

# **Mitchell Cosmetology College, INC.**

**116 First Street South, Suite 10  
Alabaster, AL 35007**

**205-663-7126**

**205-663-7132**

# **CATALOG**

**Revised August 2015**

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LANGUAGE OF INSTRUCTION IS ENGLISH

## **THE SCHOOL**

Mitchell Cosmetology College, Inc. is located at 116 First Street South, Suite 10, Alabaster, Alabama 35007. The school is a 4000 square foot masonry and brick building consisting of a classroom and technical floor where students are able to learn and practice cosmetology.

The school was founded in July 1986 by Tim Mitchell, a licensed cosmetology instructor, who also holds a BS degree from Jacksonville State University. He also holds a Vocational Education Teacher's Certificate from UAB and Athens State. Tim Mitchell is currently the owner of Mitchell Cosmetology College, Inc.

Mr. Mitchell was also a former Vice Chairman of the Alabama Board of Cosmetology, District Six, a member of the Hair America Design Team of the National Cosmetology Association and was President of the Alabama Cosmetology Association.

## **MITCHELL COSMETOLOGY COLLEGE, Inc. SCHOOL PHILOSOPHY**

Mitchell Cosmetology College, Inc. is dedicated to educating quality students with the fundamental knowledge to meet present and future demands of the industry. Each student admitted receives individual instruction in technical skills, professional services, business and job-related information in theory and "hands-on" technique classes. Each student also participates in closely supervised cosmetology services on the clinic floor.

## **MISSION STATEMENT**

The primary mission of Mitchell Cosmetology College, Inc. is to train students in such a professional manner that they will acquire the basic and advanced skills necessary to become licensed and employed in their field of study. Mitchell Cosmetology College, Inc. provides a high level of educational performance to our students with cosmetology "hands-on" training for career preparation. Mitchell Cosmetology College, Inc. objective is to provide advanced training and techniques to our students. Mitchell Cosmetology College, Inc. stresses the teaching of quality education for the improvement of the student's skills, well-being, profession and their achievement in the community.

### **How We Meet Our Mission:**

Mitchell Cosmetology College, Inc. takes care to ensure that instructional methods are updated and students are aware of current trends and fashion. This statement will be reviewed and evaluated annually by the staff, administration and advisory committee to ensure that the goals of Mitchell Cosmetology College, Inc. continue to be relevant and up-to-date.

Mitchell Cosmetology College, Inc. strives to teach the students to be knowledgeable in their field. The college has an advisory committee, which provides annual feedback of important information such as the curriculum, facilities, equipment, the placement rate and rate of satisfactory completion by students.

Mitchell Cosmetology College, Inc. solicits feedback from current students and graduates annually based in its mission and educational objectives. We implement improvements and changes as applicable.

## **FACILITIES AND EQUIPMENT**

Mitchell Cosmetology College, Inc. is a modern facility designed to afford maximum support of the teaching and learning environment. The schools have an executive office, a theory room (consisting of various types of visual training aids, charts, tablet arm chairs and a comprehensive library of books and periodicals available for checkout via a faculty member), laboratories and clinic areas (consisting of work stations, sterilizers, dispensary for supplies and chemicals, shampoo bowls, manicuring tables, manikins and dryers for practical applications and demonstrations of Cosmetology). The support areas, including the student lounge with its microwave, refrigerator and various vending machines and the linen laundry facilities are well appointed and round out these modern facilities.

## **LICENSING AND ACCREDITATION**

Mitchell Cosmetology College, Inc. is a candidate for accreditation by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432, 703-527-7600 and licensed by the State of Alabama Board of Cosmetology, RSA Union Bldg 100 North Union Street, Suite 320, Montgomery, Alabama 36130-1750, 334-242-1918.

## **SCHOOL CALENDAR AND HOLIDAYS**

Mitchell Cosmetology College, Inc. offer classes during the entire year. Any eligible person may enroll on the first Thursday of any month. School holidays are: New Year's Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

## **SCHOOL HOURS AND CLASS SCHEDULE**

Classes are conducted Tuesday through Saturday.

Tuesday.....	9:00am to 4:30pm
Wednesday.....	9:00am to 4:30pm
Thursday.....	9:00am to 4:30pm
Friday .....	9:00am to 4:30pm
Saturday.....	9:00am to 4:30pm

All students are allowed a 30 minute break for lunch.



## **GENERAL ADMISSION REQUIREMENTS**

Mitchell Cosmetology College, Inc. admits as regular students:

- A. High School Graduates;
- B. Holders of High School Graduation Equivalency Certificates; or
- C. Persons must be at least 16 years of age.

## **COURSE GOALS**

Each course of study offered by the schools is designed to provide a broad base to maximize the employability of its graduates.

### **BASIC COSMETOLOGY**

...to develop in each student basic knowledge and techniques in developing skills in hairdressing, hair shaping, permanent waving, hair relaxing, hair coloring and lightening, facial makeup, manicuring and other related cosmetology subjects.

### **INSTRUCTOR TRAINING**

...to develop in each student instructor the skills and techniques related to the teaching of Cosmetology. To provide supervised practical experience for each student instructor in the training of Cosmetology.

## **OCCUPATIONAL OUTLOOK**

### **COSMETOLOGISTS**

...are licensed to work in a salon or own their business. A cosmetologist may give manicures, scalp and facial treatments, cut and style hair, chemically wave and straighten hair and style wigs and hairpieces. In addition, a licensed Cosmetologist could be employed as a Permanent Wave Specialist, a Color Technician, a State Board Inspector, a Theatrical Hair/Makeup Artist or a Beauty Supply Sales Person.

### **INSTRUCTORS**

...are licensed to teach all phases of Cosmetology to students in a Cosmetology School or to own their own school.

## **COURSE LENGTH**

Cosmetology	1500	Clock Hours (43 weeks)
Instructor	1500	Clock Hours (43 weeks)
Instructor	650	Clock Hours (19 weeks)

## **COSMETOLOGY COURSE**

This course is for students who are pursuing the 1500-hour curriculum to obtain a Cosmetologist License issued by the Alabama State Board of Cosmetology. The course covers basic knowledge and hair shaping, permanent waving, hair relaxing, hair coloring, facial makeup and thermal heat (pressing and curling). The student will receive a basic understanding of science, business management and state law as it relates to Cosmetology. Classroom lectures, demonstrations, mannequin practice, visual and audio aids and contrived salon experiences are included. With basic skills and knowledge of cosmetology, students will have an opportunity to become familiar with the responsibilities that Cosmetologists must assume in the profession and the various working conditions and environments that they will encounter on the job.

**Description:** This course is designed to provide the potential Cosmetologist with an insight into the artistic and esthetic needs of the Cosmetologist, the art of hair care and design, the art of manicuring and doing facials and the knowledge of how to secure current information to serve the public as a Licensed Cosmetologist.

**Text:** "Pivot Point Salon Fundamentals," Pivot Point International, 2nd Ed.

**Objectives:** Upon completion of this course the student will be able to:

- A. perform techniques of hair styling and care using a mannequin;
- B. list four sources of securing current information in the professional field of Cosmetology;
- C. And demonstrate their knowledge and skill to become a licensed Cosmetologist by written examination and performance test.

### **Units of Instruction:**

- Part 1.....Orientation
- Part 2.....Cosmetology Sciences
- Part 3.....Hair Care
- Part 4.....Skin Care
- Part 5.....the Business of Cosmetology

### **Curriculum:**

	Clock Hours
Shampooing .....	57.5 Hours
Scalp & Hair Treatments & Conditioners.....	22.5 Hours
Manicure .....	26.5 Hours
Hair Shaping.....	75 Hours
Hair Styling .....	415 Hours
Permanent Waving .....	140 Hours
Chemical Relaxing .....	22.5 Hours
Hair Coloring.....	182.5 Hours
Skin Care .....	87.5 Hours
Brow and Lash Care.....	16 Hours
Science and Related Services .....	107.5 Hours
Unassigned .....	347.5 Hours
<b>Total .....</b>	<b>1500 Hours</b>



## **INSTRUCTOR COURSE**

This course is for students who are pursuing a 1500-hour or 650-hour curriculum

**{ Instructor trainees must either: (A) Complete 1,500 hours of instructor training in a registered or licensed school in the appropriate field; (B) Or document at least one (1) year of full time work as a licensee in the appropriate field in a salon licensed in the appropriate field, and afterward complete 650 hours of instructor training in a licensed or registered school in the appropriate field. }** to obtain a Teaching License issued by the Alabama State Board of Cosmetology. Following sound training principles, the program provides an opportunity for each student instructor to observe and assist experienced instructors in the performance of their duties, to do skill demonstrations, to supervise practice teaching and to study the principles of teaching. The program permits trainees to apply, in a classroom atmosphere, the practices and theories to which they are exposed as the program unfolds. The Cosmetology profession is in need of well-trained, qualified teachers. This course of study is planned to present a program for the training of the personnel required to supply the need.

**Description:** The program has classroom training in the science of teaching, teacher assistance and observation, performance of demonstrations and supervised practice teaching.

**Text:** "Master Educator, 3<sup>rd</sup> Edition" Milady Publishing Corporation.

**Objectives:** Upon completion of this course the student will be trained to master the subject matter and to be able to impart this knowledge to others by using the latest teaching principles and to become one who sincerely cares for the education of each student.

### **Units of Instruction:**

- Unit 1.....History of Teaching
- Unit 2.....Profile of a Master Educator
- Unit 3.....Educator Relationships
- Unit 4.....Develop Program of Study
- Unit 5.....Educational Aids
- Unit 6.....Skills and Presentation
- Unit 7.....Classroom Management
- Unit 8.....Industry Needs
- Unit 9.....Teaching in a Clinic
- Unit 10.....Student Evaluation Method
- Unit 11.....Diverse Learning Styles
- Unit 12.....Powerful Teaching Methods
- Unit 13.....Achieving Learner Results
- Unit 14.....Performance Evaluation
- Unit 15.....Preparing for Licensure

**NOTE:** To maintain an Active Teacher License, the State of Alabama mandates that instructors must complete at least sixteen (16) hours of Board approved continuing education during each licensing cycle to maintain instructor license status.

<b>Curriculum:</b>	<b>Full School</b>	<b>Salon and School</b>
Orientation .....	60 Hours.....	2 Hours
Alabama Law and Regulations .....	120 Hours.....	28 Hours
Theory .....	360 Hours.....	100 Hours
Practical.....	360 Hours.....	100 Hours
Clinical Floor Work .....	240 Hours.....	140 Hours
Teaching Skills .....	180 Hours.....	150 Hours
Preparing Student Records .....	120 Hours.....	30 Hours
Testing & Evaluation (Unassigned) .....	60 Hours.....	100 Hours
<b>TOTAL.....</b>	<b>1500 Hours.....</b>	<b>650 Hours</b>

### **GRADUATION REQUIREMENTS AND DIPLOMA**

Students will be eligible for the State of Alabama Board of Cosmetology licensing Examination and receive a Diploma when they have:

- A. completed contracted hours of course;  
1500 hours of Cosmetology training for the Cosmetology License  
1500 or 650 hours of Instructor Training for the Teachers License
- B. passed the school's written and practical examinations with a 70% average;
- C. completed all required clinical experiences;
- D. satisfied their financial obligation to the school.

## **INSTITUTION CANCELLATION AND REFUND POLICY**

- a. An applicant not accepted by the school shall be entitled to a refund of all monies paid less the non-refundable application fee of \$100.00.
- b. If a student (or his/her parents in the case of a minor) cancels his enrollment, in writing, within three (3) business days of signing the enrollment agreement, all monies paid to the school shall be refunded, less the \$100.00 non-refundable application fee. The cancellation date will be determined by the postmark on certified mailed notifications, or the date that the information is delivered in person. This policy applies regardless of whether or not the student has actually started training.
- c. If the student cancels after three days, but prior to starting classes, the student is entitled to a full refund less the \$100.00 non-refundable application fee and the \$80.00 registration fee.
- d. For those students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the minimum standards for refunds. The refunds will be completed based on scheduled hours and based on the students last date of attendance.

Percentage of length of Term	Amount of Tuition Owed to the School
0.01 to 4.9 %	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%
- e. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the School. Any monies due the applicant or student shall be refunded within 45 days from any of the following situations whichever occurs first: a) formal cancellation by the Student, or b) formal termination by the School, which shall occur no more than 15 days from the last day of physical attendance, or c) in the case of a leave of absence, the earlier of the date that the student informs the school that he or she will not be returning, or the documented date of return.
- f. In case of illness or disabling accident, death in the immediate family or other circumstance beyond the control of the student, the school will make a settlement which is reasonable and fair to both parties.
- g. Cost of books and supplies and materials become non-refundable.
- h. If the course is cancelled subsequent to a student's enrollment, the School shall either: (1) Provide a full refund of all monies paid; or (2) Provide completion of the course.
- i. If the School is permanently closed and no longer offering instruction after a Student has enrolled, the Student shall be entitled to a pro-rata refund of tuition.
- j. There is a fifty (50) dollar drop fee.

**Other Fees:** For every hour and/or day missed that is unexcused, there is a \$1.50 charge per hour; that is \$12.00 per day. This must be paid at the end of every month. There is a \$5.00 charge per day for being out of uniform without permission.

1<sup>st</sup> Suspension.....\$50.00 re-enrollment fee  
2<sup>nd</sup> or 3<sup>rd</sup> Suspension.....\$100.00 re-enrollment fee

There is a \$50.00 charge for repeating a class in addition to the cost of necessary supplies.

A five (5) dollar fine per day for not following dress code and/or not following rules and regulations.

## **STUDENT GRIEVANCES**

A student who has a grievance concerning any of the school policies, grading system, student conduct, dress code or termination procedures may file a written request for a review with the Chief Executive Officer. A written reply will be made within ten (10) days of receipt by the CEO or his designated representative. If the matter cannot be resolved in this manner, the student may forward the grievance to the Alabama State Board of Cosmetology, RSA Bldg, 100 North Union Street, Suite 320, Montgomery, Alabama 36130-1750, 334-242-1918 [www.aboc.state.al.us](http://www.aboc.state.al.us), or to NACCAS phone # (703) 600-7600, fax # 703-379-2200, [www.naccas.org](http://www.naccas.org)

## **COUNSELING**

As a result of the close daily contact of students and faculty, the students are evaluated on a continuing basis. Students are tested each week, and their scores and overall performances are evaluated by the faculty members. These evaluations are compiled on the Progress Reports which are given to the students. Individual and private counseling sessions are held after the Student Progress Reports have been completed. In addition to academic counseling these sessions may cover such areas as personal and social behavior, financial matters, study habits, grooming and other items. Should the student fail to achieve the minimum passing grades or fail to meet other fundamental standards of the school, they shall be counseled at that point in time. A student may request a counseling session at any time during enrollment. A record of each counseling session shall be made, signed by both the faculty counselor and the student and retained in the student's academic file. If the student is under the legal age of majority, the counseling session shall be held with the student's parent or guardian. Hours and percentage of attendance are posted weekly. Student's grades are recorded weekly also. Students may be counseled at any time, if failure to achieve and patterns are noticed.

## **PRIVACY ACT**

Mitchell Cosmetology College, Inc. guarantees their students (either actively enrolled or previously in attendance) and their parents and/or guardians (if the student is still a dependent minor) the right of access to their files. Files are maintained in the school at the Mitchell Cosmetology College, Inc. Administrative Office in Alabaster, Alabama. A responsible representative of Mitchell Cosmetology College, Inc. will, upon request, review a student's file with him or her assist in the interpretation of the student's records and answer all questions.

## **RIGHT TO STUDENT RECORDS**

Mitchell Cosmetology College, Inc. protects the invasion of privacy rights of its students and staff by releasing only information that is legally required. Information of a personal nature is released only in written instructions of the student or the parent/guardian if the student is a dependent minor. Mitchell Cosmetology College, Inc. must, however, make its student files available to certified, accrediting, regulatory, and other governing agencies that have the legal right to examine such files for their compliance visits. Only copies of original documents will be removed from the school. No portion of a file may be removed or reproduced without the permission of an officer of Mitchell Cosmetology College, Inc. Cumulative educational records are maintained by the school for a minimum of 5 years.

## **NONDISCRIMINATION / HANDICAPPED POLICY**

Mitchell Cosmetology College, Inc. complies with the Civil Rights Act of 1974, as amended, which prohibits discrimination based on sex, age, race, color, ethnic origin, religion, or national origin. The school also complies with the Rehabilitation Act of 1973 which states, "That no qualified person, by reason of handicap will be excluded from enrolling in the course of instruction." The schools will work with a handicapped applicant to ensure that needed or special services are available. Handicapped parking and entrances as well as restroom facilities are available for clients.

## **PLACEMENT SERVICES**

Upon the successful completion of a course, the student may register for any employment assistance with a school official. The school will make the best effort to place students. Alumni are also eligible for placement assistance. A file will be maintained on all students requesting placement services. The school will assist the student in organizing personal information for their resume and will work with students in preparing them in interviewing techniques, if requested. **The student is advised that the law prohibits any college or school from guaranteeing placement as an inducement to enter said school.**

## **STUDENT HOUSING**

Mitchell Cosmetology College, Inc. does not provide student dormitory facilities, but the Chief Executive Officer will help out-of-town students with securing satisfactory housing facilities. It is requested that the student contact the Chief Executive Officer at 116 1st Street South, Alabaster, Alabama 35007 at least thirty (30) days prior to enrollment for assistance with housing arrangements.

## **TRANSFER STUDENTS**

Mitchell Cosmetology College, Inc. accepts transfer students with previous credit from a licensed school as regulated by the Alabama Board of Cosmetology under state law. Such approved school hours will be credited and the student's course of study abbreviated accordingly. The student's tuition to Mitchell Cosmetology College, Inc will also be adjusted accordingly. The school allows students in good standing who temporarily withdraw to reenter without a loss of credit, providing they resume their course work within a period of one (1) year.

## **TRANSCRIPTS**

Students may obtain a transcript from the Business Office upon request if they have fulfilled their financial obligation to the school. The cost is \$5.00 per request.

## **PARKING**

Free parking is readily available on all the schools' campuses.

### **MAKEUP WORK**

Students may be granted the privilege of makeup work at the convenience of the school and with the permission of the school. At the completion of the course, as determined by the scheduled graduation date on the Enrollment Agreement, students must have all makeup work completed. Any time after the scheduled graduation date, the students will be charged the hourly rate listed on their Enrollment Agreement for hours needed to complete the course after subtracting allowed absences of 105 clock hours and written excused absences.

### **ABSENCES**

As noted above, the student will be charged at the hourly rate indicated on the Enrollment Agreement after unexcused absences of 105 clock hours have accumulated and the contract expiration date has passed. An excused absence would be anything with a doctor's note, or jury duty or other documented reason. In addition, students are required to make a written report to the Business Office after each absence. The Business Office must be contacted in the event the student will be absent for any period longer than three (3) school days. The student may call, write a note or contact the Business Office personally. Upon returning to class the student must submit a written statement regarding absence. Daily reports are accurately kept of students' attendance. Students must attend school regularly. If a student does not attend school during their scheduled hours and has not been excused for extenuating circumstances, such absence shall be considered an unexcused absence and so recorded on the student's Progress Report. Because contact with the public is very important, tardiness and unexcused absences will be considered cause for possible interruption of training. ***A STUDENT WILL BE TERMINATED IF THEY EXCEED 15 DAYS OF UNEXCUSED ABSENCES!***

### **LEAVE OF ABSENCE**

Under unusual circumstances a student may be granted a leave of absence from school and not be considered to have withdrawn. The student must be currently attending school when the leave is requested. The leave must be requested in writing, using a Change of Status/Sickness Report form. The Manager of Mitchell Cosmetology College, Inc. must approve the student's request for the leave. Medical leaves of absence will be limited to 180 days if the student presents acceptable medical documentation at the time the leave is granted. All other types of leaves will be limited to 60 days. A student may be granted no more than a total of 180 days Leave of Absence per enrollment.

### **TARDY POLICY**

A student is late if they enter class after the beginning of the scheduled session. Students arriving more than 10 minutes late, he or she will not be permitted to enter the class during that session (*Students will not be clocked in until all students are excused from Theory Classes*). Without prior approval, a student arriving late from lunch will not be permitted to enter class.

### **CONDUCT POLICY**

A student is expected at all times to uphold high standards of integrity and behavior which will reflect upon themselves, family and the school. Students are always expected to maintain a

satisfactory attitude and appearance. A student will not be permitted in class without a clean, proper uniform or the necessary books and equipment. The student is expected to abide by all rules and regulations of the school as listed in School Rules. Failure to do so may result in suspension or dismissal at the discretion of the Chief Executive Officer. In the case of suspension, reinstatement is also at the discretion of the Chief Executive Officer. Suspension from training may be from one clock hour to any number of weeks. During this period a student will receive no credit or clock hours. All missing class hours must be made up at the convenience of the school before the graduation date. The school reserves the right to expel any student for improper conduct, unsatisfactory progress or unexcused absences.

## **STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES**

Education after high school costs you time, money and effort. It is a big investment, and as a student and a consumer, you should carefully evaluate the education or training you are considering. To help you make a good choice, you should have information on the schools' academic programs, facilities, dropout rates, full costs of attendance, refund policy and any other information you think will help to make your decision.

You as a student have the right to ask Mitchell Cosmetology College, Inc.:

- \* The names of its accrediting and licensing organizations;
- \* About its programs, facilities and faculty;
- \* The cost of attending and the refund policy for dropping out;
- \* What financial aid is available, including all Federal, State, local, private and institutional aid programs and the procedures and deadlines for applying for each program?
- \* The criteria used to select financial aid recipients;
- \* How the school determines financial need and how much of your financial need, as determined by the school, has been met;
- \* To explain each type and amount of assistance in your financial aid package and how and when you will be paid;
- \* To appeal your financial aid package if you believe a mistake has been made;
- \* The program completion rate;
- \* The crime disclosure statistics;
- \* The schools' method of determining satisfactory progress and what happens if a student does not make satisfactory progress, and
- \* About special facilities and services available to the handicapped.

## **Administration Office**

The school is located at 116 First Street South, Suite 10, Alabaster, Alabama 35007. It is open Tuesday through Friday from 9:00am until 4:30pm. Students and prospective students may obtain forms, budgets and any other information during regular office hours.

## **Administrative Staff**

Tim L. Mitchell .....Chief Executive Officer / Owner

## **Faculty and Staff**

Tim L. Mitchell .....Instructor / Master Cosmetologist

### **COURSE COST**

#### **Cosmetology (1500 Hours)**

**Application Fee (non-refundable)..... \$100.00**

Enrollment Fee..... \$ 80.00

Textbooks ..... \$150.00

Exam Prep Booklet ..... \$ 30.00

School Kit ..... \$525.00

Tuition.....\$10,000.00

Payment Plan:

Tuition payment plans are available.

#### **Instructor (1500 Hours)**

**Application Fee (non-refundable)..... \$100.00**

Enrollment Fee..... \$ 80.00

Textbooks ..... \$500.00

Tuition.....\$2200.00

#### **Instructor (650 Hours)**

**Application Fee (non-refundable)..... \$100.00**

Enrollment Fee..... \$ 80.00

Textbooks ..... \$500.00

Tuition.....\$1500.00

Monthly payments are due on the pre-designated dates as long as the student is enrolled in Mitchell Cosmetology College, Inc. All monthly payments have a final due date of the 15<sup>th</sup> of each month. A \$25 late fee will be charged after the 15<sup>th</sup> of the month.

Payments may be made by cash, check, money order, credit card or debit card.

**We are open Tuesday through Saturday, 9:00 am until 4:30 pm.**

**The student will receive 7 clock hours per day plus 30 minutes for lunch.**

**The cosmetology student must complete 1500 clock hours: if the student does not miss a day, the student can complete the course within 11 months.**

**Transfer students ONLY: Enrollment fee is \$500.00**

**Students who do not complete the course by the contract end date will be subjected to \$2.50 per hour fee until course completion.**



## Rules and Regulations

School Holidays Observed: Independence Day, Thanksgiving Day, Christmas Day, New Years Day

1. Classes will be held Tuesday through Saturday 9:00 A.M. to 4:30 P.M. Each student is allowed a morning and afternoon break and 30 minutes for lunch/
2. Class time is mandatory. Being absent on Saturday, the day before or after a holiday is considered two days absent. Tardy and/or leaving early on Saturday, the day before or after a holiday is considered an absence. For every hour and/or day missed that is unexcused, there is a \$1.50 charge per hour; that is \$12.00 per day. This must be paid at the end of every month. There is a \$5.00 charge per day for being out of uniform without permission.
  - a. 1<sup>st</sup> Suspension.....\$50.00 re-enrollment fee
  - b. 2<sup>nd</sup> or 3<sup>rd</sup> Suspension.....\$100.00 re-enrollment fee
3. Tardy students (more than 10 minutes late) will report to the Instructor **first** before being allowed in class or on the floor.
4. All students are to be full time unless given special instructions by the administration.
5. An Instructor must sign Time Sheets daily.
6. Students who are not clocked in are not to remain on the school premises.
7. Tuition and textbook payments must be on time monthly. If not paid on time, hours will be held until payment.
8. All students are required to stay one evening per week after completion of pre-clinic. All students are required to remain at school until each assignment is complete.
9. A two-week written notice must be given prior to the date the student wishes to be off for vacation. These dates must meet approval with the Administration.
10. A \$50.00 fee is charged to students who drop out or un-enroll.
11. Missing 15 days from school at any time is grounds for termination. Illness under a physician's care will be considered and left to the decision of the Administration.
12. If total amount of being tardy and leaving early is seven ( 7 ) hours, it will be considered an absence.
13. 1500 clock hours must be complete before graduating from school.
14. All students must make an appointment with the Administration one to two weeks prior to graduation to confirm that all papers, tests, credit units, and clock hours are complete. Amount due on tuition must be paid in full before students may graduate and have final transcripts sent to the State Board of Cosmetology.
15. Students must clock in and out for hours earned. Students must clock in and out for lunch. Any changes made on the time sheet must be initialed by an Instructor. You will be suspended if this is not done.
16. Student time sheets must be neat and legible. If not neat and legible, credit units and clock hours will not be valid. Time clock must coincide with student records.
17. If a student is dismissed for violations of rules and regulations, it is considered an unexcused absence.
18. If a student is unable to attend school, he/she must call by 9:30 A.M. THIS IS A MUST.
19. All breaks are to be by permission only. Sign out with permission when you leave the building. Students are not allowed to lounge, sit at desk, read paper, eat or drink, etc. unless signed out for a break.
20. Students will be terminated for taking anything that does not belong to them, possessing a final exam, cheating on a test, or lying to an instructor.
21. Students leaving school must remove all personal property within ten (10) days. After this time, it becomes school property.
22. Students requiring longer than eleven (11) months to complete the course will be charged extra tuition, according to the contract.

23. Students must maintain a seventy (70) or above grade or repeat the course. There is a \$50.00 charge for repeating a class in addition to the cost of necessary supplies.
24. No student may leave school without the permission of the Administrator.
25. Students are not allowed visitors during school hours.
26. Personal business should be conducted on Mondays. Excused absences will be at the discretion of the administration.
27. Student parking is in the back of the building. DO NOT park directly behind the building, which is customer parking.
28. Alcohol and drugs are strictly prohibited and will carry absolute termination and will become part of your permanent record. Your conduct off campus will be considered.
29. Student kits must stay on the premises at all times. There will be no borrowing or lending of any item. Kits and stations randomly.
30. All supplies are to be put in stations at the end of the day. All stations and personal property is to be kept in all stations.
31. Each student is responsible for cleaning his/her station, chair, and the surrounding floor. He/she is also responsible for assigned duties.
32. Students must report to class wearing clean, wrinkle free uniforms. Extremely tight uniforms will not be acceptable. Skirts must be no shorter than four (4) inches above the knee. Uniform tops must be over the hips. No cut shirts. Professional (closed toe) shoes must be worn at all times.
33. All students are to be neatly groomed with hair clean and in neat style.
34. Since we are striving to be and look professional, no gaudy jewelry and dangle earrings are allowed. The only jewelry permitted are rings, watches, small earrings, small pendant necklaces and hair ornaments only appropriate with the hair style.
35. Students are not allowed to accept or make phone calls when in theory or working on a client. REMEMBER: This is a business phone.
36. The school is not responsible for lost or stolen articles.
37. Profanity is not allowed on school premises.
38. Gossiping about other students or clients is strictly prohibited.
39. There will be no smoking, eating, or congregating on the clinic floor. Students will remain standing at all times. Students are not allowed to hang around stations and talk to other students who are working on patrons. Nor will the discussion of private matters be tolerated in the presence of a patron. You are to talk to your patron, not other students.
40. Students are not allowed to accept or make phone calls when in theory or working on a client.
41. Loitering and congregating in the front reception area is prohibited.
42. Students are to show respect to all patrons and personnel at all times.
43. Students are to call an Instructor immediately if trouble occurs with patron or if you need assistance with your duties.
44. No gum chewing on the clinic floor or in the classroom.
45. No food or drinks are allowed (while in session) or on the clinic floor.
46. No smoking in the building.
47. Mannequins are not allowed to be rolled up overnight on perm rods.
48. Mannequins can be backcombed only if given permission. Students must immediately brush out all backcombing. Students should be working on mannequin sheets when not busy.
49. All work must be inspected by an instructor.
50. Students must sanitize all brushes and combs after each patron.
51. Patrons come first. REFUSING TO DO A CLIENT WILL RESULT IN DISCIPLINARY ACTION.
52. No one is allowed in the administration office without permission.
53. Students at no time should change the appointment book without getting permission from an Instructor.
54. Students will be allowed to receive services on days selected by an Instructor and at current student prices.
55. While students are on the clinic floor, all Instructors will be addressed by their surname.
56. No personal items such as pictures, stickers, etc. are allowed on mirrors or stations.

- 57. Mitchell Cosmetology, Inc. reserves the right to expel and/or terminate any student for improper conduct, unsatisfactory progress, refusing to service a client, or unexcused absence at any time.
- 58. No body jewelry, nose rings and/or visible tattoos are allowed.
- 59. A five (5) dollar fine per day for not following dress code and/or not following rules and regulations.
- 60. Students are not allowed to make personal calls. Students must ask permission to use the phone.
- 61. The student agrees to pay for his or her own medical expenses that may occur due to injury or accident as a student.
- 62. The student may not clock out until all assigned work is complete.
- 63. NO cell phones in class room or on the clinic floor.
- 64. No student may perform a service on a customer or another student without the permission of the Instructor.
- 65. Students are not allowed to solicit clients of any nature; it is cause for immediate suspension &/or possible termination.
- 66. Students are not allowed to solicit clients for their own personal gain; if so they will face suspension & possible termination.
- 67. Students are not allowed to sell, use, or solicit any products not approved by Mitchell Cosmetology College, Inc.
- 68. Students must be groomed and prepared to start class at 9:00 A.M. Eating breakfast, styling your hair, applying your makeup, etc. must be complete before the student clocks in for the day.

### **SANITATION POLICY**

We believe that sanitation and cleanliness are essential to the cosmetology industry. All students will one day work in shops that require cleaning and sanitizing. Therefore, we require that all students participate in light cleaning throughout the school both at the completion of every service and at the end of each day. Students must participate in the day-to-day cleaning of the school. Refusal to participate will be grounds for suspension or termination.

## Satisfactory Academic Progress Policy (SAP)

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- a. The Satisfactory Academic Progress Policy is consistently applied to all students enrolled regardless of course, program of study or attendance schedule. It contains formal standards for the purpose of measuring a student's satisfactory progress through graduation. The policy is provided to all students prior to enrollment.
- b. Satisfactory progress measures both cumulative quantitative (attendance) and qualitative (academics) elements throughout the program.
- c. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. 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 (150%). Students are made aware of evaluations by a written progress evaluation. ***Please note that even if you are maintaining satisfactory progress, if you do not graduate by your contract end date, the over-contract fee previously described will apply.***
- d. A leave of absence will extend the contract period and maximum time frame by the same number of days taken in the leave. A student who is on a leave, or any other student on a temporary interruption, will return at the same status at which he or she left.
- e. Qualitative Factors:

Mitchell Cosmetology College, Inc. uses the following grading system

A	90-100
B	80-89
C	70-79
D	60-69
F	59-Below

Any student whose cumulative average is below a "C" (GPA 70) will not be deemed making satisfactory progress.

f. **EVALUATION PERIODS**

Evaluations will be conducted at the following intervals:

<u>Cosmetology</u>	<u>Instructor 1500</u>	<u>Instructor 650</u>
450 actual hours	450 actual hours	300 actual hours
900 actual hours	900 actual hours	650 actual hours
1200 actual hours	1200 actual hours	
1500 actual hours	1500 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 of the academic year or course, whichever is shorter. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled.

- g. Students who meet the minimum requirements are considered making satisfactory progress until the next scheduled evaluation.
- h. **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, when such funds are applicable. At this time, MITCHELL COSMETOLOGY COLLEGE, INC. is not yet eligible for Title IV.

- i. Satisfactory progress can be re-established by attaining a 70% cumulative academic average and/or a 67% cumulative attendance average.
- j. **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 first 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. 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\* (\*school not yet eligible for Title IV funds).
- k. **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 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.
- l. Students who re-enroll will return at the same progress status at which he or she left.
- m. Course incompletes, repetitions and non-credit remedial courses have no effect upon school's satisfactory academic progress standards.
- n. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.
- o. Students have access to satisfactory progress evaluation results during the evaluation determination periods. A school administrator will go over the results with the student.

## **POLICIES AND SANCTIONS RELATED TO COPYRIGHT INFRINGEMENT**

Mitchell Cosmetology College, Inc. prohibits copyright infringement and will take disciplinary action against any student or employee who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of Mitchell Cosmetology College, Inc. information technology system for those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed.

## **NOTES**

## **QUESTIONS I WANT TO ASK**