



# CATALOG

**Memorial Drive Campus**

5684 Memorial Drive  
Stone Mountain, GA 30083

**Rockbridge Extension Campus**

3860 Rockbridge Road  
Stone Mountain, GA 30083

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## **Greetings from Pro Way Hair School Owner**

Pro Way Hair School invites you to pursue a career in the exciting world of beauty culture. The beauty industry is a dynamic, growing business with ample opportunity to become part of a highly respected and well-paid group of professionals.

The vast beauty industry gives its members a steady flow of new ideas and techniques. Whether your talents lie in the field of hair styling, salon management, make up artistry or sales technology, your individual creativity can influence a distinct new idea in the world of fashion.

Pro Way Hair School takes professional pride in their graduates and their talents in the beauty industry. Today in most parts of the world, it is not only accepted as a part of cultures, but also a necessity. As science advances, it brings new, refreshing ideas and scientific approach to the beauty industry. Changing fashions and techniques continue to influence hair trends for women and men.

Today, there is no limit to the future growth of the beauty industry or for anyone in it. A positive attitude, good training, and the desire to get it all are making of a PROFESSIONAL COSMETOLOGIST OR BARBER.

It is the desire of everyone associated with Pro Way Hair School to extend themselves in every possible way so that all students have the opportunity to enjoy a successful and rewarding career. A creative career is yours for the taking...and yours for the giving at Pro Way Hair School.  
*Come join our world...*

Sincerely,

Frank Sullivan  
Owner

## From the Desk of the Director

Greetings new students:

Pro Way Hair School has an excellent educational curriculum. We are governed by the state of Georgia with part of your educational needs, Pro Way institutes the rest. We offer four (4) classes in our Cosmetology curriculum and three (3) classes in our Barbering curriculum.

**Basic Class** This class takes care of all your foundational skills and an introduction to hair, skin and nails.

**Intermediate Class** This second class is where you will hone your practical skills in the major concept. Practical work is done on mannequins and live models.

**Clinic Floor** This third class introduces you to the clinic floor where clients visit our school and allow you to provide practice services on their hair, skin, and nails. This phase teaches you how to work with clients and co-workers, sanitation, and paperwork on the clinic floor is where you can showcase your talents.

**Preparatory Work** This fourth class introduces you to the preparatory work for testing at the State Board for your license. This class makes ready you're timing and excellence of the skills you have gained throughout the program.

In all four classes, sanitation procedures, (a vital part of your education), are practiced.

Pro Way has excellent teachers who teach our curriculum; their priority is student learning. If you have a great attitude and have a strong desire to learn Cosmetology and Barbering, Pro Way Hair School is the place for you!

Sincerely,

D. Gail Davis  
Director of Education

*5684 Memorial Drive  
Stone Mountain, GA. 30083-2884  
Voice-404.299-5156  
Fax-404.299.5159*

*3860 Rockbridge Road  
Stone Mountain, GA 30083-4047  
Voice-404.297.6688  
Fax-404.297.6689*

Dear Current and Future Students,

I would like to take this opportunity to say how grateful I am you are attending or considering ***Pro Way Hair School, Atlanta's Premier Cosmetology and Barber School*** for your career training. *Pro Way* has much to offer students interested in pursuing a career in the Beauty Industry.

As the Chief Administrative Officer of Pro Way Hair School, it is my job to make sure that Pro Way provides you with a quality learning environment, well-trained and supportive staff, necessary supplies and equipment and a state-of-the-art facility to ensure you are well trained to enter the beauty industry. I have been with Pro Way since 1989 in a management role which allows me to see our students make a real change in their lives and start off a very successful career. I am also the immediate supervisor to the Director of Education and Director of Operations. Each of these staff members, in conjunction with our academic departments, serve a vital function and ensure that you are provided with quality interactions tailored to your needs from your first visit to Pro Way through your graduation ceremony and beyond as you start your career as a licensed Master Cosmetologist or Master Barber.

I take each student's education very seriously and I am frequently reminded of how much I am always pleased to see how much each student can change and grow during their time at Pro Way. While you may not see me as frequently as other employees of Pro Way, you can be certain that I am always working to make sure Pro Way stays a leader in the training of future Master Cosmetologist and Master Barbers. I look forward to seeing you at one of our campuses and seeing you take your final Graduation walk.

Sincerely,

*Steve M. Sullivan*

Steve M. Sullivan

Chief Administrative Officer

Email: [SSullivan@prowayhairschool.com](mailto:SSullivan@prowayhairschool.com)

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

## **OUR MISSION**

Pro Way Hair School recognizes that every student who enrolls does so with the goal of achieving training which will enable the individual to prepare for their career enhancement. Pro Way Hair School is dedicated therefore to assist each student in reaching his or her job-oriented goals.

Pro Way Hair School is committed to bringing together an appropriate staff and curricula, physical structure, instructional equipment, and all other components needed to implement and maintain a satisfactory level of achievement of its philosophy and purpose.

## **DESCRIPTION OF SCHOOL FACILITIES AND EQUIPMENT**

The main campus is in a modern facility at 5684 Memorial Drive, Stone Mountain, Georgia where Cosmetology is taught.

An extension campus located at 3860 Rockbridge Road, Stone Mountain, Georgia, teaches only Barbering. The equipment used by the students and instructors is more than what the State requires.

## **ACCREDITATION**

Pro Way Hair School is accredited by the Accrediting Commission of the Council on Occupational Education (COE). Requests for additional information on the policies, standards or procedures of the Accrediting Commission should be addressed by the following:

Executive Director  
Commission of the Council on Occupational Education  
7840 Roswell Road Building 300, Suite 325  
Atlanta, GA 30350  
Phone: 770.396.3898 Toll Free: 800.917.2081  
Fax: 770.936.3790  
[www.council.org](http://www.council.org)

*The Commission of the Council on Occupational Education is an agency recognized by the United States Department of Education.*

**LICENSING**

Pro Way Hair School is licensed by the Georgia Board of Cosmetology and Barbering located at 237 Coliseum Drive, Macon, Georgia 31217.

**SCHOOL GOAL AND OBJECTIVES**

Our goal is for students to graduate with a high degree of professional knowledge and skills needed for entry level employment. Pro Way Hair School was established to provide knowledge of their chosen field of study. The school strives to build confidence, courtesy, poise, and proper conduct in each student through personal instruction.

**ADMISSION REQUIREMENTS**

The school only admits students who have successfully completed high school (with diploma) or holders of a high school Graduation Equivalency Certificates (GED). Completion of a successful interview and a visit to the school are required. A registration fee of \$125 is required; applicants are notified of admittance to Pro Way Hair School.

*Pro Way Hair School does not discriminate based on race, religion, gender, sexual orientation, national or ethnic origin.*

**STUDENTS WITH DISABILITIES**

Students with disabilities will be accepted for enrollment provided they are able to meet all requirements to complete the program for which they are enrolled. No adjustments will be made to the curriculum to compensate for the disability.

**TRANSFERRING EDUCATION AND TRAINING CREDITS**

Transfer credit will be given for the hours completed based on the standards set by the State Board of Cosmetology and Barbering and the Accrediting Agency. Transfer students are required to submit an Official Academic Transcript for evaluation.

**COUNSELING ASSISTANCE**

Students are encouraged to discuss problems, reports, grades, or questions with their instructors or with other school officials.

## **SCHOOL CALENDAR**

The school is open 12 months of the year except for the following days:

|                            |                  |                 |
|----------------------------|------------------|-----------------|
| New Year's Day             | Labor Day        | Christmas Break |
| Martin Luther King Jr. Day | Memorial Day     | Spring Break    |
| Fourth of July             | Thanksgiving Day |                 |

## **Cosmetology**

The Memorial Drive Campus operates Tuesday through Friday for day classes.

## **Barbering**

The Rockbridge Extension School operates Monday through Friday. (Monday through Thursday – Night Classes, Tuesday through Friday – Day Classes).

## **LIBRARY**

The school strives to maintain the latest supplementary information and reference materials to be used in conjunction with the curriculum. The library is provided for sole use and benefit of our students and faculty. There is no charge for this service.

## **TUITION AND FEES**

Tuition costs and fees may be obtained from the Student Services Representative.

## **REFUND POLICY**

When refunds are due, they will be made within thirty (30) days of the last day of attendance if written notification has been provided to the institution by the student **on or before the last day of attendance**. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student. In any event, all refunds will be made within forty-five (45) days of the students' last day of attendance. Any unused portion of fees and other institution charge shall be refunded.

1. **Classes Canceled by the Institution:** If tuition and fees are collected in advance of the start date of a program and the institution cancels the calls, 100% of the tuition and fees collected will be refunded. The refund will be made within (30) days of the planned start date.
2. **Failure of Student to Commence Class:** If tuition and fees are collected in advance of the start date and the student does not begin classes, the institution will retain only the \$125 Registration fee. Appropriate refunds for a student who does not begin classes will be made within thirty (30) days of the class start date.
3. **Students Enrolled Prior to Visiting the Institution:** Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
4. **Withdrawal After Class Commences:**

- a) Students Receiving Title IV Funds: During the first period of enrollment the Federal Pro Rate Refund Policy (R2T4) will apply to all first-term students receiving Title IV funds.
- b) Non-Title IV students and subsequent periods of enrollment for students receiving Title IV funding:
  - 1. After the first day of classes and during the first 10% of the period of financial obligation, the institution will refund 90% of the tuition.
  - 2. After the first 10% of the period of obligation and until the end of the first 25%, the institution will refund 50% of the tuition.
  - 3. After the first 25% of the period of obligation and until the end of the first 50%, the institution will refund 25% of the tuition.
  - 4. After the first 50% of the period of obligation, the institution retains all of the tuition.

Any student who drops out or withdraws prior to completion will be charged a \$100 administration fee. Books and supply costs that have not been issued will be refunded.

Funds granted through Title IV federal assistance programs will be refunded in the order required by federal regulations. The effective date of the termination for refund purposes will be the earlier of the following:

- 1. The last day of attendance if student is dismissed by the institution.
- 2. The date of receipt of written notice from the student
- 3. 30 days following the last day of attendance.

### **ATTENDANCE REQUIREMENTS**

Students are required to attend all scheduled classes. It is assumed that college-level students will fulfill their responsibility by attending all classes and contributing ideas.

The minimum attendance required for all students is 80% of all classes offered. This does NOT mean that students should attend the minimum; monthly evaluations of attendance are considered. It also means that when employers make inquiries about students, those who attend the minimum required will be considered to have poor attendance habits.

*REF: Veterans Administration (VA) Attendance Policy page 17.*

## **GRADUATION AND PROGRAM REQUIREMENTS**

To be eligible for graduation, the student must successfully complete:

1. 1500 clock hours.
2. State Board requirements.
3. Satisfactory academic requirements.
4. Attendance requirements.
5. Completion of exit tests; and
6. Payment of financial obligations

*A diploma is awarded upon graduation.*

## **POLICY AND PROVISIONS**

The provisions in this publication are not to be regarded as an irrevocable contract between the student and the school. The school reserves the right to change provisions including fees, at any time and without notice. The school considers existing enrollment agreements regarding fee structures, binding as they are signed and may not be altered without the consent of all applicable parties involved. The school further reserves the right to terminate a student from the school for cause at any time. All final decisions are at the sole discretion of the school.

## **CONDUCT**

Students must conduct themselves like adults at all times. Offensive language will not be tolerated. Good judgment, poise and professional conduct and adherence to the dress code are required of each student regardless of the situation.

## **EMPLOYMENT ASSISTANCE**

To be successful in the fields of cosmetology and barbering, one must demand high standards. Job preparation and planning should begin by the end of 1,300 clock hours. Employers often contact the school for references, transcripts and student knowledge, skills, and abilities. The school provides assistance to students by posting job information on the bulletin boards and responding to requests for information about students and making referrals. The school does not guarantee job placement.

## **GUEST SPEAKERS AND SPECIAL EVENTS**

As a part of the school's effort to provide a wide range of experiences, guest speakers, stylists and salon owners are included in the curriculum. Schedules for special events are a part of the training program.

## **RELEASE OF STUDENT INFORMATION**

The school will not release information or records to unauthorized persons or agencies without written permission of the student and/or the student's parent or guardian if the student is a minor.

**STUDENT RIGHTS OF ACCESS**

Student records are the sole property of the school and may not be removed from the school. Students may review their records upon written request. Records will be made available in the office and may NOT be taken from the school for any reason.

**FINANCIAL AID**

Financial aid programs available to students are Pell Grants and Direct Education Loans. Grants and scholarships are gifted and DO NOT have to be paid back. These programs require that students complete an application form which is available at [www.studentaid.gov](http://www.studentaid.gov). Students or parents who borrow from the federal Direct Loan Program for student education are ethically obligated to repay these loans.

Tuition and fees are due at the time classes begin. Students who cannot pay their tuition and fees in full at that time may apply for federal financial aid, grants, or loans.

Grants and/or loans will be credited to student accounts to pay tuition and fees. Any remaining funds may be used by the student for books, supplies, uniforms, shoes, and other educational expenses. Upon completion of the program or withdrawal from the school, the refund due will first be returned to the Title IV student financial aid programs. For detailed information, please contact the financial aid office.

**NON-DISCRIMINATION**

Pro Way Hair School does not discriminate based on race, gender, religion, ethnic origin, sexual orientation, age, or color.

**TRANSCRIPTS**

Once all graduation requirements are fulfilled the student will receive one transcript without charge; additional transcripts will be provided for a fee of \$35.00 each. The student must submit a request in writing.

If a student wishes a copy of his/her transcript prior to graduation in the event of withdrawal or termination, all financial obligations to the school must be paid before information will be released.

## **CLASS SCHEDULES**

### **Main Campus**

#### **COSMETOLOGY PROGRAM**

|           |                  |
|-----------|------------------|
| Monday    | Off              |
| Tuesday   | 9:00 am-5:00 pm  |
| Wednesday | 9:00 am-5:00 pm  |
| Thursday  | 9:00 am-5:00 pm  |
| Friday    | 9:00 am -5:00 pm |

### **Rockbridge Extension Campus**

#### **BARBERING PROGRAM**

##### **Barbering Day Schedule**

|           |                 |
|-----------|-----------------|
| Monday    | Off             |
| Tuesday   | 9:00 am-5:00 pm |
| Wednesday | 9:00 am-5:00 pm |
| Thursday  | 9:00 am-5:00 pm |
| Friday    | 9:00 am-5:00 pm |

##### **Barbering Night Schedule**

|           |                  |
|-----------|------------------|
| Monday    | 5:00 pm-9:00 pm  |
| Tuesday   | 5:00 pm-10:00 pm |
| Wednesday | 5:00 pm-10:00 pm |
| Thursday  | 5:00 pm-10:00 pm |
| Friday    | Off              |

### Satisfactory Academic Progress (SAP)

Federal regulations require that all federal financial aid recipients enrolled in a diploma seeking program must maintain satisfactory academic progress toward diploma to maintain eligibility. Pro Way Hair School complies with this requirement by monitoring each student's cumulative grade point average (GPA), attendance rate and maximum period for completion of a diploma. All federal aid programs administrated by Pro Way Hair School are governed by this policy.

1. **Cumulative Grade Point Average:** Students must maintain a minimum GPA of 80%.
2. **Attendance Rate:** Students must maintain a minimum attendance rate of 80%. The attendance rate is based on scheduled hours not attended hours. Attendance Rate= Attended Hours divided by Scheduled Hours.
3. **Time Limitations:** All students are required to complete their program based upon the chart below:

| Total Program Hours | Hours Per Week | Week of Instruction | Months to Complete |
|---------------------|----------------|---------------------|--------------------|
| 1500                | 32             | 50                  | 12                 |
| 1500                | 20             | 75                  | 18                 |

4. **Review of SAP:** Program instructors review SAP four times during a student's program. The chart below shows when each review occurs based upon the hours of the program.

### 1500 Hour Program

| Review | Scheduled Hours | Required Attended Hours | Required Minimum GPA |
|--------|-----------------|-------------------------|----------------------|
| 1      | 450             | 360                     | 80                   |
| 2      | 900             | 720                     | 80                   |
| 3      | 1200            | 960                     | 80                   |
| 4      | 1500            | 1200                    | 80                   |

### Satisfactory Academic Progress (SAP) cont'd...

Pro Way Hair School's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs that are not receiving Title IV aid. It is a uniform policy for all students within the same course of study for all students within the same attendance schedule. The Title IV policy is the same as the school's academic policy.

The Director of Financial Aid reviews the Title IV SAP policy to ensure that it meets all federal requirements. The Director of Education notifies the financial aid office if the school changes its academic policies.

### Qualitative Measure of Satisfactory Academic Progress (SAP)

As per sections 668.16(e)(2)(i) and 668.34 of HEA 1965, the school conducts a qualitative measure of a student's progress. The measurement is graduated. The following scale indicates the grading system: As stated above, at the end of each payment period or increment, grades are evaluated. Any student whose cumulative average is below a "C" (GPA 80) will not be deemed making satisfactory progress.

### **Quantitative Measure of Satisfactory Academic Progress (SAP)**

Pro Way Hair School's satisfactory academic progress policy contains a quantitative measure. The policy specifies a maximum time frame not to exceed 150% of the published length of the program in which a student must complete their academic program. The time frame is measured in clock hours completed, divided into increments (noted above) and is based upon the student's enrollment status.

At the midpoint of the maximum timeframe, students must have successfully completed  $\frac{1}{2}$  of the program's clock hours. For example: The maximum timeframe for the Cosmetology full time student is 65 weeks. The total clock hours needed for completion of this program is 1500. By the time the student has been in the program for 32.5 weeks ( $\frac{1}{2}$  of the maximum time frame), they must have attended at least 750 clock hours. This time frame is applicable for all students including those who did not receive financial aid.

### **Increments**

To ensure the student is making sufficient progress both quantitatively and qualitatively, Pro Way Hair School's SAP policy divides the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods, but in any case, it cannot be longer than half the program or one academic year, whichever is less. For example, in a 900 clock-hour program, an increment must not exceed 450 clock-hours. See sections 668.16(e) (2) (ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations. The student will be evaluated and measured for satisfactory progress quantitatively and qualitatively at the end of each increment. A determination is then made of whether the student is making satisfactory progress. There are three instances when a student may be evaluated earlier than the end of each increment. They are as follows:

- Student attendance falls below the minimum 80% of scheduled hours.
- There has been no attendance or contact with Pro Way Hair School from the student in 14 days
- Student GPA is below 80%

### **Review of SAP**

Program instructors review SAP four times during a student's program. The chart below shows when review occurs based upon the hours of the program.

#### **1500 Hour Program**

| Review | Scheduled Hours | Required Attended Hours | Required Minimum GPA |
|--------|-----------------|-------------------------|----------------------|
| 1      | 450             | 360                     | 80                   |
| 2      | 900             | 720                     | 80                   |
| 3      | 1200            | 960                     | 80                   |
| 4      | 1500            | 1200                    | 80                   |

### **Probationary Period**

If a student does not meet the qualitative satisfactory or quantitative satisfactory progress toward standards, the student will be placed on probation for a period of 30 days. In the event that a student is placed on probation, the student will be notified of this action in writing and a copy placed in their student file. During the 30-day probation period, the student is still considered to be making satisfactory progress and may receive financial aid. At the end of the 30-day probation, the student will be evaluated

to determine if the student is meeting the school's satisfactory progress standards. If so, the student will be deemed in good standing and taken off probation. If the progress does not improve, the student will be placed on final probation for an additional 30 days. If the student fails to meet one or more of the requirements of probation, the student will no longer be deemed as making satisfactory progress and will be ineligible for financial aid and will be subject to termination from the school. Pro Way Hair School reserves the right to terminate student before probationary periods end. For Example, if a student does not have attendance according to the published attendance policy and Pro Way Hair School has made an attempt to contact the student without success, the student may be subject to immediate termination.

**Please be advised that if any student does not have a cumulative GPA of 80% or above, or attended 80% of his/her scheduled attendance, he/she is not eligible to participate in Title IV financial aid programs, regardless of release from their probationary status. This does not absolve any student from any balance owed to the institution.**

A waiver of good standing may be granted by the school Director to eligible students due to extenuating circumstances. A grade report is issued at the end of each month marking period. Qualitative and Quantitative measures are applied consistently throughout the student body regardless of enrollment status or program. A cumulative GPA of 80% or a "B" average is required for graduation. A certificate is issued upon successful completion of the program.

#### **ACADEMIC PROGRESS EVALUATION**

The following factors will be measured to determine academic progress:

1. Theory work (test grades, assignments, etc.)
2. Practical work and clinic work

All work will be graded according to the following scale:

|          |   |
|----------|---|
| 94-100   | A |
| 87-93    | B |
| 80-86    | C |
| Below 80 | F |

Students must maintain a "C" average (minimum of 80%) in theory, practical/clinical work) in order to be considered satisfactory progress. Academic evaluations are scheduled at 450, 900, 1200 and 1500 hours for the cosmetology course. Attendance and academic progress are evaluated at the end of each month. Students are notified by the fifth day of the following month if they are not making satisfactory progress. Students making satisfactory progress are considered satisfactory progress until the end of the following month. If a student's course is interrupted for any reason, the student, upon returning to school, will have the same satisfactory progress status as when the student left. Only students making satisfactory progress are eligible for Financial Aid.

**LEAVE OF ABSENCE**

Leaves of absence should not exceed 180 days in a program and are only granted in emergency situations. All requests and approvals for leaves of absence must be made in writing, signed by the student, and approved by the Director of Education. Students on a leave of absence, who are NOT making satisfactory progress before a leave of absence will NOT be considered making satisfactory progress until one month after returning to school.

**REENTRY**

Students who want to reenter school must contact the school office and receive written approval. Determination for reentry will be made on an individual basis. Any hours accumulated and paid for will be honored for a period of time, any remaining hours will be charged at the current tuition rate. Each student will be charged a \$500.00 reentry fee.

**EVALUATION AND COUNSELING**

Individual counseling and evaluations are given three times during the 1500-hour course. Also, additional counseling is available for students' needing assistance in other areas, such as career, housing, personal, etc.

## **Treatment of Repeated Courses, Pass/Fail Courses, Incompletes, Withdrawals and Absences**

### **Repeated Course**

A course may not be repeated more than once without the approval of the Director. The approval must be based on unusual and documented mitigating circumstances such as hospitalization of more than five (5) consecutive days or ambulatory surgical procedures that warrants bed rest for 10 days as directed by the hospital or primary care physician. Repeated course grades and times are to be included in the qualitative and quantitative calculation.

### **Incompletes/Grade Change**

Incomplete grades will convert to an "F" if the work is not completed within 5 weeks and will impact the student's cumulative GPA, timeframe, and incremental completion rate. A withdrawal or repetition will be counted in the calculation of the timeframe and incremental completion rates.

### **Withdrawals**

A student who wishes to withdraw from school for compelling personal reasons should notify the school in writing stating the reasons for withdrawal and whether the student intends to return later to pursue a program of study. Students who fail to complete the program will be charged the applicable fees and a portion of the tuition cost. The Enrollment Agreement is a legally binding document, and the terms therein must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition including the above fees. If at any time a student desires to know his/her financial obligations- in the event he/she should discontinue school, they should make an appointment with the Financial Aid Director.

When a student withdraws, a final transcript will be prepared that will include all grades to include passing and failing grades as well as hours accumulated at the school. Failure to complete classes does not release a student from liability toward repayment of student loans obtained to attend school.

A student will be deemed withdrawn/passing in their cumulative GPA 80% or above. A student will be deemed withdrawn/failing if their cumulative GPA is below 80%.

### **Noncredit and Remedial Courses**

Pro Way Hair School does not offer non-credit or remedial courses.

### **Transfer Hours**

Hours accepted by PWHS to count toward completion of program will be recognized as both scheduled hours and completed hours and the aforementioned review process will be implemented at the remaining time frames. The student will have 125% of time remaining to complete the program taking into consideration the transferred hours.

**Appeals Process**

Appeals or re-establishing eligibility may be based on circumstances that prohibited the student from meeting SAP standards during the probationary period. Extenuating circumstances must be supported by official documents. Examples of extenuating circumstances:

Death of an immediate family member

Documented illness

Major accident or injury (self, child, spouse, or parent)

Victim of a crime or unexpected disaster

**Students must complete and submit a Pro Way Hair School's Academic Progress Appeal Request form along with official documentation, student's statement, and a current educational plan. Incomplete forms will be returned to the student.**

The Financial Aid Appeals Committee will review requests and take one of four actions:

- Approve reinstatement unconditionally.
- Approve reinstatement with specific conditions.
- Request that the student provide additional information.
- Deny the appeal.

**Retaining Eligibility and Student Responsibilities**

It is the responsibility of the student to approach the Director and determine what may be done to clear the probation. If there is corrective action available to the student that will clear the probation, it is the sole responsibility of the student to complete the action.

As per section 668.16(e)(6) of the HEA 1965, a student not making SAP may reestablish eligibility on his/her own either because an appeal was denied or because he/she did not submit an appeal.

A student can re-establish eligibility if they increase their cumulative GPA to 80% before or during the Title IV aid period or begin attending at a rate of 80% or above of scheduled hours. The student will then resume receiving aid for the current aid period.

## **GRIEVANCE POLICY AND DUE PROCESS**

Each student enrolled at Pro Way Hair School is considered a responsible adult, and it is assumed that men and women of school age will maintain standards of conduct appropriate to membership in the school environment. Emphasis should be placed on standards of student conduct rather than on limits or restrictions of students. Guidelines and regulations governing student conduct have been developed by representatives of the student body, faculty, and administration. Pro Way Hair School refrains from imposing rigid codes of discipline but reserves the right to take disciplinary action compatible with its own best interests when necessary.

Each student has the privilege of exercising his/her rights of citizenship without fear or regard of prejudice at Pro Way Hair School. In the event a student feels his/her rights have been violated, Pro Way Hair School will make every attempt to resolve any student complaint that is not frivolous or without merit.

The following procedure and rights of appeal have been developed and published for students and are incorporated into the student handbook.

1. The student must register the complaint in writing on a "Student Grievance Form," provided by the Director of Education or the Director of Operations within 60 days of the incident that caused the grievance.
2. The grievance will be given to the Director of Education.
  - a. If the grievance is a result of the student's being accused of infractions of rules or policies, the Director of Education shall conduct a careful and thorough investigation of the alleged infractions.
    - i. In the event the investigation shows that there is no substantial evidence to support the allegations of wrongdoing on the part of the student, Pro Way Hair School shall drop the charges and note the student's file accordingly.
    - ii. If the finding indicates sufficient evidence to support the allegation of wrongdoing by the student or a staff member, the Director of Education shall set a date to meet with the student to discuss the charges. Within five (5) calendar days of this meeting, the Director of Education shall make a decision to dismiss the charges, to impose an administrative reprimand or to place the student on probation for up to one (1) academic year.
  - b. If the grievance of a student stems from his/her perception of unjustified treatment by a Pro Way Hair School official, the Director of Education will investigate the occurrence and interview the accused staff member.
    - i. If evidence shows that there is no merit in the accusation by the student, Pro Way Hair School will drop the investigation and note the student's file accordingly.
    - ii. If the investigation shows that the grievance was with merit, the Director of Education will take appropriate administrative action against the staff member.
3. The decision of the Director of Education will be presented in writing to the student(s). The student may, within five (5) calendar days of the receipt of this notice from the Director of

Education, appeal this decision, in which case an appeals committee shall be established as provided:

- a. The Director of Education shall, within five (5) calendar days after deciding to suspend the student or after receipt of the written appeal, select a committee of five (5) disinterested persons from among the student body and staff of Pro Way Hair School.
  - b. The Director of Education shall designate a chairman of the committee who shall set a time and place for the hearing not more than ten (10) calendar days after the hearing is completed. The committee may recommend to the Director of Education that: the charges be dropped, a reprimand be issued, disciplinary probation be imposed for a period not to exceed one session, disciplinary suspension be imposed for a specified time, or a student or staff member may be dismissed.
4. Within ten (10) calendar days of receipt of the committee report, the Director of Education will communicate a final decision to the student. The Director of Education shall impose a sanction equal to or less than that recommended by the committee, but he/she may not increase the severity of the sanction. The Director of Education shall provide a copy of the written decision including the committee report to the student. If the decision includes probation, suspension or dismissal, a copy of the decision will be provided to the registrar.
5. The internal complaint process ends with the decision of the Director of Education. Once the internal procedure is exhausted, and if there is no resolution to satisfy the student, the student has the following external channels to use, by writing to, in this order:
  - a. The Chief administrative Officer of Pro Way Hair School: Steve Sullivan  
[ssullivan@prowayhairschool.com](mailto:ssullivan@prowayhairschool.com)
  - b. For Cosmetology and Barbering students, students may contact the GA State Board of Barbers and Cosmetologist (contact information on page 27 of this catalog)
  - c. For all students who require further investigation or assistance for an issue not resolved by these procedures, he or she may contact:

Council of Occupational Education, [www.council.org](http://www.council.org)

7840 Roswell Rd, Bldg. 300, Suite 325

Atlanta, GA 30346 Ph: 770-396-3898

## VETERANS ATTENDANCE POLICY

By authority of Title 38, United States Code 3676© (14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word “veteran” is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standard for attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits, and

- ♦ Is considered reasonable additional criteria
- ♦ Will become a part 3676 approvals (if institution’s existing attendance policy is more restrictive, then that policy will be used),
- ♦ Will be listed as an addendum to the institution’s catalog, bulletin, or handbook:

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours (if the institution’s existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution’s existing policy is more restrictive, then that policy will be used). The interruptions will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (used VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

**Mitigating circumstances** are issues which directly hinder a veteran’s pursuit of a course/program of study, and which are judged to be beyond the student’s control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness of death in the veteran’s immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active-duty military service, including active duty for training.

**Institutions having a published “Leave of Absence Policy”** should discontinue VA educational benefits (use VAF 22-1999b) while that student is on “official leave of absence.”

D. Gail Davis  
Signature of Certifying Official

10/05/2022    ADDENDUM 2  
Date

## ADDENDUM

### Veteran's Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in student's files.

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as an unexcused absence.

Students exceeding 20% unexcused absences in a 30 day (identify time period) will be **terminated** from their VA benefits for unsatisfactory attendance.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

**This Addendum becomes a part of the Catalog for all intents and purposes.**

**CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.**

|                             |                   |                              |
|-----------------------------|-------------------|------------------------------|
| <u>D. Gail Davis</u>        | <u>10/05/2022</u> | <u>Director Of Education</u> |
| School Official's Signature | Date              | Title                        |

Pro Way Hair School  
School

5684 Memorial Drive  
Address

Stone Mountain, GA 30083  
City, State, Zip Code

## Title 38 United States Code Section 3679(e) School Compliance Form

**NOTE:** A **Covered Individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

- **Pro Way Hair School's** policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- **Pro Way Hair School's** policy ensures that our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, **Pro Way Hair School** requires the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Pro Way Hair School's policy requires additional payment or may impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

## COSMETOLOGY SCHOOL CURRICULUM

The curriculum for students enrolled in a school of cosmetology for a complete course of a minimum of nine (9) months and totaling fifteen hundred (1,500) hours of training (250 theory + 1250 service application hours) shall be as follows:

- (a) Level 1 instruction shall be provided by a licensed master cosmetology instructor. Each school or licensed instructor shall require each student to obtain two hundred fifty (250) total hours of Level 1 training before the student performs clinical services on a client/patron. Of these two hundred fifty (250) hours, two hundred twenty-five (225) shall be theory and training on mannequins, and of the final twenty-five (25) hours, fifteen (15) hours shall be on skin care and ten (10) hours shall be on nail care. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first 250 hours of training, which are intended to be theoretical in nature.

1. Theory = (40) - (40 theory hours/40 clock hours);
  - (i) chemistry;
  - (ii) cleansing and disinfection;
  - (iii) EPA; OSHA, infection control standards; blood spill procedures; and
  - (iv) AIDS; HIV; and communicable diseases.
2. Theory of Permanent Waving = (45) - (45 theory hours/45 clock hours);
  - (i) the chemistry of permanent wave solution and its reaction;
  - (ii) the chemistry of relaxers and their reactions; and
  - (iii) the principles of permanent wave rod placement.
3. Theory of Hair Coloring = (45) - (45 theory hours/45 clock hours);
  - (i) the chemistry of color;
  - (ii) principles of color application; and
  - (iii) the chemical reaction of hair color.
4. Theory of Hair and Scalp Treatments and Conditioning = (20) - (20 theory hours/20 clock hours);
  - (i) hair analysis;
  - (ii) scalp condition; and
  - (iii) treatments.
5. Theory of Hair Cutting = (25) - (25 theory hours/25 clock hours);

- (i) proper handling and care of instruments.
6. Theory of Shampooing = (15) - (15 theory hours/15 clock hours);
- (i) proper procedure of shampooing;
  - (ii) knowledge of shampooing formulas; and
  - (iii) water temperature.
7. Theory of Hairdressing/Hairstyling = (35) - (35 theory hours/35 clock hours);
- (i) 20 hours training on mannequins; and
  - (ii) 15 hours training on live models (without compensation).
8. Theory of Nail Care and Skin Care = (25) - (25 theory hours/25 clock hours);
- (i) concepts and principles of nail care procedures and correct handling of instruments - (10 theory hours/10 clock hours); and
  - (ii) concepts and principles of skin care procedures and techniques - (15 theory hours/15 clock hours).
- (b) Level 2 theory and service application hours on patrons may begin when a student has completed two hundred fifty (250) theory hours in the above curriculum, with a minimum passing score of seventy five percent (75%). The student may then progress to Level 2 theory, practical training, and service application hours on live subjects. The Level 2 curriculum shall be as follows:
1. Theory = (100) - (100 theory hours/100 clock hours);
- (i) cleansing and disinfecting;
  - (ii) physiology;
  - (iii) electricity;
  - (iv) safety precautions;
  - (v) chemistry of beauty products, actions/reactions, and the composition of tints, dyes and bleaches;
  - (vi) salesmanship;
  - (vii) telephone etiquette; and

- (viii) salon deportment; consisting of courtesy, neatness and professional attitude in meeting the public.
- 2. Social Skills, Reception or Desk Work, Art and Ethics, State Board of Cosmetology Laws and Rules = (50) - (50 theory hours/50 clock hours).
- 3. Laboratory = (50) - (50 service application hours/50 clock hours); shall include practical training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sanitizing all equipment in the beauty salon.
- 4. Hairdressing, Shampoo and Comb-out = (255) - (170 service application hours/170 applications); shall include shampoos, comprising dry, soap-free, oil and reconditioning; wet curls, thermo-curling, blow drying, hair styles, comb outs and all types of pressing; hot combs.
- 5. Hair Cutting and Shaping = (124.5) - (124.5 service application hours/166 applications).
- 6. Permanent Waving = (150) - (150 service credit hours/50 applications).
- 7. Chemical Hair Relaxing = (139) - (139 service application hours);
  - (i) virgin application - (82 service application hours/42 applications); and
  - (ii) chemical retouch - (57 service application hours/38 applications).
- 8. Hair Coloring and Hair Lightening = (155) - (155 service application hours);
  - (i) temporary rinses and semi-permanent color - (9 service application hours/12 applications);
  - (ii) virgin color - (40 service application hours/20 applications);
  - (iii) color retouches - (20 service application hours/10 applications);
  - (iv) hair bleaching and lightening - (80 service applications hours/40 applications);
    - (I) virgin hair lightening (32 service application hours/16 applications);
    - (II) retouch hair lightening (20 service application hours/10 applications); and

- (III) foiling techniques and placement - (28 service application hours/14 applications).
- (v) predisposition tests - (3 service application hours); and
  - (vi) color removal - (3 service application hours).
- 9. Scalp and Hair Treatment = (49) - (49 service application hours/49 applications); shall include brushing and manipulations, corrective treatments, and reconditioning treatments.
- 10. Facial Treatment, Make-up, and Hair Removal = (52.5) - (52.5 service application hours):
  - (i) facial treatments - (30 service application hours/30 applications);
  - (ii) make-up applications - (20 service application hours/20 applications); and
  - (iii) brow and lash tint - (2.5 service application hours/5 applications).
- 11. Hair Removal = (30) - (30 service application hours):
  - (i) lip, chin, and face (tweezing, waxing, threading) - (10 service application hours/20 applications);
  - (ii) brow tweezing - (10 service application hours/20 applications); and
  - (iii) brow waxing - (10 service application hours/20 applications).
- 12. Sanitizing and Disinfection of Tools, Implements, and Equipment = (5) - (5 service application hours/10 applications):
  - (i) implements (brushes, combs, shears, clippers, flat irons, curling irons, nail and skin care implements) - (1 service application hour/2 applications);
  - (ii) shampoo bowls and dryer hoods, styling stations, chairs, mats and workspace - (1 service application hour/2 applications);
  - (iii) pedicure spa bowls, portable or fixed plumbing - (1 service application hour/2 applications);
  - (iv) hair removal and waxing stations - (1 service application hour/2 applications); and

(v) manicure stations - (1 service application hour/2 applications).

13. Manicures, Pedicures, and Nail Sculpting = (90) - (90 service application hours):

(i) manicures with hand and forearm massage - (25 service credit hours/25 applications);

(ii) pedicures with foot and leg massage - (20 service application hours/20 applications); and

(iii) nail sculpting - (45 service application hours/15 applications).

**Cite as Ga. Comp. R. & Regs. R. 240-15-.02**

**Authority:** O.C.G.A. §§ [43-10-2](#), [43-10-6](#), [43-10-9](#), [43-10-12](#), [43-10-13](#).

**History.** Original Rule entitled "Cosmetology School Curriculum" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017

## Barbering School Curriculum

The curriculum for students in a school of barbering for a complete course of at least nine (9) Months totaling fifteen hundred (1500) hours of training shall be as follows:

- (a) Each school or licensed instructor shall require each student to obtain 280 total hours of theory training in the following curriculum before the student is allowed to render clinical services.

1. Classroom Theory - 50 hours: Shall include instruction by a licensed instructor in the following subjects related to barbering:
  - (i) chemistry (the basics of physical and chemical changes);
  - (ii) cleansing and disinfection;
  - (iii) hygiene and good grooming;
  - (iv) laws and rules.
2. Hair and Scalp Treatments, Shampooing, and Conditioning - 25 hours: Shall include instruction by a licensed instructor in the following subjects:
  - (i) hair analysis;
  - (ii) scalp condition;
  - (iii) treatments;
  - (iv) proper procedure of shampooing (towel application, draping);
  - (v) knowledge of shampoo formulas;
  - (vi) water temperatures.
3. Shaving - 25 hours:
  - (i) shaving (proper handling technique of straight razor learning the fourteen (14) stroke process).
4. Coloring of Hair -25 hours: Shall include instruction by a licensed instructor in the following subjects:
  - (i) bleaching;
  - (ii) high and low lighting;

- (iii) permanent color;
  - (iv) semi-permanent color; and
  - (v) temporary rinse.
5. Hair Cutting and Styling - 70 hours: Shall include instruction by a licensed instructor in the following:
- (i) proper handling of implements (razor, shears, clippers, trimmers, edgers); and
  - (ii) 35 hours of training on mannequins.
6. Facial Hair Design & Waxing - 20 hours: Shall include instruction by a licensed instructor in the following:
- (i) theory of facial massage;
  - (ii) equipment; and
  - (iii) facial treatments.
7. Permanent Waving, Relaxing, and Chemical Application - 65 Hours: Shall include instruction by a licensed instructor in the following subjects:
- (i) the chemistry of permanent wave solution;
  - (ii) technique of placing wave rods on client heads; and
- (b) When a student has completed 280 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Cosmetology and Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After completion of the first 280 hours of training, the curriculum shall be as follows:
- 1. Theory - 200 hours;
  - 2. Hairstyling techniques and cutting - 500 hours = 500 applications: Shall include instruction by a licensed instructor in the following subjects:
    - (i) proper handling of instruments;
    - (ii) improper handling of instruments;
    - (iii) training on mannequins and live models.

3. Shaving - 25 hours = 50 applications: Shall include instructions by a licensed instructor in the following:
  - (i) proper handling of instruments;
  - (ii) proper disposal of razor blades in sharps container in accordance with the provisions of O.C.G.A. § [12-8-20](#), *et seq.*, and the Rules for Solid Waste Management, Chapter [391-3-4-.15\(e\)](#) applicable to razor blade disposal in solid waste.
  - (iii) improper handling of instruments;
  - (iv) training on mannequins and live models.
4. Shampooing - 5 hours = 40 applications: Shall include instructions by a licensed instructor in the following:
  - (i) proper procedure of shampooing;
  - (ii) knowledge of shampoo formulas;
  - (iii) water temperature.
5. Facial Hair Design and Waxing - 10 hours = 30 applications
6. Scalp Treatment Techniques - 10 hours: Shall include instructions by a licensed instructor in the following subjects:
  - (i) hair analysis;
  - (ii) scalp conditions;
  - (iii) treatments.
7. Permanent Waving, Relaxing and Chemical application - 270 hours = 66 applications: Shall include instruction by a licensed instructor in the following subjects:
  - (i) the chemistry of cold wave solution relaxers and reaction;
  - (ii) techniques of placing cold wave rods on client's head;
  - (iii) chemistry of color, technique of color and chemical action of hair color.
8. Additional instructions at the discretion of the instructor - 200 hours.

**Cite as Ga. Comp. R. & Regs. R. 240-14-.02**

**Authority:** O.C.G.A. §§ [43-10-2](#), [43-10-9](#), [43-10-12](#), [43-10-13](#).

**History.** Original Rule entitled "Master Barber School Curriculum" adopted. F. Dec. 21, 2016; eff. Jan. 10, 2017.

## **Pro Way Hair School**

### **ADMINISTRATION**

**Frank Sullivan, Owner**  
*BS University of Tennessee*  
*Knoxville, TN*

**Steve Sullivan, Chief  
Administrative Officer**  
*AA Belmont College*  
*Nashville, TN*

**Shirley Sullivan, Secretary**  
*AA Nashville Business College*  
*Nashville, TN*

### **INSTRUCTIONAL**

**Gail Davis, Director of Education**  
*BA The Way College*  
*Rome City, IN*

*AS Shelby State*  
*Memphis, TN*

*Instructor Training Graduate*  
*Pro Way Hair School*  
*Memphis, TN*

**Shalanda Stone**  
Instructor Training Graduate  
Georgia Institute of Cosmetology & Esthetics  
Cosmetology Instructor

## **Pro Way Hair School Rockbridge Extension Campus**

### **INSTRUCTIONAL**

#### **Cornealius Whitfield**

Instructor Training Graduate

Pro Way Hair School

Stone Mountain, GA

Senior Instructor (LEAD)

#### **Marteen Bailey**

Instructor Training Graduate

Pro Way Hair School

Stone Mountain, GA

Freshman Barber Instructor (DAY)

Senior Barber Instructor (NIGHT)

#### **Monte Bell**

Instructor Training Graduate

Roffler-Moler Institute

Marietta, Ga

Freshman Barber Instructor (NIGHT)

## **Support Staff**

### **Memorial Drive Campus**

Gabrielle Caslin  
Director of Operations

[gcaslin@prowayhairschool.com](mailto:gcaslin@prowayhairschool.com)

Cory Erks  
Financial Aid Director

[cerks@prowayhairschool.com](mailto:cerks@prowayhairschool.com)

Joyce Wagner  
Admissions Officer

[jwagner@prowayhairschool.com](mailto:jwagner@prowayhairschool.com)

Tiffany Jones  
Receptionist

### **Rockbridge Extension School**

Sharon Mincey  
Receptionist

## CATALOG SUPPLEMENT

### Tuition and Fees

Stone Mountain Campus:

#### **Cosmetology Program**

|                                  |             |
|----------------------------------|-------------|
| Registration Fee                 | \$125.00    |
| Tuition (includes books and kit) | \$21,360.00 |

#### **Barbering Program**

|                                  |             |
|----------------------------------|-------------|
| Registration Fee                 | \$125.00    |
| Tuition (includes books and kit) | \$21,360.00 |

## CATALOG SUPPLEMENT

#### **Administration**

Frank Sullivan, President  
Steve Sullivan, Chief Administrative Officer  
Shirley Sullivan, Vice President

#### **Instructional**

Gail Davis, Director of Education

#### **Cosmetology**

Shalanda Stone  
Gail Davis

#### **Barbering**

Cornelius Whitfield (Lead)  
Marteen Bailey  
Monte Bell