

M.J. Murphy Beauty College

Try a new career and consider the following opportunities:

Cosmetologist

Manicurist

Educational Director for Manufacturer

Platform Artist

Hair Color Specialist

Make-Up Artist

Instructor

VOLUME XXVII

March 11, 2024

Table of Contents

Career Opportunities, Volume Number, Table of Contents.....	1
Staff, Facilities, Hours, Dress Code.....	2 & 3
Pictures of M.J. Murphy Beauty College	3
Mission Statement, Non-Discrimination, Admission Requirements, Transfer Policy, Re-Entry Policy.....	4
Grading, Academic Standard Policy Grading System & SAP policy, Probation, Appeals.....	5-7
Graduation, Holidays Observed, Employment Aids, Financial Aid, Advising, FERPA, Absences, Attendance, Emergencies/School Closings.....	8 & 9
Class Start Dates, Tuition and Fees, Payment Plans, Course Length	10
Refund Policy, Withdrawal/Termination Policy.....	11 & 12
Return of Title IV Funds (R2T4), Calculations & Examples.....	13-18
Post Withdrawal Disbursements.....	19
Course of Study Cosmetology.....	20-21
Course of Study Manicuring.....	22
Course of Study Instructor.....	23
Academic Policy Grading System & Instructional Method.....	24

M.J. MURPHY BEAUTY COLLEGE

201 W. BROADWAY
MT.PLEASANT, MI 48858
(989) 772 -2339

ADMINISTRATION STAFF

President & Chief Fiscal Officer
Director

Brenda Brennan
Lisa Badour

INSTRUCTIONAL STAFF

Brenda Brennan	<i>Sr. Instructor</i>
Lisa Badour	<i>Sr. Instructor</i>
Anna Sieggreen	<i>Sr. Instructor</i>
Nathaniel Garcia	<i>Sr. Instructor</i>
Sara St. John	<i>Sr. Instructor</i>
Donna Callison	<i>Sr./Nail Instructor</i>

M.J. Murphy Beauty College is accredited by the (NACCAS) National Accrediting Commission of Career Arts & Science. The address is:

NACCAS
3015 Colvin St
Alexandria, VA 22314
(703)-600-7600

M.J. Murphy Beauty College is licensed by the Michigan Department of Commerce Consumers and Industry Service, State Board of Cosmetology;

P.O. Box 30018
Lansing MI. 48906
(517)-241-9201

To file a complaint visit the following web address to find and fill out the form required to send your complaint to the State of Michigan: https://www.michigan.gov/documents/lara/BPL-PUB-400_524516_7.pdf

M. J. Murphy Beauty College is owned by *Brenda Brennan Beauty College Inc.*

FACILITIES:

M.J. Murphy Beauty College

Occupies all of the two-story building in downtown Mt. Pleasant, Junior and Senior Classroom along with Clinic Floor, Facial Room, Manicure/Pedicure Area, Reception Area, Student Lounge, Office, Female, Male and Unisex Restrooms, Instructor Office and Financial Aid Office

Junior Level- Monday through Friday 8:30 am to 4:30 p.m.
Senior Level - Tuesday through Saturday 8:30 a.m. to 4:30 p.m.

DRESS CODE:

The uniform at M.J. Murphy Beauty College is black scrubs* that will be fitted when you sign your contract. Two sets of black scrubs will be ordered on the first day of class. You must wear all black until your scrubs arrive. Your scrubs and smock or apron should be clean, (the smock will be issued 1st day of class), includes the name tag, and is to be always worn or the student will be dismissed from class. Students must wear all black.

*Manicuring and CTE students do not receive scrubs. If they would like, they can purchase their own or order through the school. They must be all black.

During cold weather, long sleeve undershirts are allowed, but they must be solid black.

Shoes: Black professional closed-in low-heel, crepe sole, or black tennis shoes.

Students are permitted to wear their M.J. Murphy T-shirts and long sleeves but must wear scrub bottoms and black shoes.



MISSION STATEMENT:

The mission of M.J. Murphy Beauty College is to prepare cosmetology professionals for a state license and a rewarding career in the field of Cosmetology, Manicuring, or Instructing.

NON-DISCRIMINATION:

This Institution and its Admission, Instruction, and Graduation Policies practice No Discrimination Based on Race, Color, Religion, Sex, Age, or Ethnic Origin.

ADMISSION REQUIREMENTS:

COSMETOLOGY and MANICURING:

- ❖ 17 years old
- ❖ High school graduation diploma, or High School Transcript showing Graduation Date, or General Education Development (GED) certificate. For Home Schooled Enrollee a State Issued Credential must be provided.
- ❖ **We Do Not Admit Ability to Benefit Students**
- ❖ A Picture I. D

INSTRUCTOR:

- ❖ High School Graduation Diploma or High School Transcript showing Graduation Date, or General Education Development (GED) certificate.
- ❖ A current Cosmetology License
- ❖ Picture I.D

TRANSFER POLICY:

The school only accepts transfers for geographic reasons. The school does not recruit students who are enrolled in or attending another Institution of Cosmetology. The Future Student must no longer be enrolled at any Institution of Cosmetology. Prior to enrollment, the student must provide a record of completed hours, Theory Test Grades, MPA's. If the school no longer obtains records, the student must get the record of hours from the State Board of Cosmetology in the state where they attended Cosmetology School. A written and practical exam will be issued at this Institution for a charge of \$75.00 payable at the time of testing. They must pass the Written Test by 85% and the Practical Test by 75%. This will determine if their education at the other Cosmetology Institution is where it should be at this Institution. Tuition is adjusted at the current rate for the remaining hours.

RE-ENTRY POLICY

A student who has dropped from M.J. Murphy Beauty College will be able to re-enter the program from which they withdrew. Students who re-enter will re-enter under the same Satisfactory Academic Progress status as it was when the student left.

RE-ENTRY POLICY FOR A STUDENT WHO WITHDREW IN GOOD STANDINGS

The student who was meeting the Satisfactory Academic Progress status at the time s/he dropped and applies to re-enter within five months of the drop date will be given the credit of all MPA's, theory hours and test accrued at the time of the drop. A new contract will be drawn up for the remaining hours. The registration fee of \$200.00 will be waived.

A previous student who re-enters after 5 months will have to take a re-entry test of a Written & Practical and pass by 75%. If passed will be given credit for all theory tests, theory hours, & MPA's at the time they withdrew.

RE-ENTRY OF A STUDENT THAT DROPPED OR WAS TERMINATED WHILE NOT MEETING THE STANDARDS OF SATISFACTORY PROGRESS:

Students that dropped or were terminated because of not meeting **Satisfactory Academic Progress** are not to be re-enrolled unless they file an appeal, and the appeal is granted. An appeal would only be granted if circumstances that caused the student to not meet the standard have changed to the extent that the appeals committee is convinced the student can now meet the standard.

ADDITIONALLY:

A student who was terminated because of discipline problems will not be re-entered.

A student who was dropped or terminated because of/or while not meeting the theory grade requirements would be required to take the entrance exam and pass with an 85 % in all categories of the Written Test.

A student who was dropped or was terminated because of/or while not meeting the attendance requirements of the standard of satisfactory progress, will be re-enrolled with the percent of attendance on record from the previous enrollment. The students will be monitored on Attendance & Academics on a weekly basis by the Director.

ALL COURSES ARE TAUGHT IN ENGLISH

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory Academic Progress (SAP) Policy is a requirement for all full and part-time students enrolled in any program at this Institution. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Science (NACCAS) and the federal regulations established by the United States Department of Education. This Policy applies to all students enrolled in a NACCAS-approved program at this institution whether they are part-time/full-time and regardless of payment method. Satisfactory Academic Progress is measured in both quantitative terms (attendance), as well as qualitative terms (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. This SAP policy is in the catalog, so students receive SAP policy prior to signing the enrollment agreement and initial that they received it on the enrollment agreement. It is also given again at Orientation on the 1st day of class. Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to maintain eligibility for Federal Student Assistance Funds unless the student is on a "Financial Aid Warning" or "Probation" as defined in this policy. An academic year is 900 hours for all programs at this institution.

Cosmetology Students only receive Title 1V funding.

ACADEMIC STANDARD POLICY GRADING SYSTEM

All theory, practical, and lab/clinic exams will be graded using the following scale:

Grading System

A : 95% -100% = Excellent

B : 94%- 90% = Good

C : 89% - 85% = Satisfactory

D : Below 85% = Unsatisfactory

Evaluations are evaluated by both quantitative (attendance) and qualitative (academic performance) elements separately as long as they each meet the required method.

Students must maintain an academic average of at least 85% or higher on a cumulative basis of the evaluation date to be considered meeting Satisfactory Academic Progress. We require that all unit tests be passed with 85%, if a student does not pass with 85%, then they have 2 other chances to take and pass by 85 or better. If an 85 score is not achieved by the 3rd attempt, then all 3 grades will be added together and divided by 3, and that will be the student's final grade. We required that Junior & Senior Pre-State Final are passed with 80% due to State PSI Exam must be passed by 75%. Therefore, they are more than ready for the Written State PSI Exam.

Practical skills are graded as Satisfactory or in Need of Improvement. This begins in Junior Phase at hour 1, so, therefore, it is consistent throughout the course. If Student receives N (needs improvement, they need to correct this. It is then converted to a percent grade for SAP. Students must make up for failed or missed tests and incomplete assignments.

SATISFACTORY ACADEMIC AND ATTENDANCE EVALUATIONS PERIOD ARE DONE ON ACTUAL HOURS

Academic Year is 900 hours for all courses

COSMETOLOGY - 450, 900, 1200 CLOCKED (actual) Hours

INSTRUCTOR - 250 CLOCKED (actual) Hours

MANICURING - 200 CLOCKED (actual) Hours

TRANSFER STUDENTS: Midpoint of the contracted hours or the established evaluation periods, whichever comes first. The frequency of these evaluations ensures that students have had at least one evaluation by the midpoint in the course.

All students at the time of evaluation periods are counseled and given a hard copy of their SAP Report, a copy is also put in their file. Students who are meeting SAP are not required to sign their evaluation, students who are not meeting SAP are required to sign Sap acknowledging they are not meeting SAP!

COSMETOLOGY STUDENTS RECEIVING TITLE 1 V FUNDING

SAP evaluations will be conducted at 450,900 & 1200 (actual hours) intervals to determine continuing eligibility, as these are also payment periods. The student must complete the clock hour at each interval to receive the next Title IV disbursement. After the student is evaluated at the required payment period, then the Financial Aid Office will request payment for the approved payment period.

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 to maintain 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.

For example, a student who is enrolled for 35 clock hours per week for 20 weeks would have a cumulative scheduled attendance of 700 clock hours. If the student attended 550 of the 700 scheduled hours, his/her attendance pace would be 79% (550/700) and would be meeting the attendance requirements of this policy.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point is considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a hard copy of their SAP determination at the time of each evaluation and are to sign. The institution will also keep a copy of this SAP evaluation in its file. Cosmetology Students deemed not making Satisfactory Academic Progress will be counseled by the instructor and must sign their SAP evaluation report. Students not making SAP may have their Title IV Funding interrupted unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

	Normal Time Frame	Maximum Time Frame
Cosmetology (Full- Time)	50 weeks - 1500 hours	75 weeks
Cosmetology (Part-Time)	75 weeks -1500 hours	112.50 weeks
Instructor (Full- Time)	22 weeks - 500 hours	33 weeks
Instructor (Part-Time)	28 weeks - 500 hours	42 weeks
Manicuring (Full- Time)	13 weeks 2 days - 400 hours	19 weeks
Manicuring (Part-Time)	19 weeks - 400 hours	

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

NOTE: A student who does not complete the Maximum Time Frame is not making Satisfactory Academic Progress and is not eligible for any Title 1 V assistance. The student will be notified in writing and must make arrangements to pay the school in order to remain enrolled.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress of an evaluation date will be placed on WARNING, and the student will remain eligible for Federal Student Aid Funds for the subsequent payment period. The student is considered to be making Satisfactory Progress during the WARNING period. The student will be advised in writing on the actions required to attain SAP by the next evaluation. If at the end of the WARNING period, if the student has still not met both the attendance and academic requirements for SAP, she/he will be deemed ineligible to receive Title IV Funds unless the student successfully appeals the decision and is placed on probation.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation if the student appeals to the decision and prevails upon appeal. Additionally, only students who can meet the SAP standards by the end of the evaluation period may be placed on probation. The student will be advised in writing of the actions required to attain SAP by the next evaluation.

If at the end of the probationary period, the student has still not met the attendance and academic requirements required for SAP, she/he will not be eligible to receive Title IV Funds. Students will be notified in writing of any evaluation that impacts their eligibility for Financial Aid. The instructor and student will sign and date the evaluation. There will be a copy placed in the student's file and a copy will be given to the student.

RE-ESTABLISHMENT OF 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, 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. Leave of Absence must be a minimum of 7 days. Students who withdraw prior to completion of the course and wish to re-enroll will return with the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making SAP, the student may appeal this determination. The student's appeal must be made in writing to the school director and must be received within 5 calendar days of the determination of unsatisfactory SAP.

Reasons for which students may appeal a negative SAP determination:

- * *Death of a Relative*
- * *Injury or illness of the student, or*
- * *Any other allowable special or mitigating circumstance.*

The student must submit a written appeal to the school's Director about why she or he failed to meet SAP 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 SAP by the next evaluation point. Appeal documents will be reviewed by the Director and a decision will be made and reported to the student within 5 business days of the Director's receipt of the appeal. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be placed on probation and Title IV financial aid will be reinstated, if applicable.

COURSE INCOMPLETES, NON-CREDIT REMEDIAL COURSES, REPETITIONS

Course incomplete, non-credit remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect on the school's SAP standards.

TRANSFER HOURS

Regarding SAP, a student's transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time- frame has been exhausted. **SAP evaluations are based on actual contracted hours at the institution.**

WITHDRAWAL/TERMINATION

Students who withdraw prior to completion of the course and wish to re-enroll will return in the SAP status as at the time of withdrawal.

In addition to the above:

REVIEW AND EVALUATION PERIODS

Student progress in attendance will be reviewed at the middle and first of the month with the posting of hours (hours for the month & total hours to date). Students with * by their name are not meeting the required hours. Students' progress in academics is reviewed every 2 weeks with a posting of tests & clinical/labs that they are behind in.

At-risk students will be counseled and will be advised regarding efforts to improve progress.

Cosmetology Progress Forms will be filled out for Cosmetology students as a student completes Level of MP A's (actual hours) as follows:

Level 1 (1 -350)	Level 4 (771-1015)
Level 2 (351-560)	Level 5 (1016-1260)
Level 3 (561-770)	Level 6 (1261- 1400)

Instructor Progress Form will be filled out for Student Instructors as the student completes a level of MPA's (actual hours) as follows:

Level 1 (1-350)	Level 2 (351-500)
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Manicuring Progress Forms will be filled out for Manicuring students as the student completes a level of MPA's (actual hours) as follows:

Level 1 (1-150)	Level 2 (151-400)
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GRADUATION FROM ALL COURSES:

- ❖ Upon completion of the course hours
- ❖ Completing all MPA's (Minimum Practical Applications)
- ❖ Completion of all unit test, pass all Pre-State Written & Practical Finals
- ❖ Tuition paid in full, or arrangements made with Business Office

When the student meets all Graduation Requirements, M.J. Murphy Beauty College will issue a Diploma in the Course that they have completed.

ORGANIZATIONS:

*American Association of Cosmetology Schools, Michigan Cosmetology Schools Association
Michigan, National and Midwest Student Financial Aid Associations
Administration and or staff members participate in the National Cosmetology Association
Michigan Cosmetology Schools Association Instructor membership.*

HOLIDAYS OBSERVED

New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving, And Christmas, contingent upon what day of the week a holiday falls, the school may be closed for that holiday and the day following.

EMPLOYMENT ASSISTANCE

The school will assist graduates' efforts to secure employment in the program completed or related field that includes personal appearance guidelines for applying and helping students with resumes for a job. The school posts all available jobs on the student bulletin board and on the student group chat. The school, however, does not guarantee employment.

FINANCIAL AID

Financial Aid is available to qualified applicants. TITLE IV Funds available include GRANTS (Money that does not need to be repaid) and FDSL (Loans that need to be repaid). A separate pamphlet entitled FINANCIAL AID INFORMATION accompanies this catalog or is available from the school manager and explains the available program. A prospective student may log in to www.fafsa.ed.gov and apply for Title IV.

ADVISING

Academic, career and individual referral advising are provided to attending students. A student is referred to a local counseling center (Listening Ear Crisis Center @ 989-772-2918). For a student who is referred, written documentation is kept in the student's file.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

An eligible student and parents/guardian of a dependent minor have a right to: Inspect and review* the student's educational record, request an amendment to ensure the record is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Consent to disclosures of personally identifiable information contained in the student's educational records, information will only be released to a third party upon the written consent of the eligible student or parent/guardian, except to the extent that FERPA and the regulations authorize disclosure without consent.

The school provides access to student and other school records as required for any accreditation process initiated by the school or by NACCAS. File a complaint with the U.S. Dept of ED concerning the alleged failure by the school to comply with FERPA requirements. The student when she/he signs the Enrollment Agreement will initial that they receive a copy of the FERPA Policy. The FERPA Policy is displayed in Dispensary, Student Lounge, and Junior Classrooms.

The Institution must receive consent from the student each time the student wants the Institution to submit documents to a third party.

ABSENCES/MAKE-UP

A full-time student can attend an average of 30 hours a week and still graduate by the end date of the contract. Students are required to call in or message the student group chat if they are going to be absent. When the student's absence exceeds that average for two successive two-week periods the student will be warned. If within the next two-week period, the absences exceed the average number of students may be dropped. Anytime the student misses the required Saturday hours they will be suspended according to the suspension policy. Suspension will not extend the length of the contract. A student returning from a leave of absence is responsible for making up any work according to the MPA schedule. Management has the right to make exceptions to this policy.

ATTENDANCE & TARDINESS

Cosmetology, Manicuring, and Instructor Courses are clock-hour courses, and each hour must be used for meaningful learning activities. Students must attend all scheduled theory and demonstration classes, and bring pencils, paper, and text to class.

Students must sign and clock in each morning by 8:37; for lunch and breaks; and when leaving for the day. Students are not allowed to leave the classroom without permission. Free time between patrons will be used for studying only materials related to cosmetology or mannequin practice. Students not using optional time productively will be required to clock out. The student lounge is to be used only by students signed out on break or lunch. The student and their parent or guardian hereby give the school permission to call upon a physician or dentist or to refer the student to the same for medical/dental assistance in the event of sudden illness or accident. It is understood and agreed that any expense incurred will be the sole responsibility of the student and/or her (his) parent or guardian.

CONDUCT / TERMINATE ENROLLMENT

The student agrees to abide by the school rules, regulations, and dress code provisions in the published catalog; regulations of the State Board of Cosmetology; to attend all classes regularly and promptly except for sufficient reasons. The student agrees to park in the designated parking area. The student shall not remove school property from the premises without written permission.

A student shall not use profanity, nor be insubordinate or disrespectful of staff members, other students, or clientele. Cellphones and smart watches are to be used only on scheduled breaks, lunch, or with permission from the instructor. Students are required to always keep their stations and tools clean and sanitary. The school reserves the right to terminate any student whose conduct reflects discredit on the professional and ethical standards of the school and/or the State Board.

EMERGENCY

The student and/or his/her parent or guardian hereby gives the school permission to call upon a physician or dentist and/or refer the student to the same for medical/dental assistance in the event of sudden illness or accident. It is understood and agreed that any expenses incurred will be the sole responsibility of the student and/or his/her parent or guardian.

SCHOOL CLOSING

If the school closes due to Bad Weather the student will be notified by student group messenger and posted to the school's Facebook. It will also be put on the school telephone voicemail. It will also be broadcasted on Local Radio, and TV Stations.

MJ. Murphy Beauty College offers Cosmetology, Manicuring, and Instructor Courses.

We now offer Part - Time Classes along with Full- Time Classes. Part-Time Classes are 21 hours a week. Full-Time hours are 35 hours per week.

CLASS START DATES FOR COSMETOLOGY, MANICURING & INSTRUCTOR

2023	2024	2025
January 30	January 29	January 27
April 10	April 8	April 7
June 19	June 24	June 16
September 11	September 9	September 8
November 20	November 18	November 17

TUITION AND FEES, PAYMENTS PLANS

	COSMETOLOGY	MANICURING	INSTRUCTOR
CLOCK HOURS	1500	400	500
REGISTRATION FEE	\$200.00	\$200.00	\$200.00
EQUIPMENT & TEXT	\$2,300.00*	\$800.00*	\$500.00*
TUITION	\$16,000.00	\$2,600.00	\$4,100.00
TOTAL BALANCE	\$18,500.00	\$3,600.00	\$4,800.00

Cost to the students when purchased from the school. The kit will be paid for before tuition is paid.

**Note: The student has the option of purchasing the kit items from a local beauty supply store.*

Cosmetology students can purchase an advanced nail kit for an additional \$520, which includes supplies for acrylic nail enhancements.

All monies owed to the institution can be made by cash, money order, check, Title IV funds including Pell and Loans.

Students paying with a payment plan must make their monthly payment before the 1st of the month. They will not be allowed to return until the payment has been made.

PAYABLE:	COSMETOLOGY	MANICURING	INSTRUCTOR
UPON REGISTRATION	\$200.00	\$200.00	\$200.00
DOWN PAYMENT	\$1500.00	\$1100.00	\$500.00
NO. MONTHLY PAYMENTS	12	2	2
PAYMENT AMOUNT	\$1,400	\$1000.00	\$700.00

*Tune added to contract for vacation, illness, and personal business; included holidays;

****1 Month**

****2 Weeks**

****3 Weeks**

If a student is granted a Leave of Absence, the contract is extended by the calendar days the student was on Leave of Absence.

NOTE: When a student enrolls under a Vocational Contract, upon Graduation from High School, any remaining hours student will then sign a Contract at the current Tuition Rate for the remaining hours. The Registration Fee will be waived.

This also implies to a past student of the Institution, the Registration Fee will be waived.

Cosmetology

Full Time50 Weeks

Part Time18 Months

Manicuring

Full Time13 Weeks, 2 Days

Part Time19 Weeks

Instructor

Full Time14 Weeks

Part Time24 Weeks

If the student has not completed attendance requirements by the ending date as described above, an additional charge per hour will be payable until the hours are completed. This charge will be at \$10.00 per hour, billed upon reaching the date the student was to complete the hours.

M.J. MURPHY BEAUTY COLLEGE REFUND POLICY

REFUND POLICY

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of attendance. This Refund Policy is written in English. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellations, or school closure, and applies with the mandated policy. This policy also applies to students who **withdraw officially, unofficially, or fail to return from a leave of absence or are dismissed from enrollment at M.J. Murphy Beauty College.** The enrollment agreement, if accepted by the school, becomes an agreement that states all the conditions of enrollment and is not subject to alteration or cancellation except as follows:

Official Cancellation or withdrawal shall occur on the earlier of the dates that:

- ❖ An applicant not accepted for training by the school shall be entitled to a refund of all monies except a non-refundable application fee (if applicable). The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school office in person.
- ❖ If a student or legal guardian cancels his/her enrollment agreement and requests his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has started training. All monies collected by the school shall be refunded except the non-refundable application fee. The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school office in person.
- ❖ If a student cancels his/her enrollment after three business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less an application fee, if applicable, and a registration fee of \$200.00 for all courses. The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school office in person.
- ❖ A student notifies the institution of their withdrawal. The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school office in person.
- ❖ A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be earlier than the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school office in person. For students who do not return from a Leave of Absence, the last date of Leave of Absence is used as the termination date.
- ❖ A student is expelled by the school

If the school closes permanently and ceases to offer instruction after a student has enrolled, and instruction has begun, the school will provide:

- * Pro-rata refund of tuition or
- * Participate in a Teach-Out Agreement

If a course is canceled after a student's enrollment, and before the instruction in the course has begun the school shall at its option: provide a full refund of all monies paid or provide completion of the course.

If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun the school shall at its option:

- * 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 and/or program; or
- * Participate in a Teach-Out Agreement; or
- * Provide a full refund of all monies paid.

Any monies due to the applicant or student shall be refunded within 45 calendar days of official cancellation or withdrawal" which shall occur no more than 45 days from the last day of physical attendance.

Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance daily. All refunds will be calculated using actual hours and the Minimum Tuition Adjustment Schedule. All Refunds Calculations are performed and refunds are made timely.

**PERCENTAGE LENGTH COMPLETED TO
TOTAL LENGTH OF PROGRAM OR COURSE**

AMOUNT OF TOTAL TUITION

OWED TO THE SCHOOL

0.01% to 4.9%.....	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50 and over.....	100%

A list of, and cost to the student (required kit, equipment, books, and supplies) is listed in the published catalog.

The kit may be purchased from the school or from a retail beauty supply store. The cost of the kit and supplies is non-refundable and is not included in the tuition adjustment computations. These items become the property of the student when issued; but shall remain in the school until the student completes the course or is paid for. Any lost equipment must be replaced at the student's own expense. Students who terminate prior to course completion will lose the non-refundable \$200.00 registration fee and will be charged a \$100.00 termination fee. Any monies due to a student who withdraws from the institution shall be refunded within forty-five (45) calendar days of the determination that a student has withdrawn, whether officially or unofficially.

The school reserves the right to suspend any student whose tuition payments are in arrears until the payments are current according to the Enrollment Agreement. All tuition must be paid in full or make payment arrangements with the Owner Brenda Brennan by the time the student has accrued the following Clock Hours.

Cosmetology Course -1500 Hours

Manicuring Course - 400 hours

Instructor Course - 500 Hours

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school.

WITHDRAWAL/TERMINATION

Student who withdraws (officially or unofficially) or is terminated by M.J. Murphy Beauty College is no longer enrolled at this Institution in a course.

Official Withdrawal from School

A student considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Office or Sr. Instructor in Charge Institution in person by a written notice of their intent to withdraw. The date of the termination for Return and REFUND PURPOSES will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw in writing.

Upon receipt of the official withdrawal information, M.J. Murphy Beauty College will complete the following:

2. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record.
1. Two calculations are performed:
 - a. The student's ledger card and attendance record are reviewed to determine the calculation of the Return of Title IV funds that the student has earned, and if any, the amount of Title I V funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Return of Title IV funds Worksheet, scheduled attendance, and based upon payment period.
 - b. Calculate the school's refund requirements (see previous page)
1. M.J. Murphy Beauty College will return to the Federal Government the amount of any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
2. M.J. Murphy Beauty College will notify by Mail or Phone, of all worksheets, Ledger cards, and Invoices showing what is owed to this Institution. Copies of notifications will be kept in the student's file.

Unofficial Withdrawal from School

A Student who does not attend for 14 consecutive calendar days will be unofficially withdrawn and terminated from enrollment. The last day of attendance will be the date used for the unofficial withdrawal date.

Within one week of the student's last date of academic attendance, the following procedure will take place:

1. Financial Aid Director or Sr. Instructor will make an attempt by phone to contact the student regarding his/her enrollment status.
1. Determine and record the student's last date of attendance as the last recorded date.
2. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.

3. Notify the student in writing of their failure to contact the school resulting in termination of enrollment.
4. M.J. Murphy Beauty College Financial Aid Director will return to Title I V any unearned portion of Title I V funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note the return on the student's ledger card.
5. Calculate the school's refund requirements (see the previous page)
6. M. J. Murphy Beauty College will notify by phone or mail, all worksheets, student ledger cards, and Invoices showing the balance owed to the school. Copies of notifications will be kept in the student's file.

RETURN OF TITLE IV FUNDS (R2T4)

The requirements for Title IV funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV funds that the school was required to return to the U.S. Department of Education.

When the Students withdrawal date is calculated by our Online Smart System as the last physical day that the student clocked in or signed in (whether officially or unofficially) is determined, the Institution is required to determine the earned and unearned Title IV aid based on the amount of time the student was scheduled to be in attendance. If any monies are to be returned to Title IV, it is done within 45 days of the withdrawal determination date.

Official Withdrawal from School

A student is "Officially" withdrawn on the date the student notifies the Financial Aid Office or Sr. Instructor in Charge Institution in person by a written notice of their intent to withdraw.

Unofficial Withdrawal from School

A Student who does not attend for 14 consecutive calendar days will be unofficially withdrawn and terminated from enrollment. The last day of attendance will be the date used for the unofficial withdrawal date.

Withdrawal Before 60%

The Institution must perform an R2T4 to determine the amount of earned aid through the 60 points in each payment period or period of enrollment that the student has earned at the time of withdrawal.

Withdrawal after 60%

After 60% points in the payment period or period of enrollment, a student has earned 100 of the Title I V funds. The institution must still perform an R2T4 to determine the amount of aid that the student has earned.

The Calculation Formula:

Determine the amount of Title IV aid that was dispersed.

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last day of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE

$$\text{TOTAL HOURS IN PERIOD} = \% \text{ EARNED}$$

- b) If this percentage is greater than 60%, the student earns 100% of the aid.
- c) If the percentage is less than or equal to 60%, proceed with the calculation.

-Total Eligible Title IV Aid multiplied by Percentage of aid earned = AMOUNT STUDENT EARNED
 -Subtract the Title IV earned from total disbursed = AMOUNT TO BE RETURNED

SEE ATTACHED FOR EXAMPLES OF TITLE IV REFUND CALCULATIONS:

- * **WITHDRAWAL BEFORE 60%: Example 1**
- * **WITHDRAWAL AFTER 60%: Example 2**

Title IV Refund virus Institutional Refund

If a student is receiving Title IV Funds, a Title IV Refund Calculation Form will be calculated first, any money that is due back to Title IV will be returned to the Dept of Ed. Institutional Refund Form will be calculated using the funds that the student received from Title IV. Student or Prospective students should note that if they withdraw, Institutional charges that were previously paid by Title IV funds might become a debt that the student would be responsible for paying.

WITHDRAWAL BEFORE 60%:

Withdrawal before 608

**Yellow = Refund
Due From
School**

STEP 1 Student's Title IV Aid Information

1. Federal Pell Grant
2. Academic Competitiveness Grant
3. National SMART Grant
4. FSEOG
5. TEACH Grant
6. Iraq-Afghanistan Service Grant

Amount that Could Have Been Disbursed	
C.	\$0.00

(Subtotal)

E. Total Title IV Aid Disbursed for the Period	
A.	\$1,923.00
B.	\$2,722.00
E.	\$4,645.00

7. Unsubsidized Federal Direct Loan
8. Subsidized Federal Direct Loan
9. Perkins Loan
10. Federal Direct PLUS

Net Amount that Could Have Been Disbursed	
D.	\$0.00
	(Subtotal)

F. Total Title IV grant aid disbursed and that could have been disbursed for the period

A.	\$1,923.00
+ C.	\$0.00
= F.	\$1,923.00

G. Total Title IV aid disbursed and that could have been disbursed for the period

A.	\$1,923.00
B.	\$2,722.00
C.	\$0.00
+ D.	\$0.00
= G.	\$4,645.00

PP = Payment Period	PoE = Period of Enrollment
9/12/2221	1/15/2222
PP or PoE	Last Date of
Brain Date	Attendance

Calculation Notes:

- ▶ If the amount in Box I is greater than the amount in Box E, go to item J (Post-withdrawal disbursement)
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K)
- ▶ If the amounts in Box I and Box E are equal, **STOP**
No further action is necessary

From the amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

$$\boxed{\$2,169} \quad \boxed{-} \quad \boxed{\$4,645.00} \quad \boxed{=} \quad \boxed{\$0}$$

Box I
Box E
Box J

If there is an entry for "J", Stop here, and enter the amount

in Box 1 on page 3 (Post-withdrawal disbursement tracking sheet)

From the Total Title IV aid disbursed for the period (Box E), subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

$$\boxed{\$4,645.00} - \boxed{\$2,189} = \boxed{\$2,476}$$

Box E Box I Box K

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

$$\boxed{46.7\%} \times \boxed{\$4,645} = \boxed{\$2,169}$$

Box H Box G Box I

R2T4 Determination

Student's Name: **XVA**

Social Security #: **XXX-XX-XXXX**

STEP 5: Amount of Unearned Title IV Aid Due from the School

L. Institutional Charges for the Period.	Tuition & Fees	15,400.00
	Books & Supplies	2,100.00
	Room	
	Board	
	Other	
	Other	

Total Institutional Charges
(Add all the charges together)

L. \$17,500.00

M. Percentage of unearned Title IV aid

100.0% - 46.7% = 53.3%
Box H Box M

N. Amount of unearned charges

Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M)

17,500.00 x 53.3% = \$9,328
Box L Box M Box N

O. Amount for school to return

Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.

O. \$2,476

STEP 6: Return of Funds by the School

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed for each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized Federal Direct Loan	990
2. Subsidized Federal Direct Loan	1,486
3. Perkins Loan	0
4. Federal Direct PLUS (Parent)	0
Total loans the school must return =	P. \$2,476
5. Pell Grant	0
6. Academic Competitiveness Grant	0
7. National SMART Grant	0
8. FSEOG	0
9. TEACH Grant	0
10. Iraq-Afghanistan Service Grant	0

STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

\$2,476 - \$2,476 = \$0
Box K Box O Box Q

- If Box Q is less than or equal to zero, STOP.
If greater than zero, go to Step 8.

STEP 8: Repayment of the Student's loans

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

\$2,722 - \$2,476 = \$246
Box B Box P Box R

- If Box Q is less than or equal to Box R, STOP.

The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

- If Box Q is greater than Box R, Proceed to Step 9.

STEP 9: Grant Funds to be Returned

S. Initial amount of Title IV grants for student to return

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

\$0 - \$246 = \$0
Box Q Box R Box S

T. Amount of Title IV grant protection

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

\$1,923 - 50.00% = \$0
Box F Box T

U. Title IV grant funds for the student to return

From the initial amount of Title IV grants for student to return (Box S) subtract the amount of Title IV grant protection (Box T) by the student (Box T).

\$0 - \$0 = \$0
Box S Box T Box U

- If Box U is less than or equal to zero, STOP. If not, go to Step 10.

STEP 10: Return of Grants Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

Title IV Grant Programs:

Title IV Grant Programs:	Amount to Return
1. Pell Grant	0.00
2. Academic Competitiveness Grant	0.00
3. National SMART Grant	0.00
4. FSEOG	0.00
5. TEACH Grant	0.00
6. Iraq-Afghanistan Service Grant	0.00

R2T4 Determination

Treatment of Title IV Funds When a Student Withdraws From a Clock-Hour Program

Student's Name: **XYA** Social Security #: **XXX-XX-XXXX**
Date Form completed: **1/30/2222** Date of school's determination that student withdrew: **1/15/2222**
Period used for calculation (check one): ☒ Payment Period ☐ Period of Enrollment

Blue = Data
Provided by User

Yellow = Refund
Due From
School

Monetary amounts should be in dollars and cents (rounded to the nearest penny).

When calculating percentages, round to three decimal places (for example: $4486 \div 449 = 44.9\%$).

STEP 1: Student's Title IV Aid Information

Title IV Grant Programs:

1. Federal Pell Grant
2. Academic Competitiveness Grant
3. National SMART Grant
4. FSEOG
5. TEACH Grant
6. Iraq-Afghanistan Service Grant

Amount Disbursed	Amount that Could Have Been Disbursed
\$1,923.00	
A. \$1,923.00	C. \$0.00
(Subtotal)	(Subtotal)

E. Total Title IV Aid Disbursed for the Period
A. \$1,923.00
+ B. \$2,722.00
= E. \$4,645.00

Title IV Loan Programs:

7. Unsubsidized Federal Direct Loan
8. Subsidized Federal Direct Loan
9. Perkins Loan
10. Federal Direct PLUS

Net Amount Disbursed	Net Amount that Could Have Been Disbursed
\$990.00	
\$1,732.00	
B. \$2,722.00	D. \$0.00
(Subtotal)	(Subtotal)

F. Total Title IV grant aid disbursed and that could have been disbursed for the period
A. \$1,923.00
+ C. \$0.00
= F. \$1,923.00

G. Total Title IV aid disbursed and that could have been disbursed for the period
A. \$1,923.00
B. \$2,722.00
C. \$0.00
+ D. \$0.00
= G. \$4,645.00

STEP 2: Percentage of Title IV Aid Earned

PP = Payment Period PoE = Period of Enrollment
9/12/2221 **1/15/2222**
PP or PoE Last Date of
Begin Date Attendance

Calculation Notes:

H. Determine the percentage of the period completed.

Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period

$$\frac{360.00}{450.00} = 84.4\%$$

Hours scheduled to complete Total Hours in Period

- ▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3
- ▶ If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3

H. 100.0%

STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

$$100.0\% \times \$4,645 = \$4,645$$

Box H Box G Box I

STEP 4: Title IV Aid to be Disbursed or Returned

- ▶ If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, STOP. No further action is necessary.

J. Post-withdrawal disbursement

From the amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

$$\$4,645 - \$4,645.00 = \$0$$

Box I Box E Box J

If there is an entry for "J", Stop here, and enter the amount

in Box 1 on page 3 (Post-withdrawal disbursement tracking sheet)

K. Title IV aid to be returned

From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

$$\$4,645.00 - \$4,645 = \$0$$

Box E Box I Box K

R2T4 Determination

Student's Name: **XYA**

Social Security #: **XXX-XX-XXXX**

STEP 5: Amount of Unearned Title IV Aid Due from the School

L. Institutional Charges for the Period.	Tuition & Fees	15,400.00
	Books & Supplies	2,100.00
	Room	
	Board	
	Other	
Total Institutional Charges (Add all the charges together)		L. \$17,500.00

M. Percentage of unearned Title IV aid

100.0%	-	100.0%	=	0.0%
Box H		Box M		

N. Amount of unearned charges

Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).

17,500.00	x	0.0%	=	\$0
Box L		Box M		Box N

O. Amount for school to return

Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.

O. \$0

STEP 6: Return of Funds by the School

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed for each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized Federal Direct Loan	0
2. Subsidized Federal Direct Loan	0
3. Perkins Loan	0
4. Federal Direct PLUS (Parent)	0
Total loans the school must return =	P. \$0
5. Pell Grant	0
6. Academic Competitiveness Grant	0
7. National SMART Grant	0
8. FSEOG	0
9. TEACH Grant	0
10. Iraq-Afghanistan Service Grant	0

STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

\$0	-	\$0	=	\$0
Box K		Box O		Box Q

- If Box Q is less than or equal to zero, **STOP**.
If greater than zero, go to Step 8.

STEP 8: Repayment of the Student's loans

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

\$2,722	-	\$0	=	\$2,722
Box B		Box P		Box R

- If Box Q is less than or equal to Box R, **STOP**.

The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

- If Box Q is greater than Box R, Proceed to Step 9.

STEP 9: Grant Funds to be Returned

S. Initial amount of Title IV grants for student to return

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

\$0	-	\$2,722	=	\$0
Box Q		Box R		Box S

T. Amount of Title IV grant protection

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

\$1,923	-	50.00%	=	\$0
Box F				Box T

U. Title IV grant funds for the student to return

From the initial amount of Title IV grants for student to return (Box S) subtract the amount of Title IV grant protection (Box T) by the student (Box T).

\$0	-	\$0	=	\$0
Box S		Box T		Box U

- If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

STEP 10: Return of Grants Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

Title IV Grant Programs:

- Pell Grant
- Academic Competitiveness Grant
- National SMART Grant
- FSEOG
- TEACH Grant
- Iraq-Afghanistan Service Grant

Amount to Return
0.00
0.00
0.00
0.00
0.00
0.00

Post-Withdrawal Disbursement

The student may be eligible for a Federal Grant or Federal Direct Loan Post-Withdrawal Disbursement. The student is notified in writing via a letter sent to their address on file of any disbursements post-withdrawal. If the student received a Federal Grant, the school may post the post-withdrawal to the student's ledger account without the student's permission. For Direct Loans, the school will notify the student within 30 days of the student's Last Day of Attendance that the student/parent is eligible for Post-Withdrawal Disbursement of loans. You may choose to decline some or all the loan funds. You must reply in writing if you want the Loan Post-Withdrawal Disbursement. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school).

The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Order of Return

In accordance with Federal Regulations, when Title IV is involved, the calculation amount of the R2T4 Funds is returned in the following order:

- Unsubsidized
- Direct Loans
- Subsidized
- Direct Loans
- PLUS Loans
- Pell Grant

Student Due Refund from the Institution

If a student is entitled to a refund, the refund is refunded within 45 days to the student from when the Institution determined official withdrawal date. A student will be notified by the Owner of the Refund, If a student does not come within 48 hours it will be sent by certified mail.

Cosmetology Course of Study

A study of the basic principles of cosmetology which includes Infection Control & daily protection of the student/consumer against the spread of disease, hairdressing, manicuring, pedicuring, facials, make-up, hair removal, scalp and hair treatment, hair coloring, high lightening, chemical restructuring, anatomy/physiology, chemistry, and art principles.

Objective

The objective of the cosmetology is to prepare the student for a successful and rewarding career as a licensed cosmetologist. As a result of the 1500 clock hours of theory and practical training the student should gain the knowledge, skills, and ability to competently:

- A.) Pass the state-licensing exam
- B.) Protect the health and safety of the patron by sanitizing all implements and working areas to prevent the spread of disease.
- C.) Solve the consumer's hair, nail, and skin problems
- D.) Exhibit artistic ability in hair and nail design
- E.) Recognize the need for and be motivated to keep abreast of the latest trends and techniques
- F.) Be able to fill out job applications, and write a resume and will understand principles of salon management- payroll deductions, taxes, insurance, floor plans, types of ownership employee benefits, record keeping and liability.

Subject	Theory Hours	Practical Application Hours	Total Hours	Minimum Pratical Application
(A) Health and sately related to hair care services,manicuring services, skin care services, and natural hair cultivation include all of the following topics: (i) Anatomy and physiology. (ii) Chemical Safety (iii) Disease and disorders (iv) Laws and rules (v) Occupational saftey (vi) Personal hygiene (vii) Sanitation (viii) Equipment, supply, and tool safety	100	100	200	Health and saftey must be included in all practical applications
(B) Hair care services and natruai hair cultivation that include all of the following topics: (i) Arranging (ii) Artificial Hair (iii) Bleaching (iv) Cleansing (v) Curling	250	800	1050	425

(vi) Cutting				
(vii) Coloring and Bleaching				
(viii) Dressing				
(ix) Perming				
(x) Relaxing				
(xi) Singeing				
(xii) Straightening				
(xiii) Tinting				
(xiv) Waving				
(xv) Natural Hair Cultivation				
(C) Esthetic services that include all of the following topics: (i) Beautifying the skin using cosmetics 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 all of the following (i) Artificial nails, extensions, and repairs (ii) Manicuing (iii) Pedicuring	50	75	125	25
Total Hours	450	1050	1500	475

Cosmetology Course Equipment and Supplies

Milady textbook, Smock, Paul Mitchell Curling Wand, Paul Mitchell Blow-Dryer, Paul Mitchell Flat Iron
Paul Mitchell Apron & Cape, Paul Mitchell Paddle Brush & 3 Round Brushes, 3 long haired manikins,
1Male Manikin, Color Tool Kit, 1 Marcel Curling Iron, 1 Dozen Butterfly Clips, Scissors & Thinners,
Manikin scissors, Thinners, Styling Combs, Tail Combs. Pin Tail Combs, Wahl Clippers and Trimmers
Book Bag, 1 Wet to Dry Brush, Manicure/Pedicure Kit, 1 Facial Brush/Headband, Feather Razor
Stateboard Bag

Manicure Course of Study

In the manicuring course you will learn sanitation, patron protection, anatomy and its disorders, art principles, occupational safety and health administration, manicure and pedicure techniques, chemistry, artificial nails, extensions, repairs, and laws and rules.

Objective

The objective of the Manicure Course is to prepare the student for a successful and rewarding career as a licensed manicurist. As the result of the 400 clock hours of theory and practical training the student gain the knowledge, skills, and ability to competently:

- A. Pass the state- licensing exam
- B. Protect the health and safety of the consumer
- C. Solve the consumer's nail problems
- D. recognize the need for and be motivated to keep abreast of changing techniques

Subject	Theory Hours	Practical Application Hours	Total Hours	Minimum Pratical Application
(A) Health and safety related to manicuring services that include all of the following topics: (I) Anatomy and physiology. (II) Chemical Safety (III) Disease and disorders (iv) Laws and rules (v) Occupational saftey (vi) Personal hyglene (vii) Sanitation (viii) Equipment, supply, and tool safety	50	50	100	Health and saftey must be included in all practical applications
(B) Manicure services that include all of the following topics: (I) Artificial nails, extensions and repairs (II) Manicuring (III) Pedicuring	125	175	300	50
Total Hours	175	225	400	50

Manicuring Course Supplies and equipment

Young nails Gel Kit, Young Nails Acrylic Kit, Young Nails Base and top coat, Young Nails Love Cherry Red polish, practice hand, E-file, dust collector, nail case, manicure/pedicure kit, Milady textbook and workbook.

*Sculpture nail supplies may be issued as a kit or from the bulk supply.

Instructor Course of Study

In the Student Instructor course the student will learn the cosmetology orientation process, the introduction to teaching the cosmetology curriculum, lesson planning, teaching techniques, teaching aids developing, administering, grading and exams. They will know laws and rules, school administration, teaching assisting in the classroom and clinic floor.

Objective

The objective of the Student Instructor course is to prepare the student for a successful and rewarding career as an Instructor. As the result of the 500 clock hour of theory and practical training the student will gain the knowledge, skills, and ability to competently:

A. Pass the state- licensinf exam

B. Protect the safety & health of student and patron

C. Will have the understanding and knowledge to educate cosmetology students

Subject	Theory Hours	Practical Application Hours	Total Hours	Minimum Pratical Application
(A) Orientation and review of the cosmetology curriculum	25	50	75	20
(B) Introduction to teaching	30	0	30	0
(C) Teaching skills that include all of the following topics: (i) Course outlining and development (ii) Lesson planning (iii) Teaching techniques (iv) Teaching aids (v) Developing , administering, and grading examinations	80	85	165	20
(D) Administering skills that include all of the following: (i) Laws & Rules (ii) Record keeping (iii) School administration	15	10	25	10
(E) Teaching theory and practical hours that include all of the following topics: (i) Assisting in the clinic and theory classrooms (ii) Practice teaching in the clinic and theory classroom	0	205	205	40
Total Hours	150	350	500	90

ACADEMIC STANDARD POLICY GRADING SYSTEM

All theory, practical, and lab/clinic exams will be graded using the following scale:

Grading System

A : 95% -100% = Excellent

B : 94%- 90% = Good

C : 89% - 85% = Satisfactory

D : Below 85% = Unsatisfactory

Evaluations are evaluated by both quantitative (attendance) and qualitative (academic performance) elements separately if they each meet the required method. Students must maintain an academic average of at least 85% or higher on a cumulative basis of the evaluation date to be considered meeting Satisfactory Academic Progress. We require that all unit tests be passed with 85%, if a student does not pass with 85%, then they have 2 other chances to take and pass by 85 or better. If an 85 score is not achieved by the 3rd attempt, then all 3 grades will be added together and divided into 3, and that will be the student's final grade. We required that Junior & Senior Pre-State Final are passed with 80% due to State PSI Exam must be passed by 75%. Therefore, they are more than ready for the written State PSI Exam. Practical skills are graded as Satisfactory or in Need of Improvement. This begins in Junior Phase at hour 1 therefore it is consistent throughout the course. If Student receives N (needs improvement, they need to correct this. It is then converted to a percent grade for SAP. Students must make up for failed or missed tests and incomplete assignments.

Instructional Method

M.J. Murphy Beauty College uses different instructional methods to connect and reach each student. It is important that every student understands the material that is being taught. In the three programs that M.J. Murphy Beauty College offers all instructional method are used.

- **Lecture-** This method is used to deliver large amounts of information to the student. The college incorporates visual aids such as pictures, the use of the whiteboard, diagrams, and television to show professional videos.
- **Discussion-** This method collaborates the information that is being taught. It encourages critical thinking and allows students to express their opinions on the subject material. This method engages the entire class.
- **Demonstration-** This instruction gives the student the ability to see and hear information that needs to be learned. M.J. Murphy Beauty College has professional educators that come to the college and educate students on a variety of subjects. Students also have demonstrations through zoom classes added to the daily demonstrations done by our instructors.
- **Collaboration-** This instruction allows students to work together in groups to achieve a common goal. This promotes positive communication and teamwork.