

Elite School of COSMETOLOGY



CATALOG

2018
Volume II

2105 W. 15th Street Panama
City, FL 32401

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We help to inspire your creativity!

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ABOUT THE SCHOOL

MISSION STATEMENT

Our mission is to educate, train and prepare students to successfully pass Florida State Board Examination and to excel in the field of Cosmetology and other branches and to find gainful employment.

OWNERSHIP & GOVERNING BODY

The school is owned and operated by J.T. Tony's, LLC, dba Elite School of Cosmetology, an Ohio Corporation.

FACILITIES

Elite School of Cosmetology has 4,000 square feet of space in a stand-alone building. All classrooms are well lit with heat and air conditioning. Each student will be assigned his or her own styling area with a secure locker to store their personal items. The facility is handicap accessible with a spacious floor plan.

OFFICERS

Campus Director/Instructor - Lisa Wilkerson

STAFF & FACULTY

Rob Wilkerson (Fin. Aid Director/Registrar)
Jamie Clements (Instructor/Admissions Representative)
Jacklyn Evans (Instructor/Job Placement)
Frank McClellan (Instructor)

LOCATION

2105 W. 15th Street
Panama City, FL 32401
(850) 481-4442 Phone
(850) 481-1430 Fax

OFFICE HOURS

Monday through Friday 9:00 am to 6:00 pm

SCHOOL SCHEDULE

Monday - Friday 9:00 am - 10:00pm
Saturday 9:00 am to 3:00 pm
Sunday - closed

HOLIDAYS

The school is closed for the following holidays:

*Good Friday Day *Memorial Day *Independence Day *Labor Day *Thanksgiving Day
*Friday after Thanksgiving *Christmas Eve *Christmas Day *New Year's Day

Depending on what day a holiday falls, the school has the option to close the day before or the day after the holiday. The school may close in the event of an unforeseen disaster (hurricane, tornado, terrorism, etc.). The school follows the Bay County School Board, in determining weather related closures.

New classes begin the first day of each week.

Elite School of Cosmetology does not discriminate on the basis of race, religion, age, color, ethnic origin, nor sex in its admissions, nor operations.

ACCREDITATION/LICENSES

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

**325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Tel: 850-245-3200
888-224-6684**

This catalog is made available online to all applicants at least one week prior to enrolling.

Elite School of Cosmetology is an accredited school with the National Accrediting Commission of Career Arts and Sciences. Additional information regarding this institution may be obtained by contacting NACCAS at:

**3015 Colvin Street
Alexandria, VA 22314
Phone: 703-600-7600**

All complaints may be directed to the Commission for Independent Education or National Accrediting Commission of Career Arts and Sciences if not adequately addressed by the institution.

The transfer of credits from Elite School of Cosmetology to another similar institution is solely at the discretion of the other institution. Elite School of Cosmetology makes no guarantee that the credits will be accepted by another institution.

Elite School of Cosmetology does not discriminate against any applicant based on their physical capabilities, however, students should take into consideration that some of the programs, such as Cosmetology, demand certain physical capabilities, including but not limited to being able to stand on their feet for long periods of time. If a student requires assistance meeting these requirements it is the sole responsibility of the student to make all arrangements for and bear all costs related to the needed assistance, including but not limited to hearing impairment interpreter.

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

Licensing, criminal background check and exam fees are a separate cost from any other fees listed in this catalog.

ADMISSIONS

SCHOOL ADMISSION REQUIREMENTS

All applicants must be above the compulsory age of school attendance, sixteen (16) years old. Any applicant who is under eighteen (18) years of age must have a parent or guardian with them when applying for admission. If the applicant is under 18 years of age, a form of identification will also be required from the parent or guardian. Applicants must provide photo identification. The school admits as students those who have a valid High School Diploma or GED. If the students High School Diploma is in a foreign language it is the responsibility of the student to get the diploma evaluated through an outside agency which is qualified in foreign credential evaluations to confirm its equivalence to a U.S. high school diploma. At the school's discretion, official transcripts may be requested and evaluated by the director prior to enrollment of the student. If the information cannot be adequately verified, the student will be required, at their expense, to take and pass a GED test prior to enrollment.

Any applicants that do not meet the above-mentioned requirements shall be denied admission. A letter explaining the reason(s) will be given to the applicant upon request and a copy kept on file at the school for at least one year.

The school does not discriminate against applicants for admission based on age, race, color, sex, religion, marital status or ethnic origin.

All courses will have Open-entry.

TRANSCRIPTS

All graduate student transcripts and records will be kept onsite, at the school. If a student requires a copy of these records, they will be retrieved for a fee of five dollars (\$5). Hours will not be released to another institution until all tuition and fees have been paid in full. Acceptance of the transfer of credit to another institution is at the discretion of the transferring institution.

TRANSFER OF CREDITS

Elite School of Cosmetology will accept credits transferred from another institution upon receipt of certified transcripts and the approval of the school director. Elite School of Cosmetology will only accept up to 75% of a program's credit hours from the transferring institution. Approved transfer hours are accepted as both attempted and completed and will not be used in determining students' SAP. Satisfactory Academic Progress evaluations will be based on the actual contracted hours at the institution.

NOTE: It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

CREDIT FOR PRIOR TRAINING

Elite School of Cosmetology, will grant credit for Florida licensed nail technician, facial specialists and full specialist in the cosmetology program. Proof of licensure must be shown.

RE-ENTRY POLICY

Student Re-Entering Within 180 Days

Students who return to within 180 days from their previous enrollment will be credited all hours and exams that were previously completed in the prior enrollment.

STUDENT RECORDS

Elite School of Cosmetology maintains all student records, including grades, services and accounts. Students or parents of a dependent minor may access student records upon written request and an appointment with a school official. Elite School of Cosmetology respects the students' right to privacy per FERPA (Family Educational Rights and Privacy Act) and will only release students' information with written permission from that student. School provides access to student and other school records to its accrediting agency.

COURSE NUMBERING SYSTEM

In addition to their names, each course has an identification number. The letters in front of each number represent the specialty they are related to, and the number represents the order in which they will be taught within that specialty, although they are no pre-requisites for any of the courses (meaning that the student must not have taken a previous course in order to benefit from another). The letters mean: HA for Hair Courses, LR for Laws and Rules Courses, MN for Manicuring Courses, SB for Sanitation/Bacteriology Courses, and SC for Scalp and Skin Care Courses.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in the student's program of study. A Leave of Absence will be granted in the event of unforeseen circumstances in a student's life that present a temporary problem in their matriculation, but also where a reasonable expectation exists that the student can return fairly quickly, and complete their respective program of study. Students are required to request LOAs in advance in writing, which must include the reason for the request, supporting documents (if applicable), and the student's signature. If the LOA is due to an unforeseen circumstance (such as hospitalization, etc.), the institution can grant the LOA to the student who did not provide the request prior to the LOA start date and collect the documentation and signatures at a later time. A refund calculation is not performed in the event of a Leave of Absence. A student is not considered withdrawn so a refund calculation is not performed in a leave of absence.

In order to be placed in a Leave of Absence, the student must complete the Leave of Absence Request Form. Leaves of Absence are not to exceed 180 days in any calendar year.

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. Changes to the contract period on the Enrollment Agreement will be initialed by all parties or an addendum must be signed and dated by all parties. There will be no additional charges for a LOA. If the student fails to return or contact the school Financial Aid Department on the documented return date, the student will be considered to have withdrawn from the school as of that date the student began the LOA. The withdrawal date for the purpose of calculating a refund is always the student's last day of physical attendance.

GRADUATION REQUIREMENTS

Every student must complete the required number of hours for course completion. Each student must achieve the minimum overall academic average (detailed below) in order to graduate. Students must complete all required tests and quizzes, and also complete all required numbers of services/skill demonstrations (as applicable). Finally, in order to qualify for graduation, all students must have a zero- balance, or have made other pre-approved payment arrangements.

ABSENCES/MAKE-UP WORK

Elite School of Cosmetology does not differentiate between "excused," nor "unexcused" absences. A student is required to maintain the minimum attendance percentage of attendance during normal matriculation, regardless of the reason for their absence. Make-up work should be scheduled with the student's instructor as quickly as possible upon a student's return from absence.

ATTENDANCE AND SATISFACTORY ACADEMIC PROGRESS POLICY

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the Cosmetology program whether participating in Title IV programs or not, and is applied to all students consistently and scheduled for a particular category of attendance (part time/full time). It is printed in the catalog and made available online 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

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450 & 900 actual hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students 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 66.67% 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. The student's start month in school will be counted as the first month of the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintaining at least 66.67% 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 the students to complete each course at satisfactory progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	SCHEDULED HOURS
Cosmetology (Full time – Day)	60 Weeks	1800
Cosmetology (Part time – Evening)	94 Weeks	1800

Please note that students who reach maximum-time frame and have not yet completed all of the required graduation requirements for completion of their chosen program may be allowed to continue training until completion on a cash-pay basis, but will not be considered making Satisfactory Academic Progress

Please also note that a student on an approved leave of absence will have their scheduled graduation date (contracted graduation date) extended by the same number of days approved in the Leave of Absence.

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. Academic progress is measured on a cumulative basis. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up failed or missed test and incomplete assignments. Numerical grades are considered according to the following scale:

A / Excellent	100 - 90
B / Very Good	89 - 80
C / Good	79 - 75
D / Not Acceptable	74 -70
F/ Failed	69 - 0
Minimum score for satisfactory progress 75%.	

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. In order for a student to be considered making satisfactory academic progress as of a course check point, the student must meet both attendance and academic requirements. Students will be notified of any evaluation that may impact the student’s eligibility for financial aid.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning status and considered to be making satisfactory progress while during the first warning period. The student will be advised in writing on the actions 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 will be determined as NOT making satisfactory academic progress and placed on probation, if the student prevails upon appeal of a negative progress determination prior to being placed on probation.

PROBATION

After the warning period students who fail to meet minimum requirements for attendance or academic progress and the student appeals the negative progress determination at the beginning of the probationary period and the institution determines that satisfactory academic standards can be met by the end of the subsequent evaluation period are placed on probation. The student will not be considered to be making satisfactory progress during the probationary period. The student will be advised in writing on the actions to achieve satisfactory academic progress by the next evaluation. If at the end of the probationary period, and if the student prevails upon appeal (see below), 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, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the same status of probation.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress, the student may appeal the determination in the beginning of the determination. The student may appeal the determination because of death of a relative, an injury or illness of the student or other allowable special circumstances as determined by the school director. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why student failed to meet SAP, what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation and why the determination should be reversed and. 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, and only if, the student prevails upon appeal, the satisfactory academic progress determination will be reversed. Students who prevail upon appeal will be determined to have re-established SAP and Title IV will be reinstated if applicable. An academic plan will be designed to allow the student to re-establish Satisfactory Academic Progress.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the 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 within six months of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal, regardless of the time frame.

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

ACCESS TO SATISFACTORY ACADEMIC PROGRESS REPORTS

A copy of the student's satisfactory academic progress report is maintained in the student's academic file.

TRANSFER HOURS & SATISFACTORY ACADEMIC PROGRESS

Please note that students who transfer credit from training previously earned at another institution will have those hours counted as both attempted and completed hours for the purposes of maximum time-frame, and that SAP evaluation periods are based on actual contracted hours with the school.

FINANCIAL AID POLICIES

APPLYING FOR FEDERAL STUDENT AID

Financial Aid is available for those who qualify. Federal Student Aid is awarded on a need basis for each applicant. Need is the difference between the cost of your education (education expenses such as tuition, fees, room, board, books, supplies, and other expenses) and the amount the student and his/her family can afford to pay. This is determined by the standard formula established by the U.S. Department of Education. Need is determined by evaluating the information from the Free Application for Federal Student Aid (FAFSA).

Factors such as income, assets and benefits are considered in determining the student's financial needs.

FEDERAL FINANCIAL AID PROGRAMS

Financial Aid consists of funding provided through federal resources to help cover educational expenses. This funding consists of Pell Grants that do not need to be repaid and loans that have a variety of repayment options. Financial aid is available for those who qualify, and there are different types of financial aid program. The school Financial Aid Department can assist students in determining if they qualify for any of the following types of financial aid:

Federal Pell Grant: The Federal Pell Grant is a need-based federal grant for undergraduate students, and it does not require repayment.

William D. Ford Direct Loan Program: The William D. Ford Direct Loan Program offers low-interest, government-funded loans that include Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Loans for Undergraduate Students (PLUS), and Direct Consolidated Loans. These long-term loans are available to students who are enrolled at least half-time in school.

Direct Subsidized Stafford Loan: The Direct Stafford Subsidized Loan is a need-based loan. The interest rate varies annually and is paid by the government while students are in school at least half-time and during any periods of deferment. Loan repayment begins six months after students graduate, leave school, or drop below half-time status. Recipients must complete entrance and exit counseling.

Direct Unsubsidized Stafford Loan: The Direct Unsubsidized Stafford Loan is a non-need-based loan available to all eligible students regardless of income. The interest varies annually and begins to accrue at the time of disbursement. Students are responsible for paying accrued interest but may choose to defer and capitalize interest payments. Loan repayment begins six months after students graduate, leave school, or drop below half-time status.

Direct Student Loans for Undergraduate Students (PLUS): For students who qualify as a dependent, parents may choose to use the Direct Parent Loans for Undergraduate Students to borrow up to the total cost of their child's education, minus any other aid the child may be eligible for. The loan is credit based, the interest rate varies annually and loan interest begins to accrue at the time of disbursement. Loan repayment typically begins 60 days after the loan has been fully disbursed.

FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

In order to qualify for financial aid, you must meet the following criteria:

- Demonstrate financial need (except for certain loans and scholarships)
- Be a U.S. citizen or eligible noncitizen, such as permanent resident, or in the United States for other than temporary purposes
- Have a valid Social Security Number (SSN)
- Be working towards a degree or certificate in an eligible program
- Not currently enrolled in high school
- Have earned a high school diploma or General Equivalency Diploma (GED)
- Register with the Selective Service if you are a male between the ages of 18 and 25
- Maintain Satisfactory Academic Progress (SAP)
- Not be in default of student loans
- Not owe a repayment on a Federal grant
- Not have certain drug convictions
- Use federal and state aid for educational purposes only

VERIFYING FAFSA INFORMATION

A Student applying for federal aid may be required to verify the information submitted on their Free Application for Federal Student Aid (FAFSA). This inquiry is known as verification and is required by the Department of Education. If the student’s application is selected for verification, the school will require the student to submit any or several of the following items within a specified time frame in order to continue processing financial aid:

CANCELLATION AND REFUND POLICY

Should a student be terminated, expelled or cancel their enrollment for any reason, refunds will be made according to the following:

Official Cancellation or Withdrawal shall occur on the earlier of the dates which (items 1-7 below):

1. The school does not accept the applicant (all monies will be returned other than non-refundable application fee) or
2. If the student (or parent/guardian, if applicable) cancels within three (3) business days after the signing the enrollment agreement demanding money back, in writing, regardless of whether or not the student began training (all monies will be returned other than non-refundable application fee), or
3. Cancellation after the third (3rd) Business Day, but before the first class (will result in a refund of all monies paid, with the exception of the non-refundable application fee, or
4. The student notifies the school of his/her withdrawal, or
5. A student is expelled by the school, or
6. If a student on an approved leave of absence notifies the school that he or she will not be returning the date of withdrawal determination shall be the earlier of the scheduled date of return for the leave of absence or the date the student notifies the institution that the student will not be returning,
7. Please note that cancellation must be made by notifying the school in person or by certified mail.
8. Cancellation after attendance has begun through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total completed to the total program hours. All calculations are calculated based on schedule hours.

Application Fees: The application fee for all programmatic offerings is \$100.

(The Adjustment Schedule below will be used in the calculation of ALL withdrawals) Scheduled time elapsed in total program shall have earned

Up through 40.0%	Pro Rata Amount
40.1% to 49.9%	70%
50.0% and over	100%

9. Cancellation after completing 50% or more of the program will result in no refund.
10. The total value of the student kit and book(s) will be refunded if kit and/or book(s) are returned unused before the first day of classes in new and unused condition. After the first day of classes the value of the Student kit and books is non-refundable.
11. The termination date for unofficial withdrawal for refund computation is the last date of actual attendance by the student unless prior notification is received.
12. The school, through monitoring clock hours at least every thirty days, determines unofficial withdrawal for students.
13. Refunds will be made within 30 days of termination or receipt of cancellation notice for both unofficial and official withdraws.
14. If a program or course is cancelled by the school subsequent to a student’s enrollment, and before instruction in the program or course has begun, the school shall provide a full refund of all monies paid.
15. If the course and/or program is cancelled and the school closes permanently and ceases to offer instruction after the student has enrolled, and instruction has begun, the school shall, at its option:
 - a. Provide completion of the course and/or program, or
 - b. Participate in a Teach-Out Agreement, or
 - c. Provide a refund of all monies paid
16. If a school permanently closes, the school will make arrangements for the students. The school, at its option, will either provide a pro rata refund or participate in a teach out agreement.
17. When situation of mitigating circumstances exist, school may refund to the student in excess of the tuition adjustment guidelines.

RETURN TO TITLE IV POLICY

For each Title IV aid recipient who terminates/withdraws, the school must calculate the amount of Title IV assistance the student has earned which is determined on a pro-rata basis. The amount of aid that was disbursed or could have been disbursed for the payment period is multiplied by the percentage of scheduled clock hours up to the last date of attendance (date of withdrawal) divided by the clock hours in the payment period. Once the student has completed 60 percent of the payment period, the student has earned 100 percent of the assistance. If the amount earned is greater than the amount disbursed or could have been disbursed, the student may be eligible for a post-withdrawal disbursement. If a student is eligible for a post- withdraw disbursement, the school will confirm with the student or parent in the case of a PLUS loan, that they want a portion or all of the post-withdraw disbursement of the loan. If the amount earned is less than the amount disbursed or could have been disbursed, then the school and perhaps the student will be required to return Title IV funds back to the federal account(s). If the student is required to return loan funds (or the parent, in the case of a PLUS Loan), the student/parent must repay any unearned funds that the school did not return in accordance with the terms and conditions of the Master Promissory Note.

Federal Regulations require the return of Title IV funds in the following order: Unsubsidized loans, Subsidized loans, Plus loans, and Pell Grants. These returns will be made within thirty days from the date of determination. In the case of a leave of absence, the refund shall not exceed thirty days from the date of documented return. Under the Federal Regulations, once the Return of Title IV Funds policy has been applied, the school may then apply their Refund Policy and charge for unpaid portions of their schooling.

PROGRAM CANCELLATION POLICY

In the event Elite School of Cosmetology cancels a program the students tuition costs will be refunded in accordance with the "Cancellation and Refund Policy" and credit will be given for the hours and the services performed in the school, in case they want to transfer to another school. *Note: Elite School of Cosmetology makes no guaranty that the credits will be accepted by another institution.* It is the responsibility of the student to arrange for the transfer of credits with the receiving school.

TUITION PAYMENT METHODS

Down Payment at time of signing enrollment agreement with balance paid prior to graduation by payment plan.

Payment Methods: Cash/ Credit/Debit Card/Check/ Cashier's Check/ U.S Money Order/Financial Aid Make

all checks payable directly to:
Elite School of Cosmetology
2105 W. 15th Street
Panama City, FL 32401

STUDENT SERVICES

EMPLOYMENT

The school will provide all graduates with placement services at no extra charge. Elite School of Cosmetology, does **not guarantee** employment. However, it will make a great effort to put the student in contact with various employers.

Any information relating to market and job availability will be verified through statistical research. Our school makes no promises or implications of any specific market or job availability in numbers. Any information the school provides relating to salary ranges will be an accurate and unexaggerated representation of entry level salaries of employees having the same skills, education and experience as the students will have upon graduation. Records of initial employment of all graduates will be maintained in the school with the exception of foreign students who attend school on a Student Visa with the intention of working in a foreign country.

SCHOOL RULES AND REGULATIONS

SCHOOL RULES AND REGULATIONS

1. Students are required to be on time for classes according to their assigned schedule. If student fails to swipe in to class prior to the start of training they must wait until the next predetermined allowable swipe time.
2. Students are required to notify a school official 30 minutes prior to the scheduled start of class for all absences or tardiness by calling the school directly at 850-481-1220. If absent more than three (3) days with no notice Student will be dropped from program. Reinstatement fee of \$125.00 will be applied if student is readmitted.
3. Students are responsible to record their time via time clock and services daily. No student may clock in or out for others.
4. While on school premises, a professional appearance is mandatory at all times.
5. The students must be dressed in proper attire including their proper uniforms at all times or will be asked to leave premises. Dress Code all black. Elite School of Cosmetology T-shirt. Friday and Saturday- Jeans are allowed. No shorts, see through skirts or blouses, tank tops, half shirts, sleeveless shirts, ripped, torn or holed clothing or open toe shoes allowed. If any student loses or damages his/her uniform, they must purchase a new uniform.
6. All students must bring the proper equipment and books to class; failure to comply may result in the student being sent home.
7. The school must be notified of any change of address or telephone number.
8. Any abuse, verbal or otherwise, will not be tolerated, whether it is directed towards school employees, instructors, students or clients. The result will be the student sent home for the day.
9. Stealing or defacing of property that belongs to the school, staff, clients or other students may result in immediate termination.
10. Anyone attending school under the influence of drugs or alcohol will have to undergo drug testing at a laboratory of the school's choosing. All costs of said test will be incurred by the student. If said test proves positive for alcohol or drugs, the student may be permanently dismissed from class.
11. No personal phone calls will be accepted or permitted by the school.
12. The use of a cell phone during class is prohibited.
13. No personal services are to be performed without permission from an instructor.
14. Students are not allowed to have services performed on them from instructors unless there is a demonstration for that particular service.
15. Students are required to have attendance of 66.67% or higher.
16. Students must meet the School's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress may result in delayed graduation, delayed or loss of federal funding (if applicable), and assessment of extra instructional charges.
17. Training involves sanitation, cleanliness and care of school and equipment. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
18. If a student breaks school property either accidentally or intentionally they will be responsible for its replacement.
19. Students are not allowed to eat, drink or chew gum in their class rooms or student salon.
20. Students cannot refuse to perform a clinic service; this is part of the training process.
21. Students are responsible for their own personal belongings; the school will not be responsible for any loss or damage to personal items.
22. Students are required to show respect to all instructors, school officials, clients and one another.
23. For every hour at the school the class time is 50 minutes followed by a 10 minute break.
24. Students are required to pay for their tuition on time. Payment is due the first (1st) 3 days of the month. Late payment of \$25 will apply each day thereafter until paid in full.
25. Students and clients are not allowed to bring in their own product to use on clients in student salon.
26. Children may not be brought to school during class hours or any school related activity.
27. No soliciting of Elite School of Cosmetology clients for outside of school services.

PROCEDURES FOR STUDENTS TO APPEAL DISCIPLINARY ACTIONS.

All academic or disciplinary actions shall be applied in accordance with the School Rules and Regulations and the School Catalog. If a student disagrees with a particular disciplinary or academic action taken, he or she can submit a verbal or written complaint to the Director of Education or the School Director, explaining the reason they disagree with the action and giving details to support their point of view. The School Director and/or Director of Education will then review the matter and determine if, based on the School Catalog, there are sufficient grounds for the action. The School Official will then meet with the student to clarify the situation or take corrective measures as the case may require.

Emergency disciplinary procedures, consisting of expulsion from the school and/or legal action, shall be taken against students who:

- Commit a crime within the school grounds.
- Commit or threaten to commit violence (verbal or physical) against another student, instructor, school official, client or vendor within the school grounds.
- Has been reprimanded in the past for a particular transgression and refuses to correct the situation.

REASONS FOR DISMISSAL

The students unable to demonstrate responsible conduct shall be expelled based on the following reasons:

1. Commit fraud in order to pass or maintain the corresponding grades.
2. Damage to or theft of school property.
3. Give false information to the school.
4. Unjustified absence of (14) consecutive days.
5. Failure to adhere to the school's rules and regulations.
6. Failure to pay the school's tuition and fees.
7. Failure to return from a LOA on expected date.
8. Any abuse, verbal or otherwise, whether it is directed towards school employees, instructors, students or clients.
9. Criminal activity while enrolled.

INSTRUCTOR'S RESPONSIBILITY

Instructors will be responsible for teaching the course's material, administering and grading the tests, and helping and supervising the students during salon practice. They will also have a role in reviewing and reassessing curricula.

An instructor is someone who possesses a professional capacity and a complete knowledge of the products as well as the different techniques. The instructor should possess experience in academics as well as salon experience. Furthermore, the instructor should have an excellent personal image, enthusiasm and charisma. The instructor may provide the students with a simple outline and the most important concepts or ideas of each chapter, its main objectives and what they will be able to accomplish after completing their studies. They should be able to furnish answers to their questions and come up with a plan of study that is attractive to the student's attention.

DRUG FREE POLICY

Elite School of Cosmetology provides to all employees and students the following information:

- The illegal possession, use or distribution of illicit drugs and alcohol by students and employees on the property of the school or in conjunction with any educational activity is prohibited.
- Violation of this policy may result in disciplinary actions that may include termination and/or prosecution by the law.

SEXUAL HARASSMENT POLICY

Elite School of Cosmetology is committed to maintaining a work and learning environment free of illegal discrimination and harassment and will not tolerate harassment from its employees against the students, or from any of its teachers, supervisors, administrators, vendors, etc. Sexual harassment is a behavior not acceptable in any way, be it verbal, physical or visual. Such behavior is illegal and forbidden everywhere it affects work, interferes with the learning process and creates a hostile environment. Sexual harassment minimizes employee's integrity and jeopardizes the teacher-student relationship. Every employee or student has the right to work and learn in an environment free of sexual approaches. Elite School of Cosmetology will not tolerate discrimination based on sex, including sexual harassment against an employee, employee applicant or student. Such discrimination violates State and Federal laws and Elite School of Cosmetology policy.

SEXUAL HARASSMENT DEFINITION

Sexual harassment consists of an unwelcome sexual advance, request for sexual favors and any other verbal, visual, and physical behavior of sexual nature when:

1. The behavior has been submitted, whether in implicit or explicit condition with labor or educational objectives.
2. The decision of submission or refusal is used as basis for employment or education, affecting the student or employee being harassed.
3. The harassment behavior irrationally affects and interferes with an employee or student's work and educational development. It also creates an intimidating, hostile and offensive work or study environment.

GRIEVANCE POLICY

If ever a student feels that school procedures or practices result in an unfair or difficult situation for them, Elite School of Cosmetology maintains an open communication policy designed to address such matters in a confidential and effective manner. In most cases, student should share their concerns directly with the instructor or staff member involved to resolve the issue in the most immediate and efficient way. If that discussion is not effective or if the student wishes to speak to a superior authority, they should seek a meeting with the Campus Director. If the Campus Director is not immediately available, the student may schedule an appointment with him or her through any campus staff or management personnel.

At times, it may be necessary for the student to commit their concerns to writing. When writing a complaint or concern, it will be helpful to include the exact nature and details of the concern, the date, time, and place of any related incidents, names of witnesses, and any pertinent documentation.

If the student is unable to obtain a satisfactory resolution through the Campus Director, he or she may file an appeal with the school President, who will address the matter personally. The contact information for the school President can be provided by the Campus Director. If the grievance remains unresolved, the student has the right to contact the Florida State Licensing Board/Council, the accreditation and/or state agency described on page 3 of the school catalog.

ENFORCEABILITY OF THE POLICY

The prohibition of sexual harassment applies to everyone; teachers, students, administrators, managers, supervisors, full time, part time and temporary employees, clients, suppliers, etc. Elite School of Cosmetology will not tolerate any kind of sexual harassment toward or from anyone.

TO REPORT SEXUAL HARASSMENT

If you believe that you have been a victim of sexual harassment, you must immediately report it to the Director of the School. If a teacher, an administrator, a supervisor or a manager has committed sexual harassment, report it to the Director of the School as well.

If you believe that you have been a victim of sexual harassment and you make a verbal complaint and it proves ineffective, or you are incapable of making the complaint, complete a written complaint and submit to Elite School of Cosmetology. Complaints of sexual harassment will be taken seriously and investigated.

COSMETOLOGY

Elite School of Cosmetology
2105 W. 15th Street
Panama City, FL 32401

COSMETOLOGY PROGRAM

COSMETOLOGY	1200 HOURS
TUITION	\$ 10,936.00
APPLICATION FEE	\$ 100.00
BOOKS AND MATERIALS	\$ 1,464.00
TOTAL COST	\$12,500.00

COURSE CURRICULUM

		HOURS	SERVICES
HA101	Hair I	440	425
HA102	Hair II	528	110
LR101	Laws and Rules	16	0
MN101	Manicuring	80	10
SB101	Sanitation/Bacteriology	50	0
SC 101	Scalp Care	40	145
SC102	Skin Care	46	10
TOTAL HOURS & SERVICE		1,200	700

NOTE: A RE-ENTRY FEE OF \$125 MAY BE CHARGED IF APPLICABLE.

OBJECTIVE

The primary objective of the cosmetology program and curriculum is to prepare students for the State licensing examination to become a Licensed Cosmetologist, and to provide the appropriate training and hands on practice necessary for the students to become competent professionals. After completing the necessary credit hours, services and paying all tuition, the students will receive a Diploma stating that they have satisfactorily completed the program and will be assisted in registering to take the state exam to become a licensed cosmetologist.

Note: Graduates will not be able to practice Cosmetology until they have passed the State licensing examination. Licensed Cosmetologists opportunities include Hair Stylist and Salon Manager, among others.

DESCRIPTION

This program has been created to provide a foundation in Cosmetology that complies with the requirements established by the governmental organizations. It is also designed to train the students in the skills required by cosmetologists in their beginning level which includes: professional development, ecology, anatomy, physiology, electricity, chemistry and the salon business. Also services for the hair such as theory and hair care, design decisions, cuts, procedures, styles, wigs, extensions, chemical textures and hair color. Manicure and pedicure services are also included as well as the study of the skin, theory, care, hair removal and make-up.

REFERENCES

Books:

- Hardcover Milady's Standard Cosmetology 2016
- Softcover Milady's Standard Cosmetology 2016
- Milady's Standard Cosmetology. Practical Workbook
- Milady's Standard Cosmetology. 2016 Theory Workbook
- Hardcover Milady Standard Cosmetology 2016

ATTENDANCE

A daily log is maintained electronically where students swipe in and out via swipe card. The school expects regular attendance by all students.

PROGRAM FORMAT

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculums.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirements. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

GRADUATION REQUIREMENTS FOR COSMETOLOGY:

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

COSMETOLOGY PROGRAM DESCRIPTION

HAIR I (HA101) - Hours 440 / Services 425

The students will learn proper hair maintenance and the objective of the wash, the frequency, the products designed for each type of condition or alteration, the infectious diseases, manipulations, rules and regulations, water's chemical composition, shampoos and the procedures to follow with different types of chemicals. This is a very satisfactory service for the client as long as it is done with professionalism.

As professionals, we will ensure that the students comprehend the individual needs of each client based on their age, personality and lifestyle and learn to use these aspects to work with the natural or artificial texture and the disposition of each client's hair. A particular hairstyle for a certain individual may become their most descriptive characteristic, marking their personality and proclaiming their identity.

This chapter will cover three important parts of hair styling: the styling of wet hair, the styling of short hair and the styling of long hair. These techniques include symmetry and proportions, and the use of hand held hair dryers, brushes, curling irons, finger styling, rollers, braids, etc.

Hair design decisions are based on the consideration of the facial proportions, consultations with the client and the students' understanding of style compositions. Hair styling design follows the same basic artistic concepts as any other form or art, only it's applied to the hair. The three principal elements are form, texture and color. In creating and completing a design, none of these elements should be ignored.

HAIR II (HA102) - Hours 528 / Services 110

We will ensure that the students at the end of this chapter will be capable of defining color and its laws as well as identify the natural level, tones and intensity of the hair. Additional considerations will be given to texture, diameter and porosity of the hair due to the fact that these will influence greatly in the absorption of the color and the timing of the procedure.

The students will also be trained in the technique of coloring of the hair and the categories of different products. They will also become familiar with other techniques associated with hair coloring such as highlights, consultation with the client, promotions and sale of services, discoloration terminology and problem of discoloration of the hair and its solutions. In the end, all these techniques will make the student a solicited and highly qualified stylist.

Our goal in this chapter is for the students to learn how to explain and demonstrate the theory and the fundamental procedures associated with a perm and the creation of a curl. This is a chapter where the chemical aspects are translated into the student ability to create a perm or to straighten the hair for a client. This technique produces great chemical changes in the hair that will offer new options for haircuts and styles for the client. The students will be capable of identifying the different types of perms, the chemical contents of each, and the methods of application as well as different methods of hair curling, positions and patterns for perms, rinses, the different categories of curls and their advantages and the general elements necessary for the job.

LAWS AND RULES (LR101) - Hours 16 / Services 0

The students will learn to establish and describe the different types of property, structure, function and requirements necessary to run a successful business. The laws that govern the activities of all cosmetologists as set forth by the cosmetology society and its composition. The difference between cosmetologists and specialists. The requirements for license renewal. The penalties for different infractions. The security and health requirements of a beauty salon and, in general, all the laws and rules established by the cosmetology board in the State of Florida.

The students will prepare for the state board examination. The student will review previous chapters and take practice tests.

The objective of this course is to describe the basic principles needed to plan and operate a salon as a successful business; to learn to apply for and fill out employment applications, study lease terms and negotiations, describe the legal forms of ownership, become aware of insurance needs, understand the basic accounting principles of business, understand techniques for interviewing prospective employees and techniques of filling out employment applications. The students will also learn to select and have a good image that will reflect their personal style and will express their confidence in their profession and respect towards others.

MANICURING (MN101) - Hours 80 / Services 10

In this course the students will learn the theory of nails and to describe the structure, growth, diseases and conditions associated with the nail and to explain and demonstrate learned services for the care of artificial nails such as prevention of infections. The students will also learn pedicure and massage techniques.

SANITATION / BACTERIOLOGY (SB101) - Hours 50 / Services 0

Students will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The habits the students form in this aspect will be very important, as they will affect the health and wellbeing of the clients and themselves. The proper procedures to follow for the sanitation and cleanliness of the work environment are part of the chapter entitled Bacteriology, which is the science that deals with microorganisms.

The students will be required to complete the AIDS / HIV four (4) hour program and pass an examination before graduating. The school will provide this program or the student may obtain it in another center that is approved by the State of Florida. The subject to be completed in this program covers the difference between HIV and AIDS.

SCALP CARE (SC101) - Hours 40 / Services 145

The students will learn to define the theory of hair formation, growth, structure, parting and color. In addition, the students will learn the techniques of services such as washing, massages, hair care and evaluating common problems such as hair loss, dandruff etc. The students will be given the knowledge of the different products and manipulations. There are legal rules and regulations in place for the practice of cosmetology (code of ethics). Ethics is described as the philosophical study of moral values, rules and principles depicting what are right and wrong concerning proper conduct in business. Proper etiquette will ensure that your clients, coworkers and superiors will come to appreciate you and will treat you the same way. This way of conduct will take you very far and will help enormously in your success.

The students will receive a detailed description from their instructor of the functions and objectives of each instrument such as: razors, perm rods, setting rollers, scissors, thinning shears, electric clippers etc.

The students will learn to define the theory of hair formation, growth, structure, parting and color. In addition, the students will learn the techniques of services such as washing, massages, hair care and evaluating common problems such as hair loss, dandruff etc. The students will be given the knowledge of the different products and manipulations.

SKIN CARE (SC102) - Hours 46 / Services 10

This program is designed in accordance with the regulations and requirements of the State of Florida to obtain the license of "Facial Specialist." In this program, the students will learn to define the composition, function, types of skin, the difference between skin disorders and skin disease, and the steps to follow during a facial treatment, including massage, makeup application and hair removal.