

**SCHOOL CATALOG
2023**

**MONTGOMERY BEAUTY SCHOOL
8736 ARLISS ST.
SILVER SPRING, MARYLAND 20901
www.MontgomeryBeautySchool.com**

**301-588-3570 OFFICE
301-588-2344 FAX**

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ADMINISTRATION/INSTRUCTIONAL STAFF

President/Owner	James R. Bilney
School Director	James Bilney Jr
Director of Admissions	Cheri Jennings
Director of Financial Aid	Donna Stephens
Direction of Education	Anita Fleming
Professional Barbering Instructor	Marcus Moore
Professional Barbering Instructor	Donte Fenner
State Board Coordinator/Cosmetology Instructor	Nelvi Ramirez
Cosmetology Instructor	Misterie Shaw
Cosmetology Instructor	Jasmine Pierce
Cosmetology Instructor	Nicole Wilkins
Cosmetology Instructor	Maria Gross
Cosmetology Instructor	Lynn Prinac
Maintenance supervisor	Robert Omeir

ACCREDITED BY

National Accrediting Commission of
Career Arts and Sciences
3015 Colvin Street
Alexandria, VA 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 and Barbering.

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

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

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 in Silver Spring, Maryland. The school maintains a student to instructor ratio of 25 to 1. The facility features modern beauty and barber equipment, separate theory rooms, and a modern laboratory where the advanced students receive practical training and experience. In addition to the use of dry erase boards, audio and/or visual equipment, additional reading materials are available for all students. There are also dispensary and supply areas containing equipment and products. Students and prospective students may contact the Maryland Higher Education Commission to obtain information regarding each approved program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and

pass rate of graduates on any licensure examination. MHEC can be contacted at www.mhec.maryland.gov or Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201, Phone (410)-767-3300, Fax (410) 332-0270.

SCHOOL CALENDAR/HOLIDAYS

New Year's January 2
Martin Luther King's Birthday - January 16
Memorial Day - May 29
Independence Day - July 4
Labor Day - September 4
Thanksgiving - November 23
Christmas - December 25

INCLEMENT WEATHER/SCHOOL CLOSING

In the case of severe snowstorms or hazardous conditions, the school closing will be announced on the schools Facebook. The school does not follow county or city school closures. 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 MHEC, NACCAS, Consumer Affairs, and the appropriate Board (Cosmetology or Barbers). Matters these entities may investigate *include* regulatory matters, but also violations of published school policies as well. The contact information for the Maryland Higher Education Commission is 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201, Phone:(410) 767-3300, Fax (410) 332-0270. The contact information for NACCAS is National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314, Phone: (703) 600-7600. The contact information for Maryland Office of the Attorney General, Consumer Affairs Office, 200 St. Paul Place, Baltimore, Maryland 21202, Phone:(410) 528-8662.

TRANSPORTATION/PARKING

Public transportation is readily available to and from the school, and free parking is adjacent to the School.

TUITION - BOOKS, STUDENT KIT, UNIFORM AND ENROLLMENT FEES

The fees for tuition, student kit, books, and uniform 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, books, and uniform 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: professional shoes, notebook, pen and pencils. *In lieu of kit, books, and uniform fee, students may purchase their own kit, books, and uniform 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

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: 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, 450, 900 and 1200 actual hours.

Title IV Financial Aid, Professional Barbering: 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, 450, 900 and 1050 actual hours.

STUDENTS CONDUCT POLICY

Students are required to comply with all School Rules and Operating Policies as outlined in the enrollment agreement. 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. Failure to adhere to and observe School Rules and Operating Policies may result in immediate dismissal. Re-admission, resulting from dismissal, may be considered by meeting with the Director of the School.

STUDENT RECORDS/RELEASE OF INFORMATION

The school shall maintain all records including the signed enrollment agreement, ledger card, and permanent record card of a student for at least 5 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.

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.

STATEMENT OF NON-DISCRIMINATION

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. 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

Montgomery 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, Montgomery Beauty School affirms its commitment to insure equal educational opportunities to students with disabilities. Montgomery 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:

James Bilney Jr, School Director
8736 Arliss St.
Silver Spring, MD 20901
301-588-3570
301-588-2344 Fax

Disability Documentation Requirements

Students with disabilities who are requesting accommodations at Montgomery 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

Montgomery 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 is in need of 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 Brian Bilney, School Director, Montgomery Beauty School at 301-588-3570, or send a formal complaint to Montgomery Beauty School at 8736 Arliss St., Silver Spring, Maryland 20901. If the problem cannot be resolved by Montgomery 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.

ADMISSION 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 a valid 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, 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 an approved 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 an approved program 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

All requirements must be met prior to beginning class.

ENROLLMENT/STARTING DATES

Students may enroll during business hours at the 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 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 at all 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. Changing a schedule may require the signing of a new enrollment agreement.

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

The 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 US Department of Education.

In order 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 must submit the Federal Application for Financial Aid in order 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. If the program is extended beyond the original enrollment agreement ending date, an assessment of cost for the remaining hours is determined and charged to the students' account. Remaining balance (if any) is disbursed to the student when the account is paid in full.

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.

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 schools 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**.

ATTENDANCE POLICY

The school uses the SMART SYSTEM Biometric fingerprint recognition time clock and software to record daily 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.

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 out. This is the official record of the amount of clock hours he/she has accumulated. Students wanting to make-up missed work or time must contact their instructor. 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 Professional 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 or

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

EVENING ATTENDANCE SCHEDULE (Cosmetology and Professional 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

5:00 P.M. - 9:00 P.M.

Tuesday, Wednesday, Friday

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

Saturday

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. The Cosmetology Program is identified by the SOC code of 39-5012.

CAREERS IN PROFESSIONAL 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 of 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 institution shall evaluate students' (academic and attendance) at the conclusion of each evaluation period. 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 criteria 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. In order 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 considered to be 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

EVALUATION PERIODS First academic year: 0-900 hours	ACADEMIC: MINIMUM PASSING GRADE	Maximum scheduled hours required to maintain satisfactory attendance progress.
450 ACTUAL HOURS & 15 weeks	75%	540 = 83.3%
900 ACTUAL HOURS & 30 weeks	75%	1080 = 83.3%
1200 ACTUAL HOURS & 40 weeks	75%	1440 = 83.3%
1500 ACTUAL HOURS & 50 weeks	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

EVALUATION PERIODS First academic year: 0-900 hours	ACADEMIC: MINIMUM PASSING GRADE	Maximum scheduled hours required to maintain satisfactory attendance progress
450 ACTUAL HOURS & 15 weeks	75%	540 = 83.3%
900 ACTUAL HOURS & 30 weeks	75%	1080 = 83.3%
1200 ACTUAL HOURS & 40 weeks	75%	1440 = 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 Progress:

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 institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. The student must successfully appeal the determination of unsatisfactory following the warning period to be placed on probation. Additionally, only the students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the Evaluation Period may be placed on probation. 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. A student that does not achieve the minimum standards is no longer eligible for Title IV funds unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

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 Policy:

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. All students must follow the institution's policy in requesting and LOA. 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 an 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 institution will establish the start date of the approved LOA as the first date the student was unable

to attend. 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 calendar days taken in the leave of absence. Changes to the contract period on the enrollment agreement will be changed via an 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 an LOA is not considered as withdrawn, and no refund calculation is necessary. Students who fail to return from an 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.

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 Montgomery 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.

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 Diploma, 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, the Financial Aid Office will provide you

with information on the 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. Students are advised on their satisfactory or unsatisfactory performance. Written progress reports are discussed with the student and placed in their file, and a copy of the report is given to the student at the time of the advising session. 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.

EMPLOYMENT/PLACEMENT ADVISING

The school offers job placement services to help graduates secure employment in the field for which they graduated. Upon successful completion of their program, 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/AWARDING DIPLOMA

A diploma shall be issued to the student at the time of graduation provided that the student has satisfied all of 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) Met 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 enrollment agreement 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 and monies for which the student is liable 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 business days after having signed an enrollment agreement. 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 contracted price of the program and shall include all fees, except the enrollment fee and any charges for materials, supplies, books, or uniforms 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. A refund due a student shall be based on the date of withdrawal, termination, or expulsion and paid within 45 days from the date of withdrawal or termination. Any monies due a student who unofficially withdraws from the institution shall be refunded within forty-five (45) days of a determination by the institution that the student has withdrawn without notifying the institution.

The date of withdraw or termination is the last date of attendance by the student. A student's cancellation or withdrawal shall occur the earlier of the dates that a student notifies the institution of his/her withdrawal. 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 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 = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

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.

Order of Return of Title IV Funds:

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans (parent or graduate)
- Federal Pell Grants for which a return of Title IV funds is required
- FSEOG for which a return of Title IV funds is required
- TEACH Grants for which a return of Title IV funds is required

- Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required.

Post Withdrawal Disbursement:

A school must offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew.

A school must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days

FSA Credit Balances:

A Title IV credit balance occurs whenever the amount of Title IV funds credited to a student's account for a payment period exceeds the amount assessed the student for allowable charges associated with that payment period.

If FSA disbursements to the student's account at the school create an FSA credit balance, you must pay the credit balance directly to the student or parent as soon as possible but no later than 14 days after

A school may pay a credit balance by issuing a check payable to and requiring the endorsement of the student or parent. A school is considered to have issued the check on the date that it

- mails the check to the student or parent; or
- notifies the student that the check is available for immediate pickup and provides the specific location

LENGTH OF PROGRAM (CONTRACTED TIME)

The program must be completed by the student within the contracted time and the period of time prescribed as follows:

Cosmetology (1500 Hours)

Full Time Cosmetology - 40 Hours Per Week

The program may be completed in 37.5 weeks. 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 as long as 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 - 30 Hours Per Week

The program may be completed in 50 weeks. 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 as long as 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 - 25 Hours Per Week

The program may be completed in 60 weeks. 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 as long as 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 Day or Evening Cosmetology - 20 Hours Per Week

The program may be completed in 75 weeks. 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 as long as 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 (1200 Hours)

Full Time Professional Barbering - 40 Hours Per Week

The program may be completed in 30 weeks. 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 as long as 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 - 30 Hours Per Week

The program may be completed in 40 weeks. 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 as long as 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 - 25 Hours Per Week

The program may be completed in 48 weeks. 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 as long as 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 - 20 Hours Per Week

The program may be completed in 60 weeks. 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 as long as 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.)

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 OUTLINE

INSTITUTIONAL GOALS AND OBJECTIVE. The primary objective of the 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. Criminal convictions may affect a student's ability to be licensed, certified or registered.

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

A = Acceptable 75% - 100%
U = Unacceptable 0% - 74%

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 through the use of 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 HOURS OF STUDY

All phases are introduced as to their relationship 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	Practical	Clinic	Total Hours
Orientation	4			4
Your Professional Image	24	24	28	76
Sanitation and Bacteriology	8	16	8	32
Properties of the Scalp and Hair	16	20	36	72
Draping, Shampooing, Rinses	14	16	48	78
Hair Shaping	14	24	112	150
Hair Cutting/Hair Styling	40	92	176	308
Thermal Pressing and Styling	19	16	36	71
Permanent Waving and Chemical Relaxing	22	40	112	174
Hair Coloring	36	60	124	220
Artificial Hair	12	12	8	32
Manicuring/Pedicuring	11	24	40	75
Facials, Makeup, and Skin Care	27	48	28	103
Anatomy	5			5
Electricity	6			6

Chemistry	14			14
Salon/Career Opportunities	24	44	12	80
Total Hours	296	436	768	1500

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

COSMETOLOGY COURSE OVERVIEW:

I. ORIENTATION

1. New students report to Admissions office.
2. Introduction by School Director.
3. Orientation packet given out.
4. The past, present, and future of cosmetology is explained.
5. Student kit and books are issued.
6. Job opportunities are reviewed.
7. Questions and answers.
8. Closing remarks.

II. YOUR PROFESSIONAL IMAGE

1. Introduction.
2. Your Personal and professional health.
3. Physical presentation.
4. Personality.
5. Effective communication.
6. Human Relations and your professional image.
7. How to be successful.
8. Professional ethics.

III. SANITATION AND BACTERIOLOGY

1. Introduction.
2. Bacteriology.
3. Bacterial growth and reproduction.
4. Bacterial infections.
5. Other infectious agents.
6. Immunity.
7. A.I.D.S. awareness.

IV. PROPERTIES OF THE SCALP AND HAIR

1. Introduction.
2. Properties of hair.
3. Hair analysis.

4. Disorders of hair.
5. Scalp care.
6. Disorders of the scalp.

V. DRAPING, SHAMPOOING, RINSES

1. Introduction.
2. Draping for wet hair, chemical, and dry hair services.
3. Water.
4. Selecting the correct shampoo.
5. Hair rinses.

VI. HAIR SHAPING

1. Introduction.
2. Holding hair shaping implements.
3. Hair thinning.
4. Sectioning for hair cutting.

VII. HAIR CUTTING/HAIR STYLING

1. Introduction.
2. Implements used in Hair cutting.
3. Haircutting with scissor.
4. Shingling.
5. Use of clippers on the neckline.
6. Using the razor.
7. Learn to handle children.
8. Cutting overly curly hair.

VIII. THERMAL PRESSING AND STYLING

1. Introduction.
2. Thermal irons.
3. Thermal waving with conventional thermal irons.
4. Thermal curling with electric thermal irons.
5. Thermal irons curling methods.
6. Volume thermal iron curls.
7. Safety measures.
8. Blow-dry styling.
9. Blow curling with round brush.
10. Reminders and hints on blow-dry styling.
11. Air waving.
12. Analysis of hair and scalp.
13. Record card.

14. Pressing combs.
15. Pressing oil of cream.
16. Soft pressing procedure.
17. Hard press.
18. Special problems.

IX. PERMANENT WAVING AND CHEMICAL RELAXING

1. Introduction.
2. History of permanent waving.
3. Modern perm chemistry.
4. Hair structure and perming.
5. Perming techniques.
6. Special perming techniques.
7. Chemical hair relaxing products.
8. Steps in chemical hair relaxing.
9. Analysis of client's hair.
10. Chemical hair relaxing process (with sodium hydroxide.)
11. Chemical hair relaxing process.
12. Chemical blowout.
13. Review of safety precautions.
14. Soft curl permanent.

X. HAIR COLORING

1. Introduction.
2. Color theory.
3. Classification of hair coloring.
4. Preparation for hair coloring.
5. Temporary color.
6. Semi-permanent coloring.
7. Permanent hair coloring.
8. Hydrogen Peroxide.
9. Hair lightening.
10. Special effects of highlighting.
11. Special problems in hair coloring.
12. Hair coloring glossary.

XI. ARTIFICIAL HAIR

1. Introduction.
2. Why people wear wigs.
3. Types of wigs.
4. Taking wig measurements.
5. Ordering the wig.

6. Blocking the wig.
7. Fitting the wig.
8. Cleaning wigs.
9. Shaping wigs.
10. Setting and styling wigs.
11. Putting on and taking off a wig.
12. Wig coloring.
13. Hairpieces.
14. Safety precautions.

XII. MANICURING/PEDICURING

1. Introduction.
2. Shape of nails.
3. Equipment, implements, cosmetics, and materials.
4. Preparation of the manicuring table.
5. Plain manicure.
6. Safety rules in manicuring.
7. Individual nail styling.
8. Hand massage.
9. Hand and arm massage.
10. Other types of manicures.
11. Advanced nail techniques.
12. Other advanced techniques.
13. Pedicure.
14. Foot massage.
15. The nail and its disorders.
16. The nail.
17. Structure surrounding the nail.
18. Nail growth.
19. Nail diseases.
20. Theory of massage.

XIII. FACIALS, MAKEUP, AND SKIN CARE

1. Introduction.
2. Basic manipulations used in massage.
3. Physiological effects of massage.
4. Motor nerve points of the face.
5. Motor nerve points of the neck.
6. Facial treatment.
7. Facial massage.
8. Facial manipulations.
9. Special problems.
10. Packs and masks.

11. Reasons a client might find fault with a facial treatment.
12. Preparation for makeup application.
13. Cosmetics for facial makeup.
14. Makeup techniques for the Black woman.
15. Facial features.
16. Lash and brow tint.
17. Artificial eyelashes.
18. Safety precautions.
19. History of the skin.
20. Disorders of the skin.
21. Permanent methods of hair removal.
22. Temporary methods of hair removal.

XIV. ANATOMY

1. Introduction.
2. Cells.
3. Tissues.
4. Organs.
5. Systems.
6. Introduction to anatomy and physiology.
7. The skeletal system.
8. The muscular system.
9. The nervous system.
10. The circulatory system.
11. The endocrine system.
12. The excretory system.
13. The respiratory system.
14. The digestive system.

XV. ELECTRICITY

1. Introduction.
2. Electricity.
3. Using electricity.
4. Electro therapy.
5. Other electrical equipment.
6. Light therapy.

XVI. CHEMISTRY

1. Introduction.
2. The science of chemistry.
3. Matter.
4. Chemistry of water.
5. Chemistry of shampoos.

6. Permanent waving.
7. Chemical hair relaxing.
8. The chemistry of hair coloring.
9. Cosmetic chemistry.

XVII. SALON/CAREER OPPORTUNITIES

1. Introduction.
2. What you should know about opening a salon.
3. Operating a salon.
4. Selling in the salon.
5. Advertising.
6. Rules of first aid.
7. Procedures of first aid.
8. Job interview/preparation/employment/taxes.
9. Preparation for the interview.
10. How to prepare a resume.
11. How to prepare an employment application.
12. How to prepare payroll/payroll deductions.
13. How to write and acknowledge a letter.

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 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 OUTLINE

INSTITUTION GOALS AND OBJECTIVES: The primary objective of Montgomery 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. Criminal convictions may affect a student's ability to be licensed, certified or registered.

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

A = Acceptable 75% - 100%
U = Unacceptable 0% - 74%

TEACHING STRATEGY: Using the audio/visual aids and live models whenever possible. Introducing new material in a manner in which 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 Professional Barbering, 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 Hours of Study & Course Overview:

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 Your Personal and Professional Health, Personality, Effective Communication and attitude.	8	10	18
4) Microbiology Knowledge of types of bacteria, why and how to use good sanitation and study practices and the spreading of germs.	12	10	22
5) Infection Control and Safe Work Practice Knowledge of controlling and preventing infection and disease is an important part of the salon.	20	40	60
6) Implement, Tools and Equipment Identify the principal tools and implements used in barbering parts of	20	20	40
7) Anatomy and Physiology Knowledge of cells, tissues, organs and systems.	12	15	27
8) Chemistry Knowledge of matter, chemistry of water, shampoo, permanent waving, chemical hair relaxing and hair coloring and cosmetics.	12	15	27
9) Barbering Electricity and Light Therapy Demonstration of proper hair sectioning and its relation to professional haircutting, and the correct use of haircutting implements.	8	15	23
10) Properties and Disorders of the skin Learning histology and disorders of the skin	25	15	40
11) Property and Disorders hair and scalp Learning the purpose, composition, divisions and disorders of hair and scalp	25	15	40

12) 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.			
13) Men's Message and Treatment	12	20	32
Knowledge of treatment, massage, manipulation, special problems, packs and masks			
14) Shaving, Facial Design Hair design and Procedures	5	65	70
Principles of hair design and knowledge of different facial types			
15) Men's Haircutting	75	377	452
Demonstration of proper hair sectioning and its relation to professional haircutting and the correct use of haircutting implements.			
16) Men's Hair Replacement	12	20	32
Knowledge of hair replacement system, supplies and methods			
17) Women's Hair Cutting and Styling	12	24	36
Basic Knowledge of women's cuts, layering and texturing			
18) Chemical Texture Service	12	45	57
The history, modern perm chemistry, hair structure, techniques and safety precautions			
19) Hair Coloring and Lighting	20	40	60
Reasons, purpose and types and safety precautions of hair coloring			
20) 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			
21) Business of Barbering	12	25	37
Preparation for State Boards and knowledge of licensing laws			
22) Job Search	12	24	36
Knowledge of trends, preparing for employment			
23) Barbering Management	12	5	17
Knowledge of opening, operating and selling in the salon			
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.

Gainful Employment Program Disclosure

COSMETOLOGY: CIP CODE 12-0413

OPE ID 02343800

PELL ID 016627

Tuition and Fees:	\$20,350.00
Books, Equipment, Supplies:	\$1,495.00
On time graduation rate:	56%
Job Placement Rate:	67%
Licensure Rate:	79%
Median loan debt	\$9,500.00
Private loan debt	\$3,000.00
Institutional Finance	\$0.00

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

PROFESSIONAL BARBERING: CIP CODE 12-0413

OPE ID 02343800

PELL ID 016509

Tuition and Fees:	\$16,495.00
Books, Equipment, Supplies:	\$1,495.00
On time graduation rate:	100%
Job Placement Rate:	100%
Licensure Rate:	100%
Median Loan Debt:	\$9,500.00
Private Loan Debt:	\$0.00
Institutional Finance Debt:	\$0.00

- * 1 student 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.

According to the National Accrediting Commission of Career Arts & Sciences the following 2019 institutional outcome rates are:

Graduation Rate: 70.71%
Placement Rate: 65.66%
Licensure Rate: 100.00%

According to the National Accrediting Commission of Career Arts & Sciences the following 2019 program outcome rates are:

	<u>Cosmetology</u>	<u>Professional Barbering</u>
Graduation Rate =	72%	73%
Placement Rate =	68%	66%
Licensure Rate =	100 %	100%

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

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

Montgomery Beauty School
8736 Arliss St.
Silver Spring, Maryland 20901

James R. Bilney, President