

# **SCHOOL CATALOG**

**Sept. 2018**

**College of Cosmetology  
357 East Main St.  
Klamath Falls, OR 97601**

Phone (541) 882-6644  
Fax (541) 882-6645  
[www.collegeofcos.com](http://www.collegeofcos.com)  
Also see us on Facebook

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## **OWNERSHIP**

College of Cosmetology is owned by College of Cosmetology, Inc. with principal owners being Tony and Fronda Harris. The school has been established since 1965. It is located at 357 East Main Street, on the corner of East Main Street and Stukel Street.

## **ACCREDITATION & LICENSING**

College of Cosmetology is accredited by the:  
**NATIONAL ACCREDITING COMMISSION OF  
CAREER ARTS & SCIENCES**  
3015 Colvin Street  
Alexandria, Virginia 22314  
(703) 600-7600

College of Cosmetology is licensed by:  
Private Career Schools  
Higher Education Coordinating Commission  
255 Capitol Street, 3<sup>rd</sup> Floor NE  
Salem, Oregon 97310  
(503) 947-5751

## **PROFESSIONAL ASSOCIATION MEMBERSHIP**

College of Cosmetology is a member of the following professional associations:

- Association of Oregon Cosmetology Colleges
- Pivot Point International – Legacy Partner

## **ADMINISTRATIVE STAFF & FACULTY**

General Manager	Roni Nelson
Admissions Representative	Tami Peterson
Operations Manager	RaeMona Sanchez
Instructor	Desi Anderson
Instructor	Hannah Duren
Instructor	Angeline O'Connor

## **Facilities and Equipment**

College of Cosmetology is located at 357 East Main Street, Klamath Falls, Oregon. Our building consists of 9,600 square feet with a large clinic for services to the public. There are two freshmen/core classrooms and one theory classroom also used as a study area. The computer area has a study area, reference materials available, and three computer workstations with Internet access for student use. The facial room, wax room and pedicure area complement the clinic floor. Other rooms include: staff offices, dispensary, student lunchroom, and restrooms. Reference materials available to students include: library books, video, DVD's, audiotapes, professional industry periodicals and A/V equipment. All reference materials are available to students at College of Cosmetology on a first come, first serve basis. All reference materials must remain on the school premises unless approved by the Operations Manager.

Find yourself a “BEAUTIFUL” Career.....

## **COSMETOLOGY!**

Dear Student:

Thanks for including College of Cosmetology in your career. This catalog is designed to provide you with enough information, that you will be able to make an informed decision about enrollment in our school.

We are a private career school, teaching cosmetology arts and sciences.

Every state in the USA requires a license before you can practice as a cosmetologist. Each state has established minimum technical training requirements that must be successfully completed before you can take the state professional licensing examination. Throughout the nation, there is currently an acute shortage of licensed hairdressers, manicurists and skin care specialists. As the “baby boomers” move into their fifty’s the demand for hair color, nail and skin care services has grown while the number of licensed cosmetologists entering the profession is shrinking. To add to the shortage, many licensed professionals are moving into sales, salon management, platform work, education and publishing.

Cosmetology is a “people” business. If you like dealing with people, you will be happy and successful in this business. Manicurists, estheticians, barbers, hairdressers and nail technologists work 98% of each day providing services to people. Cosmetology is a big industry with lots of opportunities for advancement and security. The knowledge and skills will prepare you for work in any of the following careers: Stylist, Barber, Salon Manager, Salon/Barbershop Owner, Product Demonstrator, Sales, Nail Technician, Esthetician, Hair Colorist, Make-up Artist, Cruise Cosmetologist, Educator, Platform Artist, and many more. If you do decide to make a career change later in life, you will find that the people and business skills you learn in beauty school will be valuable in other career areas as well. When it comes to getting along with people, successful cosmetologists are the masters.

Salaries of cosmetologists depend upon several factors such as desired work hours, scheduled work hours, experience, ability, technical skills, clientele, customer service skills, location and/or compensation arrangements between the professional and the salon owner. It can take some time for a newly licensed cosmetology professional to build a complete clientele portfolio.

- Oregon wage and projections data for cosmetology related professions can be found by going to [www.qualityinfo.org](http://www.qualityinfo.org) and clicking on the “Occupational Info Center” tab.
- Research cosmetology related career occupations in the Occupational Outlook Handbook at <https://www.bls.gov/bls/occupation.htm>
- The salon industry remains a *job seekers* market! The exciting news is that salon earning power keeps improving!

Ask your own hairdresser what she/he thinks about the future of cosmetology. Remember, every hairdresser, barber or manicurist began their career in beauty school. What are you waiting for?

Sincerely,

The Staff at College of Cosmetology

### **MISSION STATEMENT**

The College of Cosmetology prepares graduates for careers in cosmetology arts and sciences and is dedicated to “state of the art” principles, stressing the importance of ethical, professional practices and safety measures. We must motivate the student’s sense of pride and PROFESSIONAL achievement to the end so that they will be dedicated and endeavor to elevate their personal standards and those concerning all areas of cosmetology in their careers.

### **PHYSICAL DEMANDS OF THE PROFESSION**

A hair designer, barber or esthetician, must have at the minimum good hand/eye coordination and good leg mobility for moving while performing services. Clients are usually shampooed by their stylist at a shampoo bowl and then moved and seated in an adjustable hydraulic chair at the stylist’s workstation. If necessary special stools can be attached to, or used in conjunction with a hydraulic styling chair, allowing the practitioner to sit while performing some portion of the hair service. Skin care clients are placed in a special chair designed for Esthetic services. Persons unable to stand for long periods of time or having only limited mobility, would have difficulty using standard shampoo bowls and hydraulic styling chairs.

Finding or purchasing the custom built equipment necessary to work as a stylist would be expensive; however, nothing is impossible with enough resources and determination.

Manicuring and the application of artificial nails do not require standing or leg mobility. Clients are seated for the entire manicure and or acrylic nail application. Esthetics does not require a great deal of mobility; however, arm, hand, and finger strength is required for the massage portion of an esthetic service. Esthetic clients usually recline on an adjustable facial chair with the technologist seated above the clients head. Make-up/cosmetics are applied and performed from the front with the client seated.

### **PROFESSIONAL SAFETY REQUIREMENTS**

As a professional cosmetologist and as a student of cosmetology, you will be using and applying hazardous chemical products in the performance of some client chemical services. The chemicals used in the salon require good ventilation and proper safety procedures. Oregon law requires extensive safety training as part of its cosmetology curriculum requirements (see course outlines).

If you are pregnant at the time of your enrollment or become pregnant while attending school, the College of Cosmetology will require a written release from your obstetrician, before you can begin or continue your cosmetology training.

### **OBJECTIVES**

The following are goals and objectives of the College of Cosmetology:

1. To provide the student with all the necessary skills to become a successful cosmetologist.
2. To train and graduate the student with superior knowledge and professional skills.
3. To encourage growth and desire to keep abreast of new methods and developments in the industry.
4. To develop habits conducive to safety and hygiene.
5. To develop an orderly and efficient performance of all tasks and skill practiced in salons.
6. To encourage establishment of methodical habits without sacrificing artistic skills.
7. To respect established laws and rules for the industry.
8. To prepare the student for the HLO (Health Licensing Office) Examinations.

### **CODE OF ETHICS**

College of Cosmetology has as its principal objective the training of qualified cosmetologists to render the best possible service to clients. We strive to improve its operation in order to keep abreast of new developments by attending seminars, conventions and trade shows. We make use of current teaching techniques and training aids. We purchase only high grade - standard equipment and supplies to be used for instruction of students. We advertise truthfully to the advantage of the students. We observe all rules and regulations issued by: the Higher Education Coordinating Commission, Health Licensing Office, National Accrediting Commission of Career Arts and Sciences, and U.S. Department of Education.

### **ADMISSION REQUIREMENTS**

To enroll as a regular student in Cosmetology, Barbering, Hair Design, Esthetics, and Nail Technology or in any combination of these courses offered by College of Cosmetology, the applicant must:

Be at least eighteen (18) years of age:

Pay \$100 registration fee – Administrative fee, due the date of registration.

Have completed high school or its equivalent (GED); (Official transcripts must be obtained)

And have completed a qualifying admission exam, the school admission forms, and interview process.

(Entrance examination requirements) Score of 15 or higher = Passing Score

Score of 12-14 = Failing Score: Must either

Re-test or satisfy Operation Manager requirements.

Score of 11 & under = Failing Score

Option of re-testing.

To enroll in the Instructors Training program you must be a licensed Oregon practitioner and have completed high school or its equivalent (GED).

Students applying for federal student financial aid grants or loans will also be required to submit proof of:

- Registration with the selective service if you are male;
- Age, education and U.S. citizenship; and

- Eligibility of non-citizen for federal financial aid.

College of Cosmetology does not admit students under the federal, post-secondary eligibility provisions of “ability to benefit” (ATB) testing. College of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study. During the interview process, students are given career counseling.

Proof of Age, Identification, and Citizenship:

- a – Government issued current photo ID
- b – U.S. birth certificate and/or U.S. citizenship (or eligible non-citizen) documents
- c – Social Security Card
- d – Or US passport

Natural Disasters – In the event of a natural disaster where official transcripts cannot be obtained, the College of Cosmetology will accept a copy of a diploma showing that the individual has completed high school or its equivalent.

Students are notified verbally of preliminary acceptance or denial of admission to College of Cosmetology immediately upon completion of the entrance exam. Failure to pass the admissions examination results in immediate denial of acceptance. Candidates passing the entrance examination are given official notification in writing prior to class start, when all admission criteria is verified by the institution. Students passing the exam but do not comply with the additional admissions requirements, are notified in writing prior to the class start, that they have been denied admission. Students denied admission can reapply through the admissions office after a 60 day waiting period and must comply with all admissions requirements. Students denied admissions three times within a 12 month period, must wait a full calendar year before they are eligible to reapply. The school does not disclose specific reasons for denial or acceptance.

### **CREDIT FOR PRIOR TRAINING AND RE-ENROLLMENT**

Students with prior training, wishing to transfer enrollment credits must first comply with all of College of Cosmetology regular admission requirements. Students with credits from another Oregon school must submit a written request, to their former school, for an **official transcript** to be mailed directly to College of Cosmetology. Transfer students are advised that clock hour training credits in Oregon are only valid for 10 years from the date of graduation, withdrawal or termination of enrollment (OAR 715-045). No transfer student shall be enrolled at College of Cosmetology without an official transcript of prior training and verification of operations completed on file. Additional fees will be required to cover costs of placement exams as necessary.

Students with credit from another institution must write to their previous school or state board and request that an official transcript be sent directly to College of Cosmetology. Students wanting to receive prior credit must take a practical examination administered by the College of Cosmetology. Practical examinations are scheduled at the beginning of each month. Transcripts and results of practical examinations will be evaluated by the General Manager and Operations Manager prior to granting credit. Within 10 business days of receipt of all official transcripts and completion of practical evaluations, potential students will be notified of hours/credits that will be transferable.

Former College of Cosmetology students or students from previous schools who withdrew from school before the completion of their contracted programs may re-enter school after completing the following:

- Meet with the admissions representative and fill out a re-enrollment questionnaire and new student information sheet;
- Hold an interview with the school General Manager to lay out a plan of action within five business days;
- All candidates will be notified by telephone or sent a letter of their approval or non-approval within five business days of meeting with the General Manager. If approved they need to set up an appointment with the admissions representative to continue with the admissions process (all approvals will be subject to approval of the General Manager);

Pay any outstanding financial charges owed to the school and registration fees; and make payment provisions for payment of their remaining training.

The student will re-enter school in the same satisfactory academic progress policy status they were in at the time of their termination or withdrawal. Students will be given credit for all prior training (up to the discretion of the Operations Manager as to classes credited and classes required) and contracted only for the hours required to complete Oregon state requirements. Any student receiving GI Bill education benefits while attending the College of Cosmetology is **required** to obtain transcripts from all previously attended schools and submit them to the school for review of prior credit.

Re-enrolled students granted hours or credits from prior institutions, will be contracted for remaining hours at the current tuition as set by the institution. Kit items from prior institutions will also be evaluated by the Operations Manager. Student will be required to purchase any and all kit items needed to successfully complete the program for which they are enrolling. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

A copy of the School calendar and schedule of fees is included as an addendum to this catalog. Additional copies can be obtained in the admissions office.

### **STATEMENT OF NON-DISCRIMINATION**

College of Cosmetology, in compliance with *Title VI & VII-Civil Rights Act of 1964* and *Title IX-Education Amendments of 1972*, does not discriminate or deny admission to any person on the basis of race, color, ethnic origin, sex, religion, age, sexual orientation, or handicap in any of its policies, procedures and/or practices. This non-discrimination policy covers admission and access to, treatment of, and employment with College of Cosmetology, including but not limited to academic admissions, student financial aid, educational services and employment.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. All students and staff must adhere to the above statement of non-discrimination, or they may be subject to loss of enrollment/employment and/or further legal actions.

If you are an ADA (Americans for Disabilities Act) participant and require additional assistance, you must notify the General Manager 30 days prior to enrollment. Proof of certification will be required.

### **DISABILITY PROGRAM POLICY AND PROCEDURES**

College of Cosmetology (COC) seeks to provide effective access to its academic programs and other services through providing academic adjustments and auxiliary aids (accommodations) for otherwise qualified individuals with documented disabilities. Sources of acceptable documentation might include: state or federal governmental agencies such as the Vocational Rehabilitation Services; licensed physicians, psychologists and other healthcare providers; secondary and post-secondary educational institutions; and other appropriate sources. Students who believe they will need services to accommodate a disability should contact the General Manager's office.

It is a student's responsibility to contact the General Manager's office to request accommodations. Requests for accommodations and documentation of disability should be submitted at least one month prior to enrollment for class start, and additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner. While individuals may be encouraged to seek funding for accommodations through community or governmental agencies, the student will not be held responsible for costs of any approved accommodations.

#### **Legal Basis for Services for Students with Disabilities**

A person with a disability is "an individual with a physical or mental impairment that substantially limits one or more major life activities." An individual is considered to be a person with a disability if s/he: (1) has a disability, (2) has a history of a disability, or (3) is perceived by others as having a disability. An "impairment" constitutes a disability only if it is severe enough to result in a "substantial limitation in one or more major life activities." Such activities include the ability to walk, see, hear, speak, breathe, learn, work, or perform manual tasks. Conditions that might constitute a disability as defined above may include, but are not limited to: hearing or speech impairments; spinal cord and head injuries; psychiatric disorders; specific learning disabilities; attention deficit disorders; epilepsy; cancer; cerebral palsy; multiple sclerosis; loss of limbs; diabetes; HIV/AIDS; and significant orthopedic conditions.

## **Rights and Responsibilities of Students with Disabilities**

Students with disabilities have the right to be free from exclusion or discrimination on the grounds of having a disability and to be evaluated based on their ability and performance.

They are entitled to receive reasonable, necessary adjustments and aids in order to have an equal opportunity to succeed academically and to ensure access to COC's programs, services and facilities. Students with disabilities have the responsibility to self-identify and to provide required documentation of their disability. They are responsible for being an active, self-advocating participant in the Program's services, planning and implementation. All students must meet the academic and student conduct standards of COC and are expected to be responsible for their personal care and well-being.

### **Procedures for Receiving Accommodations for a Disability at COC**

Students must make requests for academic adjustments, auxiliary aids, or other modifications to academic programs (accommodations) to the General Manager's Office. Requests should be made as early as possible upon admission to COC. As many accommodations require significant "lead time" to be in place, requests should be submitted at least one month, preferably longer, prior to the start of the academic term. Inquiries and documentation should be submitted to the General Manager's Office as follows:

Roni Nelson – General Manager  
College of Cosmetology  
357 East Main St.  
Klamath Falls, OR 97601

Students are expected to make contact and schedule an intake interview. They can provide documentation at that time if available and should, if possible, complete the *Application for Program Services Form* in advance of the appointment. At that time, a student will be provided the programs *Confidentiality and Services Agreement* and the *Rights and Responsibilities* statements.

Students are required to submit appropriate documentation of an impairment to the College of Cosmetology. This documentation must be from a professional with expertise in the area of the impairment, and is expected to include a statement identifying: the impairment by diagnostic statement; all functional limitations with the impairment, particularly those affecting academic participation; and suggested accommodations for our consideration. The determination of what constitutes a disability as defined in relevant law and regulation, as well as the identification of appropriate accommodations, are made by the program staff, and are not made solely on the basis of diagnosis.

Generally speaking, an Individualized Education Plan (IEP), including a Summary of Performance (SOP) document or a Section 504 Plan will not include sufficient information for making the necessary determinations about eligibility or appropriate accommodations. Please refer to the *Differences in Legal Rights and Responsibilities in Secondary and Post-Secondary Education* document which can be located in the admissions office.

The admissions office provides documentation forms and guidelines for the convenience of students and the professional providing documentation.

Please note that specific guidelines exist for the documentation of Learning Disabilities. Please contact the General Manager if there are questions.

Accommodations are developed and implemented on a case-by-case basis in a collaborative process with the student, and in a manner that will not result in a fundamental alteration of the academic program or performance requirements. If a student is denied accommodations, this will be documented in a letter to the student, and will include reason(s) for denial. Students may appeal decisions about approval or provision of accommodations by submitting a letter of appeal to Tony and Fronda Harris (COC), 357 East Main St., Klamath Falls, OR 97601. Tony and Fronda must receive the letter within 30 days of the response to the student's complaint by the General Manager.

If the student desires an accommodation which is not initially offered, the student is asked to submit the request in writing, using the *Request for Additional Accommodation Form*. The request will be reviewed by the General Manager, and the student will be informed in writing of the decision in a timely manner. Students approved for academic accommodations will be given an accommodation letter ("passport") which is to be presented to the staff member from whom the student intends to request accommodation. One form of the accommodation letters specifies only the student's approved accommodations; while the other form contains more specific information about the student, including identification of their disability and how it may affect their academic performance. The student can choose which of these letters he/she shares with a given staff member. Passports are typically issued on a per course basis to ensure that

appropriate accommodations are developed for each course. Exceptions to this can be made on a case-by-case basis.

The student is to initiate a discussion with each staff member from whom accommodations are desired. It is important to note that while some accommodations do not require staff knowledge or participation (such as providing an alternate format of a textbook), others are highly dependent upon staff involvement and development, including securing copies of class notes, alternate formats of handouts, and testing accommodations.

When the student requests an accommodation from a staff member, the Operations Manager, staff members and the student will discuss the accommodation(s) needed. When the details of how the student's accommodation will be provided are agreed upon, the staff member and student sign the passport letter, and the staff member returns the signed original to the General Manager. The student and the staff member should retain copies of the signed passport.

The effective provision of academic adjustments, auxiliary aids and modification of COC services and programs requires collaboration among the student, Management, and appropriate staff. If problems with the provision or efficacy of accommodations occur, the student should contact the General Manager as soon as possible to seek resolution.

### **Confidentiality**

All records and information related to students with disabilities are confidential and securely maintained in the General Manager's office.

The documentation submitted to the program to establish eligibility for services is securely stored and remains COC property. Medical documentation and other materials received from third parties will not be re-released or shared with others. If you wish to give our staff permission to consult with others on- or off-campus about you and/or your disability, you must sign a release of information form specific to that person, agency or institution clearly identifying the information to be disclosed.

We are committed to keeping sensitive disability-related information confidential and your program records will be released only on a need-to-know basis as defined and limited in the Family Educational Rights and Privacy Act (FERPA).

Only information necessary to assure the provision of proper academic adjustments and auxiliary aids will be shared with staff. Pertinent information can be discussed with COC staff who are involved in the student's educational programs and services, or with others specifically identified by the student, only through the use of a formal Release of Information clearly identifying the information to be disclosed. This policy does not allow for medical documentation received from third parties being re-released or shared with others.

It is often to your benefit to disclose information regarding your disability to staff which will help them help you. This may include the nature of your disability and how your disability impairs you in the academic environment. All program participants receive and sign the *Application for Program Services and Confidentiality Agreement* upon entry.

### **Access to Records**

Our records are considered educational records under the Family Educational Rights and Privacy Act (FERPA) and must comply with the Act's regulations. For further information regarding COC's program for compliance with FERPA, please contact the General Manager at (541) 882-6644.

Students may review their own records within 45 days after their request is received, and in most cases this review can be facilitated soon after a request is made. Students wishing to review their SSD records should notify General Manager at (541) 882-6644.

### **Receiving Class Notes as an Accommodation**

For some qualified students with disabilities, being provided with copies of class notes is an appropriate auxiliary aid as determined by their condition or its effects, as well as the nature and content of the course. Many instructors provide their notes, PowerPoint presentations and other lecture materials in electronic or "hard-copy" format to all students in the class. For some students, tape recording of lectures provides a better study mechanism than notes or notes alone; the General Manager will discuss this with you if appropriate.

The qualified student receiving copies of the class notes has several responsibilities to meet in this process as detailed below. **Copies of notes are not intended to replace class attendance** or to serve as the sole

source of class information, and failure to attend class may result in the loss of receiving copies of notes for that class. All students are expected to meet class attendance and participation requirements, which in many courses will account for a portion of the class grade. Modification of attendance requirements is a rare event; please discuss any possible need for such modification with the Operations Manager and the instructor. You are expected to maintain notes for your classes unless otherwise indicated, and you will work with the Operations Manager on using provided notes as a model for developing your own skills over time.

Students who are providing copies of notes will bring them to the Operations Manager as soon after the class as possible. The notes will be copied into an electronic portable document format (pdf) file and e-mailed to the qualified student(s) via an e-mail account specified by the student.

Please notify the general Manager as quickly as possible if you are having difficulty securing instructor cooperation in this process, if no student steps forth to provide copies of notes, or if you are not receiving copies of notes as approved, or are experiencing a problem with the timeliness, quality or legibility of the notes.

### **Student Responsibilities in Arranging for Copies of Class Notes**

1. Consult with the Operations Manager as to whether receiving copies of class notes is an appropriate accommodation based upon your disability and eligibility documentation. This service must be identified on your current accommodations letter (“passport”).
2. **REMEMBER: Securing copies of class notes as an accommodation is NOT a substitution for class attendance, which is typically required.** You are expected to attend and to take notes as determined appropriate with the staff. If you fail to attend class you may not receive the copies of notes for that day. Exceptions can be made for reasons directly related to your disability, but you must contact the General Manager’s office in those situations.
3. On a class by class basis, determine for which courses you will need these services. Consultation with the Operation’s Manager and/or faculty may be necessary.
4. The instructor may be able to find someone for you without making an announcement to the class, or perhaps the instructor will be providing his/her notes and other materials for the class so additional notes may not be necessary. The instructor may need to make an announcement to the class that copies of class notes are needed for a student; you will not be identified by the instructor nor will the note-taker be informed of who is receiving the notes unless you decide to make that notification. You may also recruit a note-taker if you so choose.
5. If necessary, follow-up with the instructor the next day. Ask if anyone willing to provide copies of their notes has contacted the instructor. If not, ask the instructor again for help. Perhaps ask them to read the announcement in class again. If there is any question as to completeness and accuracy, the instructor may be asked to review the notes as well.
6. If the notes are acceptable, the operation’s Manager will begin forwarding electronic copies of the notes in “pdf” format to your e-mail address unless you prefer to pick up hard copies.

### **Testing Accommodations**

Some of the most common academic adjustments for students with disabilities are related to the taking of examinations. When deemed appropriate, as determined by the SSD program based upon the documented impacts of a student’s disability or related treatment, a variety of testing accommodations will be considered in cooperation with the student.

Testing accommodations most commonly provided are:

- Extended testing time
- Use of a reduced-distraction testing environment (advisably a testing room)
- Use of a reader and/or scribe
- Tests on audio-tape or electronic format
- Test in an alternate format
- Use of adaptive/assistive technology

It is important to understand that students with disabilities are held to the same academic standards as all other students, and must exhibit mastery of the subject as assessed by the instructor. This includes the expectation

that examinations are fully completed and do not fundamentally alter the academic program or grading and examination performance standards.

Students receiving testing accommodations are responsible for making arrangements with staff well in advance of the testing date. Some staff members prefer to provide the accommodations directly and will arrange testing times and environments.

All examinations taken with accommodations will be proctored and students are subject to the College of Cosmetology *School Rules & Regulations* policy. Students can be excluded from testing for violation of these rules, including disruptive or abusive behavior, as well as for violating Academic Integrity. If you are found to be cheating on an examination our staff will end your testing and make report to the General Manager's Office. Please remember that the provision of testing accommodations is highly dependent upon effective communication between the student and the instructor, and it is the student's responsibility to collaborate with their SSD counselor and staff as well as the instructor in securing effective testing accommodations.

### **Grievance Procedure for Program**

The College of Cosmetology is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; and all other relevant civil rights statutes and regulations.

Students who are eligible for and receiving services from the Services for Students with Disabilities Program are entitled to the same rights of access, participation and opportunity as all other members of the COC community. This includes the right to submit complaints and grievances asserting the denial of rights. If a student has established eligibility for services as set forth in this manual and been approved for academic adjustments, auxiliary aids or modifications of services and activities and believes that those rights have been denied, the student is strongly advised to immediately seek resolution. A student should contact the General Manager's Office in the event that an academic accommodation has been denied or revised without their agreement. If the student wishes to grieve an action of the SSD Program, they should follow the complaint procedure found in the COC Catalog. (Refer to Table of Contents for page number)

### **OREGON COSMETOLOGY LICENSE REQUIREMENT**

Oregon cosmetology curriculum requirements are based upon a "segmented license". The mandated program of study for a full cosmetology license requires the successful completion of 2300 clock hours of technical education, using a state approved curriculum which includes training in **hair design, esthetics, nail technology, safety & sanitation, and career development**. Cosmetology schools are licensed and their curriculum approved, by the Oregon Higher Education Coordinating Commission.

Upon completion of cosmetology training and in meeting all financial obligations to the school, the graduate will be eligible to apply for the Health Licensing Office, Cosmetology Certificate examination. Upon successful completion of the examination, the graduate will be issued a state Certificate to practice professional; Hair Design, Nail Technology, and Esthetics, within the State of Oregon. *(All licenses are granted based on passing the examination within the segmented area of study)*

Oregon law also allows students to study one or more of the segment(s), as prescribed in the **full** cosmetology certificate requirements. Students may study **Hair Design** (1450 clock hours), **Esthetics** (250 clock hours) or **Nail Technology** (350 clock hours) singly or in combination. Students choosing to study one or more of these segments must also study and complete, **Safety & Sanitation** (150 clock hours), and **Career Development** (100 clock hours) programs.

Once successfully completed, the **Safety & Sanitation**, and the **Career Development** program segments do not have to be repeated in conjunction with future study of yet another single segment of the program. In addition to the full cosmetology license requirements outlined above, Oregon law prescribes a **Barbering** (1,100 clock hours) course of study that also must include **Safety & Sanitation** (150 clock hours) and **Career Development** (100 clock hours) for a total of 1350 clock hours. The following chart may lend a degree of clarity to this information.

### **OREGON COSMETOLOGY PROGRAMS**

#### COURSE OF STUDY

#### COURSE LENGTH

- Hair Design, Esthetics, Nail Technology, Safety & Sanitation, Career Development

2300 hours

- Hair Design, Safety & Sanitation, Career Development 1700 hours
- Esthetics, Safety & Sanitation, Career Development 500 hours
- Nail Technology, Safety & Sanitation, and Career Development 600 hours
- Barbering, Safety & Sanitation, Career Development 1350 hours
- Safety & Sanitation 150 hours
- Career Development 100 hours
- Hair Design 1450 hours
- Esthetics 250 hours
- Nail Technology 350 hours
- Barbering 1100 hours

A state licensed cosmetology school may have curriculum approval to teach all of the “courses of study” described above; however, schools are free to select the programs or combination of programs they wish to offer. After you have selected the program(s) in which you intend to enroll, check to see if these courses are offered by the school of your choice.

### **LEVEL PROGRESSION**

Students begin school as “freshmen” and are required to complete all freshmen/core classes within each course of study. Upon successful completion of each freshmen/core class, students are released to perform services on the clinic. Students are considered a “junior” after successfully completing freshmen/core classes.

### **Senior Criteria**

Becoming a senior is required for you to graduate. It is an achievement for you to obtain while in school to show your status in practical and written requirements. Your Senior requirements must be completed by the date your final requirements are due for boards. During progress report checks, any student that is close to meeting the 40% of required services will be put on a list by the Operations Manager to monitor more frequently. The Operations Manager will notify the floor instructor when a student has completed this requirement. The floor instructor will randomly evaluate students for service times needed for senior level and sign them off. Once all service time requirements have been met, the student will be announced as a senior level student. The senior survey will be given to the student once they have completed the time requirements. If you are in the 500, 600, 850, or have transferred in, your timeline for completion may be altered and will be reviewed on an individual basis.

Students must complete the following criteria to be evaluated for a senior.

- All freshmen classes completed
- 40% Required services completed (See Operation Manager for a detailed list)
- 75% overall written and practical grades
- Meet Average Service Times:
  - You must have these times checked and signed by an instructor. These times do not include setup or cleanup.
  - No Free forms for nail extensions, tips w/ pink & white powder and/or two glitter colors.
  - When polishing, you must use a colored polish.
  - No larger than purple rods for perm timed test.
  - All over application with fusion for color timed test.
  - Scrunching does not count for a style. Must use blow dryer, irons, round & vent brush
  - Must be done on a client or student, no manikin heads or practice fingers.

<b>Service</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Date</b>	<b>Signature</b>
Hair Cut – 1hr.				
Basic Perm Wrap – 1hr.				
Color & Style – 3hrs.				
Manicure – 1hr.				
Pedicure – 1hr.				
Nail Extensions – 3hrs.				
Facial – 1hr.				

Upon satisfactory completion of all senior criteria, the student will be promoted to senior status during a weekly school announcement.

Requirements for taking boards are due the Friday before practical testing. Practical testing is always done the first Wednesday and Thursday of each month unless special arrangements have been made.

### **Advanced Senior Criteria**

Becoming an advanced senior is not required for you to graduate. It is a higher achievement for you to obtain while in school. We are looking for students to represent the school and set an example for the student body.

Benefits of becoming an advanced senior:

- Advanced Classes (product educators, hands-on classes, etc.)
- Attend career fairs and other school activities when available.
- Specialized training in preparing for the industry i.e. marketing, supply ordering.
- Customized curriculum to enhance skills.
- Shadow various staff members.

Student must complete the following criteria to be evaluated for Advanced Senior.

- Senior status
- Resume complete
- Ledgers up to date
- 60% required services completed
- 85% attendance
- 85% written and practical grades
- Minimal disciplinary issues
- Application complete
- Meet Average Service Times:

Hair Cut – 30-45min.

Perm wrap – 45min.

P/w, S/S & H/C – 2.5hrs.

Color and Style – 2 hrs.

Manicure – 1hr.

Pedicure – 1hr.

Nail Extensions – 2.5hrs.

Fills – 1.5hr.s

Facial 1hr.

Facial w/ Makeup-1.5hr

Soak Off - 30min.

When the following criteria are completed you will be evaluated by:

- Practical grading of three clinic services (Rubric). Must pass with an 85%. An instructor or the Operations Manager will evaluate clinic services by assignment or at a random unannounced time.
- All staff will evaluate the criteria and discuss results.

### **COURSES OFFERED**

(Total required hours includes safety/sanitation and career development)

Cosmetology – 2300 hours

Hair Design and Nail Technology – 2050 hours

Hair Design – 1700 hours

Barbering – 1350 hours

Instructor Training – 1000 hours

Esthetics and Nail Technology – 850 hours

Nail Technology – 600 hours

Esthetics – 500 hours

Each course is designed to teach the “entry level” job skills training, technical knowledge, and personal attitudes necessary for a successful and profitable career in the cosmetology industry. Upon successful completion of this course of study, the graduate will be eligible to apply for the Health Licensing Office examination for an Oregon license in these areas. There is a vast array of opportunities in the cosmetology

industry that you can enter such as salon owner, manager, nail technician, hair stylist, esthetician, product representative and/or educator.

**Course Teaching Format:** Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state licensure and, “entry level” employment. Theory and technical information will be presented through LAB (learnaboutbeauty.com) which is accessible to students and teachers, lesson plans, technical manuals, video & DVD presentation, lectures, guest speakers and technical demonstrations. Practical (technical skill) instruction will be based upon laboratory class lectures, video & DVD presentations, demonstrations and guided practice. After the successful completion of the Basic level (freshman class), of technical training, students will also be assigned to the schools supervised clinic area where they will perform hair, nail and esthetic services upon clinic clients. Clinic equipment, implements and chemical products are comparable to those used in the industry.

**Grading Procedures:** Students are assigned theory study and a minimum number of practical experiences. Academic and theory assignments and projects are evaluated as completed. Designated task or service evaluations may be performed using a clinic client, manikin head, and on classmate models. Practical skills will be evaluated as completed.

Students must maintain **satisfactory progress** in attendance, academic and practical, skills throughout the length of their course of study. To achieve satisfactory academic progress (SAP), each student must maintain a grade point average (GPA) of 75% and pass a final written and practical examination prior to graduation. Student must make up failed or missed tests and incomplete assignments. The following is the numeric score system and letter grades used by the school for academic and some practical evaluations.

93 to 100%	outstanding performance = A
85 to 92%	very good performance = B
75 to 84%	satisfactory performance = C
74% or less	unsatisfactory = F

**Instructional Units:** The following subjects include related theory and technical instruction, service performance procedures, product information, implement and equipment safety, client consultation, personal & client health protection, state law and administrative regulations, practical laboratory classes and supervised clinic experience.

**Hair Design.....1450 hours**

Hair Sculpting (women’s)	Trichology
Hair Sculpting (men’s)	Design Decisions
Hair Design	Anatomy & Physiology
Long Hair Design	Electricity
Permanent Waving/Straightening (Texture)	Chemistry
Color	Wigs & Hair Additions
Clinic Experience	

**Barber .....1100 hours**

Hair Sculpting (women’s)	Trichology
Hair Sculpting (men’s)	Design Decisions
Hair Design	Chemistry & Anatomy
Long Hair Design	Electricity
Shaving	Wigs & Hair Additions
Facials	Clinic Experience

**Esthetics.....250 hours**

Skin Theory	Hair Removal
Functions, Composition,	Temporary, Waxing, Permanent

Types, Diseases & Disorders	
Skin Care	Make-Up
Massage, Masks	Facial Shapes, Color Theory,
Skin Care Essentials	Techniques, Products & Application
Basic Facial	False Eyelash Application
Glycolic, Beta, & Paraffin	Chemistry
Anatomy & Physiology	Electricity
Clinic Experience	Body Treatments
<b>Nail Technology.....350 hours</b>	
Nail Theory	Natural Nail Care
Nail Structure	Nail Shapes
Nail Growth	Basic Manicure
Nail Diseases Disorders & Cond.	Basic Pedicure
Artificial Nail Care	Anatomy & Physiology
Nail Tips	Electricity
Tip w/ Acrylic Overlay	Clinic Experience
Sculptured Nails	
Gel Nails	
Nail Wraps	
<b>Safety, Sanitation.....150 hours</b>	
Safety & Sanitation Regulations	Salon Ecology
OSHA Regulations	HIV/AIDS & Communicable Diseases
Clinic Experience	Infection Control & Safety
<b>Career Development.....100 hours</b>	
Professional Development	Retailing Services and Products
Salon Success Program	Drug & Alcohol Prevention
Book-keeping Journals/Ledgers	Salon Business
Insurance	State Law/Admin. Rules & Regulations
Career Plan	Client Consultation
Product Knowledge	

### Graduation Requirements

In order to graduate from each program, you must:

- Have a minimum cumulative grade point average of 75% on practical and written grades.
- Complete all senior level requirements.
- Have a Career Development grade of 75% or better.
- Complete the required clock hours as required by the state of Oregon for each program.
- Pass written and practical final exams with a minimum of 75%.
- Complete all Oregon State required service operations.

Note: Practical exams require a model, which the student is responsible for providing. Models must meet school requirements, i.e., no prior cosmetology training in the field the student is being tested on, proper hair length, etc.

Upon completion of the above graduation criteria, a diploma will be issued on behalf of the student when all financial obligations to the school have been met. The College of Cosmetology will also create an official transcript of which one copy will be faxed or emailed to Health Licensing Office, and one copy mailed or given to the student.

## Course Descriptions

### COSMETOLOGY (ABD)

**2300 HOURS - 67 weeks**

(Maximum Time Frame on full time =  
92 wks or 3450 scheduled hours)

**DESCRIPTION:** The full-license, cosmetology course of study, contains units of instructions in **Hair Design, Esthetics, Nail Technology, Safety & Sanitation, and Career Development** (See section on Courses Available for detailed course information)

**Course Goal:** This course is designed to prepare students for success as a Cosmetologist. Upon completion of the course the student will have knowledge of Hair Design, Esthetics, Nail Technology and Career Development.

The State of Oregon requires minimum service operations to be completed in each service area as follows:

Haircutting	<b>200</b>
Hair Styling	<b>250</b>
◇ Fingerwaving	
◇ Wet Hairstyling	
◇ Thermal Hairstyling	
◇ Thermal Hair Straightening	
◇ Braiding	
Chemical Services	<b>100</b>
◇ Permanent Waving	
◇ Hair Coloring	
◇ Chemical Hair Relaxing/Soft Curl Perm	
Manicuring	<b>20</b>
Pedicuring	<b>20</b>
Nail Wrap Systems	<b>5</b>
Nail Tip Application	<b>5</b>
Acrylic Nail Forms	<b>10</b>
Artificial Nail Removal	<b>3</b>
Artificial Nail Repairs	<b>5</b>
Artificial Nail Fills	<b>5</b>
Hand & Foot Massage	<b>40</b>
Facial Massage	<b>15</b>
Facials	<b>15</b>
Facial Makeup	<b>10</b>
Temporary Hair Removal	<b>20</b>
Body Treatments	<b>3</b>

**HAIR DESIGN (A)****1700 HOURS - 50 weeks**(Maximum Time Frame on full time =  
68wks or 2550 scheduled hours)

**DESCRIPTION:** The **Hair Design** only course of study also includes **Safety & Sanitation**, and **Career Development** (See section on Courses Available for detailed course information)

**Course Goal:** This course is designed to prepare students for success as a Hair Stylist. Upon completion of the course the student will have knowledge of Sculpting, Designing, Permanent Waving, Coloring and Career Development.

The State of Oregon requires minimum service operations to be completed in each service area as follows:

Haircutting	<b>200</b>
Hair Styling	<b>250</b>
◇ Fingerwaving	
◇ Wet Hairstyling	
◇ Thermal Hairstyling	
◇ Thermal Hair Straightening	
◇ Braiding	
Chemical Services	<b>100</b>
◇ Permanent Waving	
◇ Hair Coloring	
◇ Chemical Hair Relaxing/Soft Curl Perm	

**BARBERING (C)****1350 HOURS - 40 weeks**(Maximum Time Frame on full time =  
54 wks or 2025 scheduled hours)

**DESCRIPTION:** The **Barber** course of study also includes **Safety & Sanitation**, and **Career Development**. (See section on Courses Available for detailed course information)

**Course Goal:** This course is designed to prepare students for success as a Barber. Upon completion of the course the student will have knowledge of Sculpting, Designing and Career Development.

The State of Oregon requires minimum service operations to be completed in each service area as follows:

Haircutting	<b>400</b>
Hair Styling	<b>75</b>
◇ Fingerwaving	
◇ Thermal Hairstyling	
Shaving; Beard/Mustache Trim	<b>20</b>
Facial Massage & Treatments	<b>3</b>
Scalp & Hair Treatments	<b>20</b>

**HAIR DESIGN & NAIL TECHNOLOGY (AD)****2050 HOURS - 60 weeks**(Maximum Time Frame on full time =  
82 wks or 3075 scheduled hours)

**DESCRIPTION:** The **Hair Design & Nail Technology** course of study contains units of instructions in **Hair Design, Nail Technology, Safety & Sanitation, and Career Development.** (See section on courses available for detailed information)

**Course Goal:** This course is designed to prepare students for success as a Hair Stylist and Nail Technician. Upon completion of the course the student will have knowledge of Sculpting, Designing, Permanent Waving, Coloring, Artificial Nails, Manicures, Pedicures and Career Development.

The State of Oregon requires minimum service operations to be completed in each service area as follows:

Haircutting	<b>200</b>
Hair Styling	<b>250</b>
◇ Fingerwaving	
◇ Wet Hairstyling	
◇ Thermal Hairstyling	
◇ Thermal Hair Straightening	
◇ Braiding	
Chemical Services	<b>100</b>
◇ Permanent Waving	
◇ Hair Coloring	
◇ Chemical Hair Relaxing/Soft Curl Perm	
Manicuring	<b>20</b>
Pedicuring	<b>20</b>
Nail Wrap Systems	<b>5</b>
Nail Tip Application	<b>5</b>
Acrylic Nail Forms	<b>10</b>
Artificial Nail Removal	<b>3</b>
Artificial Nail Repairs	<b>5</b>
Artificial Nail Fills	<b>5</b>
Hand & Foot Massage	<b>40</b>

**ESTHETICS & NAIL TECHNOLOGY (BD)****850 HOURS - 25 weeks**(Maximum Time Frame on full time =  
34 wks or 1275 scheduled hours)

**DESCRIPTION:** The **Esthetics & Nail Technology** course of study contains units of instruction in Esthetics, Nail Technology, **Safety & Sanitation**, and **Career Development**. (See section on Courses Available for detailed course information)

**Course Goal:** This course is designed to prepare students for success as an Esthetician and Nail Technician. Upon completion of the course the student will have knowledge of Makeup Artistry, Skin Care Services, Hair Removal, Artificial Nail application, Manicures, Pedicures and Career Development.

The State of Oregon requires minimum service operations to be completed in each service area as follows:

Manicuring	20
Pedicuring	20
Nail Wrap Systems	5
Nail Tip Application	5
Acrylic Nail Forms	10
Artificial Nail Removal	3
Artificial Nail Repairs	5
Artificial Nail Fills	5
Hand & Foot Massage	40
Facial Massage	15
Facials	15
Facial Makeup	10
Temporary Hair Removal	20
Body Treatments	3

**NAIL TECHNOLOGY (D)****600 HOURS - 18 weeks**(Maximum Time Frame on full time =  
24 wks or 900 scheduled hours)

**DESCRIPTION:** The **Nail Technology** course of study contains units of instruction in **Nail Technology, Safety & Sanitation, and Career Development**. (See section on Courses Available for detailed course information)

**Course Goal:** This course is designed to prepare students for success as a Nail Technician. Upon completion of the course the student will have knowledge of Artificial Nail application, Manicures, Pedicures and Career Development.

The State of Oregon requires minimum service operations to be completed in each service area as follows:

Manicuring	<b>20</b>
Pedicuring	<b>20</b>
Nail Wrap Systems	<b>5</b>
Nail Tip Application	<b>5</b>
Acrylic Nail Forms	<b>10</b>
Artificial Nail Removal	<b>3</b>
Artificial Nail Repairs	<b>5</b>
Artificial Nail Fills	<b>5</b>
Hand & Foot Massage	<b>40</b>

**ESTHETICS (B)****500 HOURS – 22 weeks**(Maximum Time Frame on part time =  
30 wks or 750 scheduled hours)

**DESCRIPTION:** The **Esthetics** course of study contains units of instruction in Esthetics, **Safety & Sanitation, and Career Development**. (See section on Courses Available for detailed course information)

**Course Goal:** This course is designed to prepare students for success as an Esthetician. Upon completion of the course the student will have knowledge of Makeup Artistry, Skin Care Services, Hair Removal and Career Development.

The State of Oregon requires minimum service operations to be completed in each service area as follows:

Facial Massage	<b>15</b>
Facials	<b>15</b>
Facial Makeup	<b>10</b>
Temporary Hair Removal	<b>20</b>
Body Treatments	<b>3</b>

## INSTRUCTOR TRAINING

**1000 HOURS - 27 weeks**

(Maximum Time Frame on full time =  
40 wks or 1500 scheduled hours)

**DESCRIPTION:** The primary purpose of the Instructor's Training course is to train teachers in all aspects of the educational process, as it relates to the Cosmetology Instructor. This course will prepare the student for immediate employment opportunities. The course is particularly directed toward developing in the student the essential qualities found in the best educators. These will include lecture, demonstration, lesson planning, supervision and participation in classes and clinic activities, testing and evaluation, and perhaps the most essential element, the student-teacher relationship. Upon successful completion of this course of study the graduate will be eligible to apply for an Oregon Instructor's license.

**Pre-requisite:** Oregon Licensed Practitioner and High School diploma or equivalent.

**Course Goal:** This course is designed to prepare students for success as a Cosmetology Instructor. Upon completion of the course the student will have knowledge of: educational terms, lesson planning and scheduling, task and unit analysis, student supervision, lecturing, demonstration, and evaluation. The knowledge and skills will prepare you for work as an educator, platform artist, and a sales representative.

**Employment Opportunities:** From time to time an instructor's position at the College of Cosmetology is available, and a graduate of our course would be the first to be considered for employment. This license can also be used at other licensed schools in the state of Oregon.

**Course Teaching Format:** (Instructional techniques and methods):

1. Lecture
2. Practical demonstrations
3. Audio-visual materials
4. Textbook and workbooks
5. Illustrations
6. Written and practical evaluations
7. Practice Teaching
8. Observation

**Grading Procedures:** Teaching assignments and projects are evaluated as completed. Designated task evaluations may be evaluated in basic "freshmen" classes, clinic floor, demonstrations, and teaching individual theory classes. A teacher's evaluation form will be used.

**Instructional Units:** The following subjects include related theory and technical instruction, service performance procedures, product information, implement and equipment safety, client consultation, personal & client health protection, state law and administrative regulations, practical laboratory classes and supervised clinic experience.

Preparation and use of lesson plans.....	125
Use of audiovisual and other instructional aids.....	10
Development and administration of tests and evaluation of test results.....	40
Evaluation and recording of student progress and recording of attendance.....	10
Observation of practical demonstration.....	220
Assisting with practical demonstration.....	180
Setting up and performance of practical demonstration.....	180
Practice teaching.....	235

**Hair Design**

Hair Sculpting (women's)  
 Hair Sculpting (men's)  
 Hair Design  
 Long Hair Design  
 Permanent Waving  
 Color  
 Clinic Experience

Trichology  
 Design Decisions  
 Anatomy & Physiology  
 Electricity  
 Chemistry  
 Wigs & Hair Additions

**Esthetics**

Skin Theory  
 Functions, Composition,  
 Types, Diseases & Disorders  
 Massage, Masks  
 Skin Care Essentials  
 Basic Facial  
 Glycolic, Beta, & Paraffin  
 Anatomy & Physiology  
 Clinic Experience

Hair Removal  
 Temporary, Waxing, Permanent  
 Skin Care  
 Facial Shapes, Color Theory,  
 Techniques, Products & Application  
 False Eyelash Application  
 Chemistry  
 Electricity  
 Make-Up

**Nail Technology**

Nail Theory  
 Nail Structure  
 Nail Growth  
 Nail Diseases Disorders & Cond.  
 Artificial Nail Care  
 Nail Tips  
 Tip w/ Acrylic Overlay  
 Sculptured Nails  
 Gel Nails  
 Nail Wraps

Natural Nail Care  
 Nail Shapes  
 Basic Manicure  
 Basic Pedicure  
 Anatomy & Physiology  
 Electricity  
 Clinic Experience

**Safety, Sanitation**

Safety & Sanitation Regulations  
 OSHA Regulations  
 Clinic Experience

Salon Ecology  
 HIV/AIDS & Communicable Diseases  
 Infection Control & Safety

**Career Development**

Professional Development  
 Salon Success Program  
 Bookkeeping - Journals/Ledgers  
 Insurance  
 Career Plan  
 Partners in Education

Retailing Services and Products  
 Drug & Alcohol Prevention  
 Salon Business  
 State Law/Admin.- Rules & Regulations  
 Client Consultation  
 Product Knowledge

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**TOTAL**

**1000 hours**

## REFUND POLICY

An applicant not accepted by the school shall be entitled to receive 100% refund of all monies paid. If a student (parent or guardian) cancels her/his enrollment application contract within five (5) business days of the issue of the enrollment agreement or contract, all money collected by the school shall be refunded. For cancellation of the enrollment agreement, the “date of enrollment” will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.

This policy applies regardless of whether or not the student has actually started training. If student cancels his/her enrollment after five business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration or enrollment fee of \$100.00.

As a condition of licensing, the Oregon Higher Education Coordinating Commission requires private career schools to adhere to the following statewide enrollment cancellation and refund policies (*See OAR 715-045-0038*).

If training is terminated by the student or by the school after entering classes (unless the school has discontinued the program of instruction), the student is financially obligated to the school according to the following formula of maximum charges:

- If a student withdraws, or termination occurs prior to completion of 50% of the contracted instructional program, the student shall be entitled to an (Oregon) pro-rata refund according to the published class schedule. An Oregon pro-rata refund means: “a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.” In addition to the pro rata tuition, the school may retain the registration fee, books and supply fees and other legitimate charges owed by the student. The withdrawal/termination date for calculation of a refund must be the last date of recorded attendance.
- Missing 30 (thirty) consecutive calendar days (without taking a leave of absence) will result in unofficial withdrawal.
- In the case of “Leave of Absence”, the date of termination 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.
- To calculate pro-rata charges, divide the class scheduled hours by the total program hours.
- If a student withdraws, or termination occurs after completion of 50% of the contracted instructional program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund.
- Any monies due the applicant or student, or financial aid program, shall be refunded within thirty (30) days of formal cancellation by the student or formal termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance.
- Fee Waiver policy: When mitigating circumstances are in evidence, the school may provide a refund which exceeds this refund policy. Over contract charges may also be adjusted at the discretion of the school owner (see general manager for mitigating circumstances).
- The cost of the kit and supplies is not calculated in tuition adjustment computations. All kits and supplies received by the student become the property of the student and are non-refundable. For kits and supplies not received by the student, the student will be entitled to a full refund of these items. A breakdown of cost for individual kit items and supplies can be obtained from the Operations Manager or General Manager.
- Students who terminate prior to course completion will be charged a \$25.00 termination fee.
- If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.
- If a course is cancelled subsequent to a student’s enrollment, the school shall, at it’s option:
  - Provide a full refund of all monies paid; or
  - Provide for completion of the course.

## **FEDERAL TITLE-IV RETURN OF FUNDS POLICY (R2T4)**

A student earns their Financial Aid (Title IV) funds on a prorated basis, over the first 60% of their scheduled hours for each payment period. After attending 60% of scheduled hours of the payment period, the student is eligible to retain 100% of the Title IV funds scheduled for that payment period.

As a result, the school is required to return Financial Aid (Title IV) funds, if a student receiving Financial Aid withdraws during the first 60 percent of the scheduled hours for that payment period. The refund calculation and process is governed by federal regulation, and the school is required (a) to determine the portion of aid earned by the student up until the date of withdrawal and (b) to refund or repay the amount of unearned aid.

For the purposes of the Title IV refund policy, the student's official withdrawal is the date the student initiated the withdrawal process or notified the school of their intention to withdraw. In the event of an unofficial withdrawal, the school determines the student's last date of attendance that is documented in the school's records and uses that date as the withdrawal date. The U.S. Federal Government determines the amount of Title IV funds a student has earned, as of the withdrawal date.

If a student withdraws, the school is required to calculate and return all unearned financial aid for that payment period and is subject to the Return of Title IV policy. As a result, the school must (a) complete the refund calculation in a timely manner, (b) adjust the awards, (c) refund/repay the unearned aid, and (d) notify the student in writing of the refund calculation results. If a refund of Title IV funds is required, funds are returned to the appropriate Federal Aid Program(s) in the following order:

1. Federal Unsubsidized Direct Loan Program
2. Federal Subsidized Direct Loan Program
3. Federal Direct PLUS Program
4. Federal Pell Grant Program
6. Federal SEOG Program
7. Other Title IV Programs
8. Other federal, state, private, and institutional programs
9. Student

## **STUDENT FINANCIAL AID**

Student financial aid is money to help you pay for part of the cost of your technical education program and is available to those who qualify. There are four financial resources that you can use while attending school; employment, loans, grants and scholarships. If you are still in high school it would be smart to ask your school career counselor for information about possible local or state grants and scholarships. Effective July 1, 2010, the College of Cosmetology began participation in the William D. Ford Federal Direct Loan (Direct Loan) Program. Students and parents who previously received loans through the Federal Family Education Loan (FFEL) Program will now borrow through the Direct Loan Program. The Direct Loan Program offers the same types of loans as the FFEL Program and Direct Loans generally have the same terms and conditions as FFEL Program loans, but instead of a bank lending the money, the U.S. Department of Education (the Department) lends the money directly to students and parents through the student's school. There are also some differences in the names of the loans. The FFEL Program's Federal Stafford Loans (subsidized and unsubsidized) are called Direct Subsidized Loans and Direct Unsubsidized Loans in the Direct Loan Program. Federal PLUS Loans are called Direct PLUS Loans. These financial aid awards are not dependent upon age. They are based on your financial need if you are an independent student, or on your families' need if you are a dependent student. "Need" is the difference between what it costs to attend school and how much you and/or your family can reasonably be expected to contribute towards those costs. The General Manager can assist you with financial aid programs that are open to our students.

Here are some of the federal program sources you may wish to explore:

Pell Grants are a federal financial grant that you do not have to pay back. All the PELL Grants requires is that you attend school regularly and maintain satisfactory grades and attendance. PELL grants are based upon need and income (your family, and /or your own). Each of these loan programs are "need" based. PLUS loans are education loans that are made to the parents of the student. The loans go into repayment 60 days after the last disbursement of funds and the parents are responsible for the repayment of the loan. Each of these federal student aid financial programs use a common application. The "Free Application(s) for Federal Student Aid" are available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) . If you have not previously received a Direct Loan, you must complete a Direct Loan Master Promissory Note (MPN). Although you may have

previously signed an MPN to receive FFEL Program loans, a FFEL MPN cannot be used to make Direct Loans. The MPN is the legal document through which you promise to repay your Direct Loans and any accrued interest and fees to the Department. It also explains the terms and conditions of your loans. A Direct Loan MPN can be used to make loans for up to ten (10) years. You may complete a Direct Loan MPN electronically via the StudentLoans.gov Web site at <https://studentloans.gov>. You also have the option of completing a paper Direct Loan MPN. To complete a Direct Loan MPN electronically, you must have a Federal Student Aid ID which can be obtained at <https://studentaid.ed.gov>. The Federal Student Aid ID is the same ID used to complete the Free Application for Federal Student Aid (FAFSA). To apply for an FSA ID if you do not already have one, visit <https://studentaid.ed.gov>.

### **All Student Loan Borrowers Must Complete Direct Loan Entrance Counseling**

In all cases, you need to complete Direct Loan Entrance Counseling.

You may complete Direct Loan Entrance Counseling electronically via the StudentLoans.gov Web site at <https://studentloans.gov>. A Federal Student Aid ID is required to complete online Direct Loan Entrance Counseling.

### **Consolidating FFEL Program Loans into the Direct Loan Program**

If you already have FFEL Program loans and will now be receiving Direct Loans, consolidating your FFEL and Direct Loan program loans together into a Direct Consolidation loan may make loan repayment easier. If you consolidate, you will have just a single monthly payment. Consolidating your FFEL Program loans into a Direct Consolidation Loan may also allow you to take advantage of certain benefits that are offered only in the Direct Loan Program, such as Public Service Loan Forgiveness and the Income Contingent Repayment Plan.

To learn more about when you may consolidate, the pros and cons of doing so, and the application process, visit [www.loanconsolidation.ed.gov](http://www.loanconsolidation.ed.gov) or call 800/557-7392 (TDD/TTY: 800/557-7395).

### **The College of Cosmetology High School Cosmetology Scholarship**

One \$500.00 scholarship is available for each local high school, for each school year and can only be used at the College of Cosmetology. Applications are available from your High School counselor and/or the College of Cosmetology. The scholarship is good toward the 2300 hour program and for tuition only. The entire award is credited to the students account upon completion of the 2300 hour program at the College of Cosmetology.

To apply for this scholarship, you must complete the application form and answer the questions in essay format. When submitting your application please include a resume, two letters of reference and a copy of your high school transcript to the Admissions Department at the College of Cosmetology by May 1 of each year (by mail or hand delivered). After review of the application packet, the Admissions Representative will contact you for an interview. The recipient of the scholarship will be notified by May 31<sup>st</sup> of each year as to award or denial.

For more information about these scholarships contact the Financial Aid officer or the Admissions Representative of College of Cosmetology. Either can be reached at (541) 882-6644.

## **STUDENT EMPLOYMENT ASSISTANCE**

College of Cosmetology **does not guarantee job placement.** College of Cosmetology offers job placement assistance to our graduates. We solicit feedback from our graduates and employers of our graduates in efforts to keep our curriculum relevant with current industry trends. We do provide placement assistance, which consists of identifying employment opportunities and communicating that information to our students. There is a bulletin board available where placement opportunities are posted. In addition, current career openings can often be found by searching online. In the State of Oregon, cosmetology graduates must successfully complete the state licensing examination before going to work. College of Cosmetology does not guarantee successful completion of the state board examination.

## **JOB PLACEMENT SERVICES**

At no time will the school guarantee that you will be gainfully employed in the field or career path that you have chosen. We have developed several things that would assist you in finding a job in your chosen career. First of all, we have three mandatory classes that are specifically designed to enhance your ability to succeed in the cosmetology field of your choice. The three classes are Salon Business, Rules and Regulations and Salon Success. Salon Business is designed to give you an understanding of basic business fundamentals within the cosmetology field. Rules and Regulation class will cover licensing requirements and regulations, while Salon Success covers effective communication, human relations, and professional ethics. We also provide each student prior to graduation with the following classes on, Career planning, book-keeping journal/ledgers, client consultations, product knowledge, retailing services and products, insurance, and professional development. Salons will also send us job openings that are available, which we post on our bulletin board.

## **CLASS START DATES, SCHOOL HOLIDAYS & CLOSURES**

College of Cosmetology normal school operating hours are 8:00 AM to 4:00 PM, Monday through Friday. Students may apply for enrollment any day of the school calendar year with classes beginning the first week of each month (in most cases). Some courses may have separate starting dates. Refer to attached addendum for specific starting dates. The school is not in session during the following holidays: New Years Day, Memorial Day, Labor Day, Thanksgiving Day plus the following day. We are also closed during the week of July 4<sup>th</sup> and the week of Christmas for each year. Severe weather conditions and snowstorms do occasionally occur. As a rule of thumb, we follow the local schools regarding school closure for inclement weather. Tune into your local radio station at 6:30 a.m. on stormy days. If the local public school is closed for snow then generally we will also be closed. The College of Cosmetology will notify the local radio stations in the event of school closure. In cases of severe weather fronts that move in while school is in session, your school General Manager will close the school early if conditions warrant it.

## **ACCESS & RELEASE OF STUDENT RECORDS**

Students wishing to review their school file may do so by making an appointment, during regular school hours, with the General Manager or Operations Manager. The review will take place in the presence of the General Manager and the file may not be removed from the school. Copies of any of the documents in the file can be made at a cost of .35 cents for each copy. Requests for transcripts must be made in writing. Transcript fees are \$10.00 for initial copy and \$2.00 for each additional. (Prices subject to change)

All student records and education will be kept confidential, in compliance with the Family Educational Rights and Privacy Act (FERPA). Information will not be released to third parties without written consent of the student unless otherwise required by law. For purposes of any accreditation process initiated by the institution or by NACCAS, or in response to a directive of the commission, student records may be released without consent as required by law. Financial Aid records are maintained for 5 years and student transcript records are maintained for 25 years.

## **STUDENT ADVISING**

Student attendance is monitored monthly by the staff. Students having problems maintaining satisfactory attendance progress will be counseled. Each student will have a regularly scheduled evaluation of their academic progress including, attendance, practical skills and theory. These advising sessions will be conducted by one of the school staff persons and documented with the date and the signatures of parties at the conclusion of the advising session. Records of advising will be maintained as part of the students file. There may be occasions when a student wishes to discuss a specific matter with a school official. Students are encouraged to ask a staff person for a time when the problem or issue may be discussed. Any issue requiring personal counseling is referred to Solutions. This is a program funded by the College of Cosmetology to provide limited professional counseling to all students and staff free of charge. This also covers the immediate family members and significant others as needed. During the advising session, if the student wants to challenge information on the progress report, they may do so verbally at the time of the evaluation with the staff person. If the student does not agree with the result of the challenge, they are encouraged to file a formal complaint and follow the school's complaint procedure.

## **COURSE CANCELLATION POLICY**

If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option provide a full refund of all monies paid or provide completion of the course.

## **JOB PLACEMENT RATE**

College of Cosmetology is very proud of our graduation and placement rates, and each of our courses. We are required to give placement rates to prospective students before the time of application. To insure that the placement information you receive is correct, and current, we will have you initial on a pre-enrollment checklist when the information is provided to you by the admissions representative.

## **CAMPUS SECURITY**

In 1992 the US Department of Education expanded the security related requirements of the Student Right-to-Know and Campus Security Act, which require a school to compile an annual campus security report. The report must be distributed to all students and employees by appropriate publications and must be available to all prospective students and employees.

### **Campus Security Procedures**

Campus security supervision is the responsibility of the School General Manager. If you have any security concerns, they are to be reported to the General Manager. Report any emergencies or crimes occurring on school property to a staff member, at once. School staff will evaluate the situation and summon appropriate police or emergency medical help, as required.

The following are College of Cosmetology security guidelines.

1. School General Manager and/or staff will report all security violations or crimes to the local police (dial 911). As soon as the immediate danger or security problem is resolved or eliminated the school will advise the owner of the school of the situation.
2. Campus access is limited to students, staff and clinic clients (and escorts). Building keys will be issued only to staff members and building maintenance personnel.
3. Security problems or crimes occurring on campus will be referred to local police. State or federal authorities will be called only on advice of local police.
4. Students are advised that College of Cosmetology neither owns nor operates student residence facilities, therefore we have no statistics on student violations of liquor laws, drug abuse laws or weapons possession.
5. This security policy constitutes our security information program for students and staff in regards to on campus security, personal safety and crime prevention.

## **DRUG AND ALCOHOL ABUSE PREVENTION**

As an accredited institution of higher education, College of Cosmetology is required by U.S. Department of Education regulation (*section 213,HEA-1965, AMENDED BY "Drug Free Schools & Communities Act Amendments of 1989 [pub.L.101-226], [20 USC, section 1145g]*), to provide each student and staff member of this school, with a written policy and training information relating to, Prevention of Drug & Substance Abuse. The following Standards of Conduct apply to both students and school staff, and relate to the use and /or possession of illicit drugs and/or alcohol, on school property. Students and staff are advised that these regulations apply and that the sanctions indicated for violation of these rules will be enforced by the administration.

### **School Drug and Alcohol Regulations**

1. The use, unlawful possession or distribution of any illicit drugs on school property is prohibited. If you are caught using, selling or in possession of any illicit drugs, while participating in any school activities, the school will call the local police for prosecution. Further, the school administration will impose disciplinary sanctions up to and including termination of employment or termination of enrollment.
2. The use, unlawful possession or unlawful distribution of alcohol on school property is prohibited. If you are caught drinking, selling or in unlawful possession of alcoholic beverages on school property, or while participating in school activities, your enrollment will be terminated.
3. Staff persons using or in possession of alcohol on the job, will receive a written warning and will be required to take a medical leave and/or seek counseling for possible substance abuse. If the problem persists, the staff person will be placed on probation. Continued probationary employment with this school will be dependent upon the successful completion of an alcoholic rehabilitation program.
4. Students and staff are required to attend an annual school training class on Substance Abuse Prevention. Information about and phone numbers of, regional substance abuse treatment and counseling centers are included as part of the school's **Substance Abuse Prevention** training. All students and staff completing the abuse prevention program will be required to verify that they understand the training and content presented. A copy of the verification form will be placed in the student's/staff person's file to document the training for the U.S. Department of Education.
5. Students convicted of possession, distribution or use of illicit drugs on campus, may face not only termination of enrollment, but termination of current as well as all future federal Title IV student financial aid funding.
6. Students and staff persons are advised, that the College of Cosmetology may require drug testing, for "reasonable suspicion." Employees or students will be directed to an approved drug testing facility. You must bring photo identification with you and provide a urine sample, to be taken at the lab. Samples will be screened for amphetamines, cocaine, marijuana, opiates, barbiturates and alcohol. College of Cosmetology will pay for the substance testing (initial test only) provided the testing result is negative. Students or staff with any result of "Positive" will be charged all fees associated with the cost of testing.

### **We care.....**

Each one of us at some time needs special help; today might be the right time to act on your life situation. Do please realize how shallow it is to believe "No one cares" whether you can reject a destructive habit. We care. We can help you to meet all your personal and career goals. Not one person is free from facing social pressures while trying to live up to family and societies expectations. At these times, if a person doesn't quickly find the caring human response that everyone craves, it's tempting to find a chemical substitute. What everyone needs is experienced human assistance. We can help you find a program that provides a caring contact when you're ready. This brief survey of addictive substances is meant to encourage you to seek this contact, before it's too late to ask for it.

### **Why The Drug Problem?**

More high school and college age students in America are involved with alcohol or illicit drugs than students in any other industrialized nation in the world. Studies have shown that even where our youth possesses more than those in other parts of the world, something is still missing. What's missing frequently has no direct connection to alcohol or other drugs. But just to have someone CARE about you - someone for you to talk with and to listen carefully - can often be your best deterrent of a chemical dependency. Drugs can never take the place of someone who will really care about you.

### **Drug Myth #1 - 'One time can't hurt you...'**

The precise effects, quality or even composition of the drugs that you might obtain are necessarily unpredictable. Because what dealers package as marijuana, heroin, cocaine or crack and other synthetic drugs takes effect in minutes if not seconds, rarely can you “see what it’s like” before the drug gets hold. You’ll know too late. Extreme bodily harm, even death can be the result.

**Drug Myth #2 - ‘Most dangerous drugs have been outlawed.’**

Hundreds of new and little understood synthetic drugs hit the streets each week. These drugs have not been tested. Sometimes the person doing the drug mixing gets the recipe wrong. No one is even sure about the toxic effects. But young people are still lining up to buy them. The buyers are taking on the role of drug testing animals.

**Drug Myth #3 - ‘You won’t become addicted with casual use.’**

This is a very dangerous myth. Over 2 million cocaine addicts could tell you different. And you can’t Stop. Most drugs cause intense dependency and addiction within a short period of experiment.

**Alcohol Myth #1 - ‘You have to drink for years to become an alcoholic.’**

Even a short history of drinking can cause dependency and initial bodily damage, the true harm to your body does not appear at once.

You can say no, to chemical addiction and those hoping to profit from your addiction. Say yes, to a life clear of chemical-induced artificial highs. A good, happy clean life is itself, a natural high!

### **FINANCIAL AID CONSUMER INFORMATION**

You have many financial aid resources that you can use while attending school; employment (part-time), family loans, grants, student loans and scholarships. Of these resources employment, grants and scholarships do not require repayment. Student loans are just what they say; they are loans that have to be repaid with interest. When researching possible sources for funding post-secondary education, students would be well advised to first explore grants, scholarships and part-time employment sources as none of these sources of financial aid sources require repayment. If you absolutely have to have a student loan to complete your education then borrow as little as possible from the student loan program.

Students planning to enroll at College of Cosmetology may be eligible to participate in the U.S. Department of Education, Title IV Student Financial Aid (SFA) program. A student must demonstrate **financial need** to receive aid from federal SFA programs. Financial need is defined as the difference between the student’s cost of education and the family’s (or student’s) ability to pay those costs.

#### **Federal Student Financial Aid Programs**

The following are the federal student financial aid programs available at College of Cosmetology:

**PELL Grants** are a federal financial aid grant that does not have to be repaid.

Participation in this grant program requires that the eligible student maintain satisfactory academic, practical and attendance progress while attending school. PELL Grant awards are based upon need and income (your family and/or your own).

**Direct Loan Program.** A borrower must have his/her eligibility for a direct subsidized loan determined before he/she may borrow a direct unsubsidized loan. A borrower meeting the student eligibility requirements for a direct loan may borrow a subsidized and/or unsubsidized Loan using a single application form and a single repayment schedule for both loans.

- **Federal direct subsidized loans** are federal guaranteed student loans, which qualify the borrower for a federal interest subsidy. On these loans a subsidy pays a part of the loan interest while the student is attending school.
- **Federal direct unsubsidized loans** are federal guaranteed loans for students who do not qualify for a subsidized loan or who, based on need analysis, qualify for only a part of their subsidized Stafford Loan limit. This is still a federal guaranteed student loan, however, the student is responsible for paying all of the loan interest.
- **Direct PLUS** loans are education loans that are made by U.S. Department of Education to the parents of the student. The loans go into repayment 60 days after the last disbursement of funds and the parent(s) are responsible for repayment of the loan.

The educational costs for the SFA programs are defined by statute and are easy to calculate and are based on the student's tuition, fee charges, living situation and other factors that affect the student. The student's ability to contribute toward these costs, as measured by the amount of the **expected family contribution** (EFC).

Calculating the EFC is more complicated and is performed by the US Department of Education loan application servicer. The family/student information, provided by the student on the "Free Application for Federal Student Aid" (FAFSA) form, is the financial data used by the application servicer to establish the EFC.

All student financial aid program applications at College of Cosmetology begin with the completion and submission of the FAFSA form. This "FAFSA" form comes with a complete set of instructions for completion. This application is a very important document, so find a quiet space and take plenty of time to complete it, correctly. The application should be completed with the help of a parent, if you are a "dependent" student.

The College of Cosmetology student financial aid administrator must be provided with a completed and signed FAFSA or ISIR (Institutional Student Information Record). After completing the application, signing it and providing the school with a copy, the original form may be submitted electronically or the student may be advised to mail the form to the processing center (address indicated on the application).

### **Disbursement of Federal Financial Aid Funds**

All Federal, Title IV financial aid money is disbursed to the student, through the General Manager's office. Your student loan will be transferred to the school, and applied to your account. You must be considered making "satisfactory progress" in your training (see school *satisfactory academic progress policy*), to receive any financial aid disbursement. The school owner or General Manager, must certify your satisfactory progress status at the time of the disbursement of funds.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

This is the **satisfactory academic progress policy** (SAPP) of College of Cosmetology. This policy applies to all students and all courses of study, whether or not the student participates in the Title IV, federal student financial aid program. Only students who maintain satisfactory progress are eligible to receive disbursements of Title IV, awards.

This Satisfactory Academic Progress Policy will be used to assess student's **attendance and academic** progress. Students must attend school as scheduled. This will enable them to complete their contracted course of study, within the allotted **maximum time frame**. Student attendance will be monitored monthly by staff to insure that the student is in compliance with the school's Satisfactory Academic Progress Policy.

### **Academic Progress – Grading System**

Both theory and practical grades will be measured to determine academic progress. Evaluation is written and practical. All grades will be cumulative. Students must maintain a cumulative 75% grade average minimum in theory and practical work in order to be considered making satisfactory academic progress. Students may retake or make-up a quiz or exam for a maximum of 75% to help them achieve the minimum grade requirement. If a student misses too many quizzes and/or finals, as determined by the instructor and operations manager, they may have to re-take the class. Students must be making satisfactory progress at the time of their satisfactory progress check in order to qualify for financial aid assistance. (Grading scale below)

93 to 100%	outstanding performance = A
85 to 92%	very good performance = B
75 to 84%	satisfactory performance = C
74% or less	unsatisfactory = F

### **Attendance Progress**

The student must complete their chosen program within 1 ½ times the normal length of the program. To calculate time and a half, multiply the length of the contracted course by 1.5. When a student exceeds this number of scheduled hours, they have exceeded time and a half. All students must have a 67 % minimum scheduled hour attendance rate at the time of each evaluation period to be considered making satisfactory attendance progress. All attendance is cumulative.

## Full-time

The full-time example is for those students that start as full time (37.5 hours per week) and remain full time until course completion. (An academic year at the College of Cosmetology is 975 hours)

- 2300 Hour Course: The contracted length is 62 weeks. The maximum time a student has to complete is 92 weeks or 3450 scheduled hours. The student must complete the course prior to reaching 3450 scheduled hours. The evaluation periods for this course are as follows; 487.5, 975, 1462.5 & 1950 actual clock hours.
- 2050 Hour Course: The contracted length is 54 weeks. The maximum time a student has to complete is 82 weeks or 3075 scheduled hours. The student must complete the course prior to reaching 3075 scheduled hours. The evaluation periods for this course are as follows; 487.5, 975, 1462.5 & 1950 actual clock hours.
- 1700 Hour Course: The contracted length is 46 weeks. The maximum time a student has to complete is 68 weeks or 2550 hours. The student must complete the course prior to reaching 2550 scheduled hours. The evaluation periods for this course is as follows; 487.5, 975, & 1337.5 actual clock hours.
- 1350 Hour Course: The contracted length is 36 weeks. The maximum time a student has to complete is 54 weeks or 2025 hours. The student must complete the course prior to reaching 2025 scheduled hours. The evaluation periods for this course is as follows; 487.5, & 975 actual clock hours.
- 1000 Hour Course: The contracted length is 27 weeks. The maximum time a student has to complete is 41 weeks or 1500 hours. The student must complete the course prior to reaching 1500 scheduled hours. The evaluation periods for this course is as follows; 487.5, & 975 actual clock hours.
- 850 Hour Course: The contracted length is 23 weeks. The maximum time a student has to complete is 34 weeks or 1275 hours. The student must complete the course prior to reaching 1275 scheduled hours. The evaluation periods for this course is as follows; 425 actual clock hours.
- 600 Hour Course: The contracted length is 16 weeks. The maximum time a student has to complete is 24 weeks or 900 hours. The student must complete the course prior to reaching 900 scheduled hours. The evaluation periods for this course is as follows; 300 actual clock hours.
- 500 Hour Course: The contracted length is 14 weeks. The maximum time a student has to complete is 21 weeks or 750 hours. The student must complete the course prior to reaching 750 scheduled hours. The evaluation periods for this course is as follows; 250 actual clock hours.

## Part-time

The part-time example is for those students that start as part-time (25 hours per week) and remain part-time until course completion. (An academic year at the College of Cosmetology is 975 hours)

- 2300 Hour Course: The contracted length is 92 weeks. The maximum time a student has to complete is 138 weeks or 3450 scheduled hours. The student must complete the course prior to reaching 3450 scheduled hours. The evaluation periods for this course are as follows; 487.5, 975, 1462.5 & 1950 actual clock hours.
- 2050 Hour Course: The contracted length is 82 weeks. The maximum time a student has to complete is 123 weeks or 3075 scheduled hours. The student must complete the course prior to reaching 3075 scheduled hours. The evaluation periods for this course are as follows; 487.5, 975, 1462.5 & 1950 actual clock hours.
- 1700 Hour Course: The contracted length is 68 weeks. The maximum time a student has to complete is 102 weeks or 2550 hours. The student must complete the course prior to reaching 2550 scheduled hours. The evaluation periods for this course is as follows; 487.5, 975, & 1337.5 actual clock hours.
- 1350 Hour Course: The contracted length is 54 weeks. The maximum time a student has to complete is 81 weeks or 2025 hours. The student must complete the course prior to reaching 2025 scheduled hours. The evaluation periods for this course is as follows; 487.5, & 975 actual clock hours.
- 1000 Hour Course: The contracted length is 40 weeks. The maximum time a student has to complete is 60 weeks or 1500 hours. The student must complete the course prior to reaching 1500 scheduled hours. The evaluation periods for this course is as follows; 487.5, & 975 actual clock hours.
- 850 Hour Course: The contracted length is 34 weeks. The maximum time a student has to complete is 51 weeks or 1275 hours. The student must complete the course prior to reaching 1275 scheduled hours. The evaluation periods for this course is as follows; 425 actual clock hours.
- 600 Hour Course: The contracted length is 24 weeks. The maximum time a student has to complete is 36 weeks or 900 hours. The student must complete the course prior to reaching 900 scheduled hours. The evaluation periods for this course is as follows; 300 actual clock hours.
- 500 Hour Course: The contracted length is 20 weeks. The maximum time a student has to complete is 30 weeks or 750 hours. The student must complete the course prior to reaching 750 scheduled hours. The evaluation periods for this course is as follows; 250 actual clock hours.

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable

maximum time-frame has been exhausted. SAPP evaluation periods are based on actual contracted hours at the institution.

### **DETERMINATION OF PROGRESS**

Evaluations of progress will be conducted by the student Advisor and with the student when the student reaches the actual hour mark required per the course they are enrolled in. The results of meeting or failing the SAPP requirements will be given; Failing to meet minimum SAPP requirements during an evaluation may impact your eligibility for financial aid.

**Satisfactory Progress:** Minimum of 75% average in theory and practical work, and minimum of 67% of the scheduled hours of attendance. The academic plan for each student, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements within the first evaluation period and within the maximum timeframe established for the individual student.

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation period. Evaluation periods are based on actual hours completed. In order for a student to be considered making satisfactory progress as of course midpoint, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

### **Warning**

Students failing to meet minimum progress requirements will be placed on warning for the next entire evaluation period, with the opportunity to meet requirements at the next evaluation check. Grades of theory tests and practical work are used to evaluate the student's academic progress. During warning, students are considered to be making Satisfactory Progress and Financial Aid funds will be disbursed to eligible students.

A warning period is equivalent to the length of the next evaluation period and will vary depending upon the course length. At the end of the warning period (at the next check for SAPP), the student's progress will be re-evaluated. If the student is meeting SAPP requirements at the next evaluation check, he or she will be determined to be making satisfactory progress. If the student fails to meet minimum requirements, financial aid will be discontinued and he or she will be terminated. No student will be allowed more than two periods of unsatisfactory progress during his or her enrollment and the warning periods may not be back to back.

### **PRACTICAL "SKILLS" EVALUATIONS**

Satisfactory progress practical ("hands on" skills) GPA will be based upon laboratory projects, clinical service projects, completion of assigned practical projects and a final practical skills examination. Specific grading criteria are used to evaluate all practical services and projects.

### **APPEAL PROCESS**

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the General Manager, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. This written appeal must explain what behavior will change so, the problems, which caused the termination, will not re-occur if re-instatement is granted. The General Manager must receive this appeal within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a dependent minor), the General Manager/Operations Manager, and/or other staff members. The student may also be required to appear before the staff with reason why they should be re-instated. Decision on the student's appeal will be made within three (3) business days, and will be communicated to the student in writing. This decision is final. Should a student prevail upon his/her appeal the student will be re-entered into their course and will be considered to be in the same satisfactory progress status as when they were terminated. Financial aid funds may be reinstated to eligible students meeting satisfactory academic progress requirements at the next SAPP checkpoint.

## RE-ENROLLMENT

Students eligible for re-enrollment will re-enter in the same satisfactory academic progress status as when they left.

### LEAVE OF ABSENCE POLICY

A leave of absence request will be granted only on approval. Approval will be granted for medical or personal reasons. Medical LOA's must be documented in writing by a licensed physician or licensed professional counselor. Students must follow the institution's policy in requesting a LOA. Students who have been given a leave of absence (documented) shall return to school at the agreed time. Failure to do so will cause the student to be terminated. The date of termination 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. The school has 30 days from the date the student was to return to school to notify agencies of their change of status. Hours will be figured as of the last day of attendance. In accordance with Federal Regulations, up to three Leave of Absences shall be granted in any twelve (12) month enrollment period, and the total Leave of Absence(s) shall not exceed 30 calendar days unless approved by the General Manager which cannot exceed 180 days. Any Leave of Absence taken must be for a minimum of 10 school days. Only Leave of Absence requests received prior to the Leave of Absence start date will be approved unless unforeseen circumstances prevent the student from doing so and that the request is in writing, must include the reason for the LOA and must be signed by the student. COC may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if we can document the reason for our decision, we collect the request from the student at a later date and we establish the start date of the approved LOA as the first date the student was unable to attend. A student granted a LOA in accordance with the institution's policy is not considered to have withdrawn and that no refund calculation is required at that time. An approved Leave of Absence extends the student's contract period by the same number of days taken in the LOA and that such changes to the contract period must include an addendum to the enrollment agreement which must be signed by all parties. Students returning from a leave of absence will return to school in the same satisfactory progress status at the time of their departure. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that either the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. The LOA process does not result in any additional charges to the student.

### WITHDRAWALS / INCOMPLETES / REPEATS

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal. A withdrawal fee of \$25.00 will be charged to all students who discontinue their training and leave school prior to completion.

If a student's lack of attendance causes removal from a freshman/core class, the student will be required to drop the course and will receive a grade for all work completed at the time of withdrawal. The grade may have effect on compliance with the Satisfactory Academic Progress Policy. In the event a student can be accommodated entry into another class within the school, the student will remain enrolled. If an accommodation is not available, the student will be withdrawn from the school at that time. The General Manager must approve any and all accommodations.

Course incompletes, repetitions and non-credit remedial courses have no effect on the institutions satisfactory academic progress standards.

### STUDENT ABSENCES AND WITHDRAWALS

College of Cosmetology has built into each of its course enrollment contracts, a **9% grace period**, to allow for legitimate illness and personal days during the course of the student's enrollment. The amount of grace period hours is calculated by multiplying .09 (9%) times the actual hours a student is contracted for. If the student exceeds their contract projected graduation date, they will be required to pay extended tuition of \$10.00 for each additional hour of training required for completion of the course. Students are considered to have completed on-time if they complete their hours during the contracted period plus 9%. Students are reminded that each course of study also has a **maximum time frame** in which the course must be completed. Maximum time frames are a requirement of the U.S. Department of Education and apply to all students regardless of Title IV, student financial aid participation. The maximum time allocated for completion of your course of study is located on the upper right hand corner of the course outline.

### COURSE OF STUDY CHANGES

Students must determine what course(s) she/he will be taking at the time of enrollment. Course changes can be made only with the permission of the school administration. There will be a \$75.00 charge for a course change.

## STUDENT LOAN INFORMATION

### Student Loan Counseling

As a student borrower under the federally insured student loan program, you have certain rights and responsibilities, which are protected by law. Protect your rights and understand your responsibilities.

### Borrowers Rights and Responsibilities:

#### Rights

- You are entitled to a repayment period of at least five years as long as your monthly minimum payment is met.
- You have the right to prepay all or any part of your loan at any time without penalty.
- You are entitled to a copy of your repayment schedule and disclosure statement.
- You have the right to be notified in writing if your loans are sold or transferred for servicing.
- You may exercise any consumer protection rights under federal or state law applicable to federally guaranteed student loans.
- You have the right to have your loan obligation cancelled if you die or become totally and permanently disabled.
- If you qualify, you have the right to defer payment for a specified period of time.

#### Responsibilities

- You must notify the U.S. Department of Education if you change your address, change your name or change your enrollment status (i.e., graduate, withdraw....)
- You must notify the U.S. Department of Education if you change schools.
- You must make your loan payment(s) on time.
- It is your responsibility to begin making payments when payments are due even if you have not received a repayment schedule from the lender. If the due date for your first payment is near and you have not received a payment book or schedule, contact your lender.
- If you are notified that your loan has been sold or is being serviced by someone other than your original lender, you must refer all further correspondence, inquiries and payments to the other party.
- It is your responsibility to maintain copies of all your student loan papers, documents and correspondence.

If you call a lender or loan servicer, make a note of the person you spoke with and what was discussed. If you are having financial difficulties and are not able to meet a scheduled payment, contact the U.S. Department of Education. They may be able to help you but they cannot do so unless you let them know.

### Necessity of Student Loan Repayment

The promissory note that you sign is a binding, legal document. Default on your student loan repayment will be reported to credit report agencies. A defaulted student loan can block your future purchase of a home or car. Loan Guarantee Agencies can and do, seize both federal and state income tax returns.

### Glossary of Student Loan Terms:

Lender	A bank, savings and loan association or credit union, which provides you your loan.
Loan disbursements	Student loan checks from the lender that are mailed to the school for the financial aid officer to disburse the money to the student for payment of education related expenses.
Subsidized loan	A student need based, <b>Direct Student loan</b> , the interest payment of which qualifies for a federal subsidy.
Unsubsidized loan	An unsubsidized, <b>Direct Loan program</b> for borrowers who do not qualify for a subsidized direct Loan or who, based on need analysis, qualify for only a part of their subsidized Stafford Loan limit. A borrower must have her/his eligibility for a subsidized direct Loan determined before they may borrow an unsubsidized direct Loan.
Loan Servicer	An organization, which contracts with your lender to handle the paper work and the repayment billing on your loan.

Principal	The actual amount of money on loan to you. You repay more than the principal, as interest will be charged for the use of the money.
Promissory note	the legally binding contract you signed promising to repay the loan. The promissory note contains the terms and conditions of the loan.
Disclosure statement	A statement of the actual cost of your loan showing the interest rate, any additional fees, payment amount and due dates.
Origination fee	a charge, which offsets the federal government's cost of subsidizing the loan.
Grace period	a period of time after you leave school before your loan enters repayment. The grace period for a subsidized Stafford Loan is 6 months.
Deferment	An approved postponement of loan payment made under certain conditions for a specified period of time.
Forbearance	Temporary postponement or reduction of loan payments granted at the option of the lender.
Delinquency	When loan payments are late or missed completely.
Default	Failure to make scheduled loan payments for 180 days or to abide by other terms of your loan. Student Loan Defaults are reported to credit bureaus and can prevent you from getting future credit.
Direct loans	Student loans made and administered by the U.S. Department of Education as the lender.
Satisfactory progress	Each school defines its own policies and requirements for satisfactory student progression through a curricula. In technical career education schools, students are usually evaluated in three areas, attendance, academic and practical skills. Students must maintain satisfactory progress to be eligible for financial aid disbursements.
Maximum time frame	The maximum amount of time (weeks) in which a student must complete her/his clock hours based program. Federal regulations require that no clock hour (30 hour week) program exceed one and one half the course length.

## **SCHOOL ADMINISTRATIVE POLICIES**

The purpose of these rules is to provide a fair and consistent set of guidelines for the day-to-day operations of our school. These rules define College of Cosmetology Staff administrative policies and responsibilities as well as the rights and responsibilities of our students. This is a post-secondary school (college level); therefore each student will be treated as a mature adult, until she/he demonstrates otherwise. If you have any questions about any of these rules please contact the school General Manager or Operations Manager.

### **COMPLAINT PROCEDURE**

As our students are adults, both state and national accrediting commission policies require that students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Oregon Higher Education Coordinating Commission, 255 Capitol St. 3<sup>rd</sup> Floor NE, Salem, OR 97301, (503)947-5751. After consultation with appropriate Department staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Department will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints. If at the conclusion of the State complaint investigation, the student issue is not resolved, you may contact NACCAS by mail at, 3015 Colvin Street, Alexandria, Virginia 22314 – or by calling (703) 600-7600

Only if a complaint or problem remains unresolved at the school level, will it be considered at the state licensing agency level and/or school accrediting agency. If you by-pass your school and go directly to the state and/or school accrediting agency with a complaint, they will contact your school and ask if you tried to seek resolution of the problem through the school procedures.

#### **Procedure Guidelines**

1. Discuss any problem you have with your instructor or staff member involved. If you still feel there is a problem then
2. Go to the General Manager and ask to discuss the problem. If after you have spoken with your school General Manager you still feel that your problem has not been resolved, then proceed to the following:
3. A student or staff member of College of Cosmetology may file a formal complaint against the school; however, the complaint must be in writing addressed to the General Manager, and should outline the allegation or nature of the complaint.
4. A school representative or the General Manager will telephone or meet with you within 10 (ten) days of receipt of the written complaint.
5. The complaint will be brought before the complaint committee within 21 calendar days of receipt of the complaint. The complaint committee will review the allegations and make decisions as to whether additional information is required.
6. If no further information is needed the complaint committee will respond to you within 15 (fifteen) days stating the steps that will be taken to correct the problem, or information to show that the allegations were not warranted or based on fact.
7. If you still don't feel the problem has been resolved through this process, you may choose to take the matter to the state licensing agency which licenses the school. The name and address of these agencies can be found at the beginning of this catalog.

### **SEXUAL HARASSMENT POLICY**

It is the policy of College of Cosmetology to prohibit sexual harassment of an employee by another employee or by a staff supervisor. It is also the policy of this school to prohibit the sexual harassment of a student by another student, by an instructor, by an employee or by a staff supervisor. Though it is not easy to define precisely what harassment is, it certainly includes: unwelcome jokes or comments, sexual advances, requests for sexual favors, unwanted touching and other verbal or physical conduct of a sexual nature. It is the responsibility of any student or employee, who feels that she/he has been subjected to sexual harassment to immediately report to the School General Manager or Operations Manager using the procedural guidelines outlined in the complaint procedure.

Students and employees are hereby assured that no retaliation will result from either making a complaint or participating in the investigation of a complaint. Sexual harassment of any kind, by students, by school

staff or by administrative staff towards any student or employee of College of Cosmetology will not be permitted and will result in disciplinary action up to and including termination of enrollment or employment.

### **Harassment Complaint Investigation**

When a student or employee makes a complaint against another student or staff person, it will be necessary to obtain the full story of the incident. Here are the questions that will be asked of the complainant.

1. What happened and when did it occur.
2. Describe the sequence of events.
3. Did the complainant in anyway consent to the behavior?
4. How did you respond to the person who harassed you?
5. Did anyone else see or hear what happened to you?
6. Has the accused punished you in any way?
7. Have you told anybody about your problem with the accused?
8. Have any other students or employees mentioned to you that they have experienced a similar problem with the accused?
9. Are there any documents or other evidence involved in this conduct?
10. How does this conduct make you feel?
11. What affect, if any, has this behavior had on your ability to work or function at school?

It is the responsibility of any staff person who receives any complaint of sexual harassment, to immediately refer it to the General Manager. A Review Board will be assembled within 3 (three) business days, made up the General Manager, Operations Manager and any other staff chosen by the School General Manager. This committee will meet to discuss and hear evidence regarding the sexual harassment complaint.

Complainant, staff persons and any other people involved in the complaint process are requested not to discuss and/or share knowledge or allegations with other persons, only on a need to know basis. This is to protect the innocent until proven guilty. If warranted, the committee will act appropriately as outlined in school policy.

### **Behavioral Guidelines**

In an effort to provide guidelines of what “is” or “is not” socially acceptable behavior at work or at school we have provided the following information. Visualize in your mind, a traffic light hanging over an intersection of life. Check the light, before you proceed on down the highway....!

#### **Green Light - GO**

These actions or conversations, between students, instructor or supervisor do not constitute sexual harassment. These are typical interactions and common courtesies that happen regularly in the classroom or school office environment. The following are examples of “O.K.” social interactions:

- Performance evaluation counseling;
- Touching which could not be perceived in a sexual way, such as touching a person’s elbow or shoulder;
- Holding or positioning a student’s hands to help teach correct hair sculpting position skills or sharp cutting implement safety procedures;
- Counseling on professional appearance and/or hygiene;
- Routine social interaction such as saying, “Hello”, “How are you”, “ Did you have a good weekend?”
- Expressing concern or encouragement; and a polite compliment or friendly conversation.

#### **Amber Light – Slow Down**

Many of these behaviors fall into the gray areas of acceptable social interactions, however, others are obviously examples of sexual harassment. Proceed with caution on the following examples:

- Violating someone else’s *personal space*;
- Wolf whistling” or loud suggestive remarks or comments;
- Questions about personal life;
- Lewd or off-color jokes;
- Staring or leering at another person;
- Repeated requests for a date after being told no;

Suggestive posters or calendars;  
Foul language;  
Unwanted letters or poems;  
Sexually suggestive touching; and  
Sitting or gesturing sexually.

### Red Light – STOP!

These behaviors are always considered to be sexual harassment and if they continue punitive actions will be taken. Examples are:

Sexual favors in return for grades, tuition reductions, rewards, employment or promotion;  
Threats if sexual favors are not provided;  
Grabbing, forced kissing, fondling, sexual assault, rage; or  
Using official status to force any of the above actions on another person.

## SCHOOL RULES AND REGULATIONS

### School Dress Code

College of Cosmetology has established the following dress codes for student safety and protection from exposure to the hazardous chemical products used in the classroom and clinic service laboratory. The dress code is also designed to promote an enjoyable environment, improve morale among students and staff and to encourage artistic and creative expression while still maintaining a professional industry.

1. Clean pants, jeans, skirts, shorts, capris or dresses. Shorts, skirts, and dresses must be below the knee or longer. (If you stand up straight and your knees show, it is too short) Pants must be properly hemmed and not touching the floor. No fringe, staples or safety pins. Shirts and sweaters must cover stomachs. No Bare Mid-riffs, or see through fabric. No offensive sayings, no drug or alcohol related pictures or references. No white, off white or cream colored pants, skirts, or shorts. No hoodies or athletic wear- tops or bottoms of any type. Lab coats must be worn in the building. Lab coats must be clean, neat and not falling apart. Name tags must be worn while in school. Clothing and footwear must be clean and in good repair (no holes, old or new and slippers are not acceptable footwear).
2. Student clothing damaged by tints, bleaches or other chemical products are the responsibility of the student. College of Cosmetology will not be liable for damage to any student garments.
3. Facial Piercing will be limited to one. (Excluding ears)
4. Students are provided with safety glasses and latex protective gloves. These items of protective equipment should be worn during hazardous chemical procedures and cosmetic services. If protective equipment is damaged or unavailable at the time of a hazardous chemical application or service, contact an instructor before proceeding with the service.
5. If at any time the staff determines that your attire is inappropriate for the clinic or classroom environment, you will be sent home to change. COC staff reserves the right to make this professional assessment.

### Time Keeping Procedure

The Millenium system is used for recording the clock hours required by the State of Oregon. You will be given a login account (for use in the Millenium system only) before the start of class and will be required to enter a biometric scan of your fingerprint. A finger swipe is needed to clock in and out. You must clock in and out each time you enter and leave the building. The smoking area is the only exception. Violating this standard is subject to immediate termination of enrollment. All time is calculated on real time. Lunch is scheduled for half an hour daily for all students. Specific times may vary according to class schedules and specific course achievements. If you have a client that overlaps into your lunch time, you must have it initialed on the Time Log, located at the front desk, to receive clock hour credit. If you are going to be late, or need to plan for an extended lunch, notify the clinic floor instructor in person or by phone so he/she can help reschedule your time. Don't keep clients waiting. The appointments on your book are your clients, and your responsibility. A full time student is expected to attend school every day from 8:00 a.m. to 4:00 p.m., and part time student a minimum of 8:00 a.m. to 1:00 p.m. Monday through Friday. It is your education, you pay for every hour and ultimately it is your responsibility to be here and get that education. Any time clocked in prior to 8:00 a.m. will not receive credit until 8:00 a.m. Clock

time after 4:00 will receive credit. If you are interested in working through part of, or all of your lunch, and want to obtain clock hour credit, please see the eligibility requirements and signup sheet at the front desk. The no lunch list is available for sign up each Monday morning, on a first come first serve basis. Availability is limited. Unless prior arrangements have been made, all students who are unable to clock in before 9:00 a.m. will not be allowed to clock in and receive clock hours until the end of their scheduled lunch time. Likewise, unless prior arrangements have been made, all students who are unable to clock in by the end of their scheduled lunch time will be sent home and are ineligible to receive clock hours for the remainder of the school day.

### **Unexcused Absences/Disciplinary Action**

If you must miss time whether it is coming in late, leaving early, missing a whole day, or more than one day, notify a staff member, and make arrangements for any of your appointments to be rescheduled. If the staff member has not been notified for any time missed from school, it will be designated as unexcused. This includes tardies, returning late or leaving early from your scheduled lunch, and any other un-notified absences. If you must miss time or come in late, and are not able to notify the staff member prior to that day, you must notify the school by 8:00 a.m. Emergency situations need to be called in a.s.a.p. The school does not allow for unexcused absences.

The following is a guideline for all disciplinary actions and must be approved by the General Manager.

1<sup>st</sup> offense = Verbal Warning (documented)

2<sup>nd</sup> offense = Written Warning

3<sup>rd</sup> offense = 1-3 Days Out of school suspension

4<sup>th</sup> offense = Termination

All disciplinary actions including repeated suspensions are at the sole discretion of the General Manager. All out of school suspensions are considered un-excused absences and will have an adverse effect on satisfactory progress.

These actions will take place regardless of the time intervals between offenses.

All absences, excused or un-excused, will affect your satisfactory attendance progress.

### **67-67 Rule**

All students must maintain a minimum cumulative 67% grade point average in theory and practical work and/or an attendance rate of no less than 67%, at all times. This applies to all students regardless of their status or progress in school. Failure to adhere to the 67-67 rule will result in an immediate termination of enrollment at the College of Cosmetology. Attendance and grades will be checked on a weekly basis to determine compliance.

### **Tardy Policy**

Any clocked in time after 8:00 a.m. or after you're scheduled lunch period will be considered a tardy. It is at the discretion of each instructor whether you will be permitted to enter the classroom if you are late.

### **Cheating Policy**

Cheating is not permitted at the College of Cosmetology. Any student caught cheating will be subject to suspension and/or termination.

### **General School Policies**

Any additional tools, implements, or products must be paid for by the student prior to the time they are picked up. There will be no exception and no charging. Students understand and agree that any of his/her tools and supplies that are lost shall be replaced at the student's expense. Student supplies and other items must be kept in a locked area when not in use. Any items loaned must be recovered by the student. All articles left over 30 days become property of the school. The school cannot assume responsibility. Student stations/lockers must be locked at all times unless empty. Any item belonging to the school and found in the students possession will be added to that student's account.

- Missing 5 (five) consecutive school days without notification to the school will result in termination of enrollment.
- Missing 30 (thirty) consecutive calendar days (without taking a leave of absence) will result in termination of enrollment.
- Unprofessional behavior (i.e. foul language), or refusing a client is grounds for dismissal.

- Students will conduct themselves in a responsible, respectful and non-disruptive manner.
- Conversations regarding politics, sex, race, or religion are unacceptable and are grounds for dismissal.
- Eating is not allowed by students or staff in the clinic area.
- Smoking is not allowed anywhere in the building.
- Loud talk, gossip, or profanity, is not professional, and unacceptable.
- Leave lunch area clean after eating.
- Only active students at College of Cosmetology are allowed in student lunchroom.
- No one is allowed to use the school phones unless approved by a staff member.
- Do not visit with another student when working on a client.
- All assignments or exams missed due to absence, receive a zero until arrangements are made with the instructor. Makeup work will be at the discretion of the instructor. Extra credit work may be assigned. The student is responsible for making arrangements for work missed. If students make prior arrangements with the instructor, they may receive full credit on the grade. Without prior arrangements with the instructor, a maximum grade of 75% can be obtained.
- State law requires sanitation training. Each student will complete a minimum of 15 minutes of sanitation duties at the end of the day, for which they will earn training time credit. A list of these assignments will be prepared and made available by all staff on each Friday for the following week. Please see any instructor if you have questions. It is essential to develop a cooperative team environment and a daily sanitation routine. The habits you develop will allow you to provide sanitary conditions now and in the future for you and your clients.
- Students are requested to stay away from the reception desk area unless they are picking up a client, product, or have been assigned to the desk for training.
- Students may not receive phone calls unless it is an emergency.
- Cell Phones are not to be heard anywhere in the building. Texting only is allowed in the student lunchroom. Violation of this policy may result in student being clocked out and sent home for the remainder of the day. In case of an emergency you should have friends and family call the main COC phone number, (541) 882-6644 and direct them to ask for a staff member. Cell phones may be used however for cosmetology related activities.
- The use of mind-altering prescription drugs or alcohol before or during school hours is strictly prohibited. As a condition of your Pell Grant, and as a school rule, you are not to engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. Students found in violation of this rule will be terminated immediately.
- Stealing is a crime! Any student caught stealing money, supplies, equipment, books or products from the school, staff or a fellow student, will be terminated from school and prosecuted to the full extent of the law.
- Students must abide by all rules of the school as they now exist, or as they are changed from time to time.

### **PAYING FOR SCHOOL**

All enrolled students are given an initial Estimated Financial Plan (EFP) prior to starting classes. The EFP has a breakdown and timeline showing specific hour requirements when financial aid is to be disbursed and applied to the student account as well as for any funding that is returned to the student. Each EFP is based on the number of hours a student is contracted for. The EFP is updated and reviewed as changes occur in student eligibility for financial aid. When this occurs, a new EFP is created for the student. The information in the EFP is based on information provided by the student and their eligibility in Title IV programs. The EFP covers all student costs regarding tuition and school supplies. If the student wishes to make changes to a course, purchase additional supplies, or make changes to their schedule, the student is responsible to make full payment at that time. Students not participating in Title IV programs or have a balance due after applying their eligibility will be given payment plan options for the remainder of their costs. All tuition and fees must be paid prior to completion.

### **VACCINATION POLICY**

Students are highly encouraged to keep all vaccinations current. However, the school does not require proof of vaccinations for enrollment.

## COLLECTION POLICY

The college of cosmetology is happy to work out a payment plan for all students that graduate or withdraw from the institution with a balance due. To set up a payment plan, students must meet with the General Manager. If a student does not meet with the General Manager to set up a plan for payment or does not make payments according to the plan that is created, the student will receive a letter stating the balance due, payment must be received, and to contact the school to arrange payment. If the student fails to call the school or make reasonable payment on the account, another letter will be sent requiring the student to make contact and payments. In the event that the student does not respond, a final letter will be sent stating that failure to make payments will result in the account being sent to a collection agency. If no response is made by the student or if any of the letters are returned to the school as undeliverable, the account will be subsequently turned over to a collection agency. When an account is turned over to a collection agency, all inquiries regarding account balances and additional finance charges, will have to be made to the collection agency. When this occurs, the school will no longer discuss account balances. The school will not release official transcripts or any documentation until it receives notification from the collection agency that an account balance has been cleared.

## PERMANENT SCHOOL CLOSURE

If for some unforeseen reason, this school is forced to permanently close its doors, the following arrangements have been made to protect our students from loss of tuition paid to the school and to provide for a smooth transfer to another school for completion of training.

Oregon students are protected from tuition loss through the **Oregon Higher Education Coordinating Commission's** (Private Career Schools Section), tuition protection fund. In the event of a permanent school closure, the Department's staff will evaluate and administer each student's claim against the state's tuition protection fund.

In the case of a permanent school closure, students participating in Title IV, federal student loan programs should contact the regional office of the U.S. Department of Education (address below). As a direct loan borrower, students may be eligible for forgiveness of their student loan obligation.

U.S. Department of Education - Region X  
915 Second Avenue (Room 3388)  
Seattle, WA 98174-1099  
Phone # (206) 220-7820

## COURSE PRICE LIST

Effective September 2018

COURSE OF STUDY*	TUITION	KIT & BOOKS	TOTAL PRICE
ABD .....	\$13925.....	\$3736.....	\$17761.00
A .....	\$11000.....	\$2883.....	\$13983.00
C .....	\$8000.....	\$2322.....	\$10422.00
BD .....	\$5750.....	\$1446.....	\$7296.00
D .....	\$4200.....	\$1163.....	\$5463.00
AD .....	\$12730.....	\$3453.....	\$16283.00
E .....	\$6375.....	\$ 00.....	\$6475.00
B .....	\$3650.....	\$ 876.....	\$4626.00
Transfer Students.....	Cost per hour based on contracted hours		

A registration fee of \$100.00 is charged for each course and included in the total price.

*(Kit Prices are subject to change.)*

Kits purchased elsewhere must be approved 2 weeks prior to course start.

\* "A" = Hair Design, "B" = Esthetics, "C" = Barbering, "D" = Nail Technology, "E" = Instructor Training Program