

# Academy of Professional Cosmetology

2600 West Hudson Rd, Suite A

Rogers, AR 72756

Phone: (479) 246-0046

[www.apcschools.com](http://www.apcschools.com)

Now offering Night classes!



11/11/2024 Catalog  
Classes start monthly

Programs offered: Cosmetology Aesthetics Manicure Instructor



*At the Academy of Professional Cosmetology students are offered the opportunity to learn the principles and modern techniques of cosmetology that can start them on a profitable and rewarding career*

**TABLE OF CONTENTS**

Contact information and Effective Date	Cover
About APC, Facilities	Pg 1
Mission Statement, Philosophy, Objectives, Code of Ethics, Staff, Class Start Dates	Pg 2
Services to Students, For our Graduates, Placement Assistance, Security, Student hours, Lunches/Breaks, School Holidays, Inclement weather, Student directory	Pg 3
Telephone courtesy, Dress Code, Smoking, Sanitation, Attendance Policy, Excused and Unexcused Absences Assignment Make-up Schedule/Make-up Hours, NACCAS 2020 Outcomes	Pg 4
COSMETOLOGY COURSE	Pg 4
MANICURE COURSE	Pg 6
AESTHETICS COURSE	Pg 8
INSTRUCTOR COURSE	Pg 10
Admissions Requirements, Course Specific Admissions Requirements, Credit for Previous Training, Payment Terms & Contract Costs, Institutional charges, Additional charges	Pg 12
Graduate requirements, State Examination, Withdrawal, Termination	Pg 13
Satisfactory Academic Progress, Leave of Absence, Student Access to Records	Pg 14
Conduct Report, Suspension & Termination	Pg 17
Refund Policy	Pg 18
Internal School Complaint Procedure Guidelines	Pg 19
Veterans Standard of Progress	Pg 20

**Academy of Professional Cosmetology**

The Academy is owned and operated by APC Schools, Inc. d/b/a Academy of Professional Cosmetology (Chris & Jill Ward), an Arkansas company and located within 10 miles of scenic Beaver Lake in the growing urban area of northwest Arkansas. We began in 2011 with the confidence developed through the extensive experience of the managers and instructors many years in the cosmetology industry. All our staff members are dedicated to providing the very best learning experience available to our students.

The Northwest Arkansas job market is known for its extraordinary growth and is experiencing a shortage of cosmetologists, aestheticians, and manicurists. The U.S. Bureau of Labor projects employment for hairdressers and cosmetologists to grow by 13% by 2022 with an increase of 83,300 jobs available. The school is licensed by the Arkansas Department of Health-Cosmetology Section, 4815 West Markham, Slot 8, Little Rock, AR 72205 ph. 501-682-2168 and began its initial class on June 6, 2011. Copies of the documents related to licensure are on file in the school administrative office and may be reviewed by the students upon request during regular business hours.

The Academy of Professional Cosmetology is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage. Their contact information is: NACCAS, 3015 Colvin Street Alexandria, Virginia 22314. Telephone: 703-600-7600 Fax: 703-379-2200 [www.naccas.org](http://www.naccas.org)

**FACILITIES**

The Academy of Professional Cosmetology provides modern, spacious (over 10,000 sq ft) of climate-controlled classrooms and clinic to accommodate over 150 students. All clinic practice is under supervision of the instructors. Academic resources include an abundance of professional material, and digital video equipment. Lunchroom/break areas are available for both students and staff. Several restaurants are located nearby.

**MISSION STATEMENT**

The Academy of Professional Cosmetology strives to provide our students with the best environment and opportunity to develop skills for entry level employment in the field of Cosmetology Arts and Sciences and other related fields. We must lead by example as our communities become more diversified, we must be all inclusive to our student body, faculty, and staff. We aim to be distinctive among our peers in our commitment to our students during their time in our school and continuing throughout their careers.

## **PHILOSOPHY**

Every student who has chosen cosmetology as their career field wants to enjoy that career, not just work at it. Given the right environment, quality equipment, and quality instructors, we believe we can ignite that spark of accomplishment, motivate, and lead our students towards a professional, enjoyable career. Students are encouraged to develop creativity and a competitive attitude in their clinical practice while reinforcing their knowledge of the basics of cosmetology.

## **OBJECTIVES**

To provide a well-organized, yet flexible, professional program that meets the need of the student in training. To make sure upon completion of the course the students know the importance of safety and sanitation while also learning effective communication, interpersonal skills, and long-term goal setting to ensure a successful career as a licensed cosmetology professional.

## **CODE OF ETHICS**

Academy of Professional Cosmetology maintains honest and fair relations with our staff, students, patrons, state agencies, and other schools. We will utilize appropriate equipment, supplies, and chemicals for use by our students and staff. We will advertise truthfully and are honest with our students and patrons. We will refrain from criticism, which reflects unfavorably towards other schools in our profession. We will not attempt to recruit students already admitted to another school. We will observe all rules and regulation by Arkansas State and national agencies and keep our instructors current of the latest styles and teaching methods. We will allow no discrimination based on race, color, religion, national origin, sex, disability, ethnic origin, or age.

## **STAFF AND FACULTY**

Our staff are professionals. They are friendly, energetic, highly trained, and skilled in the field of Cosmetology and related subjects. They all have extensive backgrounds in cosmetology, which allows them to communicate effectively and relate to the students they are training.

School Owner, President/CEO: Jill Ward

School Owner, Vice President: Chris Ward

Recruiting and Admissions: Ashley Hocut

Finance and Compliance Manager: Cheryl Julaka

Records and Resource Specialist: Aylie Shaddy

Lead Cosmetology Instructor: Ricketta Zilenski

Cosmetology Instructors: Alicia Martinez, Margarita Gutierrez, Leslie Patterson, Jenny Mondragon

Lead Aesthetics Instructor: Olivia Stark

Aesthetics Instructor: Sierra Johnson

Manicure Instructor: Margarita Gutierrez/Leslie Patterson

Accounting Clerk: Cathy Grigg

## **CLASS START DATES**

Currently, new classes begin the first Wednesday of each month. However, the school reserves the right to change start dates based on class enrollment, staff availability and other considerations. Please contact the school office for the exact starting dates. Enrollment is based on a 11–15-month period for Cosmetology training, a 4-6 month period for manicure, aesthetics, and instructor. Special conditions may require an alternative schedule based on documented student requirements. Classes are held per the published schedule and could change based on instructor availability or a change in the schools' hours of operation.

## **SERVICES TO STUDENTS**

Students coming to the Northwest Arkansas area may be provided help locating suitable housing, part-time employment, and other living necessities when possible. Administrative office can provide information on organization that may assist students with personal issues that may affect their studies. At the end of each month the instructors will provide progress reports which include attendance rate, written and practical grades, and financial information.

## **FOR OUR GRADUATES**

We request all our graduates maintain contact with us and help us continually improve our school through feedback. We do maintain contact with our friends in local salons and the owners in the local area in need of Cosmetologists, Aestheticians, and Manicurists. Every student should be aware we give references according to the student's attendance and academics: good student: good reference, fair student: fair reference, etc. Additional guidance may also be given to help address the individual student needs after graduation, such as resume assistance, job search skills, interview preparation, and overall professionalism.

## **PLACEMENT ASSISTANCE**

Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is *not guaranteed*.

## **SECURITY**

Students are responsible for the security of their school-issued equipment and personal property. When clocking out for any reason, each student should secure their property locked in his/her station, locker, or vehicle. The school and staff are not responsible for lost equipment or personal belongings. Any personal items left at the school for 30-days will be considered abandoned property by the school.

## **STUDENT HOURS**

Students are required to clock in when arriving for training and also to clock out when leaving the school premises. Hours are recorded electronically. All student-acquired time is recorded to the minute. A student may not record time for another student. Students who cannot be located in the school will be clocked out at the last time they were observed by an instructor.

## **LUNCHES/BREAKS**

Lunch breaks are typically scheduled by an instructor between 11:00 am-1:00 pm for a period of 1 hour. Students who fail to clock out for lunch will have 1 hour deducted from the total hours if it exceeds 7 hours per Arkansas Department of Health, Cosmetology Section. PM classes will receive a dinner break.

## **SCHOOL HOLIDAYS**

We are closed the following nationally recognized holidays: New Year's Day, Spring Break, Memorial Day, Independence Day, Labor Day, Fall Break, Thanksgiving Break, Christmas Break. We may also designate additional holidays. Students may be excused for individual religious holidays, but these must be designated in writing at the time of initial enrollment.

## **INCLEMENT WEATHER**

When the school is closed for exceptional inclement weather, the announcement will be made via social media. Students may make up inclement weather hours outside of normal class time on a limited basis depending on staffing.

## **STUDENT DIRECTORY**

It is your right under federal law, the Family Educational Rights and Privacy Act 20 U.S. -1232 (known as FERPA), to request the school to withhold the release of this information. The designation may be made on your registration form. If the school receives a request from a local salon for information on a student, APC does not provide your information to the salon/business. All job opportunities are posted on the job board in the student breakroom and on the school social media.

## **TELEPHONE COURTESY**

All cell phone and electronic devices must be put away, unless given explicit teacher permission to use for instruction. Personal use of cell phones is allowed in the break room or during lunch period. Students repeatedly using their phones/taking calls not of an emergency nature will be asked to clock out.

## **DRESS CODE**

Students are issued one smock for cosmetology and one apron for aesthetics. Students are required to wear “all black” clothes or “all black” scrubs except for the day of “color” day; meaning that students do not have to wear black. For the day class black is required Monday – Thursday. Day of color is Friday. For the night class black is required Monday-Thursday. Day of color is Friday. The following are acceptable: any type of pants and capris. Skirts or shorts must be knee length or longer. Any sleeveless strap must be two fingers in width. Jeans may not be cut up, ragged or worn. Shoes must be closed-toe, comfortable, and durable. All students must remember that this is a people business and cleanliness, and proper appearance are very important to your career and future earnings potential. Students whom the instructor deems out of uniform may be clocked out by the instructor and sent home for the proper uniform.

### **SMOKING**

Due to health and legal reasons, smoking or vaping is not allowed in any area of the school building or within 20 feet from the back door.

### **SANITATION**

Proper hygiene and sanitation must be practiced each day in school. Students wearing soiled or improper uniforms or footwear will not be allowed to attend class or work on the clinic floor. Food and drinks are not allowed on the clinic floor. Food and drinks are only allowed in the break room.

### **ATTENDANCE POLICY**

All school programs are clock hour programs. Attendance records are maintained on each student. All absences and partial days are recorded based on your recorded time. Absence from class will prevent you from graduating on time and will incur additional tuition costs in accordance with your contract. In cases of unexpected absence, you are to call in by sign-in time to inform the staff you will be out that day.

### **EXCUSED AND UNEXCUSED ABSENCE**

The school does not recognize excused or unexcused absence regarding attendance status, either the student is in the school accruing time or not. Students are responsible to make up missed class time as well as missed theory and academics. Students who miss over 10% of their scheduled program will be charged additional tuition charges as per the student enrollment agreement. These added charges are not covered by Student Aid Programs.

### **CANCELLATION OR “NO START” POLICY**

If a student misses more than 3 school days in the first 30-days, then the student will be classified as a “No Start”. This results in no clock hours will be reported to the Arkansas Department of Health, Cosmetology Section. The student is welcome to re-start the program at the next seat opening.

### **ASSIGNMENT MAKE-UP SCHEDULE/MAKE-UP HOURS**

Students may make up missed exams following theory class, with instructor approval. All missed assignments must be made up within one week of the failed/missed assignment. Students may make up inclement weather hours outside of normal class time on a limited basis depending on staffing. Students are allowed to make up missed clock hours on an approved schedule per an instructor not to exceed the state maximum.

### **TARDINESS DURING THEORY**

AM Policy: If students arrive after 8:40 am, they are not allowed to clock in until 9:30 am. Students are not allowed to stay on the school grounds. Students will be asked to leave and return to school at 9:30 am. PM Policy: If students arrive after 5:40 pm, they are not allowed to clock in until 6:30 pm. Students are not allowed to stay on the school grounds. Students will be asked to leave and return to school at 6:30 pm.

### **NACCAS 2022 OUTCOMES**

A copy of this report is maintained in the administration office and can be viewed during regular business hours.

<b>NACCAS 2022 Outcomes</b>	<u><b>Official rates for all programs:</b></u> Graduation rate: 91.04% Placement rate: 86.67% Licensure rate: 98.25%
-------------------------------------	---

### **COSMETOLOGY COURSE-1500 CLOCK HOURS**

## COSMETOLOGY COURSE OBJECTIVES

The objective of the course is to train men and women in the field of cosmetology to become well trained professional Cosmetologists and prepare them for licensing by the AR Dept of Health-Cosmetology.

## COSMETOLOGY JOB OPPORTUNITIES

The many job opportunities available include hair stylist, salon/spa owner, management, makeup artist, writer, nail technician, platform artist, salon manicurist, or representative to companies serving the cosmetology field.

## CURRENT COSMETOLOGY COURSE SCHEDULE

School Hours 8:30am-4:30pm Monday-Friday/Full Time: 35 hours per week

**Cosmetology Night class hours: 5:30 pm – 10 pm Monday-Friday/Part time: 22.5 hrs per week**

## CURRENT COSMETOLOGY COURSE MAXIMUM TIME FRAME

### Scheduled length of Cosmetology Course

Cosmetology Day Program: 1500 hours, 35 hrs/wk

### Weeks

43 weeks

Maximum time allowed

### Scheduled Hours

2000

Maximum time allowed

### Scheduled length of Cosmetology Course

Cosmetology Night Program: 1500 hours, 22.5 hrs/wk

### Weeks

67 weeks

### Scheduled Hours

2000

## COSMETOLOGY COURSE FEE SCHEDULE

2024/2025 Cosmetology	Course Fee
Academic Year 1 Tuition	\$8,910
Academic Year 2 Tuition	\$5,940
Kit	\$1,500
Books	\$600
Application Fee	\$100
Student Permit/TC fee	\$25.00
<b>Total</b>	<b>\$17,075</b>

## COSMETOLOGY COURSE EQUIPMENT

All new students are issued a very complete custom kit including all essential equipment required to complete the course. Students are also issued a complete set of Milady Textbooks and study guides. Lockers are available on a first come first serve basis to secure your equipment, as each student is responsible for their own equipment and must replace lost equipment at their own expense. If utilizing a school locker, please furnish your own padlock school.

## COSMETOLOGY COURSE OUTLINE

## COSMETOLOGY COURSE INSTRUCTIONAL METHODS AND SUPPORT MATERIALS

Daily utilization of training program materials: DVDs, videos, and textbooks in a structured classroom environment with



## REFERENCES AND TEXTS

The Milady Standard Textbook of Cosmetology, Study Guide, CD Rom, and the State Board exam review book. Additional books, magazines, videotapes, and computer training programs are available in the instructor's office.

## GOALS AND OBJECTIVES

To project a well-organized, yet flexible program that meets the needs of the students in training. To make sure upon completion of the course the student knows the importance of safety and sanitation, effective communication, interpersonal skills and long-term goal setting for the success of their future and career as a licensed professional.

## COURSE FORMAT

The course is presented through:

- » Comprehensive lesson plans
- » Visual and audio aids (DVD, Video projection, white magnetic boards)
- » Milady Educational books, library books and magazines.
- » Hands on practical methods

## GRADE SYSTEM

Each student must maintain an average of 75%. Grading in both practical and theory are scored by letter grades.

93 - 100	A	EXCELLENT
85 - 92	B	VERY GOOD
75 - 84	C	SATISFACTORY
74 and BELOW	F	UNSATISFACTORY

## BASIC ARKANSAS COSMETOLOGY CURRICULUM REQUIREMENTS: 1500 HOURS

<b>Hygiene and Sanitation</b>	80 Hours: Instructions in sanitation, sterilization, hygiene, lighting and ventilation. Students are required to maintain their stations as warranted and are responsible for their actions or mishaps.
<b>Related Science</b>	120 Hours: Physiotherapy or cosmetricity (pertaining to electricity used in cosmetology), Physiology and Histology Anatomy, Neurology, Myology and Osteology.
<b>Hairdressing</b>	1000 Hours: cleaning hair, shampooing, haircutting, clipping, singeing, dying, tinting, bleaching, scalp massage, brushing and combing, curling, permanent waving, and reconditioning hair, wiggery, thermal pressing, iron curling, chemical relaxing, etc.
<b>Manicuring</b>	100 Hours: the construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage
<b>Aesthetics</b>	100 Hours: the skin, various kinds of facial massage, cosmetics, packs, the art of makeup, eyebrow arching, eyebrow and eyelash dying.
<b>Salesmanship-Shop Management</b>	50 Hours: Instruction in how to keep records, knowledge of business law, cosmetology law, rules and regulations, booking appointments, retailing, etc.
<b>Professional Ethics</b>	49 Hours: Courtesy, neatness and professional attitude
<b>Theory</b>	1 hour of domestic violence and sexual assault training as set forth in A.C.A. §17-26-205(a), etc.

## MANICURE COURSE-600 CLOCK HOURS

Note: Currently this course is not currently Title IV, HEA eligible.

## MANICURE COURSE OBJECTIVES

The objective of the course is to train men & women in the field of cosmetology to become well -trained professional manicurists & prepare them for licensing by the AR Dept of Health-Cosmetology.

## MANICURE JOB OPPORTUNITIES

Job opportunities include school owner, manicurist, salon manager, or representative to companies serving the cosmetology field.

## MANICURE COURSE SCHEDULE

School Hours 8:30am-4:30pm Monday – Friday/Full Time: 35 hours per week

Part Time: 21 hours per week, Mondays, Wednesdays, Fridays

**Manicure Night class hours: 5:30 pm – 10 pm Monday-Friday/Part time: 22.5 hrs per week**

## MANICURE COURSE MAXIMUM TIME FRAME

<u>Scheduled Length Of Manicure Course</u>	<u>Weeks</u>	Maximum Time Allowed <u>Scheduled Hours</u>
Manicure Day Program: 600 hours, 35 hrs/wk (full time)	18 weeks	800

<u>Scheduled Length Of Manicure Course</u>	<u>Weeks</u>	Maximum Time Allowed <u>Scheduled Hours</u>
Manicure Day Program: 600 hours, 21 hrs/wk (part time)	29 weeks	800

<u>Scheduled Length Of Manicure Course</u>	<u>Weeks</u>	Maximum Time Allowed <u>Scheduled Hours</u>
Manicure Night Program: 600 hours, 22.5 hrs/wk (part time)	27 weeks	800

800

## MANICURE COURSE FEE SCHEDULE

2024/2025	Manicure Course Fee
<b>Academic Year 1 Tuition</b>	\$6,200
<b>Books</b>	\$475
<b>Kit</b>	\$1000
<b>Application Fee</b>	\$100
<b>Student Permit/TC fee</b>	\$25
<b>Total</b>	<b>\$7,800</b>

## MANICURE COURSE EQUIPMENT

All new students are issued a very complete custom kit including all essential equipment required to complete the course. Students are also issued a complete set of Milady Textbooks and study guides. Lockers are available on a first come first serve basis to secure your equipment, as each student is responsible for their own equipment and must replace lost equipment at their own expense. If utilizing a school locker, please furnish your own padlock school.

## MANICURE COURSE INSTRUCTIONAL METHODS AND SUPPORT MATERIALS

Daily utilization of training program materials: DVDs, videos, and textbooks in a structured classroom environment with daily laboratory clinic practice. In addition, presentations by salon owners, representatives and product demonstrators are utilized. At times demonstrators, representatives or the school will have products, kits or additional material available for purchase at an additional cost. These items are NOT required for completion of the course.

## REFERENCES AND TEXTS

The Milady Standard Textbook of Manicuring, Study Guide, and the State Board exam review book. Additional books, magazines, videotapes, and computer training programs are available in the instructor office.

## GOALS AND OBJECTIVES

To project a well-organized, yet flexible program that meets the needs of the students in training. To make sure upon completion of the course the student knows the importance of safety and sanitation, effective communication, interpersonal skills and long-term goal setting for the success of their future and career as a licensed professional.



## COURSE FORMAT

The course is presented through:

- » Comprehensive lesson plans
- » Visual and audio aids (DVD, Video projection, white magnetic boards)
- » Milady Educational books, library books and magazines.
- » Hands on practical methods

## GRADING SYSTEM

Each student must maintain an average of 75%. Grading in both practical and theory are scored by letter grades.

93 - 100	A	EXCELLENT
85 - 92	B	VERY GOOD
75 - 84	C	SATISFACTORY
74 and BELOW	F	UNSATISFACTORY

## BASIC ARKANSAS MANICURE CURRICULUM REQUIREMENTS: 600 HOURS

<b>Health, Sanitation, and Infection Control</b>	75 Hours identifying diseases and disorders of the nails, infection control and sanitation, disinfection, universal precautions, regulations
<b>Health Related Sciences</b>	75 hours nail structure and growth, anatomy of the hands and feet, basics of chemistry
<b>Manicuring and Pedicuring</b>	200 Hours nail shape and growth, basic manicure, oil manicure, wax treatment, arm massage, spa manicure, pedicure and tools, foot massage, beyond basic pedicures
<b>Advanced Nail Technology</b>	200 Hours acrylic nails (methacrylate), nail enhancements, odorless nail products, colored acrylic powers, UV Gel nails and removal
<b>Career Development</b>	49 Hours preparing for licensure, managing money, operating a salon, selling product, working with clients, writing a resume
<b>Theory</b>	1 hour of domestic violence and sexual assault training as set forth in A.C.A. §17-26-205(a), etc.

## AESTHETICS COURSE-600 CLOCK HOURS

### AESTHETICS COURSE OBJECTIVE

The objective of the course is to train men and women in the field of cosmetology to become professional aestheticians and prepare them for licensing by the Arkansas Department of Health- Cosmetology.

### AESTHETICS JOB OPPORTUNITIES

The many job opportunities available include aesthetician, skin specialist, eyebrow and lash service, school owner, or representative to companies serving the cosmetology field.

### AESTHETICS COURSE SCHEDULE

School Hours 8:30am-4:30pm Monday-Friday/Full Time: 35 hours per week

Part Time: 21 hours per week, Mondays, Wednesdays, Fridays

**Aesthetics Night class hours: 5:30 pm – 10 pm Monday-Friday/Part time: 22.5 hours per week**

**AESTHETICS COURSE MAXIMUM TIME FRAME**

<b>Scheduled Length Of Aesthetics Course</b>	<u>Weeks</u>	Maximum Time Allowed
Aesthetics Day Program: 600 hours, 35 hrs/wk (full time)	18 weeks	<u>Scheduled Hours</u>
		800
<b>Scheduled Length Of Aesthetics Course</b>	<u>Weeks</u>	Maximum Time Allowed
Aesthetics Day Program: 600 hours, 21 hrs/wk (part time)	29 weeks	<u>Scheduled Hours</u>
		800
<b>Scheduled Length Of Aesthetics Course</b>	<u>Weeks</u>	Maximum Time Allowed
Aesthetics Night Program: 600 hours, 22.5 hrs/wk (part time)	27 weeks	<u>Scheduled Hours</u>
		800

**AESTHETICS COURSE FEE SCHEDULE**

2024/2025	Aesthetics Course Fee
<b>Academic Year 1 Tuition</b>	\$7,260
<b>Books</b>	\$500
<b>Kit</b>	\$2000
<b>Application Fee</b>	\$100
<b>State Permit/TC fee</b>	\$25
<b>Total</b>	<b>\$9,885.00</b>

**AESTHETICS COURSE EQUIPMENT**

All new students are issued a very complete custom kit including all essential equipment required to complete the course. Students are also issued a complete set of Milady Textbooks and study guides. Lockers are available on a first come first serve basis to secure your equipment, as each student is responsible for their own equipment and must replace lost equipment at their own expense. If utilizing a school locker, please furnish your own padlock school.

**AESTHETICS COURSE OUTLINE**

**AESTHETICS COURSE INSTRUCTIONAL METHODS AND SUPPORT MATERIALS**

Daily utilization of training program materials: DVDs, videos, and textbooks in a structured classroom environment with daily laboratory clinic practice. In addition, presentations by salon owners, representatives and product demonstrators are utilized. At times demonstrators, representatives or the school will have products, kits or additional material available for purchase at an additional cost.

**REFERENCES AND TEXTS**

The Milady Standard Textbook of Manicuring, Study Guide, and the State Board exam review book. Additional books, magazines, videotapes, and computer training programs are available in the instructor office.

**GOALS AND OBJECTIVES**

To project a well-organized, yet flexible program that meets the needs of the students in training. To make sure upon completion of the course the student knows the importance of safety and sanitation, effective communication, interpersonal skills and long-term goal setting for the success of their future and career as a licensed professional.

**COURSE FORMAT**

The course is presented through:

- » Comprehensive lesson plans
- » Visual and audio aids (DVD, Video projection, white magnetic boards)

- » Milady Educational books, library books and magazines.
- » Hands on practical methods

**GRADING SYSTEM**

Each student must maintain an average of 75%. Grading in both practical and theory are scored by letter grades.

93 - 100	A	EXCELLENT
85 - 92	B	VERY GOOD
75 - 84	C	SATISFACTORY
74 and BELOW	F	UNSATISFACTORY

<b>BASIC ARKANSAS AESTHETICS CURRICULUM REQUIREMENTS: 600 HOURS</b>	
<b>Chemistry</b>	40 Hours define chemistry and its branches, explain matter and it's structure, understand acid, alkaline, and pH
<b>Physiology</b>	35 hours functions of the skin, skin layers, collagen and elasticity, glands of the skin, effects of hormones on the skin, how skin ages
<b>Bacteriology &amp; Sanitation</b>	35 Hours state laws and rules, differences between cleaning, disinfecting, and sterilizing, types of disinfectants
<b>Intro. to Skin Care</b>	45 Hours skin types, skin conditions, healthy habits for skin
<b>Skin Care</b>	150 Hours healthy skin habits, treatment contraindications, causes of skin conditions
<b>Makeup and Corrective Makeup</b>	50 Hours cosmetic color theory, warm and cool colors, different cosmetics and uses, makeup products
<b>Eyebrows and Lashes</b>	40 Hours artificial lashes, eyelash waxing, arching
<b>Hair Removal</b>	40 Hours hair morphology, growth cycle, methods of removal, temporary hair removal, waxing techniques
<b>Safety Precautions</b>	20 Hours
<b>Personality Development</b>	20 Hours proper business protocol, face to face client interactions, diplomacy,
<b>Management</b>	20 Hours managing money, assets, scheduling, clients
<b>Salesmanship</b>	15 Hours selling products in the salon, managing inventory, building clientele
<b>State Laws &amp; Rules</b>	10 Hours state laws, rules, and regulations applicable to the field
<b>Testing Evaluation</b>	15 Hours
<b>Instructor's Discretion</b>	64 Hours
<b>Theory</b>	1 hour of domestic violence and sexual assault training as set forth in A.C.A. §17-26-205(a), etc.

**INSTRUCTOR COURSE-600 CLOCK HOURS** Note: This course is not currently Title IV, HEA eligible.

**INSTRUCTOR COURSE OBJECTIVES**

The objective of the course is to train men & women in the field of cosmetology to become well -trained professional manicurists & prepare them for licensing by the AR Dept of Health-Cosmetology.

**INSTRUCTOR JOB OPPORTUNITIES**

The many job opportunities available include school cosmetology instructor, platform artist, school owner, or representative to companies serving the cosmetology field.

**INSTRUCTOR COURSE SCHEDULE**

School Hours 8:30am-4:30pm Monday-Friday/Full Time: 35 hours per week  
 Part Time: 21 hours per week, Monday, Wednesdays, Fridays

### INSTRUCTOR COURSE MAXIMUM TIME FRAME

<b>Scheduled Length Of Instructor Course</b>	<b>Weeks</b>	<b>Maximum Time Allowed</b>
Manicure Day Program: 600 hours, 35 hrs/wk (full time)	18 weeks	<u>Scheduled Hours</u> 900
<b>Scheduled Length Of Instructor Course</b>	<b>Weeks</b>	<b>Maximum Time Allowed</b>
Manicure Day Program: 600 hours, 21 hrs/wk (part time)	29 weeks	<u>Scheduled Hours</u> 900
<b>Scheduled Length Of Instructor Course</b>	<b>Weeks</b>	<b>Maximum Time Allowed</b>
Manicure Night Program: 600 hours, 22.5 hrs/wk (part time)	27 weeks	<u>Scheduled Hours</u> 900

### INSTRUCTOR COURSE ADMISSIONS REQUIREMENT

Applicants must have a high school diploma or GED certificate. An Arkansas Cosmetology License issued by the Arkansas Department of Health-Cosmetology and legal photo identification is required. Applicant must be 21 years old.

### INSTRUCTOR COURSE FEE SCHEDULE

2024/2025	Instructor Course Fee
<b>Academic Year 1 tuition</b>	\$6,000
<b>Books</b>	No charge (unless not returned to APC after borrowing)
<b>Application Fee</b>	\$100
<b>State Permit</b>	\$25
<b>Total</b>	\$6,125

### INSTRUCTOR COURSE EQUIPMENT

All new students are issued a very complete custom kit including all essential equipment required to complete the course. Students are also issued a complete set of Milady Textbooks and study guides. Lockers are available on a first come first serve basis to secure your equipment, as each student is responsible for their own equipment and must replace lost equipment at their own expense. If utilizing a school locker, please furnish your own padlock school.

## INSTRUCTOR COURSE OUTLINE-600 CLOCK HOURS

### INSTRUCTOR COURSE INSTRUCTIONAL METHODS AND SUPPORT MATERIALS

Daily utilization of training program materials: DVDs, videos, and textbooks in a structured classroom environment with daily laboratory clinic practice. In addition, presentations by salon owners, representatives and product demonstrators are utilized. At times demonstrators, representatives or the school will have products, kits or additional material available for purchase at an additional cost. These items are NOT required for completion of the course.

### REFERENCES AND TEXTS

Milady Standard Textbook of Cosmetology, Study Guide, and the State Board exam review book. Additional books, magazines, videotapes, and computer training programs are available in the instructor's office.

### GOALS AND OBJECTIVES

To project a well-organized, yet flexible program that meets the needs of the students in training. To make sure upon completion of the course the student knows the importance of safety and sanitation, effective communication, interpersonal skills and long-term goal setting for the success of their future and career as a licensed professional.

### COURSE FORMAT

The course is presented through:

- » Comprehensive lesson plans
- » Visual and audio aids (DVD, Video projection, white magnetic boards)
- » Milady Educational books, library books and magazines.
- » Hands on practical methods

### GRADE SYSTEM

Each student must maintain an average of 75%. Grading in both practical and theory are scored by letter grades.

93 - 100	A	EXCELLENT
85 - 92	B	VERY GOOD
75 - 84	C	SATISFACTORY
74 and BELOW	F	UNSATISFACTORY

### BASIC ARKANSAS INSTRUCTOR CURRICULUM REQUIREMENTS: 600 HOURS

<b>Preparatory Training</b>	50 Hours teaching of theory and practical operation, selecting subject matter for class, preparing lectures, conducting a review of subjects taught, grading exams, demonstrating practical operations, and teaching practical operations
<b>Class Attendance</b>	100 hours accurately recording attendance for each class daily, maintain records
<b>Conducting Theory Class</b>	50 Hours conducting daily theory classes for students, while under the supervision of a licensed instructor
<b>Conducting Practical Class</b>	300 Hours conducting daily practical classes for students
<b>Method of Keeping Student Records</b>	10 Hours accurately maintain student academic files, including exam papers, essays, reviews, and other documents
<b>Instructor's Discretion</b>	89 hours: Training in subjects in which the individual instructor-trainee may be deficient, or to the practice of Cosmetology
<b>Theory</b>	1 hour of domestic violence and sexual assault training as set forth in A.C.A. §17-26-205(a), etc.

### ADMISSIONS REQUIREMENTS

Academy of Professional Cosmetology is an equal opportunity employer and follows the same policies in accepting applications from potential students. Academy of Professional Cosmetology is open to all students without regard to race, color, religion, age, sex, creed, ethnic origin, sexual orientation, disability or marital status. The admission policy is in compliance with the U.S. Department of Education, Arkansas Department of Health-Cosmetology Section and National Accrediting Commission of Career Arts and Sciences.

To be eligible for admission the student must meet the following requirements.

- Be at least 17 years of age (Age will be verified with Individual's ID)
- Provide a valid driver's license, state ID with photo, social security card, or valid passport.
- Pay an application fee of \$100 (non-refundable).

Students must meet one of the following:

- a) Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, a certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate? Degree or higher by providing a copy of a college transcript showing college completion or college degree, etc.; or
- b) Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- c) Have the ability to benefit from the training, according to the **NACCAS Ability-To-Benefit Policy**.
- d) Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 180 days after termination, of \$100. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 180 days after the formal withdrawal date unless mitigating circumstances apply. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **COURSE SPECIFIC ADMISSION REQUIREMENTS**

Applicable to Instructor Course Only -

- Students for the instructor program must meet the requirements listed above and
- Students must have previously obtained licensure in the field in which they wish to teach.
- Be at least 21 years of age.

### **CREDIT FOR PREVIOUS TRAINING**

The school grants credit for previous training under very limited conditions and shortens the course accordingly provided the Arkansas Department of Health-Cosmetology section certifies the hours. As stated above all hours attempted count whether or not they are accepted toward the 133% Quantitative requirements for Title IV, HEA funding.

### **PAYMENT TERMS AND CONTRACT COSTS**

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated in the enrollment agreement. The school may, at its option and without notice, prevent a student from attending class until any applicable unpaid balance or payments are satisfied. Methods of payment include full payment at time of signing the Enrollment Agreement, application fee paid at time of application submission signing with balance paid prior to start date or through an approved payment plan. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans. Students who leave the school with an outstanding delinquent contract balance will be required to pay all applicable collection and account fees.

### **INSTITUTIONAL CHARGES**

Students are advised that the school fees and additional charges are the responsibility of the student in accordance with the students' contract. All student accounts are maintained in accordance with Federal and State laws. A student who does not complete his/her course by the "contract ends" date listed on the contract plus 10% of contracted course hours will be responsible to pay the additional institutional charges of \$250 per week or \$50 per day for each hour required to reach the contracted required hours, including the theory hours required for graduation (180 theory hours for cosmetology, 100 theory hours for aesthetics and manicure). This timeframe must remain within the maximum timeframe of 133% completion for the program. Over contract charges are not covered by Title IV funds. Students in the instructor program are not subject to additional institutional charges.

### **ADDITIONAL CHARGES**

The school may charge additional tuition for hours remaining after the contract ending date plus 10% of contracted hours at the rate of \$250 per week or \$50 per day, or any part thereof, payable in advance until graduation. Students will be charged a \$150 for withdrawing from the program and student will be charged \$10 fee for replacing a name badge. Students who do not park in designated parking receive a parking ticket for \$10 per incident. The school may charge a \$10 transcript fee. Other miscellaneous fees may apply. **All fees must be paid in order to receive your diploma.**

### **GRADUATION REQUIREMENTS (all courses)**

Student must successfully complete all curriculum requirements including all required tests, assignments, practical exams, and final exams. The final exam must be passed prior to receiving a graduation certificate and attempting the Arkansas Dept. of Health-Cosmetology Examinations. Students must complete all exit paperwork and make satisfactory arrangements for payment of all debts owed to the school. Failure to attain a 75% average or pass the final exam may require remedial training of 150 hours. A certificate of graduation is provided by the school demonstrating that the student has successfully completed their required hours of training and all curriculum requirements. The school will certify that the student tuition has been paid in full or that other financial arrangements have been made.

### **STATE EXAMINATIONS/EARLY TEST OPTION (for all courses)**



The practical examination is held on campus at APC. After the students completes all graduation requirements and has paid all remaining charges-or made financial arrangements with the school regarding any balances-the student will then complete an application for examination by the Arkansas Department of Health-Cosmetology section. The state allows students the option of testing early at 480 clock hours for a 600-hour course and at 1200 hours for Cosmetology. A money order or check for \$65 must be supplied by the student and made out to the Arkansas Department of Health-Cosmetology section. The funds must accompany the application to cover the cost of the examination. The student will be notified of the test date, and information will also be provided to the student about scheduling the written examination. The student may also check the student "CIB" (candidate information bulletin) regarding the steps to schedule the written exam.

## WITHDRAWAL POLICY

### Official Withdrawal

A student is considered to be "Officially" withdrawn on the date the student notifies the Admissions Office or School Administrator in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from Academy of Professional Cosmetology records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

**Unofficial Withdrawal** occurs on the day that the student fails to attend class for 14 continuous calendar days unless the student has been granted a Leave of Absence. If a student fails to show up for class for 14 continuous calendar days without notifying the school of his/her absence the school will determine that the student is an "unofficial withdrawal". Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every 30 days.

Students who withdraw or terminate prior to course completion are charged a drop fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution will be calculated separately at the time of withdrawal. All fees are identified in this catalog and in the student's enrollment agreement.

### Termination

Any student who fails to maintain satisfactory academic progress, fails to comply with the school's attendance and/or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the Academy of Professional Cosmetology contractual agreement, will be subject to termination and considered officially withdrawn.

## SATISFACTORY ACADEMIC PROGRESS POLICY

- A. GENERAL:** This institution requires all its students to maintain Satisfactory Academic Progress (SAP). The SAP policy applies to every student enrolled in a NACCAS-approved program. These standards are provided prior to enrollment, apply to all students, regardless of the source of the student's funding, and to all students, regardless of their status (full-time or part-time). All students must comply with the following standards:
- » All students must maintain a cumulative academic average of "C" (75% or better for all Academy of Professional Cosmetology programs) and 75% attendance to maintain satisfactory progress. Satisfactory academic progress is checked once per payment period.
  - » All students are held responsible for regular and punctual attendance. All students must complete the program within 133% the scheduled length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours scheduled.
  - » Regardless of the average level of attendance, students who have more than 14 days of consecutive absence will be unofficially withdrawn. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 10 or more days are encouraged to request a Leave-of-Absence.
  - » In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Catalog.
  - » All satisfactory academic progress evaluations will be a part of the student file to which the student has access.

**B. Academic Year Definition**

For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments. Academy of Professional Cosmetology's academic year is defined as, 900 clock hours and 26 weeks for Title IV, HEA purposes. For programs with a total length that exceeds one academic year, each full academy year is divided into two equal evaluation periods in accordance with the following: The payment period are divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the course or period.

### **C. Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology full time: 450, 900, 1200, clocked (actual) hours 13 academic weeks, 26 academic weeks, 35 academic weeks

Cosmetology night class: 450, 900, 1200, clocked (actual) hours 20 academic weeks, 40 academic weeks, 53 academic weeks

Cosmetology: Evaluation points 450, 900, 1200 and 4<sup>th</sup> evaluation period ends at 1500 clock hours

Aesthetics: Evaluation point at 300 clocked (actual) hours, (9 academic weeks full time, 15 academic weeks part time), 2<sup>nd</sup> evaluation period ends: 600 clock hours

Manicure: Evaluation point at 300 clocked (actual) hours, (9 academic weeks full time, 15 academic weeks part time), 2<sup>nd</sup> evaluation period ends: 600 clock hours

Manicure night class: Evaluation point at 300 clocked (actual) hours, {14 academic weeks part time (night)}, 2<sup>nd</sup> evaluation period ends: 600 clock hours

Instructor: Evaluation point at 300 clocked (actual) hours, (9 academic weeks full time, 15 academic weeks part time), 2<sup>nd</sup> evaluation period ends: 600 clock hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. All evaluations must be completed within (7) seven school, business days.

### **D. Attendance Progress Evaluations**

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

---

### **E. TITLE IV Maximum Time Frame Quantitative Requirements**

The maximum time allowed for students to complete each course at satisfactory academic progress is 133% of the program length for the current total contracted hours. An approved Leave of Absence will extend the student's contract end date and maximum time frame by the same number of days in the approved Leave of Absence. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe will be terminated from the program and would thereafter be permitted to re-enroll in the program on a cash pay basis.

### **F. Academic Progress Evaluations Qualitative Requirements**

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 practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated and counted toward course completion. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments within one week of the failed/missed grade. Numerical grades are considered according to the following scale:

93 - 100	A	EXCELLENT
85 - 92	B	VERY GOOD
75 - 84	C	SATISFACTORY
74 and BELOW	F	UNSATISFACTORY

### **G. Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. The school will notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **H. Warning**

Students who fail to meet minimum requirements 75% cumulative attendance and 75% Cumulative GPA for attendance and academic progress at a scheduled evaluation will be placed on a Financial Aid Warning. A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only. At the end of the evaluation period if

the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student will be placed on Financial Aid Suspension Status and may be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV eligibility.

#### **I. Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal within fourteen (14) calendar days. **Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.** The student must submit a written appeal to the school administration on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation. This information must include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 14 calendar days. The appeal and decision documents will be retained in the student file. If the student is granted an appeal, they will then be placed on "Probation". Note that an appeal is granted for one payment period only. The school will notify the student in writing of the decision and all decisions are final. If the student does not prevail upon appeal, then the student will not be eligible for Title IV, HEA program funds and will need to make other financial arrangements until the student re-established satisfactory academy progress.

#### **J. Probation Status**

A student who did not make satisfactory academic progress during the warning period may be placed on Probation and receive Title IV, HEA programs funds for one payment period only. Any student that prevails upon the appeal process shall be placed on probation and will be eligible to receive Title IV, HEA funding during this period. Probation may be granted if the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period or the institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds. If the student is not granted a Probation, they will not be eligible for Title IV, HEA funding, if applicable, for at least one payment period, at which time they must be making SAP in order to regain Title IV, HEA funding for the next payment period.

#### **K. Re-establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV, HEA aid, by meeting minimum attendance and academic requirements by the end of the warning or probation period.

#### **L. Interruptions and Re-Enrollment**

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

#### **M. Course Incompletes, Repetitions, Noncredit Remedial Courses**

Course incompletes, repetitions and non-credit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

#### **N. Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluations are based on actual contracted hours at the institution.

### **LEAVE OF ABSENCE POLICY**

Under certain circumstances, a student may be granted a leave of absence (LOA) for unforeseen circumstances that are out of the control of the student. The leave of absence is considered a temporary interruption in the student's program with the expectation that the student will return to class as scheduled. Acceptable reasons: serious medical or health issues, death in your immediate family, etc. Unacceptable reasons: financial, weddings, divorce, vacation, work requirements, etc.

1. A student must request an LOA and adhere to the policies outlined below when requesting the leave.
2. An LOA must be requested in advance, unless unforeseen circumstances prevent the student from completing this form, in its entirety.

NOTE: The date range of the LOA must be for 14 consecutive calendar days unless for exceptions below:

- Emergency surgery (days requested must be consistent with surgery date and recovery timeline provided by attending physician. A physician release will be requested to return to school.
- Unforeseen circumstances. If a student was not able to request a LOA in writing prior to missing classes due to unforeseen circumstances out of the student's control, a leave may still be granted if:
  - a. The institution documents the reason for the decision.
  - b. The institution collects the request from the student at a later date.
  - c. The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

3. A student on an LOA is considered an enrolled student, not withdrawn, so no refund calculation is needed.
4. An LOA date range may occur on a scheduled school holiday/break.
5. An approved LOA will extend the student's contract period and maximum time frame by the same number of days taken in the leave and the school will not assess the student any additional institutional charges while on LOA.
6. **A contract addendum is needed in the student file to reflect the correct contract graduation date.**
7. ***No financial aid funds are processed nor disbursed during the leave of absence. If a payment was in the payment process at the time of the LOA, all funds will be returned.***
8. The LOA reduces the grace period for student aid loan repayment.
9. More than one LOA may be granted if the total number of LOA's combined does not exceed 6 months (or 180 days).
10. If a student takes an unapproved LOA or fails to return to school the first school day following their leave will be unofficially dropped from their program. The withdrawal date for the purpose calculating a refund will be the student's last day of attendance.
11. ***If a student does not return from an LOA within 180 days, their student loan(s) will go into immediate repayment.***
12. Students must take all kit items with them or pick them up immediately after LOA approval. *\*All personal items left at the school 30-days or longer are considered abandoned property.*

## STUDENT ACCESS TO RECORDS

1. Student Records are maintained in a locked filing cabinet. Only the school administrator and authorized personnel have access to the student records.
2. All files are the property of the Academy of Professional Cosmetology.
3. A student's academic or administrative school record of students over 18 years of age are only released to the student unless the student has provided written permission to the Administrator's office to release the records on file. Written permission, a release of student information, which is in compliance with local, state, and federal law (FERPA). All release of student information request forms is maintained in the individual student's file.
4. The Academy of Professional Cosmetology only provides access to student records without written consent to authorized state, national accrediting agency, National Accrediting Commission of Career Arts and Sciences or in response to a directive of the Commission, and federal agencies.
5. The school makes sure that each student (or parent or guardian if the student is a dependent minor) has access to that student's records.
6. Transcripts are available upon request for a fee.
7. Files are kept for a minimum of 7 years.
8. Students are encouraged to keep their own records of attendance and grades. It is the student's responsibility to maintain THEIR copies of important documents: Enrollment Agreements, Financial Aid documents, written requests, SAP reports, etc. Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. The request must be made to a staff member or administrator during normal business hours. The student will be granted supervised access to their records within five business days, at a time convenient to both parties.

## CONDUCT REPORT, SUSPENSION AND TERMINATION

Courtesy and proper behavior is to be observed in the classroom and on the clinic floor at all times.

Students who have violated school rules will be advised of the situation in writing or terminated in accordance with the school policy for termination. Failure to comply with the school Satisfactory Academic Progress Policy will be a violation of the student's contract with the school and may be grounds for termination. If a student fails to regain satisfactory progress in attendance or grades, he/she may be terminated. Special circumstances may be considered but the school administrator's decision is final.

Advisory reports are given based on the seriousness of the infraction, ranging from first level to immediate termination.

*\*Note, some actions may be severe enough to immediately advance to level 3 or immediate termination.*

## ADMINISTRATIVE ADVISORY

- \*Habitual tardiness
- \*Dress code violations
- \*Foul language/swearing
- \*Insubordination

\*Disrupting classroom or clinic floor

\*Bullying/harassing via electronic, written, verbal, or non-verbal means to any fellow student, prospective student, or graduate

<b>If a student refuses a client service, the student will clock out immediately and leave the school grounds losing the remaining hours of the school day.</b>
<b>1<sup>st</sup> Warning -Verbal</b>
1 <sup>st</sup> offense results in a verbal warning Subsequent offense will result in a written warning which will be file in the student record
<b>2<sup>nd</sup> Warning-Written</b>
2 <sup>nd</sup> offense results in a written warning and included in the student record Subsequent offense will result in a 24-hr suspension
<b>3<sup>rd</sup> Warning-24-hour suspension</b>
3 <sup>rd</sup> offense results in a written warning and included in the student record Subsequent offense will result in a 24-hr suspension
<b>AUTOMATIC TERMINATION</b>

**Posting negative or malicious social media content about the school, staff, clients, students**

\*Consuming or distributing any alcoholic beverage or illicit drug on the school premises

\*Stealing

\*Threatening or having physical contact with the intent to restrain or harm any school employee

\*Malicious destruction of school property

\*Students may be placed on **"Conduct Probation"** as a **"last chance"** for the student to complete program hours. If any student on **"Conduct Probation"** is found violating school rules, will be terminated and withdrawn from the program.

*\*The school administrator reserves the right to terminate a student for any reason deemed severe enough to warrant such an action.*

### REFUND POLICY-NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

**PERCENT OF SCHEDULED TIME  
ENROLLED TO TOTAL COURSE/PROGRAM**

**TOTAL TUITION SCHOOL  
SHALL RECEIVE/RETAIN**

0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

9. All refunds will be calculated based on the students' last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially.
10. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
11. If the school is permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.
12. If the course is canceled subsequent to a student's enrollment and/or before instruction in the course has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time.
13. If the course is canceled and ceases to offer instruction after student has enrolled and instruction has begun the school will provide a pro rata refund for transferring students based on hours accepted by the receiving school, provide completion of the course/program, participate in a teach-out agreement, or provide a full refund of all monies paid.
14. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement.
15. Other miscellaneous charges the student may have incurred at the institution will be calculated separately at the time of withdrawal. All fees are identified in the catalog and the enrollment agreement.

### **INTERNAL SCHOOL COMPLAINT PROCEDURE GUIDELINES**

It has always been in the best interest of Academy of Professional Cosmetology and our students to maintain a friendly and professional environment for our students and employees. Occasionally a situation may occur when a student feels his/her problem has not been taken care of properly. Staff and students are requested to make every effort to resolve disputes informally. In the event it is not solved satisfactorily the following procedures must be followed for filing a complaint.

1. If a student, teacher, or interested party wishes to file a complaint against the school, the complaint must be in writing to the school Administrator and must detail the allegation or nature of the complaint and describe what attempts were made to resolve the complaint. The complaint should also provide a recommended resolution of the problem. Three copies of the complaint must be submitted.
2. Upon receipt of the complaint the school representative will date and sign the first page, and a copy is given to the complainant.
3. A school representative will meet with the complainant within 10 days of receipt of the complaint. If after careful evaluation, the problem cannot be resolved through discussion; the complaint will be referred to the school complaint committee, which shall be composed of the school Administrator, the school Manager/Instructor, and one student who has completed at least 800 hours.
4. The complaint committee will review all allegations within 10 calendar days of receipt of the complaint. If additional information is required, a letter will be written outlining the additional requirements and sent to the appropriate individual.
5. Within 14 calendar days following receipt of all pertinent information required by the committee, the complaint committee will act on the allegations and a letter will be sent to the complainant stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact,
6. The complainant has 3 school days to accept or reject the decision. The complainant must write a letter accepting the decision or appealing the decision.
7. If the complainant does not accept the committees' decision and wishes to continue to pursue the complaint, a letter of appeal must be submitted to the school Administrator. The appeal must include a copy of the original complain, a copy of the



complaint committee letter, and a written statement describing why the complainant disagrees with the recommended resolution of the problem.

8. The school Administrator will review the appeal and investigate any additional information. The school Administrator will make a written determination and deliver the response to the complainant by registered mail.
9. The Administrators written response to the appeal is the schools final determination. No further appeals will be considered. Complaints must first be submitted to the school but if the complainant wishes to pursue the matter further a complaint must be submitted to The Arkansas Department of Health- Cosmetology Section, 4815 West Markham, Slot 8. Little Rock, AR 72205 or to NACCAS, 3015 Colvin Street Alexandria, Virginia 22314, Telephone: 703-600-7600 Fax: 703-379-2200 [www.naccas.org](http://www.naccas.org)

## **VETERANS STANDARDS OF PROGRESS**

For a student to be considered making satisfactory academic progress the student must meet both attendance and academic minimum requirements. Students receiving VA benefits who fail to meet both minimum academic progress and attendance requirements will be placed on probation. At the end of the probationary period, the student's academic and attendance progress will be re-evaluated. If the student is meeting minimum satisfactory requirements, the student will be determined to be making satisfactory progress and will be considered off probation.

VA students will be evaluated in accordance with the school's satisfactory academic progress policy and schedule. Students with a minimum of 75% academic average and minimum 75% attendance will be considered making satisfactory progress until the next scheduled evaluation. Students are required to attend a minimum of 88 hours per month to receive VA funding.

Students who fail to meet the minimum standard requirements in either academics or attendance will be determined to not be making satisfactory academic progress and the VA education benefits will be suspended (by the school's certifying official submitting a 22-1999b) effective on the last day of probation.

Reinstatement of VA student's educational benefits:

Once VA students educational benefits have been suspended and after 30 days and the students are meeting the minimum standards of progress, the education benefits will be re-instated by the school's certifying official by submitting a 22-1999.

The school may or may not terminate you from school attendance, but you must meet the minimum standards discussed above to receive payment for your VA benefits.

### **Refunds and Prior Credit**

As this School's refund policies and prior credit are in compliance with the requirements of our Accrediting Agency and the Department of Education (Title IV), the standard shall be the same for Veterans.

Be sure to check the requirements for your specific award program.

November 29, 2019 addendum

\*\*In accordance with Title 38 US Code 3679(c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9 / 11 G.I. Bill® (Ch.33) or Vocational Rehabilitation & Employment

(Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certification of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies