

# New Horizons Beauty College

550 North Main, Suite 115&116  
Logan, Utah 84321  
(435) 753-9779

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Ownership

New Horizons Beauty College, Inc.

Amy Lowe President

Dustin Lowe

Manager

Full Time Instructors

Amy Lowe

MollieAnderson

Maddie Adams

Part Time Instructors

Jessica Smith

Books and Uniform	\$298.05
Current Tuition	\$11,660.00
Registration Fees	\$100.00
Student Kit	\$1100.00
Total Cost	\$13,158.05

New Horizons Beauty College is accredited by the National Accrediting Commission of Career Arts and Sciences.

New Horizons Beauty College is located in the lower level of the clock tower Plaza Professional Building. Outside entrance is located in the southeast corner, and there is an inside entrance from the main hallway, lower level.

There are modern stations for 54 students, and modern equipment to train students in all phases of cosmetology/barbering, including manicuring, pedicuring, facials and nail technology.

Our Facility includes front desk & reception area, dryer / manicure area, main clinic floor, student lounge with refrigerator & microwave, locker room, and dispensary areas in suite #115. We have classroom and two administrative offices in suite #116. Male & Female rest rooms are in hallway and are maintained by Clock Tower Plaza. Individual lockers are provided for personal items.

There is a library of extra educational materials available to students, including a large DVD library and the capability to view online education.

We use and retail products from major professional companies. Included are Matrix, Aluram, O.P.I., Lanza, Redken, PLA and EZflow. We offer ongoing education from these companies in the way of special classes. We also offer education from other professional lines we do not use or carry, but consider important to our industry.

New Horizons Beauty College  
 550 North Main #115 Logan,  
 Utah 84321

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## **ADMISSIONS REQUIREMENTS, SCHOLARSHIPS, AND TRANSFER CREDITS**

1. A student must meet one of these requirements in order to be eligible for enrollment. Applicants must possess a High School Diploma or General Educational Development (G.E.D.) Certificate and must participate in an interview with the school Director. A high school transcript is acceptable with date of graduation present. Applicants must be at least 17 years of age to be eligible for enrollment. Applicants enrolled while in high school must have a fully executed Cosmetology Contract from The Cache County School District and must be at least 17 years of age.
  - We do not currently accept ability to benefit students
2. All applicants must successfully complete a written admissions form and come in for an interview with the school director.
3. Enrollment must be completed before start of school.
4. Scholarships (institutional) are awarded upon availability.
5. Students who have temporarily withdrawn from school will be assessed a \$100.00 re-entry fee and will return in the same satisfactory academic progress as they left.
6. If a student has a foreign high school diploma it is required that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

New Horizons Beauty College does not recruit students enrolled in similar programs elsewhere but will accept students wishing to transfer from another school. All students who wish to transfer credit hours from another school of Cosmetology/Barbering may do so by:

- a. Providing an official transcript of hours
- b. Perform at the level required by those hours in and evaluation done by the school.
- c. Partial course fees: Hourly at 8.50 per hour + \$100.00 registration fee. Kit to be supplied by student or purchased from the school.

All students wishing to transfer credit hours from New Horizons Beauty College to another school of Cosmetology/ Barbering will receive a transcript of the hours upon payment of any debt owed to the school.

There is no charge for this transcript.

## **LEAVE OF ABSENCE POLICY**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students may request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that the request is in writing. The request must include the student's reason for the LOA, and the request must include the student signature.

The reason for which a LOA may be approved include, personal and/or family medical issues, death in the family, vacation (family time), or other mitigating circumstances.

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if, the institution documents the reason for the decision, the institution collects the request from the student at a later date; and the institution established the start date of the approved LOA at the first date the student was unable to attend.

If approved, the official leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. Changes to the enrollment agreement will be initialed by all parties; or an addendum to the enrollment agreement must be signed by all parties. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time. The LOA and any additional approved leaves of absence may not exceed a total of 180 days in any 12-month period. A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. All Student's must follow the institution's policy when requesting a Leave of Absence.

### **STATE REQUIREMENTS FOR LICENSE**

1. Be a graduate of a school approved by The Division of Occupational and Professional Licensing. (Dept. of Commerce) the course should not be less than 1600 hours in not less than 40 weeks
2. Pass a written examination on Cosmetology / Barber Theory which is administered by the State of Utah.
3. Have submitted an application for license to the Division and pay the required fees.
4. Be of good moral and ethical character. Conviction of a felony or misdemeanor can prevent licensure in the state of Utah.

### **SCHEDULE OF CLASSES**

New Horizons Beauty College offers a 1600 hour Cosmetology / Barbering course. New classes start on the second Tuesday of the month in January, March, June, August and November or on an available opening basis. Classes are held Tuesday through Friday from 8:30 a.m. to 5:00 p.m. and Saturday from 8:00 a.m. to 4:30 p.m. The school is closed for major national/state holidays and emergencies only. Specifically, the school is closed for Christmas, New Years, Thanksgiving, July 4th and July 24th. Emergency closures are by notification.

Full time students attend Tuesday through Friday from 8:30 a.m. to 5:00 p.m., Saturday from 8:00 a.m. to 4:30 p.m. for a 40-hour week.

Part time students are students scheduled for less than 40 hours per week. Part time students attend a minimum of 4 1/2 hours per day Tuesday through Friday and 8 hours on Saturday for a minimum schedule of 26 hours per week. Part time hours must be consecutive and include 1 theory hour per day.

### **MISSION STATEMENT**

The mission of New Horizons Beauty College is to educate each student to his/her potential for gainful employment in the field, or related fields, of Cosmetology / Barbering and to pass the state licensing exam for the Cosmetology/Barbering license.

### **ATTENDANCE POLICY**

1. Students who are tardy will not receive credit for theory class that day.
2. Students must have a minimum of 67% attendance of hours available to that student according to enrollment agreement. Attendance is measured on a monthly basis.
3. Students must maintain a minimum cumulative attendance of 67% over the course of instruction.
4. Any student failing to maintain a 67% cumulative attendance record will be put on warning status for the following month. Failure to bring attendance up to standard in the following month will result in probation.
5. Attendance refers to both general attendance, theory hour attendance, and Saturday attendance.
6. Use of time keeper is mandatory. Credit is given for all time in attendance according to enrollment agreement.

### **NON-DISCRIMINATION STATEMENT**

New Horizons Beauty College does not discriminate in Practices, Hiring Criteria, Instruction, or Graduation policies on the basis of race, color, creed, religion, sex, age, ethnic origin, physical handicaps, or financial status.

### **STUDENT KIT/ TEXTBOOKS**

Student kits remain property of the school until the student has completed more than 50% of the course, at which time ownership transfers to the student. However, as long as student is enrolled in the school, the kit materials must remain in the school.

### **ADVERTISING AND PROMOTION**

New Horizons Beauty College may arrange for photographs to be taken for promotional material and/ or advertising. Students photographed will waive any rights over the photographs as far as payment or control.

### **EXTRA EXPENSE**

1. Students will pay for requires books and uniform at the cost of \$298.05.
2. Students desiring to use equipment not supplied by the school may do so at their own expense with permission from the school.
3. Fees paid to the State of Utah for licensing and licensing examinations are not included in course costs.
4. Students failing to complete their contracted course of study by the contracted end date stated on their contract will be required to pay \$5.00 per hour for each additional hour needed for graduation on a cash pay basis.

### **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 and before instruction has begun. 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 and before instruction has begun. 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 \$100.
  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 and instruction has begun, 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 and before instruction has begun, 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, contract changes, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- \* Any and all New Horizons Beauty School institutional scholarships which may and have been awarded to a student who has left the college after enrollment but prior to completing all other requirements for eligibility for graduation, shall be considered revoked. All tuitions and fees due shall then be calculated as is described in the preceding paragraph and all unpaid tuition thereby shall be immediately due and payable to the college. Students failing to complete their contracted course of study on or the scheduled graduation date stated on their contract will be required to pay \$5.00 per hour for each additional hour needed for graduation on a cash pay basis. All monies received for extra-instructional hours will be refunded if the student terminates prior to completion of the student contract. A student could go beyond their contracted end date or exceed maximum time frame and still be deemed a graduate once they have completed their required hours. In cases where student terminates enrollment due to circumstances beyond control of student, scholarship may be applied to tuition for calculating reasonable settlement. Any student leaving school for reasons other than termination by the school may return when space is available but will be assessed a \$100.00 re-entry fee with exceptions of those taking emergency or medical leave. If the school should close permanently it would arrange for the students to complete their program at another school of Cosmetology/ Barbering.

### **RIGHT OF PRIVACY**

New Horizons Beauty College provides and permits access to student and other school records as required for an accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences in response to a directive of the commission.

It is the policy of New Horizons Beauty College to safeguard all student records at all times.

New Horizons Beauty College will only release personal information regarding students when the student (or in the case of a student under the age of 18 years, his/her parent or guardian of dependent minors) has issued written instructions to the college. No information will be given by phone, with the exception of grades to high school counselors. All requests for information regarding students by third parties must be in writing. This excludes grades and attendance records of high school seniors given to high school counselors and boards of education and other legally authorized parties including guardians of dependent minors. All students shall have the right during normal hours of the college to inspect their academic and / or financial records upon 24 hours notification to an appropriate college official. Educational records will be maintained by school for a minimum of 5 years.

### **GRADUATION REQUIREMENTS**

In order to receive a diploma from the school a student must complete not less than 1600 hours of training, including 200 hours of theory. Additionally, students must fulfill the following requirements:

- 75% minimum score on written exams administered at 1200hrs. and 1500 hrs.
- The completion of the mock final practical exam administered by the school along with completion of required services.
- Students can go beyond their contracted end date, or exceed maximum time frame, and still be deemed a graduate once they have completed their required hours.
- The student must fulfill all financial obligations to college.

### **DIPLOMA OR CERTIFICATE**

Upon completion of all graduation requirements, eligible students will be issued a diploma evidencing graduation from New Horizons Beauty College. The college will also issue in addition to the diploma, a certificate for hours completed, and all paperwork necessary for admission to state practical, theory and state laws exams.

### **EMPLOYMENT ASSISTANCE**

It is the policy of New Horizons Beauty College to provide assistance to any graduate to obtain satisfactory employment in the Cosmetology/Barbering profession. New Horizons Beauty College does not guarantee employment to any graduate and has no control over available job openings or selection of candidates for job openings by salon personnel. However, New Horizons Beauty College will provide the following assistance on graduates' request.

1. A letter of recommendation.
2. Calls to area salons to inquire about positions available along with tours of local salons for senior students.
3. Try to set up appointment for graduate to interview for available positions in area salons. New Horizons Beauty College is not obligated to provide placement assistance or guidance it considers unreasonable. New Horizons Beauty College does not have any additional charges for any placement assistance given to its graduates.

### **METHODS OF PAYMENT FOR COURSE**

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

### CHANGE OF CONTRACTED HOURS

A student may change contracted hours twice during the course of education at no charge. However, any additional change of hours will be assessed a \$50.00 charge per change.

### STUDENT KIT

Value \$1100.00

Cost of individual items supplied to student upon request.

2	Mannequin	1	Shear
1	Kit Bag	1	Thinning Shear
2	7-Row Brushes	1	Chemical Cape
1	Paddle Brush	1	Styling Cape
2	Round Brushes	1	Comb-out Cape
1	Vent Brush	1	Kiddie Cape
1	Roller Set	1	Make-up Kit
1	Manicure Kit	1	Set Make-up Brushes
1	Finger Bowl	1	Tint Bowl, Brush, Key Trigger
1	Wet Brush	1	Sprayer
1	Hand Held Mirror	1	Doz. Haircutting Combs Doz.
1	Toenail Clipper Designer	1	Rattail Combs
1	Clipper (electric)	1	Set Assorted Combs Pintail
1	Trimmer (electric)	1	Comb
1	Blow Dryer	1	Box Clippies
2	Curling Irons	1	Package Butterfly Clips
1	Ceramic Flat Iron	1	Sterilizing Tray
1	Shaper Razor	1	Acrylic Nail Kit/Brush

### STUDENT LIBRARY

1	Milady Textbook	1	Catalog
1	Milady Exam Review Book	1	School Rules and Regulation
1	Freshman Handouts		

\* Textbook purchased before start of school. Handouts & state/rules issued during classes. Some kit items issued during freshman period as needed. All other materials issued to student upon completion of freshman hours and successful passing of freshman exam.

In 2026, the State of Utah dropped the minimum hour requirement for Cosmetology/Barbering from 1600 hours to 1250 hours. However, the state will continue to recognize and license Cosmetology Schools without requiring any reduction in hours.

New Horizons Beauty College has decided to remain at 1600 hours. Students must complete the 1600 hour course in order to be deemed a graduate of New Horizons Beauty College. The 1600 hour curriculum has given us great flexibility to provide our students with the knowledge and confidence to enter the salon environment as self-employed contractors as most of the salons in Northern Utah are booth rent.

New Horizons Beauty College draws many students from surrounding states such as Idaho and Wyoming which are 1600 hour states. We draw many students from Idaho and Wyoming who come for their education and return home upon graduation. We need to be able to provide these students with the hours needed for licensure in their home states. Our Utah students need to be able to move to our neighboring states without going back to school for needed hours.

**CURRICULUM FOR COSMETOLOGY/BARBERING PROGRAM**  
**1600 clock hours includes 200 theory hours.**  
**Textbooks used for classes include, Milady Textbooks of Cosmetology, Barbering, Esthetics, and Nail technology.**

	Minimum Hours of Theory Instruction	Included in Freshman Process
<b>Academic Subjects</b>		
Theoretical Studies / State Laws and Rules	5	1
History of Cosmetology/barbering / Skin Care	2	
Sterilization and sanitation, decontamination, infection control	7	2
Bacteriology	7	2
Skin, scalp, hair and nail structure and analysis	7	2
Histology, cells anatomy/physiology	7	
Diseases, disorders of skin, scalp, and hair	7	2
Diseases and disorders of the nails	4	
Electricity, light therapy	7	1
Chemistry, cosmetic chemistry	7	1
Pharmacology	7	
a. Non-medicinal agents		
b. Preparations		
c. Local and topical remedies		
Cosmetology/barber and nail tech	4	1
product knowledge	2	1
Implements and salon equipment, salon safety	2	1
Attributes for success in the business, salesmanship	1	
Licensing requirements	1	1
How to seek and obtain employment- resumes		
First Aid/ Blood Spill Procedures	1	

**PRACTICAL COSMETOLOGY/ BARBERING ESTHETICS AND NAIL TECHNOLOGY STUDIES WITH  
THEORETICAL APPLICATIONS**

Shampooing, shampoo rinses and conditioners, draping	1	1
Scalp and hair products and treatments	2	1
Hair shaping, mustache and beard cutting, shaving, clipper cutting	15	2
Hairstyling and finger waving	7	1
Thermal styling	6	1
Care and styling of wigs and hairpieces and fitting and applying toupees	4	
Permanent waving	11	2
Hair coloring and bleaching	11	2
Lash and brow treatments tinting and shaping	2	1
Chemical relaxing	4	1
Thermal straightening	1	
Superfluous hair removal, waxing	4	1
Manicuring, pedicuring, artificial nails	11	2
Facial services, limited chemical exfoliation, skin care treatments makeup, packs and masks manual lymphatic massage of face, neck, electronic facials and aromatherapy	18	2

**BUSINESS PROCEDURES**

Reception desk, telephone and appointments	1	1
Business and salon management, record keeping	1	
Professionalism and unprofessional conduct, ethics	1	
Communications and personality development	1	
Payroll deductions, state and federal taxes	1	
How to seek and obtain employment - Resumes	1	
First aid / blood spill procedures	1	

**PRACTICAL SUBJECTS AND REQUIREMENTS**

	MINIMUM HOURS	MINIMUM PRACTICAL SERVICE
A. HAIRSTYLING		
1. Styling, roller combination, long hair techniques	40	65
B. FINGERWAVING	7	25
C. PINCURLS	11	25
D. LASH AND BROW TREATMENTS		
1. Lash and brow tints		
2. Artificial lashes	22	15
E. THERMAL STYLING WOMEN		
1. Blow dry techniques		
2. Thermal curling		
3. Thermal straightening	75	95

F.	THERMAL STYLING MEN		
	1. Air waving		
	2. Blow drying, iron curling	7	25
G.	EYEBROW ARCHING, WAXING		
	1. Physical and chemical depilatories, tweezing	45	35
H.	HAIRCUTTING		
	1. Women's, Men's, Shingle, Razor, Clippers, and Cutting Curly Hair	188	300
I.	MUSTACHES AND BEARDS		
	4. Design and style		
	5. Coloring		
	6. Shaving	7	20
J.	MAKE-UP		
	1. Day, evening, corrective	4	
K.	PERMANENT WAVING		
	1. All types	112	65
L.	FACIALS		
	1. Lymphatic massage and facial treatments,	48	20
	2. Packs and masks, limited chemical exfoliation	48	20
	3. Skin analysis	22	20
	4. Aromatherapy, electronic facials	15	20
<b><u>PRACTICAL SUBJECTS AND REQUIREMENTS, cont.</u></b>			
M.	HAIRCOLORING		
	1. Temporary	55	50
	2. Semi-permanent		
	3. Permanent		
	4. Foils		
N.	CHEMICAL HAIR STRAIGHTENING		
	1. Ammonium thio methods		
	2. All other methods		
	3. Sodium Hydroxide methods	30	20
O.	BLEACHES		
	1. Frost, tip, streak, foils	55	50
P.	MANICURE, HAND AND ARM MASSAGE	35	25
Q.	PEDICURE, FOOT AND LOWER LEG MASSAGE	35	40

R.	ARTIFICIAL NAILS		
	1. Acrylics, tips, overlays, gels, wraps, and nail art	135	40
S.	WIGS AND HAIRPIECES - WOMEN'S		
	1. Human, synthetic, other types		
	2. Hairpieces, wiglets, chignon, fall and switch		
	3. Care and service	20	25
T.	HAIR AND SCALP TREATMENTS		
	1. Products		
	2. Scalp treatments and massage		
	3. Hair conditioning and treatments	40	30
V.	SCALP AND FACIAL TREATMENTS FOR MEN		
	1. Electrical, mechanical apparatus and use		
	2. Products		
	3. Massage	7	10
W.	BRAIDS	2	10
X.	UP DO'S	40	40
Y.	SPECIAL CLASSES (25 Cosmetology, 10 Esthetics, 5 Nail Technology)	40	30
Z.	RECEPTION, DISPENSARY	60	60
AA.	SANITATION, DECONTAMINATION AND INFECTION CONTROL	22	45

Total number of assigned practical hours 1370 hours

Theory instruction-200 hours

~~30~~ unassigned hours for areas where the student needs specialized training

## **COURSE OUTLINE**

### **COURSE OF STUDY**

Cosmetology / Barbering Program -1600 hours consisting of 200 theory, 1400 practical and specialized training.  
Textbook - Milady Standard Textbook of Cosmetology

Instructors - Amy Lowe, Mollie Anderson, Maddie Adams, and Jessica Smith

Course Goals - The course is designed to educate students with the textbook knowledge (theory) and practical skills needed to succeed in the salons of today, as well as pass the State Boards for licensing in the state of Utah. The special classes offered give added education in the many product lines available as well as enable the student to learn retailing skills. Our goal for each student is gainful and satisfying employment, pride in the profession, and the ability to serve clients with skills and communication.

### **COURSE FORMAT**

1 - 240 hours or six weeks - Orientation and Freshman period.

Skills are learned and practiced on mannikins, fellow students, and models. Theory classes are basic and cover knowledge needed for basic skill development and procedures. Students advancing to work on school patrons in the clinic must first pass an exam designed to test this basic knowledge.

240 - 1250 hours - Junior period.

Skills are practiced and perfected, new techniques learned and the theory book is covered in full. Practice is done on the clientele of the school in the clinic area, on mannikins and fellow students.

1250 - 1600 hours - Senior period

Skills are perfected and areas which need more development are given special attention. Theory focus is review and passing of State Boards. Special areas given additional attention are State Rules, Barbering Theory and knowledge needed to apply and work in the salon including instruction or preparing resumes, knowledge of local salons, keeping books and records and tax deductions.

Through the course, students are asked to dress in a professional manner wearing clothes suitable for work in a salon, clean and well groomed. Uniforms are to be kept in good repair and clean. An overall pride in appearance is stressed. Shorts and skirts must be of walking length and no more than 4 inches above the knee.

Professional ethics are taught and stressed and development of communication skills are encouraged. Students are also encouraged to develop and practice skills in salesmanship and retailing.

Students are required to attend 1 theory hour per day. The remaining hours per day are to be spent practicing Cosmetology/Barbering skills in the clinic. Spare time is devoted to work on assignments and areas which students need extra help or practice.

## **GRADING SYSTEM**

All grades are based on the following 4-point scale.

1. 90% to 100% - A - Excellent
2. 80% to 89% - B - Average
3. 70% to 79% - C - Satisfactory
4. Below 70% - D - Failing

Students must maintain a C average or better in order to be considered making satisfactory academic progress, with a minimum of 70% GPA when the three areas of evaluation are averaged together. These areas are theory (test scores), practical work and assignment grades.

### **MONTHLY GPA**

All grades are measured monthly and consist of an average of grades achieved in:

1. Theory Tests
2. Practical / Clinical Tasks performed and a monthly practical test
3. Assignments or reports due

The three part monthly GPA is further described below.

### **THEORY GRADE- TEXTBOOK LEARNING**

Tests will be given during each one month measurement period at the end of each chapter. The average of these scores will determine the monthly theory average. Textbook - Milady Standard Textbook of Cosmetology.

### **CLINIC / PRACTICAL GRADES**

Clinic / Practical grades are based on the number of tasks completed satisfactorily and a monthly practical test. These tasks are recorded on weekly worksheets and totaled at the end of the one month measurement period. The number of tasks required weekly for each student to attain 100% in this area is determined by the chart below. That number is divided into the number of tasks satisfactorily completed for the monthly Clinic / Practical average. This task grade is 50% of total clinic/practical grade.

	240 - 700 hrs.	701 - 1200 hrs.	1201 -1600 hrs.
40 hr. week	21	36	46
32 hr. week	17	29	37
26 hr. week	13	22	28

A monthly practical test must be completed during month assigned and will count as 50% of total clinic/practical average.

### ASSIGNMENT GRADE

Assignment grades are based on assignments completed when due. All assignment grades are averaged monthly.

### ADJUSTMENT OF GRADES

Grades will not be adjusted for absences except in the case of approved vacations and leaves of absence.

The following chart indicates the number of practical tasks required for graduation. The number of tasks listed, which are based on earned hours, are goals for the individual students to achieve throughout the course of instruction. These goals do not have an impact on the student's grade, but it is important to understand that graduation is contingent upon meeting the minimum Task Grand Total listed for each service by the time 1600 hours have been completed.

PROCEDURE	PRACTICAL TASKS REQUIRED BASED ON EARNED HOURS			GRAND TOTAL
	240-700	701-1200	1201-1600	
HAIR STYLING	5	20	40	65
LASH AND BROW	3	4	8	15
THERMAL STYLING WOMEN	15	30	50	95
THERMAL STYLING MEN	5	10	10	25
EYEBROW ARCHING, WAXING	5	15	15	35
HAIR CUT	46	104	150	300
MUSTACHE – BEARDS	2	3	10	20
MAKE-UP	5	5	10	20
PERMANENT WAVES	10	20	35	65
FACIALS, PACKS, MASKS MASSAGE, SKIN ANALYSIS, AROMATHERAPY	15	25	40	80
TINTS	10	15	25	50
CHEMICAL RELAXERS	4	6	10	20
BLEACH - FROSTS	10	15	25	50
BRAIDS	2	3	5	10
MANICURES	4	6	15	25
PEDICURES	5	10	15	40

ARTIFICIAL NAILS	10	15	15	40
FINGER WAVES	5	10	20	25
PINCURLS	3	10	12	25
WIGS	3	7	10	20
SCALP TREATMENTS	10	15	15	40
UPDO	10	15	15	40
SPECIAL CLASSES	5	15	15	35

RECEPTION, DISPENSORY	INSTRUCTOR'S DISCRETION or 105			
SANITARY, INFECTION CONTROL	30	30	45	105
				Total 1225

**ALL PRACTICAL GRADES WILL BE BASED ON THE FOLLOWING 4-POINT SCALE:**

1. Below 70% - Unsatisfactory
2. 70% to 79% - Satisfactory
3. 80% to 89% - Average
4. 90% to 100 - Excellent

Reception hours will include:

1. Booking appointments
2. Telephone and personal etiquette
3. Organization skills and efficiency

Dispensary hours will include:

1. Organizational skills and efficiency
2. Proper use of time
3. Appearance of dispensary

**SANITATION**

All student will be expected to maintain sanitation in the following areas:

1. Personal appearance
2. Work station appearance
3. Completion of sanitation duties

**THEORY GRADES**

Tests will be given during each one-month measurement period at the end of each chapter. The average of these scores will be used to determine the monthly average.

1. Tests not taken due to absence or tardy are given a zero
2. Make up tests are given on the first available theory hour after the missed test.
3. Make up tests are required for all missed or failed tests.

**OVERALL GRADES**

The overall grade average for each one-month measurement period will be determined by the average of a student's grades in the following

1. Practical tasks performed / monthly practical tests
2. Theory test scores
3. Reports or other assignments due

Students must maintain a minimum cumulative average of 70%.

The weekly required practical grade will be averaged in one-month measurement periods. Grades will not be adjusted for absences except in the case of approved leaves of absence, approved vacations.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy applies and is consistently applied to all students enrolled in a NACCAS approved program at New Horizons Beauty College whether on a full-time or part-time schedule. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

The school shall evaluate students (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period. (The school may elect to omit evaluations at the conclusion of the last evaluation period within the course or program. All evaluations must be completed within seven (7) school business days following the established evaluation periods.)

Evaluations are based on scheduled hours

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology/Barbering program: 450 clock hours and 11 weeks, 900 hours and 22 weeks, 1250 hours and 33 weeks weeks, 1600 clock hours and 40 weeks.

The school will notify students of all evaluation results.

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

All evaluations after they have been reviewed and signed by the student are kept in the student file. Students

may have access to Satisfactory Academic Progress Policy evaluation results upon request.

**ATTENDANCE PROGRESS EVALUATIONS**

A quantitative element is used to evaluate attendance. 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.

**MAXIMUM TIME FRAME**

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

<b><u>COURSE</u></b>	<b><u>WEEKS</u></b>	<b><u>SCEDULED HOURS</u></b>
Cosmetology/Barbering (Full time 40hrs/wk) 1600 Hrs.	60	2400
Cosmetology/Barbering (Part Time, 26hrs/wk) 1600 Hrs.	115	2400

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.

Students can go beyond their contracted end date, or exceed maximum time frame and still be deemed a graduate once they have completed their required hours.

Students who have not completed the course within the maximum timeframe shall be terminated from the program. The student would thereafter be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the schools admissions policy.

### **ACADEMIC PROGRESS**

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 cumulative grade average of 70% 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:

90 – 100	Excellent
80 – 89	Average
70 – 79	Satisfactory
69 and BELOW	Unsatisfactory

The academic year for Cosmetology/Barbering is 900 hours.

### **DETERMINATION OF PROGRESS STATUS**

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 will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be 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 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 will be terminated from the program.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress 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. 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.

**APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five 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 5 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.

**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 completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

**TERMINATION**

The school may terminate a student's enrollment for noncompliance with General Policies, their 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 SERVICES**

New Horizons Beauty College does not provide housing for its students. However, adequate moderately priced housing is available.

### **JOB PLACEMENT SERVICES**

New Horizons Beauty College offers job placement services to help graduates efforts to secure employment in the field of Cosmetology/Barbering or a related field by

1. We encourage and teach professional dress.
2. We teach how to write a resume.
3. We use follow up from salons who have hired our graduates to improve our curriculum and stay current with new trends and styles.
4. We take senior students to local salons and also have local salon owners into the school for classes.
5. We periodically call salons in town for job openings which are posted on the school bulletin board.

### **PHYSICAL DEMANDS OF COSMETOLOGY/ BARBERING PROFESSION**

The Cosmetology/Barbering profession requires basic good health and the ability to remain on feet for long periods of time, along with good mobility and finger dexterity.

### **CAREER OPPORTUNITIES FOR COSMETOLOGISTS**

- Hairstylist
- Hair color technician
- Permanent wave technician
- Scalp and hair specialist
- Nail technician
- Make up artist
- Salon manager
- Salon owner
- Marketing/media
- Manufacturer representative
- Platform artist
- Demonstrator

New Horizons Beauty College is licensed and regulated by the State of Utah  
Department of Occupational and Professional Licensing, Heber Wells Building 160  
East 300 South / P.O. Box 45805 Salt Lake City, Utah 84145-0805  
(801) 530-6628

New Horizons Beauty College is accredited by the National Accrediting Commission  
of Career Arts & Sciences

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

### **NEW HORIZONS BEAUTY COLLEGE**

#### **RATES OF INTEREST**

##### **2024 School Year**

Graduation	97%
Placement Rate	72%
Licensure Rate	100%