

***Bela's School of Cosmetology***

**"Excellence in Instructional Cosmetology since 1963"**

**5580 East 12 Mile Road  
Warren, MI 48092**

**(586) 751-4000  
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Accredited by National Accrediting Commission of Career Arts & Sciences (NACCAS)  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
(703) 600-7600

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## **OWNERSHIP**

Bela's School of Cosmetology is governed by the officers of the Corporation.

President/Owner: Michael Deutsch Vice President: Steven Deutsch Secretary/Treasurer: William Campbell

## **ADMINISTRATIVE BOARD/GOVERNING BODY**

Michael Deutsch  
President/ Financial Aid Director  
Cosmetology Instructor

Badriyyah Nuriddin  
Unlimited Instructor

Steven Deutsch  
Vice President

Gloria Gaines  
Unlimited Instructor

Sherry Rice  
Chief Fiscal Officer  
Director of Operations

Carol Stevens  
Unlimited Instructor

Marie Simich  
Unlimited Instructor

Sherry Rice  
Admissions Officer

Angilean Woodard  
Unlimited Instructor

Beatrice Ciccotelli  
Unlimited Instructor

Kristin Rice/Megan Rice  
Receptionist

Bela's School of Cosmetology is found to be in compliance by the United States Department of Education to participate in Title IV financial aid programs. Applicable licenses and certifications may be reviewed at the campus during regular business hours. The school director may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution, enrollment or available financial aid programs. Prospective students may obtain tuition and fee information of other NACCAS accredited institutions within the state by sending a stamped, self-addressed envelope to NACCAS.

## **MISSION STATEMENT**

This school's objective is to teach Cosmetology, Manicuring, Esthetician, and Cosmetology Instructor courses, preparing students for entry into the beauty industry.

## **HOURS OF OPERATION**

Full Time	Monday - Friday	9:00 a.m. - 4:00 p.m.
Part Time	Monday - Thursday	5:00 p.m. - 9:00 p.m.
	Saturday	9:00 a.m. - 4:00 p.m.
Administrative Office Hours:	Monday - Friday	9:00 a.m. - 4:00 p.m.

## PROFESSIONAL ETHICS AND DUTIES

In the study and practice of being a professional, the student should be qualified in dealing with the public, to be respectful of others, be courteous, friendly and above all, be a good listener and not a gossip. The student must be conscientious and become proficient in all procedures. Students should also be aware that the cosmetology field involves the use and knowledge of chemicals, and is a very physical and demanding career that requires being on your feet for many hours.

## FACILITIES

The School is located in a rapidly growing area in Warren, MI. It is comprised of over 5000 square feet, has a well-equipped skin care room, a nail specialist area, and a spacious cosmetology section. A student break room with a refrigerator, microwave, vending machines and separate student phone line is provided for the convenience of our students. We offer a private lecture room and an on-line computer to help students achieve their ultimate goals. Extensive video and periodical libraries as well as a dispensary add to an ideal educational experience. The School is equipped with telephones throughout the building for use in an emergency. The School is also equipped with fire extinguishers (appropriately marked) and a monitored camera system.

## CAMPUS SECURITY

Bela's School of Cosmetology has designated Michael Deutsch, Director, and Sherry Rice, Director of Operations, as the contact people for any issues relating to campus security. The School refers all campus law enforcement issues to Warren City Police Dept.(586-574-4700 non emergency and 911 emergency), since the School does not have private campus based security personnel. We recommend, in the evening, students leave in pairs or as a group. The parking lots are lit to help insure the safety of our students. We have not had any problems with student safety to date. The following are the Crime Statistics for the three (3) previous calendar school years (2011, 2012, and 2013):

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<b>Number of Crimes Reported</b>	<b>Crime</b>
0	Aggravated Assaults on Campus
0	Arson on Campus
2	Burglary on Campus
0	Hate Crimes on Campus, i.e., sex, race, religion
0	Manslaughter on Campus
0	Motor Vehicle Thefts on Campus
0	Murders on Campus
0	Robbery on Campus

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During the most recent school year (2013), there were no arrests for the following crimes occurring on campus: Liquor Law violators, drug abuse violators, weapons possession violators. The School encourages prompt reporting of criminal activity or actions, as being in the best interest of all students and /or employees. The School has a Drug and Alcohol Abuse Prevention Policy that all students read and sign during orientation.

## **STUDENT COMMITMENT AND FAIR CONSUMER RIGHTS**

To assure that each student has carefully considered and evaluated all the information available, Bela's School of Cosmetology suggests the student review the following statements of Students Rights and Responsibilities and read the catalog which is available when visiting the school:

**The school reserves the right to change School policies, procedures, standards of conduct, or practices without notice.**

It is your responsibility to:

- Review and consider all information about a school program before you enroll.
- Read and understand all forms that you are asked to sign and keep copies of them.
- Accept responsibility for the promissory note and all other agreements that you sign.
- If you have a loan, notify the lender of changes in your name, address, or school status.
- Know and comply with your School refund procedures.

You have the right to ask a school:

- About its programs, instructional laboratory, other physical facilities, and its faculty;
- What the cost of attendance is and what its policies are on refunds to students who drop out;
- How the school determines you are making satisfactory progress and what happens if you are not;
- What special services and facilities are available to the handicapped?

## **WHAT YOU SHOULD KNOW**

Bela's School of Cosmetology feels that students interested in pursuing a career in the beauty industry (cosmetology, nail tech, skin care) should consider all aspects of such a decision. Persons who want to become professionals in these fields must:

- Have finger dexterity and a sense of form and artistry;
- Enjoy dealing with the public and be able to follow a client's directions;
- Keep up to date on the latest fashions and beauty techniques;
- Work long hours while building a personal clientele in order to earn the desired income;
- Make a strong commitment to the educational process and complete the course of study;
- Learn skills necessary to operate a personal business.

In addition, applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a nail technician's station or esthetician's chair or bed.
- A personal investment may be required for advertising and promotions such as printing of business cards.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation may vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

## **VOTER REGISTRATION**

If you are not a registered voter and would like to be, you can register to vote at the following locations:

County Voter Registration Office  
Local Library  
Post Office  
High Schools

## **JOB DEMAND IN COSMETOLOGY**

Of the students scheduled to graduate during the 2013/2014 financial aid year, 68.47% completed their designated program. In addition, of those graduates who sat for the licensing examination, 94% passed and obtained a license. Of the students receiving licensure, 62% have obtained employment in a program related position. As reported by the National Accrediting Commission of Career Arts & Sciences (NACCAS) the 2007 survey of annual cosmetology incomes and job demand in Michigan, results indicate that salons plan to hire 9641 new employees in the next year. The average annual salary for a salon professional in Michigan is \$39,000.00. This amount does not include tips and gratuities.

## **EMPLOYMENT ASSISTANCE**

Bela's School of Cosmetology provides training in professional development toward the goal of preparing students for the workforce. Area job opportunities are posted on a bulletin board on an on-going basis. When a student nears graduation, the School will assist the student in placement interviews. However, no school can absolutely guarantee employment; this depends entirely upon each student. Our placement assistance is a commitment to our graduates and there is no charge for this service.

## **ADMISSION AND ENROLLMENT REQUIREMENTS**

Bela's School of Cosmetology does not discriminate in its employment, admission, instruction, or graduation policies on the basis of age, race, creed, color, religion, sex, financial status, national or ethnic origin or disability to the extent of the law. Each student enrolling must be above the compulsory age of 17; if the student is under the age of 18 they must have parent/guardian approval. The School does not make any effort to recruit students that are already attending or admitted to another school offering a similar program of study. The School requires that each student enrolling in the Cosmetology, Esthetician, Manicuring, and Cosmetology Instructor program must:

- Complete an application for enrollment.
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.

In the absence of the above documentation, the applicant must take and pass an approved ability-to-benefit test administered according to the test publisher's guidelines by an approved Independent Test Administrator. In lieu of passing an ability-to-benefit test, the applicant may enroll in and successfully complete at least 6 credit hours or 225 clock hours, if the program is longer than 600 clock hours.

Cosmetology Instructor applicants must meet all of the above requirements and:

- Hold a current license as a practitioner in the field they wish to teach
- Complete an application for enrollment

Former students of Bela's School of Cosmetology who wish to re-enter must request approval from the school administration. The request will be reviewed and a decision made within thirty days of the request. Students who wish to re-enter within thirty days of the original withdrawal date will be charged for hours remaining plus a re-entry fee. Students who re-enter more than thirty days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Tuition rates current at the time of re-entry will apply to hours remaining in the program. Satisfactory arrangements for payment of any balance owed under the previous enrollment must be made prior to re-entry. Students who withdraw from enrollment two (2) times may not be considered for re-enrollment. Re-entry students will be responsible for purchasing the required books, kits, and supplies to satisfy the training requirements in the applicable program.

Individuals wishing to transfer credits earned at other institutions will be tested by a member of our staff, and based on test results, if applicable, Bela's School of Cosmetology may recognize all or part of the applicant's previous training or work experience, provided said training is recognized by the Department of Labor and Economic Growth. Transfer students must comply with the class level assigned as a result of the scholastic evaluation. In addition, such students must meet all regular entrance and registration requirements. If approved for enrollment, tuition will be charged at the hourly rate for the course study at the time of enrollment plus the applicable registration fee. All applicants must purchase a kit, the applicable texts, and uniform according to the standard policy for full course students. Contact the school administration office or visit our website at [www.mrbelas.com](http://www.mrbelas.com) for applicable kit prices.

To be eligible to receive title IV funding a student must have obtained either a high school diploma or GED. If a student is denied admission to the school, their records will be destroyed. All candidates will be informed of the responsibilities and dedication they must be willing to extend, in class and in the field in which they can be trained. Transfer students will be given credit in accordance with the regulations of the MI State Board of Cosmetology.

## **ADVISING**

The School's personnel are ready to be of assistance to student as needed. Information and advice are available to students regarding licensure requirements, reciprocity, employment opportunities, opportunities for continuing education, financial assistance, referrals for professional assistance, and student progress within the course of study. Any problems that may arise will be discussed privately. The admissions personnel have office hours that he/she is available to discuss student concerns.

## **ATTENDANCE**

Students are expected to attend classes according to their assigned schedule. Full time students are scheduled to attend 30 hours weekly and part-time students are scheduled to attend 20 hours weekly. Students are issued a computerized swipe card to be used for clocking in and out. The computer records actual hours attended and does not round hours to any degree. Thus the school gives appropriate credit for all hours attended. In addition, the school does not add or deduct attendance hours as a penalty or reward. Attendance is monitored on the 16<sup>th</sup> of each month to determine unofficial withdrawals that have been absent at least 15 calendar days at that time.

## **CHANGE OF ATTENDANCE POLICY**

A student during their enrollment, if available, will be allowed to transfer their schedule one time. Due to the revision of all documentation for attendance changes, the student will incur an administrative fee of \$100.00 for such requests.

## **UNIFORMS AND KITS**

The School requires a uniform consisting of the Bela's School of Cosmetology issued pants, shirt, and apron. Students must wear tennis shoes or like footwear. Students may order additional uniforms at any time during their course of study, for a fee \$85.00. Compliance with the published dress code is required at all times. Students are preparing for a career in the beauty industry and are expected to be well groomed and professionally attired during the course of study. The School will provide the tools and implements required for completion of the program upon receipt of deposit.

## **MANDATORY HOURS**

Each student is required to attend school on their designated service day:

Full Time Students: Thursday

Part Time Day and Evening Students: Saturday

These two (2) days are critical to the development of skills required for career success. If the student is receiving financial aid, the student's account will be charged when an award becomes available. Students may be excused for the day for documented mitigating circumstances such as medical reasons or family emergencies; however, students must call in by 9:30 a.m. to ensure the excused absence will be granted.

## **TARDINESS**

Arrive for all classes on time. If more than 10 minutes late, a student will not be allowed to attend class or to clock in, unless they have documentation, medical or legal, verifying their excuse for tardiness. A student with appropriate documentation may clock in up until 11:00 a.m. (Full-time students) or 5:30 p.m. (Part-time students). Excessive tardiness could result in suspension or termination.

## **MAKE-UP WORK**

Students who have been absent for any reason are required to make up any missed classes, including written tests, practical tests, and homework. Make-up work is required to be completed during regular school hours on the preceding Wednesday.

## **EXCUSED AND UNEXCUSED ABSENCES**

Bela's School of Cosmetology lengthens the end of term date on the enrollment agreement to include a one month extension of the enrollment term. This extension is intended to allow for student absences such as but not limited to illness, medical appointments, daycare issues, ect. Students are required to contact the administrative offices for any absences extending more than three consecutive days.

## **TERMINATION**

We reserve the right to take disciplinary measures for insubordination, refusal to cooperate with instruction and schedule, or in any case where we feel the student is not appearing or conducting their self in a professional manner, or in a way which is not a credit to the profession or school. Disciplinary measures can range from a verbal warning, to write up, to a suspension or expulsion.

## **GRADUATION REQUIREMENTS**

Students must maintain a 75% grade average, complete all required practical assignments, take and pass a final written and practical examination, complete program hours required for licensure, and make satisfactory arrangements for payment of monetary obligations to the school. Upon completion of all graduation requirements, a Diploma will be awarded to the student. Transcripts will not be released until all graduation requirements have been satisfied.

**LEAVE OF ABSENCE FORMAL POLICY**

A Leave of absence (LOA) will not involve any additional charges by the institution.

Each student must request an LOA from the school in writing and it must be approved by the Administration. The LOA form must be filled out completely with an explanation of why the student is requesting the LOA. In addition, there must be a reasonable expectation that the student will return to school otherwise the LOA will be denied.

If a student fails to return on their scheduled return date the student will be withdrawn from the program and termination of contract will begin that day. The withdrawal date for the purpose of calculating a refund will be the last date of attendance. **WARNING: If you fail to return to school on your scheduled return date your grace period for your loan payments will start retroactively on the day the LOA began and repayment will begin sooner than expected.**

In rare cases of emergency that would prevent a student from providing a prior written request the information may be phoned in and documented by the Academy. However, the student is required to come in and complete, sign, and date the LOA form as soon as possible but no later than 30 days after the initial phone request. If a student fails to complete the LOA form within the required 30 days the student will be withdrawn from the program and as stated previously, the grace period for loan payments will start retroactively on the day the LOA began and repayment will begin sooner than expected.

The LOA together with any additional leaves of absence must not exceed 180 days in any 12-month period.

The institution will extend the student’s enrollment agreement period by the same number of days taken in the LOA.

Students Name: \_\_\_\_\_  
Today’s Date: \_\_\_\_\_  
Requested Leave Start Date: \_\_\_\_\_  
Requested Leave Return Date: \_\_\_\_\_

Reason for Request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Reason for Disapproval:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SCHOOL POLICY ON THE HANDICAPPED**

Bela's School of Cosmetology complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person by reason the handicap will be excluded from enrolling in a program of instruction.

## **SCHOOL POLICY ON STUDENT CLINIC SERVICES**

Students may receive personal services if:

1. Maintain good academic standing
2. Not have any missing assignments
3. Maintain good attendance standing
4. Have completed any make-up test, if necessary
5. Have permission of their instructor
6. Must not have left early, missed a day, or arrived late within the preceding week of receiving services.
7. Full time students may receive services **ONLY** on Monday. Evening students may receive services only on Tuesday or Wednesday night.

## **PRIVACY AND ACCESS TO FILES POLICY**

In compliance with the FERPA (Family Education Right to Privacy Act), Bela's School of Cosmetology guarantees each student (or parent/guardian if the student is a dependent minor) access to his/her educational records at a time convenient to the student and applicable school official. A school official must be present during any review of student files. The School requires written consent from the student or parent/guardian for release of records in response to third party requests, unless otherwise required by law (e.g., subpoena issued by the court). The School does not elect to publish "directory information" on students enrolled in the institution. The School provides and permits access to student and other school records as required for any accreditation process initiated by the School or by the National Accrediting Commission of Career Arts & Sciences, or in response to a directive of the Commission. All student records will be maintained for a period of seven years. All financial records are maintained in metal file cabinets in a secured facility.

## **LICENSURE FEE REIMBURSEMENT POLICY**

Students that complete any program, show proof that they have received their license, and have completed the Graduate Student Survey will be refunded half of the base state licensure testing fee. Student must pay the base state licensure testing fee and receive there license to be reimbursed half the base state licensure testing fee. Currently the reimbursement amount is \$80.50. Students that receive there license and are gainfully employed and show proof of employment in the field of study they received there license will be reimbursed the other half of the base state licensure testing fee. Currently the reimbursement amount is \$80.50. Students will not be reimbursed for any addition testing fees other then the base state licensure testing fee. Total base state licensure testing fee is currently \$161. Base state licensure testing fees and reimbursement amounts are subject to change, regulated by the base state licensure testing fee at the time the student takes there state board test. Reimbursement period of the base state licensure testing fee is only valid within 12 months from the time the students graduates from Bela's School of Cosmetology.

## STANDARDS OF CONDUCT

Bela's School of Cosmetology sets forth specific Standards of Conduct the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goal orientations during training can only enhance the graduate's potential for success. All students must:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are complete.
2. Arrive for all classes on time. If more than 10 minutes late, a student will not be allowed to attend class or clock in, without documentation. Excessive tardiness could result in suspension or termination.
3. Complete all assigned theory, practical and clinic assignments in the designated time frame including any assignments required to establish eligibility to retake failed exams or take missed exams. It is the student's responsibility to contact the instructor regarding make-up exams.
4. The application for licensure will not be sent to the State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
5. Notify a staff member after two consecutive days of absenteeism.
6. Follow time clock procedures by clocking in and out to accurately reflect hours of attendance. No student may clock in/out for others.
7. Obtain permission from a staff member to leave the facility for any reason other than lunchtime and closing.
8. Adhere to an English speaking environment within the facility.
9. Comply with the published dress code with nametag and uniform, and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
10. NOT smoke, chew gum, eat or drink except in designated area.
11. Comply with scheduled lunch breaks. The time for the lunch break will depend on the class schedules and the clinic floor services that are assigned. As a consideration to fellow students, clients, and instructors, please notify the School if you are not returning from lunch.
12. Students not returning from lunch or leaving prior to sign out schedule (at earliest 2:00 p.m.) will be given a one day suspension.
13. Practice courtesy and professionalism at all times when dealing with other students, clients, or visitors to the School and staff.
14. Follow all state laws and regulations at all times during attendance in school.
15. Comply with the School's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress will result in delayed graduation, delayed or loss of federal funding (if applicable), and assessment of extra instructional charges.
16. Understand that training involves sanitation, cleanliness and care of 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.
17. Discuss only ethical and professional subject matters during school hours and refrain from using profanity.
18. Be fair, honest, and never steal.
19. Refrain from willful destruction of property.
20. Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
21. Be involved in curriculum related activities at all times when clocked in. Excessive time in the student lounge is not allowed. Students who are not clocking in may not linger in the facility and distract other students from training responsibilities.

## **STANDARDS OF CONDUCT CONTINUED**

22. Refrain from using the business telephone (or personal cellular phones) for incoming or outgoing calls without the express permission of a staff member or at designated times.
23. Park only in the designated areas for student parking. Front row parking is always reserved for client use.
24. Know all pricing and service policies of the School and the name, purpose, benefits, procedures and costs of product used.
25. Keep all student and client analysis and service records up to date.
26. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
27. Strive to continually improve abilities through education and practice.

## **DISCIPLINARY POLICIES**

Any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions:

**PROBATION:** A student may be placed on probation for a specified time for any infraction of the Standards of Conduct. If the student does not correct the problem, he/she will be placed on a second probation.

**SUSPENSION:** Enrollment may be immediately suspended for three (3) days for any infraction of the Standards of Conduct or General Policies at the discretion of the school administration.

**DISMISSAL/TERMINATION:** Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of this institution or for any of the following reasons:

1. Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement.
2. Non-conformance with the state laws and regulations governing schools and students.
3. Non-compliance with the School's Satisfactory Academic Progress Policy.
4. An action that causes or could cause bodily harm to a client, student or employee of the School.
5. Theft.
6. Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol.
7. Immoral or improper conduct.
8. Willful destruction of school property.

Disciplinary decisions may be appealed by submitting a clear, concise, written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management or the corporate office by means of the institution's grievance procedure. Concerns that are not made known to the applicable management personnel cannot be effectively addressed in a timely manner. Students may refer their grievance if unsolved to the following address:

MI Department of Labor & Economic Growth  
Board of Cosmetology  
P.O. Box 30244  
Lansing, MI 48909  
(517) 241-9201

## **STUDENT SERVICES**

### Housing Accommodations:

Bela's School of Cosmetology does not own or maintain any housing facilities. Housing accommodations will be up to the student and/or family to secure. The following are to serve as a guide only. The student should make an educated decision regarding personal services.

### Medical Facilities

St. John Macomb Hospital  
11800 E. 12 Mile Rd.  
Warren, MI 48093  
(586) 573-5075

### Crisis Help

Domestic Violence (248) 542-0030

Police 911  
Non-Emergency (586) 574-4700

Fire 911  
Non-Emergency (586) 774-2270

Ambulance (586) 778-7250

Planned Parenthood of Mid-MI. (586) 558-0101

Library (586) 755-5750  
23333 Ryan Rd.  
Warren, MI 48092

Additional student service information is available upon the student's request.

## CAMPUS CURRICULUM – COURSE OUTLINES

All programs offered by Bela’s School of Cosmetology follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each course. Those policies are stated here and considered to be an integral part of each of the course outlines contained in this section of the catalog.

Grading procedures: Students are assigned theory study and a minimum number of practical assignments are required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Numerical Grade	Letter Grade
95-100	A
85-94	B
75-84	C
74-65	D
Below 65	F

Cosmetology 1500 Hours: Theory 425 Hours, Lab 1075 Hours

Positions could include, but are not limited to: A Cosmetologist, a salon stylist or owner, an educator, a product representative, a platform artist and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

Esthetician 600 Hours: Theory 200 Hours, Lab 400 Hours

Positions could include, but are not limited to: An Esthetician, a salon owner, an educator, a product representative, a platform artist and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

Cosmetology Instructor 600 Hours: Theory 150 Hours, Lab 450 Hours

Positions could include, but are not limited to: A Cosmetology instructor, school owner, an educator, director of education, a product representative, a platform artist and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

Manicuring 600 Hours: Theory 290 Hours, Lab 310 Hours

Positions could include, but are not limited to: A Manicurist, a salon owner, an educator, a product representative, a platform artist and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

## UNITS OF INSTRUCTION AND HOURS

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Course Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

### COSMETOLOGY (1500 CLOCK HOURS)

All candidates will be informed of the responsibilities and dedication they must be willing to extend, in class and in the field in which they can be trained. The School does not make any effort to recruit students that are already attending or admitted to another school offering a similar program of study.

Description: The primary purpose of the Cosmetology Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon graduation, a student must take and pass the board of cosmetology exam to obtain licensure. Positions could include, but are not limited to: A salon stylist or owner, an educator, a product representative, a platform artist and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

Course Objectives: Upon completion of the course requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and nail extensions.
4. Perform the basic analytical skills to determine the best possible makeup, hairstyle, and hair color for each client.
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

SUBJECT	Theory Hrs.	Practical Services
Sanitation/Patron Protection	90	40
Facials	35	80
Hairdressing	125	400
Scalp and Hair Treatment	10	15
Hair Coloring	40	170
Chemical Hair Restructuring	40	180
Applied Chemistry & OSHA	20	10
Applied Anatomy	45	0
Manicuring/Pedicuring	15	55
Artificial Nails	5	15
Unassigned	0	110
<b>TOTAL</b>	<b>425</b>	<b>1075</b>

## CAMPUS CURRICULUM – COURSE OUTLINES

All programs offered by Bela’s School of Cosmetology follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each course. Those policies are stated here and considered to be an integral part of each of the course outlines contained in this section of the catalog.

Grading procedures: Students are assigned theory study and a minimum number of practical assignments are required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Numerical Grade	Letter Grade
95-100	A
85-94	B
75-84	C
74-65	D
Below 65	F

Cosmetology 1500 Hours:                      Theory 425 Hours, Lab 1075 Hours

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

## UNITS OF INSTRUCTION AND HOURS

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Course Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

## ESTHETICIAN (600 CLOCK HOURS)

All candidates will be informed of the responsibilities and dedication they must be willing to extend, in class and in the field in which they can be trained. The School does not make any effort to recruit students that are already attending or admitted to another school offering a similar program of study.

Description: The primary purpose of the Esthetician Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon graduation and licensure, positions could include, but are not limited to: A salon stylist or owner, an educator, a product representative, a platform artist and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

Course Objectives: Upon completion of the course requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy service for value received in an employer/employee relationship.
3. Perform basic skills in the areas of skin analysis, skin care, and makeup application.
4. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

SUBJECT	Theory Hrs.	Practical Hrs.
Sanitation/Patron protection	50	130
Mechanical and Electrical equipment safety	30	30
Anatomy and Disorders	40	0
Artistic Principles/Make-Up	25	30
Facials/Skin Care Techniques	30	130
Chemistry/OSHA	15	0
Temporary Removal of Hair	10	30
Unassigned Hours	0	50
<b><u>TOTAL</u></b>	<b><u>200</u></b>	<b><u>400</u></b>

\*\*Students must purchase a tackle box and two (2) small, hard, plastic containers.

## CAMPUS CURRICULUM – COURSE OUTLINES

All programs offered by Bela's School of Cosmetology follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each course. Those policies are stated here and considered to be an integral part of each of the course outlines contained in this section of the catalog.

## STATE OF MICHIGAN – CLOCK HOUR REQUIREMENTS

The state of Michigan requires Esthetician students to complete a total of 400 clock hours of training to be eligible for licensure.

Bela's School of Cosmetology feels it is a benefit to the student to exceed the state requirements, as to afford students an extended knowledge of their field. Additional training in their course of study including more practical experience with clientele, additional state board preparation and theory review.

Grading procedures: Students are assigned theory study and a minimum number of practical assignments are required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Numerical Grade	Letter Grade
95-100	A
85-94	B
75-84	C
74-65	D
Below 65	F

Esthetician 600 Hours: Theory 200 Hours, Lab 400 Hours

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

## UNITS OF INSTRUCTION AND HOURS

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Course Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

## COSMETOLOGY INSTRUCTOR (600 CLOCK HOURS)

All candidates will be informed of the responsibilities and dedication they must be willing to extend, in class and in the field in which they can be trained. The School does not make any effort to recruit students that are already attending or admitted to another school offering a similar program of study.

Description: To train Licensed Cosmetologist in the area of providing Cosmetology knowledge to others through acceptable teaching methods and standards. To become State Licensed to teach all phases of Cosmetology in a licensed institution. Graduation requirements are: Completing 600 hours of training and a passing grade of 75% and all tuition paid. Graduates will receive a diploma.

Course Objectives: Upon completion of the course requirements, the determined graduate will be able to:

1. Practice effective communication skills, visual poise, and proper grooming.
2. Respect the need to deliver worthy instruction between themselves and the student body.
3. Perform basic skills in the areas of instruction, classroom management, and positive student interaction.
4. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

SUBJECT	Theory Hrs.	Practical Hrs.
Orientation and review of cosmetology curriculum	25	50
Introduction to teaching	30	0
Course outlining and development	80	85
Law & Rules	15	10
Teaching	0	75
Practice teaching in the clinic and theory rooms	0	130
Unassigned Hours	0	100
<b><u>TOTAL</u></b>	<b><u>150</u></b>	<b><u>450</u></b>

## CAMPUS CURRICULUM – COURSE OUTLINES

All programs offered by Bela's School of Cosmetology follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each course. Those policies are stated here and considered to be an integral part of each of the course outlines contained in this section of the catalog.

## STATE OF MICHIGAN – CLOCK HOUR REQUIREMENTS

The state of Michigan requires Instructor Trainee students to complete at total of 500 clock hours of training to be eligible for licensure.

Bela's School of Cosmetology feels it is a benefit to the student to exceed the state requirements, as to afford students an extended knowledge of their field. Additional training in there course of study including instructional methodology.

Grading procedures: Students are assigned theory study and a minimum number of practical assignments are required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% and pass a final written and

practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Numerical Grade	Letter Grade
95-100	A
85-94	B
75-84	C
74-65	D
Below 65	F

Cosmetology Instructor 600 Hours: Theory 150 Hours, Lab 450 Hours

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

### **UNITS OF INSTRUCTION AND HOURS**

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Course Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

## MANICURING (600 CLOCK HOURS)

All candidates will be informed of the responsibilities and dedication they must be willing to extend, in class and in the field in which they can be trained. The School does not make any effort to recruit students that are already attending or admitted to another school offering a similar program of study.

Description: The primary purpose of the Manicuring Program is to train the student in basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or related career fields. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon graduation and licensure, positions could include, but are not limited to: A salon stylist or owner, an educator, a product representative, a platform artist and much more. Upon completion of the program and graduation requirements, the student is awarded a diploma.

Course Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- 1 Practice effective communication skills, visual poise, and proper grooming.
- 2 Respect the need to deliver worthy service for value received in an employer/employee relationship.
- 3 Perform basic skills in the areas of manicuring, pedicuring, and nail extensions.
- 4 Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

SUBJECT	Theory Hrs.	Practical Hrs.
Sanitation/Patron Protection/Laws and Rules	50	50
Anatomy and Disorders	25	0
Artistic Principles	25	40
Manicuring/Pedicuring Techniques	10	50
Special effects/Sculptured nails	25	0
Product Knowledge/Professional Development/Employment Preparation	65	5
Artificial Nails/extensions/repairs	70	145
Chemistry/OSHA	15	0
Unassigned Hrs.	5	20
<b><u>TOTAL</u></b>	<b><u>290</u></b>	<b><u>310</u></b>

\*\*Students must purchase a tackle box and two (2) small, hard, plastic containers.

## CAMPUS CURRICULUM – COURSE OUTLINES

All programs offered by Bela's School of Cosmetology follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each course. Those policies are stated here and considered to be an integral part of each of the course outlines contained in this section of the catalog.

## STATE OF MICHIGAN – CLOCK HOUR REQUIREMENTS

The state of Michigan requires Manicuring students to complete a total of 400 clock hours of training to be eligible for licensure.

Bela's School of Cosmetology feels it is a benefit to the student to exceed the state requirements, as to afford students an extended knowledge of their field. Additional training in their course of study including more practical experience with clientele, additional state board preparation and theory review

Grading procedures: Students are assigned theory study and a minimum number of practical assignments are required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Numerical Grade	Letter Grade
95-100	A
85-94	B
75-84	C
74-65	D
Below 65	F

Manicuring 600 Hours: Theory 290 Hours, Lab 310 Hours

Instructional Methods: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

## UNITS OF INSTRUCTION AND HOURS

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Course Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

## TUITION AND FEES

PROGRAM	KIT	BOOKS	REGISTRATION	TUITION	TOTAL
Cosmetology	\$1,425	\$150	\$125	\$14,200	\$15,900
Cosmetology Instructor	N/A	\$150	\$125	\$4,800	\$5,075
Esthetician (600 Hour)	\$1,775	\$125	\$125	\$4,000	\$6,025
Manicuring (600 Hour)	\$1,775	\$125	\$125	\$4,000	\$6,025

## ADDITIONAL FEES AND EXPENSES

Cosmetologist License	\$161
Esthetician License	\$161
Manicuring License	\$161
Cosmetology Instructor License	\$161

\*\*Esthetician and Manicuring students must purchase a tackle box and two (2) small, hard, plastic containers.

## EXTRA INSTRUCTIONAL CHARGES

Bela's School of Cosmetology has reserved a seat in class for each student enrolled and contracted with the student to allow for a reasonable period of time for program completion. If the student fails to attend school according to his/her assigned schedule, the scheduled contract ending date may expire prior to the student completing the required hours for licensure. If that should occur, the student will be required to pay an hourly fee of \$7.00 per hour, beyond the contract ending date for course completion and satisfaction of all graduation requirements.

## GENERAL COST OF ATTENDANCE

In addition to tuition and fees for education, student's face monthly living costs for room, board, personal expenses and transportation while enrolled in school. Students living with parents can expect the monthly living costs of approximately \$728.33; students living independently can expect approximate monthly living costs of \$791. Students with dependent children must also consider reasonable childcare costs. It is important to remember, however, that room, board and personal expenses occur whether or not an individual is enrolled in career education.

## COURSE COSTS AND PAYMENT TERMS

Charges for each course offered at the School will include a registration fee and tuition charges. The applicable text book(s) and School uniforms are included in the kit. For more information regarding uniforms and kits, please refer to that section of this catalog. Specific costs for each course are also outlined in this catalog.

Each course has been scheduled for completion within an allotted time frame. The School has reserved space, equipment, and licensed instructors. If a student does not graduate within the contract period, additional training will be billed at an additional \$7.00 an hour. The School may, at its option, and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied.

## PAYMENT METHODS

Payments for institutional charges may be made in the form of Financial Aid disbursements, Cash, Money Orders, Check, Visa and Master Card.

## **FUNDING ASSISTANCE AVAILABLE**

The School is determined eligible by the United States Department of Education to participate in Title IV Financial Aid Programs. Student tuition may be paid by cash, check, money order or through financial aid, which is defined as assistance that the student has been or will be awarded from Federal, State, Institutional, or other scholarship, grant or loan programs. Students may be eligible for an institutional loan, an SLM loan, other loan(s) the School may have available, upon credit approval, for the applicant and, if applicable, co-borrower. The applicant, and if applicable, co-borrower, will be required to sign a formal installment note that requires making agreed upon payments.

Awards of Title IV federal assistance (if applicable) received by students will apply first to tuition owed and then to the student for education related expenses. All financial aid disbursements will be made in accordance with federal regulations and guidelines. Financial Aid will be credited to the student's account at least twice during the academic year of 900 hours and 30 weeks. Students will receive an award letter which states, in writing, how much and when disbursements will be made.

**Pell Grants:** Federal Pell Grants range in award amounts from a minimum of \$0 to approximately \$5730 per academic year. The amount of the award depends upon the actual cost of attendance at the School. The student must meet the School's satisfactory academic progress requirements in order to remain eligible for pell grant disbursements. Awards are primarily determined by the student's family income and size as well as the cost of attendance at the school.

**Federal Direct Loan Program:** To qualify for this loan, the student must be a resident of Michigan or a non-resident attending an eligible post-secondary school. Any undergraduate or graduate/professional student who demonstrates financial need and is enrolled at least on a half time basis, in an eligible program, at an eligible institution, may apply for a Federal Direct Student Loan. The borrower's repayment begins six (6) months after the student graduates, withdraws or drops below half-time enrollment status. Students who do not qualify for interest subsidies under the Federal Direct Loan Student Loan who qualify only for partial annual loan limits and need additional assistance, may apply for an unsubsidized Federal Direct Student Loan. The School may certify Federal Direct Student Loans (subsidized or unsubsidized) to be delivered to the student for costs other than tuition and fees.

Please refer to **The Student Guide**, a handbook on Financial Aid from the U.S. Department of Education, which contains information regarding student eligibility, criteria for selecting recipients and determining award amounts. All applicants for financial aid must contact the campus financial aid assistant and complete statistical profile form as well as the Free Application for Student Federal Aid (FASFA). In addition to the Federal Title IV Financial Aid Programs, students attending the School may apply for full or partial scholarships. For more information, contact the campus admission's office.

Other forms of assistance may be available to qualified applicants from the Veteran's Administration, Division of Vocational Rehabilitation, etc. For more information regarding financial assistance, how to obtain an applicable refund, or review sample refund calculations, contact the campus administration office. To obtain an applicable refund, a withdrawing student must contact the administration office, attend an exit interview and complete all required exit paperwork.

## **SCHOLARSHIP POLICY**

Bela's School of Cosmetology periodically offers new enrollee scholarships. The student must begin attendance during the enrollment period specified and be making SAP at the last evaluation period of their program to be eligible.

## **SCHOOL CALENDAR**

All programs offered are tentatively scheduled to start on the second Monday of January, the second Monday of May and the first Monday following the Labor Day holiday. Please contact the administrative offices as enrollment dates near for verification. The time of enrollment is included as part of the enrollment agreement. The Director may declare other holidays. Students will be notified of any school closures due to weather, building issues or any other unforeseen circumstances via local news outlets.

New Years Day      Labor Day      July 4<sup>th</sup>      Thanksgiving Day      Memorial Day  
   Christmas Day

## **LICENSURE REQUIREMENTS**

The State of MI requires that every applicant for examination meet the following requirements:

- Satisfactory completion of the required hours designated for the specific program of study.
- Submit to and pass the applicable examination.

## **GRIEVANCE POLICY**

Bela's School of Cosmetology committed to providing a sound and positive educational environment. Understanding that there may be times when students want to express concerns or feel the need to file an official grievance, the School has adopted the following procedure:

1. File the complaint in writing by means of a letter to the Director of the School outlining the allegation or nature of the complaint.
2. Within 10 days of receipt of complaint, a school representative will meet with the complainant.
3. If the problem is not resolved through discussion, the complainant will be referred to the School's complaint committee.
4. The School's complaint committee will meet within 21 calendar days of receipt of the complaint and review allegations. Complainant must bring a copy of written record of prior meeting with School representative.
5. If more information is needed, a letter will be written outlining the additional information requested.
6. If no other information is needed, the complaint committee will act on the allegations, and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to resolve the concern or information to show that the allegations were not warranted or based on fact.

Students who feel their grievance is unresolved may refer their grievance to the following address:

MI Department of Consumer & Industry Services  
Board of Cosmetology  
P.O. Box 30244-Lansing, MI 48909  
(517) 241-9201

NACCAS  
4401 Ford Avenue, suite 1300  
Alexandria, VA. 22302  
(703) 600-7600

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1200	clocked (scheduled) hours
Esthetician	300	clocked (scheduled) hours
Manicuring	300	clocked (scheduled) hours
Cosmetology Instructor	300	clocked (scheduled) hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### **ATTENDANCE PROGRESS EVALUATIONS**

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

### **MAXIMUM TIME FRAME**

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

<b>COURSE</b>		<b>MAXIMUM TIME ALLOWED</b>	
		<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Cosmetology	(Full time, 30 hrs/wk) - 1500 Hours	81	Weeks 2250
Cosmetology	(Three-quarter time, 24 hrs/wk) – 1500 Hours	93.75	Weeks 2250
Cosmetology	(Part time, 20 hrs/wk) – 1500 Hours	108	Weeks 2250
Esthetician	(Full time, 30 hrs/wk) – 600 Hours	30	Weeks 900
Esthetician	(Three-quarter time, 24 hrs/wk) – 600 Hours	37.5	Weeks 900
Esthetician	(Part time, 20 hrs/wk) – 600 Hours	42	Weeks 900
Cosmetology Instructor	(Full time, 30 hrs/wk) – 600 Hours	30	Weeks 900
Cosmetology Instructor	(Three-quarter time, 24 hrs/wk) – 600 Hours	37.5	Weeks 900
Cosmetology Instructor	(Part time, 20 hrs/wk) – 600 Hours	42	Weeks 900
Manicuring	(Full time, 30 hrs/wk) – 600 Hours	30	Weeks 900

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

### **ACADEMIC PROGRESS EVALUATIONS**

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

NUMERICAL GRADE	LETTER GRADE
95-100	A
85-94	B
75-84	C
74-65	D
Below 65	F

### **DETERMINATION OF PROGRESS STATUS**

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

### **WARNING**

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

### **PROBATION**

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

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

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

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## WITHDRAWAL AND SETTLEMENT POLICY

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

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

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
  - 2 A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
  - 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$125.
  - 4 A student notifies the institution of his/her withdrawal in writing.
  - 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  - 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
  - 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

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

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment and instruction has begun, the school will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school. The school does not participate in any teach-out agreement with another institution.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

The student's withdrawal date, for the purposes of calculating returns to Title IV, shall be the last date of academic attendance as determined by the institution from its attendance records. Attendance is monitored on the 15<sup>th</sup> of each month to determine unofficial withdrawals for students who have been absent for 30 consecutive days without prior approval.

If a Title IV financial aid recipient withdraws or is terminated prior to program completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Direct Student Loan Program; second to subsidized Federal Direct Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

**Collection: If a student defaults on his/her monetary obligations to the School, student will be responsible for collection costs, interest, and attorney fees.**

## **ORGANIZATIONS AND AFFILIATIONS**

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MI Department of Consumer & Industry Services

Board of Cosmetology

License Number 2707000073

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American Association of Cosmetology Schools