



YUKON BEAUTY COLLEGE A PIVOT POINT CAREER CENTER

221 W. MAIN STREET

YUKON, OKLAHOMA 73099

405-354-3172-FAX 405-350-0395

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CATALOG

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 services. 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 student's success by cultivating professionals through innovative personalized post-secondary education inside a creative environment. This prepares graduates for gainful employment in the cosmetology Profession, as a Cosmetologist, Esthetician, Nail Technicians, and Master Instructor.

ADMISSION REQUIREMENTS

1. The school admits as regular students those of either sex who have High school diploma, certified high school transcript, must show completion or general education diploma) (GED)It is required that a foreign diploma be translated and verified as the equivalent of a U.S. High School Diploma by a qualified outside agency hired by the institution. The student is responsible for the cost of the translation and verification.
2. Over the age of 16. (Must document)
3. The ability to speak English.
4. Must attend orientation class prior to starting the course.
5. The school does not accept **ATB** students.
6. The instructor course requires a current Oklahoma Basic Cosmetology License.
7. Students who withdraw from class in good standing can re-enter at any time 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. In this way they may become a credit to the profession.

This objective is applicable to each curriculum. And we realize our obligation to our students, alumni and the community. In doing so, we 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. In addition to that, the office is used as a registrar's office.

ENROLLMENT

You may enroll in school at any time. Classes for each course start monthly. Students do not work on the clinic floor until the completion of the required clock hours mandated by Oklahoma State Board of Cosmetology.

TRANSFERS

Students wishing to transfer from previous schools must obtain a written release from the school previously attended and are subject to administrative approval. The school accepts prior hours transferred by the Oklahoma State Board of Cosmetology. Student's 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.

RE-ADMISSION

A student who has been withdrawn by the institution may apply to be re-admitted to the institution after waiting a period of 180 days from the last date of attendance. All charges previously owed to the school must be paid in full before the student will be allowed to restart his/her training.

For students who have withdrawn from the first evaluation period, cumulative satisfactory progress can not be achieved by the student within the first evaluation period the student will not be re-admitted to the institution, except under granted appeal process due to mitigating circumstances.

Any academic records/grade transcript will not be released until all financial obligations to the school have been met.

Re-entering students will be charged at the current tuition hourly rate for newly entering students and will be charged a new application fee.

No student will be re-admitted to the school more than 2 times.

ATTENDANCE

Full time is considered to be at least **35** hours per week with a 30minute lunch period. Theory is from 9:00am to 10:00am. An organized class schedule, which varies from week to week 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 timecard with individual student names is used for general attendance records. Attendance records are maintained in a permanent file by the school. Any other records that may be promulgated by the Oklahoma 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. Students can makeup tests within 3 days. Students 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, homework, 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		failing

Students meeting both minimum requirements for academics and attendance at evaluations are considered 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

The School grants a certificate to graduating students. Students will then be eligible for the Oklahoma 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;

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 as well.

A professional license may then be obtained by passing a related Oklahoma State Board examination.

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 on a regular basis.

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 accommodations for the known disabilities of a qualified applicant, student, client, or employee except when the accommodation imposes and

undue hardship on the school. In addition fellow employees or fellow students. 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, likewise handicap or sexual orientation lies within 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 Oklahoma 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

Graduation rate	62.50
Placement rate	70.00
Licensure rate	100.00

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.

ADVISING

Advising services are available to our students through the Administrative Offices. Individual appointments will be scheduled when requested by the student.

PRIVACY POLICY

Family Educational Right and Privacy Act of 1974 (FERPA) Protects the privacy of student's educational records. Students and parents/guardian of dependent minors are guaranteed the right to review and access the students educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. The file cannot be removed from the administrative office, but the student can request copies of the documents at the student's cost. Any third-party request for information, will require written authorization from the student, parent/guardian of the dependent minor student each time the information is requested. Yukon Beauty College requires a student information release authorization form to be completed by the student, parent/guardian of the dependent minor student for each third-party request for information. Yukon Beauty College provides access to student files without consent to its Accrediting Agency, United States Department of Education, State Licensing

Agency, Veterans Administration, Law Enforcement Agencies, and any other School Official. This institution maintains a record of all release forms and request for information. A student is considered a dependent student if the student's parent (or one of their parents) claimed them as a dependent for Federal Tax purposes. The student should fill out the Student Parental Disclosure Form to verify this information is released to the student's parent (s). Yukon Beauty College will use reasonable methods to authenticate the identity of parents, students, school officials and other parties before disclosing educational records. Students or the parents of a dependent student have the right to request amendments of educational records. The institution will evaluate the request and decide within 30 days whether to amend the record as requested. The requesting parties will be informed of the institutions decision and that have a right to a hearing. If denied after the hearing, the student or parent will be allowed to insert a statement into the record. All students will be notified of their (FERPA) rights at orientation and annually during the 4th quarter of each year the student has been in continuous attendance for more than a calendar year. Forms with which to authorize release of records are available in the Administrative Office.

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

Students receiving Veterans Educational Benefits must meet satisfactory academic progress (SAP) and attendance requirements in accordance with the schools (SAP) policies in order to remain eligible to be certified for VA educational benefits. VA will be notified if students fail to meet academic requirements during their enrollment and their certification will be terminated which may result in VA requiring students to pay a portion or all benefits received. Once benefits are terminated due to (SAP) or attendance, students are ineligible to be certified for VA educational benefits until (SAP) is once again met or the student successfully appeals determination with the school.

VA benefits will be terminated while a VA student is on the schools approved leave of absence. See schools (Leave of absence policy) for further detail and allowances.

Title 21-4253 and 21-4263 requires that every new student interested in utilizing VA education benefits provide all prior transfer courses, credit and previous experience for evaluation and reviews appropriate to the enrolled course. This includes all post-secondary and military transcripts. All transcripts must be provided to the school and any prior credit has been evaluated before VA benefits will be certified by the school. The school will evaluate these records and when possible, grant appropriate credit for the previous education or credit and or training. In addition we will shorten the length of the training program and notify the student, regarding amount of credit being granted for previous training.

FINANCIAL AID

Our Financial Aid program is designed to make it possible for students to attend school. We are accredited by the National Accrediting Commission of Career Arts and Sciences. Thus, allowing us to participate in the Department of Education’s Title IV funding programs. These provide funds to assist students with your educational expenses. Remember you do not have to be disadvantaged to receive financial assistance. Some of the programs available if you qualify are:

- Pell grants**- - awards made by the federal government based on individual student needs.
- DIRECT loans**- (guaranteed student loans) loans based on individual needs which the student repays 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 happily 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 the student when the date is scheduled for the 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 - January
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

SUBJECT: COSMETOLOGY COURSE 1500 CLOCK HOURS

Theory	150
manicuring, pedicuring (including sculptured, nail tips & other artificial nail applications, and massage techniques	90
facials (massage and makeup)	60
scalp treatment (massage)	
shampooing, conditioning and rinses	90
hairstyling, included finger waving, 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.	
personality and shop management, unassigned hours for review, examination, etc.	180
hair restructuring, permanent waving, chemical hair relaxing	240
<u>Total Hours</u>	<u>1500</u>

Full time 35 hours per week 9:00am to 4:30pm Monday thru Friday

Objective: Prepare the student in both theory and practical application of the above subject

SUBJECT: MANICURIST COURSE 600 CLOCK HOURS

bacteriology, sterilization and sanitation	80
nail structure, composition, disorders and diseases	
manicuring and pedicuring (includes related waxing or other non-permanent hair removal) massage	220
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.	
<u>Total Hours</u>	<u>600</u>

Full time 35 hours per week 9:00am to 4:30pm Monday thru Friday

Objective: Prepare the student in both theory and practical application of the above subject.

Subject: INSTRUCTOR COURSE 1000 CLOCK HOURS

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 examinations.	330
law, beauty school management and record keeping.	90
teaching assistant in the classroom and clinic.	150
practice teaching in classroom and clinic.	250

Total Hours **1000**

Full time 35 hours per week 9:00am to 4:30pm Monday thru Friday

Objective:: Prepare the student in both theory and practical application of the above subject..

SUBJECT: ESTHETICIAN COURSE 600 CLOCK HOURS

bacteriology, sterilization, sanitation and safety	120
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 regulation	

Total Hours **600**

Full time 35 hours per week 9:00am to 4:30pm Monday thru Friday

Objective:: Prepare the student in both theory and practical application of the above subject.

OPPORTUNITIES FOR COSMETOLOGISTS, MANICURIST, ESTHETICIAN & INSTRUCTORS

hair stylist	wig 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 application 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. If unforeseen circumstances prevent prior approval (i.e, accident ect.), contact an administrator for the procedures to follow to receive a leave of absence. The institution will collect the information for the requested leave of absence and establish the start date of the approved leave of absence as the first date the student was unable to attend. The institution will document the reason for its decision.
6. A student terminated by the school will be charged an applicable administration fee. (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 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 to all refunds and 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 24.9%	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 students 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 the course is cancelled after the student has enrolled and before instruction has begun, the school shall at its option:

- A. Provide a full refund; or
- B. Provide completion of the course and/or program

If the institution is permanently closed and no longer offering instruction after a student has enrolled and instruction has begun, the school shall at its option:

- A. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- B. Provide completion of the course and/or program; or
- C. Participate in a Teach Out Agreement; or
- D. 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-rated refund of tuition.

9. Enrollment time is defined as the scheduled time elapsed between the actual starting date and the date of the students 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 date.

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.

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 23RD
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
DERYLBEAVER, 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

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**

Gainful Employment Disclosures
[WWW.YUKONBEAUTYCOLLEGE.COM](http://www.yukonbeautycollege.com)

INSTRUCTORS NAMES:
CHERI FENDER, INSTRUCTOR/ADMINISTRATOR
DERYL BEAVER INSTRUCTOR
MARY WHITBY, INSTRUCTOR, OWNER
LINDA COTTREL INSTRUCTOR/FINANCIAL AID

YUKON BEAUTY COLLEGE

Effective July 1, 2021

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	\$16475.00
TUITION	\$1500.00
KIT AND BOOKS	\$1,225.00
APPLICATION 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	\$7050.00
TUITION	\$6000.00
BOOKS & KIT	\$800.00
APPLICATION 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 TUITION AND FEES	\$10675.00
BOOK & KIT	\$10000.00
APPLICATION FEE	\$575.00
LAB FEE	\$100.00
	\$150.00

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

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

TOTAL TUITION AND FEES	\$7050.00
BOOKS & KIT	\$6000.00
APPLICATION FEE	\$ 800.00
LAB FEE	\$ 100.00
	\$ 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.**

SUPPLEMENT (B)

RULES AND REGULATIONS

1. Students are scheduled to be in school at theory class by 9:00am, Students arriving after 9:00am will not be allowed in theory class and cannot clock in until 10:00 am. All students not clocking in by 9:00 am must notify school that they will be arriving late.
2. Students are required to meet the Dress Code Policy to attend school. Students who do not meet this policy will be clocked out and sent home for the remainder of the day.
3. Students are responsible for their own equipment and personal property and should affix their own lock to their cases and locker. Once kit items and or equipment are issued, they must be replaced by the student.
4. Each student is responsible for cleaning their stations and putting away supplies between customers and at the end of the day.
5. Students are to take customers assigned to them, refusal to take a patron will result in the student being clocked out and sent home for the remainder of the day.
6. Students may not preform services on another student unless they have permission from a designated staff member and have obtained a service ticket from the front desk.
7. Telephone calls on school phones, except for emergency calls, are not permitted while in school. Messages will be taken. Students are to use personal cell phones for all calls unless otherwise permitted by an administrative staff member.
8. Students are asked to minimize cell phone calls and not to use speaker phone function in the classroom, Salon area and dispensary.
9. Students are not allowed to gossip, cause discord, use or sell drugs or alcohol beverages, steal or use abusive language at any time. To do so could lead to being expelled from school.
10. No food or drink is allowed in the classroom, dispensary, or salon. Student break room is provided for this purpose. Any drinks are to have a lid to avoid contamination.
11. No pictures or personal items are allowed on stations or eternal decoration of the student kit.
12. All students are required to take any final exam over until a passing grade of 70% or higher is achieved. A final exam is required for graduation. The student is required to repeat the final exam until a grade of 70% or higher is on each portion achieved.
13. When considering time for each student the time will be rounded to the nearest half hour.
14. One formal personal leave of absence will be allowed for each student per (12month period). A leave of absence request must be signed in writing prior to the start of the leave. An approved Leave of Absence will extend the student's contract period and maximum time frame by the number of days of the Leave of absence. For details, an additional LOA, or if you have special circumstances see the Leave of Absence Policy.
15. The school does not recognize excused absences except as an approved official Leave of Absence.
16. All visitors must check in at the front desk and stay in the reception area until approved by the administration to move to another area of the building. This campus is not considered an " open campus"
17. All visitors must be approved before they can remain on campus.
18. Students are allowed three breaks per day morning 10 minutes, lunch 30 minutes, afternoon 5 minutes students must clock in and out for lunch. Any student leaving campus must clock out

STUDENT CODE OF CONDUCT

Student conduct is a reflection on the school. Students are expected to act in a professional and considerate manner.

Expectations

The following behaviors will not be tolerated while on school property, while participating in school events, or when representing the school in any way.

- Being under the influence of intoxicants.
- Cheating on exams and any other academic integrity violation.
- Conviction of any violent misdemeanor or any felony crime.
- Failing to obey classroom policies or directives by the instructor. ● Insubordination, interfering with other students or the instructor ability to conduct training, or otherwise upsetting the tranquility of the training environment.
- Physical acts or threats of violence towards self or others, willfully or negligently damaging property, or other behaviors that create an unsafe training environment. ¹
- ● Presenting an unprofessional image.
- Sexual harassment of any kind toward a student, employee, visitor, or other third party
- ● The commission of any crime
- Unauthorized use of school facilities or supplies, unauthorized access to staff only spaces such as offices, supply cabinets, etc. or any unauthorized use or operation of equipment.

Assistance

Successful training is important to us. If a student is experiencing challenges that make proper conduct difficult, school officials may be able to assist. Please do not hesitate to talk with school staff members in order to solve classroom problems, make reasonable accommodations, or just to visit.

Consequences

If there are violations to the expected conduct the student will be alerted to the infraction and school will take the following actions.

- Verbal counseling: In cases of minor infractions a verbal counseling will be given to remind the student of expectations. The verbal counseling will be documented in the student record.
- Written counseling: In cases of repeated or severe infractions a written counseling statement will be issued and signed by the student. A copy of the signed written counseling statement will be provided to the student and a copy will be placed in the student record.
- Suspension: In cases of repeated or severe infractions following a written counseling statement, if the student refuses to sign a written counseling statement, or if a situation requires investigation pending a determination to withdraw, the student will be placed on suspended status for not more than ten (10) days. The student will be required to sign a suspension notice. A copy of the suspension notice will be issued to the student. The suspension notice will be documented in the student record. All regulations found in the attendance policy will apply during this period.

Withdraw: In cases of infractions following a suspension, where more than ten (10) days will be required to investigate an incident, where a student declined to sign a suspension notice, where an immediate return to class is unfeasible for the student, or it is determined that it is in the student's best interests to be separated from another student, the student will be administratively withdrawn. The student will be

permitted to reapply at a later date. All regulations found in the refund policy will apply, regardless of the cause of the withdrawal.

- **Expulsion:** In cases of infractions deemed too severe for the student to be permitted to return to the school, the student will be expelled. A copy of the suspension notice will be issued to the student. The suspension notice will be documented in the student record and the record will be flagged. The student will not be permitted to reapply.



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