



HAIR / SKIN / NAILS

HAIR DYNAMICS
EDUCATION CENTER

CATALOG

2011/12

HAIR / SKIN / NAILS

HAIR DYNAMICS

EDUCATION CENTER

LOCATION:

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www.hairdynamics.com

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COURSES:		TOTAL CREDITS	TOTAL HOURS to complete program		TOTAL WEEKS to complete program		TOTAL MONTHS to complete program		TOTAL DAYS to complete program	
			Minimum hours to grad @ 80%	100% of hours	Full-time	Less-than Full-time Evenings	Full-time	Less-than Full-time Evenings	Full-time	Less-than Full-time Evenings
COSMETOLOGY	Hair/Skin / Nails	60	1440	1800	60	NA	15	NA	240	NA
HAIR STYLIST	Hair Only	40	960	1200	40	60	10	15	160	240
ESTHETICIAN	Skin Only	20	480	600	20	30	5	8	80	120
MANICURING	Nails Only	20	480	600	20	30	5	8	80	120

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COSMETOLOGY COURSE

TRAINING FEES	
*Student Books	\$ 1075.00
*Kit	2,075.00
*Sales Tax	238.00
Tuition	<u>16,000.00</u>
TOTAL	\$19,388.00

*See Refund page 26

COSMETOLOGY PAYMENT SCHEDULE

OPTION #1: For students who qualify; Student loans and/or Grants. (Financial Aid—please contact the Financial Aid Office for details)

OPTION #2: The book fee \$1075 kit fee \$2,075 sales tax \$238 and tuition \$16,000 shall be paid in full on or before the course starting date.

OPTION #3: The hairstyling book fee \$750, hairstyling kit fee \$1,000, sales tax \$132 and the first month's payment of \$1,167.16 totaling \$3,049.16 shall be payable on the first day of class. The remaining books, kit items and tuition shall be payable in 14 equal installments of \$1,167.06 commencing on the first day of the following month and continuing on the first of each month thereafter until paid in full.

Special fees: State Exam and Licensing Fee = \$165 approximately. Students will be responsible for purchasing storage containers and supplies for the state board exam during senior class: prices vary. \$25–\$50 approximately.

This course is taught in the classroom and student salon area. Upon completion of the Cosmetology program, the student will be awarded a diploma, microdermabrasion, chemical exfoliation and electric file certifications.

Standard Occupational Classification
SOC CODE 39-5012.00 Hairdressers, Hairstylist, and Cosmetologists

This number represents an occupational classification which links a particular area of study or education program to a list of occupations.
www.onetonline.org/link/summary/39-5012.00

COURSE INCLUDES:

- ♦ Hair Styling Program
- ♦ Skin Care/Esthetics Program
- ♦ Nails/Manicuring Program

When a student enrolls in this program, the student will receive training in all the programs offered for \$19,388.

EDUCATIONAL OBJECTIVE: To prepare the student in all phases of cosmetology (hair, skin, and nails) as required by the Colorado state licensing standards. To prepare the student for the state and written exams and to work successfully in the cosmetology industry.

CURRICULUM

Shampooing, Rinsing & Conditioning	2
Hair coloring	8
Haircutting	8
Hairstyling	7
Chemical Texture Services	4
Manicuring & Pedicuring	7
Application of Artificial Nails	5
Facials & Skin Care Microdermabrasion/Chemical Exfoliation	7
Facial Makeup	1
Hair Removal	3
Laws, Rules & Regulations	1
Management, Ethics, Interpersonal Skills & Salesmanship	1
Disinfection, sanitation & Safe Work Practices	6
TOTAL CREDITS	60

HAIRSTYLIST COURSE

TRAINING FEES

*Student Books	\$ 750.00
*Kit	1,000.00
*Sales Tax	132.00
Tuition	<u>10,500.00</u>
TOTAL	\$12,382.00

*See Refund page 26

HAIR STYLING STUDENT PAYMENT SCHEDULE

OPTION #1: For students who qualify; Student loans and/or Grants. (Financial Aid—please contact the Financial Aid Office for details)

OPTION #2: The book fee \$750.00 kit fee \$1,000, sales tax \$132.00 and tuition \$10,500 shall be paid in full on or before the course starting date.

OPTION #3: The book fee \$750.00, kit fee \$1,000.00, sales tax \$132.00 and the first month's tuition \$1,050.00 totaling \$2,932.00 shall be payable on the first day of class. The remaining tuition shall be payable in 9 equal installments of \$1,050.00 commencing on the first day of the following month and continuing on the first of each month thereafter until paid in full.

OPTION #4: *Evening Less-than full-time students* (20 hrs/week.) Same as option #2 but the student will pay \$2582.00 on first day of class and \$700 per month for 14 payments.

Special fees: State Exam and Licensing Fee = \$165 approximately. Students will be responsible for purchasing storage containers and supplies for the state board exam during senior class: prices vary. \$25–\$50 approximately.

NOTE: If additional courses are taken after completion of the hairstyling program, such as skin care, manicuring or both, the student will receive a receive 8 credits toward those programs and the student will save the cost of these 8 credits. *You may obtain additional information from the admissions office.*

This course is taught in the classroom and student salon area. Upon completion of the Hair Styling program the student will be awarded a Diploma.

Standard Occupational Classification

SOC CODE 39-5012.00 Hairdressers, Hairstylist, and Cosmetologists

This number represents an occupational classification which links a particular area of study or education program to a list of occupations. www.onetonline.org/link/summary/39-5012.00

COURSE INCLUDES:

- ♦ Haircutting
- ♦ Hair Care/ Styling
- ♦ Hair Color
- ♦ Permanent Waving/Chemical Relaxing

EDUCATIONAL OBJECTIVE: To educate the student in all phases of hair care as required by the Colorado licensing standards. To prepare the student to take the state written and practical exam and for employment as a hairstylist.

CURRICULUM

Shampooing, Rinsing & Conditioning	2
Hair coloring	8
Haircutting	8
Hairstyling	7
Chemical Texture Services	4
Law, Rules & Regulations	1
Management, Ethics, Interpersonal Skills & Salesmanship	1
Disinfection, sanitation & Safe Work Practices	9
TOTAL CREDITS	40

HAIRSTYLIST KIT LIST

ITEMS INCLUDED IN
Hairstylist/Cosmetologist Kit:

Marcel Curling Iron
Flat Iron
Hair Dryer
1 Snap Head Mannequin
4 Human Hair Snap Caps (Solid)
1 Male Bearded Mannequin
1 Color Quadrant Snap Cap
1 Snap Cap Rectangle Base (for Hair Cutting)
1 Cutting Shear
1 Thinning Shear
Razor Kit
Electric Clipper Kit
Taper Comb
Flat Top Comb
6 Styling Combs
3 Tail Combs
Metal Tail Comb
Afro Rake
Comair Lift Comb
5 Assorted Pivot Point Combs
2 Hair Brushes (1 small, 1 large)
7 Piece Brush Set
3 Tint Brushes
3-In-1 Tint Brush
3 Color Bowls
2 Color Applicator Bottles
Color Rake
Comb out Cape
Chemical Cape
Cutting Cape
Contour Clips
Butterfly Clips
Water Bottle
Box of Rubber Gloves
Timer
Perm Picks
Mannequin Stand
10 White Hair Swatches
1 Dozen White Perm Rods
1 Dozen Yellow Rollers
Apron
Tool Caddy

HAIRSTYLIST BOOK LIST

- ◆ Hair Dynamics Student Handbook/Notebook
- ◆ Senior Notebook
- ◆ Colorado State Laws/Rules



COSMETOLOGY FUNDAMENTALS

- ◆ Textbook
- ◆ Study Guide
- ◆ Exam Review Book

SALON SUCCESS TEXTBOOK & JOURNAL

PIVOT POINT BOOK SET

DESIGNERS' APPROACH TO:

- ◆ Hair Sculpture
- ◆ Hair Design
- ◆ Chemical Texture
- ◆ Hair Color



This kit/book list is subject to change without notice due to changes in curriculum, availability from distributors, and needs of students.

COSMETOLOGY KIT/BOOK LIST

The Cosmetology Books and kit consist of the hairstyling kit/books on this page, plus the Esthetician and Manicure Kit/books on page 9. A few items are duplicated in these kits/books and are issued only once. Examples: Apron, Salon Success Textbook & Journal and State Board Laws. All textbooks and materials are printed in English.

PLEASE NOTE: Training fees do not include the replacement of books and/or equipment items which are lost, stolen or damaged. Students are solely responsible for the safe keeping of their kit/books items. Fees do not cover consumption of solutions and supplies for students personal use outside of class assignments. Additional items may be needed for the state practical exam - prices will vary. Students will need to purchase 1-3 locks for their stations, note paper, etc. These items are not covered in the cost of the kit.

ESTHETICIAN COURSE

TRAINING FEES

*Student Books	\$	325.00
*Kit		375.00
*Sales Tax		52.85
Tuition		<u>6,640.00</u>
TOTAL		\$7,392.85

*See Refund page 26

ESTHETICIAN PAYMENT SCHEDULE

OPTION #1: *For students who qualify; Student loans and/or Grants. (Financial Aid—please contact the Financial Aid Office for details)*

OPTION #2: The book fee \$325, kit fee \$375, sales tax \$52.85 and tuition \$6,640.00 shall be paid in full on or before the course starting date.

OPTION #3: The book fee \$325 kit fee \$375, sales tax \$52.85 and the first month's tuition of \$1,328.00 totaling \$2,080.85 shall be payable on the first day of class. The remaining tuition shall be payable in 4 equal installments of \$1,328.00 commencing on the first day of the following month and continuing on the first of each month thereafter until paid in full.

Special fees: State Exam and Licensing Fee = \$165 approximately. Students will be responsible for purchasing storage containers and supplies for the state board exam during senior class: prices vary. \$25—\$50 approximately.

This course is taught in the classroom and student salon area. Upon completion of the esthetician (Cosmetician) program the student will be awarded a Diploma and certificates for microdermabrasion and chemical exfoliation.

NOTE: If additional courses are taken after completion of the esthetician program, such as manicure, hairstyling, or both, the student will receive a receive 8 credits toward those programs and the student will save the cost of these 8 credits. You may obtain additional information from the admissions office.

Standard Occupational Classification

SOC CODE 39-5094.00 Skin Care Specialist

This number represents an occupational classification which links a particular area of study or education program to a list of occupations. www.onetonline.org/link/summary/39-5094.00

COURSE INCLUDES :

- ♦ *Skin Care/Facial Massage*
 - ♦ *Hair Removal*
 - ♦ *Makeup*
- ♦ *Microdermabrasion Certification*
- ♦ *Chemical Exfoliation Certification*

To educate the student in all phases of skin care and make-up as required by the Colorado licensing standards. To prepare the student to take the state written & practical exam and for employment as a esthetician.

CURRICULUM

Facials/SkinCare	7
Microdermabrasion/Chemical Exfoliation	
Facial Makeup	1
Hair Removal	3
Law, Rules & Regulations	1
Management, Ethics, Interpersonal Skills & Salesmanship	1
Disinfection, Sanitation & Safe Work Practices	7
TOTAL CREDITS	20

MANICURE COURSE

TRAINING FEES	
*Student Books	\$ 200.00
*Kit	700.00
*Sales Tax	68.00
Tuition	<u>4,560.00</u>
TOTAL	\$5,528.00
*See Refund page 26	

MANICURING PAYMENT SCHEDULE

OPTION #1: For students who qualify; Student loans and/or Grants. (Financial Aid—please contact the Financial Aid Office for details)

OPTION #2: The book fee \$200.00, kit fee \$700.00, sales tax \$68.00 and tuition \$4,560.00 shall be paid in full on or before the course starting date.

OPTION #3: The book fee \$200.00 kit fee \$700.00, sales tax \$68.00 and the first month's tuition of \$912.00 totaling \$1,880.00 shall be payable on the first day of class. The remaining tuition shall be payable in 4 equal installments of \$912.00 commencing on the first day of the following month and continuing on the first of each month thereafter until paid in full.

This course is taught in the classroom and student salon area. Upon completion of the manicuring program the student will be awarded a Diploma and certificates for electric file.

Special fees: State Exam and Licensing Fee = \$165 approximately. Students will be responsible for purchasing storage containers and supplies for the state board exam during senior class: prices vary. \$25–\$50 approximately.

NOTE: If additional courses are taken after completion of the manicure program, such as skin care, hairstyling, or both, the student will receive a receive 8 credits toward those programs and the student will save the cost of these 8 credits. You may obtain additional information from the admissions office.

Standard Occupational Classification

SOC CODE 39-5092.00 Manicurists and Pedicurists

This number represents an occupational classification which links a particular area of study or education program to a list of occupations. www.onetonline.org/link/summary/39-5092.00

COURSE INCLUDES :
♦ Manicuring
♦ Pedicuring
♦ Electric File Certification
♦ Artificial Nails: Acrylic/Fiberglass/Gel

EDUCATIONAL OBJECTIVE: To educate the student in all phases of manicuring as required by the Colorado licensing standards. To prepare the student to take the state written & practical exam and for employment as a manicurist.

CURRICULUM	
Manicuring & Pedicuring/Electric File	7
Application of Artificial Nails/Electric File	5
Law, Rules & Regulations	1
Management, Ethics, Interpersonal Skills & Salesmanship	1
Disinfection, Sanitation & Safe Work Practices	6
TOTAL CREDITS	20

MANICURE KIT LIST

Apron
OPI On the Go Nail Kit
OPI Add on Kits:
 OPI Axxium Gel Accessories
 Microwrap
 Spa Pedicure Kit
 Spa Manicure Kit
Tip Slicer
Implement Sanitizer Tray
5 Practice Fingers and nail tips
Medicool Pro Touch Electric File
#3 Two Way Nail Art Pen & Striper - 8 piece
NAIL TEK Natural Nail System Kit:
 # 2 Hydration Therapy
 # 3 Hydration Therapy
 Optimizer
 Top Coat
 10 Speed (polish accelerator)
 Medium File
3 Bottles (lotion, polish remover, alcohol)
Spray Bottle (Alcohol)
Gloves as needed

PLEASE NOTE: Training fees do not include the replacement of books and/or equipment which is lost, stolen or damaged, nor does it cover consumption of solutions and supplies for students personal use outside of the class assignments. Additional items may be needed for the state practical exam - prices will vary. Students will need to purchase locks for their stations, note paper, etc. These items are not included in the cost of the kit.

O·P·I



MANICURE BOOK LIST

HAIR DYNAMICS

Student Handbook/Notebook
Salon Fundamentals Manicuring Book
Salon Fundamentals Study Guide
Salon Success Textbook & Journal
Colorado State Laws/Rules

All kit/book lists are subject to change without notice due to changes in curriculum, availability from distributors, and needs of students. Textbooks and materials are printed in English.

MUD
Make-up designory®



dermalogica®

ESTHETICIAN KIT LIST

Apron	Mirror
MUD Make-up & Brushes	Massage Cream
Makeup cape	Spray Bottle
Spatula	Tweezers
Head Band	Eyelashes
Comedone Extractor	Toner
2 Facial Brushes	Round Facial Brush
Fan Brush	Safety Goggles
Sanitizer Jar	Dermalogica Travel Kit

ESTHETICIAN BOOK LIST

HAIR DYNAMICS Student Handbook/Notebook
PIVOT POINT/ Salon Fundamentals Esthetics:
 ▪ Textbook,
 ▪ Study Guide
 ▪ Exam Review
Salon Success Textbook & Journal
Colorado State Laws/Rules

Textbooks and materials are printed in English

LOANS AND GRANTS FOR EDUCATION

FINANCIAL AID

The School is nationally accredited by NACCAS and is approved for the Title IV government Direct Loan and Pell Grant Programs. Students wishing financial assistance should consider the various programs.

FEDERAL PELL (BASIC) GRANT

The Pell is a “grant”, which means the government has supplied money for a post-high school education. This grant does not have to be repaid (unless the student withdraws and the Return of Title IV requires the student to return a portion of the grant). The program is available to students based on need and available funds.

FEDERAL STAFFORD DIRECT LOAN SUBSIDIZED

The student may borrow these loan funds based on family income and the amount of other financial aid for which the student is eligible. The Federal Government pays the interest while the student is in school. Repayment begins 6 months after graduation (or withdrawal) at a minimum of \$50 per month, per loan, depending on the total amount borrowed.

FEDERAL STAFFORD DIRECT LOAN UNSUBSIDIZED

This low interest loan is for the independent or dependent student who does not qualify for any or all of the Subsidized Stafford Loan. The interest begins to accrue when the loan is disbursed for the unsubsidized portion of the Stafford Loan.

FEDERAL STAFFORD DIRECT LOAN ADDITIONAL UNSUBSIDIZED

This low interest loan is for the independent student. The interest begins to accrue when the loan is disbursed for the unsubsidized portion of the Stafford Loan.

FEDERAL PLUS DIRECT LOAN

This is an additional source of funding for dependent students who are not eligible for other financial aid or who have unmet need after applying for other types of financial aid. Parents of dependent students may apply for this loan of up to the total of the student’s budget per year.

STEPS TO BE TAKEN To apply for Title IV Financial Aid:

How to Apply:

- You may obtain a FAFSA (Free Application for Federal Student Aid) from the financial aid office, complete the application and mail to:
Federal Student Aid Programs,
P.O. Box 7002, Mt. Vernon,
IL 62864-0072 or
- You may make an appointment with the financial aid staff and they will assist you with completing the FAFSA Application. Please call to discuss what documentation you will need to bring to the meeting. 970-223-9943 Ext. 307 or
- You may complete the FAFSA on line at www.fafsa.ed.gov

GENERAL INFORMATION



WHY PIVOT POINT EDUCATION

Hair Dynamics Education Center is proud to be a Pivot Point Member School. Pivot Point provides us with the educational structure to develop true hair designers through the Designer's Approach (DA) to Cosmetology/Hair Styling Programs. Designers that see, think, create and adapt to all facets of their work. Then and only then, do they begin to create the finished hair design. Pivot Point believes in the importance of developing a designer to know why, as well as how something works. Knowing how only results in technical skills -- knowing why allows the freedom to create.

Our students benefit from the most comprehensive curriculum, in print, DVD and now online: Sculpture, Color, Hair Design, Texture, Cosmetology Fundamentals as well as Salon Success, the Career Advancement Program. The Pivot Point Program empowers the student to take hold of their destiny by building their skills in courses that inspire their creativity, teach techniques and new disciplines and prepares them with the business skills to succeed.

The talent, knowledge and skills you gain from a Pivot Point education will allow you the opportunity to go many places, whether it's working in a top salon, running your own business or competing in international hair shows.

FACILITY

The school is a modern facility providing 16,000+ square feet on two levels. Located within the facility are guest service areas with 39 hairstyling work stations, 6 shampoo stations, 6 pedicure stations, 140 student lockers, dispensary, reception area with professional retail products, 5 offices, 4 classrooms, 3 facial rooms, 2 time clock areas, 2 break rooms and a beautiful makeup retail center.

The school is continually upgrading and remodeling the class and service areas to better meet the needs of our students and guests. Audio/Visual equipment includes 3 TV's, VCR's and DVD players.

APPROVAL/ ACCREDITATION

Hair Dynamics Education Center is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 4401 Ford Ave., Suite 1300, Alexandria, VA 22302 (703) 600-7600.

The School is Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board, 1560 Broadway, Suite 1600, Denver, CO 80202, 303-866-2723 or www.state.co.us/dpos/ If a student has a complaint, he/she may file online with DPOS. The Division has a two year limitation (from student's last date of attendance) on taking action on a student complaint.

MISSION STATEMENT

It is the intent of the School to train students in fields related to the cosmetology industry, who will be a credit to the school, their employer and their chosen profession. Our objective is to develop the talents, technical skills and professional attitude of the student so that upon graduation they are fully prepared to take both practical and written examinations given by Pearson VUE for the Colorado State Board of Barber and Cosmetology for the license to obtain the salon position of their dreams.

We want to challenge our students to be creative and have fun by offering opportunities to use their skills to create fashion, fantasy and everyday styles. Our mission is to help develop awareness of the limitless opportunities that await our graduates. We are a part of the fashion industry that includes hairstyles, makeup, nails and clothing. We want to help our students develop their own fashion style and to teach them to help others along their way.

Community service is a very important aspect of any career. We will encourage our students to help with the needs of this community by utilizing their training to help with fund raisers and special needs groups.

Our goal is to prepare students for a successful and rewarding career by providing our graduates with the ability to:

- ♦ Develop a professional attitude toward their employer, fellow employees and guests.
- ♦ Develop a knowledge, understanding and skill in their desired course/program.
- ♦ Develop good ethical conduct.
- ♦ Instill an understanding that their education is on-going and should continue beyond their initial training to ensure professional growth.
- ♦ Understand and apply safety and sanitary measures where applicable and as required by the Office of Barber & Cosmetologist.
- ♦ Develop an awareness of the cosmetology industry and the many career opportunities.
- ♦ Have a knowledge and awareness of the importance of salon professional products for hair/skin/nails.

ENROLLMENT DATES 2011/2012

Registration for enrollment for Courses may take place anytime during the year and preferably within ten business days prior to starting the program/course. Space is limited, therefore advanced registration is recommended early.

<i>FULL-TIME (DAY)</i>			<i>LESS-THAN FULL-TIME (EVENINGS)</i>	
START DATES (Tuesdays)			START DATES (Mondays)	
COSMETOLOGY/ HAIRSTYLING	ESTHETICIAN	MANICURING	HAIRSTYLING	ESTHETICIAN
05 - July	05 - July	02 - August	05 - July (Tuesday)	30 - January
02 - August	30 - August	27 - September	01 - August	
30 - August	25 - October	29 - November	29 - August	
27 - September	03 - January	31 - January	26 - September	
25 - October	28 - February	03 - April	24 - October	MANICURING
29 - November	01 - May	29 - May	28 - November	26 - September
03 - January	26 - June		02 - January	28 - May
31 - January			30 - January	
28 - February			27 - February	
03 - April			02 - April	
01 - May			01 - May	
29 - May			28 - May (Tuesday)	
26 - June			25 - June	

BREAKS *Scheduled dates the school is closed.*

- | | |
|------------------------|-----------------------------------|
| ♦ LABOR DAY Weekend | September 3–5, 2011 |
| ♦ THANKSGIVING BREAK | November 21–26, 2011 |
| ♦ CHRISTMAS BREAK | December 24, 2011–January 1, 2012 |
| ♦ SPRING BREAK | March 26–31, 2012 |
| ♦ MEMORIAL DAY Weekend | May 26–28, 2012 |
| ♦ SUMMER BREAK | July 2- 7, 2012 |

OUR PROGRAMS

All of our programs progress in 4 week blocks. Students will be scheduled to cycle through these blocks of instruction that allows for a systematic approach to their learning. Each student will begin in basic instruction and move to advanced instruction. They will be in the classroom and in the guest service area throughout their training. All of our programs are taught in English and the textbooks are printed in English.

A variety of instructional methods are used in the classroom including; audiovisual presentations, lectures, demonstrations, practical hands-on with mannequins or models, question and answer sessions, discussions and written and practical exams.

COSMETOLOGY

The Cosmetology program includes all the training listed in Hairstyling, Manicuring and Esthetics. The Cosmetology student will begin their training in the Hairstyling program for the first 7 blocks (months). Next the Cosmetology student will enter 12 weeks of esthetics and 12 weeks of the manicure program. During their training in skin and nails they will continue to be scheduled with guest services for hair. In the final two blocks the cosmetology student will work to complete the requirements for each area of training and attend senior class. In Senior Class the student will prepare for the written and practical Colorado State Board Exam.

HAIRSTYLING

The student will begin training in Basics. The student will attend 4 weeks in each of these areas: Haircutting, Hair Color, Hairstyling/Chemical Textures. During basics the student will study Salon Success which prepares the student in business and marketing skill to be successful in the student salon.

Once the student completes basics the student will be scheduled in the student salon to hone their skills with the guest/customer. Classes will continue with Junior Theory and Advanced Color, Advanced Haircutting, Advanced Styling and Advanced Chemical Textures.

The last two blocks (months), the student will begin reviewing and preparing in Senior class for graduation and the State Board exam.

ESTHETICIAN

During basics the student will learn sanitation, safety, people skills, basic facial treatments, skin care theory, makeup theory and application, back treatment, and waxing services. The student will spend 6 weeks in the classroom working on each other and models. The remaining time will be spent in the student salon with guest/customer services and classes.

Once basics is completed, the student will continue training in all areas but will advance into the microdermabrasion and chemical exfoliation phase. At the end of block 4, the student will prepare for graduation and the state board exam.

MANICURING

During the first block (month) the student will learn sanitation, safety, basic manicures, pedicures, acrylic nail, fiberglass and gel nail applications. The students will work on each other and models during the basics and school guest/customers after basics.

Once basics is completed the student will continue advancing the basic skills, be scheduled with guest services and prepare for the graduation and state board exam.

The school reserves the right to make changes to our programs at any time it deems necessary to meet the needs of the school and students without prior notice.

PROFESSIONAL SERVICE AND RETAIL PRODUCTS

Hair Dynamics Education Center realizes the value of salon professional products and offers these products for class and guest services. We bring in educators from these companies and train students in the proper use and

retail marketing of these products. Many students may have the opportunity to train at the Dermalogica Skin Care classes at no cost for this class to the student and receive hours for their attendance toward their graduation requirement. Local salon supply companies will offer classes for minimal fees to our students and these too may be applied toward hours for graduation requirements. **The School makes available the following Salon Professional Products:**

- ♦ MUD - Makeup Designory
- ♦ REDKEN HAIR CARE, COLOR AND PERMS
- ♦ GOLDWELL HAIR COLOR AND PERMS
- ♦ DERMALOGICA SKIN CARE
- ♦ OPI NAIL PRODUCTS

ADMISSION REQUIREMENTS

To enroll in the program a student must:

- Be at least 17 years of age
- Tour the school and interview with the admissions staff to receive information regarding attending.
- Complete the enrollment questionnaire
- Complete an enrollment application
- Provide proof of one of these:
 - high school graduation with a transcript with graduation date or
 - GED or
 - a state issued certificate if home schooled
- Present a picture ID. (example: driver's license, government issue photo ID)
- Provide copy of social Security Card.

Once the student has completed the steps above, the admissions committee will review the application. The prospective student will receive notice of whether the application is accepted. If the application is accepted the prospective student must complete the following prior to enrollment:

- Sign the enrollment contract. If the parent(s) is paying for part or all of the student's education, the parent(s) will be required to sign the enrollment contract with the student and a parent commitment letter.
- Complete the financial aid process, if applicable.
- Attend an 3 hour orientation class prior to starting classes. Hair Styling and Cosmetology students will be expected to attend a two day orientation class for preparation to enter the basics hair classes*. Check with the admissions office for dates and time.

*The two day orientation attendance may be waived if the student is unable to attend, although it is recommended and very important to be in attendance. The 3 hour orientation is mandatory for all new starts.

If the application is not accepted by the admissions committee, the prospective student will receive notice of denial and may re-apply for admittance after 6 months.

The School, it's staff and policies do not practice discrimination on the basis of sex, race, age, color, ethnic origin or religion in admitting students.

CREDIT FOR PREVIOUS TRAINING

Hair Dynamics Education Center does not recruit students currently attending or admitted to another school offering a similar program of study.

Hair Dynamics Education Center does not accept credits/hours from any school. If a student wishes to transfer to Hair Dynamics Education Center, the student would have to forfeit all of the credits/hours earned from the prior school. Hair Dynamics Education Center will accept credits which have been completed in a related program for which the student has earned a license and can provided documentation of a current license. In this case credit shall be granted in "crossover" areas only and shall not exceed the number of hours/credits in that area. Example: Manicuring license requires 180 hours/6 credits in Sanitation, 30 hours/l credit in Management, and 30 hours/l credit in State Law. A licensed Manicurist who wishes to complete the cosmetology course would receive credit for all of those hours/credits (8) from the manicuring requirement which are the same in the cosmetology program as they do not exceed the requirements in these areas. Manicurist who have received only 350 hours of training toward licensing will not be granted the same credits as a manicurist who completed 20 credits/600 hours of training. If the school does accept their prior credits the

student will receive both attempted and completed credits/hours.

Students enrolling in any program at Hair Dynamics Education Center may NOT transfer or go on to another program offered by Hair Dynamics Education Center until the student has completed the current course in which he/she is enrolled. Example #1: a Cosmetology student may not drop in the cosmetology program to go on to hairstyling or nails or skin. But in Example #2: A **graduate** in the Hairstyling program may go on to enroll in the skin and/or nail program once the hairstyling program has been completed in full.

Hair Dynamics Education Center does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

PLACEMENT OPPORTUNITIES

The salon industry is a job seekers market, where 27% of all new jobs are going to entry level applicants (less than one year's experience). In fact, about 75% of all employers report they have a hard time finding qualified applicants.

The number of salons and positions available has increased each year since 1986. In fact, America has over 312,000 hair salons and barber shops - new salons are up 5.6 % since just 1999.

The average yearly income for salon employees is in the \$30,000 - \$50,000 range. With top stylist exceeding that average. When it comes to career success, the beauty industry is one of the surest choices.

(Statistics based on Job Demand Survey conducted by the National Accrediting Commission of Career Arts and Sciences.)

CAREER OPPORTUNITIES

Hair Stylist	Salon Manager/Owner	Cosmetic Sales
Color Specialist	Cruise Ship Stylist	Skin Care Specialist
Educator	Consultant	Make-up Artist
Editor	Theater Stylist	Waxing Specialist
Platform Artist	Instructor	Nail Tech

EMPLOYMENT

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. When possible, the School will notify students regarding job openings via phone or mail.

The School will hold a career fairs at least one time per year. Local salons will be invited to attend these events so that the future graduates may begin to explore the opportunities and to connect with these salon owners for placement after graduation.

DRESS CODE

All students will be issued a black apron with the school logo which must be worn at all times over their clothing. From the waist down the clothing color must be black (pants, shorts & Capri's). The length of shorts or skirts/dress must at least touch the knee, Capri's and city shorts are acceptable. Tights/leggings may be worn if the color is black and **only if length of clothing meets the above criteria**. Pants may be black with small pin stripes. Skirts or dresses may be black, white or grey or any combination of these three colors.

From the waist up, the clothing color may be black, white or gray, or any combination of these three colors. No words or logos on clothing. Tops must have sleeves and cover the waist and hips at all times. Spaghetti straps and low cut tops are not allowed. No sweat pants or tops allowed.

Shoes should be comfortable and may be any color. Slippers or shoes that resemble slippers are not allowed. Belts and other accessories may be any color.

LICENSE

To work in the professional beauty industry in the State of Colorado, all Cosmetologist, Hairstylists, Estheticians and Manicurists must be licensed by the State of Colorado Office of Barber and Cosmetology. To be eligible to acquire this license, one must have graduated from a state approved cosmetology school with a diploma.

The applicant must also pass a written and practical exam approved by the Office of Barber and Cosmetology. Once the applicant has paid the appropriate fees, has passed the exams and has received a license, he/she may be employed in the field of cosmetology. Note: Fees for testing are NOT included in the program/course cost.

RECORDS

All records will be maintained in the main office. Only the Owners, Director, Financial Aid Officer & office personnel may have access to these files. Instructors or front desk staff may have access with the assistance of the office staff. If a student wishes to see his/her file, he/she may do so with assistance of a staff member. The student must make an appoint with the business office.

If the student is a dependent minor, the parents/guardians may have access to the student's file. In this event the office personnel will assist the parent while interpreting the contents of the file. A student does not, however, have access to parental financial information in school files.

No information will be given in regards to a student without the written permission of the student. Parents/guardians of a minor student must submit written permission in the event a third party desires individual file records. The student/parent/guardian may obtain a release form from the office which must be completed, signed and returned to the office prior to releasing any information regarding the student.

Student records will be maintained for a period of 6 years after the student graduates/withdrawals with the exception of the financial aid files which will be maintained for a period of 3 award years after the student graduates/withdraws.

NACCAS (National Accrediting Commission of Career Arts and Sciences), the U.S. Department of Education and Colorado Department of Occupational Schools (DPOS) may have access to student records without the consent of the student. These are the school's Regulating agencies who have authority to inspect all student records.

ADVISING

Career opportunities are explained in theory classes and from visits of salon employers. Individual counseling encourages the student to identify areas of training necessary to meet their individual needs.

PERSONAL PROPERTY

Hair Dynamics Education Center is not responsible theft or damage of any student's personal property to include books, kit items, personal clothing/items and vehicle. If you park your vehicles in the school parking lot, you are responsible for any damage that may occur.

STUDENT CONDUCT

It is our understanding that we are enrolling responsible people who know what constitutes acceptable behavior. However, should a behavior problem arise that would disrupt the operation of the School, it's staff or students, the student will be warned or suspended for up to a period of one week. If this or similar behavior problems arise again, the student may be dismissed from school. The student may appeal to the Director and Staff for re-admittance, but it will be at the discretion of the Director to determine if the student will be allowed to return to school.

THEFT

Any student caught stealing from another student, staff member, guest or the school will be automatically terminated from attending school. Theft/stealing is defined as taking any item that does not belong to the student without permission from its owner and leaving the building or; taking anyone's purse/wallet and/or

removing money, IDs or any item from it without permission of the owner.

PHYSICAL DEMANDS

Students entering the cosmetology, hairstyling, Esthetician and/or manicuring programs should anticipate standing, sitting or bending for extended periods of time and must be physically able to do so.

SAFETY

Students will be working with chemicals and electrical appliances when performing tasks/services. Students will be trained in the proper safety requirements and usage of materials related to the cosmetology profession.

ATTENDANCE

ABSENCES

Students are scheduled to attend classes four (4) days per week. It is to the advantage of the student to be on time and in the class each day. It is important that the student make every effort to be in class and to complete the course work during their class times.

In order to receive credits for each class (four week block) the student must attend at least a minimum of 75% of that scheduled class time. If the student does not attend at least 75%, the student must repeat that class or a portion of the class prior to graduation. (This may cause the student to attend beyond their contract time and result in additional fees.)

EXCUSED ABSENCE

Day Students are to be in attendance by 8:15 a.m. If the student is going to be late or unable to attend, the student is to call the school. An absence is excused if:

- The student calls by 8:30 a.m. for day students or 5:00 p.m. for evening students.
- The student notifies the office in advance of an absence by a call to the front desk or business office or by completing a form in the office.

A notice will be placed in the student file to document the call. Even though this is an excused absence it does count as hours missed and will have a negative effect on the monthly and accumulated percent of attendance and total hours to graduate.

Unexcused Saturday: any time missed on Saturday that is not excused and approved 3 days prior to the missed day/time. Medical emergencies with documentation or death in immediate family are the exception. Unexcused Saturday time will be made up on a Saturday(s) at the end of the program and may subject to additional fees.

UNEXCUSED ABSENCE

If a student does not call on the day they are late or absent by 8:30 a.m. for day students or 4:00 for evening student it will be considered an unexcused absence. If a student accumulates three (3) unexcused absences, the student will be suspended for a period of one week. A student may appeal this suspension only one time. If the appeal is approved, the student may be allowed to return to class. If the student accumulates another unexcused absence, the student's enrollment may be terminated.

CLASS CUTS

If the student must leave the school during the day, he/she must notify an instructor and/or front desk. Class cuts will be recorded as an unexcused absence.

TARDINESS

Students are encouraged to be on time but if the student is late and has called prior to arriving, the student will be allowed clock in and enter classes at these times only: **DAY STUDENTS** 8:15 - 8:30 A.M., 9:15 - 9:30 A.M. or 12:30-12:45 P.M.. **EVENING STUDENTS** 4:30 - 5:00 P.M. or 7:15 - 7:30 P.M.

MAKE UP WORK

All theory and practical work that is missed must be made up during the student's tenure. Students are responsible for all work missed during their absence. It is the students obligation to consult with his/her

instructor in regards to the makeup work.

SCHEDULING OF ATTENDANCE (Day Classes)

School is open Tuesday, Thursday and Fridays 8:15 a.m. to 4:45 p.m., Wednesday 8:15–4:00 p.m., and Saturdays 8:15 to 3 pm. for a total of 30 hours per week. Students must clock out 30 minutes each day for lunch and may have two 15 minute breaks.

STUDENTS attend 4 days each week at 7.5 hours per day average for full time students. During their basics schedule the students will attend Tuesday–Friday. Once the student completes the basics for hairstyling the student will then attend Wednesday–Saturday.

If a student is enrolled as a cosmetology student and when entering the skin and nail classes their schedule will be Tuesday–Friday and then either half day on Saturdays for 3.25 hours or a full day every other Saturday for a total of 6.5 hours. The student will have the option to choose whichever Saturday schedule works for their needs.

Students entering the Manicure and Esthetics programs will attend Tuesday–Friday during their basics training. After 4 weeks of basic training the student will attend Tuesday–Friday and then either half day on Saturdays for 3.25 hours or a full day every other Saturday for a total of 6.5 hours. The student will have the option to choose which ever Saturday schedule works for their needs.

The office will track the cumulative required hours for Saturday attendance and will give a notice to students each month. Saturday attendance is required of all day schedules. Any time missed on a Saturday must be made up during the program or prior to graduation.

SCHEDULING OF ATTENDANCE (Evening Classes)

Students attend: Monday - Thursday, 5:00 p.m. - 10:00 p.m. for 5 hours per day, 20 hours per week. The School reserves the right to close with prior notice to our students for special events, additional holidays, and staff meetings.

If the School is closed due to extenuating circumstances (example: weather), the School will inform the local radio stations to announce such closures by 7:00 a.m. The student may call the school by 7:00 a.m. (day classes) or 3:00 p.m. (evening classes) and a voice message will indicate if the school will close due to weather or start later than normally scheduled.

GRADUATION REQUIREMENTS *(For all courses offered)*

- The student must successfully complete the required hours/credits for the course he/she is enrolled with an 80% GPA for theory and practical is Satisfactory.
- The student must fulfill practical operations, complete class assignments and makeup Saturdays.
- The student must successfully complete the schools final examination with at least a minimum grade of 80%.
- The student must complete all payments of tuition and fees due the school.
- Must attend an exit interview.
- Upon completion of the steps above, the School will issue a graduation diploma, any certificates which are applicable, completion record and state licensing information.

OUTCOMES 2009

Completion Rate 75%

Licensure Rate 94%

Employment Rate 67%

This information reflects Outcomes for all programs combined.

SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURES

This policy is established for all students attending Hair Dynamics Education Center and all Title IV students. This policy is the same for all students within the programs offered and all programs with the same attendance schedule to include full-time and less-than full-time. This 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. It is printed in the Catalog to ensure that all students receive a copy prior to the first day of class. The School has set forth the following criteria to meet Satisfactory Academic Progress (SAP):

MAXIMUM TIME FRAMES:

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at Satisfactory Academic Progress is stated below:

COSMETOLOGY: 60 Credits

- not to exceed 75 weeks - 300 days as a full-time student
- not to exceed 112.5 weeks - 450 days for less-than full-time student

HAIRSTYLING: 40 Credits

- not to exceed 50 weeks - 200 days as a full-time student
- not to exceed 75 weeks - 300 days for less-than full-time student

MANICURING: 20 Credits

- not to exceed 25 weeks - 100 days as a full-time student
- not to exceed 37.5 weeks - 150 days for less-than full-time student

ESTHETICIAN: 20 Credits

- not to exceed 25 weeks - 100 days as a full-time student
- not to exceed 37.5 weeks - 150 days for less-than full-time student

All students are scheduled 4 days per week. Full-time students(day schedule) are scheduled to attend 30 hours per week and less-than full-time students (evening schedule) are scheduled to attend 20 hours per week. One credit equals 30 hours.

EVALUATIONS

Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress (SAP). The frequency of evaluations ensures that student have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS:

Students are required to attend a minimum of 80% 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 accumulated (available) by the total number of hours attended. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

ACADEMIC PROGRESS EVALUATIONS:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as Satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a written grade average of 80% and pass the FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

GRADING SCALE:

THEORY

93% to 100% = A Excellent
86% to 92% = B Above Average
80% to 85% = C Average
Below 80% = F Failing

PRACTICAL

Satisfactory = Student completed each task according to the grading criteria of the task/skill
Unsatisfactory = Student did not complete each task as described in the grading criteria of the task/skill.

THEORY:

Students must maintain a minimum theory grade point average of 80%. Theory is evaluated by a written exam at the end of each unit of study, and an average of all test scores and assignments during an evaluation period.

1. Should a student be absent for a theory exam, it is the student's responsibility to meet with the educator to make arrangements to make up the test upon return to school.
2. When a student misses a theory exam the student will receive a 0% for that exam. Once the exam is taken, the score for the exam will be recorded in place of the 0%.
3. If a student fails an exam, the student may retake the same exam no sooner than the next week day. The score will be an average of both exams. If the student takes a different exam for the same class, the new test score will become their recorded grade.

PRACTICAL GRADE:

All practical applications will be graded as **Satisfactory** if the student completed each task or the skill according to the grading criteria of the task/skill. OR **Unsatisfactory** if the student did not complete each task as described in the grading criteria of the task/skill.

CLASSROOM PRACTICAL:

At the end of each block of training (four weeks) in the classroom the student will receive a percent grade of all the practical skills by dividing the number of skills completed by the number of Satisfactory completed skills. If the grade is 80% or higher it will be recorded as Satisfactory on their report card. If the grade is less than 80% it will be recorded as Unsatisfactory on their report card. (Example: $8 \text{ skills completed Satisfactorily} \div 10 \text{ completed skills} = 80\%$) If the student does not earn at least 80% Satisfactory grade, the student must meet with their educator to discuss what they failed and the project(s) that needs to be repeated Satisfactorily to earn the credit(s) for class.

All required practical projects and services must be completed prior to receiving credit for the class. Students receiving failing grade will be assigned to complete extra services in the area deficient. The extra service(s) must bring the students grade to 80%.

PRACTICAL & STUDENT SALON SERVICES:

Practical includes student salon services and practical assignments.

1. Student Salon and practical projects are evaluated by the educator in charge upon completion of each project.
2. The educator in charge shall evaluate the project as being Satisfactory or Unsatisfactory.
3. Should the educator in charge evaluate the completed project as Satisfactory, said instructor shall grade and sign the student's grade sheet and the student will receive credit for the project.
4. Should the educator in charge evaluate the completed project as Unsatisfactory, the student will receive an unsatisfactory score and no credit for the project. **The student must complete the required number of projects satisfactorily to graduate in each subject area.**
5. A Satisfactory or Unsatisfactory grade shall be assigned to the salon and practical projects at the end of each evaluation period. This grade shall be determined by the number of Satisfactory grades divided by the total salon services/projects performed in each subject area and then averaged together for a practical grade.
6. The grade for the practical skill will be based on Safety/Sanitation, Technical Skill, and Professional Ethics. The student must complete each of these criteria Satisfactorily as determined by the educator to receive credit. The student's grade sheet identifies specifically the criteria for each subject area that must be completed to receive credit.

EVALUATION PERIODS:

Evaluations for all students will be completed at the end of each two month period. Example: January/February, March/April, May/June, July/August, September/October, November/December. The written evaluation will be placed in the student's mail file within 1-2 weeks after the end of the evaluation period.

A written evaluation is given to the student which includes:

1. The student's name.
2. Accumulated Theory grade average from written tests and assignments for the end of that evaluation period.
3. Accumulated Practical grade
4. Monthly and accumulated attendance percentage.
4. Student status will be identified at this time as:
 ___ A student in good standing, making SAP (OK/SAP)
 ___ Warning Period, but making SAP (Warning/SAP)
 ___ Probation Period,
 not making SAP from ___/___/___ to ___/___/___ (PROB)
 ___ Suspension Period - may be withdrawn (SUS)

DETERMINATION OF STATUS:

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress (SAP) until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on Warning or has prevailed upon appeal resulting in a status of Probation.

1. Students meeting at least minimum of; 80% cumulated Theory Grade Point Average (GPA); Satisfactory cumulated Practical Grade Point Average and 80% cumulated Attendance at the end of an evaluation period shall be determined to be in **Satisfactory Academic Progress Status (SAP)** until the next evaluation period.
2. Students that do not complete the minimums in #1 during an evaluation period shall be placed on **Warning Status** for the next evaluation period and **still considered to be making Satisfactory Academic Progress (SAP)** until the end of that evaluation period(Two months).
3. Students that fail to meet the minimum requirements at the end of Warning Status will be considered on **Probation and not making Satisfactory Academic Progress** for the next evaluation period. If applicable, students may be deemed ineligible to receive Title IV funds. (loans and grants).
4. Students that fail to meet the minimum requirements at the end of a Probation Status will be placed on **Suspension Period and not making Satisfactory Academic Progress. At this point may be withdrawn from school.**

WARNING Status:

Students who fail to meet minimum requirements for attendance or academic progress are placed on Warning Status and considered to be making Satisfactory Progress during the warning period. The student will be advised in writing on the actions required to attain Satisfactory Academic Progress requirements. During this Warning Status, the student may be deemed eligible to receive Title IV Funds (loans and grants).

1. The student shall receive written notice in the student's mail box that he/she has been placed on Warning Status.
2. At the end of the Warning Status, the student's progress will be re-evaluated. If the student is meeting at least the minimum requirements and all the conditions of the Warning Period have been met, he/she will be determined to be making Satisfactory Academic Progress. If the student fails to meet minimum requirements, the student will be determined NOT making Satisfactory Academic Progress and will be placed on Probation Period.

PROBATION Status:

Students who fail to meet minimum requirements for attendance or academic progress or both after the Warning Status will be placed on Probation Status and will be considered not making Satisfactory Academic Progress. During this time the student will be deemed not eligible for Title IV funds. **If the student appeals the decision and prevails upon appeal during this first Probation Status, the student may be considered making Satisfactory Progress and deemed eligible to receive Title IV funds.** Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the

end of the Probation Status may appeal the Probation status. If at the end of the Probation Status, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making Satisfactory Academic Progress and, if applicable, students will NOT be deemed eligible to receive Title IV funds.

1. Students will be placed on Probation Status when the student has failed to bring their accumulated Theory GPA, Practical GPA and attendance up to the 80% average overall requirements during their Warning Status.
2. During this Probation Period following a Warning Status, the student will be allowed to remain in attendance throughout this two month evaluation period. If during this period the student does not make significant improvement in all areas of the evaluation requirements, the student will be placed on Suspension Status and may be withdrawn. To remain to school, the student must appeal the suspension status. (see appeal process).
3. Should the student fail to return to Satisfactory Progress at the end of the Probation Status - all Title IV Financial aid funds shall be suspended (loans and/or grants). **The student shall be advised at this time that should Financial Aid funds be suspended, the student shall become immediately responsible for any and all financial obligations to the school. (TITLE IV FUNDS = Student Financial Aid = Direct Loans and PELL Grants)**

SATISFACTORY ACADEMIC PROGRESS APPEAL GUIDELINES for Probation Status:

If a student is determined to not be making Satisfactory progress, the student may appeal the determination at the beginning of this probation period. The student must submit a written appeal to the school on the designated form 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.

Allowable reasons for appeal include but are not limited to: medical emergency, injury or illness of self or family member in your care, death in the family, temporary loss of child care, work schedule conflicts.

Appropriate Documentation would be but is not limited: medical note from medical establishment for medical reasons, funeral notice for a death in the family, notice from child care provider if loss of child care, copies of time cards and a letter from your manager that they will work with your school schedule for work schedule conflict.

Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed and Title IV financial aid will be reinstated, if applicable.

1. The appeal will be reviewed by the Appeals Committee which consists of the Office Manager, Financial Aid officer(s) and the School Director and school owner.
2. The Director reserves the right to bring the appeal before the school staff at its weekly meeting to discuss the appeal. If this goes before the staff, the student has the right to be in attendance at this meeting.
3. If the appeal is approved, the student will receive notice and will be allowed to continue training. The student may be eligible for Title IV funds once the appeal is approved during this Probation Period. If the student does not improve by the end of the evaluation period, the student will go on to Suspension status.

SUSPENSION STATUS:

Students who fail to meet minimum cumulative requirements for attendance or academic progress or both after the Probation Status will be placed on Suspension Status and will be considered NOT making Satisfactory Academic Progress. **At this time the student may be withdrawn unless the student makes an appeal to remain in school within 7 calendar days of receiving the Suspension notice.** During this time the student will be deemed NOT eligible for Title IV funds.

SATISFACTORY ACADEMIC PROGRESS APPEAL GUIDELINES for Suspension Period:

The appeal guidelines for appealing a Suspension Status are the same as the Probation Period appeal with the exception of:

1. If the appeal is approved, the student will receive notice and will be allowed to continue training. The student will be deemed NOT eligible for Title IV funds once the appeal is approved during this Suspension Period. If the student does not improve his/her status by the end of the evaluation period, the student will be withdrawn at the end of the evaluation period.
2. Once the student is placed on Suspension Status, the student must return to meeting the requirements of Satisfactory Academic Progress by the end of an evaluation period before re-establishment of Title IV funds may

occur. The time the student was in Suspension Status will not be used for the calculation of the future disbursement of Title IV funds. The student will lose some or all of the Title IV funds that could have been disbursed had the student remained in Satisfactory Progress throughout their enrollment time.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish Satisfactory Academic Progress and Title IV aid eligibility, as applicable, by meeting minimum attendance and academic requirements by the end of the Probationary or Suspension Period.

RE-INSTATEMENT OF TITLE IV FUNDS (FINANCIAL AID)

Students that have re-established Satisfactory Academic Progress at the end of an evaluation period or have chosen to use the Probation appeal process and have had their appeal accepted by the Appeals Committee and have met all of the stipulations of the appeal acceptance and have been determined to be in Satisfactory Academic Progress status shall have all Financial Aid re-instated. *(Some aid may not be re-instated due to circumstances of the period of time the student loses aid when in a probationary or Suspension Status.)*

Students who do not receive appeal approval will be determined not making Satisfactory Progress. During this time the student will not be eligible for Title IV funds and will be personally responsible for payment of their account balance.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS:

Students who temporarily withdraw from school for any reason shall re-enter at the same status as the date of withdrawal (example = Making Satisfactory Academic Progress, Warning Status, or Probation Status). The student will not receive credit for previous training that occurred during a block that was not completed however, the student may owe a balance on this training received. The student will however be allowed to complete the coursework for credit. The student must meet with the Business Office and the Scheduling Office to discuss the date the student may retake the class to achieve credit.

Any student who withdraws from their contracted course or fails to complete their training will receive notice by mail and copies will be placed in the student's file as to the progress at the point of withdrawal.

If a student does not attend class for a period of 7 consecutive days without any documentation or has not applied for a formal leave of absence, the school will withdraw the student. *(documentation may be a call to the school in which the school makes a note in the students file, or a formal written statement that the student will be out for a brief period of time)*
If a refund is due the student, the school will make that refund within 30 days of withdrawal.

If the student has received Title IV funds to pay their tuition and fees and there is a refund, the refund will be made in this order; first to Unsubsidized Direct Loan, Subsidized Direct Loan, PLUS Loan, PELL Grant and any other Financial assistance received and then the student.

RE-ENTRY POLICY

The school reserves the right to accept students for re-admittance if the student was in Satisfactory Progress and in good standing with the school and its policies at the time of withdrawal or termination. A student wishing to re-enroll may make application through the admissions office. A decision regarding a student's ability to be re-admitted will be made at the discretion of the Admissions Committee which consists of the Admissions staff, Director, Office Manager and/or Owner. A new enrollment contract is required.

LEAVE OF ABSENCE: (LOA)

If a student has unusual circumstances that require the student to take a Leave of Absence, the student may request this leave in writing to the Business Office. If the Office Manager agrees that the circumstances are indeed unusual, the student may be granted a leave for up to 180 calendar days in a 12 month (365 days) period.

Federal Guidelines allow a student to take one or more leaves of absence in a twelve (12) month period for up to 180 calendar days upon a written request.

1. The criteria used for granting a Leave of Absence by the Business office shall be determined on an individual basis. *Examples may be; illness, family emergency,* etc. The leave of absence must be no less than 7 calendar days.

2. A Leave of Absence request should be received prior to the leave of absence start date to be approved. Exceptions to this will be considered on an individual basis. If the student is unable to come to the school to sign a LOA request, the school will mail one to the student. The student must return the form within 7 days to be considered for the Leave of Absence.
3. The student must complete and sign the LOA Request form with the business office. A written request for a leave of absence must be approved and signed by a member of the office staff.
4. An approved Leave of Absence shall extend the student contract completion date by the number of days approved on the request.
5. During the Leave of Absence the school will contact the student at least once a month if applicable. The student must respond to the call within 7 days to be eligible to remain on a Leave of Absence. If the student fails to respond in this time frame, the school will have to withdraw the student on the 8th day after the call. It is the students responsibility to keep the school informed of any phone number and address changes made during the leave of absence.
6. A student returning from a Leave of Absence will return in the same status as when the student was placed on the leave of absence. (*example = Making Satisfactory Progress; On Warning, but making Satisfactory Progress; Probation, not making Satisfactory Academic Progress; or Suspension, not making Satisfactory Academic Progress.*)
7. A Leave of Absence (LOA) may affect the students eligibility for all Financial Aid. Also, the school may be required to refund part of the financial aid as a result of the LOA. If the student fails to return from the LOA, the school will inform the student's lender that he/she withdrew on the last recorded day of attendance prior to the LOA, as documented by the school. The student's grace period on his/her Federal Direct Loan will begin on that date. If the student does not return to school, the student is still responsible for paying the financial charges due to his/her attendance in school, if applicable.

NON-CREDIT REMEDIAL COURSES:

The school does not offer remedial courses and it therefore has no effect on the Satisfactory Academic Progress standards.

TRANSFER CREDITS

Hair Dynamics Education Center does not accept transfer credits/hours from other schools. If a student has a current license for hairstyling, esthetician or manicurist and would like to enroll in our cosmetology program, the school will review their documentation and determine if the student may use part or all of the credits for their prior training. If the school does accept their prior credits the student will receive both attempted and completed credits/hours.

45 Day Delay of Direct Loans for First Disbursement:

Students who receive Federal Financial Aid (Title IV student loans): These students are scheduled to receive their first disbursement of funds at 45 calendar days for all eligible students from the beginning of the first day of class. The student must have attended at least 80% of available hours, completed projects and grades with a minimum of 80% to receive this first disbursement of funds. If the student is not meeting this minimum requirement, no funds will be disbursed. The student will be given an additional 30 days to meet this average minimum requirements. If at the end of the additional 30 days the student accomplishes this, funds will be disbursed. If the student does not meet this minimum standard, the student must make payment from his/her own resources or be withdrawn from school.

WITHDRAWAL/TERMINATION

The student agrees, if accepted, he/she will enter training and will make reasonable effort to complete the course within the contract dates and in compliance with the rules and regulation of the school and abide by same. Should the student terminate, the school's policy for determining the effective date of termination is as follows:

1. The date on which the school receives notice that the student is discontinuing the training program.
2. The date on which the student violates published school policy which provides for termination.
3. Formal Termination shall occur no more than 30 days from the last day of physical attendance or one week from the students last date of attendance if the absences are undocumented by a phone call to the staff or written notice.
4. Students who do not return from a leave of absence: the termination date shall be the date the school determines that the student is not returning or the date following the expected date of return; whichever is earlier.

Should the student leave the school before the completion of any level of training, the student will only receive credit for the work the student has completed. No credit will be given for incomplete coursework.

If the student discontinues the training, the school may re-enter the student to complete the training and receive credit for the tuition paid to the credits earned. A new Enrollment Agreement must be signed. The student will be charged the most current per credit fee for the credits to be completed.

The School will hold the official document of the student's credits/transcripts until all financial obligations have been met by the contract. The student's balance must be paid in full prior to the release of credits/transcripts.

REFUND POLICY

The School's refund policy provides for a full refund of monies paid by the student under the following circumstances:

1. An Applicant is not accepted by the School, the applicant will be entitled to a refund of all monies paid.
2. If the School should discontinue the course or program subsequent to the student's enrollment, and before instruction in the course has begun, the applicant will be entitled to a refund of all monies paid.
3. If the student cancels his or her enrollment and demands his or her money back in writing within three (3) business days of signing the enrollment agreement or contract all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark or by the date the notification is delivered to the school in person. This policy applies whether or not the student actually started training.
4. If a student cancels his/her enrollment after three (3) business days after signing, but prior to entering classes, the student shall be entitled to a refund of all monies paid the school.
5. If the School ceases operation, the student shall be entitled to a 100% refund of prepaid, unearned tuition and fees at the time of the closure unless a teach-out is available and accepted by the student.
6. **COURSE CANCELLATION:** A full refund of tuition will be paid in the event that the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same, except that this provision shall not apply in the event that the school ceases operation.

The School's policy of granting credit for previous training shall not impact the refund policy.

If the School closes permanently and ceases to offer instruction after the student has enrolled, or if a program is canceled after students have enrolled and instruction has begun, the students shall receive a pro-rata refund of tuition.

Should the student discontinue training for any reason before seventy-five (75%) percent of student's program is completed, the school will refund within 30 days of written termination by the student or formal termination by the school the unused portion of prepaid unearned tuition and registration fee.

Student shall not be continued on an inactive basis in violation of the school's policies without written consent of the student (see leave of absence policy, page 6). Formal termination shall occur no more than 30 days from the last date of physical attendance. Students who do not return from a leave of absence, the last date of the leave is used as the termination date.

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.

Refunds shall be calculated from the official date of termination or withdrawal. In accordance with this policy, the following refunds will be made to the student or the student's sponsoring agencies or individuals rather than to the student if applicable. This policy is based on the percentage of total hours enrolled divided by the total hours in the program, as described by the table below. The refund is determined by the last date of enrollment.

ELAPSED TIME TO PROGRAM LENGTH	TOTAL TUITION RETAINED	TUITION REFUND DUE
0.01% to 10%	10%	90% Less Cancellation Fee
10.01% to 25%	25%	75% Less Cancellation Fee
25.01% to 50%	50%	50% Less Cancellation Fee
50.01% to 75%	75%	25% Less Cancellation Fee
OVER 75%	100%	NO Refund

*KIT/BOOKS: The kit and textbook fees are not included in the refund calculations if they have been received by the student. These fees are non-refundable. Any kit or book item that has not been received by the student at the time of withdrawal will be refunded item by item.

Additionally, the School may retain a cancellation charge/withdrawal fee of \$150 or twenty-five percent of the contract price, whichever is less.

NOTE: Students receiving Federal Financial Aid (Title IV), loans and/or grants, are subject to the **Return of Title IV Funds Policy**, which may impact the amount of financial aid earned and therefore the amount of tuition and fees due the school.

STUDENTS RECEIVING TITLE IV FUNDS (Student Financial Aid (SFA): Loans and/or Grants (Pell)

Return of Title IV Aid:

If a student receives SFA (Student Financial Aid) in the form of loans and/or grants, withdraws from school after beginning attendance, the amount of SFA grant or Loan assistance earned by the student must be determined. If the amount disbursed to the student was greater than the amount the student earned, unearned funds have to be returned. If the amount disbursed to the student is less than the amount the student earned, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

FA is awarded by payment periods, for example grants are awarded at 0-60 days, 61-120 days, 121-140 days, 141-160 days for a hairstyling student. Loans have the same payment periods but may vary by programs.

If a student withdraws prior to completing 60% of the payment period for which he/she is enrolled, a prorated calculation will be made to determine the amount of funds the student has earned.

If the calculation required the school to return these funds, the student could potentially have a balance due the school. The school will still do a calculation for the State of Colorado which is based on the contract/enrollment period (entire course length). You may request a copy of the sample refund and sample return of Title IV funds from the office.

REFUND PROCESS

Students must notify the school in writing, by phone or in person if he/she decides to terminate his/her enrollment. If the student does not inform the school of his/her intent to withdraw within 30 days* of his/her last date of actual attendance, the school will terminate the student's enrollment

The school will then determine if the student is entitled to a refund. If the student is entitled to a refund, it will be made first to the student sponsoring agencies. Title IV Financial Aid programs, if the student has received any of this type of aid, will be made first. Title IV Refunds will be made first to Direct (Unsubsidized) loan, Direct (Subsidized) loan, PLUS, PELL, SEOG and then to other sponsoring agencies and if any additional refund is still due it will go last to student's own resources.

ADDITIONAL FEES

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately twenty percent has been added to the calculated completion/graduation date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$25 per day, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made. This includes Saturdays not completed by the contract end date.

COURSE POSTPONEMENT

Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- Whether the postponement is for the convenience of the school or student, and
- A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

GRIEVANCE PROCEDURE

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedure will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complain at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 30 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complain will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 30 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency (NACCAS) or state agency (DPOS).

