - Friday 9:00 am - 1:00pm or 12:30 pm - 4:30 pm
25 Hour AM Schedule	15 Months (1500 hours) to complete	Monday - Friday 9:00 am - 2:30 pm
35 Hour Schedule (After 400 hours)	*12 Months (1500 hours) to complete	Monday - Friday 9:00 am - 4:30 pm
*students must attend the first 400 hours on the 25 hour schedule, then can move to the 35 hour schedule		

Course of Study-Cosmetology Instructor Program (600 Hours – MI/1000 Hours - IN)

Standard Occupational Classification Code: 25-1194.00

This program is by Invitation Only (Financial Aid Not Available)

Course Description

The purpose of the Cosmetology Instructor Program is to train students in teaching the theory and practice of cosmetology and to prepare them for employment. The course emphasizes developing desirable work habits and attitudes and effectively communicating them to cosmetology students. Student Cosmetology Instructors are guided to handle their students and clinic clients with the highest standards of personal and business ethics.

Course Goals

Students will learn to:

- Teach the theory and practice of cosmetology.
- Effectively use teaching aids in the classroom, including texts, workbooks, and audio-visual materials.
- Develop specific teaching techniques for use in the cosmetology classroom.
- Prepare students to pass the state board examination.
- Help students develop the personal qualities necessary to be a successful teacher.
- Understand career and employment opportunities.

Cosmetology Instructor Methods

1. Observation
2. Demonstration
3. Theory

Please Note that the State of Michigan has not released an updated course breakdown to reflect the 600 hour Program requirements, below is the 500 hour requirement State Course Content for Michigan. Indiana Course content is correct and has not changed*

Cosmetology Instructor Course Content	Theory Hours		Practical Hours		Total Hours		Minimum Practical Applications	
	Michigan	Indiana	Michigan	Indiana	Michigan	Indiana	Michigan	Indiana
Orientation & review of Cosmetology curriculum	25	50	50	100	75	150	20	0
Introduction to Teaching	30	60	0	0	30	60	0	0
Course Outlining & Development	80	160	85	170	165	330	20	0
Lesson Planning, Teaching Techniques, Teacher Aids, Developing, Administering & Grading Examinations	(Minimum of 5 services in each category)							
Laws & Rules/School Administration	15	30	10	20	25	50	70	0
Record Keeping and School Administration								
Assisting in Clinic & Theory Classroom Teaching	0	0	75	150	75	150	15	0
Practice Teaching in Clinic & Classroom	0	0	130	260	130	260	25	0
Total Hours Required	150	300	350	700	600	1000	150	0

Cosmetology Instructor Program Tuition & Schedule Detail

Our schools offer a Cosmetology Instructor Program by invitation only, consisting of either 600 or 1000 clock hours of training, depending on the state.

- Cosmetology Instructor Books and Kit*: \$300.00
- Registration Fee: \$150.00

*Enrolled students will receive a kit containing all the textbooks and uniforms needed to complete the coursework.

Kit Contents:

- Smock: 1 each
- Online Access to Pivot Points Mindful Teacher Pro and field guide: 1 each

Cosmetology Instructor Program Class Schedules:

	Michigan Weeks to Complete	Indiana Weeks to Complete	Schedule Varies Monday - Friday
20 Hour weekly Schedule	30 weeks	50 weeks	9:00am - 1:00pm
25 Hour Weekly Schedule	24 weeks	40 weeks	9:00am - 2:30pm
35 Hour Weekly Schedule	17 weeks	25 weeks	9:00am - 4:30pm