



# COSMETOLOGY ACADEMY OF

*Arkadelphia*

2750 PINE STREET #4-B  
ARKADELPHIA, AR 71923  
870.293.6508

**Building beautiful careers *one* student at a time!**



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**Cosmetology Academy of Arkadelphia**  
**2750 Pine Street #4-B**  
**Arkadelphia, AR 71923**

**Last Update: September 18, 2023**

**WELCOME:**

We want to take this opportunity to welcome you to the exciting and fulfilling world of Cosmetology Arts and Sciences. This career path offers endless opportunity to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey and we are committed to helping you become a successful part of this elite group.

**MISSION STATEMENT:**

The mission of Cosmetology Academy of Arkadelphia is to educate individuals to develop the knowledge and skills that will enable graduates to achieve their professional goals, improve the productivity of their organization, and provide leadership and services to their communities. Cosmetology Academy of Arkadelphia teaches students proven techniques and encourages them to be creative and innovative beauticians. Through education, we will prepare each student with the skills needed to be eligible to apply for licensure in the State of Arkansas and to prepare them for employment in the applicable course.

**THE ACADEMY IS LICENSED BY:**

Arkansas Department of Health Cosmetology Section  
4815 W Markham Street  
Little Rock, AR 72205

**VETERANS AFFAIRS (VA):**

The Academy works with the Veteran Affairs (VA) office, however, the determination for VA funds is made directly through the VA.

**FACULTY AND STAFF:**

Peggy Smith	Owner, School President, Admissions/Educational Director, Licensed Cosmetology Instructor/CFO
Diana Paschen	School Director Business Office
Donna Anderson	Supervisor - Instructor
Lois Ware	Supervisor - Instructor
Ashley Davis	Supervisor - Instructor

**FINANCING:**

Financing is available to those who qualify. Cosmetology Academy of Arkadelphia offers in-house financing with 10% interest.

**CONSTITUTION DAY:**

The Academy celebrates Constitution Day on or near September 17 of each year as required. [www.constitutionday.com](http://www.constitutionday.com)

## **VOTER REGISTRATION:**

Students are encouraged to register and vote in their local, state, and federal elections. Voter Registration and Election Date information for the State of Arkansas can be found at: <https://www.sos.arkansas.gov/elections/voter-information/voter-registration-information>

### FOR MORE INFORMATION, CONTACT:

- Secretary of State's Office toll-free at 501.682.1010
- Your local County Clerk
- Your local County Elections Administrator
- Your county Voter Registrar (Tax-Assessor-Collector)

## **GRIEVANCE POLICY:**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in Academy files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 30 days of the date of which is subject of the grievance.
2. The complaint form shall be handed to the Campus Director.
3. The complaint will be reviewed by the Campus Director and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for a final resolution of the problem but will notify the student of continued investigation and/or actions being taken in regard to the complaint.
4. If the complaint is of such nature that it cannot be resolved by the Campus Director, it will be referred to the appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the Academy will appoint a Hearing Committee consisting of one member who may not be related to the student filing the complaint or another student in the Academy, and another member who may not be employed by the Academy or related to the Campus Director. The hearing will occur within 30 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the Academy's response. The Hearing Committee will be allowed to ask questions from all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute that will be accepted by the school.
7. Students must exhaust the Academy's Student Complaint Procedure before submitting complaints to Arkansas Department of Health Cosmetology Section.

## **SCHOOL FACILITIES**

The Academy has a clinic floor area consisting of 6,000 square feet that includes 20 stations, 5 Hair Dryers, 2 Shampoo Bowls, 4 Manicure Tables, 1 Pedi/Spa Chairs, 1 Dispensary, 1 Classroom, 1 Facial/Wax Room, 1 Storage Rooms, Men and Woman Restrooms, 1 Break Area for Students, 1 Waiting Area for Clients, Client and Student Parking.

## **CALENDAR**

The Academy is open year-round Monday – Friday 8:30AM – 4:00PM.

The Academy starts new classes weekly. Students are required to attend orientation prior to their start date.

## **OFFICAL HOLIDAYS**

Presidents Day, Good Friday, Memorial Day, Independence Day Week, Labor Day, Columbus Day, Thanksgiving Break (Wednesday, Thursday, Friday) and Christmas Break (10-Days – New Year).

## **ADMISSION REQUIREMENTS**

Cosmetology Academy of Arkadelphia does not discriminate in its employment, admission, instruction, or graduation policies on the basis of creed, religion, race, color, ethnic origin, religion, ancestry, national origin, residence, age, non-disqualifying, gender, financial status, sex, sexual orientation, marital status, or veteran status, nor does the Academy actively recruit students already enrolled in or attending another institution offering similar programs.

### **To be eligible for admission to Cosmetology Academy of Arkadelphia the student must:**

- You must be at least 17 years of age or older on the date of enrollment.
- Have a High School Diploma, transcript or equivalent, GED or state issued Home School Completion Certificate/Diploma. Diplomas may need to be validated for authenticity.
- Provide a valid photo ID and Social Security Card
- You must not be currently enrolled at a primary or secondary institution; Ability to Benefit is not recognized by Cosmetology Academy of Arkadelphia.
- You must be able to speak, read, and write fluently in English (ALL classes are taught in ENGLISH).
- Students must purchase a permit from Arkansas Department of Health – Cosmetology, at the price of \$20.00 prior to enrollment.

## **TRANSFER POLICY**

Cosmetology Academy of Arkadelphia will accept transfer students with previous clock hours. All admissions requirements will need to be met. Additionally, the student will need to provide a certified transcript from the previous school. The student will be charged at an hourly rate based on how many hours are needed. Cosmetology Academy of Arkadelphia will accept all Arkansas Department of Health – Cosmetology approved hours. It is the student's responsibility to ensure that their hours are transferred to Arkansas Department of Health – Cosmetology. There is no transfer of hours between programs within Cosmetology Academy of Arkadelphia due to the Arkansas State Board regulations.

## **TRANSFER HOURS**

Transfer hours from another institution are accepted toward the student's educational program and counted as both attempted and completed for the purpose of determining allowable max time frame and SAP evaluation periods are based on actual contracted hours at the institution.

## **RE-ENTRY STUDENT/INTERRUPTIONS**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 30 days and will not incur additional charges, however these students will be responsible to pay any remaining balance form the previous enrollment that cannot be reinstated federal funds. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 30 days will pay a \$150.00 non-refundable re-entry fee, and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-Entry Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of employment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal. The determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to

the appeal policy. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

## **PHYSICAL DEMANDS AND SAFETY REQUIREMENTS FOR COSMETOLOGY, ESTHETICIAN, AND INSTRUCTOR PROGRAM**

It is extremely important that you are provided with all the facts about the physical requirements that your future career demands. The following is a list of some, but not all, of the possible physical demands you may encounter in these industries:

- **Body Position:** Prolonged periods of time standing.
- **Hands:** Your hands will need protection from chemicals and continuous exposure to water and cleansing agents. Hand care products are recommended for all service professionals.
- **Back:** Minor back stress may be caused by long intervals of standing, sitting or leaning. Please consult your physician or chiropractor if you have experienced back pain in the past.
- **Chemicals:** As a Cosmetologist/Esthetician you will be required to work with many diverse types of products and chemicals. If currently have allergies or sensitivities to chemicals, please consult your physician with a list of the chemicals you will be exposed to.
- **Sanitation:** Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your clients to avoid spreading disease.
- **Trade Tools:** There are obvious hazards when working with sharp objects such as scissors, razors, clippers, lancets, extractors, etc. Caution must be used when handling any such item.
- **General Safety:** On a daily basis use caution and common sense to avoid entering into any of the following situations: chemical burns, cuts and abrasions, excessive heat from a hair dryer, hot water, harmful vapors or fumes, injury to eyes, and physical injury resulting from spilling liquid.

## **REASONABLE ACCOMMODATIONS**

Reasonable accommodation will be made on an individual basis. However, it is the responsibility of the person with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to Cosmetology Academy of Arkadelphia at the time of the request. Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, a reasonable effort at no additional cost the school will be made to overcome the effects of conditions that limit the participation of qualified disabled students. If an applicant or student feels that they have been the subject of unlawful discrimination, they may notify the owner by phone, in person, or in writing. Prompt action will be taken to resolve the conflict.

## **STUDENT SALON**

A student for a license as a *cosmetologist*, must satisfactorily complete Phase I and after one hundred fifty (150) hours of instruction, satisfactorily performing all required services on a mannequin, pass the PSI check off and have completed Chapters 1-5, may then engage, in the school as a student, in work connected with any branch or any combination of the branches of cosmetology taught in the school upon a client who is paying for service or materials.

A student for a license as an *esthetician* must satisfactorily complete Phase I and after sixty (60) hours of instruction, be familiar with all equipment, pass the PSI checkoff and have completed and passed Chapters 1 -3., may then engage, in the school as a student, in work connected with esthetics taught in the school upon a client who is paying for service or materials.

## **DRESS CODE/ APPEARANCE:**

**Cosmetology:** Black scrub bottoms, black scrub top (or CAofA Academy t-shirt on Friday ONLY).

**Esthetics:** Black scrub bottoms, black scrub top (or CAofA Academy t-shirt on Friday ONLY).

**Instructors:** Black scrub bottoms, black scrub top (or CAofA Academy t-shirt on Friday ONLY).

## **MILITARY TRANSCRIPTS**

Cosmetology Academy of Arkadelphia accepts transfer hours from other Cosmetology programs that utilize the Credit Hours system if those hours are certified at the Arkansas Department of Health – Cosmetology. Aside from a high school diploma, a high school transcript or GED, VA students are also required to provide the school with an Official Transcript of their formal military training. Acceptable forms of documentation include AARTS Transcript (Army ACE Registry Transcript), SMART Transcript (Sailor/Marine ACE Registry Transcript), CCAF Transcript Community College of the Air Force Transcript.

*Members of the Air Force, the Community College of the Air Force (CCAF) transcript, <https://jst.doded.mil>*

*Because CCAF is an accredited institution, CCAF transcripts are often treated like academic transcripts from other institutions. You can obtain your CCAF transcript at the CCAF website.*

## AVAILABLE PROGRAMS

### COSMETOLOGY PROGRAM – 1500 HOURS

#### **DESCRIPTION:**

The primary purpose of the Cosmetology Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to pass the Arkansas State Board examination, obtain licensure and for competency in job entry-level positions in Esthetics or a related career field.

#### **OBJECTIVES:**

Upon completion of the program requirements, the determined graduate will be able to.

1. Project a positive attitude and sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy advice for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures, and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, color application for the client's best overall look.
6. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

\*Instructional methods and grading procedures are consistent for all programs

#### **This program of Cosmetology shall consist of the following curriculum:**

Domestic Violence and Sexual Assault .....	1 hours
Hygiene & Sanitation.....	80 hours
Related Science.....	120 hours
Hairdressing.....	1000 hours
Manicuring .....	100 hours
Cosmetic Therapy .....	100 hours
Salesmanship .....	50 hours
Professional Ethics .....	49 hours

**Program time 1500 hours (approx. 47 weeks/250 days/12 months)**

<b>KIT COST.....</b>	<b>\$1,250.00</b>
<b>BOOK COST.....</b>	<b>\$600.00</b>
<b>TUITION.....</b>	<b>\$16,500.00</b>
<b>REGISTRATION FEE.....</b>	<b>\$100.00</b>
<b>STUDENT PERMIT FEE.....</b>	<b><u>\$20.00</u></b>

**TOTAL TUITION.....\$18,470.00**

**State Board Examination Fee..... \$65.00**  
**(OVERTIME CHARGES ARE \$25.00 AN HOUR)**

## **COSMETOLOGY CLASS SCHEDULE**

### **Monday and Wednesday**

- 8:15AM: Class preparation: this includes having the proper uniform on. Looking professional, make-up applied, hair groomed and has a prepared station for clients including the proper tools.
- 8:30AM: Students must be clocked in and seated in the Theory Classroom. Doors are locked at this time to prevent interruptions while students are being instructed.
- 10:00AM: Students have the option to take a fifteen (15) minute break at this time. Students are to return to the Theory Classroom at the end of this break.
- 11:15AM: Theory has concluded for the day. Students are to go directly to their stations to wait for assignments.
- LUNCH  
BREAK: A thirty (30) minute lunch break is required to be taken. Students **must** clock in and out for their lunch break.
- 2:00PM: Students have the option to take a fifteen (15) minute break at this time.
- 3:25PM: Sanitation and closing. Each student must complete their assigned duty. Once complete, instructor must sign off that duty has been completed.
- 4:00PM: School is closed.

### **Tuesday, Thursday and Friday**

- 8:15AM: Class preparation: this includes having the proper uniform on. Looking professional, make-up applied, hair groomed and has a prepared station for clients including the proper tools.
- 8:30AM: Students must be clocked in and directly go to their station and wait for their assignment.
- 9:30AM: Students have the option to take a fifteen (15) minute break at this time. Otherwise, students are to directly go their station and wait for their assignment.
- LUNCH  
BREAK: A thirty (30) minute lunch break is required to be taken. Students **must** clock in and out for their lunch break.
- 2:00PM: Students have the option to take a fifteen (15) minute break at this time.
- 3:25PM: Sanitation and closing. Each student must complete their assigned duty. Once complete, instructor must sign off that duty has been completed.
- 4:00PM: School is closed.

### **DAILY DUTIES**

All students will be assigned daily duties. Please be thorough and take pride in fulfilling these tasks. Students will not clock out until all duties have been completed. Styling stations and mirrors must be cleaned and sanitized each day. All personal items must be secured. The break room, classroom(s) and clinic floor must be cleaned daily. Additionally, all areas where clients are serviced should be kept immaculate.



## **ESTHETICS PROGRAM**

### **DESCRIPTION:**

The primary purpose of the Esthetic Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to pass the Arkansas State Board examination, obtain licensure and for competency in job entry-level positions in Esthetics or a related career field.

### **OBJECTIVES:**

Upon completion of the program requirements, the determined graduate will be able to.

1. Project a positive attitude and sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy advice for value received.
4. Perform the basic manipulative skills including hair removal, facials, microdermabrasion, and ultrasonic facials.
5. Perform the basic analytical skills to determine proper makeup and skincare.
6. Apply the theory, technical information, and related matter to assure sound judgements, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

\*Instructional methods and grading procedures are consistent for all programs

### **This program of Esthetics shall consist of the following curriculum.**

Domestic Violence and Sexual Assault .....	1 hours
Chemistry.....	40 hours
Physiology.....	35 hours
Bacteriology & Sanitation.....	35 hours
Intro. To Skin Care.....	45 hours
Skin Care.....	150 hours
Makeup & Corrective Makeup.....	50 hours
Eye Brow & Lashes.....	40 hours
Hair Removal (Superfluous Hair).....	40 hours
Safety Precautions.....	20 hours
Prof & Personality Development.....	20 hours
Management.....	20 hours
Salesmanship.....	15 hours
State Law & Rules.....	10 hours
Testing Evaluation.....	15 hours
Instructor's Discretion.....	64 hours

**Program time 600 hours (approx. 19 weeks/95 days/6 months)**

<b>KIT COST.....</b>	<b>\$1,000.00</b>
<b>BOOK COST.....</b>	<b>\$600.00</b>
<b>TUITION.....</b>	<b>\$7,200.00</b>
<b>REGISTRATION FEE.....</b>	<b>\$100.00</b>
<b>STUDENT PERMIT FEE.....</b>	<b><u>\$20.00</u></b>

**TOTAL TUITION..... \$8920.00**

**State Board Examination Fee.....\$65.00**

**(OVERTIME CHARGES \$25.00 AN HOUR)**

## **ESTHETICS CLASS SCHEDULE**

### **Monday, Wednesday, and Friday**

- 8:15AM: Academy preparation: this includes having the proper uniform on. Looking professional, make-up applied, hair groomed and has a prepared station for clients including the proper tools.
- 8:30AM: Students must be clocked in and directly go to the Esthetic room and wait for their assignment.
- 9:30AM: Students have the option to take a fifteen (15) minute break at this time. Otherwise, students are to directly go their station and wait for their assignment.
- LUNCH  
BREAK: A thirty (30) minute lunch break is required to be taken. Students **must** clock in and out for their lunch break.
- 2:00PM: Students have the option to take a fifteen (15) minute break at this time.
- 3:25PM: Sanitation and closing. Each student must complete their assigned duty. Once complete, instructor must sign off that duty has been completed.
- 4:00PM: School is closed.

### **Tuesday and Thursday**

- 8:15AM: Academy preparation: this includes having the proper uniform on. Looking professional, make-up applied, hair groomed and has a prepared station for clients including the proper tools.
- 8:30AM: Students must be clocked in and seated in the Theory Classroom. Doors are locked at this time to prevent interruptions while students are being instructed.
- 10:00AM: Students have the option to take a fifteen (15) minute break at this time. Students are to return to the Theory Classroom at the end of this break.
- 11:15AM: Theory has concluded for the day. Students are to go directly to their stations to wait for assignments.
- LUNCH  
BREAK: A thirty (30) minute lunch break is required to be taken. Students **must** clock in and out for their lunch break.
- 2:00PM: Students have the option to take a fifteen (15) minute break at this time.
- 3:25PM: Sanitation and closing. Each student must complete their assigned duty. Once complete, instructor must sign off that duty has been completed.
- 4:00PM: School is closed.

### **DAILY DUTIES**

All students will be assigned daily duties. Please be thorough and take pride in fulfilling these tasks. Students will not clock out until all duties have been completed. All facial beds, stools, equipment, and mirrors must be cleaned and sanitized each day. All personal items must be secured. The break room, classroom(s) and clinic floor must be cleaned daily. Additionally, all areas where clients are serviced should be kept immaculate.

## **INSTRUCTOR TRAINEE PROGRAM**

***(MUST BE A LICENSED ARKANSAS COSMETOLOGIST OR ESTHECIAN)***

### **DESCRIPTION:**

The primary purpose of the Cosmetology Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to pass the Arkansas State Board examination, obtain licensure and for competency in job entry-level positions in Esthetics or a related career field.

### **This program of Professional Instructor Training consists of the following curriculum:**

Domestic Violence and Sexual Assault .....	1 hours
Required Preparatory Training.....	50 hours
Class Attendance.....	100 hours
Conducting theory Classes.....	50 hours
Conducting Practical Classes.....	300 hours
Methods of Keeping Student Records.....	10 hours
Individual Training/Practice Cosmetology.....	89 hours

**Program time 600 hours (approx. 19 weeks/95 days/6 months)**

<b>BOOK COST .....</b>	<b>\$600.00</b>
<b>TUITION .....</b>	<b>\$7,200.00</b>
<b>REGISTRATION FEE .....</b>	<b>\$100.00</b>
<b>STUDENT PERMIT FEE .....</b>	<b><u>\$20.00</u></b>

**TOTAL TUITION.....\$7,920.00**

**State Board Examination Fee....\$65.00**

**(OVERTIME CHARGES \$25.00 AN HOUR)**

### **DAILY DUTIES**

All students will be assigned daily duties. Please be thorough and take pride in fulfilling these tasks. Students will not clock out until all duties have been completed. Styling stations and mirrors must be cleaned and sanitized each day. All personal items must be secured. The break room, classroom(s) and clinic floor must be cleaned daily. Additionally, all areas where clients are serviced should be kept immaculate.

## **OTHER COSTS**

Transcript Fee .....	\$10.00
Re-Entry Fee .....	\$150.00

## **OVER CONTRACT**

Over contract is calculated at twice the tuition rate multiplied by the remaining hours. Over contract tuition rate is \$25.00 per hour.

## **PAYMENT (CASH PAY STUDENTS)**

The Academy requires that the student pay the non-refundable registration fee, permit fee, book and kit fee, as well as 5% of the tuition total as a down payment. The whole down payment is non-refundable. A payment plan will be established upon enrollment. Failure to make payments may result in disciplinary action or the withdrawal of the student. Hours completed will not be certified until all monies owed to the Academy are paid in full, or an agreement is made with the Owner. The Academy accepts credit cards only for monthly payments (which will include a credit card convenience fee). A student or legal guardian who cancels his/her enrollment in writing within three business days of signing the Enrollment Agreement in this case all monies collected by the Academy shall be refunded, regardless of whether the student has actually started classes.

## **SCHOLARSHIP AND FEE WAIVERS**

The Academy does not offer scholarships but does provide Fee Waivers. Fee Waivers may be granted only by the Owner and are documented on the Fee Waiver Form.

## **GRADING PROCEDURES**

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two (2) comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the Academy. Students must make up failed or missed tests and incomplete assignments. Students must maintain a 70% or above to be considered passing. Practical grades account for 33%-unit exams 33%, and a final exam will account for 34%. Although instructors and assignments may vary based on program requirements, numerical grades are considered according to the following scale:

### **WRITTEN and PRACTICAL**

<b>90% TO 100%</b>	<b>A</b>
<b>80% TO 89%</b>	<b>B</b>
<b>70% TO 79%</b>	<b>C = 2.0 GPA</b>
<b>69% AND BELOW</b>	<b>F = UNSATISFACTORY</b>

## **MAKE UP WORK**

Any student who has missed assignments or tests will be given one day from the original assignment date to make up the work. Make-up work must be completed during the regular Academy hours.

## **INSTRUCTIONAL METHODS**

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills for each program offered. Clinic equipment, implements, and products are comparable to those used in each industry. The programs are presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstrations, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

## **UNITS OF INSTRUCTION AND HOURS**

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

## **ACADEMIC ADVISEMENT**

Students who are finding it difficult to understand a subject are advised to seek help from their instructor. If the instructor is unable to help the student during class time, administrators will arrange for one-on-one instruction.

## **LICENSURE REQUIREMENTS**

Following graduation from the Academy, the graduate must take the PSI Written Exam and the Arkansas State Practical Exam to become a Licensed Cosmetologist, Esthetician, Cosmetology Instructor or Esthetic Instructor. Graduates are responsible for registering and paying for all state licensure requirements. Arkansas State Board of Health – Cosmetology examination and examination dates are available at: [www.psiexams.com](http://www.psiexams.com). Criminal background, such as a felony or misdemeanor may result in the inability to receive a license. It is the student's responsibility to disclose this information to the state licensing agency.

## **GRADUATION TERMS AND REQUIREMENTS**

### **SCHOOL:**

- Shall provide programs of study that meet minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of graduation and an Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to arrangements for payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview, and has made satisfactory arrangements for debts owed the school as approved by the school.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or Arkansas State Laws and Regulations; improper conduct or any action which cause bodily harm to a client, a student, or an employee of the Academy.
- The institution ensures all graduation requirements have been fulfilled during the exit interview.

### **STUDENT:**

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the schools dress code at all times and project a professional image representative of the beauty industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required test have been taken and passed.
- Understand that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.
- A diploma of graduation and official transcript of hours for the applicable course is given when the student has successfully completed all phases of study and required tests.

## **REFERENCES**

A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the program of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

## **REQUIRED PRACTICAL EXPERIENCES**

Policy and Regulatory agencies require Students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on mannequins, models, or clients. The requirements listed by category are the minimum experiences that each student must successfully complete prior to graduation. More practices may be scheduled by the instructor based on training needs and clientele volume.

## **ATTENDANCE POLICY**

Full-time Cosmetology students are scheduled to attend 32.50 hours per week, excluding lunch (6.50 hours daily Monday – Friday). Full-time Esthetic students are scheduled to attend 32.50 hours per week, excluding lunch (6.50 hours daily Monday – Friday).

Students are strongly discouraged from missing the Academy for any reason and absences are never considered excused. If you miss 3 days within your first month of enrollment, you will be dropped. A student will be dropped for missing 14 scheduled days in a row. Not staying for scheduled hours may result in disciplinary action and will affect students scheduled graduation date.

Students will not be allowed to clock in once Theory has started until Theory is completed for the day, which will result in a tardy. The student will be suspended for one day after the second offense. After the third offense, the student will be dropped from the Academy.

## **TIMECLOCK RULES**

Students must use the fingerprint reader to punch in and out. Students must clock out for lunch. Students cannot leave campus while on the clock and must always ask an instructor before leaving early. Failure to inform an instructor before leaving may result in disciplinary action.

## **SATISFACTORY ACADEMIC PROGRESS POLICY – SAP**

SAP applies to every student enrolled in the Academy. Students are evaluated for Satisfactory Academic Progress at the following actual hours:

COSMETOLOGY	450, 900, 1200
ESTHETICS	300

## **LEVELS OF ADVISEMENT**

A student may be advised by the Academy administration regarding attendance, academic grades or conduct by any of the following actions:

### **STUDENT REPORT**

A student will be given written notification, from the instructor or administrative staff member of a violation by record on the Advisement Report.

### **SUSPENSION**

An immediate out-of-school suspension from Cosmetology Academy of Arkadelphia can be given in the event that a student causes extreme disruption during school. An out-of-school suspension will be for a period of up to three (3) days not to exceed two suspensions. A violation of school policy or conduct after the second suspension period will result in the students termination from the course. A student will be counted as absent during the suspension period.

## **MAXIMUM TIME FRAME**

The maximum time is (143%) times the program length as stated below:

<b>ATTEMPTED PROGRAM HOURS</b>	<b>MIN HOURS</b>	<b>MAX HOURS</b>
COSMETOLOGY	1500	2145
ESTHETICS	600	858

## **INTERRUPTIONS, PROGRAM INCOMPLETES, AND WITHDRAWALS**

Students who withdraw prior to completion of the program and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

## **DETERMINATION OF PROGRESS STATUS**

Students will receive a hard copy of their Satisfactory Academic Progress at the time of each evaluation. Students who meet the minimum requirements for attendance and academic performance, are considered to be making satisfactory academic progress until the next scheduled evaluation.

## **RULES REGARDING ALL KITS**

All kits are to remain at school, per Arkansas Department of Health Cosmetology Section.

## **REGULATIONS FOR CONDUCT**

Students are expected to conduct themselves in a professional manner befitting the beauty industry. HIGH standards of integrity and character are expected. Students will be asked to leave if their conduct is unbecoming or in discord with any rules of the Academy. Students must treat each other, staff, and the customers with respect. A friendly atmosphere makes for more pleasant surroundings; therefore, profanity, rudeness, gossip, and troublemaking will not be tolerated.

1. No loud or profane music is allowed in the building or in the parking areas.
2. Cell phones are not allowed while the student is clocked in. Student phones must be put away and silenced.
3. All Student Chemical Services must be approved by the Instructor. There is a \$5.00 fee for Chemical Service, per chemical service, received by students. Students must pre-pay for the service and present the receipt to the Instructor before the Chemical Service begins.
4. Students may NOT disrupt class, no exceptions.
5. No children are allowed in the classroom. Children should stay at the front of the school.
6. Vulgar or profane language (spoken or written) is NOT tolerated.
7. Students are responsible for clocking in and out on time.
8. Students must call the Academy or the Instructor if they are not coming to school or if they are going to be late or face possible suspension. If you are late (after 8:31AM) you will not be allowed to clock in until 11:15AM. There will be no admittance to Theory once class has started.
9. Students are responsible for their assigned area and must keep it clean and neat at all times. Mirrors and chairs (top and bottom) must be cleaned DAILY.
10. No smoking is allowed in the Academy or within 10 feet of any entrance. The smoking area is located behind the building and those who use this area are required to keep it clean.
11. The Academy is not responsible for lost or stolen items. It is the student's responsibility to secure their property, this includes Student Kits. If a student misplaces or loses items required for the course, it will be the student's responsibility to replace items.
12. Students must be respectful and treat every client/customer as an important part of class assignments.
13. It is the responsibility of the student to ask for an Instructor when needed.
14. With the exception of Instructors, students CANNOT practice on anyone for a fee (State Law).
15. Students are permitted to keep tips but may NOT solicit them from clients/customers.
16. Students refusing to do work that is assigned to them will be asked to clock out and sent home.
17. Cosmetology students must wear black scrubs (top and bottom) and must arrive at the Academy wearing their uniform. Students are permitted to wear black jackets or sweatshirts if needed.
18. Esthetic students must wear black scrubs (top and bottom) and must arrive at the Academy wearing their uniform. Students are permitted to wear pink jackets or sweatshirts if needed.
19. Sleeveless tops or tube tops are not permitted.
20. High heels, sandals, flip-flops, or open toe shoes are not allowed. All students must arrive at the Academy wearing closed toe shoes.
21. Make-up should be applied and hair styled when you ARRIVE at the Academy. No caps or rags will be allowed to be worn on the head.
22. Students will receive two (2) fifteen (15) minute breaks each day; one in the morning and one in the afternoon.
23. Lunch will be for thirty (30) minutes. There will be two designated lunch breaks beginning at 12:00PM. Students will be assigned to a lunch break. This is required in order to ensure there are students available to provide services at all times.
24. Each student will be assigned a daily duty for the WEEK. This must be completed and checked by the instructor daily before the student leaves.
25. Students that need to leave the school for any reason must receive approval from the Instructor.
26. All students MUST park behind the Academy in the designated Student Parking area. Parking in front of the Academy is reserved for clients/customers.

## **REFUND POLICY**

An applicant not accepted for training by the Academy shall be entitled to a refund of all monies paid minus the \$20.00 student permit fee. If a student (or in the case of a student under legal age, his/her parent, or guardian) cancels his/her enrollment and requests his/her money back in writing sent (certified letter only), within three (3) days of signing of the enrollment agreement all monies collected by the school shall be refunded for all programs. The cancellation date will be determined by the postmark on the certified letter. This policy applies regardless of whether the student has started training.

If a student cancels his/her enrollment after all three (3) business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies except for kit, books, student permit fee, and registration fee paid to the school.

For students who enroll in and begin classes the following schedule of tuition adjustment is authorized:

PERCENTAGE LENGTH COMPLETED OF PROGRAM	MOUNT OF TOTAL TUITION TO TOTAL LENGTH OWED TO SCHOOL
.01% to 4.9%	20% retained or received
5.0% to 9.9%	30% retained or received
10% to 14.9%	40% retained or received
15% to 24.9%	55% retained or received
25% to 49.9%	70% retained or received
50% and over	100% retained or received

\*Percentage figure is arrived at by dividing the enrollment time by total required program hours as indicated on this agreement. This is a percentage of the total tuition charged as shown on this agreement. The student acknowledges to that he/she understands that reasonable attorney fees and costs shall be paid by the student in the

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 in school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in (Cancellation/Refund Policy/Withdraw Policy or official termination by the school, which shall occur no more than thirty (30) days from the last physical attendance, or in the case of leave of absence, the documented date of return. Absences during this time have no bearing when calculation enrollment time, unofficial withdrawals will be monitored and determined monthly when progress reports are evaluated.

When situations of mitigating circumstances are evident, the school may provide a refund, which exceeds this refund policy. The enrollment agreement and correspondence regarding cancellations and settlement clearly acknowledge the existence of the cancellation and settlement policy of the school.

If the school is permanently closed and is no longer offering instruction after the student has enrolled, the student is entitled to a pro-rated refund. If a program/course is cancelled after a student's enrollment the school shall at its option provide a full refund of all monies paid or provide a completion of the program/course.

The tuition is the sum of money charge for instruction. It does **not** include the cost of books, kit, registration, and student permit fees, which are all non-refundable.

**Students who terminate prior to program/course completion will be charged a termination fee of \$2,000.00 and an administrative fee of \$150.00.**

### **OVER-CONTRACT COST**

Students are given ample time to complete training. Students are encouraged to attend as scheduled and projected graduation dates are reported on each evaluation. If a student has not completed their contracted hours by their graduation date they are considered to be over contract. Over contract fees are calculated at the hourly rate of the contract at \$25.00 per hour. Those fees are calculated the day the student is contracted to graduate by multiplying the remaining hours left to complete by the over contract fee. Students hours will not be released, and students cannot graduate until these fees are paid.

### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student. If tuition is collected in advance of entrance, and if, after expiration of the 72-hour cancellation privilege, the student does not enter classes, not more than the \$175.00 shall be retained. A full refund, minus \$175.00, will be made if the student is not accepted by Cosmetology Academy of Arkadelphia.



## **OFFICIAL WITHDRAWALS**

To officially withdraw from Cosmetology Academy of Arkadelphia, the student must initiate the withdrawal process by contacting the school Director. The cancellation policy and refund policy, will apply to withdrawn students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received.

## **UNOFFICIAL WITHDRAWAL**

Termination of a student is defined as no longer attending, whether by the student's voluntary withdrawal or dismissal by Cosmetology Academy of Arkadelphia as a discretionary action; the last date of attendance will be used for the cancellation policy, refund policy and RT24 calculations.

## **GROUND FOR WITHDRAWAL BY THE ACADEMY**

A student may be officially withdrawn at the discretion of Cosmetology Academy of Arkadelphia at any time; reasons for official withdraw may include but not limited to:

FAILING GRADES	CONDUCT
ATTENDANCE	NON-PAYMENT

**\*CLOCK HOUR ATTENDANCE WILL BE EVALUATED EVERY MONTH**

### **FERPA**

#### **Notification of Family Educational Rights and Privacy Act (FERPA)**

The Family Rights and Privacy Act (FERPA) afford students certain rights with records, as follows:

(1) The institution guarantees the student or parents/guardian if the student is a dependent minor, the right to inspect and review the student's education records within 45 days of the day the School receives request for access. Students should submit to the Office of Admissions and Records or other appropriate official, written requests that identify the record (s) they wish to inspect. The School official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as request by the student, the school will notify the student of the decision and advise the student of their rights to hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.

(4) The institution requires written consent from the student or guardian (each time) before releasing any student information in response to a third party request, other than a request by NACCAS, unless otherwise required by law.

(5) Disclosure without Consent: The school may disclose personally identifiable information from an Education record of a student without consent if the disclosure meets one or more of the following conditions:

- The disclosure is to the school official, including teachers, within the school with whom the school has determined to have legitimate educational interests
- The disclosure, subject to the requirements of Sec. 99.34 is to officials of another school, school system or institution of postsecondary education where the students seeks or intends to enroll
- The disclosure is subject to the requirements of Sec. 99-35, to authorized representative of: (A) The Comptroller General of the United States, (B) The Secretary, or (C) State and local educational authorities
- The disclosure is in connection with financial aid for which the student has applied or which the student has received
- The disclosure is to State and local officials or authorities to whom is allowed to receive
- The disclosure is to organizations conducting studies for or on behalf of, educational agencies of institutions
- The disclosure is to accrediting organizations to carry out their accrediting functions
- The disclosure is to comply with a judicial order or lawfully issued subpoena
- The disclosure is in connection with a health or safety emergency, under the conditions as describe in Sec. 99.36
- The disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954
- This disclosure is to the parent of a student who is not an eligible student or to the student
- The disclosure is information the educational institution has designated as "directory information" under the conditions described in Sec. 99-37
- The disclosure is to an alleged victim of any crime of violence, as that term is defined in section 16 of title 18, United States Code, of the results of any disciplinary proceeding conducted by a Institution of postsecondary education against the alleged perpetrator of the crime with respect to that crime

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by A&W Health Care Educators is to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
6000 Independence Avenue, SW  
Washington, DC 20202-4605

**Thank YOU for choosing Cosmetology Academy of**  
*Arkadelphia*  
**to begin your career in the beauty industry!**