

**SCHOOL CATALOG
2023**

**AWARD BEAUTY SCHOOL
26 EAST ANTIETAM STREET
HAGERSTOWN, MARYLAND 21740**

**PHONE: (301)733-4520 (OFFICE)
(301)733-8115 (FAX)**

www.awardbeautyschool.com

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ADMINISTRATION/INSTRUCTIONAL STAFF

President (Owner)	James R. Bilney
Secretary (Owner)	Randy Brehne
Vice President	John Bilney
School Director	Latoya Berry
Director of Education	Teresa Morton
Financial Aid Director	Rebecka Cantler
Admissions Representative	Miranda McCusker
Admissions Representative	Devin Davis
Cosmetology Instructor	Beth Bell
Licensing Coordinator/Instructor	Judy Berry
Instructor Cosmetology/Nail Technician	Martha Swope
Instructor Cosmetology	Chad Gilbert
Instructor Professional Barbering	Jackie Yancey
Instructor Professional Barbering	Robert Banks
Maintenance Supervisor	Jeffrey Santana

The school is owned by Award Educational Services, Inc., Mr. James Bilney, President; Mr. Randy Brehne, Vice President.

ACCREDITED BY

National Accrediting Commission of
Career Arts and Sciences
3015 Colvin St.
Alexandria, Virginia 22314
Phone: (703) 600-7600

APPROVED BY

Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, Maryland 21201
Phone: (410) 767-3300
Fax (410) 332-0270

CONSUMER AFFAIRS

Maryland Office of the Attorney General
Consumer Affairs Office
200 St. Paul Place
Baltimore, Maryland 21202
Phone: (410) 528-8662

SCHOOL MISSION

The school's principal objective is to prepare its graduates for careers in Cosmetology Arts and Sciences, Barbering and Manicuring/Pedicuring.

The school strives continuously to improve its operations to keep abreast with the ever-changing developments and new techniques in Cosmetology, Barbering and Manicuring.

The school observes all rules and regulations by the Accrediting Agency, Maryland Higher Education Commission, Maryland State Board of Cosmetologists, Maryland State of Barbers, and the Department of Health.

The school encourages their instructors to keep abreast of modern teaching methods via educational literature, continuing education, workshops, and trade shows.

The school takes part in educational conferences and regional meetings in order to advance the Cosmetology, Barbering and Manicuring/Pedicuring profession.

The school makes use of modern teaching techniques and training aids, such as textbooks, workshops, and audio-visual aids.

The school purchases only high-grade standard equipment, cosmetics, and supplies to be used for instruction of its students.

The school maintains honest and fair relationships with staff, students, patrons, Accrediting Agency, Maryland Higher Education Commission, Maryland State Board of Cosmetologists Maryland State Board of Barbers and other schools.

The school advertises truthfully and makes honest representations to the students. The school does not recruit students already attending or admitted to another school offering a similar program of study

The school refrains from any advertisements or criticisms, which might reflect unfavorably on other schools, or any personal services industry.

FACILITIES/ENROLLMENT LIMITATIONS/PROGRAM PERFORMANCE

The school is located at 26 East Antietam Street, Hagerstown, Maryland, and has been in operation since 1963. The building has two floors of classrooms, is equipped with modern equipment, is approximately 5476 square feet of space and teaches the Professional Barbering, Cosmetology and Nail Technician program in this facility. The junior classrooms, practical/theory rooms, dryer area, restrooms, student lounge and various offices are located upstairs. The clinic, second dryer area, reception area, dispensary, various offices and restroom facilities are located downstairs. In 2010 Award Beauty School expanded its campus to a building directly across the street from the main campus located at 29-33 East Antietam Street, Hagerstown, Maryland 21740. The building has two floors, is equipped with modern equipment,

is approximately 4000 square feet of space and teaches the Cosmetology Program in this facility. The junior/senior classrooms, clinic floor, dryer area, restrooms, student lounge and reception area are located on the first floor. The lockers, dispensary, laundry room, and restroom are located on the second floor. The school maintains a student/instructor ratio of 25/1 for the Cosmetology and Professional Barbering Programs and 5/1 for the Nail Technician Program. Students have access to all services at both facilities. The school has been nationally accredited since 1964 by the National Accrediting Commission of Career Arts and Sciences (NACCAS.) The school is recognized by the U.S. Department of Education and approved by The Maryland Higher Education Commission. Students and prospective students may contact the Maryland Higher Education Commission to obtain information regarding each approved program.

SCHOOL CALENDAR/HOLIDAYS

New Year's Day - January 1
Martin Luther King's Birthday - January 17
Memorial Day - May 30
Independence Day - July 4
Labor Day - September 5
Thanksgiving Day - November 24
Christmas – December 26

INCLEMENT WEATHER/SCHOOL CLOSING

In the case of severe snowstorms or hazardous conditions, the school closing will be announced over local television stations and posted on Your4State.com. Note: Training days missed due to inclement weather may be made up at the end of the program.

GRIEVANCE PROCEDURE

Any grievance regarding the school or its employees must be made to the School Director in writing. The school Director will make a final determination of the grievance within five (5) days of receiving the written grievance. The student has the right to appeal any grievance decision to Maryland Higher Education Commission, 6N. Liberty Street, 10th Floor, Baltimore, MD 21202. Maryland Office of Attorney General, Consumer Affairs, 200 Paul Place, Baltimore, MD 21202, 888-743-0023/410-528-8662 and the appropriate Board (Cosmetology, Barbers). Matters these entities may investigate *include* regulatory matters, but also violations of published school policies as well.

TRANSPORTATION/PARKING

Public transportation is readily available to and from **Award Beauty School**, and parking is adjacent to the school. Monthly discounted parking passes are available to purchase directly from the school for the city-parking garage.

TUITION - BOOKS, STUDENT KIT AND ENROLLMENT FEES

The fees for tuition, student kit and book, represent the total funds to be paid by the student. Not included in the total cost would be the cost for supplies and/or equipment for personal use.

Each student shall be supplied with a student kit on the first day of class. Replacement of lost, stolen, or misplaced items shall be the responsibility of the individual student. As an additional expense, each student shall be required to purchase, by the first day of school, the following items: a white uniform/black pants (approximately \$25.00,) white closed toe professional shoes or white leather sneakers, notebook, and pen and pencils. *In lieu of kit and books fee, students may purchase their own kit and books on the open market.

TUITION

Cosmetology Program - 1500 hours of instruction.

Tuition Fee	\$ 23,850.00
Enrollment Fee	\$ 150.00
Kit/Books/Uniform	\$ 1,995.00
Total Cost	\$ 25,995.00

Professional Barbering Program - 1200 hours of instruction.

Tuition Fee	\$ 19,490.00
Enrollment Fee	\$ 150.00
Kit/Books/Uniform	\$ 1,995.00
Total Cost	\$ 21,635.00

Nail Technician Program - 250 hours of instruction.

Tuition	\$ 3,300.00
Enrollment Fee	\$ 150.00
Kit/Books/Uniform	\$ 795.00
Total Cost	\$ 4,245.00

Methods of payment:

Cash, Check, Credit Card, or Money Order, All Programs: If a student chooses to pay their tuition in increments, a monthly in-school payment plan may be set up, contingent upon approval by the school Director.

Title IV Financial Aid, Cosmetology Program: Title IV financial aid is disbursed in increments of four payments (if applicable). All Title IV financial aid disbursements will be based on the ACTUAL hours a student has completed in the program. The order of hours in which Title IV financial aid may be disbursed is 1, 451, 901 and 1201 actual hours.

Title IV Financial Aid, Barbering Program: Title IV financial aid is disbursed in increments of four payments (if applicable). All Title IV financial aid disbursements will be based on the ACTUAL hours a student has completed in the program. The order of hours in which Title IV

financial aid may be disbursed is 1, 451, 901 and 1051 actual hours.

Monthly discounted parking passes are available to purchase directly from the school for the city-parking garage.

STUDENTS CONDUCT POLICY

Students are required to act in a manner that will reflect credit on himself or herself, the School, and the business or industry for which they are being trained. The school may terminate any student's enrollment for generally undesirable or disruptive behavior. The use of illegal drugs or alcohol in any form during school hours is grounds for dismissal. Re-admission, resulting from dismissal, may be considered by meeting with the School Director.

STUDENT RECORDS/RELEASE OF INFORMATION

The school shall maintain all records of a student for at least 6 years after a student either terminates training or graduates. After that, a school is only required to maintain the student records as regulated by the Maryland Higher Education Commission. Student records and/or information may be provided to individuals, organizations, potential employers, etc., only after written authorization has been provided by the student at the time of request from the third party, and/or consent from the parents or guardian of a dependent minor. Transcripts will not be released until the student has satisfied all financial obligations to the school. All institutional records related to accreditation (NACCAS Standards and Policies) must be maintained in accordance with state and federal law, but not less than six years. All institution records are maintained and safeguarded against loss, theft, identity theft, or damage.

NON-DISCRIMINATION POLICY

The school is an equal opportunity school with respect to both education and employment. The school's programs and policies are consistent with pertinent federal and state laws and regulations on non-discrimination regarding race, color, religion, age, ethnic origin, financial status, and sex and gender identity. The school complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person by reason of handicap will be excluded from enrolling in a program of instruction.

Requests for Reasonable Accommodation

Award Beauty School is adequately equipped to meet the needs of handicapped students. Our facilities have designated parking spaces and ramps. Restrooms are ADA compliant. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Award Beauty School affirms its commitment to insure equal educational opportunities to students with disabilities. Award Beauty School will make its facilities and programs available in a non-arbitrary, beneficial manner to the extent that practicality and resources allow. Students with learning, physical and/or psychological disabilities seeking accommodations must contact and provide documentation to the School Director:

Latoya Berry
School Director
26 E. Antietam Street
Hagerstown, Maryland 21740
301-733-4520
301-733-8115 (FAX)

Disability Documentation Requirements

Students with disabilities who are requesting accommodations at Award Beauty School must provide the appropriate documentation. To ensure that the proper documentation is complete and the necessary accommodations are implemented, please refer to the following guidelines:

Documentation Requirements for Students with Learning Disabilities

A psycho-educational evaluation by a licensed psychologist or a Comprehensive Evaluation Report (CER) by a certified school psychologist containing current information (usually not more than three years old) must be provided. A comprehensive assessment battery and the resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, information processing, and a diagnosis. This report should also include specific recommendations for accommodations as well as an explanation as to why each accommodation is being recommended.

Documentation Requirements for Students with Attention Deficit Disorders

An evaluation by a psychiatrist, neurologist, licensed psychologist, or a Comprehensive Evaluation Report (CER) by a certified school psychologist containing current information (usually not more than three years old) must be provided. The documentation should state the medical diagnosis and include recommendations for academic accommodations as well as an explanation as to why each accommodation is recommended.

Documentation Requirements for Students with Psychological, Neurological, Mobility or Sensory Impairments

An evaluation by a medical doctor, licensed psychologist, or a Comprehensive Evaluation Report (CER) by a certified school psychologist must be provided that clearly diagnoses and describes the disability. The information should be current (usually not more than three years old) and should include the recommended accommodations appropriate for post-secondary students. Students with mobility and sensory impairments may be required to provide additional documentation, depending on the disability and accommodations requested.

Accommodations for Hearing Impaired Students

Award Beauty School strives to provide equal access to all educational activities. Services provided to deaf or hearing-impaired students may include ASL interpreters, text service providers, and other similar services based on student needs. When an ASL interpreter is provided, the school will utilize qualified individuals as service providers. Qualification of service providers is determined by the school. Students who utilize sign language interpreters are responsible for notifying the Education Director as soon as possible when they will be absent from a class or meeting. If a student knows they will be absent from class, the student is required to notify the school at least 48 hours before class begins. If the student is sick or has an emergency, the student is required to call the school as soon as possible.

If a student is absent for two class periods and/or meetings without notifying the Education Director at least 48 hours in advance, the interpreting services will be suspended and may be discontinued. The student must meet with the School Director and the Education Director to appeal suspension or discontinuation of services.

Students must give the Education Director advance written notice of teacher/administrative meetings, “brown bag” events, and similar school-sponsored events. If students do not give at least 48 hours’ advance notices, the school may be unable to secure an interpreter. Interpreting services will only be provided for school-sponsored activities.

Deadline for Submission of Documentation

It is the student’s responsibility to contact the Education Director and request accommodations. Documentation must be provided in a timely manner to allow adequate time for accommodations to be arranged.

Auxiliary Aids/Academic Adjustments

A student that needs an academic adjustment that includes an auxiliary aid, should work with the school to identify the most appropriate and effective aid. An auxiliary aid might include taped texts, interpreters, or other effective methods of making orally delivered materials available to students with hearing impairment, readers for students with visual impairment, classroom equipment adapted for use by students with manual impairments, and other similar services. The request for the auxiliary aid should also be accompanied by supporting diagnostic test results and the school will work with each student to select the most appropriate aid for their situation. Adjustments may also be made to academic requirements as are necessary to ensure equal educational opportunity, but the school will not lower or waive essential requirements of the program. If any questions or concerns arise, the student should contact the Campus Director immediately, so a mutually agreeable resolution can be quickly reached.

Grievance Procedure/Conflict Resolution

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the school Director within ten days. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support their position. If an amicable resolution is not able to be reached through the grievance/conflict resolution process, then the student should contact John Bilney, School Director, Award Beauty School at 301-733-4520, or send a formal complaint to Award Beauty School at 26 E. Antietam St, Hagerstown, Maryland 21740. If the problem cannot be resolved by Award Beauty School, then a student has the right to contact the U.S. Office for Civil Rights, U.S. Department of Education in the region where the school is located. The United States Office for Civil Rights (OCR) is the agency responsible for addressing complaints related to discrimination on the basis of disability. More information regarding the U.S. Office for Civil Rights and the procedure that should be followed in filing a complaint can be found at www.ed.gov.

PRIVACY ACT/RIGHT TO ACCESS STUDENT RECORDS

The school guarantees to protect the privacy of all student files unless specifically directed by the student accordance with the 1991 Family Educational Rights and Privacy Act (FERPA). The school guarantees the students and parents or guardians of dependent minor's access to their cumulative record and to provide proper supervision and interpretation of records when they are being reviewed by the students and parents or guardians of dependent minors. The records shall be made available to the students and parents or guardians of dependent minors upon written request. The school will provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission

ADMISSIONS REQUIREMENTS

A personal interview and visit to the school are required of all prospective students. In addition, the student must:

1. Be a citizen of the United States or hold a recognized visa.
2. Be beyond the compulsory school age, and not attending a school of elementary or secondary level, unless it is established through contact with responsible parties that pursuit of the program would not be detrimental to his/her regular schoolwork. Must be 17 years of age at examination/licensure. Acceptable documentation includes driver's license, birth certificate, passport, green card or State ID.
3. Have a sufficient understanding of the English language, reading, writing, and speaking, which will be assessed during the entrance interview. The assessment of this requirement will be through a personal interview with the admissions personnel and completion and understanding of all documents by the prospective student.
4. Have a high school diploma, high school transcript, GED Certificate, or a state-authorized high school equivalent. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma. If the applicant does not have a high school diploma, GED, or state-authorized high school equivalent then he/she must successfully pass the Wonderlic Test Entrance Examination (WBST). The Wonderlic Test will be administered by an independent tester. In lieu of the WBST, if a student has met the United States Department of Education ATB requirements prior to July 1, 2012, at another institution and can provide documentation of passing one of the following approved ATB tests: ASSET, CPAT, COMPASS, CELSA, CPT'S, DTLs, WBST, then he/she may be accepted into the program. Applicants that do not possess a high school diploma are not eligible for Title IV funding (financial aid).
5. Transfer students may be accepted after an admissions interview, a practical and theory examination, and a transcript is received from the other school. A student may enter the programs at the level he/she established by examination results. All transfer hour requirements must be met prior to enrollment. Students who possess a cosmetology or barber license and request credit for 750 cosmetology hours or 600 barber hours must present a copy of their barber/cosmetology license and request this credit prior to

enrollment. Transferred hours are treated as both completed and attempted hours in the determination of the student's pace of completion. Transfer students accepted into the school will be charged an Enrollment Fee (which may not exceed 10% or \$150.00, whichever is less, of the total tuition of the program). Tuition for the part of the program he or she advanced will be adjusted for the advancement allowed. A permanent record is maintained in the student folder documenting this information.

6. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

ENROLLMENT REQUIREMENTS

An applicant may enroll in **AWARD BEAUTY SCHOOL** after the successful completion of the following criteria:

1. Meet all admission requirements
2. Sign an enrollment agreement with the school
3. Obtain a class start date

ENROLLMENT/STARTING DATES

Students may enroll during business hours at **Award Beauty School**.

DAY CLASSES

Begins the first Monday of each month.

EVENING CLASSES

Begin the first Tuesday evening of each month.

MAKE-UP WORK

Students are required to make up hours and/or work that are missed. Exams missed due to absence must be made-up on the first day the student returns to School. If there is not enough time to complete all exams on the first day of return (failing test grades are made up on assigned days) the instructor will schedule a time for completion. Failure to make up exams will result in 0% and this grade will be added to the student's grade point average. Academic, practical, laboratory work, and assignments, required of all students, must be satisfactorily completed within the Satisfactory Progress Evaluation/Advising Period. If Satisfactory Academic Progress is not occurring, the student that is receiving Federal Financial Aid benefits may be interrupted, and certification will be delayed. All students have the opportunity to make-up absences. It is the responsibility of the student to clearly understand the make-up policy and to act accordingly. If possible, the student should contact the instructor prior to absence, or on the day of absence, for class assignments and test date schedule.

CHANGE OF PROGRAM SCHEDULED HOURS

A student may not change attendance of scheduled program hours after enrollment without the approval of the Director of Education and Financial Aid Director. All administrative work must

be completed prior to the change.

CHANGE OF ADDRESS/NAME

Students who have a change of name and/or local/home address during the contracted program are responsible for reporting this change to the Director of Financial Aid within two weeks of the change.

FINANCIAL AID

Award Beauty School administers Federal funds to provide monetary assistance to eligible students, who without aid would not be able to attend or remain in school. The programs available to students support the school's goal for equality of educational opportunity and retention and are in accordance with the Federal guidelines set by the Department of Health, Education and Welfare. For the Financial Aid need analysis (an objective formula approved by the Federal Government to consider each family's financial strength) to be calculated accurately and the student to receive the correct estimate of Financial Aid funds, a Financial Aid Form must be filled out completely and precisely. The Financial Aid Office is responsible for administering all Federal Financial Aid Programs, including Pell Grants, Stafford Student Loan, PLUS Loans (parental loans for undergraduate students). All students who wish to be considered for Financial Aid at Award Beauty School must submit the Federal Application for Financial Aid to determine eligibility for financial assistance. All forms and any additional information may be obtained from the Financial Aid Office. Financial Aid funds must be used only for educational purposes. No funds will be given to a student for living costs until the student's obligations to the school for tuition, fees, and books have been paid. The Nail Technician Program is NOT approved for Title IV Funds.

SCHOOL OPERATING HOURS

The school's operating hours is as follows:

Monday, through Saturday 8:30 A.M. to 5:00 P.M.

Tuesday, Wednesday, Friday 8:30 A.M. to 9:00 P.M.

ATTENDANCE POLICY

Award Beauty School uses the School Management and Record Tracking (S.M.A.R.T) system and fingerprint recognition time clock to record attendance. Students are required to scan in and out every day. Failure to scan in or out may result in a complete loss of hours for the day. Students who forget to scan in or out must report to the Director of Education to verify attendance.

DRUG/ALCOHOL POLICY

The use of illegal drugs or alcohol, in any form, during the school day/evening is prohibited. Students who exhibit evidence of drug/alcohol abuse or intoxication in school are subject to disciplinary action, suspension, or expulsion. Possession of drug paraphernalia is subject to the

laws of the State of Maryland. Students that may have a drug/alcohol problem affecting their progress should see their director for advising, and he/she will refer them to one of the community health agencies for counseling. All students are explained the school's drug prevention policy at orientation. Students are required to sign the acknowledgment of receipt of the Drug Prevention/Awareness Policy required by the DRUG FREE WORKPLACE ACT OF 1988.

ABSENCES/TARDY/EARLY DEPARTURE

All absences must be made-up. In the case of excessive absences (excessive absence is defined as being absent 20% or more of the total possible hours a student has accrued), the school has the right to terminate the student. In the case of extreme lateness, the school has the right to dismiss the student for the remainder of day/evening. Students requesting to leave class early must do so through their instructor and make-up any missed time. Advising will be utilized for students who have high absences, excessive tardiness, and continually leaving early. Dismissal may occur if attendance problems persist.

Students are required to scan in and using the S.M.A.R.T. Biometric Clock. This is the official record of the amount of clock hours he/she has accumulated. In an extreme case of tardiness or absence the school has the right to suspend or dismiss the student.

CLASS SCHEDULES

DAY ATTENDANCE SCHEDULE (Cosmetology and Barbering)

40 HOURS CLASS ATTENDANCE SCHEDULE

8:30 A.M. - 5:00 P.M. Monday through Friday

30 HOURS CLASS ATTENDANCE SCHEDULE

8:30 A.M. - 3:00 P.M. Monday through Friday

25 HOURS CLASS ATTENDANCE SCHEDULE

8:30 A.M. - 2:00 P.M. Monday through Friday

20 HOURS CLASS ATTENDANCE SCHEDULE

8:30 A.M. - 12:30 P.M. Monday through Friday

(Cosmetology and Nail Technician)

1:00 P.M. - 5:00 P.M. Monday through Friday

EVENING ATTENDANCE SCHEDULE (Cosmetology and Barbering)

30 HOURS CLASS ATTENDANCE SCHEDULE

1:00 P.M. - 9:00 P.M. Tuesday, Wednesday, Friday

Students may begin one day of attendance at 1:30 P.M.

8:30 A.M. - 5:00 P.M. Saturday

25 HOURS CLASS ATTENDANCE SCHEDULE

2:30 P.M. - 9:00 P.M. Tuesday, Wednesday, Friday
Students may begin one day of attendance at 3:30 P.M.

8:30 A.M. - 5:00 P.M. Saturday

**20 HOURS CLASS ATTENDANCE SCHEDULE
(Cosmetology, Barbering and Nail Technician)**

8:30 A.M. - 12:30 P.M. (Nail Technician)
5:00 P.M. - 9:00 P.M. Tuesday, Wednesday, Friday
8:30 A.M. - 5:00 P.M. Saturday

CAREER OPPORTUNITIES IN THE NAIL TECHNICIAN INDUSTRY:

Nail Wrap Technician	Manufacturer's Representative
Nail Stylist	Nail Salon Assistant
Pedicuring Technician	Nail Artist
Artificial Nail Specialist	Nail Bonding Technician

CAREERS IN COSMETOLOGY

Cosmetology is a lifetime or part-time career for those who qualify. In the salon, Cosmetologists perform many services, including manicuring, hairstyling, daytime and evening make-up, temporary and permanent waving, temporary and permanent hair straightening, hair lightning and hair coloring, care and styling of wigs and various facial and scalp treatments. Many Cosmetologists' will specialize in one, or any number of these services.

CAREERS IN BARBERING

Barbering is a lifetime or part-time career for those who qualify. Once the student has completed the program and passed the Maryland State Board of Barbers examination for licensure he/she will be qualified to obtain employment as a Barber in a barber shop, as well as other opportunities (SOC Code 39-5011.00). The following opportunities are available for graduates: Master Barber, Barber Owner, Hair Designer, Barber School Instructor, Platform Artist/Educator, Salon Sales Consultant, or Product Distributor.

SATISFACTORY ACADEMIC PROGRESS POLICY

Standards:

This institution expects all its students to maintain Satisfactory Academic Progress (SAP). All programs and policies are taught and written in English. Only students making Satisfactory

Academic Progress are eligible to remain in the program, and/or receive Title IV funding. The policy is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by the Maryland Higher Education Commission, National Accrediting Commission of Career Art and Science (NACCAS) and United States Department of Education. This policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time or full-time). The student must:

1. Maintain a cumulative academic grade average of 75% or better. All students receive a numeric grade in theory and a numeric grade in practical assignments. Students are evaluated by testing in theory and by their ability to perform practical assignments. Grades are reviewed with students at each Evaluation Period and the school will record the student's daily attendance and record of academic achievement on their permanent record card. The following represents the equivalencies of the grades assigned:

THEORY

95 – 100 = Excellent

85 - 94 = Above Average

75 - 84 = Average

0 - 74 = Unacceptable

PRACTICAL

Passing = 75% - 100%

Failing = 0% - 74%

I = Incomplete. Converts to a 0% if not made up in a specified time.

2. The practical grading criteria uses the "Yes" or "No" rubric as outlined in the NACCAS "Practical Grading Webinar,." The student must demonstrate the various procedures by completing the criteria listed on the Satisfactory Progress Report on a model or mannequin. The student is given a "Yes" or "No" for each criterion or question. Upon completion of this process, the number of "Yes" or "No" responses are tabulated, and a final practical grade is recorded as the practical grade. The minimum passing practical grade is 75%.
3. To be making satisfactory attendance progress, a student must maintain a cumulative attendance average of 83.3% at their designated Evaluation Periods. The program must be completed within the 1.20 times the length of the contracted program. Regardless of the average level of attendance, students who have been absent more than 10 consecutive calendar days, with no contact, may be dismissed. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institution policies relating to attendance and tardiness.
4. Students must be on pace (*Pace is defined as a percentage of the cumulative number of hours completed by the student divided by the cumulative numbers*

of hours attempted/scheduled) to complete the program within 120% of the contracted time frame. When it becomes apparent that a student will not complete the program within 120% of their contracted time, that student must be terminated from the school.

5. Students who meet the minimum requirements for attendance and academic performance are making satisfactory academic progress until the next scheduled evaluation. The pace at which a student must be attending to be considered making Satisfactory Academic Progress is defined as a minimum of 83.3%.
6. If a student requests a copy of an official transcript the student and the school official will sign and date the school transcript.

Evaluation Periods:

A Cosmetology student’s compliance with SAP is divided into Evaluation Periods and is assessed with the student at 450 actual hours, 900 actual hours, 1200 actual hours, 1500 actual hours, as follows:

COSMETOLOGY PROGRAM

EVALUATION PERIODS First academic year: 0-900 hours	ACADEMIC: MINIMUM PASSING GRADE	Maximum scheduled hours required to maintain satisfactory attendance progress.
450 ACTUAL HOURS	75%	540 = 83.3%
900 ACTUAL HOURS	75%	1080 = 83.3%
1200 ACTUAL HOURS	75%	1440 = 83.3%
1500 ACTUAL HOURS	75%	1800 = 83.3%

A Professional Barbering student’s compliance with SAP is divided into Evaluation Periods and is assessed with the student at 450 actual hours, 900 actual hours, and 1200 actual hours, as follows:

PROFESSIONAL BARBERING PROGRAM

EVALUATION PERIODS First academic year: 0-900 hours	ACADEMIC: MINIMUM PASSING GRADE	Maximum scheduled hours required to maintain satisfactory attendance progress.
450 ACTUAL HOURS	75%	540 = 83.3%
900 ACTUAL HOURS	75%	1080 = 83.3%
1200 ACTUAL HOURS	75%	1440 = 83.3%

A Nail Technician student's compliance with SAP is divided into Evaluation Periods and is assessed with the student at 125 actual hours and 250 actual hours, as follows:

NAIL TECHNICIAN PROGRAM

EVALUATION PERIODS	ACADEMIC: MINIMUM PASSING GRADE	Maximum scheduled hours required to maintain satisfactory attendance Progress.
First academic year: 0-125 hours		
125 ACTUAL HOURS	75%	150 = 83.3%
250 ACTUAL HOURS	75%	300 = 83.3%

All students must meet both the academic and attendance progress requirements of at least one evaluation by the midpoint of the program to be making satisfactory progress. The SAP evaluations are maintained in the student's file and may be accessed by a student at any time, via a request with the Director of Education. If a student is deemed unable to complete the program based on the MTF (maximum time frame) of 120%, they will be in unsatisfactory academic progress and the student must be dismissed from the institution. The institution will notify students of any evaluations that impacts the student's eligibility for financial aid, if applicable.

Warning Period:

Students who fail to meet SAP standards during a given Evaluation Period will be placed on Warning for the following evaluation period. A student remains eligible to receive financial aid during the Warning Period and will be considered as making SAP during the Warning Period. Students who fail to meet SAP by the conclusion of the Warning Period will be deemed not to be making Satisfactory Academic Progress and will lose any remaining eligibility for student Title IV funds (financial aid) and may be terminated at the discretion of the institution.

Unsatisfactory:

Students who fail to meet minimum requirements for attendance or academic progress after the Warning Period (unless they successfully appeal) will be placed on unsatisfactory status. Any student considered to be making unsatisfactory progress in accordance with regulations of the school shall be notified in writing. Such written notification shall include the reason for such determination. Students with a determination of unsatisfactory are ineligible to receive Title IV funds (financial aid).

Probation:

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period. The student must successfully appeal the determination of unsatisfactory following the warning period to be placed on probation. Additionally, only the

students who could meet the Satisfactory Academic Progress Policy standards by the end of the Evaluation Period may be placed on probation. If at the end of the probationary period, the student has NOT met both the attendance and academic requirements, the student will be determined as not making Satisfactory Academic Progress and, if applicable, students will be deemed ineligible to receive Title IV funds (financial aid).

Appeal an unsatisfactory academic progress determination and/or termination:

All students may appeal an unsatisfactory progress determination and/or termination. In the case of mitigating circumstances (such as death in the family, serious illness, etc.) a student should submit a **written** explanation along with supporting documentation for reasons the decision should be reversed, and request for re-evaluation of progress, to the Director of Education. The student will provide written documentation regarding why he/she has failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. This appeal must be received by the Director of Education within five (5) business days of unsatisfactory progress finding and/or termination. The Director of Education will consider the appeal and either grant probation not to exceed one Evaluation Period in which the student will remain eligible for Title IV funds or deny the student's appeal and terminate Federal Aid. The Director of Education will provide notice to the student regarding the results of the student's appeal and attach a copy of the documentation to the student's SAP evaluation. These documents will be placed in the student's file and the decision of the Director of Education shall be final.

Reinstatement:

Should a student prevail upon his/her appeal and be determined as making satisfactory academic progress, the student will be automatically re-entered in the program, and/or placed on probation until the next Evaluation Period, and if the student is receiving Federal Financial Aid funds, they will be reinstated. The results of the appeal will be placed in the student's file.

Interruptions, Course Incompletes, Withdrawals:

If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's enrollment agreement period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal. Course incompleteness, repetitions and non-credit remedial courses are not applicable to this institution's forms of instruction. Course incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards since the institution has no such items or policies.

Transfer Hours:

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Leave of Absence:

A student may request and be granted a leave of absence for military duty, death in the family, medical reasons or in the judgment of the school, there are extenuating circumstances justifying a temporary break in the student's program. The leave of absence must be requested in advance, in writing (unless unforeseen circumstances prevent the student from doing so), including the reason for the student request, and the student must sign the request. The institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. The leave of absence may not exceed 180 days in a 12-month period. The leave of absence must state the specific reason(s) for the leave and the expected date of return from the leave. The school and the student must have a reasonable expectation that the student will return from LOA. The leave of absence will be approved by the Director of Education if the reason is deemed sufficient and if there is a reasonable expectation that the student will return. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Changes to the contract period on the enrollment agreement will be changed via a LOA request form/enrollment addendum that must be signed and dated by all parties. The student will not be assessed additional charges while on LOA. Students returning from an authorized LOA will retain all credit for clock hours and academic work completed and will return to the satisfactory academic progress status they held prior to the start of the LOA. A student granted a LOA is not considered as withdrawn, and no refund calculation is necessary. Students who fail to return from a LOA will be dismissed as of their last day of attendance. The withdrawal date for the purpose of calculating a refund is always a student's last day of attendance. Financial aid funding may be lost for students receiving Title IV funds if they are dismissed. All students must follow the institution's policy in requesting a LOA.

WITHDRAWAL POLICY AND PROCEDURES

If a student withdraws, the student should contact the Director of Education either orally or in writing. The Director of Education will complete a Status Change Form indicating the reason for the withdrawal, the last date of attendance, and the date of termination (i.e., date of determination).

If the student does not contact the Director of Education, and a student has been absent for 3 consecutive school days, the Director of Education will attempt to contact the student. If the student states he/she does not plan to return or if the Director cannot contact the student, then the student may be withdrawn within 10 days of the last date of attendance. If a student withdraws or

is dismissed from Award Beauty School, the student may be required to return a portion of the federal financial aid received. The last date of attendance is used to calculate any federal aid that must be returned.

Students who fail to complete his/her training within their scheduled time frame must be withdrawn from the program. Upon re-enrollment, a new enrollment agreement will be executed between the school and student.

- Professional Barbering – 1200 Hours
- Cosmetology – 1500 Hours
- Nail Technician – 250 Hours

A student applying for re-enrollment in the school will return to school in the same Satisfactory Progress status as when he/she withdrew from school.

SCHOOL EXIT INTERVIEW

Students must attend an exit interview upon completion of the program of study. An appointment must be scheduled in advance, with the Director and/or Financial Aid Office, for the last day of attendance. All curriculum requirements and financial obligations must be completed prior to the scheduled appointment. At this time the student will be awarded a School Certificate, and all necessary administrative work will be completed to apply for a scheduled time to take their Maryland State Board of Cosmetologists or Barbers Examination. At this session, if you have received any loans through the Financial Aid Programs offered at **Award Beauty School**, the Financial Aid Office will provide you with information on the average amount that you owe, the amount of your monthly payments and information about deferment, refinancing and loan consolidation options.

ADVISING SERVICES/WRITTEN PROGRESS PROCEDURE

Advising sessions for all students are held at intervals of the program and this is in concurrence with the Satisfactory Academic Progress Policy. In addition, instructors are given a percentage roster every Monday to discuss the satisfactory or unsatisfactory progress with their students. Advising is also available to students that have academic, personal, or faculty problems affecting their progress. They are to see the instructor in charge of their class and if further advising is necessary, the student is referred to the Director of Education. Advising is utilized as preventive disciplinary action for attendance, academic, undesirable behavior, etc.

RE-ENROLLMENT POLICY:

A student applying for re-enrollment will return in the same Satisfactory Academic Progress status as when they left. All fees will be added to the new enrollment agreement and paid in full prior to graduation as outlined in our Graduation Requirements.

EMPLOYMENT/PLACEMENT ADVISING

The school offers job placement services to help graduates efforts to secure employment in the field represented by the program the graduate completed, or in a related field that includes, but are not limited to:

1. Professional appearance guideline.
2. Job referral.
3. Follow-up.

The school will assist students with resume writing and scheduling interviews with prospective employers. Upon successful completion of enrolled programs, the school will use its best efforts to successfully place the student. However, the student must be aware that the school does not guarantee employment. Nor does it act as an employment agent. Career advising is provided to the student regarding interview, employment opportunities and marketable skills.

GRADUATION REQUIREMENTS

A diploma shall be issued to the student at the time of graduation provided that the student has satisfied all the following requirements:

- (1) Curriculum requirements:
 - A. Achieve a minimum GPA of 75% for theory.
 - B. Achieve a minimum grade of 75% for practical.
- (2) Attendance requirements:
 - A. Complete 100% of required program hours.
 - B. Must have a minimum attendance rate of 83.3% of the total program.
- (3) Financial obligations to the school.
- (4) Attended an exit interview with the Financial Aid Office.

REFUND POLICY

Maryland Higher Education Commission Refund Policy:

1. An enrollment fee is charged for all programs (which may not exceed 10% or \$150.00, whichever is less of the total contract price of the program).
2. If the school is closed or discontinues a program, the school shall refund to each enrolled student monies paid by the student for tuition and fees. The refund policy applies to all terminations for any reason, by either party, including student decision. The refund policy complies with all mandated policies.
3. **SEVEN-DAY CANCELLATION PERIOD:** All fees paid by a student shall be refunded if the student is not accepted by the school or chooses not to enroll in or to withdraw from the school within 7 calendar days after having signed a contract. If a student chooses not to enroll after the seven (7) day cancellation period, but before the first day of instruction, the school may retain the enrollment fee. After the 7-day

cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price of the program and shall include all fees, except the enrollment fee and any charges for materials, supplies, or books which have been purchased by and are the property of the student.

4. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 45 days of the scheduled last day of the leave of absence.

5. **TUITION REFUND POLICY:**

The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of Total Course or program Taught by Date of Withdrawal	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

6. The date of withdrawal or termination is the last date of attendance by the student. For purpose of calculating a refund the date used will be the last date of attendance. A refund due a student shall be based on the date of withdrawal or termination and paid within 45 days from the date of withdrawal to termination.
7. If a student withdraws from the institution in writing the postmark on the student’s written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person. Official cancellation or withdrawal shall occur on the date that a student is withdrawn by the school. The cost of the Kit/Books/Uniform becomes the property of the student when they are issued on the first day of class.

RETURN OF UNEARNED TITLE IV FUNDS POLICY:

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed = Divide the clock hours scheduled to have been completed as of the last day of attendance in the period by the total clock hours in the period.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 45 days of the scheduled last day of the leave of absence.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Academic Competitiveness Grant
- National SMART Grant
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

LENGTH OF PROGRAMS

Cosmetology Program (1500 Hours)

Full Time Cosmetology Program 40 Hours Per Week

The full-time Cosmetology Program, 40 hours per week, is 37.5 weeks long. If a student fails to complete the program in the contracted 37.5 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours if the remaining hours can be completed in a 7.5 weeks' maximum time frame, and the student would remain in good

standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Full Time Cosmetology Program 30 Hours Per Week

The full-time Cosmetology Program, 30 hours per week, is 50 weeks long. If a student fails to complete the program in the contracted 50 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours if the remaining hours can be completed in a 10 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Full Time Cosmetology Program 25 Hours Per Week

The full-time Cosmetology Program, 25 hours per week, is 60 weeks long. If a student fails to complete the program in the contracted 60- weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours if the remaining hours can be completed in a 12 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Part Time Cosmetology Program 20 Hours Per Week

The part-time Cosmetology Program, 20 hours per week, is 75 weeks long. If a student fails to complete the program in the contracted 75 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours if the remaining hours can be completed in a 15 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Professional Barbering Program (1200 Hours)

Full Time Professional Barbering Program 40 Hours Per Week

The full-time Professional Barbering Program, 40 hours per week, is 30 weeks long. If a student fails to complete the program in the contracted 30 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours if the remaining hours can be completed in a 6 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Full Time Professional Barbering Program 30 Hours Per Week

The full-time Professional Barbering Program, 30 hours per week, is 40 weeks long. If a student fails to complete the program in the contracted 40 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours if the remaining hours can be completed in an 8 weeks' maximum time frame, and the student would remain in good

standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Full Time Professional Barbering Program 25 Hours Per Week

The full-time Professional Barbering Program, 25 hours per week, is 48 weeks long. If a student fails to complete the program in the contracted 48 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours if the remaining hours can be completed in a 9.6 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Part Time Day or Evening Professional Barbering Program 20 Hours Per Week

The part-time Professional Barbering Program, 20 hours per week, is 60 weeks long. If a student fails to complete the program in the contracted 60 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours if the remaining hours can be completed in a 12 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Nail Technician Program (250 Hours)

Nail Technician Program 20 Hours per Week, Day or Evening

The Nail Technician Program, 20 hours per week, is 12.5 weeks long. If a student fails to complete the program in the contracted 12.5 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours if the remaining hours can be completed in a 2.5 weeks' maximum time frame, and the student would remain in good standing.

The school Calendar scheduled holidays will be included in the program beginning and ending dates, as they apply to each individual's program ending date. The student is not charged for this time.

COSMETOLOGY PROGRAM OUTLINE

INSTITUTIONAL GOALS AND OBJECTIVE. The primary objective of **Award Beauty School** is to provide learning opportunities and educational experiences primarily for students of Maryland. To train the student with adequate and appropriate instruction for the licensing examination and train the student with knowledge and skills for employment at an entry level position in the Cosmetology field.

PROGRAMS BEGINS AND ENDS. The program operates continuously, beginning the first day of each month and continuing until curriculum and School requirements have been reached and 1500 hours have been completed. *(See School Calendar for schedule of School Holidays.)*

PROGRAM PURPOSE. For the student to acquire a broad knowledge of both the science and art of Cosmetology and be able to use the knowledge as a foundation to be successful in the profession of Cosmetology. For the student to develop his/her physical dexterity and manipulative skills and develop loyalty and enthusiasm for the profession. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and be able to use his or her initiative to produce professional results. To prepare students for the Maryland State Board of Cosmetologists examination and entry level employment.

PROGRAM DESCRIPTION. Cosmetology is the cosmetic treatment of the skin, hair and nails. The art of Cosmetology is the actual performance of the many beauty cultural practices. To derive the utmost benefit from Cosmetology; practical performance, demonstration and practice are employed in conjunction with the study of theory.

INSTRUCTIONAL METHODS. Methods of lecture, demonstration, drill, role play, discussion, handouts - assignment sheets - job sheets, audio/visual aids, student participation, question and answer, and textbook/workbook will be utilized.

GRADING PROCEDURES. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students' must maintain a cumulative academic grade average of 75% or better. All students receive a numeric grade in theory and a letter grade in practical assignments (A or U). Students are evaluated by testing in theory and by their ability to perform practical assignments. Grades are reviewed with students at each Evaluation Period and the school will record the student's daily attendance and record of academic achievement on their permanent record card. The following represents the equivalencies of the grades assigned:

THEORY

95 - 100 = Excellent
85 - 94 = Above Average
75 - 84 = Average
0 - 74 = Unacceptable

PRACTICAL

Passing = 75% - 100%
Failing = 0% - 74%

I = Incomplete. Converts to a 0% if not made up in a specified time.

TEACHING STRATEGY. Using the chalkboard, audio/visual aids, and live models whenever possible. Introducing new material in a manner to which the student may relate. Giving special attention to slow learners. Encouraging questions, explaining new words, terms, techniques, implements, and equipment. Requiring that students take notes. Using demonstration that includes student participation. Listing new words on chalkboard.

STUDENT ACTIVITY. Requires note taking, drills, role play, discussion, homework and reading assignments. Hands-on practice sessions and performance of laboratory services. Examinations and evaluations in practical and theory.

PROGRAM OBJECTIVES. Upon completion of the Cosmetology Program, the student will be able to:

1. Analyze hair and scalp problems and administer corrective treatments.
2. Have a thorough knowledge of anatomy, hair structure and chemistry.
3. Administer cold/acid waving techniques.
4. Administer chemical and physical techniques of hair straightening.
5. Care and styling of wigs.
6. Administer a professional shampoo.
7. Administer hair coloring.
8. Create hair styles using roller placement, thermal waving/curling, finger waves, pin curls and blow curling/waving.
9. Administer a facial with make-up and remove superfluous hair.
10. Administer a professional manicure, pedicure, and nail extensions.
11. Operate/open a salon and employ the principles and practices of salon management.
12. Employ basic first aid measures.
13. Practice good hygiene and good grooming.
14. Practice professional ethics and personality development.
15. Drape for a cosmetology service.
16. Employ rules of sanitation and sterilization.
17. Employ safety precautions.
18. Practice and employ the rules, regulations, and laws of the Maryland State Board of Cosmetologists.
19. Administer a professional hair shaping.
20. Practice good salesmanship.
21. Seek and obtain employment.

OCCUPATIONAL OBJECTIVES. Once the student has completed the program and passed the Maryland State Board of Cosmetologists examination for licensure, he/she will be qualified to obtain employment as a Cosmetologist in a salon, a demonstrator for a cosmetic firm, operator in a department store salon, as well as other opportunities.

COSMETOLOGY PROGRAM HOURS OF STUDY/COURSE DESCRIPTIONS:

All phases are introduced as to their relation with another phase, keeping complete uniformity and continuity. Each phase is timed in hours as to importance and State requirements.

The approximate hours spent in each phase of study are as follows:

	Subject	Theory	Demonstration	Laboratory	Total Hours
1)	Professional Image Your Personal and Professional Health, Personality, Effective Communication and attitude.	3	2	25	30

2)	Bacteriology Knowledge of types of bacteria, why and how to use good sanitation and study practices and the spreading of germs.	4	0	0	4
3)	Decontamination and Infection Control Knowledge of controlling and preventing infection and disease is an important part of the salon.	5	0	20	25
4)	Properties of the Scalp and Hair Learning the purpose, composition, divisions, and disorders of hair and scalp.	10	4	10	24
5)	Draping Knowledge of proper ways for draping clients for their protection.	3	2	18	23
6)	Shampooing, Rinsing, and Conditioning Knowledge of good hygienic care of hair and scalp, how to brush hair, shampoo manipulations, and various types of shampoos and rinses.	5	6	25	36
7)	Haircutting Demonstration of proper hair sectioning and its relation to professional haircutting, and the correct use of haircutting implements.	10	20	180	210
8)	Artistry in Hairstyling Principles of hair design and knowledge of different facial types.	8	12	90	110
9)	Wet Hairstyling Knowledge of elements of pin curl, finger waving, roller curls, comb out techniques, and braiding.	8	20	127	155
10)	Thermal Hairstyling Purpose of thermal waving and curling, blow-dry styling, proper techniques, implements and safety measures.	5	10	82	97
11)	Permanent Waving The history, modern perm chemistry, hair structure, techniques and safety precautions.	10	10	200	220
12)	Hair Coloring Reasons, purpose and types and safety precautions of hair coloring.	15	22	130	167
13)	Chemical Hair Relaxing and Soft Curl Perms Knowledge of products, process and procedures, safety precautions.	8	12	55	75
14)	Thermal Hair Straightening and Hair Pressing Analysis of hair and scalp, products, procedures and safety precautions in hair preparation.	5	5	20	30
15)	The Artistry of Artificial Hair Knowledge of types and care of wigs and hairpieces.	4	2	7	13
16)	Manicuring and Pedicuring Identify nail shapes, preparation of manicure table, demonstration of implements and material, procedure and sanitary and safety precautions, massage technique, manicures and pedicures, and advanced nail techniques.	15	10	90	115
17)	The Nail and it's Disorder Knowledge of the structure and composition, structures adjoining and affecting nails and recognizing diseases of the nail.	6	2	4	12

18)	Theory of Massage Knowledge of basic manipulations and movements used in a massage.	4	3	10	17
19)	Facials Knowledge of treatment, massage, manipulation, special problems, and packs and masks.	7	4	20	31
20)	Facial Makeup Preparation, cosmetics, facial features, lash and brow tint, and artificial eyelashes.	6	4	10	20
21)	The Skin and Its Disorders Knowledge of structure, composition, functions and disorders of the skin.	5	0	0	5
22)	Removing Unwanted Hair Knowledge of permanent and temporary methods of hair removal.	3	2	12	17
23)	Cells, Anatomy and Physiology Knowledge of cells, tissues, organs and systems.	7	0	0	7
24)	Electricity and Light Therapy Knowledge of using and safety devices of electricity, and the proper uses of light therapy.	5	0	0	5
25)	Chemistry Knowledge of matter, chemistry of water, shampoo, permanent waving, chemical hair relaxing, and hair coloring and cosmetics.	12	5	0	17
26)	The Salon business Knowledge of opening, operating, and selling in the salon.	10	10	15	35
Total Hours		183	167	1150	1500

All areas include safety precautions and procedures pertaining to subject matter.

MARYLAND STATE BOARD OF COSMETOLOGISTS REQUIREMENTS FOR COSMETOLOGY LICENSING EXAMINATION

To be eligible for examination to receive a cosmetology license, the applicant shall meet the following requirements. (Criminal convictions may affect a student's ability to be licensed.)

1. Be at least 17 years old.
2. Have a minimum ninth (9th) grade education.
3. Have completed 1500 hours of fundamental training according to the Maryland State Board of Cosmetologists mandatory minimum standard curriculum, as a duly licensed student in a licensed school of cosmetology and credited with the completion of 1500 hours of training at that School.

PROFESSIONAL BARBERING PROGRAM OUTLINE (1200 hours)

INSTITUTION GOALS AND OBJECTIVES: The primary objective of Award Beauty School is to provide learning opportunities and educational experiences to students of Maryland and to train the student with adequate and appropriate instruction for the licensing examination. To train the students with knowledge and skill for employment at an entry level position in the

barbering field.

PROGRAM BEGINNINGS AND ENDINGS: The program operates continuously beginning on the first Monday of each month and continuing until curriculum and school requirements have been reached and required hours have been completed.

PROGRAM PURPOSE: For the student to acquire a broad knowledge of both the science and art of Barbering and to be able to use the knowledge as a foundation for success in the Barbering profession. To assist the student in developing his/her physical dexterity and manipulative skills. To develop a loyalty and enthusiasm for the profession. For the student to acquire ethical standards and to work to achieve a high level of ability through diligent practice, continuous study, hard work and perseverance whereby they will be able to use their initiative to produce professional results. To prepare students for the Maryland State Board of Barbering exam and gain entry level employment.

PROGRAM DESCRIPTION: Barbering is the cosmetic treatment of the skin, hair and nails. The art of Barbering is the actual performance of many cultural beauty practices. To derive the utmost benefit from Barbering; practical performance, demonstration and practice are employed in conjunction with the study of theory.

INSTRUCTIONAL METHODS: Methods used by the instructor will include demonstration, drill, role play, discussion, handouts, assignment sheets, job sheets, audio/visual aids, student participation, textbook/workbook, and questions and answers.

GRADING PROCEDURES. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students' must maintain a cumulative academic grade average of 75% or better. All students receive a numeric grade in theory and a letter grade in practical assignments (A or U). Students are evaluated by testing in theory and by their ability to perform practical assignments. Grades are reviewed with students at each Evaluation Period and the school will record the student's daily attendance and record of academic achievement on their permanent record card. The following represents the equivalencies of the grades assigned:

THEORY

95 - 100 = Excellent
85 - 94 = Above Average
75 - 84 = Average
0 - 74 = Unacceptable

PRACTICAL

Passing = 75% - 100%
Failing = 0% - 74%

I = Incomplete. Converts to a 0% if not made up in a specified time.

TEACHING STRATEGY: Using the audio/visual aids and live models whenever possible. Introducing new material in a way the student may relate, giving special attention to slow learners. We encourage questions; example new words, terms, techniques, implements and

equipment, requiring that students take notes. We use demonstrations that include student participation.

STUDENT ACTIVITY: Requires note taking, drills, role play, discussion, homework, and reading assignments. Also, requires hands-on practice sessions and performance of practical tasks. Students will take examinations and evaluations in practical skills and theory.

PROGRAM OBJECTIVES: Upon completion of the Professional Barbering Program the student will be able to:

1. Analyze hair and scalp problems and administer corrective treatments
2. Have a thorough knowledge of anatomy, hair structure and chemistry
3. Drape for barbering services
4. Administer a professional shave, beard and mustache design
5. Administer a professional hair shaping
6. Practice good hygiene and good grooming
7. Practice professional ethics and personality development
8. Employ basic first aid measures
9. Employ safety precautions
10. Practice and employ the rules, regulations and laws of the Maryland state Board of Barbers
11. Seek Employment
12. Operate/open a barber shop and employ the principles and practices of barber shop management

OCCUPATIONAL OBJECTIVES: Once the student has completed the program and passed the Maryland State Board of Barbers Examination for licensure he/she will be qualified to obtain employment as a Barber in a barber shop, as well as other opportunities (SOC Code 39-5011.00). The following opportunities are available for graduates: Master Barber, Barber Owner, Hair Designer, Barber School Instructor, Platform Artist/Educator, Salon Sales Consultant or Product Distributor.

PROFESSIONAL BARBERING PROGRAM HOURS OF STUDY/COURSE DESCRIPTIONS

Graduates must successfully complete 1200 Practical and Theory hours comprised of the following units:

Subject	Theory	Practical	Total Hours
1) Study Skills	3	0	3
2) The History of Barbering	6	0	6
3) Professional Image	8	10	18
4) Your Personal and Professional Health, Personality, Effective Communication and attitude.			
5) Microbiology	12	10	22

	Knowledge of types of bacteria, why and how to use good sanitation and study practices and the spreading of germs.			
6)	Infection Control and Safe Work Practice	20	40	60
	Knowledge of controlling and preventing infection and disease is an important part of the salon.			
7)	Implement, Tools and Equipment	20	20	40
	Identify the principal tools and implements used in barbering.			
8)	Anatomy and Physiology	12	15	27
	Knowledge of cells, tissues, organs and systems.			
9)	Chemistry	12	15	27
	Knowledge of matter, chemistry of water, shampoo, permanent waving, chemical hair relaxing and hair coloring and cosmetics			
10)	Barbering Electricity and Light Therapy	8	15	23
	Demonstration of proper hair sectioning and its relation to professional haircutting, and the correct use of haircutting implements.			
11)	Properties and Disorders of the skin	25	15	40
	Learning histology and disorders of the skin			
12)	Property and Disorders hair and scalp	25	15	40
	Learning the purpose, composition, divisions and disorders of hair and scalp			
13)	Treatment of the Hair and Scalp	12	25	37
	Knowledge of good hygienic care of hair and scalp, how to brush hair, shampoo manipulations and various types of shampoos and rinses.			
14)	Men's Massage and Treatment	12	20	32
	Knowledge of treatment, massage, manipulation, special problems, packs and masks			
15)	Shaving, Facial Design Hair design and Procedures	5	65	70
	Principles of hair design and knowledge of different facial types			
16)	Men's Haircutting	75	377	452
	Demonstration of proper hair sectioning and its relation to professional haircutting and the correct use of haircutting implements.			
17)	Men's Hair Replacement	12	20	32
	Knowledge of hair replacement system, supplies and methods			
18)	Women's Hair Cutting and Styling	12	24	36
	Basic Knowledge of women's cuts, layering and texturing			
19)	Chemical Texture Service	12	45	57
	The history, modern perm chemistry, hair structure, techniques and safety precautions			
20)	Hair Coloring and Lighting	20	40	60
	Reasons, purpose and types and safety precautions of hair coloring			
21)	Nails and Manicuring	8	20	28
	Identify nail shapes, preparation of manicure table, demonstration of implements and material, procedure and sanitary and safety precautions, massage technique, manicures and pedicures, and advanced nail techniques			
22)	Business of Barbering	12	25	37
	Preparation for State Boards and knowledge of licensing laws			

23) Job Search Knowledge of trends, preparing for employment	12	24	36
24) Barbering Management Knowledge of opening, operating, and selling in the salon	12	5	17
Total Hours	355	845	1200

MARYLAND STATE BOARD OF BARBERS REQUIREMENTS FOR BARBER EXAMINATION:

To be eligible for examination to receive a barber’s license, the applicant shall meet the following requirements (Criminal convictions may affect a student’s ability to be licensed.)

1. Be at least 17 years’ old
2. Have a ninth (9th) grade education
3. Have completed 1200 hours of fundamental training according to the Maryland State Board of Barbers mandatory minimum standard curriculum as a student in a licensed school of barbering and credited with completion of 1200 hours of training at that school.

NAIL TECHNICIAN PROGRAM OUTLINE

INSTITUTIONAL'S GOALS AND OBJECTIVE. The primary objective of **Award Beauty School** is to provide learning opportunities and educational experiences primarily to students of Maryland. To provide a quality, innovative program, in the field of Manicuring/Pedicuring, in quality, variety and cost commensurate with the known needs of students, citizens, and the State.

To prepare the student with adequate and appropriate preparation for licensing examination and prepare the student with knowledge and skills for employment at an entry level position in the Manicuring/Pedicuring field.

PROGRAMS BEGINS AND ENDS. The program operates continuously, beginning the first school day/evening (monthly) and continuing until curriculum and School requirements has been satisfactorily completed and 250 hours have been achieved. *(See School Calendar for schedule of School Holidays.)*

PROGRAM PURPOSE. For the student to acquire a broad knowledge of both the science and art of Manicuring/Pedicuring and be able to use the knowledge as a foundation to be successful in the profession of Manicuring/Pedicuring. For the student to develop his/her physical dexterity and manipulative skills and develop loyalty and enthusiasm for the profession. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and be able to use his or her initiative to produce professional results. To prepare students for the Maryland State Board of Cosmetologists examination and entry level employment.

PROGRAM DESCRIPTION. Manicuring/Pedicuring is the cosmetic treatment of the hands, feet, legs, arms, and nails. The purpose of the Cosmetic treatment is to improve the appearance of the hands, legs, arms, feet, and nails. The actual performance of the many techniques

employed by the Manicurist/Pedicurist is referred to as the art of Manicuring/Pedicuring. Practical performance demonstration and practice are employed in conjunction with the study of theory.

INSTRUCTIONAL METHODS. Methods of lecture, demonstration, drill, role play, discussion, handouts - assignment sheets - job sheets, audio/visual aids, student participation, question and answer, and textbook/workbook will be utilized.

GRADING PROCEDURES. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students' must maintain a cumulative academic grade average of 75% or better. All students receive a numeric grade in theory and a letter grade in practical assignments (A or U). Students are evaluated by testing in theory and by their ability to perform practical assignments. Grades are reviewed with students at each Evaluation Period and the school will record the student's daily attendance and record of academic achievement on their permanent record card. The following represents the equivalencies of the grades assigned:

THEORY

95 - 100 = Excellent
85 - 94 = Above Average
75 - 84 = Average
0 - 74 = Unacceptable

PRACTICAL

Passing = 75% - 100%
Failing = 0% - 74%

I = Incomplete. Converts to a 0% if not made up in a specified time.

TEACHING STRATEGY. Using the chalkboard, audio/visual aids, and live models whenever possible. Relating new material in a manner to which the student may relate. Giving special attention to slow learners. Encouraging questions, explaining new words, terms, techniques, implements, and equipment. Requiring that students take notes. Using demonstration that includes student participation. Listing new words on chalkboard.

STUDENT ACTIVITY. Requires note taking, drills, role play, discussion, homework and reading assignments. Hands-on practice sessions and performance of laboratory services. Examinations and evaluations in practical and theory.

PROGRAM OBJECTIVES. Upon completion of the Nail Technician program, the student will be able to:

1. Analyze nail and foot problems and administer corrective treatments.
2. Recognize nail and skin disorders, irregularities and diseases of the foot and hand.
3. Identify the anatomy and physiology of the arm, hand, foot, leg, and nail structure.
4. Select and use the correct equipment, implements, materials and cosmetics for a manicure/pedicure.

5. Prepare a manicure/pedicure table for the service.
6. Administer the physical techniques of massage.
7. Perform a plain and oil manicure/pedicure.
8. Perform men's manicures.
9. Perform the following nail polish applications:
 - a. Full nail
 - b. Half moon nail
 - c. Free edge nail
10. Perform nail wraps, nail repairs, and nail extensions (tips, caps, press-on artificial nails).
11. Perform nail sculpturing and fill-ins.
12. Employ basic first aid measures.
13. Practice hygiene and good grooming.
14. Practice professional ethics and personality development.
15. Employ rules of sanitation and sterilization.
16. Employ safety precautions.
17. Practice and employ the rules, regulations, and laws of the Maryland State Board of Cosmetologists.
18. Practice good salesmanship.
19. Seek and obtain employment.

OCCUPATIONAL OBJECTIVES. Once the student has completed the program and passed the Maryland State Board of Cosmetologists Examination for license, he/she will be qualified to obtain employment as a Manicurist/Pedicurist in a salon, a demonstrator for a cosmetic firm, manicurist/pedicurist in a department store salon, as well as other opportunities.

NAIL TECHNICIAN PROGRAM HOURS OF STUDY:

All phases are introduced as to their relation of another phase keeping complete control and continuity. Each phase is timed in hours as to importance and State requirements.

NAIL TECHNICIAL HOURS OF STUDY/COURSE DESCRIPTIONS

The approximate hours spent in each phase of study are as follows:

Subject	Theory/Demo	Laboratory	Total Hours
A. Orientation	4		4
1. Introduction to school and Nail Technology			
B. Anatomy and Physiology	36		36
1. Bacteriology			
2. Nail Disorders and Diseases			
3. Skin Disorders and Diseases			
C. Sanitation/Sterilization	5	12	17
1. Understanding contamination control sterilization, sanitation, and blood spills.			
D. Equipment/Chemicals	5	6	11

1. Implements			
2. Cosmetics			
3. Product Chemistry/Safety			
E. Manicure/Pedicure/Massage	5	20	25
1. Plain			
2. Oil			
3. Polish/Nail Art			
F. Artificial Nails	18	86	104
1. Acrylic Nail			
2. Gel Nail			
3. Wrapping			
4. Nail Tip			
5. Electric Filing Techniques			
G. Introduction and Demonstration of New Products & Techniques	10	10	20
1. Knowledge of available products, supplies and equipment			
2. Knowledge of nail art and airbrush			
H. Professional Ethics/MOSH Regulations	5		5
1. Knowledge of professional conduct and ethics			
2. Knowledge of state laws and regulations			
3. Knowledge of MOSH Regulations			
I. Business Practices	8		8
1. Client Consultation			
2. Salesmanship/Retail			
J. Hygiene and Personal Grooming	3		3
1. Knowledge of professional image and personal appearance.			
K. Safety Precautions and Procedures	6	6	12
1. Knowledge of supplies, application, and maintenance			
2. Knowledge of MSD sheets			
3. Knowledge and understand of common chemicals and safe handling			
L. State Laws and Regulations	5		5
1. Knowledge of State Laws and Regulations			
2. Knowledge of State Board Examination Requirements			
Total Hours	110	140	250

MARYLAND STATE BOARD OF COSMETOLOGISTS REQUIREMENTS FOR LICENSING EXAMINATION

To be eligible for examination to receive a Manicurist's license, the applicant shall meet the following requirements. (Criminal convictions may affect a student's ability to be licensed.)

1. Be at least 17 years old.
2. Have a minimum ninth (9th) grade education.
3. Completed 250 hours of fundamental training according to the

Maryland State Board of Cosmetologists mandatory minimum standard curriculum.

Gainful Employment Program Disclosure

COSMETOLOGY: CIP CODE 12-0413

OPE ID 00826300		PELL ID 008263
Tuition and Fees:	\$20,350.00	
Books, Equipment, Supplies:	\$ 1,495.00	
On time graduation rate:	52.3%	
Job Placement Rate:	70.9%	
Licensure Rate:	97.9%	
Median Loan Debt	\$9,500.00	
Private Loan Debt	\$2,000.00	
Institutional Finance	\$0.00	

- * 55 students completed the program in 2015.
- * 100% completed the program within the schools required time frame.
- * O*Net link to access SOC Codes: www.bls.gov/soc.

BARBERING: CIP CODE 12-0413

OPE ID 00826300		PELL ID 008263
Tuition and Fees:	\$16,495.00	
Books, Equipment, Supplies:	\$ 1,495.00	
On time graduation rate:	49.3%	
Job Placement Rate:	74.3%	
Licensure Rate:	93.1%	
Median Loan Debt	\$9,500.00	
Private Loan Debt	\$1,000.00	
Institutional Finance	\$0.00	

- * 39 students completed the program in 2015.
- * 100% completed the program within the schools required time frame.
- * O*Net link to access SOC Codes: www.bls.gov/soc.

Outcome Rates:

According to the National Accrediting Commission of Career Arts & Sciences the following 2020 institutional outcome rates are:

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated:

Graduation Rate = 59.74%
 License Exam Pass Rate = 100.74%
 Placement Rate = As State and/or local restrictions with respect to the COVID-19 Pandemic have significantly impacted the ability of this institution's students to sit for licensure and/or obtain employment, this rate has not been published.

According to the National Accrediting Commission of Career Arts & Sciences the following 2020 program outcome rates are:

	<u>Cosmetology</u>	<u>Professional Barbering</u>	<u>Nail Technician</u>
Graduation Rate =	56.67%	53.85%	100%
Licensure Rate =	100.00 %	100.00 %	100.00 %
Placement Rate =	As State and/or local restrictions with respect to the COVID-19 Pandemic have significantly impacted the ability of this institution's students to sit for licensure and/or obtain employment, this rate has not been published.		

All programs and school policies are written and taught in English.

"True and correct as to content and policy " as January 1, 2023

JAMES R. BILNEY, PRESIDENT