

# Bonnie Joseph Academy of Cosmetology & Barbering

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**Effective November 1, 2018**

[www.bonniejosephacademy.edu](http://www.bonniejosephacademy.edu)

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# Welcome.

The staff at Bonnie Joseph Academy of Cosmetology and Barbering would like to welcome you to our school! This school catalog details our school's policies and was designed to inform, protect, and prepare you for the time you spend at our school and onward in your new career. Please feel free to visit our website, <http://bonniejosephacademy.edu> or Facebook us at <https://www.facebook.com/Bonnie-Joseph-Academy-of-Cosmetology-and-Barbering-270489926390228/>

**Rules are tailored to focus the attention of students on important facts of career preparation.** Attractive appearance is stressed because of its importance to career success. Other rules draw attention to the need for cheerfulness, good manners, courtesy and consideration of customers, fellow students, and supervisors. Proper sanitation procedures and safety practices are also stressed. Rules are applied regarding attendance. This is done in recognition of the need for self-discipline in work habits if success is to be achieved. Students must attend scheduled classes. The following can result in suspension or dismissal: Unsatisfactory attendance, chronic tardiness, failure to complete make-up work within the specified time or continued disregard for the dress code.

This school catalog outlines policies and procedures to be followed by students and staff of Bonnie Joseph Academy of Cosmetology and Barbering. The institution reserves the right to make changes to this school catalog as the need may arise to keep current policies and procedures in place for staff and students.

The school is located in downtown Heber City, UT. There is plenty of parking on the street or behind the school for students and patrons alike. There is a reception area at the entrance of the facility, a clinical floor that consists of 20 stations, 6 nail stations, 3 pedicure stations, 4 shampoo bowls, 3 dryers, 2 facial beds, and 2 restrooms. There are 2 restrooms, 4 classrooms, break area, computer lab, and administrative offices upstairs. The institution has a total of 4 bathrooms and one water fountain. There is a student break room available for student use with a refrigerator, microwave, etc. There are two vending machines; one for snacks and one for beverages. There are a total of two administrative offices. The institution maintains a projector and laptop available for classrooms. There is a library available for staff and student use that contains videos, DVDs, and reference for all program fields.

Congratulations, you are one step close to your future career!

## MISSION STATEMENT

Bonnie Joseph Academy of Cosmetology and Barbering is proud of its record in education. The program is designed to prepare graduates for the State Licensing Examination and enhance employment opportunities in the field for graduates. Bonnie Joseph Academy of Cosmetology and Barbering has dedicated itself to this objective. Bonnie Joseph Academy of Cosmetology and Barbering does not discriminate in its admittance on the basis of sex, age, race, color, religion, or ethnic origin.

All courses are taught in English

## PROGRAM OVERVIEW AND OBJECTIVES

The school offers five well-organized programs. The programs consist of a **1600-hour** Cosmetology/Barbering program, a **1000-hour** Barbering program, a **300-hour** Nails program, a **600-hour** Esthetics program, a **1200-hour** Master Esthetics program. The programs are designed to prepare graduates for the State Licensing Examination and enhance employment opportunities upon graduation. Program outlines and daily lesson plans ensure that all subjects are taught in correct sequence with a proper balance devoted to theory and practical instruction. Programs are designed to help students develop desirable work habits, attitudes, safety practices and awareness of their professional responsibilities. To provide students with a working knowledge of current cosmetology practices, each program will be evaluated periodically, and revisions of the programs are made so that new techniques, practices, and products can be incorporated into the study programs.

## OWNERSHIP

Bonnie Joseph Academy of Cosmetology and Barbering & Barbering, Inc. owns Bonnie Joseph Academy of Cosmetology & Barbering

### Faculty and Staff

Tamera Trunnell- Educator  
Nichole Buchanan- Educator  
Pam Jenkins- Educator  
Carly Jenkins- Educator

Rebecca Anderton- Substitute Educator  
Debbie Chadwick- Substitute Educator

### Administrative Staff

Tamera Trunnell- Campus Director  
Tammy Curtis Director/FA Officer  
Carly Jenkins- Admissions Representative

Our teaching and administrative staff is encouraged to participate in workshops and seminars on a regular basis to keep current always in the ever-changing field of cosmetology.

## NACCAS ANNUAL REPORT OUTCOME RATES

Graduation Rate: 88.89%

Placement Rate: 100.00%

Licensure Rate: 100.00%



# Bonnie Joseph Academy of Cosmetology and Barbering is:

**Licensed by:**

The Utah Division of Occupational and Professional Licensing  
160 East, 300 South, PO Box 45805  
Salt Lake City, UT 84145  
801-530-6628  
<https://dopl.utah.gov/>

**Approved Programs:**

- Cosmetology/Barbering
- Barbering
- Esthetics
- Master Esthetics
- Nails

**Accredited by:**

National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

**Approved Programs:**

- Cosmetology/Barbering
- Barbering
- Esthetics
- Master Esthetics
- Nails

**Approved by:**

Department of Education  
400 Maryland Ave. SW  
Washington, D.C. 20241  
(215) 596-1648



# LICENSING REQUIREMENTS

The Utah Division of Occupational and Professional Licensing regulates the cosmetology, natural hair, esthetics, and manicuring industry in Utah. They also govern licensure for salons, schools, Cosmetologists, Estheticians, Natural Hair Stylist, Instructors, and Manicurists. Certain rules and regulations in this School Catalog come directly from the Utah Division of Occupational and Professional Licensing. It is important for students to learn regulations and correct sanitation procedures so that they can be implemented in future workplaces.

**Cosmetology/Barbering:** 1600 hours in an approved cosmetic art school cosmetologist curriculum and completion of the required performances. Passage of the State Board examination 75% or higher

**Barbering:** 1000 hours in an approved cosmetic art school manicurist program and completion of the required performances. Passage of the State Board examination 75% or higher

**Esthetics:** 600 hours in an approved cosmetic art school esthetician curriculum and completion of required performances. Passage of the State Board examination 75% or higher

**Master Esthetics:** 1200 hours in an approved cosmetic art school manicurist program and completion of the required performances. Passage of the State Board examination 75% or higher

**Nails** 300 hours in an approved cosmetic art school manicurist program and completion of the required performances. Passage of the State Board examination 75% or higher

# ADMISSION REQUIREMENTS

Bonnie Joseph Academy of Cosmetology and Barbering is seeking motivated students with a desire to achieve a high standard of competency to function successfully as a member of the cosmetology industry. An applicant seeking entrance into the institution must comply with the following admission requirements. The school does not recruit students already attending or admitted to another school offering a similar program of study.

1. Student must be 14 years of age or older
2. High school diploma/GED; or
3. State issued credential for secondary school completion or Documentation of current grades if home schooled\*\*; or
4. A training agreement with outside entity, meeting their admissions requirements\*.
5. Provide a form of government issued ID (i.e., driver's license, birth certificate, passport, etc.)
6. \* Students currently attending 8th - 12th grade may provide a transcript indicating student is excelling with a C+ average or above.  
HS students are not eligible for Federal Financial Aid.
7. \*\* Students receiving Federal Financial Aid must present #2 and 3.
8. As part of the admission requirements we will not enroll students that are currently attending another school.
9. For Veteran students, all transcripts are required from previous training regardless of acceptance of hours. The institution is required by Veterans Affairs to show proof of all transcripts.

## HOW TO ENROLL

1. Make an appointment for a personal interview with the Admissions Office by calling 435-654-9800.
2. Visit and tour the Academy.
3. Provide the school with proof of age and education.
4. Complete all enrollment paperwork.
5. Be accepted for enrollment.

## CLASS START DATES

Classes start every week.

The school is closed on the following holidays only: New Year, President's Day, Spring Break, Fall Break, Thanksgiving Holiday, Pioneer Day, Martin Luther King Day, Independence Day, The week of the Christmas Holiday through New Year's. Unexpected closings will be announced on local television or by phone.

## RE-ENTRY STUDENT POLICY

Former students of Bonnie Joseph Academy of Cosmetology and Barbering who wish to re-enroll must be approved by the school administration.

1. Students who re-enroll outside of 180 days of withdrawal
  - a. Will be subject to transfer student policy
  - b. Will be charged \$50.00 application fee
2. Students who re-enroll within 180 days of withdrawal
  - a. Will be charged as on the original contract
  - b. All previous payments will be credited to the contract less any refunds made
  - c. Credit for previous hours will be given
  - d. May be evaluated in the same manner as a transfer student to determine class level
3. Arrangement for satisfactory payment of tuition and fees is required prior to returning to school.
4. Students who withdraw from Bonnie Joseph Academy of Cosmetology and Barbering and apply for a third re- enrollment must submit a written statement to the Education Manager prior to receiving approval to re-enroll in school.
5. Program incompletes, repetitions and noncredit remedial programs generally do not apply to cosmetology or massage schools.
6. A student that is allowed to re-enroll in Bonnie Joseph Academy of Cosmetology and Barbering may be required to complete a trial period or mandatory attendance based on previous performance.
7. All re-entry students are required to attend orientation.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in this school and will be considered to be making satisfactory progress at the point of reentry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment. The school does not have non-credit remedial programs.

## TRANSFER STUDENT POLICY

1. The student must have previous training in the program entering.
  - a. They must have an official transcript of academic grades and hours
2. The student will be evaluated on his/her practical ability and theory through testing.
3. Additional fees may be assessed for mannequins, textbooks, and kits
4. The school has the right to recognize credit for all or part of the applicant's previous training
  - a. If the Board recognizes it
  - b. According to degree of proficiency the student has on practical ability and theory
  - c. According to the length of time that has lapsed since previous enrollment
5. Tuition will be as follows
  - a. \$7.00 per hour needed.
  - b. Allowable absent hours are based on 6% of contracted clock hours.
6. Acceptance of hours, practical requirements and exams will be based on the student's transcript as well as evaluation by a Bonnie Joseph Academy of Cosmetology and Barbering instructor. A transfer student must be able to satisfactorily test out of each phase of Bonnie Joseph Academy of Cosmetology and Barbering's program.
7. Transfer students are required to attend orientation.

## GRADUATION AND LICENSING REQUIREMENTS

<sup>13</sup>To receive a diploma in *all programs* from Bonnie Joseph Academy of Cosmetology and Barbering and be certified for the State Board of Cosmetology licensing examination, a student must: (For graduation)

1. Satisfactorily complete our 1600-hour cosmetology, 1000 hr barber, 1200 hr Masters Esthetics, 600 hr basic esthetics, 300 hr nail program.
2. Satisfactorily complete all required live model, mannequin performances, evaluations, and practical performances.
3. Complete program with a minimum grade point average of 70% in practical and written grades.
4. Pass the school's final written examination with at least a grade of 70%.
5. Fulfill all contractual and financial obligations. If a balance remains on account, a graduate may be approved to complete a payment plan to fulfill financial obligations. With satisfactory payment arrangements, exam paperwork can be completed and the student graduate.

(To be licensed)

1. Receive a diploma from an approved school of Cosmetology.
2. File application for state examination three weeks prior to examination date.
3. Pay licensing fee.
4. Pass the Utah Division of Occupational and Professional Licensing examination, which consist of both written and practical demonstrations.

# MOTIVATIONAL ACTIVITIES

## HONOR ROLL

A student that has 93% or above in written, practical, and attendance is eligible for An Honor Roll. Written, practical, and attendance is checked monthly. A student meeting the requirements of honor roll is given a certificate for that month that they met the requirement. The certificate of honor roll should be placed in the students' portfolio which is prepared during the advance phase of the program in anticipation of graduation.

## Student Graduation

Bonnie Joseph Academy of Cosmetology and Barbering holds an annual graduation in February of each year for those students that graduated or will graduate during that year during the period of January 1 until December 31. The institution provides caps and gowns as well as invitations for graduates to give to their family and friends. A professional photographer will be available to take professional photos for the graduation. A school photo of graduation will be taken and posted at the institution. Currently attending students are welcome to join us at the upcoming graduation.

## Student Appreciation

Bonnie Joseph Academy of Cosmetology and Barbering holds an annual student appreciation for currently attending students. The institution provides lunch for students as well as prizes and giveaways. The student appreciation is held for all students in appreciation of all their hard work, citizenship, and dedication to the program.

## Field Trip

Periodically throughout the program, students will be scheduled to take field trips to hair supply stores, hair shows, nursing homes, and hair salons. Field Trips are incorporated into the lesson plans of the institution and they are used to educate students in marketing, trends, and get students and staff involved in the community. Student participation in field trips is based on satisfactory performance in the program.

# EMPLOYMENT ASSISTANCE

While Bonnie Joseph Academy of Cosmetology and Barbering cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings or career opportunities on the bulletin board for students to review. Students also receive training in how to seek employment that includes how to write a resume, complete an employment application, and prepare for an effective interview. When our graduates succeed, we succeed. Job listings are available through the Admissions office. Graduates can request job assistance throughout the existence of the school.

Students will prepare a portfolio throughout their training at the institution. The portfolio will include certificates of honor roll, pictures of hairstyles the student has completed on live clients and mannequins, certificates of advanced classes the institution provides, and will highlight outstanding achievement during the students' period of enrollment. The portfolio may be used during interviews that graduates will have with prospective salon owners or managers.

The institution provides a resume workshop. The resume will be included in the portfolio that the student prepares. During the workshop, the institution concentrates on resume building, interview skills, professional image and the do's and don'ts of seeking employment in the industry.

Career Day is scheduled during the students' attendance in the program. Area salon owners and managers are invited to career day. During this time, students are required to have their resume and portfolio completed. The salon owners discuss their salons, the benefits offered, as well as compensation. Students are invited to meet with salon owners to get additional information about employment. It is the goal of the institution to have graduates successfully placed prior to graduation.

## POLICY FOR DISCOUNTS AND SCHOLARSHIPS

Scholarship & discounts apply to all students who apply and meet the following,

Must fill out application. Signed by both student and director.

Maintain an 85% attendance rate, for each evaluation period.

Tuition: All tuition payments must be current. If a student falls more than one month behind, they will also lose their scholarship, for the evaluation period they are behind.

Maintain a cumulative academic average of 85%. Theory is graded on written assignments, quizzes, and tests. Practical is graded on specific criteria converted to a grade.

Compliance to Code of Conduct, Dress Code, and Academy Rules as outlined in the school catalog.

Scholarships will fund every evaluation period.

If a student is to drop out of their program or transfer to another school, the scholarship monies and or discounts are forfeited and the student is responsible to pay back according to the current tuition schedule.

Refunds will be calculated on the full tuition rate.

**GRADING SYSTEM** Grading scale: 100%-90%=A, 89%-80%=B, 79%-70%=C, 69% and lower is not passing and will need evaluation to continue. Grading will be based on theory testing and practical testing. Clinic work completed goes towards services completed and not generally weighted into the overall GPA. Grades will be available for the student to access from an administrator as they choose.

### Required Level of Achievement:

All students are required to maintain at least a 70% grade point average in theory, practical, and clinic subjects. Student Must pass a final written examination in order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional information).

# COSMETOLOGY / BARBERING

## COSMETOLOGY/BARBERING- COURSE OUTLINE

### Program Description:

The 1600-hour cosmetology program consists of training in such topics as haircutting, styling, perming, straightening, coloring, hair lightening, scalp treatments and manicuring. The primary purpose of the program is to train students in both theory and practical skills, which will prepare them for state licensure and enhance their employment opportunities. The program also provides information about career opportunities, seeking and obtaining employment and laws and regulations governing salon operation. The program is particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and ethical approach to this profession as well as the business and legal aspects of salon operations.

### Program Goals:

1. Students will receive an education in both theory and practical skills and gain knowledge in all phases of cosmetology.
2. To prepare students to successfully pass the state board examination
3. To prepare students to work in a professional hairstyling salon as a licensed cosmetologist
4. To perform in cosmetology related occupations
5. To develop an awareness of their professional responsibilities to both the clients and employer/employee relationships and effective communications skills.

### Program Format: (Instructional Techniques and Methods):

1. Program outlines and lesson plans
2. Lectures
3. Practical demonstrations
4. Audio- visual materials
5. Mannequin and live model practical and clinic workshops
6. Written and practical evaluations

### Evaluation Procedures:

1. Testing in both theory, practical, and clinic areas
2. Examinations after each unit of the program
3. Monthly practical/clinic workshops
4. State Board class
5. Final examination

### Text:

1. Milady's Standard Textbook of Cosmetology
2. Theory and Practical Workbooks

### References:

1. Milady's Standard Practical Workbook
2. Milady's Theory and Practices of Therapeutic Massage Workbook
3. Milady's Theory and Practice of Therapeutic Massage Textbook
4. Milady's Workbook for the professional Instructor
5. Milady's Salon Management for Cosmetology Students

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not

counted, and the performance must be repeated. At least two comprehensive practical skills evaluation will be conducted during the course of study. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency and are set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADE REQUIREMENTS: Students receive numerical grades in their theory and practical phases. A grade average of:

- A: 90 - 100 Excellent
- B: 80 - 89 Good
- C: 70 - 79 Satisfactory
- D: 60 - 69 Unsatisfactory

#### **Pre-Clinical 160 hrs.**

- History of cosmetology/barbering
- Personal, client and salon safety
- Aseptic techniques and sanitary procedures
- Sterilization methods and procedures
- Health risks to the cosmetologist/barber

#### **Business Management 35hrs.**

- Regulatory agencies and tax laws
- Business and salon management
- Developing a clientele
- Professional image
- Professional ethics
- Professional associations
- Public relations
- Advertising
- Legal issues
- Malpractice liability
- Tax laws

#### **Nails 190 hours**

- natural nail manicures and pedicures
- artificial nail techniques including; wraps, nail tips, gel nails, sculptured acrylic nails, and nail art
- pedicures and massaging the lower leg and foot
- chemistry for nail technology

#### **Esthetics 190hrs.**

- Temporary removal of superfluous hair by waxing
- Treatment of the skin
- Packs and masks
- Aroma therapy
- Application of makeup including; application of false eyelashes; arching of the eyebrows; tinting of the eyelashes and eyebrows
- Medical devices
- Basic facials
- Skin treatments; manual
- Massage of the face and neck
- Chemistry for Cosmetics



**General Sciences 150 hrs.**

- Human immune system
- Diseases and disorders of the skin, nail, hair, and scalp
- Bacteriology
- Sanitation
- Sterilization
- Decontamination
- Infection control
- Tools and equipment for cosmetology, barbering; high frequency or galvanic current and heat lamps
- Anatomy
- Basic science of cosmetology/barbering of the skin, hair and scalp
- Physiology of the human body; including skin & nails
- Electricity and light therapy
- Chemistry for the cosmetologist/barber

**Elective topics 35 hrs**

- Elective topics such as nutrition and exercise, reflexology, etc.
- Cardio pulmonary resuscitation (CPR)
- First Aid

**Hair Design 690 hrs**

- Properties of the hair skin and scalp
- Hair styling
- Wet and thermal styling
- Permanent waving
- Hair coloring
- Chemical hair relaxing
- Thermal hair straightening
- Hair cutting, sheers
- Shaving
- Wigs and artificial hair
- Draping
- Clipper variations
- Razor cutting for men
- Mustache and beard design
- Hair extensions

Utah examination review for cosmetologist, barb

**Utah examination review for cosmetologist, barber – 150**

## COSMETOLOGY/BARBERING- GRADUATION AND LICENSING REQUIREMENTS

To receive a diploma in *Cosmetology/Barbering* from Bonnie Joseph Academy of Cosmetology and Barbering and be certified for the State Board of Cosmetology licensing examination, a student must: (For graduation)

6. Satisfactorily complete our 1600-hour cosmetology program.
7. Satisfactorily complete all required live model, mannequin performances, evaluations, and practical performances.
8. Complete program with a minimum grade point average of 70% in practical and written grades.
9. Pass the school's final written examination with at least a grade of 70%.
10. Fulfill all contractual and financial obligations. If a balance remains on account, a graduate may be approved to complete a payment plan to fulfill financial obligations. With satisfactory payment arrangements, exam paperwork can be completed and the student graduate.

(To be licensed)

5. Receive a diploma from an approved school of Cosmetology.
6. File application for state examination three weeks prior to examination date.
7. Pay licensing fee.
8. Pass the Utah Division of Occupational and Professional Licensing examination, which consist of both written and practical demonstrations.

## COSMETOLOGY/BARBERING -TUITION AND FEE INFORMATION

TUITION:	\$20,000.00
REGISTRATION FEE	100.00
BOOKS, SUPPLIES, AND KITS	\$1,500.00
TECH FEE	\$50.00
LOCKER/CART RENTAL FEE	\$50.00

TOTAL COST: \$21,700.00

\*\* Official Transcript \$25.00

\*\*There is a copy of permanent record fee \$2.00 per page

**There is a termination/withdrawal fee	\$150.00
** State Board Practical Exam Fee	\$87.00
** State Board Written Exam Fee	\$87.00

A down payment of 50% of the kit will be required with the enrollment contract with the other 50% to be paid before a student can start any classes. The school offers monthly payment plans, outside financing or scholarships for tuition. See the Campus Director for details. Payment methods include check, credit card, cash, scholarships, financial aid, and trade agreements.

## **COSMETOLOGY/BARBERING-UNIFORM POLICY**

All students at Bonnie Joseph Academy of Cosmetology and Barbering are expected to present a professional image. The image you project to others reflects you as an individual. Your personality, attitude, abilities, appearance, and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

The school uniform for cosmetology students is black scrubs, black socks, and solid black shoes. Students are required to wear school issued nametag at all times. There is a \$25.00 fee for each additional name tag issued.

School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform. Student will automatically be billed when the school must issue them a uniform for not following the uniform policy.

Students must also be neat in appearance and hair should be neat in appearance. As a current student of Cosmetology, you should project an image that reflects the industry.

Students may not wear: skin tight clothing, hats, vests, headgear rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, facial rings, jackets, or coats.

## **COSMETOLOGY/BARBERING- ABSENT HOUR POLICY**

For the 1500-hour program, students absent in excess of 90 hours will be charged \$10.00 for every hour in excess of 90 absent, i.e., absent 91 hours causes you to pay an additional \$10.00 for the absent hour. Absent hours or additional tuition are charged as they are incurred and are due before student completes program in order to receive diploma and state board documentation.

1. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
2. Makeup hours remove absent hours.
3. Overtime charges result when a student goes over their allocated number of allowable absent hours.
4. Transfer students are allowed to be absent 6% of their contracted hours of attendance for the program that they enroll in.
5. Overtime charges are due as accrued. Students are billed on a monthly basis after they reach their allowable absent hour limit. Payment for overtime charges is strictly enforced.

## **COSMETOLOGY/BARBERING- PRACTICAL PERFORMANCES**

Students are required to complete the following practical performances prior to graduation from the Cosmetology Program. The institution utilizes a Performance Tally Sheet for the program in order to ensure students have met requirements prior to graduation. The totals from the Performance Tally Sheet or recorded on the student's progress report. Educators review grades, practical evaluations, and practical performances on a monthly basis utilizing the progress report. School copies of progress reports are maintained in student's file which is kept in the administrative office.

## **PRACTICAL GRADING SYSTEM & PROCEDURES**

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: Proper Draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points. Our Grading Scale will then explain the letter grade.)

Educators supervise all practical work to include work completed on mannequin and live models. In order to receive credit for practical work, Educators must review and approve credit. Performance assignments are given to students by Educators, this includes mannequin and live model work.

# ESTHETICS

## ESTHETICS – COURSE OUTLINE

### Program Description:

The 600-hour Esthetics program consists of training in such topics as manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as an Esthetician or related career avenue.

The primary purpose of the program is to train students in both theory and practical skills, which will prepare them for state licensure and enhance their employment opportunities. The program also provides information about career opportunities, seeking and obtaining employment and laws and regulations governing salon operation. The program is particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and ethical approach to this profession, as well as the business and legal aspects of salon operations.

### Program Goals:

1. Students will receive an education in both theory and practical skills and gain knowledge in all phases of cosmetology.
2. To prepare students to successfully pass the state board examination.
3. To prepare students to work in a professional hairstyling salon as a licensed cosmetologist.
4. To perform in cosmetology related occupations.
5. To develop an awareness of their professional responsibilities to both the clients and employer/employee relationships and effective communications skills.

### Program Format: (Instructional Techniques and Methods):

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

1. Program outlines and lesson plans
2. Lectures
3. Practical demonstrations
4. Audio-visual materials
5. Mannequin and live model practical and clinic workshops
6. Written and practical evaluations

### Evaluation Procedures:

1. Testing in both theory, practical, and clinic areas
2. Examinations after each unit of the program
3. Monthly practical/clinic workshops
4. State Board class
5. Final examination

Required Level of Achievement:

All students are required to maintain at least a 70% grade point average in theory, practical and clinic subjects. In addition, pass a final written examination in order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional requirements.)

Texts:

1. Milady Standard Esthetics: Fundamentals, 11<sup>th</sup> edition Textbook
2. Milady Standard Esthetics: Fundamentals, 11<sup>th</sup> Edition Student Workbook
3. Milady Standard Esthetics: Fundamentals, 11<sup>th</sup> Edition Exam Review
4. Milady Standard Esthetics: Fundamentals, 11<sup>th</sup> Edition Step-by-Step Procedures

References:

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

1. Milady Standard Esthetics: Fundamentals, 11<sup>th</sup> Edition
2. Milady Standard Esthetics: Advanced, 2<sup>nd</sup> Edition
3. Skin Care and Cosmetic Ingredients Dictionary, 4<sup>th</sup> Edition
4. Milady's Skin Care and Cosmetics Ingredients Dictionary, 3<sup>rd</sup> edition
5. Skin Care Practices and Clinical Protocols: A Professional's Guide to Success in Any Environment
6. Clearing Concepts: A Guide to Acne Treatment
7. Skin Care: Beyond the Basics, 4<sup>th</sup> Edition
8. Making It Count: Math for the Beauty and Wellness Industry
9. Esthetician's Guide to Clients Safety and Wellness
10. The Skin Care Answer Book: Real-World Answers to 275 Most-Asked Skin Care Questions
11. Aromatherapy: Therapeutic Use of Essential Oils for Esthetics
12. Anatomy & Physiology Reference for Beauty and Wellness Professionals
13. Milady's Aesthetician Series: Treating Diverse Pigmentation
14. Milady's Aesthetician Series: Aging Skin
15. Milady's Aesthetician Series: Microdermabrasion, 2<sup>nd</sup> Edition
16. Milady's Aesthetician Series: Peels and Chemical Exfoliation, 2<sup>nd</sup> Edition
17. Milady's Aesthetician Series: Botox, Dysport, Dermal Fillers and Sclerotherapy, 2<sup>nd</sup> Edition

Grading Procedures:

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion

only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluation will be conducted during the course of study. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency and are set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADE REQUIREMENTS: Students receive numerical grades in their theory and practical phases. A grade average of:

- A: 90 - 100 Excellent
- B: 80 – 89 Good
- C: 70 – 79 Satisfactory
- D: 60 – 69 Unsatisfactory

<p><u>Pre-Clinical 60 hrs.</u></p> <ul style="list-style-type: none"> <li>• Overview of the curriculum</li> <li>• History of Esthetics</li> <li>• Personal, client and salon safety</li> <li>• Aseptic techniques and sanitary procedures</li> <li>• Disinfection and sterilization methods and procedures</li> <li>• Health risks to the basic esthetician</li> </ul>	<p><u>General Sciences 40 hrs.</u></p> <ul style="list-style-type: none"> <li>• Human immune system</li> <li>• Diseases and disorders of the skin</li> <li>• Bacteriology</li> <li>• Anatomy</li> </ul>
<p><u>Business Management 25 hrs.</u></p> <ul style="list-style-type: none"> <li>• Business and salon management</li> <li>• Developing a clientele</li> <li>• Professional image</li> <li>• Professional ethics</li> <li>• Professional associations</li> <li>• Public relations</li> <li>• Advertising</li> <li>• Legal issues</li> <li>• Malpractice liability</li> <li>• Regulatory agencies</li> <li>• Tax laws</li> </ul>	<p><u>Infection Control 40 hrs</u></p> <ul style="list-style-type: none"> <li>• Sanitation</li> <li>• Sterilization</li> <li>• Decontamination</li> <li>• Infection control</li> <li>• Implements, tools and equipment for basic esthetics</li> </ul> <p><u>Skin Science and Histology 40 hrs</u></p> <ul style="list-style-type: none"> <li>• Science of basic esthetics</li> <li>• Analysis of the skin</li> <li>• Physiology of the skin</li> <li>• Facials, manual and mechanical</li> </ul>
<p><u>Chemical Peels 40 hrs</u></p> <ul style="list-style-type: none"> <li>• Limited chemical exfoliation</li> <li>• Pre-exfoliation consultation</li> <li>• Post-exfoliation treatments</li> <li>• Chemical reactions</li> <li>• Chemistry for basic esthetics</li> </ul>	<p><u>Esthetics 80 hrs</u></p> <ul style="list-style-type: none"> <li>• Medical Devices</li> <li>• Basic facials</li> <li>• Chemistry of cosmetics</li> <li>• Skin treatments, manual and mechanical</li> <li>• Massage of the face and neck</li> </ul>

<u>Facial Enhancement 40 hrs</u> <ul style="list-style-type: none"> <li>• Application of makeup</li> <li>• Application of artificial eyelashes</li> <li>• Arching of the eyebrows</li> <li>• Tinting of the eyelashes and eyebrows</li> </ul>	<u>Waxing 30 hrs</u> <ul style="list-style-type: none"> <li>• Temporary removal of superfluous hair by waxing</li> </ul> <u>Skin Science 40 hrs</u> <ul style="list-style-type: none"> <li>• Treatment of the skin</li> <li>• Packs and masks</li> <li>• Aromatherapy</li> </ul>
<u>Manicure and Pedicure 40 hrs</u> <ul style="list-style-type: none"> <li>• Natural nail manicures and pedicures</li> </ul> <u>High Frequency and Light Therapy 40 hrs</u> <ul style="list-style-type: none"> <li>• High frequency or galvanic current</li> <li>• Heat Lamp</li> </ul>	<u>Elective topics 25 hrs</u> <ul style="list-style-type: none"> <li>• Cardio pulmonary resuscitation (CPR)</li> <li>• First Aid</li> </ul> <u>Utah examination review for Estheticians 60</u>

## ESTHETICS-GRADUATION AND LICENSING REQUIREMENTS

**13**In order to receive a diploma in *Esthetics* from Bonnie Joseph Academy of Cosmetology and Barbering and be certified for the Utah Division of Occupational and Professional Licensing Esthetics licensing examination, a student must: (For graduation)

1. Satisfactorily complete our 600-hour cosmetology program.
2. Satisfactorily complete all required live model, mannequin performances, evaluations, and practical performances.
3. Complete program with a minimum grade point average of 70% in practical and written grades.
4. Pass the school's final written examination with at least a grade of 70%.
5. Fulfill all contractual and financial obligations. If a balance remains on account, a graduate may be approved to complete a payment plan to fulfill financial obligations. With satisfactory payment arrangements, exam paperwork can be completed and the student graduate.

(To be licensed)

1. Receive a diploma from an approved school of Esthetics.
2. File application for state examination three weeks prior to examination date.
3. Pay licensing fee.
4. Pass the Utah Division of Occupational and Professional Licensing, which consist of both written and practical demonstrations.

## ESTHETICS -TUITION AND FEE INFORMATION

TUITION:	\$6,750.00
Registration FEE	100.00
BOOKS, SUPPLIES, AND KITS	\$600.00



TECH FEE	\$50.00
LOCKER/CART RENTAL FEE	\$50.00
TOTAL COST: \$7,550.00	

**There is a copy of permanent record fee	\$2.00 per page
**There is a termination/withdrawal fee	\$150.00
**Replacement Name Tag fee	\$25.00
**Replacement Uniform	\$50.00
** State Board Practical Exam Fee	\$87.00
** State Board Written Exam Fee	\$87.00

eA down payment of 50% of the kit will be required with the enrollment contract with the other 50% to be paid before a student can start any classes. The school offers monthly payment plans, outside financing or scholarships for tuition. See Director for details. Payment methods include, check, credit card, cash, scholarships, financial aid, and trade agreements.

## ESTHETICS-UNIFORM POLICY

All students at Bonnie Joseph Academy of Cosmetology and Barbering are expected to present a professional image. The image you project to others is a reflection of you as an individual. Your personality, attitude, abilities, appearance and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

The school uniform for Esthetics students is black scrubs, black socks, and solid black shoes. Students are required to wear school issued nametag at all times. There is a \$25.00 fee for each additional nametag issued.

School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform. Student will automatically be billed when the school must issue them a uniform for not following the uniform policy.

Students must also be neat in appearance and hair should be neat in appearance. As a current student of Cosmetology, you should project an image that reflects the industry.

Students may not wear: skin tight clothing, hats, vests, headgear rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, facial rings, jackets, or coats.



## **ESTHETICS- ABSENT HOUR POLICY**

For the 600-hour program, students absent in excess of 36 hours will be charged \$10.00 for every hour in excess of 36 absent, i.e., absent 37 hours causes you to pay an additional \$10.00 for the absent hour. Absent hours or additional tuition are charged as they are incurred and are due before student completes program in order to receive diploma and state board documentation.

1. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
2. Makeup hours remove absent hours.
3. Overtime charges result when a student goes over their allocated number of allowable absent hours.
4. Transfer students are allowed to be absent 6% of their contracted hours of attendance for the program that they enroll in.
5. Overtime charges are due as accrued. Students are billed on a monthly basis after they reach their allowable absent hour limit. Payment for overtime charges is strictly enforced.

## **ESTHETICS-PRACTICAL PERFORMANCES**

Students are required to complete the following practical performances prior to graduation from the Esthetics Program. The institution utilizes a Performance Tally Sheet for the program in order to ensure students have met requirements prior to graduation. The totals from the Performance Tally Sheet or recorded on the student's progress report. Educators review grades, practical evaluations, and practical performances on a monthly basis utilizing the progress report. School copies of progress reports are maintained in student's file which is kept in the administrative office.

## **PRACTICAL GRADING SYSTEM & PROCEDURES**

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: Proper Draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points. Our Grading Scale will then explain the letter grade.)

Educators supervise all practical work to include work completed on mannequin and live models. In order to receive credit for practical work, Educators must review and approve credit. Performance assignments are given to students by Educators, this includes mannequin and live model work.

# MASTER ESTHETICS

## MASTER ESTHETICS – COURSE OUTLINE

**COURSE DESCRIPTION:** The 1200-hour Master Esthetics program is to train the student in the advanced manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain an advanced position as an Esthetician, Medical Esthetics Technician, a Skin Care Therapist or related career avenue.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Perform the advanced manipulative skills required for facial massage, effective use of required implements and equipment, proper application of advanced makeup, unwanted hair removal, lash/brow tinting, eyelash perming, and use of advanced facial devices.
2. Apply the underlying theory, technical information and related matter to assure sound judgments, decisions, and accurate advanced procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, tools, trends, and methods for career development in advanced esthetics and related career positions.

**INSTRUCTIONAL METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans and instructor support slides that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, individual and team research, and other related learning methods are used for course delivery.

**GRADING PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical skills assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADE REQUIREMENTS:** Students receive numerical grades in their theory and practical phases. A grade average of:

- A: 90 - 100 Excellent
- B: 80 – 89 Good
- C: 70 – 79 Satisfactory
- D: 60 – 69 Unsatisfactory

**REFERENCES:** Milady Standard Esthetics: Advanced. A comprehensive library of references, periodicals, books, texts, CDs, and DVDs are available to support the course of study and supplement the students' training. Students are encouraged to avail themselves of the opportunity to use these extensive materials.

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

BASIC ESTHETICS

<p><u>Pre-Clinical 60 hrs.</u></p> <ul style="list-style-type: none"> <li>• Overview of the curriculum</li> <li>• History of Esthetics</li> <li>• Personal, client and salon safety</li> <li>• Aseptic techniques and sanitary procedures</li> <li>• Disinfection and sterilization methods and procedures</li> <li>• Health risks to the basic esthetician</li> </ul>	<p><u>General Sciences 40 hrs.</u></p> <ul style="list-style-type: none"> <li>• Human immune system</li> <li>• Diseases and disorders of the skin</li> <li>• Bacteriology</li> <li>• Anatomy</li> </ul>
<p><u>Business Management 25 hrs.</u></p> <ul style="list-style-type: none"> <li>• Business and salon management</li> <li>• Developing a clientele</li> <li>• Professional image</li> <li>• Professional ethics</li> <li>• Professional associations</li> <li>• Public relations</li> <li>• Advertising</li> <li>• Legal issues</li> <li>• Malpractice liability</li> <li>• Regulatory agencies</li> <li>• Tax laws</li> </ul>	<p><u>Infection Control 40 hrs</u></p> <ul style="list-style-type: none"> <li>• Sanitation</li> <li>• Sterilization</li> <li>• Decontamination</li> <li>• Infection control</li> <li>• Implements, tools and equipment for basic esthetics</li> </ul> <p><u>Skin Science and Histology 40 hrs</u></p> <ul style="list-style-type: none"> <li>• Science of basic esthetics</li> <li>• Analysis of the skin</li> <li>• Physiology of the skin</li> <li>• Facials, manual and mechanical</li> </ul>
<p><u>Chemical Peels 40 hrs</u></p> <ul style="list-style-type: none"> <li>• Limited chemical exfoliation</li> <li>• Pre-exfoliation consultation</li> <li>• Post-exfoliation treatments</li> <li>• Chemical reactions</li> <li>• Chemistry for basic esthetics</li> </ul>	<p><u>Esthetics 80 hrs</u></p> <ul style="list-style-type: none"> <li>• Medical Devices</li> <li>• Basic facials</li> <li>• Chemistry of cosmetics</li> <li>• Skin treatments, manual and mechanical</li> <li>• Massage of the face and neck</li> </ul>
<p><u>Facial Enhancement 40 hrs</u></p> <ul style="list-style-type: none"> <li>• Application of makeup</li> <li>• Application of artificial eyelashes</li> <li>• Arching of the eyebrows</li> <li>• Tinting of the eyelashes and eyebrows</li> </ul>	<p><u>Waxing 30 hrs</u></p> <ul style="list-style-type: none"> <li>• Temporary removal of superfluous hair by waxing</li> </ul> <p><u>Skin Science 40 hrs</u></p> <ul style="list-style-type: none"> <li>• Treatment of the skin</li> <li>• Packs and masks</li> <li>• Aromatherapy</li> </ul>
<p><u>Manicure and Pedicure 40 hrs</u></p> <ul style="list-style-type: none"> <li>• Natural nail manicures and pedicures</li> </ul> <p><u>High Frequency and Light Therapy 40 hrs</u></p> <ul style="list-style-type: none"> <li>• High frequency or galvanic current</li> <li>• Heat Lamp</li> </ul>	<p><u>Elective topics 25 hrs</u></p> <ul style="list-style-type: none"> <li>• Cardio pulmonary resuscitation (CPR)</li> <li>• First Aid</li> </ul> <p><u>Utah examination review for Estheticians 60</u></p>

ADDITIONAL 600 HOURS FOR MASTER ESTHETICS

<p><u>Pre-Clinical 30 hrs.</u></p> <ul style="list-style-type: none"> <li>• History of Esthetics &amp; Master Esthetics</li> <li>• Overview of the curriculum</li> <li>• Personal, client and salon safety</li> <li>• Aseptic techniques and sanitary procedures</li> <li>• Disinfection and sterilization methods and procedures</li> <li>• Health risks to the basic esthetician</li> </ul> <p><u>Advanced Waxing 30 hrs</u></p> <ul style="list-style-type: none"> <li>• Temporary removal of superfluous hair by waxing &amp; advanced waxing</li> </ul> <p><u>Pedicures 10 hrs</u></p> <ul style="list-style-type: none"> <li>• Advanced pedicures</li> </ul> <p><u>Spa Treatments 100 hrs</u></p> <ul style="list-style-type: none"> <li>• Advanced aromatherapy</li> <li>• Medical Devices</li> <li>• Hydrotherapy</li> </ul>	<p><u>Skin Science 25 hrs</u></p> <ul style="list-style-type: none"> <li>• Science of master esthetics</li> <li>• Analysis of the skin</li> <li>• Physiology of the skin</li> <li>• Advanced facials, manual and mechanical</li> </ul> <p><u>Chemical Peels 25 hrs</u></p> <ul style="list-style-type: none"> <li>• Chemistry for master esthetics</li> <li>• Advanced chemical exfoliation</li> <li>• Pre-exfoliation consultation</li> <li>• Post-exfoliation treatments</li> <li>• Chemical reactions</li> </ul> <p><u>The Aging Process and Its Damage to the Skin 35 hrs</u></p>
<p><u>Business Management 10 hrs.</u></p> <ul style="list-style-type: none"> <li>• Business and salon management</li> <li>• Developing clients</li> <li>• Professional image</li> <li>• Professional ethics</li> <li>• Professional associations</li> <li>• Public relations</li> <li>• Advertising</li> <li>• Legal issues</li> <li>• Malpractice liability</li> <li>• Regulatory agencies</li> <li>• Tax laws</li> </ul>	<p><u>General Sciences 20 hrs.</u></p> <ul style="list-style-type: none"> <li>• Human immune system</li> <li>• Diseases and disorders of the skin</li> <li>• Bacteriology</li> <li>• Anatomy</li> <li>• Sanitation</li> <li>• Sterilization</li> <li>• Contamination</li> <li>• Infection control</li> <li>• Implements, tools and equipment for master estheticians</li> </ul> <p><u>Utah examination review for Estheticians 60 hrs</u></p>
<p><u>Advanced Esthetics 50 hrs</u></p> <ul style="list-style-type: none"> <li>• Advanced mechanical and electrical devices</li> <li>• Sanding and microdermabrasion techniques</li> <li>• Galvanic or high frequency current for treatment of the skin</li> <li>• Devices equipped with a brush to cleanse the skin</li> <li>• Devices that apply a mixture of steam and ozone to the skin</li> <li>• Devices that spray water and other liquids on the skin</li> <li>• Any other mechanical devices, esthetic preparations or procedures approved by the division in collaboration with the board for the care and treatment of the skin</li> </ul>	<p><u>Manual Lymphatic 200 hrs</u></p> <p>40 hours of training in anatomy and physiology of the lymphatic system; 70 applications of one hour each in manual lymphatic massage of the full body; and 90 hours of training in lymphatic massage by other means, including but not limited to energy, mechanical devices, suction assisted massage with or without rollers, compression therapy with equipment or garment therapy that will equal the 200 required hours for schools teaching lymphatic massage</p> <p><u>Elective topics 5 hrs</u></p> <ul style="list-style-type: none"> <li>• Cardio pulmonary resuscitation (CPR)</li> <li>• First Aid</li> </ul>

## MASTER ESTHETICS-GRADUATION AND LICENSING REQUIREMENTS

In order to receive a diploma in *Master Esthetics* from Bonnie Joseph Academy of Cosmetology and Barbering and be certified for the Utah Division of Occupational and Professional Licensing Esthetics licensing examination, a student must: (For graduation)

6. Satisfactorily complete our 600-hour cosmetology program.
7. Satisfactorily complete all required live model, mannequin performances, evaluations, and practical performances.
8. Complete program with a minimum grade point average of 70% in practical and written grades.
9. Pass the school's final written examination with at least a grade of 70%.
10. Fulfill all contractual and financial obligations. If a balance remains on account, a graduate may be approved to complete a payment plan to fulfill financial obligations. With satisfactory payment arrangements, exam paperwork can be completed and the student graduate.

(To be licensed)

5. Receive a diploma from an approved school of Esthetics.
6. File application for state examination three weeks prior to examination date.
7. Pay licensing fee.
8. Pass the Utah Division of Occupational and Professional Licensing, which consist of both written and practical demonstrations.

## MASTER ESTHETICS (FULL TIME)-TUITION AND FEE INFORMATION

TUITION:	\$13,500.00
APPLICATION FEE	100.00
BOOKS, SUPPLIES, AND KITS	\$1,000.00
TECH FEE	\$50.00
LOCKER/CART RENTAL FEE	\$50.00

TOTAL COST: \$14,700.00

**There is a copy of permanent record fee	\$2.00 per page
**There is a termination/withdrawal fee	\$150.00
**Replacement Name Tag fee	\$25.00
**Replacement Uniform	\$50.00
** State Board Practical Exam Fee	\$87.00



\*\* State Board Written Exam Fee

\$87.00

A down payment of 50% of the kit will be required with the enrollment contract with the other 50% to be paid before a student can start any classes. The school offers monthly payment plans, outside financing or scholarships for tuition. See Director for details. Payment methods include, check, credit card, cash, scholarships, financial aid, and trade agreements.

## MASTER ESTHETICS-UNIFORM POLICY

All students at Bonnie Joseph Academy of Cosmetology and Barbering are expected to present a professional image. The image you project to others is a reflection of you as an individual. Your personality, attitude, abilities, appearance and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

The school uniform for Esthetics students is black scrubs, black socks, and solid black shoes. Students are required to wear school issued nametag at all times. There is a \$25.00 fee for each additional nametag issued.

School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform. Student will automatically be billed when the school must issue them a uniform for not following the uniform policy.

Students must also be neat in appearance and hair should be neat in appearance. As a current student of Cosmetology, you should project an image that reflects the industry.

Students may not wear: skin tight clothing, hats, vests, headgear rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, facial rings, jackets, or coats.

## **MASTER ESTHETICS-ABSENT HOUR POLICY**

For the 600-hour program, students absent in excess of 36 hours will be charged \$10.00 for every hour in excess of 36 absent, i.e., absent 37 hours causes you to pay an additional \$10.00 for the absent hour. Absent hours or additional tuition are charged as they are incurred and are due before student completes program in order to receive diploma and state board documentation.

6. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
7. Makeup hours remove absent hours.
8. Overtime charges result when a student goes over their allocated number of allowable absent hours.
9. Transfer students are allowed to be absent 6% of their contracted hours of attendance for the program that they enroll in.
10. Overtime charges are due as accrued. Students are billed on a monthly basis after they reach their allowable absent hour limit. Payment for overtime charges is strictly enforced.

## **MASTER ESTHETICS- PRACTICAL PERFORMANCES**

Students are required to complete the following practical performances prior to graduation from the Esthetics Program. The institution utilizes a Performance Tally Sheet for the program in order to ensure students have met requirements prior to graduation. The totals from the Performance Tally Sheet or recorded on the student's progress report. Educators review grades, practical evaluations, and practical performances on a monthly basis utilizing the progress report. School copies of progress reports are maintained in student's file which is kept in the administrative office.

## **PRACTICAL GRADING SYSTEM & PROCEDURES**

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: Proper Draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points. Our Grading Scale will then explain the letter grade.)

Educators supervise all practical work to include work completed on mannequin and live models. In order to receive credit for practical work, Educators must review and approve credit. Performance assignments are given to students by Educators, this includes mannequin and live model work.



# NAILS

## NAILS-COURSE OUTLINE

### Program Description:

The Nail program is a 300-hour program. The primary purpose of this nail technology course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or a related career field. Graduates of the Nail Program are able to find employment as manicurist, pedicurist, or nail technicians.

### Program Educational Objectives:

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence
2. Practice effective communication skills, visual poise, and proper grooming
3. Respect the need to deliver worthy service for value received in an employer–employee relationship
4. Perform basic manipulative skills in the areas of manicures, pedicures, and nail tips and nail enhancements
5. Perform the basic analytical skills to determine proper nail services and nail shaping's for the client's overall image and needs
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures

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

### References:

A comprehensive library of references, periodicals, books, texts, and audio DVDs (including the Milady's Standard Nail Technology DVD Series) is available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials (<http://www.milady.cengage.com>).

Format: The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

**GRADE REQUIREMENTS:** Students receive numerical grades in their theory and practical phases. A grade average of:

- A: 90 - 100 Excellent
- B: 80 – 89 Good
- C: 70 – 79 Satisfactory
- D: 60 – 69 Unsatisfactory

Textbook and Materials: The following items are needed for a nail technology atmosphere: Textbook: Milady's Standard Nail Technology

- Charts: Three-dimensional chart of skin

- Histology of the skin, hair, and glands
- The skin
- Anatomy of the arm and hand

**Equipment:** The furniture and equipment that you need depend on the curriculum you have developed. You may need some of the following items:

- Tables
- Chairs
- Pedicure tubs
- Desks and chairs
- Ventilation system
- Retail displays
- Separate hand sinks
- Paraffin wax machines
- Heated mittens and booties
- Electric files
- Airbrush machines
- Lacquer and artificial nail remover machines

<p><u>Pre-Clinical 30 hrs.</u></p> <ul style="list-style-type: none"> <li>• Personal, client and salon safety</li> <li>• Aseptic techniques and sanitary procedures</li> <li>• Sterilization methods and procedures</li> <li>• Health risks to the nail technician</li> </ul>	<p><u>Elective topics 20 hrs</u></p> <ul style="list-style-type: none"> <li>• Cardio pulmonary resuscitation (CPR)</li> <li>• First Aid</li> <li>• Nutrition, exercise, reflexology, etc.</li> </ul>
<p><u>Business Management 20 hrs.</u></p> <ul style="list-style-type: none"> <li>• Regulatory agencies and tax laws</li> <li>• Business and salon management</li> <li>• Developing a clientele</li> <li>• Professional image</li> <li>• Professional ethics</li> <li>• Professional associations</li> <li>• Public relations</li> <li>• Advertising</li> <li>• Legal issues</li> <li>• Malpractice liability</li> <li>• Tax laws</li> </ul> <p><u>Clinical/Practical 120 hrs</u></p> <ul style="list-style-type: none"> <li>• Natural nail manicures and pedicures</li> <li>• Artificial nail techniques including: wraps, nail tips, gel nails, sculptured acrylic nails and nail art</li> <li>• Pedicures and massaging the lower foot and leg</li> </ul> <p><u>Utah examination review for Nails 30 hrs</u></p>	<p><u>General Sciences 80 hrs.</u></p> <ul style="list-style-type: none"> <li>• Human immune system</li> <li>• Diseases and disorders of the nails and skin</li> <li>• Bacteriology</li> <li>• Sanitation/Sterilization</li> <li>• Decontamination</li> <li>• Infection control</li> <li>• Tools and equipment for the nail technician</li> <li>• Analysis of the skin</li> <li>• Physiology of the human body; including skin and nails</li> <li>• Limited chemical exfoliation including pre-exfoliation consultation, post-exfoliation treatments and chemical reactions</li> <li>• Chemistry for the nail tech</li> <li>• Anatomy</li> </ul>



## NAILS-GRADUATION AND LICENSING REQUIREMENTS

In order to receive a diploma in *Manicurist* from Bonnie Joseph Academy of Cosmetology and Barbering and be certified for the Utah Division of Occupational and Professional Licensing Manicurist licensing examination, a student must: (For graduation)

1. Satisfactorily complete our 300-hour Manicurist program.
2. Satisfactorily complete all required live model, mannequin performances, evaluations, and practical performances.
3. Complete program with a minimum grade point average of 70% in practical and written grades.
4. Pass the school's final written examination with at least a grade of 70%.
5. Fulfill all contractual and financial obligations. If a balance remains on account, a graduate may be approved to complete a payment plan to fulfill financial obligations. With satisfactory payment arrangements, exam paperwork can be completed and the student graduate.

(To be licensed)

1. Receive a diploma from an approved school of Manicurist.
2. File application for state examination three weeks prior to examination date.
3. Pay licensing fee.
4. Pass the Utah Division of Occupational and Professional Licensing, which consist of both written and practical demonstrations.

## NAILS -TUITION AND FEE INFORMATION

TUITION:	\$3,000.00
REGISTRATION FEE	100.00
BOOKS, SUPPLIES, AND KITS	\$625.00
TECH FEE	\$50.00
LOCKER/CART RENTAL FEE	\$50.00

TOTAL COST: \$3,825.00

** Official Transcript	\$25.00
**There is a copy of permanent record fee	\$2.00 per page
**There is a termination/withdrawal fee	\$150.00
**Replacement Name Tag fee	\$25.00
**Replacement Uniform	\$50.00

** State Board Practical Exam Fee	\$87.00
** State Board Written Exam Fee	\$87.00

A down payment of 50% of the kit will be required with the enrollment contract with the other 50% to be paid before a student can start any classes. The school offers monthly payment plans, outside financing or scholarships for tuition. See the Campus Director for details. Payment methods include check, credit card, cash, scholarships, financial aid, and trade agreements.

## NAILS-UNIFORM POLICY

All students at Bonnie Joseph Academy of Cosmetology and Barbering are expected to present a professional image. The image you project to others is a reflection of you as an individual. Your personality, attitude, abilities, appearance and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

The school uniform for Manicurist students is black scrubs, black socks, and solid black shoes. Students are required to wear school issued nametag at all times. There is a \$25.00 fee for each additional nametag issued.

School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform. Student will automatically be billed when the school must issue them a uniform for not following the uniform policy.

Students must also be neat in appearance and hair should be neat in appearance. As a current student of Cosmetology, you should project an image that reflects the industry.

Students may not wear: skin tight clothing, hats, vests, headgear rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, facial rings, jackets, or coats.

## NAILS-ABSENT HOUR POLICY

For the 300-hour program, students absent in excess of 18 hours will be charged \$10.00 for every hour in excess of 18 absent, i.e., absent 19 hours causes you to pay an additional \$10.00 for the absent hour. Absent hours or additional tuition are charged as they are incurred and are due before student completes program in order to receive diploma and state board documentation.

1. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
2. Makeup hours remove absent hours.



3. Overtime charges result when a student goes over their allocated number of allowable absent hours.
4. Transfer students are allowed to be absent 6% of their contracted hours of attendance for the program that they enroll in.
5. Overtime charges are due as accrued. Students are billed on a monthly basis after they reach their allowable absent hour limit. Payment for overtime charges is strictly enforced.

## **NAILS-PRACTICAL PERFORMANCES**

Students are required to complete the following practical performances prior to graduation from the Manicuring Program. The institution utilizes a Performance Tally Sheet for the program in order to ensure students have met requirements prior to graduation. The totals from the Performance Tally Sheet are recorded on the student's progress report. Educators review grades, practical evaluations, and practical performances on a monthly basis utilizing the progress report. School copies of progress reports are maintained in student's file which is kept in the administrative office.

## **PRACTICAL GRADING SYSTEM & PROCEDURES**

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: Proper Draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points. Our Grading Scale will then explain the letter grade.)

Educators supervise all practical work to include work completed on mannequin and live models. In order to receive credit for practical work, Educators must review and approve credit. Performance assignments are given to students by Educators, this includes mannequin and live model work.

## **BARBERING**

### **BARBERING – COURSE OUTLINE**

#### **Program Description:**

The 1000-hour Barber program consists of training in such topics as haircutting, styling, perming, men's shaving, men's clipper cutting, straightening, coloring, and scalp treatments. The primary purpose of the program is to train students in both theory and practical skills which will prepare them for state licensure and enhance their employment opportunities. The program also provides information about career opportunities, seeking and obtaining employment and laws and regulations governing salon operations. The program is particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation, safety, and

encourages self-reliance, readiness to assist others, in an ethical approach to this profession, as well as business and legal aspects of salon operations.

Program Goals:

1. Students will receive an education in both theory and practical skills and gain knowledge in all phases of barbering.
2. To prepare students to successfully pass the state board examination.
3. To prepare students to work in a professional hairstyling salon as a licensed barber.
4. To perform in barber related occupations.
5. To develop an awareness of their professional responsibilities to both the clients and employer / employee relationships and effective communication skills.

Program Format: (Instructional Techniques and Methods)

1. Program outlines and lesson plans
2. Lectures
3. Practical demonstrations
4. Audio-visual materials
5. Mannequin and live model practical and clinic workshops
6. Written and practical evaluations

Evaluation Procedures:

1. Testing in both theory, practical, and clinic areas
2. Examinations after each unit of the program
3. Monthly practical/clinic workshops
4. State Board class
5. Final examination

Required Level of Achievement:

All students are required to maintain at least a 70% grade point average in theory, practical and clinic subjects. In addition, a minimum grade of 70% must be achieved on the final written examination in order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional requirements.)

PRACTICAL GRADING SYSTEM & PROCEDURES

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: proper draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points.) Our grading scale will then explain the letter grade.

GRADING SYSTEM

GRADE REQUIREMENTS: Students receive numerical grades in their theory and practical phases. A grade average of:

- A: 90 - 100 Excellent
- B: 80 – 89 Good
- C: 70 – 79 Satisfactory
- D: 60 – 69 Unsatisfactory

Those students who fall below an average of 70% in theory or practical will be placed on probation. If by the end of the probationary period satisfactory progress has not been achieved the student may be discontinued.

Texts:

1. Milady's Standard Textbook of Barber
2. Theory and Practical Workbooks

### 3. Milady's State Board Exam Review Book

#### References:

1. Milady's Barber Management Guide
2. Milady's Cosmetology Management Guide
3. Milady's Standard Practical Workbook (Barber)
4. Milady's Standard Theory Workbook (Barber)
5. Milady's Standard Theory Workbook (Cosmetology)
6. Milady's Standard Practical Workbook (Cosmetology)
7. Milady's State Exam Review Book (Barber)
8. Milady's State Exam Review Book (Cosmetology)

#### **Pre-Clinical 100 hrs. 9**

- History of Barbering
- Personal, client and salon safety
- Aseptic techniques and sanitary procedures
- Sterilization methods and procedures
- Health risks to the barber

#### **Business Management 25 hrs.**

- Regulatory agencies and tax laws
- Business and salon management
- Developing a clientele
- Professional image
- Professional ethics
- Professional associations
- Public relations
- Advertising
- Legal issues
- Malpractice liability
- Tax laws

#### **Practical/Clinical Application 600 hours**

- Analysis of the skin hair and scalp
- Hair styling
- Wet and thermal styling
- Hair cutting, shears
- Shaving
- Wigs and artificial hair
- Draping
- Clipper variations
- Razor cutting for men
- Mustache and beard design

#### **Basic Science of Barbering 75 hrs.**

- Electricity and light therapy
- Limited chemical exfoliation including pre-exfoliation consultation, post-exfoliation treatments; and chemical reactions
- Chemistry for the barber

#### **General Sciences 100 hrs.**

- Human immune system
- Diseases and disorders of the skin, nail, hair, and scalp
- Bacteriology
- Sanitation
- Sterilization
- Decontamination
- Infection control
- Tools and equipment for barbering; high frequency or galvanic current and heat lamps
- Anatomy
- Physiology of the human body; including skin & nails

#### **Elective topics 20 hrs**

- Elective topics such as nutrition and exercise, reflexology, etc.
- Cardio pulmonary resuscitation (CPR)
- First Aid

#### **Utah examination review for barbers – 80 hrs**

## BARBERING- GRADUATION AND LICENSING REQUIREMENTS

To receive a diploma in Barbering from Bonnie Joseph Academy of Cosmetology & Barbering and be certified for the DPOR Cosmetology licensing examination, a student must: (For graduation)

1. Satisfactorily complete our 1500-hour Barbering program.
2. Satisfactorily complete all required live model, mannequin performances, evaluations, and practical performances.
3. Complete program with a minimum grade point average of 70% in practical and written grades.
4. Pass the school's final written examination with at least a grade of 70%
5. Fulfill all contractual and financial obligations. If a balance remains on account, a graduate may be approved to complete a payment plan to fulfill financial obligations. With satisfactory payment arrangements, exam paperwork can be completed and the student graduate.

(To be licensed)

1. Receive a diploma from an approved school of Barbering.
2. File application for state examination three weeks prior to examination date.
3. Pay licensing fee.
4. Pass the DPOR, which consist of both written and practical demonstrations.

## BARBERING -HOUR TUITION AND FEE INFORMATION

TUITION:	\$11,000.00
REGISTRATION FEE	100.00
BOOKS, SUPPLIES, AND KITS	\$800.00
TECH FEE	\$50.00
LOCKER/CART RENTAL FEE	\$50.00
	<b>TOTAL COST: \$12,000.00</b>

** Official Transcript	\$25.00
**There is a copy of permanent record fee	\$2.00 per page
**There is a termination/withdrawal fee	\$150.00
**Replacement Name Tag fee	\$25.00
**Replacement Uniform	\$50.00
** State Board Practical Exam Fee	\$87.00

\*\* State Board Written Exam Fee

\$87.00

A down payment of 50% of the kit will be required with the enrollment contract with the other 50% to be paid before a student can start any classes. The school offers monthly payment plans, outside financing or scholarships for tuition. See Director for details. Payment methods include, check, credit card, cash, scholarships, financial aid, and trade agreements.

## **BARBERING- UNIFORM POLICY**

All students at Bonnie Joseph Academy of Cosmetology & Barbering are expected to present a professional image. The image you project to others is a reflection of you as an individual. Your personality, attitude, abilities, appearance and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

The school uniform for Esthetics students is black scrubs, black socks, and solid black shoes. Students are required to wear school issued nametag at all times. here is a \$25.00 fee for each additional name tag issued.

School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform. Student will automatically be billed when the school must issue them a uniform for not following the uniform policy.

Students must also be neat in appearance and hair should be neat in appearance. As a current student of Cosmetology, you should project an image that reflects the industry.

Students may not wear: skin tight clothing, hats, vests, headgear rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, facial rings, jackets, or coats.

## **BARBERING- ABSENT HOUR POLICY**

For the 1500-hour program, students absent in excess of 90 hours will be charged \$10.00 for every hour in excess of 90 absent, i.e., absent 91 hours causes you to pay an additional \$10.00 for the absent hour. Absent hours or additional tuition are charged as they are incurred and are due before student completes program in order to receive diploma and state board documentation.

1. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
2. Makeup hours remove absent hours.

3. Overtime charges result when a student goes over their allocated number of allowable absent hours.
4. Transfer students are allowed to be absent 6% of their contracted hours of attendance for the program that they enroll in.
5. Overtime charges are due as accrued. Students are billed on a monthly basis after they reach their allowable absent hour limit. Payment for overtime charges is strictly enforced.

## **BARBERING- PRACTICAL PERFORMANCES**

Students are required to complete the following practical performances prior to graduation from the Cosmetology Program. The institution utilizes a Performance Tally Sheet for the program in order to ensure students have met requirements prior to graduation. The totals from the Performance Tally Sheet are recorded on the student's progress report. Educators review grades, practical evaluations, and practical performances on a monthly basis utilizing the progress report. School copies of progress reports are maintained in student's file which is kept in the administrative office.

## **PRACTICAL GRADING SYSTEM AND PROCEDURES**

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: Proper Draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points. Our Grading Scale will then explain the letter grade.)

Educators supervise all practical work to include work completed on mannequin and live models. In order to receive credit for practical work, Educators must review and approve credit. Performance assignments are given to students by Educators, this includes mannequin and live model work.

# **SCHOOL RULES AND REGULATIONS**

## **Code of Conduct**

All students of Bonnie Joseph Academy of Cosmetology and Barbering are expected to represent the school in a manner which is respectful and follows the guidelines as established in this school catalog and the school textbook. This does include but is not limited to proper school uniform during school hours, appropriate conversations, with fellow students and staff and clients that does not contain sexually explicit language or profanity. Students are to conduct themselves as professionals at all times and be respectful of each other, clients, and staff members.

## **Anti-Harassment**

Students have the right to enjoy their learning experience in an environment free of harassment. If students feel that other students or staff members are harassing them, this matter should be brought to the attention of their instructor or School Administration.

Students found to be engaged in the harassment of other students or school faculty will be expelled.

## **Anti-Violence**

Students have the right to enjoy their learning experience in an environment free from violence or the threat of violence. Bonnie Joseph Academy of Cosmetology and Barbering does not permit weapons, including knives and firearms in the school building. Students with firearm permits are not permitted to carry their firearms while in the school building or premises. Students found to be carrying weapons in the school building or premises or students making verbal / written threats against other students or faculty will be expelled.

## **Visitor Policy**

Due to security reasons, all visitors must check in at the front desk. Visitors are not permitted to go past the front desk without approval.

## **Parking**

The first ten spaces directly in front of the school should be reserved for salon clients.

## **Student Chain of Command**

Your instructor is your advisor:

Ms. T. Trunnell- Cosmetology/Barbering Instructor

Ms. P. Jenkins- Manicuring/Cosmetology/Barbering Instructor

Ms. C. Jenkins- Manicuring Instructor

Administrative Staff

Mrs. Tamera Trunnell- Campus Director/Instructor  
Mrs. Carly Jenkins- Admissions Representative

Bonnie Joseph Academy of Cosmetology and Barbering has an open-door policy. This policy is practiced by the faculty and staff at the institution. Any student having difficulty must follow the chain of command.

### **School Hours and Record of Attendance**

9:00am to 6:00pm Tuesday through Saturday

1. A record of your daily attendance is kept by downloading the time clock. Students must clock in and out to receive credit for hours attended. Clock in immediately upon arrival and departure. Students are required to clock in and out for a lunch period of 30 minutes.
2. Students may not clock in or out for each other. Any students found to be clocking in and out will be subject to suspension or expulsion from program.
3. Students will be issued a nametag which students must have on their person at all times. Loss of this nametag will result in a replacement fee of \$25.00 for each card.
4. Students knowing in advance that they will be tardy or absent must fill out an "early departure/planned absence" form and submit it to their advisor for approval.
5. For unplanned absences or tardiness, the student must call in and speak directly to an available instructor. Students should NOT leave a message with the receptionist or on the voicemail for their instructor.
6. Day students must call in by 9:10am, night students by 5:10 pm.
7. Students with an unplanned tardy must receive permission from an instructor to come in late. In no case will arrival after 10:15am be approved for day students. Saturday attendance is mandatory for students.
8. Failure to attend on Saturday without prior approval may result in a three-day suspension. Friday is mandatory for night students; failure to attend on Friday without prior approval may result in a three-day suspension.
9. Excessive absences or tardiness may result in a non-approval of a planned absence. An unexcused absence is when a student does not call in or does not fill out an "early departure/planned absence" form. In both cases absent hours are accrued.
10. An excused absence is when the student has prior approval to be absent by filling out the "early departure/planned absence" form or calls the school and speaks directly to his/her instructor. In both cases a student will still be charged for absent hours when they exceed their limit of absence hours before being charged. Example, limit for cosmetology students is 90 hours.
11. Students leaving the school building at any time during the day must notify their Instructor and clock in and out. Students should be aware that any time they are clocked out other than their lunch period, absent hours will be accrued.



12. Hours from the time clock are recorded on a permanent record.

13. Bringing children to school during your scheduled hours of attendance is not permitted.

## **Theory Hours**

### Day Class

Theory is held from 1:00pm-2:00pm Tuesday through Friday.

NOTE: Theory class starts promptly at 1:00pm and the doors to the classroom will be locked until theory has concluded. Students will have until 9:10am to enter the building for the start of class.

Students are required to always be prepared for class by bringing your textbook, workbooks, pen or pencil and loose-leaf paper or spiral notebook as well as their kit.

1. Students may be sent home, required to clock out, or suspended for not having supplies.
2. Students are required to attend theory class during scheduled times. If you are not in class by 9:10am, you will not be allowed to clock in until theory has concluded, 6pm for night students.
3. Students must maintain a minimum of 70% in written and practical.
4. Four or more missed theory classes within an eight-week grading period may result in suspension.
5. Cosmetic art students shall receive training and passing scores on examinations on theory prior to performing services.

### **Make-Up Work**

1. Test may be made up on the third Tuesday of each month. Only two exams will be allowed on make-up day. This is the only time makeup test will be made.
2. IT IS YOUR RESPONSIBILITY TO MAKE UP MISSED TESTS!
3. Tests must be made up within a six-week grading period. Failure to make up missed tests within a grading period will result in delayed graduation.

### **Lunch**

1. Day students have 30 minutes for lunch every day. The time for lunch will vary due to the nature of your training but will be between 12:00 and 2:00 pm.
2. Instructors are responsible for the smooth operation of the school and may assign lunch times, as they deem necessary.
3. Students MUST clock in and out upon leaving and returning from lunch. This applies to students leaving the premises as well as those remaining in the building for lunch.
4. Please do not make luncheon appointments as lunch times may vary.

**Breaks (Energizers)**

1. A student break room is provided for all students. There is a microwave, a refrigerator and vending machines available for all student use.
2. “Energizers” are scheduled for you daily during the first twelve weeks. For the remainder of the program, energizers are taken on an individual basis with approval from an Instructor.
3. Please do not smoke, eat, drink, or chew gum in the classrooms or clinic areas.
4. Students must clock in and out when leaving the school building. Students are not required to clock out for breaks if they stay in the building. Should the break policy not be followed, the staff of Bonnie Joseph Academy of Cosmetology and Barbering may require students to clock out and clock back in after breaks are concluded.

**Payment**

The institution accepts payment in the form of cash, certified money order or check, credit card to include Visa, Master Card, American Express, and Discover. Satisfactory payment arrangements must be made.

**Advising**

1. The student body is divided equally among instructors for advising.
2. General advising will be from 8:30am-9:00am Tuesday through Friday for day students and on 4:30pm-5:00 pm Monday through Friday for evening students. Any other scheduled advising is at the discretion of the instructor.
3. Individual advising is available for students with personal or academic problems. Schedule an appointment with your counselor or one of the office staff.
4. Advising hours for the administrative office is posted outside the Admissions Office and Financial Aid Office. An advising form must be completed prior to entering the Admissions and Financial Aid Offices.

## Leave of Absence Policy

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA.

A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

In order for a LOA to qualify as an approved LOA:

1. Bonnie Joseph Academy of Cosmetology has a policy that must be handwritten, over the phone with an administrator, or through text message (which will be documented). The form must have the reason for the request of the LOA.
  - a. The school requires a student to apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance.
  - b. The school may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, the school documents the reason for its decision and collects the request from the student at a later date. In this example, ***the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.***
2. The student must follow the school's policy in requesting the LOA.
3. There must be a reasonable expectation that the student will return from the LOA.
4. Approval of the student's request for a LOA is in accordance with the school's policy.
5. The school does not assess the student any additional institutional charges as a result of the LOA.
6. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
7. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. The school must extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
9. Bonnie Joseph Academy of Cosmetology & Barbering is required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance.

## Sanitation and Equipment

1. The Utah Division of Occupational and Professional Licensing governs sanitation regulations for schools and salons. Unannounced sanitation visits are completed by inspectors. A grade is issued for the school's sanitation. The Utah Division of Occupational and Professional Licensing requires that all equipment is clean and sanitary at all times. If not, a student will have to sign out to clean the equipment as required. Students must have adequate supplies in their kit or they will be excused for the day. This school is not responsible for the loss of personal belongings, money or equipment.
2. Periodically kit checks, locker checks, and station checks will be conducted at the discretion of the instructor. Students are responsible for keeping all equipment, supplies, lockers, stations, and kits in clean and sanitary condition. If items are found to be unsanitary, student will be required to clock out to clean the items and allow the items to re-inspected prior to clocking back in. Chronically having unsanitary items may result in suspension.
3. Students are responsible for keeping their own station clean and sanitizing all equipment that is used on models. Each station should be neat and clean throughout the entire day. This will be expected in a salon setting also. Each student will be assigned a sanitation duty and must complete the assigned duty. Additional sanitation duties may be assigned as needed to assist in proper sanitation and upkeep of the institution.

## Telephone

1. Personal calls are to be kept to a minimum. Regarding incoming personal calls, the receptionist will take messages on a message sheet, which is kept at the front desk. Students may check their messages throughout the day. A student may return the call during lunch, after school or during a scheduled break. In cases of an emergency, the student would be notified about their phone call right away.
2. Please advise family and friends of this policy.
3. No long-distance phone calls and no directory assistance calls will be allowed.
4. Do not use the school's front desk phone. Personal calls should be limited to three minutes.
5. Cellular telephones may **ONLY** be used in the break room.
6. Bluetooth's, IPODS, and MP3 Players may not be used. Students may not leave class or a client because of a message unless they have pre-arranged it with their instructor (for example, the student has told their child to text them if there is a problem, and the student has made the instructor aware of the situation before class begins.)
7. I-Pads, Tablets, or any other electronic devices may not be used.
8. All reading material should further your knowledge of hair, skin and nails.

## Locker Policy

1. Each student will be assigned a locker. Students cannot share lockers for any reason. **Combination locks are the only type of locks that will be allowed.** Combinations will be recorded in student files. Students are asked to keep their locker locked at all times.
2. The school cannot assume any responsibility for the contents of the locker.
3. The school will conduct periodic locker checks to ensure unauthorized items are not left in student lockers. If you are absent from school for a period of 30 days without a leave of absence, the school will remove items from your locker. The school will not assume responsibility for any items removed for any reason.

## Hair Benefits

Occasionally, with an instructor's authorization, depending on schedules and time, a student may be able to have personal hair services performed at a discounted rate. Students are to check with the Clinic Floor Instructor to make sure that they are not interfering with the smooth operation of the school.

1. Students receive a 75% discount on hair services. There are no discounts given for family or friends of students.
2. Students may not do their own hair while on the time clock.
3. No more than once weekly per student.
4. Students who are absent on Saturday and who miss more than one theory class per week are not allowed to receive hair benefits for the following week
5. A student has to have 80% in attendance, practical, and written averages. This rule also applies to students performing hair services on other students.
6. Students must attend school the day that they receive hair benefits.
7. A ticket is required, and all supplies must be paid for before the service is given.
8. Students are not allowed to bring in their own products.
9. Do not begin any service before **2:00pm** unless you have received permission from an instructor and do not begin any student chemical service after **3:00pm** on Friday
10. No services are allowed on Saturday for day students or on Friday for evening students.
11. Students absent for that day or that are on suspension cannot receive discounted hair services.

## Damage to School Property

Any damage resulting to school property through negligence on the part of a student shall result in that student being charged for that damaged property. The balance will be due in full prior to the student graduating from school this includes but is not limited to the snack vending machine, soda machine, school stations, etc.

## Inclement Weather

1. At the discretion of the Campus Manager, classes may be cancelled. Notification of such cancellation will be broadcasted on local news affiliate. Notice will also be made available on the school voice mail. Students should call the school to verify opening before traveling to school.
2. Fire Drills are conducted on a quarterly basis at Bonnie Joseph Academy of Cosmetology and Barbering. In case of a hurricane, fire, tornado, or emergency, exit signs are displayed throughout the school to ensure that students exit through the appropriate doors. Evacuation plans are posted in each classroom, restroom, and in the facial room as well as salon floor. These drills are conducted to ensure that if there is a need to evacuate, the emergency evacuation will be done smoothly and successfully.

### **Housing Service**

Housing services are not available at this school.

### **Services for Students with Disabilities**

Prospective students with disabilities should contact the institution to ensure their needs can be fulfilled. This would include review of accommodations for classroom, practical, salon activities, job placement and licensure after graduation.

### **Disciplinary Regulations**

When a student is found to not be in compliance with the rules and regulations as established by Bonnie Joseph Academy of Cosmetology and Barbering, that student is subject to disciplinary action. Depending on the severity of the non-compliance to policy, the instructor may submit a suspension or expulsion.

The following may result in disciplinary action, suspension, or dismissal.

1. Failure to follow policies as stated in the school catalog or as addressed by staff of Bonnie Joseph Academy of Cosmetology and Barbering.
2. The use of obscene words or gestures on the school premises.
3. Any conduct disruptive to the proper functioning of the school's operation.
4. This school's management has a zero-tolerance policy regarding behavior toward each other, staff, or customers, in which there is a loud verbal confrontation or any appearance (as determined by the staff) of the threat of physical violence. Any student participating in such a display will be discontinued.
5. Students who have been suspended or discontinued must leave the school premises when asked to do so by the instructor or Educational Manager.
6. Unsatisfactory academic progress.
7. Failure to make up tests within the allotted time period.
8. Continued disregard of the uniform policy.
9. Repeated:

- a. Failure to turn in required projects and record keeping at the end of a grading period.
  - b. Failure to have live model practice checked by an instructor.
  - c. Application of chemical solutions to live models without instructor authorization.
  - d. Application of products not distributed by the school, unless prescribed by a physician.
  - e. Performance of services not included on the client's ticket.
10. Refusal to participate in assigned clinic services or assignments.
  11. Chronic patterns of missing theory and other scheduled classes.
  12. Failure to clock in and out properly. Students will lose the hours from any missed punches.
  13. Taking a longer than allocated lunch period or assigned break.
  14. The use of alcohol or drugs while on school premises or coming to school with the appearance or smell of alcohol or drugs.

### **Family Educational Rights and Privacy Act Policy**

Certain rights are given to parents of students regarding their education records. These rights transfer to the student or former student upon reaching the age of 18. Students and former students to whom the rights have transferred are called eligible students.

1. Parents/guardians if the student is a dependent minor or eligible student have the right to inspect and review all of the student's education records maintained by the school. The school does not need to provide copies of these records but if it is impossible for the parents or eligible student to inspect the record personally, the school may charge a fee for any copies requested.
2. Parents of eligible students may request that correction be made if the records are believed to be inaccurate or misleading. Parents or eligible students have the right to a formal hearing if the school refuses to change the records. If after the hearing, the school still refuses the correction, the parents or eligible student has the right to place a statement in the records commenting on the contested information.
3. In most cases, the school must have written permission from the parents or eligible student before releasing any information from a student's record. The law does, however, allow schools to disclose records, without consent to the following
  - a. School employees who have need to know
  - b. Other schools to which a student is transferring
  - c. Certain government officials in order to carry out lawful functions
  - d. Appropriate parties in connection with financial aid to student
  - e. Organizations doing certain studies for the school
  - f. Accrediting organizations
  - g. Individuals who obtained court orders of subpoenas
  - h. A person who needs to know in cases of health or safety emergencies
  - i. State or local authority to whom disclosure is required by state laws adopted before Nov. 19, 1974

- j. “Directory” type information (school must inform parents or eligible students to request that information not be closed)
4. The above policy and procedures apply to all parents and eligible students in compliance with (FERPA) Family Educational Rights and Privacy Act of 1974.

#### **Student Access to Records and Release/Request**

1. All records concerning a student’s academic, financial, or personal activities are confidential.
2. Students and parents, or guardians (where a student is a minor), have the right to review all the information, which is maintained by the academy on that student.
3. Records can be reviewed upon request to the Campus Manager.
4. Review of records must take place with the Campus Manager, by appointment only, which will not only supervise the review, but will also provide any required interpretations.
5. A written request, by the student or parent, in the case of a minor, is required before any information will be released to a third party. However, student records may be released to government officials and accrediting agencies without the expressed permission of the student or their parent or guardian.
6. The school will maintain students’ cumulative educational records for at least five years after the student has left school.
7. The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution or by NACCAS, or in response to a directive of the Commission.
8. Students must fill out the institution’s “Release of Student Information Form” each and every time he/she request information to be released.



## FINANCIAL AID

To help you finance your education and training after high school, the US Department of Education offers various financial aid programs. Bonnie Joseph Academy of Cosmetology and Barbering participates in the Federal Pell Grant & Federal Direct Loans Programs. Financial aid is available for those who qualify.

### GRANTS AND LOANS FOR STUDENTS

Bonnie Joseph Academy of Cosmetology and Barbering is approved for use of Government Grant and Loan Programs. Cosmetology students wishing financial aid should consider the various programs:

1. FEDERAL PELL GRANT
2. FEDERAL STAFFORD LOANS-STAFFORD SUBSIDIZED & UNSUBSIDIZED
3. FEDERAL STAFFORD LOANS-PLUS LOAN/PARENT LOAN

A distinguished feature of the Pell Grant Program is its control concept of “Entitlement” which guarantees that a student who demonstrates need will receive a grant based on that need and on the cost of education at the school they choose to attend.

#### General Eligibility

1. You are enrolled at least half time (20 hours per week)
2. You are a US citizen or an eligible non-citizen
3. You show you have a need (the difference between the cost of education and the amount you or your family can afford to pay). Need is determined by the information supplied by the student on the application for financial aid.
4. You are making satisfactory progress towards completing your program of study (see Satisfactory Academic Progress Policy).
5. You are not in default on a NSLDS, Stafford Loan, or a PLUS/SLS loan
6. You do not owe a refund on a Pell Grant or SEOG at any school.

When applying for the Subsidized and Unsubsidized loans, eligibility is considered by a need basis (which is calculated by your expected family contribution and a budget of your expenses). Although, if you are a dependent student and you are applying for a Parent Plus Loan with a parent/guardian, no calculation is necessary for need based qualifications, but there is a parent/guardian credit check that must be satisfied in order to obtain such loan.

The U.S. Department of Education sets guidelines for the institution’s programs. Whether a student is eligible for assistance, and how much is determined by the need of the particular student. Each case is different. The school makes an evaluation on the individual, privately and impartially. Further explanation of the programs available may be obtained from the school’s Financial Aid Administrator.

The student must complete the application for Federal Student aid and our institution’s Financial Aid application. In most cases, the Federal Student Loans & Pell Grant will be disbursed at:

- 1-450 hours
- 451-900 hours
- 901-1200 hours
- 1201-1500 hours.

Student Loans & Pell Grants will be credited directly to the student’s account and the student will be credited accordingly.

## Verification

Bonnie Joseph Academy of Cosmetology and Barbering completes verifications for all students that are selected for verification by the Department of Education. Verified students are required to complete a verification worksheet and submit documents to verify household income. A list of acceptable documents can be found below. The verification process is undertaken to ensure that the information that was entered on the FAFSA is correct. Once the verification process is complete, a student will receive an accurate, in tolerance, or reprocess result. A letter will be mailed informing verified students of the results. If you have additional questions about verification, contact the Financial Aid Office at 919-493-9557.

### Acceptable Documents:

1. Tax Transcripts
2. W2s
3. Documentation of Child Support
4. Documentation of Social Security or Disability
5. Signed Statement

## STUDENT WITHDRAWAL

When a student decides to withdraw from the program, they must complete a withdrawal form and exit counseling for financial aid with the institution. The Business Officer will review the withdrawal form with the student and determine if the student will have a balance or be owed a refund. During this time the return to title IV calculation will be reviewed with student so that they are aware of what funds if any the institution was entitled to.

Those students withdrawing that have a balance will be required to complete a cash promissory note for a payment plan. All payments are due the following month on the 1<sup>st</sup>. Withdrawn students that do not make satisfactory payment arrangements will be sent to collections.

### **Unofficial Withdrawal/Program Incompletes**

Any student who withdraws from his/her contracted program or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal. Any money due to a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution.

## SCHOOL CLOSURE POLICY

If Bonnie Joseph Academy of Cosmetology and Barbering closes permanently and ceases to offer instruction after students have enrolled, or if its cosmetology program is canceled after students have enrolled and instruction has begun the school will make arrangements for students. Students shall receive a pro rata refund of tuition, their official transcript, and a list of local schools approved by Utah Division of Occupational and Professional Licensing in order to transfer and complete educational requirements. Please see pro rata refund calculation chart below.

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM			AMOUNT OF TOTAL TUITION OWED TO SCHOOL
0.01%	to	4.9%	20%
5%	to	9.9%	30%
10%	to	14.9%	40%
15%	to	24.9%	45%
25%	to	49.9%	70%
50%	an d	over	100%

## REFUND POLICY

The institution complies with the following mandated policy. The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The non-refundable application fee does not exceed \$100.00. The refund policy is based on scheduled hours. Refund calculations are performed and refunds are made timely.

- 1) Any monies due to the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that
  - a) The school does not accept an applicant. This applicant shall be entitled to a full refund of all monies paid except non-refundable application fee.
  - b) A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and in writing, within three business days of the signing of the enrollment agreement, or contract and demands his/her money back in writing within three (3) business days of signing the enrollment agreement regardless of whether the student has actually started training is entitled to a refund of all monies paid except a non-refundable application fee.
  - c) A student cancels his/her contract after three business days after signing, but prior to entering classes. In this case
  - d) he/she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee and registration fee.
  - e) A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student will not be returning.
  - f) A student notifies the institution of his/her withdrawal.
  - g) The school expels a student.
  - h) In type b, c, d, or e official cancellations or withdrawals, the postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person.
- 2) Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution.
- 3) To determine unofficial withdrawals, the school monitors student attendance at least every 30 days. The refund is calculated based on the student's last date of attendance. The required date of the refund is determined by counting from the date the withdrawal was determined.
- 4) Books and equipment are non-refundable items. All extra costs such as books, equipment, graduation fees, etc. that are not included in the tuition price are state any non-refundable items are identified.
- 5) All fees are identified in the catalog and on the contract.

**Program Cancellation Policy:** If a course and/ or program is canceled subsequent to a student's enrollment, and before instruction in the program or program has begun, the school shall at its option:

- a) Provide a full refund of all monies paid; or
- b) Provide completion of the course and/program.

If the school cancels a course and/or program and ceases to offer instruction after students have 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.

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option:

- a) Provide a pro rata refund; or
- b) Participate in a Teach-Out Agreement.

Students that terminate their enrollment before program completion will be charged a termination fee of \$150.00

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds. When situations of mitigating circumstances are in evidence, the institution may adopt a policy wherein the refund to the student may exceed the Minimum Tuition Adjustment Schedule.

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM	AMOUNT OF TOTAL TUITION OWED TO SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

1. Special acts of legislation: in the case of students enrolled pursuant to rehabilitation and training act, the higher education amendments of 1992 public law 102.325 (Title IV Federal Student Financial Aid Programs) and any other such special acts, the Academy will provide adjustments of tuition in strict conformity with these acts.
2. In case of school closure, students enrolled pursuant to rehabilitation and training act, the higher education act as amended and any other special acts, the Academy will provide adjustments of tuition in strict conformity with these acts.

**Collection Policy requires that:**

- a) Collection procedures shall reflect ethical business practices.
- b) The name of the National Accrediting Commission of Career Arts and Sciences is not used in the institution's refund policy not in any of its collection efforts.
- c) Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy.
- d) If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

Refunds are allocated in the following order:

- \*Unsubsidized Federal Stafford Loans
- \*Subsidized Federal Stafford Loans
- \*Unsubsidized Direct Stafford Loans other than PLUS loans)
- \*Subsidized Direct Stafford Loans
- \*Federal Perkins Loans
- \*Federal Parent (PLUS) Loans
- \*Federal Pell Grants for which a Return of funds is required
- \*Federal Supplemental Opportunity Grants for which a Return of funds is required.
- \*Other assistance under this Title for which a Return of funds is required.

## GRIEVANCE POLICY AND PROCEDURE

It is the belief of Bonnie Joseph Academy of Cosmetology and Barbering that every effort should be made by the parties involved to settle any disputes or misunderstandings among themselves. In the event that the parties are unable to resolve the dispute, the following grievance procedure should be adhered.

**Step 1:** Students, teachers, and other interested parties are asked to try to resolve any issues with the school verbally before putting any complaints in writing.

**Step 2:** The school's chain of command should be followed before an official complaint is put in writing. (e.g. Instructor, Campus Manager)

**Step 3:** All official complaints must be presented to the Campus Manager in writing and should outline the allegations or nature of the complaint clearly and handwriting should be legible.

**Step 4:** The Campus Manager will meet with the complainant within ten days of receipt of the written complaint. If the complaint cannot be resolved through discussion, the complaint will be referred to the CEO. The complainant will be provided a written record of the meeting with the CEO.

**Step 5:** The Campus Manager will respond within twenty-one calendar days of receipt of the complaint and review allegations. If more information from the complainant is needed, he/she will be written outlining the additional information needed.

**Step 6:** If no further information is needed the Campus Manager will act on the allegations and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact.

**Step 7:** Bonnie Joseph Academy of Cosmetology and Barbering is accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, Virginia 22314 (703-600-7600)

## STATE COMPLAINT PROCEDURE

Utah Division of Occupational and Professional Licensing (DOPL) licenses the institution. All complaints (consumer, licensee, and student) must be made in writing and can be submitted by fax, mail or email. Unfortunately, complaints cannot be accepted over the phone. All complaints are public record. Upon receipt of a complaint that contains complainant contact information the Board will respond indicating receipt. The Board's investigation process is as follows: determine jurisdiction, assign investigator, investigate complaint, and assess any penalty as appropriate for violation of Board rules or law, report results of investigation to Enforcement department, contact complainant regarding results of investigation.

For more information, you can visit the Utah Division of Occupational and Professional Licensing website at <https://dopl.utah.gov/investigations/complaint.html>

By Mail: Attn: Investigations  
Division of Occupational and Professional Licensing  
160 East 300 South  
PO Box 146741  
Salt Lake City, UT 84114-6741  
By Fax: 801-530-6301  
By Email: [DOPL@utah.gov](mailto:DOPL@utah.gov)

If you need a response to your complaint, please include your email or mailing address when submitting your complaint.

## SATISFACTORY PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The SAP policy is applied to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). Bonnie Joseph Academy of Cosmetology & Barbering notifies students of any evaluation that impacts the student's eligibility for financial aid, if applicable. Students receive satisfactory progress evaluation forms and a copy of the form is maintained in the student's permanent record.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology/Barbering	450, 900, 1350, 1600 clocked (actual hours)
Barbering	450, 900, 1000 clocked (actual hours)
Manicuring	150, 300 clocked (actual hours)
Esthetics	300, 600 clocked (actual hours)
Master Esthetics	450, 900, 1200 clocked (actual hours)

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **DETERMINATION OF PROGRESS STATUS**

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



**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course		Maximum Time Allowed	
		Weeks	Scheduled Hours
Cosmetology/Barbering (Full time, 34 hrs/wk)	1600 Hours	67 Weeks	2288
Cosmetology/Barbering (Part time, 20 hrs/wk)	1600 Hours	114 Weeks	2288
Barbering (Full-Time, 34 hrs/wk)	1000 Hours	41 Weeks	1430
Barbering (Part-Time, 30hrs/wk)	1000 Hours	71 Weeks	1430
Esthetics (Full-Time, 34 hrs/wk)	600 Hours	24 Weeks	858
Esthetics (Part-Time 20 hrs/wk)	600 Hours	42 Weeks	858
Master Esthetics (Full-Time, 34 hrs/wk)	1200 Hours	50 Weeks	1716
Manicuring (Full-Time, 30 hrs/wk)	300 Hours	14 Weeks	429
Manicuring (Part-Time, 20 hrs/wk)	300 Hours	21 Weeks	429

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written (75%) and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>Excellent:</b>	90-100 A
<b>Good:</b>	80-89 B
<b>Average:</b>	70-79 C
<b><u>69 or below</u></b>	<b>Unsatisfactory</b>

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student prevails upon appeal of a negative progress determination prior to being placed on probation. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be

retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.

#### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

#### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's 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.

#### **RE-ENTRY STUDENTS**

Students re-entering school enter in the same progress status as when they left.