

# YUKON BEAUTY COLLEGE

## • A PIVOT.POINT CAREER CENTER

- 221 W. MAIN STREET
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EDUCATION BY  
**pivot point.**

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### • CODE OF ETHICS

- THE SCHOOL IS DEDICATED TO MAINTAINING HONEST, ETHICAL, AND FAIR RELATIONSHIPS WITH STAFF, STUDENT, PATRONS, STATE BOARDS AND OTHER SCHOOLS. WE USE PROFESSIONALLY APPROVED TEACHING TECHNIQUES, TRAINING AIDS AND PURCHASE HIGH GRADE EQUIPMENT AND SUPPLIES FOR STUDENT USE. WE PARTICIPATE IN EDUCATIONAL SEMINARS, CONFERENCES AND MEETINGS IN ORDER TO CONSTANTLY UPGRADE THE QUALITY TRAINING OF OUR STUDENTS AND PATRON SERVICE. THE SCHOOL IS STUDENT ORIENTED WITH THE GOAL OF PRODUCING THE HIGHEST CALIBER OF PROFESSIONAL COSMETOLOGISTS.

## OWNER

MARY WHITBY

## MISSION STATEMENT

OUR MISSION IS TO PREPARE GRADUATES FOR A CAREER IN ALL COSMETOLOGY PROGRAMS. WE ARE DEDICATED TO STUDENTS SUCCESS BY CULTIVATING PROFESSIONALS THROUGH INNOVATIVE PERSONALIZED POST SECONDARY EDUCATION INSIDE A CREATIVE ENVIRONMENT THAT PREPARES GRADUATES WITH BUSINESS SKILLS AND FINANCIAL RESPONSIBILITY.

## ADMISSION REQUIREMENTS

- THE SCHOOL ADMITS AS REGULAR STUDENTS THOSE OF EITHER SEX WHO HAVE:
1. HIGH SCHOOL DIPLOMA , CERTIFIED HIGH SCHOOL TRANSCRIPT MUST SHOW COMPLETION
  2. OR GENERAL EDUCATION DIPLOMA (GED)
  3. OVER THE AGE OF 16. MUST DEMONSTRATE
  4. THE ABILITY TO SPEAK ENGLISH
  5. MUST ATTEND ORIENTATION CLASS PRIOR TO STARTING THE COURSE
  6. THE SCHOOL DOES NOT ACCEPT ATB STUDENTS.
  7. THE INSTRUCTOR COURSE REQUIRES A OKLAHOMA BASIC COSMETOLOGY LICENSE
  8. FACIAL/ESTHETICS, OR MANICURING. STUDENTS WHO WITHDRAW FROM CLASS IN GOOD
  9. STANDING AN RE-ENTER AAT ANYTIME WITHOUT LOSS OF CREDIT.

## SCHOOL OBJECTIVES

THE SCHOOL IS DEDICATED TO CONSCIENTIOUS SCIENTIFIC EDUCATIONAL PROGRAMS BASED ON PROVEN TECHNIQUES AND SOUND BUSINESS PRINCIPLES. THE CURRICULUM, ASSOCIATED INSTRUCTION AND ACTIVITIES PROVIDE STUDENTS WITH A SOLID FOUNDATION IN THE MULTI-FACETED FIELD OF COSMETOLOGY SO THEY MAY BECOME A CREDIT TO THE PROFESSION. THIS OBJECTIVE IS APPLICABLE TO EACH CURRICULUM. WE REALIZE OUR OBLIGATION TO OUR STUDENTS, ALUMNI AND THE COMMUNITY AND CONSTANTLY SEEK MORE EFFECTIVE WAYS TO MEET THESE COMMITMENTS.

## GENERAL FACILITIES AND EQUIPMENT

THE SCHOOL IS LOCATED ENTIRELY ON THE GROUND FLOOR. A TOTAL OF 5000 SQUARE FEET OF SPACE IS USED FOR CLASSROOMS, OFFICE, DISPENSARY, CLINIC AND RECEPTION AREA. THERE ARE TWO PUBLIC RESTROOMS. THE ENTIRE BUILDING IS AIR-CONDITIONED AND HEATED, AS WELL AS HAVING EXHAUST FANS TO DRAW THE STALE AIR OR CHEMICAL SMELLS, HAIR SPRAY AND FUMES TO THE OUTSIDE. FIRE EXTINGUISHERS ARE ARRANGED IN THE FRONT OFFICE , BREAK ROOM AND BY THE BACK DOOR. . FLOOR SPACE AND EQUIPMENT MEET ALL THE REQUIREMENTS OF THE OKLAHOMA STATE BOARD OF COSMETOLOGY. THE OFFICE IS USED AS A REGISTRAR'S OFFICE.

## ENROLLMENT

YOU MAY ENROLL IN SCHOOL AT ANY TIME. CLASSES FOR EACH COURSE START MONTHLY. NO STUDENT IS ALLOWED ON THE CLINIC FLOOR UNTIL COMPLETION OF THE REQUIRED CLOCK HOURS MANDATED FOR THE COURSE THEY ARE ENROLLED IN, BY OKLAHOMA STATE BOARD OF COSMETOLOGY.

## TRANSFERS

STUDENTS WISHING TO TRANSFER FROM PREVIOUS SCHOOL MUST OBTAIN A WRITTEN RELEASE FROM THE SCHOOL PREVIOUSLY ATTENDED AND ARE SUBJECT TO ADMINISTRATIVE APPROVAL. THE SCHOOL ACCEPTS PRIOR HOURS TRANSFERRED BY THE STATE BOARD OF COSMETOLOGY. STUDENTS MUST PASS A PRACTICAL SKILLS ASSESSMENT TEST. THE TUITION COST WILL BE PRORATED FOR THE CREDITED HOURS. NO ACTION IS TAKEN TO SOLICIT THE TRANSFER OF STUDENTS ALREADY ATTENDING ANOTHER SCHOOL OR TO SOLICIT THE ENROLLMENT OF PERSONS ALREADY REGISTERED WITH OTHER SCHOOLS.

## ATTENDANCE

FULL TIME IS CONSIDERED TO BE AT LEAST 35 HOURS PER WEEK WITH A 30 MINUTE LUNCH PERIOD. THEORY IS FROM 9:00AM TO 10:00AM: AN ORGANIZED CLASS SCHEDULE WHICH VARIES FROM WEEK TO WEEK AND IS POSTED EACH MONDAY MORNING. IN THE EVENT OF UNEXPECTED TARDINESS OR ABSENCE, THE SCHOOL SHOULD BE NOTIFIED 30 MINUTES BEFORE CLASS STARTS. SCHOOL HOURS ARE 9:00 TO 4:30 MONDAY THROUGH FRIDAY. A TIME CARD WITH INDIVIDUAL STUDENT NAMES IS USED FOR GENERAL ATTENDANCE RECORDS. ATTENDANCE RECORDS ARE MAINTAINED IN A PERMANENT FILE BY THE SCHOOL AND ANY OTHER RECORDS THAT MAY BE PROMULGATED BY THE STATE BOARD OF COSMETOLOGY WILL BE MAINTAINED. STUDENTS WHO DO NOT CLOCK IN BY 9:00-- WILL BE CONSIDERED AS TARDY AND MAY NOT ENTER THE

CLASSROOM. THERE ARE NO EXCUSED ABSENCES. STUDENTS MUST ADHERE TO THE SATISFACTORY PROGRESS POLICY WITH A MINIMUM OF 70% ATTENDANCE TO COMPLETE THE COURSE WITHIN THE MAXIMUM TIME FRAME. VETERANS MUST ATTEND 85% OF ALL SCHEDULED HOURS. STUDENTS CAN MAKEUP TEST WITHIN 3 DAYS.

STUDENT MUST ADHERE TO THE RULES AND REGULATIONS OF CONDUCT (SEE PAGE 16) SET FORTH BY THE SCHOOL AND RULES SET FORTH BY THE OKLAHOMA STATE BOARD OF COSMETOLOGY. STUDENTS WHO DO NOT FOLLOW THESE RULES MAY BE TERMINATED..

### **GRADING POLICY**

THE FOLLOWING FACTORS WILL BE MEASURED TO DETERMINE ACADEMIC PROGRESS  
THEORY WORK: (TEST, GRADES, HOME WORK, ETC.)  
PRACTICAL WORK (SCHEDULED PROJECTS, CLINIC, ETC.)

STUDENTS ARE GRADED ACCORDING TO THE FOLLOWING SCALE:

90-100	A	EXCELLENT
80-89	B	GOOD
70-79	C	SATISFACTORY
60-69	D	UNSATISFACTORY
BELOW 60	F	FAILING

STUDENTS MEETING BOTH MINIMUM REQUIREMENTS FOR ACADEMICS AND ATTENDANCE AT EVALUATIONS ARE CONSIDERED TO BE MAKING SATISFACTORY ACADEMIC PROGRESS UNTIL THE END OF THE NEXT SCHEDULED EVALUATION. A STUDENT WHO IS ON WARNING FOR A PERIOD IS STILL CONSIDERED TO BE MAKING SATISFACTORY PROGRESS. A STUDENT ON TERMINATION PENDING (FEDERAL TITLE IV SUSPENSION) FOR A PERIOD IS NOT CONSIDERED TO BE MAKING SATISFACTORY PROGRESS.

### **GRADUATION REQUIREMENTS**

WE GRANT A CERTIFICATE TO GRADUATING STUDENTS. STUDENTS WILL THEN BE ELIGIBLE FOR THE STATE BOARD EXAMINATION UPON COMPLETION OF THE PROGRAMS NUMBER OF CLOCK HOURS (COSMETOLOGY-1500, MANICURIST-600, /ESTHETICIAN-600, INSTRUCTOR-1000) AND THE FOLLOWING MINIMUM REQUIREMENTS: A PROFESSIONAL LICENSE MAY THEN BE OBTAINED BY PASSING A RELATED OKLA. STATE BOARD EXAMINATION

All required theory and practical tests completed with a grade of at least 70% on each.

All required final exams both written and practical with a grade of at least 70% on each.

All financial obligations to the school must be satisfied.

### **PLACEMENT**

THE SCHOOL OFFERS EMPLOYMENT ASSISTANCE FOR ALL GRADUATES, AS LONG AS THE GRADUATE IS IN THE BEAUTY PROFESSION. THE SCHOOL WILL ASSIST HIM/HER IN OBTAINING EMPLOYMENT. THERE IS NO GUARANTEE OF EMPLOYMENT EXPRESSED OR IMPLIED BY GRADUATION. EMPLOYMENT OPPORTUNITIES ARE PLACED ON THE BREAKROOM BULLETIN BOARD.

### **NON-DISCRIMINATION**

IN COMPLIANCE WITH FEDERAL, STATE, AND LOCAL GOVERNMENT REQUIREMENTS, OUR SCHOOL DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH DISABILITIES. OUR SCHOOL WILL PROVIDE REASONABLE ACCOMODATIONS FOR THE KNOWN DISABILITIES OF A QUALIFIED APPLICANT, STUDENT, CLIENT, OR EMPLOYEE EXCEPT WHEN THE ACCOMMODATION IMPOSES AND UNDUE HARDSHIP ON THE SCHOOL, FELLOE EMPLOYEE OR FELLOW STUDENT.

OUR SCHOOL FOLLOWS THE REQUIREMENTS ESTABLISHED BY THE AMERICANS WITH DISABILITIES ACT. THE SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY, AGE, SEX, RACE, COLOR, RELIGION, NATIONAL ORIGIN, ETHNIC ORIGIN, FINANCIAL. OR SOCIAL STATUS, HANDICAPED OR SEXUAL ORIENTATION IN THE ADMINISTRATION OF OUR EDUCATIONAL PROGRAMS, SCHOOL ADMINISTERED PROGRAMS AND PUBLICATIONS, OR EMPLOYMENT PRACTICES.

### **LICENSING REQUIREMENTS**

GRADUATES MUST PASS THE STATE BOARD EXAMINATION TO RECEIVE A LICENSE TO PRACTICE COSMETOLOGY IN OKLAHOMA. THESE EXAMINATIONS ARE GIVEN IN OKLAHOMA CITY AS SCHEDULED BY THE STATE BOARD OF COSMETOLOGY. THE REGISTRATION FORM IS COMPLETED BY THE SCHOOL,

CERTIFYING GRADUATION REQUIREMENTS ARE COMPLETED. THE STUDENT IS RESPONSIBLE FOR ALL COSTS RELATED TO TAKING THE STATE BOARD EXAM.

### GRADUATION , PLACEMENT AND LICENSURE

<b>GRADUATION RATE</b>	<b>68.42</b>
<b>PLACEMENT RATE</b>	<b>61.54</b>
<b>LICENSURE RATE</b>	<b>83.33</b>

### EXPENDABLE SUPPLIES

THE SCHOOL FURNISHES ALL EXPENDABLE SUPPLIES TO THE STUDENT, EXCEPT FOR PERSONAL USE. STUDENTS ARE CHARGED FOR PERSONAL EXPENDABLE SUPPLIES AT A REDUCED RATE.

### GUIDANCE/ ADVISING

THE SCHOOL GIVES THE STUDENT PERSONALIZED, FRIENDLY VOCATIONAL GUIDANCE, HELP WITH ACHIEVEMENT GOALS, APTITUDE EVALUATIONS, ASSISTANCE IN FINANCIAL ARRANGEMENTS, ASSISTANCE IN SCHEDULING TRAINING HOURS AND ASSISTANCE IN APPROVED GOVERNMENT PROGRAMS. GUIDANCE IS ALSO GIVEN WHEN STUDENTS DO NOT ATTEND SCHOOL ON A REGULAR BASIS, HAVE EXCESSIVE TARDINESS AND DO NOT MAINTAIN SATISFACTORY PROGRESS IN ATTENDANCE/ACADEMICS.

### PRIVACY POLICY

THIS SCHOOL GUARANTEES THE STUDENT THE RIGHT TO GAIN ACCESS TO THEIR CUMULATIVE RECORDS, BY APPOINTMENT AND UNDER THE SUPERVISION OF AN INSTRUCTOR OR ADMINISTRATOR. INFORMATION FROM THE STUDENTS RECORD WILL NOT BE RELEASE TO ANYONE OTHER THAN THE STUDENT OR THE PARENTS OR GUARDIANS OF DEPENDENT MINORS UNDER THE AGE OF EIGHTEEN (18), UNLESS THE STUDENT GIVES PERMISSION IN WRITING.(EACH TIME) BEFORE RELEASING ANY INFORMATION TO A THIRD PARTY REQUEST OTHER THAN A REQUEST BY OUR ACCREDITING AGENCY, UNLESS OTHERWISE REQUIRED BY LAW. STUDENTS WILL BE GIVEN ONE FREE GRADE TRANSCRIPT REQUESTED WITHING 2 YEARS OF GRADUATION, BEYOND THAT TIME A \$15.00 FEE WILL BE REQUIRED. THE SCHOOL DOES NOT PUBLISH A STUDENT DIRECTORY.

### PROFESSIONAL DRESS CODE POLICY

IT IS A REQUIREMENT OF THE OKLAHOMA STATE BOARD OF COSMETOLOGY THAT ALL STUDENTS MEET THE DRESS CODE POLICY WHILE ATTENDING SCHOOL. WE HAVE SELECTED ATTIRE THAT IS COMFORTABLE AND AFFORDABLE. DETAILS ARE PROVIDED AT ORIENTATION.

### VETERANS

THIS SCHOOLS ATTENDANCE AND REFUND POLICIES ARE IN COMPLIANCE WITH THE REQUIREMENTS OF THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES AND THE DEPARTMENT OF EDUCATION, THE STANDARD SHALL BE THE SAME FOR VETERANS. STUDENTS ENROLLED USING VETERAN'S ADMINISTRATION (VA) BENEFITS MUST ATTEND A MINIMUM OF 85% OF THEIR SCHEDULED COURSE. THE VA STUDENTS ATTENDANCE WILL BE REVIEWED AT THE BEGINNING OF EVERY CALANDER MONTH. VA STUDENT'S FAILING TO ATTEND THE REQUIRED 85% WILL BE PUT ON PROBATION FOR THE NEXT CALENDAR MONTH. VA WILL BE TERMINATED IF THE STUDENT DOES NOT MEET THE 85% MINIMUM ATTENDANCE AT THE END OF THE PROBATIONARY PERIOD. BENEFITS CAN BE REINSTATED AT THE END OF ANY MONTH IN WHICH THE VA STUDENT'S ATTENDANCE IS 85% OR HIGHER.

### FINANCIAL AID

OUR FINANCIAL AID PROGRAM IS DESIGNED TO MAKE IT POSSIBLE FOR YOU TO ATTEND SCHOOL. WE ARE ACCREDITED BY THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES, ALLOWING US TO PARTICIPATE IN THE DEPARTMENT OF EDUCATION'S TITLE IV FUNDING PROGRAM'S WHICH PROVIDES FUNDS TO ASSIST YOU WITH YOUR EDUCATIONAL EXPENSES. REMEMBER YOU DO NOT HAVE TO BE DISADVANTAGED TO GET FINANCIAL ASSISTANCE. SOME OF THE PROGRAMS AVAILABLE IF YOU QUALIFY ARE:

**PELL GRANTS**-Awards made by the Federal government based on individual student needs.

**STAFFORD LOANS**- (Guaranteed Student Loans) Loans based on individual needs which you repay after completing your training.

**WORKFORCE** – State operated programs

**BUREAU OF INDIAN AFFAIRS** – Provides some financial assistance to students who are at least ¼ Indian. **VETERANS**

**ADMINISTRATION** – Provides assistance through a variety of programs for eligible veterans and their dependents. Contact the nearest veteran's office. We will be happy to provide application forms and assistance with these programs.

NO SCHOLARSHIPS ARE AVAILABLE

### NEW STUDENT ORIENTATION CLASS

THE INFORMATIVE AND REQUIRED TRAINING CLASS IS SCHEDULED THE FRIDAY PRIOR TO THE ESTABLISHED START DATE OF EACH COURSE FROM 1;30 to 4:00 A MEMBER OF THE ADMISSION STAFF WILL NOTIFY YOU OF WHEN YOU ARE SCHEDULED FOR THE NEW STUDENT ORIENTATION CLASS. IF YOU ARE UNABLE TO ATTEND THE NEW STUDENT ORIENTATION TRAINING, PLEASE CONTACT AN ADMISSION STAFF MEMBER TO MAKE OTHER ARRANGEMENTS PRIOR TO THE START OF THE COURSE.

**SCHOOL CALENDAR**

CLASS START DATES:

CLASSES BEGIN THE SECOND MONDAY OF EACH MONTH.

THE SCHOOL WILL BE CLOSED THE FOLLOWING HOLIDAYS:

NEW YEARS DAY	JANUARY 1
INDEPENDENCE DAY	JULY 4th
THANKSGIVING	THURSDAY AND FRIDAY
CHRISTMAS HOLIDAY	DECEMBER 21 THRU JANUARY 3
MEMORIAL DAY	MAY
LABOR DAY	SEPTEMBER
FALL BREAK	OCTOBER
SPRING BREAK	MARCH

**STUDENTS WILL BE NOTIFIED BY THE TELEVISION MEDIA OF SCHOOL CLOSING DUE TO WEATHER.**

**OKLAHOMA STATE BOARD OF COSMETOLOGY CURRICULUM FOR PRIVATE BEAUTY SCHOOLS**

<b>SUBJECT:</b>	<b>COSMETOLOGY COURSE 1500 CLOCK HOURS</b>	
THEORY	8-22	150
MANICURING, PEDICURING (INCLUDING SCULPTURED, NAIL TIPS & OTHER ARTIFICIAL NAIL APPLICATIONS , MASSAGE TECHNIQUES		90
FACIALS (MASSAGE AND MAKEUP)		30
SCALP TREATMENT (MASSAGE)		30
SHAMPOOING, CONDITIONING AND RINSES		60
HAIRSTYLING, INCLUDED FINGERWAVING, DRESSING OF WIGS THERMAL AND BLOW DRYING.		390
HAIR COLOR TINTS, BLEACHES AND OTHER COLOR TREATMENTS.		120
HAIR CUTTING, HAIR SHAPING WITH SHEARS (SCISSORS) THINNING SHEARS, RAZOR, CLIPPERS, INCLUDING BEARD TRIMMING,		180
LASH AND BROW DYING AND ARCHING.		30
PERSONALITY AND SHOP MANAGEMENT, UNASSIGNED HOURS FOR REVIEW, EXAMINATION, ETC		180
HAIR RESTRUCTURING, PERMANENT WAVING, CHEMICAL HAIR RELAXING		240
<b>TOTAL HOURS.</b>		<b>1500</b>

FULL TIME 35 HOURS PER WEEK 9:00AM TO 4:30PM Monday thru Friday

**OBJECTIVE:** TO PREPARE THE STUDENT IN THE BASIC SKILLS FOR LICENSURE AND PRACTICE OF COSMETOLOGY AS PRESCRIBED BY OKLAHOMA STATE LAW. THE ABOVE IS TO BE COMPLETED IN APPROXIMATELY FORTY FOUR WEEKS.

<b>SUBJECT:</b>	<b>MANICURIST COURSE 600 CLOCK HOURS</b>	
BACTERIOLOGY, STERILIZATION AND SANITATION.		40
NAIL STRUCTURE, COMPOSITION, DISORDERS AND DISEASES		60
MANICURING AND PEDICURING (INCLUDES RELATED WAXING OR OTHER NON-PERMANENT HAIR REMOVAL) MASSAGE		160
ARTIFICIAL NAILS.	160	
NAIL ART		60
SALON DEVELOPMENT (INCLUDES BUSINESS ADMINISTRATION) AND LAW, INSURANCE, PROFESSIONAL ETHICS, RECORD KEEPING:		80
BUSINESS TELEPHONE TECHNIQUE, SALESMANSHIP, DISPLAYS AND ADVERTISING, HYGIENE AND PUBLIC HEALTH.		40
<b>TOTAL HOURS</b>		<b>600</b>

FULL TIME 35 HOURS PER WEEK 9:00AM TO 4:30PM Monday thru Friday

**OBJECTIVE:** TO PREPARE THE STUDENT IN THE BASIC SKILLS FOR LICENSURE AND PRACTICE AS A MANICURIST AS PRESCRIBED BY OKLAHOMA STATE LAW. THE ABOVE IS TO BE COMPLETED IN APPROXIMATELY

<u>SUBJECT</u>	<u>INSTRUCTOR COURSE 1000 CLOCK HOURS</u>
<u>WEEKS.SUBJECT:</u>	<u>INSTRUCTOR 1000 CLOCK HOURS</u>
ORIENTATION AND REVIEW OF THE COSMETOLOGY CURRICULUM.....	60
INTRODUCTION TO TEACHING.....	120
COURSE OUTLINING AND DEVELOPMENT:	
LESSONS PLANNING, TEACHING TECHNIQUES, TEACHING AIDS, DEVELOPING ADMINISTERING AND GRADING EXAMINAIONS.....	330
LAW, BEAUTY SCHOOL MANAGEMENT AN RECORD KEEPING.....	90
TEACHING ASSISTANT IN THE CLASSROOM AND CLINIC.....	150
PRACTICE TEACHING IN CLASSROOM AND CLINIC.....	250
<b>TOTAL HOURS</b>	<b>1000</b>

FULL TIME 35 HOURS PER WEEK 9:00AM TO 4:30PM

**OBJECTIVE:.** TO PREPARE LICENSED COSMETOLOGIST FOR LICENSURE AND EMPLOYMENT AS INSTRUCTORS OF COSMETOLOGY AS PRESCRIBED BY OKLAHOMA STATE LAW. STUDENT MUST HAVE COMPLETED BASIC COSMETOLOGY AND HAVE A HIGH SCHOOL DIPLOMA OR GENERAL EDUCATION DIPLOMA (GED). THE ABOVE IS TO BE COMPLETED IN APPROXIMATELY TWENTY NINE WEEKS.

<u>SUBJECT</u>	<u>ESTHETICS COURSE 600 CLOCK HOURS</u>
BACTERIOLOGY, STERILIZATION, SANITATION AND SAFETY.....	80
SCIENCES: HISTOLOGY, DERMATOLOGY AND PHYSIOLOGY OF THE SKIN (INCLUDES STRUCTURE AND FUNCTION OF THE SKIN AND GLANDS, COLOR AND MORPHOLOGY).....	180
FACIALS,( INCLUDES DRAPING AND MASSAGE.....	200
CLEANING AND TONING, CHEMISTRY AND LIGHT THERAPY AND MAKEUP NON-PERMANENT HAIR REMOVAL:(INCLUDES METHODS, PROCEDURES AND ARCHING, WAXING.....	40
SALON DEVELOPMENT: (INCLUDES BUSINESS ADMINISTRATION AND LAW, .....	60
INSURANCE, PROFESSIONAL ETHICS, RECORD KEEPING, BUSINESS TELEPHONE TECHNIQUES, SALESMANSHIP, DISPLAYS AND ADVERTISING, HYGIENE AND PUBLIC HEALTH) COSMETOLOGY LAW, RULES AND REGULATIONS.....	40
<b>TOTAL HOURS</b>	<b>600</b>

FULL TIME 35 HOURS PER WEEK 9:00AM TO 4:30PM Monday thru Friday

**OBJECTIVE:** TO PREPARE THE STUDENT IN THE BASIC SKILLS FOR LICENSURE AND PRACTICE AS A FACIAL SPECIALIST AS PRESCRIBED BY OKLAHOMA STATE LAW. TO BE COMPLETED IN APPROXIMATELY EIGHTEEN WEEKS.

**OPPORTUNITIES FOR COSMETOLOGISTS, MANICURIST, ESTHETICIAN & INSTRUCTORS**

HAIR STYLIST	W IG STYLIST
MAKEUP ARTIST	SALON SUPERVISOR
MANICURIST \NAIL TECHNICIAN	SCULPTURE NAIL ARTIST
VOCATIONAL TEACHER	PRODUCT REPRESENTATIVE
SCHOOL OWNER	COLOR TECHNICIAN
HAIR REPLACEMENT TECHNICIAN	PERMANENT WAVE TECHNICIAN

COSMETOLOGY IS A CAREER THAT WILL BRING HAPPINESS AND INDEPENDENCE.

**INSTITUTIONAL REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or student shall be refunded within 45 days of the official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. Applicant not accepted by the school shall be entitled to a refund of all monies paid.

2. A student, (or in case of a student under the legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes.
3. If a student cancels the enrollment after (3) business days past the signing of his agreement but prior to starting classes, a refund of all monies paid to the school less the registration fee of \$100.00 will be made.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal will be the last date of attendance of the student.
6. A student expelled by the school ( Unofficial withdrawals will be determined by the institution by monitoring attendance every 30 days).
7. In type (2,3,4 or 5) official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification is delivered to the school administrator or owner in person. For Students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract) the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE OR RETAIN
0.01% TO 04.9%	20 % RECEIVED OR RETAINED
5% TO 9.9%	30 % RECEIVED OR RETAINED
10% TO 14.9%	40 % RECEIVED OR RETAINED
15% TO 24%	45 % RECEIVED OR RETAINED
25% TO 49.9%	70 % RECEIVED OR RETAINED
50% AND OVER	100 % RECEIVED OR RTAINED

All refunds will be calculated based on the student's last day of attendance. Any monies due the student who withdraws shall be refunded within 45 days of the determination that a student has withdrawn, whether officially or unofficially. In case of disabling illness or injury, death of the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after the student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If the course is cancelled subsequent to a student enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time if the course is cancelled after the students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or participate in a Teach Out Agreement or provide a full refund of all monies paid.

8. The cost of extra items to the student, such as instructional supplies or equipment, service charge, instructional fees, deposits rental or other charges, shall not be considered in adjustment computations provided charges are itemized separately upon enrollment. These items become the property of the student when issued and are non-refundable except as stated above. If the student terminates or cancels, the school will not be responsible for items left at the school for more than 30 days. Students who withdraw prior to completion of the course must re-enter under the current tuition price. A re-entry fee of \$ 50.00 will be charged and will be added to the tuition balance. If the student does not return from a leave of absence, the last date of attendance will be used as a termination date. Students who do not complete the course within the allotted time shall be charged \$10.00 per hour beyond the expiration of the contract. First time financial aid students who do not complete the course will be entitled to a pro-rata refund of tuition.

9. Enrollment time is defined as the scheduled time elapsed between the actual starting date and the date of the student's last date of physical attendance in school as recorded in the school attendance records. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair settlement will be made. If the institution is permanently closed and no longer offering instruction after a student has enrolled. The student shall be entitled to a pro-rata refund of tuition. A list of all students who were enrolled at the time of the closure including the amount of each



pro rata refund will be submitted to the institutions accrediting agency. If a course is canceled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid, or provide completion of the course at a later time.

10. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. The refund applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

11. If a TITLE IV financial aid recipient withdraws prior to course completion, a calculation for Return of TITLE IV funds will be completed and applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to Subsidized Federal Stafford Loan Program; third to Federal Pell Grant Programs; fourth to other Federal, State, private, or institutional student financial assistance programs; and last to the student. After all applicable returns to TITLE IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of TITLE IV aid, he/she may be required to refund the aid to the applicable program.

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**BEYOND CONTRACT END DATE**

The course has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for the program. The school has reserved space, equipment and licensed instructors for each student and course/program. Once the contract end date has passed, a new additional contract will be required to be signed in order to clock any remaining hours in the course, A charge of \$10.00 per hour will be charged for the remaining hours. Additional contracts may not be eligible for Title IV Financial Aid

**LICENSED AND ACCREDITED BY:**

**YUKON BEAUTY COLLEGE IS LICENSED BY THE OKLAHOMA STATE BOARD OF COSMETOLOGY 2401 NW 23<sup>RD</sup> SUITE 84, OKLAHOMA CITY, OKLAHOMA 73107 405-521-2441**

**YUKON BEAUTY COLLEGE IS ACCREDITED BY THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES 3015 Colvin Street ALEXANDRIA, VA. 22314 703-600-7600**

**ADMINISTRATIVE OFFICERS AND FACULTY**

MARY WHITBY, PRESIDENT, OWNER,, INSTRUCTOR  
FINANCIAL AID ADMINISTRATOR  
CHERI FENDER, INSTRUCTOR, ADMINISTRATIVE  
ASSISTANT, CHIEF OF STAFF.  
FINANCIAL AID OFFICER  
MARLA BENNETT SUB- INSTRUCTOR  
DERYL BEAVER, INSTRUCTOR  
LINDA COTTRELL, INSTRUCTOR, FINANCIAL AID OFFICER

THE SCHOOL MAINTAINS A QUALIFIED STAFF OF LICENSED  
INSTRUCTORS IN ALL PHASES OF COSMETOLOGY.  
SEE ATTACHED SUPPLEMENT B.

OUR NET PRICE CALCULATOR FOR OUR COURSES CAN BE FOUND ON OUR WEBSITE AT  
**[HTTP://WWW.YUKONBEAUTYCOLLEGE.COM](http://www.yukonbeautycollege.com)**

TITLE IX COORDINATOR  
**[YBC73099@SBCGLOBAL.NET](mailto:YBC73099@SBCGLOBAL.NET)**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:  
**[www.yukonbeautycollege.com](http://www.yukonbeautycollege.com)**

### **RULES AND REGULATIONS**

STANDARD APPROVED TEXT BOOKS AND EQUIPMENT MAYBE PURCHASED THROUGH THE SCHOOL OFFICE. NO BORROWING OF SUCH MATERIALS WILL BE TOLERATED.

1. STUDENTS WILL BE HELD RESPONSIBLE FOR THEIR OWN EQUIPMENT AND PERSONAL PROPERTY.
2. STUDENTS MUST ATTEND CLASSES REGULARLY AND PURSUE THE INSTRUCTION AND PRACTICAL WORK DILIGENTLY.
3. A LATE STUDENT MUST FIRST REPORT TO THE OFFICE BEFORE ATTENDING CLASS.
4. ABSENCE FROM CLASS WITHOUT PERMISSION WILL NOT BE PERMITTED
5. THERE ARE NO EXCUSED ABSENCES .
6. SILENCE IS TO BE OBSERVED IN THE CLASSROOM, UNNECESSARY NOISE OR CONVERSATION WILL NOT BE PERMITTED.
7. STUDENTS MUST OBSERVE ALL RULES OF PERSONAL HYGIENE, SANITATION STERILIZATION AND CONDUCT WHILE IN SCHOOL
8. CELL PHONES MAY BE USED IN THE BREAK ROOM ONLY, NOT ON THE CLINIC FLOOR. CALLS MUST BE MADE BEFORE CLASS, LUNCH BREAKS OR AFTER CLASS
9. STUDENTS ARE NOT PERMITTED TO GOSSIP OR CAUSE DISCORD AND MUST ADHERE TO THE STANDARD OF CONDUCT POLICY.
10. IN ADDITION TO THE ABOVE, STUDENTS ARE REQUIRED TO ADHERE TO THE RULES AND REGULATIONS PROMULGATED BY THE OKLAHOMA STATE BOARD OF COSMETOLOGY.
11. RE ENTRY AFTER DISMISSAL REQUIRES SPECIAL PERMISSION OF THE BOARD.
12. AT THE DISCRETION OF THE DIRECTORS THESE RULES MAY BE CHANGED AND SUBSEQUENTLY POSTED ON THE BULLETIN BOARD
13. STUDENTS WHO CONSISTANTLY DO NOT ADHERE TO THE RULES AND REGULATIONS MAY BE TERMINATED.

REVISED  
01/2018

# Yukon Beauty College

Effective July 1, 2018

## TOTAL TUITION AND CLOCK HOURS FOR EACH COURSE OFFERED

ALL COURSES ARE TAUGHT MONDAY THROUGH FRIDAY 9:00 a.m. to 4:30 p.m.

### **COSMETOLOGY - 1500 HOURS FIFTY WEEKS 35 HOURS PER WEEK**

TOTAL TUITION AND FEES

**\$15350.00**

TUITION	\$13875.00
KIT AND BOOKS	\$ 1,225.00
REGISTRATION FEE	\$100.00
LAB FEES	\$150.00

DOWN PAYMENT OF \$1500.00. BALANCE PAYABLE IN MONTHLY PAYMENTS.

### **MANICURIST - 600 HOURS - TWENTY WEEKS 35 HOURS PER WEEK**

TOTAL TUITION AND FEES

**\$6600.00**

TUITION	\$5550.00
BOOKS & KIT	\$800.00
REGISTRATION FEE	\$100.00
LAB FEES	\$150.00

DOWN PAYMENT OF \$1000.00. BALANCE PAID IN MONTHLY PAYMENTS.

### **INSTRUCTOR - 1000 HOURS – THIRTY FOUR WEEKS 35 HOURS PER WEEK**

TOTAL

**\$9925.00**

TUITION AND FEES	\$9250.00
BOOK & KIT	\$575.00
REGISTRATION	\$100.00
LAB FEE	-0-

DOWN PAYMENT OF \$1000.00. BALANCE PAID IN MONTHLY PAYMENTS.

### **ESTHETICIAN - COURSE - 600 HOURS – TWENTY WEEKS 35 HOURS PER WEEK**

TOTAL TUITION AND FEES

**\$6600.00**

TUITION	\$5550.00
BOOKS & KIT	\$800.00
REGISTRATION FEE	\$ 100.00
LAB FEES	\$150.00

DOWN PAYMENT OF \$1000.00 BALANCE PAID IN MONTHLY PAYMENTS.

**STUDENT PAYMENT** May be made via the following methods, cash, check, or money order through the school office..

Monthly payments to be made the first of each month, and payment in full must be paid before the last 100 hours.

Title IV tuition is pro-rated by payment periods for each course.

**EXTRA INSTRUCTIONAL CHARGES:** The course has been scheduled for completion within the allotted time frame . A grace period of approximately 10 percent has been added to the calculated completion date for the program. Once all allowable absences have been exhausted, any additional training will be billed at the hourly tuition rate of 10.00 per hour for the course. Students who do not complete their course will be charged a \$100.00 drop fee.

### **INSTITUTION DOES NOT GUARANTEE EMPLOYMENT**

Although the school actively participates in placement, employment is in no way guaranteed. Students must actively seek employment using all information provided in their training and all information provided by the school following graduation.

**\* The Oklahoma State Board of Cosmetology will grant 500 hours credit to a student who has worked the past two (2) years as a cosmetologist. The affidavit forms for proof of experience can be found at <http://www.ok.gov/cosmo/Forms> and are to be completed by the cosmetologist and the salon owner or if the student is a salon owner, by their banker or accountant.**

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**SUPPLEMENT (B)**

**Gainful Employment Disclosures –**  
[WWW.YUKONBEAUTYCOLLEGE.COM](http://WWW.YUKONBEAUTYCOLLEGE.COM)

**INSTRUCTORS NAMES:**

<b>CHERI FENDER</b>	<b>INSTRUCTOR/ADMINISTRATOR</b>
<b>DERYL BEAVER</b>	<b>INSTRUCTOR</b>
<b>MARY WHITBY</b>	<b>INSTRUCTOR, OWNER</b>



Licensed by the **OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING**  
2401 NW 23 Street, # 84, Oklahoma City, Oklahoma 773107 4405-521-2441

EDUCATION BY  
**pivot point.**

**PIVOT POINT INTERNATIONAL**  
Member School  
1560 Sherman Avenue, Suite 700, Evanston, Ill 60201 800-886-4247

**NATIONAL ACCREDITING COMMISSION OC CAREER ARTS AND SCIENCES**  
3015 Colvin Street, Alexandria, Virginia 22314 1-703-600-7600



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(Supplement C)

## **VETERANS ADDENDUM**

### **ATTENDANCE**

Attendance will be reviewed at the beginning of every calendar month. VA students failing to attend the required 85% will be put on VA probation for the next calendar month. VA benefits will be terminated if the student does not meet the 85% minimum attendance requirement at the end of the probationary period. VA benefits can be reinstated at the end of any month in which the VA student's attendance is 85% or higher.

Tardy or late arrivals to class will be monitored and recorded. Two tardys or late arrivals will count as an absence.

Any VA student not maintaining the 85% attendance will be placed on attendance probation for 30 days. At which time every effort will be made to help the student meet the attendance requirements. The VA will be notified of all Attendance probation periods.

### **ACADEMIC**

VA students are expected to progress consistent with their ability and to maintain an average grade average of 85 percent. Any VA student not maintaining an average of 85% will be placed on Academic Probation for 30 days, and the VA will be notified of this action and during which time every effort will be made to help the student meet the minimum grade requirements. If satisfactory progress cannot be achieved after this period the student will be advised to terminate and may not re-enter. A VA student may be put on probation for other than falling grades, continued abuse of school rules and regulation, conduct or attendance, may result in the student being suspended for thirty days and VA benefits will be immediately terminated. Re-enrollment will be at the discretion of the school administration.

d or proration. Refund must be completed within 40 days per code of Federal Regulations (CFR) 21.4255.

## **PROGRESS CHECKS AND VA REPORTING POLICY'S**

For VA students, academic progress will be reviewed at the beginning of every calendar month. VA students who do not maintain satisfactory academic progress will be placed on academic probation for 30 days and the VA will be notified of this action. While on academic probation every effort will be made to help the student meet the minimum grade requirements. VA educational benefits will be terminated if the student does not meet minimum academic progress standards at the end of the probationary period.

## **LEAVE OF ABSENCE**

VA benefits will be terminated while the student is on a LOA.

## **PRIOR CREDIT EVALUATIONS(MILITARY & CIVILIAN**

Due to the nature of the training at this school, it is unlikely that any previous educational training will be granted, However, the school will evaluate and grant all previous education and training of all VA beneficiaries and will clearly indicate if appropriate credit has been granted after the evaluation. Both previous education and training transcripts from previous attended schools and veteran military transcripts (JST'S, CCAF transcripts, VMET'S, etc.) must be provided for evaluation within 30 days of the program enrollment. The school will maintain a written record of all previous education and training that clearly indicates that appropriate credit has been evaluated and granted. VA students certifications will be terminated if these documents are not provided within 30 days of enrollment.

## **REFUND POLICY**

For VA students, the school has and maintains a refund policy under provisions of Title 38, that provides a refund of the unused portion of tuition, in the event the Title 38 student fails to enter the course, withdraws or is discontinued at any time prior to completion. Such policy provides that the amount charged to the Title 38 student for tuition for a portion of the course shall not exceed the approximate pro-rata portion of the total charges for tuition that the length of the completed portion of the course bears to its total length. An amount not in excess of \$10.00 for an established registration fee is not subject to refund.

STANDARDS OF CONDUCT

TO: ALL STUDENTS

FROM: YUKON BEAUTY COLLEGE

Developing a successful, productive and mutually beneficial relationship between students depends upon everyone meeting and adhering to certain minimum standards of personal conduct.

Some examples of the positive standards we expect all students for follow are listed below:

1. Reporting to School consistently, regularly and on-time, as scheduled.
2. Completing one's activities accurately and in a timely manner.
3. Adhering to the School's Code of Ethics in all dealing with all students and personnel.
4. Maintaining schools dress and grooming standards, with a smock. Adhere to Section 175: I O-3-64., of the rules and Regulations of the Oklahoma State Board of Cosmetology.
5. Continually supporting and working toward the Schools objective of professionalism, quality customer service (students, employees and patrons).
6. Striving to develop and maintain -harmonious relationships with co-students, patrons, employees, and vendors.
7. Looking for ways to improve one's personal performance.

Examples of some types of unacceptable conduct are stated below. This list does not include each and every situation that could result in suspension, probation and or immediate termination.

Further, this list is not meant to be complete or all-inclusive, as it is impossible to foresee all situations that would either result in suspension, probation and or immediate termination or cause some other disciplinary action.

1. Insubordination.
2. Falsification of records or any documents, including, but not limited to, applications, accident reports, time cards, etc.
3. Horseplay or unnecessarily rowdy conduct on School property.
4. Harassing, discriminating, threatening, intimidating, or fighting with other employees or students. This School does not condone violence in the workplace.
5. Excessive tardiness or absence from School.
6. Failing to personally call-in and report that you are unable to report to School.
7. Removal of the property of another student, removal or use of School property, without written permission of the owner/s.
8. Bringing onto School property dangerous or unauthorized materials, such as, explosives, firearms, or other similar items.
9. Use, possession, or sale of illegal drugs or alcohol while on School premises; reporting to School or working under the influence of liquor or illegal drugs.
- ~~10.~~ Willful or negligent damage to school, student or employee property.
11. Failure to observe safety rules and regulations.
  
12. Sleeping while on School property
13. Creating or contributing to unsanitary conditions
14. Deliberate or negligent abuse of School property.



15. Unauthorized disclosure of confidential data or information.
  16. Using vulgar language whether in writing or verbal usage.
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