



MICHIGAN  
*College of Beauty*

VOLUME 29

*December 2023-June 2024*

*Published December 2023*

*5620 Dixie Highway  
Waterford, MI 48329*

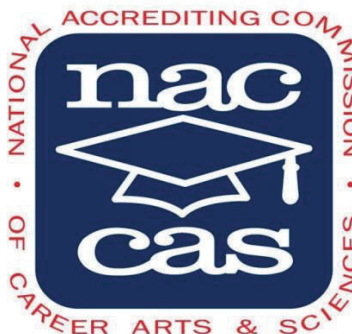
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### **Accredited By**

National Accrediting Commission of Career Arts and Sciences  
3015 Colvin St.  
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# Table of Contents

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Introduction	3	Fire and Other Indoor Emergency	9
Consumer Information	3	Tornado/Storm and other Emergency	9
Facility	3	Chemical Spill	9
Mission Statement	3	Safety Requirements for Cosmetology Profession	9
Admissions Requirements Non-	3	Physical Demands and General Requirements	10
Discrimination	3	Additional Cost Beyond Course Length	10
Transfer Students	3	Make Up Time	10
Re-Entry Requirements	3	Tardy Policy	10
Educational Program and Product Lines	4	Cost of Attendance	10
Professional Product Lines Student		Tuition 2023/2024	11
Services	4	Class Start Calendar and Schedules	12
Employment Assistance	4	Refund Policy	13
Career Counseling	4	Course of Study- Cosmetology	14
Graduation Requirements	4	Course of Study- Manicuring	16
State Licensing Requirements	4	Course of Study- Esthetics	17
Annual Report	5	Course of Study- Cosmetology Instructor	19
Scholarships	5	Holidays and School Closings	21
Financial Information	5	Unexpected School Closure Procedure	21
Direct Loan Program	5	Attendance and Absence Procedures	21
Leave of Absence	6	Credit for Hours	21
Uniforms	6	Scheduled Lunch and Break Room	21
Termination by Institution	6	Administrative Staff	21
Grading System	6	FERPA Rights	22
Rights of Privacy and Student File Access	7	Consent To Release	23
Campus Security Information	7	Teach Out Plan	24-26
Standards of Conduct for a Drug Free	8	Michigan Reciprocity	27
Campus Drug and Alcohol Abuse	8	What You Will Need	28
Prevention & Building Emergency Plan	8	Rules and Regulations	29-33
		SAP Satisfactory Progress Policy	34-37
		Grievance Policy and Form	38-39

## **Introduction**

Michigan College of Beauty was established in 1968, Port Huron Cosmetology College, Inc. dba Michigan College of Beauty took over ownership and operation of the college as of 1997. The college offers a full service student salon, giving our students exposure to “real life” training experiences, to assist them in providing quality customer service as well as offering client consultation for hair, skin and nail services.

## **Consumer Information**

Licensing and Accreditation Authority Data to operate the following school can be obtained by written request. All schools are licensed by State of Michigan, Department of Licensing and Regulation. PO BOX 30018, Lansing, MI 48909. License # 2707-000-792

**PHONE:** 517-241-9288;

**Naccas** 3015 Colvin St., Alexandria VA 22314 **Phone:** 703-600-7600 **Fax:** 703-379-2200 **Email:** webinfo@naccas.org

## **Facility**

Michigan College of Beauty is located on Dixie Hwy. between Walton and Andersonville Rd, in the Waterford Village Plaza. Our building is a one story 4900 square feet facility. Our spacious clinic area has 24 stations and is well designed. We also have three classrooms, Junior Cosmetology, Manicuring and Esthetician.

## **Mission Statement**

To you who are about to enter the field of beauty, we applaud your decision to become involved with in this industry! It is a career that offers a strong personal sense of achievement. Untold opportunities to apply your skills in a variety of exciting occupations. The objective of Michigan College of Beauty is to train our students and to prepare them for entry into the Beauty Industry. The learning process is fostered and advanced in an atmosphere of an educational institution and pleasant surroundings, with the accent on curriculum, faculty and employing the most modern equipment and teaching methods. Michigan College of Beauty will provide an opportunity for all students to achieve a quality education as well as instill in our students a sense of professionalism.

## **Admissions Requirements**

College applicants should visit the College before enrolling. Perspective students will be considered for admissions that are of good moral character, who have a valid high school diploma, GED, or transcript showing graduation or course completion, if the student is still enrolled in there High School Program a current transcript from the attending school will be required as well as documentation that he/she is at least 17 years of age or older at the time of Enrollment and or upon completion of the course and prior to obtaining the license. Per rule **339.1207 Cosmetologist; qualifications.**

Applicants for the Cosmetology Instructor Course must have a valid Cosmetology license to begin classes.

We do not accept Ability to Benefit students.

## **Non Discrimination**

Michigan College of Beauty does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion in any of its admission, instructional or graduation policies.

## **Transfer Students**

Transfer students will be required to meet the published admissions requirements and should refer to Michigan’s State of Cosmetology Laws for current transfer procedures. Michigan College of Beauty will consider all cosmetology student transfer hours awarded to the student by the State Board of Cosmetology or an official transcript up to a maximum of 600 hours. Transfer students must complete a written and practical exam to ensure that each student is evaluated and placed accordingly. The school will maintain a written record of previous education and training of the veteran which clearly indicates that the appropriate credit has been given by the school for previous education and training with the training period shortened proportionally and the person and the Department of Veterans Affairs so notified.

## **Re-Entry Requirements**

Former Michigan College of Beauty students who wish to re-enroll must request approval from the Admissions Director. All requests will be reviewed and a decision made within 30 days of request. Students may be required to wait 6 months from original withdrawal date to begin re-enrollment. Current tuition and fee rates will apply, plus any previous balance will be included. Students who re-enroll prior to the 6 month time frame from original exit date will be charged the same tuition and fees as detailed in the original enrollment agreement. Students will be required to pay a registration fee again. In addition a new Financial Aid Award package and or payment plan will be completed.

## **Educational Program and Product Lines**

Michigan College of Beauty incorporates a variety of educational resources into the curriculum. Techniques and concepts from Milady's Standard 2022 Edition Cosmetology textbook are used. Milady understands that change is good as well as constant in the cosmetology industry. Milady has gathered input for the 2022 Edition textbook from educators, students as well as school owners.

## **Professional Product Lines**

Students gain experience by using a variety of professional brands and product lines at Michigan College of Beauty in which include: Redkin, Matrix, Paul Mitchell, Mizzani, Bioelements, Pevonna, OPI and CND.

## **Student Services**

1. Academic and Financial Aid advising services are available on-site for all students. The college also offers professional counseling regarding personal situations in which our beyond our training capabilities and expertise.
2. We do not offer student housing {students are responsible for their own housing arrangements.}
3. Federal Financial Aid assistance is available for those who qualify.

## **Employment Assistance**

Michigan College of Beauty offers job placement assistance to currently enrolled students as well as our graduates. Many area salons contact the Director regularly for highly qualified graduates. Students wanting to utilize these services can contact the Admissions Director. Students should be aware, however, the responsibility for the outcome of the interview and for securing employment rests solely on the student since state /accrediting laws prohibit any college from guaranteeing job placement.

## **Career Counseling**

Staff, Registrar and Director is available upon request for counseling.

## **Graduation Requirements**

Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phase of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

## **State Licensing Requirements**

All cosmetology related fields in Michigan require students to attend and graduate from a Cosmetology school, be of good moral character, and be licensed by the State of Michigan. The following rules apply:

### ***Cosmetology Student***

- Is not less than 17 years of age and is of good moral character.
- Has had an educational equivalent to the completion of the ninth grade.
- Has completed at least 1500 hour course in a licensed school of cosmetology.

### ***Cosmetology Instructor***

- Is of good moral character and has a high school diploma or equivalent.
- Is a licensed cosmetologist in the State of Michigan.
- <http://www.michigan.gov/MIPLUS>

## **Annual Report**

To help assist you in making a good choice about whether or not to enroll in classes, we want to give you the latest information that we have available. According to the National Accrediting Commission of Career Arts and Sciences our rates for the 2022 Annual Report was:

Graduation Rate: 90%                      Licensure Rate: 100%                      Placement Rate: 93%

Please Note: These statistics are presented for the time period and cohort group specified in the federal regulations issued by the U.S. Department of Education.

## **Scholarship**

Limited scholarships may be granted, please see Director.

## **Financial Aid Information**

Federal Pell Grants, Federal Direct Student Loans (subsidized and unsubsidized, Federal Parent "Plus" loans are available for those who qualify.

### **The Direct Loan Program: What is It?**

The Federal Direct Loan Program is a Student Financial-Assistance program provided by The U S Department of Education that provides students with a simple, convenient, and flexible way to borrow money to pay for Post Secondary education. Schools that participate in the Federal Direct Loan Program receive loan funds directly from the US Department of Education and pay them to eligible students. Direct Loans are **simple**, borrow directly from the federal government; **convenient**, access Direct Loan resources and your account information online, 24 hours a day, 7 days a week; **flexible**, choose from four repayment options.

### **The Direct Loan Program offers Four Types of Low Interest Loans:**

**Direct Subsidized Loans:** also called Federal Direct Student Loans are awarded based on your financial need. Your school determines your financial need, in part, from information you provide on your financial aid application. With a Federal Direct Subsidized Loan, the federal government does not charge you interest before you begin repayment or during authorized periods of deferment.

**Direct Unsubsidized Loans:** also called Federal Direct Student Loans, are not awarded on the basis of need. If you are an eligible student, you may borrow up to the cost of attendance minus any further financial aid you receive. However, you may not borrow more than the maximum annual amount. The federal government charges you interest from the time the loan is disbursed until the loan is paid in full.

**Direct Plus Loans:** also called Federal Direct Parental Loan for Undergraduate Students, help parents pay their dependent children's educational expenses. Your parents may borrow up to the amount of cost of attendance minus any other financial aid received. The federal government charges your parent's interest from the date the first disbursement is made until the loan is paid in full.

**Direct Consolidation Loans:** simplify repayment by combining one or more federal education loans into one new Direct Consolidation Loan. If you combine your loans into a Direct Consolidation Loan, you'll only have one loan, one monthly payment.

**Interest Rates:** Federal Direct Subsidized, Unsubsidized, Plus are variable and may change each year of repayment. Interest rates for Direct Consolidation loans are fixed. By law, interest rates will not exceed 8.25%

For Direct Subsidized, Direct Unsubsidized, and Direct Consolidation Loans and 9% for Direct Plus Loans.

## **Leave of Absence Policy**

\*Students are required to submit a formal request for a Leave of Absence in writing including the reason for the request which must be signed by the student.

**The reasons for which a leave of absence may be approved include:**

- **Personal and/or family medical issues**
- **Death in the family**
- **Other mitigating circumstances**

\*The official start date of the LOA will be the first day the student was unable to attend, and or the day following the students last physical date of attendance.

\*The anticipated return date must also be documented on the Leave of absence request form.

\*The LOA request must be submitted in advance unless an unforeseen circumstance prevents the student from doing so, in which MCOB will establish the start to be the first day the student was unable to attend as well as collect the request from the student at a later date.

\*Students are required to document the reason for the Leave of Absence request.

\*The Director may approve the request without advance notification in the event an unforeseen circumstance has occurred.

\*The Director will document the reason for its decision and collect the request from said student later.

\*A student on an approved LOA will not be considered withdrawn and a refund calculation will not be required.

\*Any student approved for a LOA will not have this interruption in training counted against them concerning compliance with the Satisfactory Progress guidelines.

\*A LOA will extend the students contract period for by the same number of days the student has taken in the LOA. The student will NOT be assessed any additional charges because of the LOA. The amended completion date will be updated on the Leave of Absence Request.

\*Changes to the Enrollment Agreement completion date is executed on the LOA request document.

\*The amended date is updated accordingly on the LOA document.

\*The maximum time frame for a LOA is 180 days per 12-month period. Students will not be granted a LOA if the LOA together with any additional LOA's previously granted exceed a total of 180 calendar days in the 12-month period.

\*A student will be withdrawn if the LOA has not been approved, or if they have not returned by the expiration of the approved LOA. The student's withdrawal date for the refund calculation will be the students last physical date of attendance.

## **Uniforms**

Students must wear a uniform at all times while on the school premises. The uniform is to be clean and always display a professional image. No hooded sweatshirts or shirts with graphics and or verbiage.

Junior students will be required to wear professional black pants, (no jeans, shorts or sweats) black shoes, black shirt .

Senior students will be required to wear professional black pants, (no jeans, shorts or sweats) black shoes, and a solid black shirt.

Manicure Students are required to wear professional black pants, (no jeans, shorts or sweats) black shoes, black shirt.

Esthetician Students are required to wear black medical office style pants, black medical office style top with black shoes. Shoes: No slide on or open toed shoes. NO Tshirts, or hoodies.

**Termination By Institution** May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

**Grading System** A passing grade is 75% or better on each Theory or Practical exam and on each Lab Sheet. If a student fails Theory or Practical students will be retested and both grades are included in average. Satisfactory Progress is a passing grade of 75% in Theory/Practical and 67% in attendance.

95%-100%	Excellent
85%-94%	Very Good
80%-84%	Good
75%-79%	Satisfactory
74% & below	Failure

## **Rights of Privacy and Student File Access**

Michigan College of Beauty maintains educational records for each student who attends. These records are available in the administration/financial aid office. According to the Privacy Act, every student has a right to see their files as well as the right to have those files protected from individuals who they may not wish to have access. Terminated/withdrawn students must have paid any outstanding fees prior to obtaining any records. The procedure to obtain information from a student's file is:

1. A current or former student must submit a request in writing to the Director to review their files at a time that is convenient for both parties. This is required so that the operations of the school and the student's classroom work will not be interrupted.
2. If anyone wishes to see a student's file or receive information on a student, the student, and or parents or legal guardian in the case of a dependent minor, must give written permission for the information to be released. This is to be done with the Director at the convenience of both parties.
3. Any information given out on a student, except to governmental, accreditation agencies, or other funding, requires written permission from the student, or in the case of a dependent minor, the student's parent or guardian.

### **EACH FILE INCLUDES THE FOLLOWING INFORMATION:**

1. Attendance records, including hours attended and absence hours.
2. Written and Practical exam grades.
3. Personal information, name, address, phone, etc.
4. Documentation of all student advisory sessions including all disciplinary warnings given and actions taken.
5. Financial Aid Records- including all personal information used to determine the student's eligibility for financial aid or used to verify data given in the financial aid application.
6. Tuition accounts: payments received, extra charges incurred and any balances owed by the student.

## **Campus Security Information**

This information is required under Public Law 102-26. The following data will provide you with campus security policies and statistics concerning occurrence of criminal offenses on campus. Michigan College of Beauty has no dorms on campus and does not recognize any off campus student organization that would be covered under this act.

Should you witness a crime or are a victim of a crime, MCB requests that you follow this procedure:

- During school hours, notify the Director and or local police department immediately.
- Refer to the phone numbers listed on the "Campus Security Statistics" Summary.
- If a crime occurs during non school hours and no staff members are available, notify the local police department immediately and the school Director as soon as possible during the school's regular business hours.
- The Director will determine if the incident can be handled on site, if not he/she will contact the appropriate local authorities.

(Preserving evidence for proof of a criminal offense is very important)

The purpose and authority of campus personnel is limited to securing the premises and protecting the facility. The enforcement authority of campus personnel is limited to enforcement of campus rules and regulations. Incidents that go beyond the scope of campus personnel are referred to and investigated by local law enforcement agency.

All crimes that are reported will be posted on the MCB bulletin board in a timely manner. To ensure accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from all involved parties as well as witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report and such statements may be used by personnel and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institutions administrative staff for the purpose of disciplinary actions. All students are informed about campus security procedures and practices during their orientation process at MCB. Everyone should remember that personal safety begins with you. When walking on campus, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways or alleys. The following should be considered:

- Do not carry large amounts of Cash.
- Keep your vehicle in good condition. Always lock your car and remove all packages and valuables. Park in a well lit area.
- Do not leave books or personal property unattended in the school. Keep lockers locked at all times.



Counseling for sexual offense victims and sexual assault prevention programs are available. If any disciplinary proceedings are held in case of any alleged sex offenses regarding rape, acquaintance rape, or other forcible or non forcible sex offenses, both the accuser and the accused have the opportunity to have others present. Both the accuser and the accused will be informed of MCB's final determination of any institution disciplinary proceeding and may sanction imposed against the accused.

Information can be obtained on the registered sex offenders of the campus community at [www.watchdog.us](http://www.watchdog.us)

MCB is in compliance with the Drug Free Schools and Communities Act of 1989 Public Law 102-26. All students and employees should refer to the "Drug & Alcohol Prevention Package" given to each student at orientation for information concerning the campus policies and individual responsibilities required under the act.

Year/Incident	2023	2022	2021
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Forcible Sex Offenders	0	0	0
Motor Vehicle Theft	0	0	0
Murder Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Non-Forcible Sex Offences	0	0	0
Robbery	0	0	0

### **Standards of Conduct for a Drug Free Campus**

1. Michigan College of Beauty, hereafter referred as "this institution", has a policy of maintaining a Drug Free Workplace. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances (drugs and alcohol) is prohibited in this institution's Campus/Workplace. The workplace for this institution is defined in paragraph 2 below.
2. In compliance with the Drug Free Workplace Act of 1988, the institution's "Campus/Workplace" consists of the following locations:
  - The entire college/salon facility and its parking lot.
  - Any location used for an offsite school function, i.e., competition, hair show, graduation, etc.

Non compliance with the terms in paragraph 1 (above) may result in the following actions being taken by this institution.

- Notification to proper law enforcement agencies.
- Termination of enrollment/employment.

All students and employees must read and understand the following statement:

I understand that Michigan College of Beauty, by participating in Title IV Federal Funds Programs, must establish a policy of a Drug Free Campus/Workplace, and as a student/employee of Michigan College of Beauty, I acknowledge and agree to abide by the terms in paragraph 1 (above).

I must notify the school Director/Owner of any criminal drug statue conviction of a violation occurring in the campus/workplace no later than 10 days after such conviction.

I understand that this institution has established a Drug Free Awareness Program to inform students and employees about:

1. The dangers of drug abuse in the campus/workplace.
  2. The institution's policy of maintaining a Drug Free Campus/Workplace.
  3. Any available drug counseling, rehabilitation, and student/employees assistance programs.
  4. The penalties that may be imposed upon students/employees for drug abuse violations occurring in the campus/workplace.
- If a student is convicted of any criminal drug activities, enrollment will be terminated at that time. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any activity with Michigan College of Beauty, the student must report the conviction, in writing within 5 calendar days of the conviction to the Director of Michigan College of Beauty.



## **Drug and Alcohol Abuse Prevention**

In agreement with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments, Michigan College of Beauty, supplies a Drug Free Schools and Workplace information package to each student during the orientation process. The package provides a description of the legal sanctions under state and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol, a description of health risks associated with the use of illegal drugs and abuse of alcohol. It also includes a list of any drug alcohol counseling, treatment, and rehabilitation programs that are available to students.

## **Building Emergency Plan**

The Building Emergency Plan establishes the procedure for all students/ employees in the case an emergency should occur at Michigan College of Beauty. This plan is simple and should be followed by everyone in the building to ensure a safe evacuation from the building.

## **Fire and Other Indoor Emergency**

The following steps are to be followed in this sequence:

1. Alert students/employees and clients that there is a fire or other emergency.
2. The Director/Senior Instructor should dial **911** immediately. Confirm and advise them that there is a fire or other emergency. If time allows describe the nature and location of the fire within the building.
3. Make sure ALL clients and students/employees have evacuated the building safely, if deemed necessary.
4. If the fire is small, use the portable extinguisher located nearest to the incident in the building. These are all purpose extinguishers.
5. If the fire is large, and time permits, shut down all electrical appliances and equipment. Close all exterior doors as you exit but DO NOT lock them.
6. Exit the building and move to the far side of the parking lot, Sidewalk near Waterford Village Plaza sign, so the person in charge can confirm that everyone has exited the building safely. The person in charge should assign one person to meet with the responding fire department to allow for quick entry into the building.

## **Tornado/Storm and other Outdoor Emergency**

1. Electrical Storm: The person in charge will determine as to whether electrical equipment and appliances should be turned off.
2. Tornado: Assuming there is sufficient warning, shut off all electrical equipment and appliances and evacuate all students, employees and clients. If there is not sufficient notice, take shelter immediately in the esthetic room, stay away from windows and glass to avoid danger and injury.

## **Chemical Spill**

1. Close down all operations and ask all persons to evacuate.
2. If time permits shut down all electrical equipment and appliances.

## **Safety Requirements for the Cosmetology Profession**

- An enclosed, supportive, protective pair of shoes.
- Protective clothing: chemical apron.
- Rubber gloves available when needed.
- Disinfectants/Antiseptics.
- Hydraulic Pump Styling Chairs

## **Physical Demands and General Requirements of the Cosmetology Profession**

Michigan College of Beauty believes that students interested in pursuing a career in the Cosmetology field should be aware of the requirements for their success!

A student must have good manual dexterity with both hands and arms with a sense of form and artistry.

## **Additional Cost Beyond Course Length**

Students extending their training beyond the contract ending date are charged an hourly rate for each hour of training remaining. **The hourly rate is \$13.08 per hour for the Manicuring, Esthetician, Cosmetology and Cosmetology Instructor Program.** A new enrollment agreement is drawn (contract addendum) With a beginning and an ending date for the student to complete the extra instruction needed to complete his/her course. The student is given a copy of the new signed contract addendum. The school may charge a \$10.00 transcript fee for transcript requests.

## **Make Up Time**

Curriculum taught is on a rotating basis, therefore attendance is very critical. Students are only allowed to miss a minimum of time depending on length of the program and course schedule. Make up time will be available to the student's upon the Director's approval.

## **Tardy Policy**

In the event a student is tardy the following procedure is followed:

1. Student to report to school office.
2. Student will be clocked to the nearest quarter hour.
3. If mitigating circumstances exist, Director will allow student to enter class and receive hours. If mitigating circumstances do not exist, student is counseled and allowed to enter class with credit hours. After three unexcused tardiness or absences student may be subject to suspension.

## **Methods of Payment**

School will accept payments from Title IV, Student Loans and private payments from students in the form of credit cards, checks, money orders or cash.

## **Cost of Attendance 2023-2024**

Please keep in mind that there may be other costs associated with your attendance at Michigan College of Beauty. These costs may include but are not limited to such items as transportation, child care, room and board and personal expenses. The average allowances associated with these costs at Michigan College of Beauty are as follows:

	<b>Pell/DEPENDENT</b>	<b>INDEPENDENT</b>
TUITION	\$12375.00	\$12375.00
BOOKS/SUPPLIES	\$ 900.00	\$ 900.00
ROOM/BOARD	\$ 3500.00	\$ 6825.00
PERSONAL EXPENSES	\$ 2240.00	\$ 2240.00
TRANSPORTATION	\$ 1225.00	\$ 1225.00
<b>TOTAL</b>	<b>\$ 20240.00</b>	<b>\$23565.00</b>

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# ***Tuition Charges 2023-2024***

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***December 2023 - June 2024***

***Cosmetology Course:***

<b>A.</b>	1500 Clock Hours Tuition Charge	<b>\$20625.00</b>
<b>B.</b>	Books/Kit	<b>\$ 1500.00</b>
<b>C.</b>	Registration Fee	<b>\$ 175.00</b>

<b>TOTAL</b>	<b>\$22300.00</b>
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***Manicuring Course:***

<b>A.</b>	400 Clock Hour Tuition Charge	<b>\$ 5500.00</b>
<b>B.</b>	Books/Kit	<b>\$ 600.00</b>
<b>C.</b>	Registration Fee	<b>\$ 175.00</b>

<b>TOTAL</b>	<b>\$ 6275.00</b>
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***Esthetics Course:***

<b>A.</b>	420 Clock Hour Tuition Charge	<b>\$ 6175.00</b>
<b>B.</b>	Books/Kit	<b>\$ 700.00</b>
<b>C.</b>	Registration Fee	<b>\$ 175.00</b>

<b>TOTAL</b>	<b>\$ 7050.00</b>
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***Cosmetology Instructor Course:***

<b>A.</b>	600 Clock Hour Tuition Charge	<b>\$ 8250.00</b>
<b>B.</b>	Books/Kit	<b>\$ 300.00</b>
<b>C.</b>	Registration Fee	<b>\$ 175.00</b>

<b>TOTAL</b>	<b>\$ 8725.00</b>
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*Should a student complete the program earlier than the estimated time-frame stated in the contract, the student's financial aid package may be recalculated, and this may result in liabilities owed by the student and/or the institution, if applicable.*

*The school may charge a \$10.00 transcript fee for transcript requests.*

# Class Start Calendar and Schedules

Cosmetology classes begin monthly: **Full Time classes** are held Tuesday 8:30 am - 1:30 pm and Wednesday - Friday 8:30 am - 3:30 pm. Saturday hours are from 9:00 am - 2:00 pm for the full time students. Approximately 31 hours per week.

**Part Time Evening classes** are held on Tuesday & Thursday's from 5:00 pm. - 9:00 pm. and Saturday's from 9:00 am. - 2:00 pm. 13 Hours Per Week.

**Three Quarter Schedule** is 26 Hours per Week with a completion time of 54 weeks. See Director for hours.

*Cosmetology Students attending full time have an estimated completion time of 54 weeks, and Part Time Cosmetology Students have an estimated completion time of 126 weeks.*

## **Cosmetology/ Cosmetology Instructor/ Esthetics/ Manicuring 2024 Start Dates for Day Classes**

January 9, 2024	February 13, 2024	March 19, 2024	April 23, 2024	May 28, 2024
July 2, 2024	August 6, 2024	September 10, 2024	October 15, 2024	November 19, 2024
January 7, 2025				

## **Cosmetology/Cosmetology Instructor/ Esthetics/ Manicuring 2024 Start Dates for Evening Classes**

January 9, 2024	February 13, 2024	March 19, 2024	April 23, 2024	May 28, 2024	July 2, 2024
August 6, 2024	September 10, 2024	October 15, 2024	November 19, 2024	January 7, 2025	

Esthetics and Manicuring classes begin monthly; day time classes are held Wednesday through Friday from 8:30 am – 3:30 pm

Evening classes are held Tuesday and Thursday's from 5:00 pm – 9:00 pm

Saturday attendance is optional for both day and evening schedules as make up day or to expedite the enrollment period.

Esthetics Students attending full time have an estimated completion time of 22 weeks, Part time students have an estimated completion time of 57 weeks. This time frame includes a 10% (42.00 hours) missed time allotted for school closures as well as unexpected absences.

Manicuring students attending full time have an estimated completion time of 22 weeks, Part time students have an estimated completion time of 55 weeks. This time frame includes a 10% ( 40.00 hours) missed time allotted for school closure as well as unexpected absences.

Cosmetology Instructor classes begin monthly; day time classes are held Tuesday - Friday 8:30 am - 1:30 pm as well as Saturday's from 9:00 am - 2:00 pm, students attending full time have an estimated to completion time of 33 weeks. Part Time students will have an estimated completion time of 50 weeks, part time schedule is Tuesday & Thursday evenings 5:00 pm - 9:00 pm & Saturday's 9:00 am - 2:00 pm.

### **School Hours**

**Tuesday 8:30 am - 4:30 pm and 5:00 pm - 9:00 pm**

**Wednesday and Friday 8:30 am – 3:30 pm**

**Thursday 8:30 am – 4:30 pm and 5:00 pm - 9:00 pm**

**Saturday 9:00 am – 2:00 pm**

### **Rationale for and Benefits Derived for Additional Hours**

Esthetics Program 420 Hours, State Board requirement 400 Hours, 20 additional hours are incorporated into our curriculum to include Bioelements Certification.

Cosmetology Instructor 600 Hours, State Board Requirement 500 Hours, 100 additional Hours are incorporated to include 50 Hours of Teaching in both the Manicuring and Esthetician Classrooms.

## GENERAL TERMS OF AGREEMENT

### School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is **not guaranteed**.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

### Student:

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that if he/she is a Title IV financial aid recipient,\* minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

### REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$175.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

# COURSE OUTLINE- COSMETOLOGY

## COURSE DESCRIPTION

This 1500-hour course is designed to prepare students for professional employment as hairstylists, hair color specialists, permanent wavers, hair cutters and manicurists. The student not only learns theoretical concepts during 415 classroom lecture hours but must also apply those concepts during 1085 hours of laboratory work and clinic practice under the direct supervision of expert instructors. The student is taught employability skills for entry into the beauty industry and prepared for the State Licensing examination.

## COURSE GOALS

1. The student will learn to cut and shape, style, shampoo, permanent wave and color hair.
2. The student will learn to manicure nails.
3. The student will learn to give facial and scalp treatments.
4. The student will gain experience in shop management and appointment booking.
5. The student will gain experience in serving patrons in the student beauty clinic.
6. The student will learn personal grooming and personality development.
7. The student will learn employability skills.
8. The student will be prepared for the State licensing examination.

## CONTENT OF UNITS OF INSTRUCTION

<u>Unit Names</u>	<u>Theory Hours</u>	<u>Practical Hours</u>	<u>Total</u>	<u>MPA</u>
(a.) Health & Safety related to Hair Care Services, Manicuring services, Skin Care Services, and Natural Hair Cultivation that includes the following:				
(i.) Anatomy and physiology				
(ii.) Chemical Safety				
(iii.) Diseases and Disorders				
(iv.) Laws & Rules				
(v.) Occupational Safety				
(vi.) Personal hygiene				
(vii.) Sanitation				
(viii.) Equipment, supply, and tool safety	100	100	200	
(b.) Hair Care Services and Natural Hair Cultivation That include the following:				
(i) Arranging				
(ii) Artificial Hair				
(iii) Bleaching				
(iv) Cleansing				
(v) Curling				
(vi) Cutting				
(vii) Coloring and Bleaching				
(viii) Dressing				
(ix) Perming				
(x) Relaxing				
(xi) Singeing				
(xii) Straightening				
(xiii) Tinting				
(xiv) Waving				
(xv) Natural Hair Cultivation	250	800	1050	425
(c.) Esthetic Services that include all the Following topics:				
(i.) Beautifying the skin using Cosmetic preparations, chemicals, And liquids including body wrapping.				
(ii.) Cleansing the skin with hands and Equipment.				
(iii.) Temporary Hair Removal.				
(iv.) Facials, makeup, and eyelashes.	50	75	125	25
(d.) Manicuring services that include the following:				
(i.) Artificial Nails, extensions, and repairs.				
(ii.) Manicuring				
(iii.) Pedicuring.	50	75	125	25
Total Hours	450	1050	1500	475

## COURSE FORMAT

The faculty uses a combination of classroom lectures, demonstrations and clinic techniques. Our training methods are designed to elicit the cooperation and participation of the student. This is accomplished by being sensitive to the individual differences and to the variety of backgrounds of participants. Several instructional methods are used to encourage retention and comprehension. These include but are not limited to:

1. Theory and application as a natural progression in the learning process.
2. Goal oriented assignments and encouragement to complete the program.
3. Satisfactory progress reports that accurately reflect the student's knowledge base.
4. Ongoing student contact with faculty.
5. Periodic written examinations.
6. Skilled instructor input in the classrooms and clinic.
7. Audio-visual aids to supplement lecture and textbook materials.
8. Personal growth encouragement including development of desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate ethics, customer relations, effective communication skills, habits of good health and safety, and legal aspects of salon operation.
9. Award of a diploma to successful completers.

#### ADDITIONAL INFORMATION

1. Textbooks used in the program:  
Milady's Standard by Milady ISBN: 9780357921883 EPACK CIMA FOR COSMETOLOGY 14 th edition \$349.95  
Cosmetology Laws and Rules Relating to the Practice of Cosmetology by State of Michigan, Board of Cosmetology
2. Evaluation Procedures  
Students are evaluated by a combination of scores on final chapter tests and the completion of minimal practical application requirements. Each division of training requires lab practical exercises as a requirement for passing from one division to another. A mock State Board Exam is also administered.
3. Attendance Policy  
The attendance policy for this institution is in strict accordance with the Enrollment Agreement Attendance Schedule as executed by the student and school. Please refer to your formal class schedule. All student are required to attend a minimum of 67% per our published SAP Policy.  
  
A total of 1500 clock hours are required for graduation in Cosmetology.
4. All students are required to maintain at least a 75% grade point average in theory and practical in order to be Eligible to receive a Graduation Certification (Please refer to the Satisfactory Progress Policy for additional requirements.)

#### Academic Grading System Practical Class & Clinic Grading System:

95% - 100% Excellent  
85%- 94% Very Good  
80% - 84% Good  
79 % - 75% Satisfactory  
74% & Below Failure

11.2023



# COURSE OUTLINE MANICURING PROGRAM (400 HOURS)

## **COURSE DESCRIPTION**

This 400-hour course is designed to prepare students for positions as professional manicurists. This student not only learns theoretical concepts of nail care, nail grooming and advanced nail artistry, but must also demonstrate practical clinical procedures. The student is taught employability skills and prepared for the state licensing examination.

## **COURSE GOALS**

1. The student will learn desirable work habits, acceptable professional attire, customer relations, appropriate employer-employee relationships, business ethics, communication skills, good health and safety habits and the legal aspects of salon operation.
2. The student will prepare a job resume and learn employability skills.
3. The student will learn the basics of nail care and nail grooming.
4. The student will learn the techniques of basic nail artistry.
5. The student will learn to apply theoretical concepts to practical application in 210 hours of lab work.
6. The student will be prepared for the State Licensing examination.

## **CONTENTS OF UNITS OF INSTRUCTION**

	Theory	Practical	Unassigned	Total	MPA's
Health and Safety related to manicuring services that include all of the following topics: (i)Anatomy and physiology. (ii)Chemical safety. (iii)Diseases and disorders. (iv)Laws and rules. (v)Occupational safety. (vi)Personal hygiene. (vii)Sanitation. (viii)Equipment, supply, and tool safety.	50	50	0	100	
Manicuring services that include all of the following topics: (i)Artificial nails, extensions, and repairs. (ii)Manicuring. (iii)Pedicuring.	125	175	0	300	50
<b>Total Hours</b>	<b>175</b>	<b>225</b>	<b>0</b>	<b>400</b>	<b>50</b>

## **COURSE FORMAT**

MCOB uses a combination of classroom lectures, demonstrations and clinic techniques. Our training methods are designed to elicit the cooperation and participation of the students. This is accomplished by using sensitivity to the individual differences and to the variety of backgrounds of the participants. Several instructional methods are used to encourage retention and comprehension. These include but are not limited to:

1. Theory and application as a natural progression in the learning process.
2. Goal oriented assignments and encouragement to complete the program.
3. Satisfactory progress reports that accurately reflect the students' knowledge base.
4. On going student contact with faculty.
5. Periodic written examinations.
6. Skilled instructor input in the classrooms and clinic.
7. Audio-visual aids to supplement lecture and textbook materials.
8. Personal growth encouragement includes development of desirable work habits and attitudes, pride in work. Acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, effective communication skills, habits of good health and safety, and legal aspects of salon operation.
9. Award of diploma to successful completers.

## **ADDITIONAL INFORMATION**

1. Textbook used in the program:  
Nail Technology 8<sup>th</sup> edition by Milady ISBN: 9780357812778 \$349.95
2. Evaluation Procedures  
Students are evaluated by a combination of scores on final chapter tests and the completion of minimal practical application requirements. Each division of training requires lab practical exercises as a requirement for passing from one division to another. A mock State Board Exam is also administered.

## **ATTENDANCE POLICY**

The attendee policy for this institution is in strict accordance to the Training Agreement attendance schedule as executed by the student and school. For those students attending a full-time schedule, five days a week and seven hours per day is required. For those students attending a part time or evening schedule, attendance is required according to the schedule on the training agreement. A total of 400 clock hours are required for graduation in Manicuring.

## **GRADING SYSTEM**

A passing grade of 75% or better on each theory and practical exam is needed. If a student fails a theory or practical exam, student is retested and both grades are included in the average. Satisfactory progress is a passing grade of 75% in theory and practical exams.

95% - 100% Excellent  
94% - 85% Very Good  
84% - 80% Good  
79% - 75% Satisfactory  
74% & Below Failure

# COURSE OUTLINE ESTHETICS PROGRAM (420 HOURS)

## COURSE DESCRIPTION

This 420-hour course is designed to prepare students for positions as professional estheticians. This student not only learns theoretical concepts of skin care, massage and facial treatments, but must also demonstrate practical clinical procedures. The student is taught employability skills and prepared for the state licensing examination.

## COURSE GOALS

1. The student will learn desirable work habits, acceptable professional attire, customer relations, appropriate employer-employee relationships, business ethics, communication skills, good health and safety habits and the legal aspects of salon operation.
2. The student will prepare a job resume and learn employability skills.
3. The student will learn the basics of skin care.
4. The student will learn the techniques of basic massage.
5. The student will learn to apply theoretical concepts to practical application in 200 hours of lab work.
6. The student will be prepared for the State Licensing examination.

## CONTENTS OF UNITS OF INSTRUCTION

	Theory Hours	Practical Hours	Total Hours	Minimum Practical Applications
(a.) Health and Safety related to Esthetic Services that include all of the following topics: (i.) Anatomy and physiology (ii.) Chemical Safety. (iii.) Diseases and Disorders. (iv.) Laws and rules. (v.) Occupational Safety. (vi.) Personal Hygiene. (vii.) Sanitation. (viii.) Equipment, supply, and Tool safety.	50	50	100	
(b.) Esthetic Services that include the Following topics: (i.) Beautifying the skin using cosmetic preparations, chemicals, and liquids including body wrapping. (ii.) Cleansing the skin with hands and equipment. (iii.) Temporary Hair Removal. (iv.) Facials, makeup and eyelashes.	125	175	300	50
(c.) Unassigned			20	
<b>Total Hours</b>	<b>175</b>	<b>225</b>	<b>420</b>	<b>50</b>

## COURSE FORMAT

The faculty uses a combination of classroom lectures, demonstrations and clinic techniques. Our training methods are designed to elicit the cooperation and participation of the students. This is accomplished by using sensitive to the individual differences and to the variety of backgrounds of the participants. Several instructional methods are used to encourage retention and comprehension. These include but are not limited to:

1. Theory and application as a natural progression in the learning process.
2. Goal oriented assignments and encouragement to complete the program.
3. Satisfactory progress reports that accurately reflect the students' knowledge base.
4. On going student contact with faculty.
5. Periodic written examinations.
6. Skilled instructor input in the classrooms and clinic.
7. Audio-visual aids to supplement lecture and textbook materials.
8. Personal growth encouragement includes development of desirable work habits and attitudes, pride in work. Acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, effective communication skills, habits of good health and safety, and legal aspects of salon operation.
9. Award of diploma to successful completers.

## ADDITIONAL INFORMATION

1. Course Material used in the program: Milady Standard Esthetics: Fundamentals 12th Edition.  
ISBN: 9780357812761 \$349.95

Cosmetology Laws and Rules Relating to the Practice of Cosmetology, by State of Michigan, Board of Cosmetology

2. Evaluation Procedures  
Students are evaluated by a combination of scores on final chapter tests and the completion of minimal practical application requirements. Each division of training requires lab practical exercises as a requirement for passing from one division to another. A mock State Board Exam is also administered.

### 3. Attendance Policy

The attendance policy for this institution is in strict accordance with the Enrollment Agreement Attendance Schedule as executed by the student and school. Please refer to your formal class schedule. All students are required to attend a minimum of 67% per our published SAP Policy.

A total of 420 clock hours are required for graduation in Esthetics.

All students are required to maintain at least a 75% grade point average in theory and practical in order to be Eligible to receive a Graduation Certification (Please refer to the Satisfactory Progress Policy for additional requirements.)

### **GRADING SYSTEM**

A passing grade of 75% or better on each theory and practical exam is needed. If a student fails a theory or practical exam, the student is retested and both grades are included in the average. Satisfactory progress is a passing grade of 75% in theory and practical exams.

95% - 100% Excellent  
94% - 85% Very Good  
84% - 80% Good  
79 % - 75% Satisfactory  
74% & Below Failure

# COURSE OUTLINE COSMETOLOGY INSTRUCTOR

## COURSE DESCRIPTION

This 600-hour course is designated to prepare a licensed cosmetologist to teach all phases of the basic cosmetology curriculum in a licensed school. The student not only learns theoretical concepts but must also demonstrate practical clinical procedures by first assisting a licensed instructor in the classroom and then completing 130 hours of practice teaching in the classroom. The student is taught employability skills and given a review of the cosmetology curriculum. Finally, the student is prepared for the state licensing exam for cosmetology instructors.

## COURSE GOALS

1. The student will learn acceptable teaching methods and procedures.
2. The student will learn how to develop lesson plans.
3. The student will learn to develop, administer and grade examinations.
4. The student will learn to apply acceptable teaching methods and procedures in practice teaching situations in the clinic and theory rooms.
5. The student will review the cosmetology curriculum.
6. The student will learn employability skills.
7. The student will be prepared for the state licensing.

UNIT NAME	CONTENT OF UNITS OF INSTRUCTION			
	THEORY HOURS	PRACTICAL HOURS	TOTAL CLOCK HOURS	
1. Orientation and Review of The Cosmetology Curriculum	25	50	75	20
2. Introduction to Teaching	30	0	30	0
3. Course Outline & Development a. Lesson Planning B Teaching Techniques c. Teaching Aids D Developing, Administering and Grading Examinations	80	85	165	20
4. Laws and Rules a. Record Keeping B School Administration C. Salon & School Operation d. Preparation for Employment e. Safety for Cosmetologist And Patron	15	10	25	10
5. Teaching a. Assisting on Clinic b. Assisting in the Theory Classrooms	0	205	205	40
6. Practical teaching in the Clinic & Theory Classrooms				
<b>Total Hours</b>	<b>150</b>	<b>350</b>	<b>500</b>	<b>90</b>

## COURSE FORMAT

The faculty uses a combination of classroom lectures, demonstrations and clinic techniques. Our training methods are designated to elicit the cooperation and participation of the student. This is accomplished by being sensitive to the individual differences and to the

variety of backgrounds of the participants. Several instructional methods are used to encourage retention and comprehension. These include but are not limited to:

1. Theory and application as a natural progression in the learning process.
2. Goal oriented assignments and encouragement to complete the program.
3. Satisfactory progress reports that accurately reflect the student's knowledge base.
4. Ongoing student contact with faculty.
5. Periodic written examinations.
6. Skilled instructor input in the classrooms and clinic.
7. Audio-visual aids to supplement lecture and textbook materials.
8. Personal growth encouragement including, development of desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personnel and business skills, habits of good health and safety, and legal aspects of school operations.
9. Award of a diploma to successful completers.

## ADDITIONAL INFORMATION

1. Textbooks used in the program: 4 th Edition Professional Educator ISBN:  
Cosmetology Law Book by Michigan Department of Consumer & Industry Services
2. Evaluation Procedures  
Students are evaluated by a combination of scores on final chapter tests and the completion of minimal practical application requirements.
3. Attendance Policy  
The attendance policy for the institution is in strict accordance to the Training Agreement attendance Schedule as executed by the student and the school. For those students attending full time schedule, five days a week and seven hours a day is required. For those students attending part time evening schedule attendance is required according to the schedule on the training agreement.

A total of 600 clock hours are required for the graduation for the Cosmetology Instructor Course

### Academic Grading System Practical Class & Clinic Grading System:

95% - 100% Excellent  
94% - 85% Very Good  
84% - 80% Good  
79 % - 75% Satisfactory  
74% & Below Failure

## **Holidays and School Closings**

The following legal holidays are observed: Memorial Day as well as Saturday prior to the Memorial Day holiday, Labor Day as well as the Saturday prior to Labor Day, Thanksgiving/Day After, Holiday Break begins on Christmas Eve Day through First business following New Years Day, Fourth of July, Eve of Halloween if it falls on or Tuesday or Thursday evening.

## **Unexpected School Closure Procedure**

Michigan College of Beauty maintains regular hours throughout the year except for severe weather conditions. In such conditions the Director will post an official closing on all three local news networks Channel 7 Action News, wxyz.com ,Channel 2 Fox, Channel 4 WDIV.

## **Attendance and Absence Procedures**

- Students are expected to be in school **all** of the scheduled hours listed in their enrollment agreement. Students are required to be prompt for all scheduled classes and activities. The students are expected to be in the classroom at all times unless they are on their break.
- The school will count the time rounded to the nearest ¼ hour, example if you arrive at 8:37 am it will round to 8:45 am.
- If the student neglects to punch in or out no time will be given during that time frame. It is your responsibility to make sure you are punched in as well as out each and every day. The same principle applies to all breaks and lunch periods.
- Students are required to call the school if they are going to be absent and or late.
- All students are given 10% missed time in their enrollment agreement; 150 hours for cosmetology students, 40 for manicuring students, 42 for Esthetics students and 60 for Cosmetology Instructor Students.
- If a student has taken a Leave of Absence, they are required to clean out their locker and remove all personal belongings. **The student's equipment and textbooks remain property of MCB until the student graduates.** The school assumes NO RESPONSIBILITY for belongings left after the student leaves school.

## **Credit for Hours**

1. All students will be given appropriate credit for all clock hours when they are in attendance at school.
2. The college will not give hours for any student if the student leaves their classroom or clinic floor without permission, since the time cannot be accounted for.

## **Scheduled Lunch and Break Room**

Full Time students receive a 30-minute lunch period. At no time may a student take their lunch before or during a time that a clinic client has been assigned to them. The refrigerator in the student break room is for everyone's use. Please label your lunch bag. NO open drinks or large containers of liquid are allowed in the refrigerator. Any items left in the refrigerator for more than a week will be disposed of. Vending machine and soda machine are available to all.

## **Administrative Staff**

Deanna Dereere, Owner

YuLisa Simmons, Director of Financial Aid/Admissions

Daniel Dereere, Director of Financial Aid/Admissions, Instructor

Chantel Marshall, Instructor

Gina Carlesimo, Instructor

Jessica Jones, Instructor

Kanisha Foster, Instructor

## **Model Notification of Rights under FERPA for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

[Optional] Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO UNIVERSITY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

[NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]





## Michigan College of Beauty

5620 Dixie Hwy.

Waterford, MI 48329

248-623-9494

michigancollegeofbeauty.com

### Consent to Release Student Information

Students wishing to give consent to release information to a parent or other third party, including third party organizations, must complete and return this form to the Director of Financial Aid .

The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of a student's education records. All schools, including MCOB receiving funds under an applicable program of the U.S. Department of Education must comply with FERPA. FERPA generally prohibits schools from releasing education records or certain information contained in such records, such as your grades, billing and payment records, financial aid awards, and other student record information, to third parties. This restriction applies but is not limited to your parents and/or step-parents, your siblings, your spouse, or a sponsor.

Schools are also limited by federal law in how FAFSA information can be used. Schools may share a student's FAFSA information with scholarship-granting or tribal organizations only with the student's written consent. However, MCOB may be prohibited from sharing FAFSA data with other third-party organizations, even where the student has given written consent.

Students may grant Financial Aid permission to release information to a third party by submitting this consent form. You must identify each individual person/organization to whom you wish to give access to your information. The information will then be made available only if it is specifically requested by the authorized third party and permissible under law.

**Please complete the following only if you want another person/organization to have access to information related to your federal, state and/or institutional financial aid awards.**

*By signing this form, I give permission to Director's Office of Financial Aid and Student Employment to release information regarding my financial aid awards and student account information to the following individuals and/or organizations listed below. I understand that this authorization will be effective until I revoke it in writing.*

Student's Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
(Please Print)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Authorized Person/Organization**  
(Please print)

**Relationship to student**

**Address**

_____	_____	_____
_____	_____	_____
_____	_____	_____

## Michigan College of Beauty Teach-Out Agreement

This Teach-Out Agreement is entered into on \_\_\_\_\_ (EXECUTION DATE) between \_\_\_\_\_ (INSTITUTION NAME) (Closing Institution) and \_\_\_\_\_ (INSTITUTION NAME) (Teach-Out Institution) in order to ensure that all students currently enrolled at the Closing Institution shall have an equitable opportunity to complete their educational program following the its closure on \_\_\_\_\_ (CLOSING DATE) without requiring the student(s) to move or travel for substantial distances or durations. (Refer to **Exhibit A** for a list of students currently enrolled at the Closing Institution.)

The parties agree that the Teach-Out Institution has the necessary experience, administrative capability and capacity, resources, and student support services to provide an educational program that is of acceptable quality and reasonably similar in content, delivery modality and scheduling to that provided by the closing institution.

### **The Teach-Out Institution attests to and acknowledges the following:**

1. The Enrollment Agreement(s) included in **Exhibit B** to this agreement are true and accurate as of this date of execution. Upon acceptance of offer to transfer to the Teach-Out Institution, students enrolled at Closing Institution will enrolled at the Teach-Out Institution in accordance with the terms of the exhibited Enrollment Agreement(s).
2. The Catalog included in **Exhibit C** to this agreement are true and accurate as of this date of execution.
3. The Teach-Out Institution is currently licensed and in good standing with (NAME OF STATE REGULATORY AGENCY(IES)). A copy of the Teach-Out Institution's license(s) to operate are included in **Exhibit D** to this agreement.
4. Additional documentation regarding the Teach-Out Institution, including (DESCRIPTION OF ADDITIONAL DOCUMENTATION), included in **Exhibit E** to this agreement, is true and accurate as of this date of execution.
5. The Teach-Out Institution has sufficient Administrative Capability and Capacity to accept the student(s) affected by the closing of the Closing Institution without negatively impacting its mission or its obligations to its existing student(s).
6. Notwithstanding the transfer provisions within the Teach-Out Institution's admission's policy, the Teach-Out Institution agrees to accept all clock-hours earned by student(s) enrolled at the Closing Institution as of its date of closure, as recorded on the student transcript(s).
7. The Teach-Out Institution agrees to charge transferring student(s) no more than a pro-rated hourly tuition rate based upon that tuition rate for which the student(s) had previously contracted with the Closing Institution.

8. The Teach-Out Institution agrees to waive any and all application and registration fees and further, that it shall assess no additional charges or fees for purpose of student transfer.
9. The Teach-Out Institution agrees not to offer instruction to transferring students via an alternate method of delivery from that of the original educational program without also having offered to utilize the same method of instruction of the original educational program.
10. The Teach-Out Institution is not itself subject to a [Teach-Out Event](#) as defined by the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS).
11. The Teach-Out Institution is not, to its knowledge, under investigation for, subject to any actions concerning, or being prosecuted for an issue related to academic quality, misrepresentation, fraud, or other severe matters by a law enforcement agency.

**The Closing Institution attests to and acknowledges the following:**

1. Copies of the Teach-Out Institution's Enrollment Agreement(s) (**Exhibit B**) and Catalog (**Exhibit C**) shall be immediately provided to students enrolled at the Closing Institution (**Exhibit A**) and such students will be provided an offer to transfer to the Teach-Out Institution to complete their program of study in accordance with the terms of this agreement. Students electing to take part in the Teach-Out will be asked to complete an Application and Enrollment Agreement at the Teach-Out Institution, which formally records the student's decision to participate.
2. Students who elect not to transfer to the Teach-Out Institution (or any other institution with which the Closing Institution might enter into a [Teach-Out Agreement](#)) shall be provided with a pro-rata refund of all tuition paid.
3. The Closing Institution shall provide all eligible students currently enrolled at the Closing Institution (**Exhibit A**) information about how to obtain a closed school discharge and applicable information on State refund policies.
4. The Closing Institution shall comply with applicable state and/or federal laws regarding records maintenance.
5. The Closing Institution shall provide all students currently enrolled at the Closing Institution (**Exhibit A**) the contact information of the custodian of the Closing School's files and the address where those files will be kept. Further, copies of student transcripts, billing and financial aid records, etc., for those student(s) who elect to transfer in accordance with the terms of this agreement shall be provided to the Teach-Out Institution.
6. The Closing Institution shall post all information regarding the closure on its website and all social media customarily used by the Closing Institution to communicate with students and/or the public.

7. The Closing Institution shall submit a copy of this agreement to NACCAS no later than fifteen (15) days following the execution date noted above, to include copies of all notifications from the Closing Institution to its student(s) related to the Closing Institution's closure or to teach-out options to ensure that the information accurately represents student(s)' ability to transfer credits and clock hours. Should NACCAS require correction to any such notifications, corrected notifications will be immediately provided to the Teach-Out Institution for distribution to transferred student(s).

## Michigan College of Beauty – Waterford Reciprocity Policy

Michigan College of Beauty-Waterford programs in Cosmetology, Esthetics, Manicuring, and Cosmetology Instructor meet the state requirements to allow graduates from these programs to sit for their State Board exam.

All our programs curriculum meet the State of Michigan requirements.

The State of Michigan hourly requirement is met or exceeded by our Programs. The State of Michigan requires the completion of a 1500-hour Cosmetology program and our program meets that requirement with 1500 hours.

The State of Michigan requires the completion of a 400-hour Esthetics, and we offer a 420-hour Program.

The State of Michigan requires the completion of a 400-hour Manicuring program and our program meets that requirement with 400 hours.

The State of Michigan requires a 500-hour program in Cosmetology Instructor and the program we offer is 600 hours.

Upon passing the State Board Exam students will receive their license.

Each state has different licensing requirements, and some states accept the State of Michigan hours and some states do not.

We recommend that if you are thinking about relocating to another state after Graduating from Michigan College of Beauty- Waterford with or without your Michigan State License, you contact the state board in that State.

### **What You Will Need to Enroll**

- **Application completed in full**
- **Driver's License**
- **High School Completion Documentation**

**If you are applying for Financial Aid, we will need a copy of your current Tax Return.**

**If you are under the age of 24, not married and do not have any children, we will need a copy of your Parent's return as well.**

# MICHIGAN COLLEGE OF BEAUTY WATERFORD CAMPUS RULES AND REGULATIONS

Rules of student conduct must be observed...these rules and procedures are intended to make your time at our school more profitable and enjoyable for you. The rules and procedures listed are based on years of experience in the academic and professional fields of cosmetology. Learning and abiding by these rules will enhance your experience in school and prepare you for a successful future.

## Class Hours- Cosmetology, Manicuring, Esthetics and Cosmetology Instructor Students

Full Time		Tuesday, Thursday 8:30am – 4:30pm Wednesday & Friday 8:30 am – 3:30 pm  Optional Hours Saturday 9:00am – 2:00pm
Part Time		Tuesday and Thursday 5:00pm – 9:00pm & Saturday 9:00 am – 2:00 pm
Manicuring	Full Time	Wednesday through Friday 8:30am – 1:30pm (Saturday 9:00am – 2:00pm)
	Part Time	Tuesday and Thursday 5:00pm – 9:00pm (Saturday 9:00am – 2:00pm)
Esthetician	Full Time	Wednesday thru Friday 8:30am – 3:30pm (Saturday 9:00am – 2:00pm)
	Part Time	Tuesday, and Thursday 5:00pm – 9:00pm (Saturday 9:00am – 2:00pm)

*\*All schedule changes or variations must be submitted with documentation for prior written approval. \**

*\*\*Attendance is required according to the schedule on the Student's Enrollment Agreement. \**

## UNIFORM REQUIREMENTS AND GENERAL APPEARANCE

Your appearance is important! Uniforms are to be always clean and presentable. If your program requires you to wear white pants and shirts it is prohibited to wear under garments with colors or patterns that can be seen beneath your clothes. Your shoes should be in good shape and reasonably clean. Hats, head wraps are not to be worn.

### Junior Room

Grey Uniform Shirt  
Black slacks- No stretch material or jeans  
No jeans, No sweats, No knit material, No hats  
All black rubber soled shoes (with closed toes and closed heels)

### Esthetics

Black Medical Scrub Style Shirt  
Black Medical Scrub Style-No stretch material or jeans  
No jeans, No sweats, No knit material, No hats  
All black rubber soled shoes (with closed toes and closed heels)

### Manicure and Senior Students

Black Uniform Shirt  
Black Dress Slacks  
Black, Rubber Soled shoes

Uniforms must be always complete and clean, shoes polished.  
Students are required to practice personal hygiene daily.

Lockers are available for all students for safekeeping of your kits, books, and personal property. You must provide your own locks. Large purses and expensive clothing (i.e., leather coats) should be avoided because of locker space. Use a coin purse. Don't carry large sums of money. We are not responsible for anything lost or stolen. Kits should be ready for inspection at any given time. If lost, stolen, or misplaced, articles from your kit must be replaced at your own expense. (Failure to have a complete kit always could result in suspension.)

Eating and drinking are not permitted in classrooms or clinic. Students have a break room; it is up to you to keep it always clean. **Gum chewing is absolutely forbidden anytime or anyplace in the building.**

## ATTENDANCE AND CLASS PARTICIPATION

Excessive tardiness is not allowed. Attendance and participation are vital for successful learning. The information and demonstrations presented in class can explain skills and techniques that may not be obtained from reading a textbook. Be sure to have your textbooks, notebook, pen or pencil and other required materials with you when class starts. A student is required to follow the schedules outlined by their instructors. A copy of the junior and senior curriculum is always posted. You must be in your assigned classroom when class begins.

### ***In the event a student is tardy the following procedure should be followed:***

- Student is required to report to the Director's office.
- Under certain circumstances the Director may allow student to enter class with an excused tardy the student will be counseled and allowed to enter class. After three (3) unexcused tardies or absences the student may be subjected to a suspension.
- A student who is more than 15 minutes late may not be allowed to remain at school unless previous arrangements have been made with the Director.



If you are going to be absent, you must report the reason for absence to the Director before 9:30am. Continued unexcused absences without calling will prompt disciplinary actions to be taken and may result in suspension from school. Senior students who want to gain extra hours or make up missed time may come in on their day off or come any evening that the school is open, with the permission of the Director. Any student arriving after 9:00 am will not be allowed to remain at school unless previous arrangements have been made with the Director and or Director's Assistant.

#### **Students are required to be in attendance according to their Enrollment Agreement.**

**Saturday attendance is mandatory as contracted.** Make-up time for missed Saturdays can only be made up on Saturdays at the end of a student's contract time. A scheduled graduation date could potentially be delayed due to missed Saturday hours. A scheduled Saturday off may be approved if cleared by the Director in writing a minimum of two (2) weeks prior. Repeated requests for Saturdays off may not be approved. Prior approval for missed Saturdays does not apply to illnesses. Approved Saturday off hours is your responsibility to make up during that week, example attend on your scheduled day off seven hours.

The time clock is provided to keep accurate account of your time while you are in attendance. Time clock punches are rounded to the nearest quarter hour. It is also necessary to sign in and out, so that you may receive your daily assignments required to your minimum practical applications (M.P.A.'s) beginning at 0 hours to 1,500 hours, each student is required to perform minimum assignments for each subject in the practice of the course you have elected. These assignments are required by State Board and are necessary for graduation. These items are graded and used for satisfactory progress. {They are also necessary to ensure your success as a professional in the beauty industry.} It is most desirable to perform these assignments on a patron. Unfortunately, patrons are not always available for this reason manikins are substituted as needed. School manikins should remain in the building.

You have a 10% miss time allowance figured into your contract i.e., if you are a Cosmetology student you are required to put in 1500 hours, 10% of 1500 is 150 hence your ending date is figured at 1650 hours-150 hours miss time. Manicuring students get 40 hours (10% of 400) miss time. Esthetician student gets 42 hours (10% of 420) miss time. Cosmetology Instructor students will get 60 hours (10% of 600). Any time your attendance percentage falls below 67% in any given month you will receive a write-up to inform you that you are not meeting the Satisfactory Academic Progress Standards, which are outlined in the SAP Policy.

*Your last day of class you must attend a minimum of 3 hours.*

#### **LUNCHES:**

Students may take a half-hour lunch midday Tuesday- Friday, after 5 hours of attendance. Anyone attending 5 hours or less may take a 15-minute break. However, since we are in a public service profession Fridays and Saturdays tend to be busier break times will vary per your instructor. Students are in school to learn by completing services on clients, therefore, patrons will take priority, breaks will be taken as they are available.

Full time students 5 hours or more may have a 30-minute break after attending 5 hours, 5 hours or less may take a 15-minute break. **ALL STUDENTS ARE REQUIRED TO CLOCK OUT FOR ALL BREAKS;** Students are permitted to leave the building for their lunch or break at the discretion of their instructor. Half-hour lunches are staggered for senior students as they are available.

***Any student on their break MUST be CLOCKED OUT. If you fail to do so you may be sent home and those hours being forfeited if we are unable to verify actual time on break.***

*Students may not leave the classroom for any reason without permission from their instructor or Director. The student salon floor is also a classroom...you may not leave the room without notifying the instructor or following the required procedure.*

The instructor's lounge, stockroom, instructor's desk, and administrative offices are off limits to students unless with explicit permission. Students are not permitted to make or receive phone calls on the school phone. Emergency messages for a student will be delivered by the Director or Instructor immediately. Students may leave class or the clinic floor to make emergency phone calls, personal calls are to be made on a break or lunch only. Students are not to leave the classroom or clinic floor without permission from their instructor. Visitors are not allowed in the classrooms, break room, or the clinic floor unless approved by the school's Director. **No student may have a cell phone during class hours!** Children are not allowed to accompany a student while on the clock receiving hours.

#### ***\*SMOKING IS NOT PERMITTED ON SCHOOL PROPERTY\****

Students must park in the designated parking area. The parking area will be posted; failure to park in this area will result in disciplinary action.

#### **BREAKS:**

Anytime you attend over 5 hours you will be required to take a 30-minute break @ five hours, attending less than 5 hours you may take a 15-minute break. Break time will not be calculated in your class time, you may only receive hours for actively participating in classwork either written or practical. To get six hours, you need to be at school for 6.5 hours, and 7.5 hours to get seven hours. You may get two- 15-minute breaks and a half-hour lunch for attending 7 hours or more. A student who is here for 5 hours is entitled to one 15-minute break, all breaks you **must** be clocked out at the time clock. This is so that we know what time you went to break and when to expect you back.

#### **CLIENT SERVICES**

It is important to remember that many of the guests to Michigan College of Beauty are first time guests of a cosmetology school. New guests may not be familiar with how the process works within our school and could use help in navigating the procedures. When you are given a ticket for a client look for their name, if you need help with pronunciation ask the receptionist first. You should greet your client in the reception area by name, "Hello Mr. /Ms. \_\_\_\_\_. Welcome! My name is \_\_\_\_\_, I'll be your stylist today. Please follow me." Don't lose your client, wait for them, and guide them to your station.

All clients must first be properly draped according to the services assigned on the ticket. Do not begin your client consultation, go for supplies, or begin any services until the client is fully and appropriately draped. You should sweep up all hair clippings from the floor before continuing with further services on the client and or beginning another client. Students must be sure that the client they are working with matches the ticket they have. Students are only allowed to perform the service listed on the ticket. If a client desires a different or additional service your instructor must be notified, and a new ticket must be written up and paid for first. All services performed for clients must be checked by your instructor and graded on your lab sheet. **Any student performing services that were not paid for can be terminated.**

Your client must have your full attention. Be mindful of airing your personal problems or school grievances to or in front of your client. Be a good listener! Guests, at times, go to the salon for the therapeutic value that being pampered and being listened affords. Talking between students while one or both are with a guest is not permitted. Clients are an important part of your training.

If a problem arises with a client immediately notify your instructor or the Director. They are experienced and trained to handle any situation that might come up. Clients who have been treated properly and with respect become repeat guests. You are benefiting from past positive treatment in your returning guests and future students are counting on you for the same opportunities.

Keep all equipment clean and sterilized. Implements and materials must be sanitized before each use. Sanitation is a State Board regulation that must be always practiced. Improper or inconsistent Sanitation could result in disciplinary measures to being taken on the part of the school should an inspection prove unsatisfactory.

Always keep your work area neat and clean. Shampoo bowls must be cleaned before you leave the area. Hair must be swept and put in a closed container immediately upon completing a haircut. Capes must be draped over the back of the back of the clinic chairs. Since all patrons must be caped for hair services great care must be made following services with chemicals such as permanent wave solutions, tints, and rinses. Wipe those capes carefully so that your next guest's clothing is not damaged by residue left from the previous use. Never use a comb that has fallen on the floor. Combs and brushes must be sterilized before use. Do not use a fellow student's equipment without permission. Return supplies to the dispensary and return items to the location they belong. The student is responsible for sanitation for all areas that they use each day. A duty assignment list will be posted daily. A student is assigned a duty that is to be completed in addition to their personal sanitation and before the student leaves for the day.

After a service the shampoo cape must always be removed prior to placing the client under the dryer. A student must sweep up any haircut clippings from the floor before continuing further services on the current client or starting a service on a new client. ***If assistance is needed a student is to seek out an instructor. Students are not permitted to assist on another unless permission has been given.*** {The teaching staff is qualified for this and is required and happy to assist you.}

Students on the clinic floor must be physically able to participate in class. Students cannot receive hours if they are unable to attend school or participate in class or on the clinic floor. Michigan College of Beauty reserves the right to request a letter from a physician, prior to enrollment, for any student under medical care about their schooling. The instructor for the clinic floor will assign, or designate permission to assign, a client to a student. A student is obligated to accept any client assigned to them. Any student who refuses an assignment will be referred to the Director for possible disciplinary action. If a student feels they cannot or will not accept an assignment the following steps must be taken:

1. Accept the ticket for the assigned client
2. Greet the client warmly and seat them comfortably at your station
3. Discuss the assignment with your instructor and explain your reasoning for declining the assignment
4. Your instructor will evaluate the reasoning, decide, and advise the student accordingly

***You must always stay busy. If you do not have a guest, you should remain at your station working on the assignment of the day or completing MPAs on your manikin. If students are repeatedly reprimanded for hanging around the reception desk or for sitting around it may result in being sent home and missing hours.***

Chemical services are available to students at a reduced student rate. Certain days are designated for students to receive services and permission must be given from the Instructor or Director prior to services rendered. Occasionally students are asked to be a model in a demonstration for other students; in this case there is no cost to the student. Students are not permitted to work on their own hair while earning hours. MPA's can only be earned by performing a service on another person or on your manikin. Students are not permitted to assist one another during services. The teaching staff is highly qualified and is ready to help students during any service.

Students may be asked to fill in the role of receptionist. If you are assigned to the front desk, you are to be pleasant and courteous to walk-in clients and when responding to telephone calls. Phone calls should be answered as follows: "Michigan College of Beauty, student speaking. May I help you?" Please speak slowly and clearly when on the phone, this may be our first encounter with a new potential client.

You must follow schedules outlined by your instructors.

### **MISCELLANEOUS POLICIES:**

Michigan College of Beauty reserves the right to take disciplinary measures for insubordination, refusal to cooperate with instructions and schedules, using obscene or foul language, or in any case where we feel the student is not presenting or conducting themselves in a professional manner, or in a way which is not a credit to the profession or this school.

Idle gossip and general troublemaking are not welcome at MCB. If a student has a problem or something on their mind it should be taken to their instructor or the Director of the school. Gossip, trouble making, or foul language will not be tolerated.

### **TUITION**

All tuition payments are due on the first (1<sup>st</sup>) of each month. Students cannot attend class unless payments are current. If a payment is made after the 5<sup>th</sup> of the month a 10% late charge is applied.

As per policy, we reserve the right to take disciplinary measures for insubordination, refusal to cooperate with instructions and schedules, using obscene or foul language, or in any case where we feel the student is not appearing or conducting themselves in a professional manner, or in a way which is not a credit to the profession or school.

## **LEAVE OF ABSENCE POLICY**

- Students are required to submit a formal request for a Leave of Absence in writing including the reason for the request which must be signed by the student.

*The reasons for which a leave of absence may be approved include:*

*Personal and/or family medical issues*

*Death in the family*

*Other mitigating circumstances*

- The official start date of the LOA will be the first day the student was unable to attend, and or the day following the students last physical date of attendance.
- The anticipated return date must also be documented on the Leave of absence request form.
- The LOA request must be submitted in advance unless an unforeseen circumstance prevents the student from doing so, in which MCOB will establish the start to be the first day the student was unable to attend as well as collect the request from the student at a later date.
- Students are required to document the reason for the Leave of Absence request.
- The Director may approve the request without advance notification in the event an unforeseen circumstance has occurred.
- The Director will document the reason for its decision and collect the request from said student later.
- A student on an approved LOA will not be considered withdrawn and a refund calculation will not be required.
- Any student approved for a LOA will not have this interruption in training counted against them concerning compliance with the Satisfactory Progress guidelines.
- A LOA will extend the students contract period for by the same number of days the student has taken in the LOA. The student will NOT be assessed any additional charges because of the LOA. The amended completion date will be updated on the Leave of Absence Request.
- Changes to the Enrollment Agreement completion date is executed on the LOA request document.
- The amended date is updated accordingly on the LOA document.
- The maximum time frame for a LOA is 180 days per 12-month period. Students will not be granted a LOA if the LOA together with any additional LOA's previously granted exceed a total of 180 calendar days in the 12-month period.
- A student will be withdrawn if the LOA has not been approved, or if they have not returned by the expiration of the approved LOA. The student's withdrawal date for the refund calculation will be the students last physical date of attendance.

**PARKING** Each student must park in the designated area. The parking area assigned to students will be posted and students must park in that area. Students not parking in assigned area will be disciplined.

## **HOLIDAYS**

A signed, written statement from your doctor is required for missed hours before a holiday, certifying that he/she directed you to stay home because of illness. Holiday times are busy times in the clinic and your fellow classmates and clinic patrons are counting on your attendance on those days.

## **DISCIPLINE POLICY**

Our policy is to offer the highest training using the most qualified teachers in an environment conducive to learning. When the environment is not conducive to learning because of a student discipline problem, the following procedure is to be used:

1. For a first violation of a school rule or regulation, the student(s) will receive a warning from the instructor/Director and sent home for the day.
2. A second violation related or unrelated, to the first offense, the student will be counseled, and the violation will be documented on a counseling record in the student's file, student may be suspended for three days.
3. A third violation related or unrelated to the first and second, the student will receive another reprimand. Another counseling report will be filed in the student's file and the student may be suspended for a period; student may be subject to a seven-day suspension.

The above steps may not be followed in the order given; depending on the severity of the offense, the school may immediately proceed to the third step.

## **GRIEVANCE POLICY**

Our stated policy is that we attempt to operate a school with the highest quality training using the most qualified instructional staff available in an environment conducive to learning.

Periodically, however, a student thinks there is a legitimate reason to object to an instructor's or the school's handling of a particular situation, policy, or procedure. Should this occur, the grievance policy, which the student should follow, is

1. A student must first discuss his/her concerns with his/her instructor.
2. If after repeated attempts to settle his/her concerns with the instructor, the student is still not satisfied, then the student should approach the school Director with the concern.

Everyone must realize that 1,500 hours is a long time. As you all know, you must expect some ups and downs during those hours. If everyone works hard at their "job of learning" we will be able to continue to achieve our high standard of quality in our students. If all our time is spent having to ensure that school rules and regulations are followed, then less time is given to learning. To the student that is constantly late, absent half of the time, talks in class, etc. You are not only hurting yourself, but you are taking away from your fellow students as well.

## **Termination By Institution**

May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations. Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful

destruction of school property; and theft or any illegal act.

The student does hereby authorize Michigan College of Beauty, to call a physician, medical emergency team and/or transmit to a medical facility for further treatment by a licensed physician for medical assistance in the event of a sudden illness or injury while on the premises of the school during school hours. Michigan College of Beauty is not responsible for any fees incurred for emergency treatments during school hours. Michigan College of Beauty reserves the right to request a letter from a physician, prior to enrollment, of any student under medical care about their schooling.

The preceding rules and regulations are set forth not as an act of regimentation, but rather to produce employable outstanding professionals who would be a credit to our school, our profession, and to themselves. As a licensed, accredited, certified school, most of the rules and regulations are to satisfy requirements of others.

The school will protect your privacy. Information about an individual student is released only on written instructions of the student, or parent/guardian if the student is a dependent minor.

I have read fully the rules and regulations of the school, understand them, and agree to abide by them. I have received a copy of the school catalogue, course outline and a flyer describing the pros and cons (i.e., working conditions, hours, and earnings, etc.) Of the profession I am about to enter.

I, also, understand that the school is not responsible for any equipment lost or stolen, and that it must be replaced at student's expense. If there is equipment defective or missing, it must be reported immediately upon receipt of equipment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

Revised 4/2023



Michigan College of Beauty  
5620 Dixie Hwy. Waterford, MI 48329  
248-623-9494  
Fax # 248-623-6505  
michigancollegofbeauty.com

## Satisfactory Academic Progress Policy

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Students are required to maintain satisfactory academic progress throughout their training to be in compliance and remain eligible for Title IV federal student financial assistance. The SAP Policy is consistently applied to all students enrolled at Michigan College of Beauty. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Satisfactory academic progress is measured in both attendance and academics. Students must maintain a minimum of 67% in attendance and 75% in academics on a cumulative basis to maintain eligibility for federal student financial assistance. The policy complies with the guidelines established by NACCAS and the federal regulations established by the United States Department of Education.

**ATTENDANCE STANDARD:** Students must attend at least 67% of the hours they are scheduled to attend based on the student's enrollment agreement. The attendance pace is determined by the following formula:

$$\frac{\text{Cumulative clock hours of actual attendance as of evaluation date}}{\text{Cumulative clock hours of scheduled attendance as of evaluation date}}$$

$$\text{Actual hours / Scheduled hours} \dots\dots\dots 450/600 = 75\%$$

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

**ACADEMIC PROGRESS EVALUATIONS:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**ACADEMIC STANDARD:** All theory, practical, lab exams will be graded using the following scale:

95%-100%.....	4.0 (Excellent)
94%-85%.....	3.0 (Very Good)
84%-80%.....	2.0 (Good)
79% - 75%.....	1.0 (Satisfactory)
74% & below.....	0.0 (Failure)

Students must maintain an academic average of 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress

**MAXIMUM TIME FRAME:** All students must attend a minimum of 67% of their scheduled hours to attain satisfactory progress. If attendance is below 67%, please refer to our Unsatisfactory Progress Policy. The maximum time frame is 150% of the time it would take to complete the scheduled hours in the program. Any student who does not complete the course within the maximum time frame will not be eligible for Title IV program funds and will be terminated from the program and thereafter would be permitted to re-enroll in a program on a cash-pay-basis.

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full Time)26 Hrs/wk	57 Weeks/86 Weeks	1500/ 2250 Hours
Cosmetology (Part Time)13 Hrs/wk	115 Weeks/173 Weeks	1500/2250 Hours
Esthetics (Full Time)21 Hrs/wk	21 Weeks/31.50 Weeks	420/630 Hours
Esthetics (Part Time)8.00 Hrs/wk	52.50 Weeks/78.75 Weeks	420/630 Hours
Manicuring (Full Time)2Hrs/wk	20 Weeks/30 Weeks	400/600 Hours
Manicuring (Part Time)8.00 Hrs/wk	50 Weeks/75 Weeks	400/600 Hours
Cosmetology Instructor (Full Time)21 Hrs/wk	30 Weeks/45 Weeks	600/900 Hours
Cosmetology Instructor (Part Time)13.00 Hrs/wk	46 Weeks/69 Weeks	600/900 Hours

*MCOB operates all programs according to the following academic year: 900 clock hours to be completed in 45 weeks.*

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

#### REVIEW AND EVALUATION PERIODS:

Students progress will be formally evaluated at the conclusion of each evaluation period.

Cosmetology Students as follows:

450 actual hours and 22.50 weeks

900 actual hours and 45 weeks

1200 actual hours and 60 weeks

Manicuring Students at 200 clock hours and 10 weeks

Esthetics Students at 210 clock hours and 10.50 weeks

Cosmetology Instructor Students at 300 clock hours and 15 weeks

*Attendance will be monitored on a monthly basis to identify who may be at risk regarding satisfactory academic progress; those at risk will be counseled and advised regarding efforts to improve progress. Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.*

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

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

**Unsatisfactory Progress** Any student with less than a (75% in written and practical exams) and/or less than 67% attendance of scheduled hours at the time of a SAP evaluation will be given the status of “Unsatisfactory Progress.” Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on Warning, or has prevailed upon appeal resulting in a status of Probation.

**FINANCIAL AID WARNING:** Students who fail to meet the requirements for attendance or academic progress as of an evaluation date will be placed on “Financial Aid Warning” status, and the student will remain eligible for federal student aid funds for the duration of the warning payment period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation period. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he or she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

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

**REINSTATEMENTS:** Federal student financial aid is suspended when a student is considered as not making satisfactory academic progress. Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

**INTERRUPTIONS, COURSE INCOMPLETES, and WITHDRAWALS:** If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student’s cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Michigan College of Beauty does not accept or issue a withdrawal or incomplete grade on a student’s official transcripts.

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

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

**REINSTATEMENT OF FEDERAL AID:** Aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met. If a student begins a payment period not making SAP but reverses that designation before the end of that payment period, the student will be eligible for the federal aid for that payment period.



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

**TRANSFER HOURS:** With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP Evaluation periods are based on actual contracted hours.

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Student Signature and Date

Director Signature

Revised 4/20/2022

**Grievance / Complaint Procedure** the Director of Michigan College of Beauty will receive and process any complaint regarding the conduct of staff members and students or one which sets forth facts that reasonably suggest that staff or students have violated state cosmetology laws or accrediting commission requirements. Complaints must be submitted in writing on the designated form within 30 days of the incident and must be signed by the complainant. The complaint must state the name of the staff member or student, relevant dates, and describe the actions forming the basis of the complaint. The administration may refuse to process any complaint which is submitted anonymously. Complaints cannot be kept confidential. Information must be obtained from all parties involved to effectively address any allegation made. Complaints must include a written release from the complainant allowing the administration to forward a copy of the complaint including identification of the complainant, to all parties involved. If additional information is needed, the administration will request it in writing from the complainant. If the requested information is not supplied in 14 days, the complaint will be abandoned and will not be pursued. A committee consisting of at least two staff members not involved in the complaint will investigate a complaint that provides substantial evidence of misconduct or a violation of rules or laws. After investigating the complaint, the committee may recommend one of the following actions and a record will be kept in the student's and staff file:

1. Informal resolution of dispute. This could be accomplished at a meeting of involved parties, mediated by the committee.
2. Disciplinary action at the committee's discretion against staff or students up to and including suspension or termination of employment or enrollment, respectively.
3. Referral of the complaint to the State Board of Cosmetology or NACCAS, if beyond the scope of the committee's ability to resolve conflicts or violations.

### **Consumer Information**

Licensing and Accreditation Authority Data to operate the following school can be obtained by written request. All schools are licensed by State of Michigan, Department of Licensing and Regulation. PO BOX 30018, Lansing, MI 48909. License # 2707-000-413 **PHONE:** 517-241-9288; **Naccas** 3015 Colvin St., Alexandria VA 22314 **Phone:** 703-600-7600 **Fax:** 703-379-2200 **Email:** [webinfo@naccas.org](mailto:webinfo@naccas.org)

**STUDENT GRIEVANCE FORM**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

Social Security # \_\_\_\_\_ TELEPHONE \_\_\_\_\_

1. Please provide a one or two sentence description of your complaint.

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2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

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3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

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4. Indicate what specific resolution you are seeking or recommending.

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I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date