CATALOG

Memorial Drive Campus
5684 Memorial Drive
Stone Mountain, GA 30083

Rockbridge Extension Campus
3860 Rockbridge Road
Stone Mountain, GA 30083

Revised 01/2021
<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greetings from The President</td>
<td>3</td>
</tr>
<tr>
<td>Greetings from the Director</td>
<td>4</td>
</tr>
<tr>
<td>Greetings from the Administrator</td>
<td>5</td>
</tr>
<tr>
<td>School Mission</td>
<td>6</td>
</tr>
<tr>
<td>Description of School Facility and Accreditation</td>
<td>6</td>
</tr>
<tr>
<td>Licensing, Admission Requirements</td>
<td>7</td>
</tr>
<tr>
<td>Student with Disabilities and Transferring Education</td>
<td>7</td>
</tr>
<tr>
<td>School Calendar</td>
<td>8</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>8</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>8</td>
</tr>
<tr>
<td>Withdrawal and Attendance Policy</td>
<td>9</td>
</tr>
<tr>
<td>Graduation, Conduct</td>
<td>10</td>
</tr>
<tr>
<td>Employee Assistance and Release of student Information</td>
<td>10</td>
</tr>
<tr>
<td>Student Rights of Access, Financial Aid,</td>
<td>11</td>
</tr>
<tr>
<td>Non-Discrimination and Transcripts</td>
<td>11</td>
</tr>
<tr>
<td>Class Schedules of Main Campus and Rockbridge Extension School</td>
<td>12</td>
</tr>
<tr>
<td>Academic Progress (SAP)</td>
<td>13-15</td>
</tr>
<tr>
<td>Qualitative/Quantitative Measure Increments, SAP Review</td>
<td>15</td>
</tr>
<tr>
<td>Probation</td>
<td>15</td>
</tr>
<tr>
<td>Academic Progress Evaluation</td>
<td>15</td>
</tr>
<tr>
<td>Leave of Absence, Reentry, Evaluation and Counseling</td>
<td>16</td>
</tr>
<tr>
<td>Repeat Course, Withdrawal, Non-Credit/Remedial Course</td>
<td>17</td>
</tr>
<tr>
<td>Transfer Hours</td>
<td>17</td>
</tr>
<tr>
<td>Appeal Process and Retaining Eligibility</td>
<td>18</td>
</tr>
<tr>
<td>VA Attendance Policy</td>
<td>18</td>
</tr>
<tr>
<td>School complaint form</td>
<td>18</td>
</tr>
<tr>
<td>Cosmetology School Curriculum</td>
<td>19-21</td>
</tr>
<tr>
<td>Barbering Curriculum</td>
<td>22</td>
</tr>
<tr>
<td>Administration and Instructional Staff</td>
<td>23</td>
</tr>
<tr>
<td>Pro Way Barbering Division Memorial Drive</td>
<td>24</td>
</tr>
<tr>
<td>Rockbridge Extension Campus</td>
<td>25</td>
</tr>
<tr>
<td>Support School Staff</td>
<td>26</td>
</tr>
<tr>
<td>Catalog Supplement</td>
<td>27-28</td>
</tr>
</tbody>
</table>
Greetings from Pro Way’s President

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 he 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
President
From the Desk of the Director

Greetings new students:
Pro Way has an excellent education 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) in our Barber curriculum.
**Basic Class** This class takes care of all of 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 are able to 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 your 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
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 Vice President of Administration, 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 Financial Aid and Student Services, the Admissions Representative, the Social Media Coordinator, the Director of Placement and the Registrar. 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 students 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
V.P. Administration
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 to assisting each student reach his or her career orientated goals. In discharging its responsibility to each student, Pro Way Hair School offers training which adequately provides the knowledge and skills needed for entry level employment. Pro Way Hair School is committed to bring 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. Inherent also in the philosophy of Pro Way Hair School is the recognition by that each student deserves an equal opportunity to gain entry level skills.

DESCRIPTION OF SCHOOL FACILITIES AND EQUIPMENT
The main campus is in a modern facility at 5684 Memorial Drive, Stone Mountain, Georgia where Cosmetology and Barbering are taught. An extension campus located at 3860 Rockbridge Road, Stone Mountain, Georgia, teaches only Barbering. 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

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 skill need 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. An application fee of $25.00 and a registration fee of $175 is required; applicants are notified promptly notified of whether they were admitted to Pro Way Hair School.

Pro Way Hair School students 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 Academic Transcript request and a Financial Aid Transcript Request provided by the school for mailing to each school attended.

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
Fourth of July           Thanksgiving Day

The Memorial Drive Campus operates Monday through Friday for day and evening classes and Friday (day classes only) Classes start every 3rd Tuesday.

The Rockbridge Extension School operates Tuesday through Friday (day classes only).

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 at the school or the catalog supplement.

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 with sixty (60) 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 $25 application 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 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 of the 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 taken into account. 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 contact 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 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. Occasional field trips to malls, high schools, salons and hospitals help students develop skills.

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 in the school office. Students or parents who borrow from the federal Direct Loan Program for student education are 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 the 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
A complete set of the student’s records, including a transcript of grades are kept in a permanent file. One copy of the transcript is provided to each student free of charge. Other records are available upon request; at fee of $25 will be incurred.
# Class Schedules

## Main Campus

<table>
<thead>
<tr>
<th>Day</th>
<th>Basic and Intermediate Student</th>
<th>Senior Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>OFF</td>
<td>OFF</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9:00am-5:00pm</td>
<td>9:00am-5:00pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9:00am-5:00pm</td>
<td>9:00am-5:00pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>9:00am-5:00pm</td>
<td>9:00am-5:300pm</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00am-5:00pm</td>
<td>9:00am 5:00pm</td>
</tr>
</tbody>
</table>

## Rockbridge Extension Campus

<table>
<thead>
<tr>
<th>Day</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>9:00am-5:00pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9:00am-5:00pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>9:00am-5:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00am-5:00pm</td>
</tr>
</tbody>
</table>

## Barbering Night Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>5:00 PM – 9:00 PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>5:00 PM – 10:00 PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>5:00 PM - 10:00 PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>5:00 PM – 10:00 PM</td>
</tr>
</tbody>
</table>

Revised 01/2021
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:

<table>
<thead>
<tr>
<th>Total Program Hours</th>
<th>Hours Per Week</th>
<th>Week of Instruction</th>
<th>Months to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500</td>
<td>30</td>
<td>50</td>
<td>12</td>
</tr>
<tr>
<td>1500</td>
<td>30</td>
<td>75</td>
<td>18</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Review</th>
<th>Scheduled Hours</th>
<th>Required Attended Hours</th>
<th>Required Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>225</td>
<td>280</td>
<td>80</td>
</tr>
<tr>
<td>2</td>
<td>450</td>
<td>360</td>
<td>80</td>
</tr>
<tr>
<td>3</td>
<td>900</td>
<td>720</td>
<td>80</td>
</tr>
<tr>
<td>4</td>
<td>1350</td>
<td>1080</td>
<td>80</td>
</tr>
</tbody>
</table>

*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 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 “B” (GPA 80) will not be deemed making satisfactory progress.
Quantitative Measure of Satisfactory Academic Progress (SAP)
PWHS’s satisfactory academic progress policy contains a quantitative measure. The policy specifies a maximum time frame not to exceed 125% 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 ½ 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 (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, PWHS’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 or not 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 PWHS 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

<table>
<thead>
<tr>
<th>Review</th>
<th>Scheduled Hours</th>
<th>Required Attended Hours</th>
<th>Required Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>312</td>
<td>250</td>
<td>80</td>
</tr>
<tr>
<td>2</td>
<td>625</td>
<td>500</td>
<td>80</td>
</tr>
<tr>
<td>3</td>
<td>900</td>
<td>720</td>
<td>80</td>
</tr>
<tr>
<td>4</td>
<td>1200</td>
<td>960</td>
<td>80</td>
</tr>
</tbody>
</table>

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 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. PWHS reserves the right to terminate the student before probationary periods end. For example, if a student has not attended according to the published attendance policy and PWHS 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 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>81-90</td>
<td>B</td>
</tr>
<tr>
<td>80-75</td>
<td>C</td>
</tr>
<tr>
<td>74-70</td>
<td>D</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
</tr>
</tbody>
</table>

AMENDMENT: 01/2000
80+ PASSING
-80 FAILING

Students must maintain a “B” average (minimum of 80%) in theory, practical/clinical work in order to be considered satisfactory progress. Academic evaluations are scheduled at 250 and 500 hours for the manicuring course and 450, 900 and 1200 hours for the cosmetology course. Attendance and academic progress is 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.

Revised 01/2021
LEAVE OF ABSENCE
Leaves of absence should not exceed 60 days and are only granted in emergent situations. All requests and approvals for leaves of absence must be made in writing, signed by the student and approved by the Director. Students on leaves 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 $400.00 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, person, etc.
Treatment of Repeated Courses, Pass/Fail Courses, Incompletes, Withdrawals and Absences

Repeated Course
A course may not be repeated more than once without 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 Director in writing stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study. Students who fail to complete the program will be charged the applicable fees and 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 School 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 accumulate 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
PWHS 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.
VETERANS ATTENDANCE POLICY

By authority of Title 38, United States Code 3676 (c)(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 standards of 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 of 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 interruption 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.”

Signature of Certifying Official

Date

01-02-2020
ADDENDUM 2
SAMPLE

ADDENDUM

Veteran’s Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students’ files.

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

Students exceeding 20% unexcused absences in a 30 day 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.

[Signature] 2-6-15  [Title]
School Official’s Signature  Date  Director of Education

[Address]

City, State, Zip Code
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 PWHS 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 of the school 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 reestablished 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.
Cosmetology School Curriculum

The Curriculum for students enrolled in a school of cosmetology for a complete course minimum 9 months and 1500 credit hours for training will be as follows:

1. Each school or licensed instructor will require each student to obtain 250 total hours of training before the student performs clinical services on a client. Of these 250 hours (theory and mannequin styling) 15 hours will be on skin care, 10 hours on nail care, and the final 25 hours will be on live models as stated below. For the purpose of this rule, one (1) credit hour equals 1 clock hours for the first 250 hours of training.

LEVEL 1

1. Theory= 50 (50 credit hours/50 clock hours) This includes instruction by a licensed instructor in the following subjects:
   a. Chemistry
   b. Sanitation and sterilization
   c. Introduction to skin and nail care
   d. EPA and OSHA- Infection Control Standards; blood spill procedures
   e. HIV/AIDS and other communicable diseases

2. Theory of Permanent Waving=20 (20 credit hours/20 clock hours) This includes instruction by a licensed instructor in the following subjects:
   a. The chemistry of permanent wave solution and its reaction
   b. The chemistry of relaxers and its reaction
   c. The principles of permanent wave and rod placement

3. Theory of Hair Coloring=45 (45 credit hours/45 clock hours) This includes instruction by a licensed instructor in the following subjects:
   a. Chemistry of color
   b. Principles of color application
   c. The chemical action of hair color

4. Theory of hair and scalp treatments and conditioning=20 (20 credit hours/20 clock hours) This includes instruction by a licensed instructor in the following subjects:
   a. Hair analysis
   b. Scalp condition
   c. Treatments
   d. Analysis condition and treatments

Revised 01/2021
5. Theory of hair cutting=30 hours (30 credit hours/30 clock hours) This includes instruction by a licensed instructor in the following subjects:
   a. Proper handling and of care instruments

6. Theory of Shampooing=15 (credit hours/15 clock hours) This includes instruction by a licensed instructor in the following subjects:
   a. Proper procedure of shampooing
   b. Knowledge of shampoo formula
   c. Water temperature

7. Theory of Hairdressing=45 (45 credit hours/45 clock hours) This includes instruction by a licensed instructor in the following subjects:
   a. 20 hours training on mannequin
   b. 25 hours training on models without compensation

8. Theory of nail and skin care=25 (25 credit hours/25 clock hours) This includes instruction by a licensed instructor in the following subjects:
   a. Concepts and principles of nail care procedures and techniques (10 hours)
   b. Concepts and principles of skin care procedures and techniques (15 hours)

TOTAL: Level One: 250 hours

II. When a student has completed 250 credit hours (250 clock hours) in the above curriculum, with a minimum passing score of 80% the student is prepared to progress to the clinic floor to perform clinical services on patrons. AFTER COMPLETION OF THE FIRST 250 CREDIT HOURS/250 CLOCK HOURS OF LEVEL 1 TRAINING, THE CURRICULUM WILL BE AS FOLLOWS:

1. Theory=100 (100 credit hours/100 clock hours) This includes instruction by a licensed instructor in the theory and practice of all required subjects of cosmetology and the following subjects related to cosmetology:
   a. Sterilization and sanitation
   b. Physiology
   c. Electricity
   d. Safety precautions
   e. Chemistry of beauty products, actions/reactions and the composition of tints, dyes and bleaches
   f. Salesmanship
   g. Telephone etiquette and ethics
   h. Salon department: consisting of instruction in courtesy, neatness and professional attitude when interacting with the public.

2. Social Skills, reception or desk work , art and ethics, State Board of Cosmetology Laws and Rules-50 (50 credit hours/50 clock hours)
3. Laboratory=50 hours (50 credit hours/50 clock hours) This includes practical training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sterilizing all equipment in the beauty salon.

4. Hairdressing, shampoo and comb-out= 280 (280 credit hours) This includes shampoos, comprising dry, soap less, oil and reconditioner, finger waving, wet curls, thermo curling, blow drying, hair styles, comb outs and all types of pressing, hot combs and chemicals.

5. Hair Cutting and Shaping=125 (125 credit hours/166 applications)

6. Permanent waving=180 (180 credit hours/60 applications)

7. Chemical hair relaxing=100 (100 credit hours/50 applications)

8. Hair coloring and lightening=140 (140 credit hours) This includes the following:
   a. Temporary rinses and semi-permanent color (10 credit hours/12 applications)
   b. Hair lightening (25 credit hours/10 applications)
   c. Virgin tints (40 credit hours/20 applications)
   d. Retouches (60 credit hours/30 applications)
   e. Predisposition test (2.5 credit hours)
   f. Dye and tint removal (2.5 credit hours)

9. Scalp and hair treatments= 50 credit hours/66 applications) This includes brushing and manipulation, corrective treatment and reconditioning treatments.

10. Facial treatment, make-up and hair removal=55 (55 credit hours)
    a. Facial treatments (30 credit hours/30 applications)
       Make up applications (20 hours/2 applications)
       Brow and last tint (5 credit hours/5 applications)

11. Hair Removal (30 credit hours)
    a. Lip, chin and face (10 credit applications/20 applications)
    b. Brow tweezing (10 credit hours/20 applications)
    c. Brow waxing (10 credit hours/20 application)

12. Manicures, pedicures, and nail sculpting= (90 credit hours)
    a. Manicures with hand and forearm massage-(25 credit hours/25 applications)
    b. Pedicures with foot and leg massage (20 credit hours/20 applications)
    c. Nail sculpting (45 credit hours/15 applications)
    d. 

Total Level 2: 1500

Addendum: when intermediate classes are available, it will become LEVEL 2 at 250 hours. The Clinic Floor will become level three at 1000 hours.

Total Hours: 1500 credit hours/1500 clock hours


Revised 01/2021
Barbering Career Curriculum

The 1500 clock hours Barber Career Program meets the state board requirements, All aspects of hair science, styling and cutting are taught using shears, razor and clippers. Students are taught permanent waving, hair coloring, client relations and professionalism, career and business management. Students begin with a 200 hour Orientation which consists of 150 hours of theory and training on mannequins followed by 50 hours live models. After these 200 hours are completed, The Barbering curriculum is as follow:

Theory: 100 hours of classroom instruction which will cover sterilization and sanitation, physiology, electricity, safety precautions, chemistry of products, actions and reactions, composition of tints, dyes and bleaches. Training will also include salon management, salesmanship and ethics.

Bacteriology: 50 hours of listing the classification and types of bacteria.

Haircutting and Styling: 450 hours of demonstrating the performance of the following cutting techniques- finger and shear, shear over comb, clipper over comb and razor cutting.

Permanent Waving and Setting: 280 hours of a process used to chemically restructure natural hair into a different wave pattern.

Hair Coloring and Highlighting: 200 hours of hair color consultation, applying color, bleaches, rinses and tints. Students see classifications of hair color, types of permanent hair color and special problems in hair coloring.

Hair and Scalp Treatment: 50 hours brushing, manipulation, reconditioning and corrective treatments.

Facials: 20 hours of basic treatments performed based on skin analysis will include cleansing, toning, massaging, towel steaming, applying masques, and moisturizing. Advanced facia treatment will incorporate the use of chemicals such as glycolic acid.

Beard and Mustache Trimming and Shaving: 25 hours of demonstrating a beard and mustache trim. Discuss general sanitation and safety precautions of shaving.

Hairpieces: 10 hours of discussion of why men may purchase hairpieces. Demonstrate fitting, cutting in and cleaning of hairpieces.

Career and Professional Development: 10 hours of the relationship between personality and attitudes and demonstrate professional behavior.

Sales Techniques: 15 Hours of demonstrating services and retail product sales and techniques.

Salon Management: 40 Hours of understanding the functions of a barbershop owner or manager.

Upon completion of Barbering Career Program, the student receives a diploma in Barbering and is eligible to take the State Board Exam.
Pro Way Hair School

**ADMINISTRATION**

Frank Sullivan, President
BS University of Tennessee
Knoxville, TN

Steve Sullivan, Vice President
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, T

Carolyn West

Instructor Training Graduate
Pro Way Hair School
Stone Mountain, GA
Senior Cosmetology Teacher

Shalanda Stone
Instructor training Graduate

Georgia Institute of Cosmetology & Esthetics
Freshman cosmetology Teacher
Cornealius Whitfield
Instructor Training Graduate
Pro Way Hair School
Stone mountain, GA
Senior Teacher (LEAD)

Toshiba Palmer
Instructor Training Graduate
Pro Way Hair School
Stone Mountain, GA
Barber Freshman Teacher

Marteen Bailey
Instructor Training Graduate
Pro Way Hair School
Stone Mountain, GA
Freshman Barber Teacher (NIGHT)
Support Staff

Memorial Drive Campus

Jessica Campbell
Financial Aid

Lindsey Simms
Admissions

Gabriella Caslin
Student Services/

Joyce Wagner
Receptionist (Day/ Night split)

Rockbridge Extension School

Sharon Mincey
Receptionists (Day)
Stone Mountain Campus:

**Cosmetology Program**
- Application Fee: $25.00
- Registration Fee: $175.00
- Tuition (includes books and kit): $18,550.00

**Barbering Program**
- Application Fee: $100.00
- Registration Fee: $175.00
- Tuition (includes books and kit): $19,995.00

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**CATALOG SUPPLEMENT**

**Administration**
Frank Sullivan, President
Steve Sullivan, Vice President
Shirley Sullivan, Vice President

**Instructional**
Gail Davis, Director of Education

**Cosmetology**
Yalanda Stone
Carolyn West
Gail Davis

**Barbering**
Cornelius Whitfield (Lead)
Toshiba Palmer
Marteen Bailey