



*Glensford*

**BEAUTY ACADEMY**

Glensford Beauty Academy

Change Your Life with Beauty

Catalog

Volume 3

MARCH 2017

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## **GENERAL INFORMATION**

Glensford Beauty Academy, LLC is incorporated in the State of Florida under a Limited Liability Corporation (LLC). The school is located at 5208 N 22<sup>ND</sup> Street, Suite A in Tampa, Florida 33610.

## **BOARD OF DIRECTORS**

Shawayne Craig	President and Chief Executive Officer
Amandia Craig	Vice President of Operations and Director
Anthony Fraser	Director of Finance

## **MISSION, PURPOSE AND GOALS**

The mission and purpose of Glensford Beauty Academy is developing beauty professionals that will meet the need of the growing beauty industry. The beauty academy goals are to:

- Educate students to obtain a State License in Cosmetology
- Be a technology based school allowing students to be competitive in the beauty industry
- Teach the fundamentals of business and entrepreneurship

## **FACILITIES**

Glensford Beauty Academy is a 2389 square foot spacious, modern, air-conditioned, and well-lit building with ample off-street parking. The beauty academy has a large well-equipped classroom where theory for students takes place as well as a library area stocked with computers, books, and tools needed for students learning development. The open clinic floor where practical assessments are performed by students with supervision of the instructors on appointed and walk in clients has modern, up-to-date equipment and decor. The beauty academy's facility is specifically designed to provide students with an ideal learning environment. Information showing compliance with relevant safety and health standards (fire, building, and sanitation) is located in the student break area.

## **APPROVING AGENCIES**

Glensford Beauty Academy has been licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.”

## **APPROVALS**

The beauty academy has obtained an Occupational License through the state of Florida.

## **Employment Outlook**

*Department of Labor Occupational Handbook 2013-2014 states...*

## **Employment**

Cosmetologists typically do the following:

- Inspect hair, face, and scalp, to recommend treatment
- Discuss hair-style options
- Wash, color, and condition hair
- Cut, dry, and style hair
- Receive payments from clients
- Clean and sanitize all tools and work areas

Cosmetologists provide hair and beauty services to enhance clients' appearance. Those who operate their own barbershop or salon have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

Cosmetologist or hairstylists, offer a wide range of hair services, such as shampooing, cutting, coloring, and styling. They often advise clients, both male and female, on how to care for their hair at home. They also keep records of products and services provided to clients, such as hair color, shampoo, conditioner, and hair treatment used. Tools include hairbrushes, scissors, blow dryers, and curling irons.

Cosmetologists provide scalp and facial treatments and makeup analysis. Some also clean and style wigs and hairpieces. In addition, most cosmetologists actively sell skin care products.

## **CAREER OPPORTUNITIES**

There are many opportunities for individuals entering the industry under the realm of cosmetology. Employment opportunities are available through privately owned salons/shops or department stores. By successfully achieving a license in this field, a student has the opportunity to become the following: stylist, salon owner, platform artist, salon manager, retail sales technician, product representative, specialist in certain areas of the field, theatrical hairstylist or makeup artist.

## **EMPLOYMENT PLACEMENT SERVICES**

Glensford Beauty Academy does not guarantee employment for any student upon graduation; however, placement assistance is offered through current employee listings throughout the community, state, and nation sent periodically via email and posting on campus.

## **STUDENT SERVICES**

Student Services include Career Advising, Student Financial Services, and Admissions.

**Career Advising-** assist with job searches and real world marketing strategies

**Student Financial Services-** help finalize financial obligations

**Admissions-** provide enrollment assistance, course plans, and completion of program strategies.

## **ADMISSIONS INFORMATION**

### **Enrollment Periods**

Students may enroll at any time with new classes beginning every first of the month. A student may commence training at any schedule class throughout the year, or according to enrollment demands.

### **Course Calendar**

The course is ongoing as new students are enrolled on a monthly basis. All students are expected to complete the course within 1200 clock hours/ 40 weeks. For the duration of attendance, students will have completed all course requirements and will be ready to take state licensure test.

### **Payment Deadlines**

Full payment at time of signing enrollment agreement is encouraged for each student however, the following may occur:

- Registration fee at the time of signing enrollment agreement with balance paid prior to starting date
- Registration fee at time of signing enrollment agreement with balance paid prior to graduation by a payment plan.
- Agency sponsored tuition payment (or payment voucher received prior to start of class).

## **DAILY SCHEDULE OF INSTRUCTIONS**

### ***DAY CLASSES***

Tuesday- Saturday      9:00 am -3:30 pm

### ***EVENING CLASSES***

Tuesday-Friday      6:00 pm- 10:00 pm

Saturday      9:00 am - 3:30 pm

**ADMISSION REQUIRMENTS**

Students are admitted as regular students under one of the following criteria:

- Applicants are admitted with proof of a high school diploma, or a General Equivalency Diploma (GED)
- Copy of photo identification or immigration documentation (if applicable)

**NON-DISCRIMINATION CLAUSE**

The beauty academy is committed to equality of educational opportunity and does not discriminate against applicants; students or its employees based on age, sex, color, religion ethnic origin and or race. The beauty academy is open to all persons. No persons will be denied admission, graduation, or any other privileges of the beauty academy because of discrimination.

**BUSINESS HOURS**

It is recommended that the applicant and parent(s) or spouse visit the campus. The applicant should call or write the Admissions Office to schedule an appointment on Monday through Thursday from 9:00 am to 4:00 pm. Those who cannot visit the school are urged to call the Admission Office or visit our website at [www.GlensfordBeautyAcademy.com](http://www.GlensfordBeautyAcademy.com).

**SCHOOL HOLIDAYS**

- |                    |                  |
|--------------------|------------------|
| New Year’s Day     | Veterans Day     |
| Martin Luther King | Thanksgiving Day |
| Memorial Day       | Christmas Day    |
| Independence Day   | Labor Day        |

**INQUIRIES**

*Inquiries and applications should be submitted to:*

Glensford Beauty Academy  
 5208 N 22<sup>nd</sup> Street, Suite A  
 Tampa, Florida 33610  
 Phone: 813-847-8524

Website: [www.GlensfordBeautyAcademy.com](http://www.GlensfordBeautyAcademy.com)

## **NOTICE OF ADMISSIONS AND CONFIRMATION**

Upon receipt of the application and a \$50.00 non-refundable application fee, a copy of photo identification as well as a copy of the student's social security card, the Admissions Office will confirm space in the desired program and schedule to meet the admission requirements to the beauty academy. The candidate student will also be scheduled to attend a new student orientation and meet with school administrator to develop a payment plan for the program. A prospective student may not begin training in a program until all admission requirements have been fulfilled. Should classes become full prior to receiving the application, there will be notification sent out and a waiting list for the next available start date will be established.

## **CREDIT FOR PREVIOUS TRAINING**

Applicants who request credit for previous training must apply at the time of enrollment or prior to assigned start date. Credit may be awarded for course completed with a grade of "C"- 2.0 or higher from institutions accredited by agencies recognized by the United States Department of Education. Credit will be considered only if the institution supplies official transcripts. A school catalog is necessary to evaluate transcripts from another institution. The student will be required to pass an evaluation prior to the commencement of classes. Credits not received within the past two years will not be granted.

Under normal circumstances a minimum of sixty percent (60%) of the credits required for a credential must be earned at the beauty academy.

## **RE-ENTRY/READMISSION**

A student who has withdrawn may request to re-enter the beauty academy, and if accepted, must follow the usual admission procedure. A student desiring re-entry must settle his/her previous account before readmission will be considered, a student who desires re-entry will pay a non-refundable \$150 cash fee and will be assessed at the current rate per program as to the date of re-entry for portions of the program remaining for successful completion. Students will repeat any portion of the program that was incomplete or recommended for repetition by the beauty academy administration. Circumstances regarding a student's application for re-entry will be considered. Student's re-entry will be awarded credit for successfully completed courses, which is documented on the school transcript.

## **TRANSFER FOR CREDIT EARNED**

At the beauty academy, the program is with a single terminal objective-preparation for entry-level employment in the field of training. A student who desires to further his objective after completing training at the beauty academy is advised that the acceptance of transfer credit is at the discretion of the receiving institution. It is the student's responsibility to determine if credit will be accepted as a different institution.



## **PROGRAM TITLE: COSMETOLOGY**

### **Program Objectives**

The program is designed to prepare students for the state licensing examinations and to obtain suitable employment upon graduation. Students enrolled in the course will be instructed in theory and practical application. Upon course completion, the student will be prepared to work in all phases of the cosmetology industry.

### **Program Description**

Theory class is held for 4 hours per week which includes the assignment for next class, summary of the class taught, and announcements of any test which may be coming. With this method, the instructor is not limited to the amount of material they may cover in class and may take questions from the students all during the class. After each module is taught, a test is given and graded to measure each student's knowledge concerning that particular subject. Grades are recorded in the student's record. Any student failing a test is allowed to take a re-take test.

### **Clinic Floor and Practical Performance**

The clinic floor is operated each school day where students practice their practical skills. An instructor checks each service done on the clinic floor. Service sheets are used to keep record of the number of services each student has done and the Director is notified weekly as to which students need certain services.

By grading each service, the instructor is aware of any problems that may be present and the student is called in for counseling when necessary, according to their performance on the clinic floor. Practical assignments (on mannequins) are graded in the same manner.

### **CLIENT SERVICES LIST INCLUDES:**

Deep conditioning treatment	Shampoo	Shampoo and set	Shampoo and blowdry
Relaxer	Virgin relaxer	Spiral perm	Flat iron
Braid removal	Braid twist	Twist locks	Goddess braids
Tint rinse	Color change	Corrective color	Highlights
Edge	Trim	Boys cuts	Men cuts
Designer cuts	Manicure	Pedicure	Polish change
Nail treatment	Acrylic nail application	Basic facial	Deluxe facial
Facial Wax	Eyebrow wax	Lip wax	Makeup application

## **Class Theory**

Theory class for the evening students is conducted on Tuesday from 6:00 pm to 10:00 pm. Other evenings are used for clinic operation and practical assignments.

## **Student Evaluation Points**

Each student receives grades for practical performance of their services. They are also tested after each chapter of the text book.

Students' conferences are held at the time of progress reports every two months and at any other time the instructor may feel it is necessary. Recommendations are made for improvement and will be documented in the student's record for future reference.

## **COSMETOLOGY PROGRAM OUTLINE**

*Glensford Beauty Academy offers 1200 CLOCK HOURS.*

### **Clock Hours Definition**

Clock hours are instructional hours accumulated by students including practical and theory segments containing 50-60 minutes of class, lecture, or recitation in a faculty-supervised laboratory.

The cosmetology course should be completed in 1200 Clock Hours/ 40 weeks.

### **Course Numbering Definition**

CT- Cosmetology Theory

CP- Cosmetology Practical

NT- Nail Theory

NP- Nail Practical

GE- General Education

FT- Facial Theory

FP- Facial Practical

**Course Numbers, Names and Hours**

COURSE #	COURSE TITLE	CONTACT HOURS
CT 100	Hair Arranging Theory	20
CP 100	Hair Arranging Practical	160
CT 101	Product Knowledge	20
CT 200	Hair Shaping Theory	20
CP 200	Hair Shaping Practical	160
CT 300	Hair Color Theory	40
CP 300	Hair Color Practical	160
CT 400	Chemical Waving & Relaxing Theory	20
CP 400	Chemical Waving & Relaxing Practical	160
CT 500	Shampoo & Rinses Theory	20
CP 500	Shampoo & Rinses Practical	160
CT 600	Sanitation & Safety Theory	20
CP 600	Sanitation & Safety Practical	20
CT 700	Hair & Scalp Theory	20
CP 700	Hair & Scalp Practical	20
NT 800	Manicuring & Pedicuring Theory	20
NP 800	Manicuring & Pedicuring Practical	60
GE 900	General Education& (HIV Prevention-4hr)	20
FT 910	Facials Theory	20
FP 910	Facials Practical	60
Total		1200

**MINIMUM SERVICE REQUIRED FOR COMPLETION**

FACIALS	10
HAIRSHAPING	110
SHAMPOO & RINSES	300
SCALP TREATMENT	45
HAIR ARRANGING	300
HAIR COLOR	45
CHEMICAL WAVING & RELAXING	100
<u>MANICURING &amp; PEDICURING</u>	<u>20</u>
Total	930

## **COSMETOLOGY COURSE DESCRIPTIONS**

<b>COURSE #</b>	<b>TITLE</b>	<b>CONTRACT HOURS</b>
CT 100	HAIR ARRANGING THEORY	20

The study of hairstyling and selecting the correct hairstyle suitable to the client; the understanding of various hairstyling techniques.

Pre-Requisite None

Co- Requisite CP 100

<b>COURSE #</b>	<b>TITLE</b>	<b>CONTACT HOURS</b>
CP 100	HAIR ARRANGING PRACTICAL	160

The application and arranging client hair into styles through the development of dexterity, coordination and strength in creating designs and patterns in the hair; the completion of practical assignments as to various hair arranging techniques using implements and tools; to complete practical assignment CP 100 & CP 101.

Over 60% of all services must be done on live models.

Pre-Requisite CT100

Co-Requisite None

<b>COURSE #</b>	<b>TITLE</b>	<b>CONTACT HOURS</b>
CT 101	PRODUCT KNOWLEDGE	20

The objective is to describe the correct usage of different kinds of products and different manufactures also to learn how to follow the proper safety precautions in the application procedure and to understand the remedy for different hair and scalp disorders.

Pre-Requisite CT 700

Co-Requisite CP 700

COURSE #	TITLE	CONTACT HOURS
CT200	HAIR SHAPING THEORY	20

The study of angles, lines, and sections, the theory of designer cuts, and the selections of the correct instruments.

Pre- Requisite CT 100

Co-Requisite CP 200

COURSE #	TITLE	CONTACT HOURS
CP 200	HAIR SHAPING PRACTICAL	160

The applications of hair shaping implements; students perform hair shaping, shaving using clippers and guards; the application of hair shaping (thinning, slither, layer act).

The completion of practical assignment designer cut and style; over 60% of services must be done on live models.

Pre-Requisite CT 200

Co- Requisite CP 100

COURSE #	TITLE	CONTACT HOURS
CT 300	HAIR COLOR THEORY	40

The study of hairstyling with strand and patch test; the various selections and how to prepare and apply temporary, semi-permanent and permanent colors. The theory of colors and mixing using the color wheel.

Pre- Requisite CT 400

Co- Requisite CP 300

COURSE #	TITLE	CONTACT HOURS
CP 300	HAIR COLOR PRACTICAL	160

The application of hair color through the use of rinses semi-permanent, permanent and lighting products following the proper procedures to safeguard the client and to produce the desired results.

The completion of practical assignment color cut and style. Over 60% of all services must be done on live models.

Pre-Requisite CP 100

Co- Requisite CP 200

COURSE #	TITLE	CONTACT HOURS
CT 400	CHEMICAL WAVING & RELAXING THEORY	20

The study of the principles of chemical textures, the chemistry and effects; the understanding the pH effects and neutralizing outcome.

Pre- Requisite CT 101

Co- Requisite CP 400

COURSE #	TITLE	CONTACT HOURS
CP 400	CHEMICAL WAVING & RELAXING PRACTICAL	160

The application and use of professional chemicals and implements in waving and relaxing the hair to make it more manageable and durable from one style to another.

Over 60% of all services must be done on a live model.

Pre-Requisite CT 400

Co-Requisite CT 101

COURSE #	TITLE	CONTACT HOURS
CT500	SHAMPOO & RINSES THEORY	20

The theory and understanding of the pH scale and level of hair; to know the pH level of shampoo; to know the usage scalp and hair conditions and to identify the correct products.

Pre- Requisite CP 700

Co- Requisite CT 101 / CP 500

COURSE #	TITLE	CONTACT HOURS
CP 500	SHAMPOOING & RINSE PRACTIAL	160

The application of different draping techniques; The application of shampooing, conditioning, and cleansing; the scalp and hair in preparing for additional services. All services must be done on live models.

Pre-Requisite CT 500

Co- Requisite CT 101 CT 101

COURSE #	TITLE	CONTACT HOURS
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CT 600	SANITATION & SAFETY THEORY	20
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The study of the principles and practices of infectious control and the correct use of EPA approved chemical agents and ultra-rays used in today's salon.

Pre-Requisite None

Co-Requisite CP 600

COURSE #	TITLE	CONTACT HOURS
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CP 600	SANITATION & SAFETY PRACTICAL	20
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The daily application of chemical agents to sanitize work areas, wet and dry sanitation techniques for instruments Storage and disposable of chemicals; the practice and daily application of OSHA regulations and first aid procedures.

Pre-Requisite CT 600

Co-Requisite None

COURSE #	TITLE	CONTACT HOURS
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CT 700	HAIR & SCALP THEORY	20
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The study of the principles of hair design, basic chemistry properties of hair and scalp, and history of the skin.

Pre- Requisite CT None

Co- Requisite CP 101

COURSE #	TITLE	CONTACT HOURS
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CP 700	HAIR AND SCALP PRACTICAL	20
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The objective is to provide a beneficial service of stimulation to contribute to a healthy scalp and to select a specific treatment that will improve the appearance of the client's hair and scalp. Learn to follow proper safety precautions in the application procedure.

Pre-Requisite CT 700

Co-Requisite CP 101



COURSE #	TITLE	CONTACT HOURS
NT 800	MANICURING & PEDICURING THEORY	20

The study and procedures for manicuring and pedicuring, Implements usage and set-up and product knowledge.

Pre- Requisite None

Co - Requisite NP800

COURSE #	TITLE	CONTACT HOURS
NP 800	MANICURING & PEDICURING	60

The study and application of manicuring and pedicuring.

The usage of nail instruments polishing nails.

The application of acrylic nails.

The study if nails and its disorders.

Massage Techniques.

All services must be done on live models.

COURSE #	TITLE	CONTACT HOURS
GE 900	GENERAL EDUCATIONS (HIV PREVENTION -4 hrs.)	20

The study of HIV prevention (4 hours) and Florida Law as required for cosmetology students learn hands on approach of their client building techniques; student must prepare a business plan and the study of professional ethics.

Pre- Requisite None

Co- Requisite None

COURSE #	TITLE	CONTACT HOURS
FT 910	FACIALS THEORY	20

The study of the skin, sensitivity and disorders the theory of hair removal by waxing, tweezing and depilatories. The theory of facial massage

Pre-Requisite CT 700

Co- Requisite FP 910

COURSE #	TITLE	CONTACT HOURS
FP 910	FACIAL PRACTICAL	60

The application of facial cleansing using oils, creams, and lotions; massage applications Techniques, Hair removal by waxing and tweezing, make up application and techniques. All services must be done on live models.

Pre-Requisite FT 910

Co-Requisite None

## **LIBRARY**

The curriculum at Glensford Beauty Academy is based out of Milady Beauty and Wellness Educator source. Each student has access to our library and computers for online resources, theory workbooks, practical workbooks, exam reviews, study guides, online licensing preparation, student CD's, and supporting reads and periodicals in relation to our cosmetology program. We have developed an efficient plan to continuously improve strategies for learning resources and informational services by keeping updated equipment and books in our library and encouraging staff and students to utilize all learning resources and information services as an integral part of the learning process. In addition to the Milady's textbooks, we have on hand a current unabridged dictionary, thesaurus, and the most recent handbooks available for our cosmetology program.

## **ADMINISTRATIVE SCHOOL OFFICIALS**

SHAWAYNE CRAIG, PRESIDENT & CEO

AMANDIA CRAIG, VICE PRESIDENT, CREATIVE DIRECTOR

## **INSTRUCTORS**

Marica Cooper, Instructor

Cosmetology Diploma: Jacksonville Beauty Institute

License # CL1180946

## **TEACHING STRATEGY**

Strategies used by the beauty academy include the following, chalkboard, audio visual aids, and live models whenever possible. The beauty academy is always looking for new ways to present new material in a manner to which the student may relate. The instructor's main focuses consist of giving special attention to slow learners, while encouraging questions, explaining new words, terms, techniques, implements, and equipment. Instructors will require the students to take notes and using demonstration that includes student participation.

## **STUDENT ACTIVITY**

To help students learn more effectively, the beauty academy assists students by requiring note taking drills, role-play, discussion, homework, and reading assignments. Students have hands on practice sessions working on live models in both the performance of laboratory/clinical services. Students receive examinations/evaluations in practical, theory, and are also required to complete practical workbook assignments.

## **GRADING POLICY**

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 re-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 FINALS of 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

70 - 74 BELOW STANDARDS

69 - 0 UNSATISFACTORY

## **ATTENDANCE POLICY**

### **Tardiness**

A student is required to clock in at the beginning of each day by 8:45 AM. Theory is held each morning, Monday through Friday, from 9:00 AM until 10:00 AM for both day schedules. Attending Theory is a state requirement. Should a life circumstance cause you to be tardy, it is mandatory that you contact the School Administrator. If a student is tardy more than two (2) times within a month, corrective action can be taken. Being tardy on a regular basis reflects a lack of commitment to the program.

### **Absenteeism**

An attendance rate of 85% must be maintained at all times by every student. Should a life circumstance cause you to be absent, it is mandatory that you contact the Administration Office. If a student does not maintain 85% attendance, corrective action will be taken. Correction will be expected immediately and must be maintained.

\* The beauty academy has no excused or unexcused absences.

## **Levels of Corrective Action**

A student will be advised by the School Administration regarding their attendance which will be monitored monthly to make sure it does not fall below 85%. The following corrective action will be taken to increase the attendance rate back to an acceptable level. :

**First Time Verbal Warning:** A student will be verbally informed of the violation he/she committed. Discontinuation of the action will be discussed. The student will be briefed about further repercussions should the behavior continue.

**Second Time Written Warning:** A written warning may be given prior to a suspension and/or action-based termination by the student. The student chooses the action which he/she will take. The warning period will not be for less than 30 days nor more than 60 days. A student may not receive more than two warning periods as part of corrective action this during their enrollment period. The option to use a second warning is at the School Director discretion.

**Third Time Suspension:** An immediate suspension of the student from the beauty academy which can range from 2 days suspension may be assigned based on poor performance of standards or violations of policies.

## **STUDENT CONDUCT**

Students are expected to dress professionally and conduct themselves in a businesslike manner. Students are required to wear black scrubs and a smock at all times while on clock hours. Any student whose conduct, attitude, participation, dress, or work habits distracts from the classroom instruction will be advised by the instructor and/or school official. Any form of cheating by a student will not be tolerated. Continued unsatisfactory conduct will lead to dismissal. Students are required to follow rules of conduct that are typically expected in the working world. Students may be placed on warning or dismissed for violation of the school's personal conduct rules (including dishonesty, unprofessional conduct, and use of profanity, insubordination, violation of safety rules, and also use or being under the influence of alcohol or drugs on school property).

## **DISMISSAL**

A student will be terminated from school when he or she fails to comply with school policies in the following areas: academics, attendance, conduct, or falsification of any information provided to a school administrator at the time of enrollment or thereafter. A student who is dismissed by the school is obligated to pay tuition and fees as well as books and instructional materials in accordance with the refund policy.

## **ANTI-HAZING POLICY**

“Hazing”, means any action or situation, which recklessly or intentionally endangers the mental or physical safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a post-secondary institution. Such term includes, but is not limited to any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to ele

ments, forced consumption of any food, liquor, drug, or other substance, or other forced activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusions from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student. Glensford Beauty Academy is an anti-hazing environment. Glensford Beauty Academy will not tolerate any activities that do not apply with state laws, school policies or rules, and/or the growth of an individual and their well-being. If allegations of hazing are found to be true or creditable upon investigation, the student and all affiliated parties will be terminated immediately and reported to law enforcement.

### **MAKE-UP WORK POLICY**

Students may make-up any work missed during their absence at the discretion of the instructor.

### **GRADUATION REQUIREMENTS**

*Students receive a Diploma after:*

- (a) Successfully complete the required number of schedule clock hours
- (b) Pass all written and practical examination with 70% average
- (c) Successfully complete all required services
- (d) Satisfy all financial obligations satisfied to the school

### **SCHEDULE OF PROGRAM FEES: (Cosmetology)**

Tuition	\$ 7,460.00
Application Fee (non-refundable)	\$50.00
Registration Fee (non-refundable)	\$100.00
Books & Supplies	\$1,330.00
Total Cost	\$8,940.00

Students are required to furnish standard school supplies prior to the start of class (notebooks, paper, pens and pencils). As well as other basic supplies specific items related to the beauty care field (hair pins, clips, crimps etc...). These items are purchased at the student's expense. Students can purchase these items from local vendors. The beauty academy does not provide these items. A beginner kit can be purchased prior to the start of class that is separate from the senior kit that is included in the cost of the program.

## **PAYMENT OPTIONS**

1. Tuition can be paid in full or by making cash installment payments.
2. Agency sponsored tuition payment (or payment voucher received prior to start of class).

All tuition and fees are payable according to payment arrangements made prior to commencement of classes. Student must maintain their payment schedules throughout the program.

The school dress code stipulates that the student must wear black scrubs, closed toe shoes and a school smock. The cost ranges from \$35 to \$40 dollars depending on the number of uniforms a student wishes to have and at the student's expense.

## **PAYMENT PLAN PROGRAMS**

Glensford Beauty Academy is only authorized to provide institutional or private payment plan at this time.

Alternative Student Loan programs have traditionally been used to assist students and families in meeting the cost of tuition and fees in all sectors of education. Recently, this alternative approach to education financing has become increasingly more popular with schools, students and families seeking to meet the costs of education for a variety of reasons.

Institutional payment plan is provided by the beauty academy will be discussed prior to start date at the beauty academy discretion.

Third party private student loan is the sole responsibility of the student and is separate from the beauty academy itself. All payments for these private student loans are to be made to the financial institution (lender) per loan agreement. Glensford Beauty Academy is not able to change or renegotiate payment methods agreed upon between private financial institutions (lender) and student.

## **DISCLOSURE**

The beauty academy will not be obligated to provide any student with the following if a balance is due to the beauty academy:

- Transfer credits to another school.
- Submit state Licensure application.
- Overtime hours must be paid (\$6.21 hour) before state licensure application will be submitted by the beauty academy. (Overtime hours are scheduled hours that exceed the states required hours plus 10% equaling 1320 hours.)

Cosmetology Note: Student kits are upgraded periodically based on meeting satisfactory academic and course benchmarks. Evaluation points are done but not limited to 600 and 1200 clock hours.

## **REFUND POLICY- BUYER’S RIGHT TO CANCEL**

Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of non-refundable fees including the application fee of \$50.00 and the registration fee of \$100.00.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students’ enrollment or receipt of Cancellation Notice from student.

## **GRIEVANCE PROCEDURES**

The intent of the beauty academy is that all students concerns be addressed immediately. In that endeavor this institution has an open door policy for student inquiries. If a student has a concern, that individual should first consult with the instructor to resolve the issue as quickly as possible. If the concern is of a nature in which the individual does not feel comfortable dealing with instructor, the individual can then approach an appropriate school official.

## **PROCEDURE TO RESOLVE STUDENT GRIEVANCE OR COMPLAINTS**

If a student has an unresolved grievance or complaint an appeal must be made in writing.

(1) The school Director will try to resolve the complaint within ten (10) calendar days from the receipt of the complaint must. If not resolve:

(2) The complaint committee is composed of:

(a)instructor (b) school director (c) senior student



The complaint committee will meet twenty one (21) calendar days from the initial complaint the committee will try to resolve the complaint within fifteen (15) calendar days if still not resolved then:

(3) The Commission for Independent Education:

Florida Department of Education

325 Gaines Street #1414

Tallahassee, Florida 32399

(850) 245-3200

## **STUDENT RECORDS**

### **Right to Access**

Any student or parent/guardian of a minor has the right to view their record during regular business hours. We ask that you make an appointment with the director so that time can be set – aside for this purpose. Under no conditions will the student record be allowed outside the office.

### **Release of Information**

Material in student records is private and will not be released except to the Regulatory Boards. All other request must be in writing and the student will have to sign a release for each case. Student records are maintained in a safe place and are maintained on a permanent basis, for students that were enrolled in a program.

## **RULES AND REGULATION**

### **CLINIC SERVICES**

- No eligible student shall refuse to serve any clinic patron at any time for any reason.
- Each student is encouraged to recruit at least one or more first time clients per week to the beauty academy for services thereby creating their own future client base. If students are unsuccessful in recruiting clients they will be assigned walk in clients and will be counseled as to meeting their client services as per graduation requirement. As a part of the Solon Management portion of the curriculum.
- Only the beauty academy approved student cards must be used for client recruiting.
- All services must be done at the Institute under supervision.

### **ILLEGAL AND UNETHICAL PRACTICES**

- Any student that tries to circumvent or (steal) a client away from the Institute to go to their homes or any unlicensed place for services will be terminated from the Institute for unethical practices which is in violation of state law.
- The use possession or distribution of alcohol or any illegal substances in or around the Institute will result in immediate termination.
- The use or possessions of any item which is or resembles a weapon are prohibited in or

around school property; this can result in immediate termination.

- Any student found guilty of cheating, stealing, disruptive behavior or willful destruction of the Institute property will result in immediate termination.
- Any student that clock in or out another student timed will be subjected to severe administration and disciplinary actions.

#### **POLICY CODE OF CONDUCT**

- All students must conduct themselves in a dignified and professional manner at all times.
- Be well groomed in the approved Institute dress code
- Be in good spirit and project a positive and constructive attitude
- Students are responsible for their own equipment and personal property
- Student must obey all rules of personal hygiene and sanitation procedures
- Students are not allowed to attend classes if they have a communicable, contagious or infectious disease.
- Students must be in the approved Institute uniform at all times; if you are not in uniform, or if you are wearing a soiled uniform you will be dismissed from classes for that day.
- Unnecessary disruption and abusive language may be terms for suspension
- No ear phones or similar communication devices are prohibited in the classrooms and on the Institute clinic floor areas

Personal telephone calls are permitted only in emergencies. Students may not use the school telephone for personal calls. Cell phones must be turned off or on vibrate, and under no circumstances should phones be used on the clinic floor.

Students must complete all school rated applications accurately and completely. Providing false, incomplete and or misleading information may cause for termination. Students must notify the school director (or his/her designated) of any changes in address or telephone number within five (5) calendar days of such change. Students are also required to formally notify the school director (or his/her designate) of any persistent health related condition which may expose a fellow student, staff member or clinic patron to disease or infection. Failure to abide by these requirements may be cause for severe disciplinary action up to and including termination.

Students must pay all tuition and fees obligations, when due, to be in good standing and comply with all administration requirements.

The beauty academy reserves the right to change and amend these rules Change (s) will be posted on the bulletin board and/or distributed.

#### **VIOLATIONS OF RULES AND REGULATION**

The beauty academy reserve the right to take disciplinary action in those instances where it believes the students continued presence in the school facility is disrupting the teaching and learning environment of the school.

Disciplinary action may take the form of verbal or written warning, suspension from school for a period of time, or the termination of the student's enrollment.

Students may be notified of disciplinary action either verbally or in writing. Students must comply with disciplinary directive immediately and in a professional manner.

Students can request an informal conference with the school director then (he/she) shall determine the appropriate time and place for the conference.

Students have the right to appeal a disciplinary action. All appeals must be in writing. The appeal must address the specific matter which precipitated the disciplinary action and/ or the gravity of the sanction (penalty).