

Total Beauty Institute

*"Transforming Lives Through Quality Education within the World of
Beauty"*



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TOTAL BEAUTY INSTITUTE

by Tonia B'

**5308 North Pearl Street
Jacksonville, Florida 32208
Phone (904) 240-1688**

School Catalog

Volume I

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WELCOME

TOTAL BEAUTY INSTITUTE is honored that you've decided to pursue your cosmetology career training with us. We have a fantastic Methodology system in place to assure your success! Our **"4 LEVEL"** teaching systems will help you acquire specialized techniques and unique beauty nuggets that will keep you ahead of the learning curve. **STARTING NOW**, you'll need to develop habits of accountability, responsibility and cooperativeness. **STARTING NOW**, you'll need to listen, listen, listen, practice, practice, practice as well as listen and practice again until every skill and technique is learned, and service performed is executed perfectly with excellence.

After completing your educational training with us, you can be assured of easily passing the examination by being diligent in your attendance, theory classroom work and the clinic salon services you perform on our guest. Remember, perfect practice makes perfect excellence

YOU CAN NOW BEGIN "TRANSFORMING YOUR LIFE, BY UTILIZING THE UNIQUE TRAINING YOU WILL RECEIVE AND GAIN THE RECOGNITION AND RESPECT YOU DESERVE AS A PROFESSIONAL HAIRSTYLIST.

Each Instructor at **TOTAL BEAUTY INSTITUTE** will offer you their very best educational skills and salon experience with passion. They are "student FOCUSED". They get great joys from seeing their students excel.

The transition from cosmetology school to the salon/shop/spa will be A BREEZE because we trained our students by using **salon** techniques, skills, products and applications. Success and satisfaction will surely be yours...

DO YOUR BEST ALWAYS AND YOUR BEST WILL BLESS YOU!!

Graciously,

Tonia Bell

**Tonia Bell
Director**

CONSUMER INFORMATION

This catalog is published to inform prospective **TOTAL BEAUTY INSTITUTE** students of programs offered, tuition and fees, faculty, administration and policies. All information herein is current and accurate as of the effective date printed on the front cover. **TOTAL BEAUTY INSTITUTE** reserves the right to make changes to this catalog; therefore, this catalog is for information purposes only, not intended as a contractual agreement. Each student is expected to read and understand all the information published in this catalog.

TOTAL BEAUTY INSTITUTE, in its admission, instruction and graduation policies, does not discriminate based on sex, race, color, age, religion, financial status or ethnic origin.

TOTAL BEAUTY INSTITUTE complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, which protects the rights of students in access and release of information contained in student records (Federal Law 93-380). Any person/agency requesting information about a student must do so in writing and the student **must** give written permission for the release of such information. A written consent is not needed for student information required by government agency or other agencies authorized by law. **TOTAL BEAUTY INSTITUTE** provides access

to student and other school records to its accrediting agency. A school may disclose information from a student's education records in the case of a health or safety emergency that involves a student.

TOTAL BEAUTY INSTITUTE complies with the United States Department of Education Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226)

OWNERSHIP – ACCREDITATION – LICENSING AGENCIES

Tonia Bell and Reginald Gaffney own **TOTAL BEAUTY INSTITUTE**. **TOTAL BEAUTY INSTITUTE** is **NOT accredited at this time**. **TOTAL BEAUTY INSTITUTE** is a candidate for accreditation with National Accrediting Commission of Career Arts and Sciences 3015 Colvin Street, Alexandria, VA 22314, 703-600-7600. It has been licensed by the Florida Department of Education. Additional information regarding this institution may be obtain by contacting the Commission of Independent Education, Department of Education, 325 W. Gaines Street, Suite 1414, Tallahassee, Florida 32399 (888) 224-6684.

AFFILIATIONS

Florida Department of Business and Professional Regulations
National Cosmetology Association (NCA)

DESCRIPTION OF FACILITY & LOCATION

TOTAL BEAUTY INSTITUTE. Is located at 5308 North Pearl Street, Jacksonville, Florida 32208. **TOTAL BEAUTY INSTITUTE** occupies approximately 4,000 square feet of a brick building that is, well lighted and ventilated. **TOTAL BEAUTY INSTITUTE**. Has a well-equipped clinic salon, theory and practical classrooms, a library, dispensary, student lunch area, locker area and administrative office. The school facilities are specifically designed to provide students with an ideal learning environment. The facility is also handicapped accessible.

EQUIPMENT

Clinic Salon Work Stations	Facial Steamer
Shampoo Bowls w/ Chairs	Facial Bed
Hooded Hair Dryers w/Chairs	Manicure Tables w/Chairs

Paraffin Wax Heaters
TV/DVD Combo
Classroom tables
Nail Dryers
Galvanic Current Machine
Magnifying Light
Wig Dryer
Café Tables w/ chairs
Washer/Dryer

UV Sterilizer
Pedicure Units
Overhead Projector
Hot Wax Container
Television
Microwave
Lockers
Large Refrigerator

MISSION STATEMENT/ GOALS/PHILOSOPHY

“TRANSFORMING LIVES THROUGH QUALITY EDUCATION WITHIN THE WORLD OF BEAUTY”

TOTAL BEAUTY INSTITUTE is student focused. We provide our student with the knowledge, training, and confidence needed to succeed in the ever-changing cosmetology profession. Our graduates will be able to meet and exceed the expectations of the most discriminating employer.

Throughout our unique training program, additional training is placed upon essential salon services and techniques, METHODOLOGY and business strategies such as customer service, client retention, salon retailing, target marketing and people skills.

TOTAL BEAUTY INSTITUTE does more than prepare students to pass the state licensure exam. We offer the ultimate educational experience, so our students are equipped with the tools needed to become cosmetology entrepreneurs, who will open and operate successful businesses that will help enhance the economic structure of their perspective communities.

ADMISSION REQUIREMENTS

TOTAL BEAUTY INSTITUTE does not discriminate in its employment, admission, instruction, or graduation policies based on sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

To be accepted to any **TOTAL BEAUTY INSTITUTE** program, all prospective students must meet the following requirements; **TOTAL BEAUTY INSTITUTE DOES NOT ACCEPT AT THIS TIME BASIC SKILL TESTING FOR PROGRAMS OVER 450 HOURS**

TOTAL BEAUTY INSTITUTE requires that each student enrolling in the Cosmetology course must:

- Complete an application for enrollment
- Must be at least 16 years of by the first day of school
- Proof of Age – Proof of age may be documented by various means, including but not limited to, birth certificate, driver’s license, government- issued identification, birth registration, passport, etc.
- Student must agree to follow **ALL TOTAL BEAUTY INSTITUTE** Rules and Regulations.

- Students must attend a **TOTAL BEAUTY INSTITUTE** orientation class at which time all policies and procedures, program curriculum and objectives will be thoroughly explained
- Provide proof of secondary education such as:
 - A high school diploma
 - A GED certificate
 - An official transcript showing secondary school completion
 - A state certification of home-school completion
 - A Foreign high school diploma

For those secondary students not enrolled under a training agreement, the applicant must meet the following admission requirements:

- meet the state requirements for admission (complete 10th grade and be 16 years of age)
 - proof of completion of 10th grade can be shown through high school transcripts
 - proof of age can be shown through a drivers license, birth certificate, etc.
- provide permission in writing from the secondary school in which they are enrolled
- successfully complete the pre-enrollment evaluation

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

Homeschooled students are eligible for admission into a NACCAS accredited school, if the school's policy so states, and if their secondary school education was in a home school that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, she must obtain this credential in order to be eligible for enrollment.

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

Any student transferring from other licensed cosmetology schools will be given credit in accordance with regulations of The Florida Department of Business and Professional Regulations, Board of Cosmetology. After assessment (reason for transfer) by the school Director, credit or partial credit will be given for all legally acquired hours of previous training as certified by State Board under whose authority the work was completed. Tuition will be based on the total hours of instruction needed to complete the course. Transfer student for cosmetology must complete a minimum of 500 hours with Total Beauty Institute and may be asked to take an examination

TRAINING AGREEMENT POLICY

Students enrolling under a training agreement with another entity, the applicant must meet the admissions requirements set forth in the training agreement with the other entity.

If entering into a training agreement the following conditions must be met:

Must have at least one student who is contracted under its own enrollment agreement separate and apart from any training agreements;
Students attending under a training agreement are not considered enrollees of the candidate status for a NACCAS accredited institution and are not counted in the NACCAS Annual Report;
The institution is not required to have a separate contract with each individual student enrolled under the training agreement;
The institution must maintain a copy of any training agreement with a list of students enrolled through the agreement; and
The training agreement must specify what is expected of the candidate status for a NACCAS – accredited institution with regard to the contractual relationship (i.e. reporting of attendance and grades, etc.)

RE-ENROLLMENT

A student who withdraws or is terminated for Total Beauty Institute and desires to re-enroll must wait 30 days before reapplying. After the thirty days, the student must make a written request to the Institute's Director. The Director must approve and re-enrollment, regardless of reason.

RE-ENTRY

All students who are approved for reentry will enter in the same satisfactory academic progress status as at the time of withdrawal. Students who drop and re-enroll will be required to pay off any previous balance to Total Beauty Institute and pay a \$100.00 re- registration fee, pay the current tuition rate, and sign a new enrollment agreement

TRANSFER OF CREDITS – PRIOR TRAINING EVALUATION

The transferability of credits you earn at **TOTAL BEAUTY INSTITUTE** is at the complete discretion of an institution to which you may seek to transfer. Students coming from another licensed cosmetology school will be given full credit for all legally acquired hours of previous training up to 700 hours with supporting transcripts as certified by the Florida of Business and Professional Regulations (DPBR). Tuition will be based on the total hours of instruction needed to complete the program. Transfer students must provide an official transcript (with seal) and agree to complete a minimum of 500 hours and/or a practical evaluation along with a written examination at TOTAL BEAUTY INSTITUTE. A student wishing to transfer from **TOTAL BEAUTY INSTITUTE** to another licensed cosmetology school must submit a written request to the schools Directors. **TOTAL BEAUTY INSTITUTE will not release any official transcripts to students unless all agreed upon financial obligations have been paid. TOTAL BEAUTY INSTITUTE does not have a transferable agreement with any other institute. All transcripts must be completed and signed by the prior institute and at the time of enrollment to new institute.**

LICENSE REQUIREMENT

- Must complete an application and Form COSMO1
- Must be 16 years of age.
- Must complete 1200 hours in a cosmetology program.
- Must complete both portions of the examination within a two-year period from the first attempt of either portion of the exam. If both portions of the exam are not passed within a two-year period, the applicant will be required to pass both portions of the exam again. If the applicant fails either portion of the exam on the first attempt, the applicant can submit a reexamination application without any additional signatures from the cosmetology school. Remedial hours may be required with verification by the school.
- Must complete and submit the initial HIV/AIDS course online.
- Must pay all fees associated with initial application. Initial application fee for cosmetology both parts of examination is \$63.50.
- Must have a background check

EQUAL OPPORTUNITY

TOTAL BEAUTY INSTITUTE is committed to equality of educational opportunities and does not discriminate against students or its employees based on age, creed, color, religion or ethnic origin. This policy includes both enrollment of students and employment. This school prohibits any form of staff or student harassment.

NON-DISCRIMINATION STATEMENT

TOTAL BEAUTY INSTITUTE is open to all; no person will be denied admission, graduation, or any other rights and privileges because of discrimination. **TOTAL BEAUTY INSTITUTE** does not discriminate based on race, sex, ethnic origin, religion, color or age.

DISABILITY PROVISION & ACCOMMODATION

If a student needs accommodation due to a disability, the student should make a request to his/her Instructor or any member of the school administration. **TOTAL BEAUTY INSTITUTE** will make every attempt to work with the student based on the student's situation and limitations.

SCHOLARSHIP

TOTAL BEAUTY INSTITUTE does offer a scholarship and other fee waiver programs for those who qualify. Applicants must be accepted by Total Beauty Institute. Each applicant may receive only one scholarship per education program year and to be eligible for other scholarships must have completed the last program with satisfactory progress. Applicants must complete the scholarship application process two weeks prior to the start. Scholarship recipients must maintain grades at or above 85% in academics (theory and practical) and 85% attendance throughout each Satisfactory Academic Progress (SAP) period and maintain full compliance with Total Beauty Institute rules and regulations. All scholarships are applied to tuition only and may be adjusted as to not result in a credit balance due. If the enrollment at Total beauty institute is terminated or withdrawn during the applicable scholarship period, for any reason, the unused portion of the scholarship shall be forfeited and used toward a new prospective.

FINANCIAL ASSISTANCE - FINANCIAL AID

TOTAL BEAUTY INSTITUTE does not offer financial aid currently

TOTAL BEAUTY INSTITUTE currently does not offer U.S. Department of Education Title IV financial aid. We do offer supplemental educational opportunities.

ATTENDANCE

Students are expected to be in attendance during contracted scheduled class time. A student who is unable to attend class **must call** the administrative office and inform the school of their absence and when the student intends to return back to school. It is the student's responsibility to make up all missed hours, test and practical work. A student who misses 14 consecutive days without an approved leave-of-absence will be formally terminated from their program.

DRESS CODE

TOTAL BEAUTY INSTITUTE has selected black scrubs to be worn by all students. ALL black or ALL white, closed toe, non-skid, low heeled shoes may be worn. Students are not allowed to wear hats and head covering of any type (unless for religious reasons).

PROFESSIONALISM and CONDUCT

Here at Total Beauty Institute, we are focused on graduation Profession hairstylist. We work hard to maintain the highest standards of professionalism throughout the building. We expect magnanimous behavior because engaging in inappropriate topics of conversation have no place in our environment at Total Beauty Institute. You should work to consistently maintain a high regard to yourself and others. Keep conversations with clients positive and avoid sensitive topics such as personal business, religion and gossip. Use of vulgarity and profanity is NOT permitted. Please treat your client, instructors, fellow students, and administrative staff with respect always.

TERMINATION

Total Beauty Institute will terminate students who no longer clock hours due to voluntary or involuntary withdrawal by student. You will also be terminated by the Institute for any one or more of the followings Possession of drugs/Use of drugs or alcohol including being under the influence/Refusal to do assignments/Possession of firearms/Refusal to wear assign uniform/Failure to pay tuition/Failure to obtain necessary percentage academically/Clocking in and out for other students/Failure to

NON-SMOKING POLICY

Total Beauty Institute is a SMOKE-FREE environment for everyone. Students may not congregate or loiter in front of the school or in front of any of the surrounding businesses at any time. This is very sensitive issue, please respect it. Second hand smoke is just as harmful.

TIME CLOCK PROCEDURES

All students are assigned a time card. Attendance is recorded daily. Students must clock in and out every time they arrive or leave the school (when arriving in the morning, when going in & out for lunch and when leaving at the end of the day). All time cards must remain in the school always. **If a student is not in regulated uniform, they are not permitted to clock in.**

TARDINESS & ABSENCE

If a student arrives later than 30 minutes after the assigned start time (9:00 a.m.), they are considered tardy and **are not** permitted to clock in for the remainder of theory class. After 9:30, the student will not be allowed to clock in until after theory class. Any time missed due to tardiness must be made up. Excessive tardiness may result in a consultation with the Director. If after the consultation, tardiness persists, **TOTAL BEAUTY INSTITUTE** reserves the right to suspend or expel the student. Students who miss days must bring in documentation to have the day excused. Students who do not provide proper documentation will receive an unexcused absence.

SCHOOL RULES & REGULATIONS

The following rules and regulations are subject to change and may be augmented at any time by way of bulletin board notification and other written notices furnished to the students by the school.

1. All students agree to attend class regularly as scheduled on their enrollment contract and as may appear in written notices and bulletins board notifications.
2. School begins promptly at 9:00 a.m. Tuesday – Saturday. You must be clocked in by 9:30am. If you arrive after 9:30 a.m. you are considered tardy and cannot clock in or participate in theory class.
3. Students must call **TOTAL BEAUTY INSTITUTE** by 8:00 a.m. to let the school know they are going to be absent. Students must also call the School by 8:00 a.m. if they are going to be late due to an emergency. If their excuse is approved, they can come to school but, cannot clock in until after theory class.

4. Every **TOTAL BEAUTY INSTITUTE** student must clock IN and OUT every day. They must clock in when they arrive, out and in for lunch and out at the end of the day.
5. Students are allowed 30 minutes for lunch. They must clock OUT and IN for lunch.
6. **Clocking IN or OUT for another student is prohibited and is grounds for expulsion.**
7. Time cards are not allowed out of the building at any time. At no time is any student permitted outside of the school building unless they have permission and are clocked out.
8. Students are expected to maintain a high standard of personal hygiene always; i.e., daily showers, teeth brushing and hair grooming. Hair, make-up and nails must look professional and be of no offensive to the public. Uniforms are to be freshly laundered and without spots or tears.
9. All students must wear clean, ironed school uniforms. Uniform bottoms are to be **ALL** black and tops are to be school t-shirts or school smocks covering other tops.
10. If a sweater is worn it must also be black.
11. Shoes worn must be **ALL** black or **ALL** white. Tennis shoes may be worn.
12. A student's kit and supplies are their personal responsibility. Sanitary procedures must be followed very closely when sterilizing equipment. Periodically, lockers will be inspected to insure they are clean and sanitary.
13. **TOTAL BEAUTY INSTITUTE** reserves the right to conduct inspection of lockers or student kits at the school's discretion. If necessary, local authorities will be contacted regarding stolen property and they will conduct the search and inspect bags and personal property as they deem necessary
14. Students are responsible for keeping their personal work area clean and orderly. Consideration is to be shown always for instructional material and school property. Lunchroom, locker room and lockers are to be kept clean and sanitary.
15. Clinic salon students wanting personal hair services may do so after 1:00 p.m. on Wednesday ONLY and with their Instructors permission. **No personal work is permitted on Friday and Saturday. Tuesday is Senior Citizen Day.**
16. Anyone wanting to use special/chemical products from the dispensary must show a **PAID** receipt before products are given out.
17. Only students who are assigned to work the front desk will be allowed behind the desk. No student is to touch the cash register at any time, unless authorized by Clinic Salon Manager.
18. An Instructor must check and sign off on all services including roller sets, haircuts, relaxers, perm wraps, hair color applications and finished styles. No grade will be given until an Instructor sees the work and signs off on it.
19. Students are responsible for the cleanliness of their workstations, equipment and general sanitation of the school for client protection. Daily sanitation begins at 3:15 p.m. After sanitation is complete student must return to their assigned area.
20. **Cell phones are to be put on vibrate while in school;** they can be checked during breaks and at lunch-time. The school's telephone is to be used to take **EMERGENCY** calls only.

21. Students may not play radios or wear headphones at any time during class or on the clinic salon floor.
22. Beverages or food are not permitted in the classroom or in the clinic salon area. **Food is to be eaten in the breakroom area only.**
23. Any student who receives an early dismissal, suspension, or expulsion notice **must leave the school premises immediately.**
24. At any time is a student allow to leave the classroom without permission from their Instructor. If student leaves classroom without permission, they will be dismissed for the rest of the day.
25. If you need to leave earlier than your scheduled time notify your Instructor as soon as possible.
26. If you report to school earlier than your scheduled hours, or if you stay later than you scheduled hours, go to the office to make sure the additional hours are recorded on a **make-up hour slip**, which requires an Instructor's signature.
27. **TOTAL BEAUTY INSTITUTE** reserves the right to suspend or expel any student from the school for any of the following reasons:
 - Insubordination
 - excessive tardiness/absence
 - non-payment of tuition
 - causing discord or disruption of class
 - clocking another student in or out of school
 - refusing to service clients
 - use of profane language
28. The following infractions will result in immediate expulsion:
 - use, distribution or sale of controlled substance
 - use of alcoholic beverages or non-prescribed drugs
 - forging of Instructor signatures
 - cheating
 - stealing
 - physical violence of any nature
29. The Florida Department of Business and Professional Regulations does not permit salon services to be performed by students outside of the school.
30. Students will not be allowed to register for State licensure examination until all financial obligations to **TOTAL BEAUTY INSTITUTE** are met according to contract agreement.
31. Student may not, under any circumstance, bring children or guest to school and collect hours.

STUDENT DISCOUNTS

All students will receive 20% off any retail products they wish to purchase from **TOTAL BEAUTY INSTITUTE**.

Student's immediate family members (MOTHER/FATHER/SISTER/BROTHER) will receive 50% off any clinic salon service **TOTAL BEAUTY INSTITUTE** provides. Please notify the clinic salon receptionist before getting serviced/or purchasing products.

DRUG & ALCOHOL POLICY

TOTAL BEAUTY INSTITUTE complies with federal, state and local laws including those that regulate the possession, use and sale of alcoholic beverages and controlled substances. **TOTAL BEAUTY INSTITUTE** actively enforces laws concerning drugs and alcohol, which include:

- Distribution use or possession of any illegal drug or controlled substance.
- Possession and/or consumption of any alcoholic beverage individuals
- Illegal possession or consumption on an alcoholic beverage in a public place.
- Driving under the influence of an alcoholic beverage or controlled substance.

In addition to criminal prosecution, the **School Rules & Regulations** details drug and alcohol offenses and discipline for students ranging from reprimand to expulsion from the school. Prior to enrollment, a prospective student will receive information about substance abuse. All this information is found in the school catalog.

WEAPON POSSESSION

The unauthorized possession or use of firearms, explosives, toxic or dangerous chemicals, dangerous substances or compounds, or other lethal weapons is prohibited on school property.

SCHOOL SECURITY

The cooperation and involvement of students and employees in a campus safety program is necessary. Individuals must assume responsibility for their own personal safety and the security of their personal belongings by taking common sense precautions. Individuals should report any suspicious looking persons whom they feel do not belong in the area as well as any unusual incidents to the Instructor in charge or the Director.

SAFETY

Total Beauty Institute have established the following guidelines in order to campus and environment safe.

- **Report anything that could cause an injury or place someone in danger, such as broken glass or plastic, damaged equipment, sharp edges, electrical issues or water spills and/or seepage.**
- **Use fire exit plans directed in the area you are working at the time or emergency. The plans are posted throughout the school.**
- **Walk at all times. Running is Absolutely Not permitted under any circumstance.**
- **Keep hallway and work areas free from obstruction.**
- **Immediately report any incident that results in injury.**
- **Immediately report any suspicious or out of the ordinary behavior.**

FIRE DRILL PROCEDURE & MAP

Fire drills are periodically held during the year. Fire extinguishers are placed throughout the school (in main hallway on the and on clinic salon floors).

Once the alarm is sounded the Instructors will lead their students to the closest exit as quickly and quietly as possible and then exit the school. They will proceed to the designated safe area away from the school.

COMPLAINTS & RESOLUTION

TOTAL BEAUTY INSTITUTE staff is always available to successfully guide students through the completion of their program. To address specific concerns, a student should contact the follow staff member:

Your Instructor – concerning grades, test, and make-up work, etc.

Finance Department – concerning financial assistance, scholarships, leave of absence, and withdrawal.

Student Service Office – concerning unresolved issues regarding academics, attendance, leave of absence, graduation and personal problems that are affecting their educational progress.

School Director - issues that cannot be resolved by any of the above department heads.

Students wishing to file a formal complaint must follow the Grievance Policy. (pg. 17)

GRADING POLICY

Students are evaluated continuously on theory classes and practical services. Students receive numeric grades in both their theory and practical work. Although all work is evaluated on regular basis, a student's academic progress will be evaluated at the end of each Level. Records are kept on each student and progress reports are distributed to students monthly. All work will be graded as follows: **TOTAL BEAUTY INSTITUTE** uses the following grading system:

Grade	Number Equivalent	Performance Equivalent	Grade Point Equivalent	Practical Clinic Salon Services
A	93% – 100%	Excellent	4.0	YES – Met Standard
B	85% – 92%	Very Good	3.0	NO – Did not Meet Standard
C	75% – 84%	Satisfactory	2.0	
F	74% and below	Unsatisfactory	0	

Clinic salon work is evaluated and graded by the Instructor who oversees the work being performed. Students must maintain a **passing** grade average (minimum of 75% on all work) to be considered as making “**Satisfactory Academic Progress (SAP)**”. All clinic salon and practical services are recorded in the student education file.

Grade Point Average

Students must maintain a minimum of an 75% GPA to graduate from the program. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. If the student has fallen below 75% at time of evaluation, they will be placed on a SAP warning. If the student has not reached 75% at the end of the warning evaluation period, they will be placed on probation. If the student has made significant advancement and the Director of admissions deems it so, will allow the student to move through the program to the next evaluation period. If the student has not reached Total Beauty Institute requirements by the end of that evaluation period, they will be terminated from the program

MAKE-UP WORK

It is the student's responsibilities to make-up any test that were missed due to absence or failing grades. All make-up tests, except for mock state board, will be given a maximum score of 85% unless absence is excused.

Students must have a passing grade of 75% on all tests, and they must obtain a grade of 85% on all pre-state board test. Any student who has missed or failed examines must make them up within the Level. Any student found cheating on any test will be suspended and may be terminated from school. All testing and grade requirements must be completed by the time a student completes 90% of their program or the student's hours may be interrupted until the student has made all tests.

SATISFACTORY ACADEMIC PROGRESS (SAP) 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.

A student is making satisfactory academic progress if their attendance is a minimum of 75% of the scheduled time and their average academic grades are 75% or above on all theory and practical tests.

All students are considered making satisfactory academic progress from the time they begin their program until the first scheduled evaluation period. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. For a student to be considered making satisfactory academic progress as of the midpoint of the program, the student must meet both the attendance and the academic requirements on at least one evaluation by the midpoint of the program.

Students who maintain satisfactory academic progress are eligible to continue receiving financial assistance and scholarships. Students who do not meet the standards set for satisfactory academic progress at the time of a scheduled evaluation will be given a warning which they can appeal and will be evaluated again at the next evaluation period. If they are still not meeting satisfactory academic progress after the warning period. If at the end of the warning period, the student has still not met the guidelines; all **financial assistance and scholarship will be stopped**, and **TOTAL BEAUTY INSTITUTE** will reserve the right to cancel a student's enrollment at this point.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450 hours 900 hours (actual clock hours)

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 (600 hours) in the course.

ACADEMIC PROGRESS EVALUATION

The cumulative, qualitative and quantitative elements used to determine academic progress is a reasonable system for grading as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences and are graded on the completed assignments. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and count 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 set forth in practical skills evaluation criteria adopted by Total Beauty Institute. Student must maintain a written grade average of 75% and pass a FINAL written and practical examination prior to graduation. Student must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following grading systems.

93%-100%
85%-92%
75%-84%
74%-and BELOW
YES
NO

EXCELLENT
VERY GOOD
SATISFACTORY
UNSATISFACTORY
MEETS STANDARDS
DOES NOT MEET STANDARDS

MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below.

COSMETOLOGY PROGRAM - TOTAL 1200 HRS**MAXIMUM TIME FRAME****ALLOWED SCHEDULED HOURS****Hours / Weeks**

Full Time, 30 hours/week

1800 hrs / 60 wks

Part Time, 20 hours/week

1800 hrs / 90 wks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours.

If a student exceeds the maximum time frame on the enrollment contract ending date they will be charged a \$5.00 per hour over the contract fee.

ATTENDANCE PROGRESS EVALUATIONS

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, Total Beauty Institute will determine if the student has maintained at least 75% 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. Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule to be considered maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student is making satisfactory academic progress.

DETERMINATION OF SATISFACTORY PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students may have access to satisfactory academic progress evaluation results and will receive a hard-copy of their Satisfactory Academic Progress determination at the time of each of the evaluations. Students may have access to satisfactory academic progress evaluation results. Students will be notified of any evaluation that impacts the student's eligibility for financial aid. Students deemed not maintaining Satisfactory Academic Progress may have their financial aid assistance and scholarship interrupted, unless the student is on warning. If at the end of the warning period and next evaluation, the student has still not met the guidelines; all **financial assistance and scholarship will be stopped** and **TOTAL BEAUTY INSTITUTE** will reserve the right to cancel a student's enrollment at this point.

** PLEASE NOTE: TOTAL BEAUTY INSTITUTE IS NOT ELIGIBLE TO PARTICIPATE IN OR OFFER FEDERAL FINANCIAL AID PROGRAMS AT THIS TIME **

WARNING

Students who fail to meet minimum requirements for attendance (75%) or academic (75%) 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, if applicable, students may be deemed ineligible to receive financial aid assistance and scholarship. If at the end of the warning period, the student has still not met the guidelines; all **financial assistance and scholarship will be stopped**, and **TOTAL BEAUTY INSTITUTE** will reserve the right to cancel a student's enrollment at this point.

** PLEASE NOTE: TOTAL BEAUTY INSTITUTE IS NOT ELIGIBLE TO PARTICIPATE IN OR OFFER FEDERAL FINANCIAL AID PROGRAMS AT THIS TIME **

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

** PLEASE NOTE: TOTAL BEAUTY INSTITUTE IS NOT ELIGIBLE TO PARTICIPATE IN OR OFFER FEDERAL FINANCIAL AID PROGRAMS AT THIS TIME **

LEAVE OF ABSENCE/INTERRUPTIONS, COURSE INCOMPLETES

Total Beauty Institute does not have a Leave of Absence Policy. Students who may experience extended personal, medical or other problems, which make it difficult to attend school will be withdrawn and can be considered for reentry or re enrollment – please refer to the reentry and re enrollment policy stated on page 8 of this catalog.

APPEAL PROCESS

A student may appeal a determination of unsatisfactory academic progress by submitting a written appeal to the School Director 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 TOTAL BEAUTY INSTITUTE 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 the decision documents will be retained in the student file. The decision of the School Director will be final. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed. Financial services may then be reinstated if applicable.

** PLEASE NOTE: TOTAL BEAUTY INSTITUTE IS NOT ELIGIBLE TO PARTICIPATE IN OR OFFER FEDERAL FINANCIAL AID PROGRAMS AT THIS TIME **

A student who has been dropped due to unsatisfactory academic progress and who wishes to re-enter, **may** after three months and has received individual counseling from the School's Director. A decision will then be made regarding the student's re-entry and ability to resume training. A student who re-enters must maintain satisfactory academic progress as previously described. Students receiving financial assistance will not be disbursed additional funds until the School Director, at a scheduled evaluation, has established that the student is in satisfactory progress.

A student must satisfactorily ***complete a program in no longer than 133%*** of the period of time required for completion based on the student's scheduled time as defined on the Enrollment Contract.

NONCREDIT, REMEDIAL PROGRAMS, REPETITIONS

Noncredit, remedial programs, and repetitions do not apply to this institution. Therefore, these items have no effect upon Total Beauty Institute'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. SAP evaluations periods are based on actual contracted hours at the institution.

WITHDRAWALS/DROPS

A student may withdraw at any time. We ask that all withdrawals be given in writing stating students' current address, phone number and reason for leaving and signed and dated. The date given will be considered the last day of attendance. To officially withdraw, the student must initiate the process with the administrative staff. Any student dropped from a program can re-enter to the program but, must be closely monitored and placed on probation for 30 days. If student does not give written notice, he/she will be automatically dropped after (14 calendar days)

GRIEVANCE POLICY

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

1. The student should register the complaint in writing on the designated form provided by the institution within 14 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to Total Beauty Institutes Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by Total Beauty Institute who has was not involved in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in Total Beauty Institute, and another member who may not be employed by Total Beauty Institute or related to Total Beauty Institute owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by Total Beauty Institute's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to Total Beauty Institute's accrediting agency, if applicable. Total Beauty Institute is a candidate for accreditation with National Accrediting Commission of Career Arts and Sciences (NACCAS) 3015 Colvin Street, Alexandria, VA 22314. **or** Commission of Independent Education Florida Department of Business and Professional Regulations 325 W. Gaines Street, Suite 1414 Tallahassee, Florida 32399 (888) 224-6684.

COUNSELING

Students receive academic counseling a minimum of 3 times during the program. Students are presented with their cumulative attendances and academic progress report monthly. The student's progress report is discussed with Student Service personnel and signed off on by both parties.

APPEAL PROCESS

A student may appeal a determination of unsatisfactory academic progress by submitting a written appeal to the School Director 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 TOTAL BEAUTY INSTITUTE 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 the decision documents will be retained in the student file. The decision of the School Director will be final. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed. Financial services may then be reinstated if applicable.

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TRANSFER HOURS

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OVER EXIT FEE

The enrollment agreement is written for a specific time. If the contractual enrollment agreement is not completed within that time frame there will be a \$30 per day (6 hours) or \$5 per hour. This will include corrective absence not including suspension.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below.

COSMETOLOGY PROGRAM - TOTAL 1200 HRS	MAXIMUM TIME FRAME
ALLOWED SCHEDULED HOURS	Hours / Weeks
Full Time, 30 hours/week	1800 hrs / 60 wks
Part Time, 20 hours/week	1800 hrs / 90 wks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours.

If a student exceeds the maximum time frame on the enrollment contract ending date they will be charged a \$5.00 per hour over the contract fee.

FERPA (Family Education Rights and Privacy Act)

The FERPA sets a limit on the disclosure of personal identifiable information from Total Beauty Institute records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the right to

- Review their education records.
- Seek to amend inaccurate information in their records and
- Provide consent for the disclosure for their records

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their Total Beauty Institute records with a staff member present, within 15 days from the date of the written request.

General Release of information

A written consent is not needed for student information required by government agency or other agencies authorized by law. **TOTAL BEAUTY INSTITUTE** provides access to student and other school records to its accrediting agency. A school may disclose information from a student's education records in the case of a health or safety emergency that involves a student.

Except under the special conditions described above in this policy, a student must provide written consent each time they want Total Beauty Institute to disclose personally identifiable information from their education records.

The written consent must:

- State the purpose of the disclosure
- Specify the records that may be disclosed.
- Identify the party or class of parties to whom this disclosure may be made, and
- Request must be signed and dated.

FERPA is a Federal law that protects the privacy of student education records. (20 U.S.C.1232g; 34 CFR Part 99). The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. You may contact them at the following address: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW., Washington, DC 20202

LEAVE OF ABSENCE/INTERRUPTIONS, COURSE INCOMPLETES

Total Beauty Institute does not have a Leave of Absence Policy. Students who may experience extended personal, medical or other problems, which make it difficult to attend school will be withdrawn and can be considered for reentry or re enrollment – please refer to the reentry and re enrollment policy stated on page 8 of this catalog.

REFUND POLICY & PROGRAM CANCELLATION

THIS REFUND POLICY PERTAINS TO BOTH VOLUNTARY AND INVOLUNTARY WITHDRAWALS.

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.

Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program. If an applicant is not accepted for training, **TOTAL BEAUTY INSTITUTE** will refund all monies paid by student. If the student (or in the case of a student under legal age, his/her parent or guardian) cancels their enrollment in writing and requests his/her money back within three (3) business days of the signing of the contract, all monies collected by the school will be refunded. The postmark on the written notification will determine the cancellation date or the date said information is delivered to the School Director in person. This policy applies regardless of whether the student has started the program.

If a student cancels his/her enrollment after three business days of signing and prior to entering classes, he/she shall be entitled to a refund of all monies paid less a registration fee of \$150.00. If a student cancels his/her enrollment after the first day of attendance and prior to completion of 5% of the program, she/he shall be entitled to a refund of all monies paid less a registration or enrollment fee 10% of tuition or \$300 whichever is less, and cost of books, kit and uniform received. If the kit is unopened and undamaged at time of withdrawal within 5 business days. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal.

For 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 when: A student notifies the institution of his/her withdrawal in writing. 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. A student is expelled by the school.

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:

% of Time Completed	% Owed to School
1% - 40%	Pro Rata
40.1%- 49.9%	70% of Tuition
50% and over	100% of Tuition

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Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days. The refund is calculated based on the student's last day of attendance. Any monies due to a student who withdraws from the institution shall be refunded within 45 days of a determination that the 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 which may exceed this refund policy.

If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid. 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 OR provide course completion through a pre-arranged teach out agreement with another institution.

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. For collections, students must contact the school to make the necessary payment arrangements to settle any outstanding balance due to the school. The number to call is (904) 240- 1688. Please note that failure to make payments may result in this balance being placed with a collection agency.

SCHOOL HOLIDAYS AND CLOSURES

The Institute is closed for a Winter Break, during Christmas and New Years and a Summer Break, July 4th week. The actual days off are determined by where the holidays fall during the week. Also, the school will have closed for scheduled teacher educational workshops and training.

INCLEMENT WEATHER DAYS

TOTAL BEAUTY INSTITUTE will be closed due to hazardous/inclement weather conditions at such times when Florida Public Schools are closed.

CLOCK HOURS

TOTAL BEAUTY INSTITUTE is designated to be a clock hour institution for defining program length. A clock hour is equal to 50 minutes of instruction within a 60-minute period in the classroom or on the clinic salon. **TOTAL BEAUTY INSTITUTE** has determined and academic year as the successful completion of 1200 clock hours.

CLASS SIZE

Class size is limited to provide adequate personal instruction in both classroom and on the clinic salon floor. Instructors work with the students on an individual basis when necessary. The state regulation for average class size is 20 students per 1 Instructor.

CLASSIFICATION OF STUDENTS

Students are classified based on the number of hours they have completed and their satisfactory academic progress reports. If student does not have a 75% grade average and 75% attendance average, they will not be

allowed to advance to the next level. The following classification levels apply to all students who have maintained satisfactory progress.

Level I	0 – 240 hours
Level II	241 – 600 hours
Level III	601 – 900 hours
Level IV	901 – 1200 hours

CLASS SCHEDULES

FULL-TIME (30 hrs/week) Tue & Wed 9am – 4pm /Thurs 9am-6pm/Fri 9am-4pm/Sat 9am- 2pm

Part – Time (20 hrs/week) Tue- Fri 9am-1pm/Sat 9am -1pm

Program completed in approximately 40 weeks to 60 weeks

COSMETOLOGY PROGRAM CURRICULUM

The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

The 1200 clock hour curriculum for students enrolled in the **TOTAL BEAUTY INSTITUTE** Cosmetology Program consists of theoretical and practical instruction, which is divided into individual units of learning. Within the 1200 clock hour program students will be taught through the medians of theory and practical instruction and written and practical exams pursuant to the requirements of the Florida Department of Business and Professional Regulations. Theory instruction means instruction through discussion, question and answer, problem solving, projects, demonstration, theory classes, lectures, field trips, guest artist and audio-visual presentations. Practical instruction means the actual hands-on performance, by the student, using skills they have learned and then perform them on clinic salon clients, other students and on mannequins. The program of instruction is as follows and business management's, customer service, salon retailing, and target marketing classes are taught throughout the program.

Program Number	Program Title	Clock Hours	Services (If Applicable)
COS-01	Florida Law	5	
COS-02	Sanitation & Sterilization	80	
COS-03	Chemical Waving & Relaxing	90	85
COS-04	Hair Cutting & Shaping	170	150
COS-05	Hair Styling/Arranging	290	290
COS-06	Scalp & Hair Treatments	45	35
COS-07	Hair Color	190	180
COS-08	Shampooing & Rinses	55	50
COS-09	Related Anatomy/Chemistry	120	
COS-10	Facial/Skin Care/Hair Removal	65	40
COS-11	Manicure/Pedicure/Nail Extensions	65	40
COS-12	HIV/Aids Education	4	
COS-13	Salon Management	1	
COS-14	Ethics	20	
	TOTAL	1200	670

EMPLOYMENT ASSISTANCE/PLACEMENT OPPORTUNITY

Total Beauty Institute does not guarantee any employment to the student; however, limited job placement assistance is provided at no additional cost to the student. We encourage students to seek employment with the industry salons and companies of their choice. It is our practice to maintain employment information on our alumni's. They are requested to provide such information to Total Beauty Institute following their graduation date.

ADDITIONAL TRAINING

Students will study Florida law, rules and regulations. Students may also receive credit for field trips taken, but they must be under the direction and supervision of a licensed Instructor. Date, time, and description of field trip shall be recorded on student's daily record.

All students must complete the specified minimum required theory classes and practical services upon completion of the 1200 clock hour cosmetology program. A record of all practical services is recorded, and theory class hours are maintained by the Instructor and recorded in student's records. All practical work performed must be signed off by the Instructor who saw the task performed.

At the end of the program a copy of student attendance, practical and theory work and All required test grades will be submitted to the Manager for review and must approved by School Director before student can register to take state examination.

FIELD TRIP AND CAREER EXPLORATION

Total Beauty Institute will spend time preparing the students for the business of beauty. Field Trips will be implemented within the curriculum. All field trip will need to have signed documentation by the student or the Parent/Guardian.

GRADUATION REQUIREMENTS

- The 1200 clock hour training program must be completed with satisfactory progress in both written and practical maintained at 70% or above.
- Attendance must be maintained at 67% or higher.
- All clinic salon services must be satisfactorily completed.
- All TOTAL BEAUTY INSTITUTE final written and practical exams must be passed with a score of 70% or above. This must be completed within 30 days of completing the program.
- All tuition and financial obligations owed to TOTAL BEAUTY INSTITUTE must be paid in full.

Upon your satisfaction of the above criteria, a diploma will be issued to you and you will be recognized as a graduate of Total Beauty Institute. We will report your graduation to the Florida Department of Business and Professional Regulations (DBPR). You can then contact DBPR to request a state board examination.

STUDENT SERVICES OFFERED

We provide a range of student services in support of you completing your course work. At this -Total Beauty Institute does not provide on campus housing however, we can provide you with a list of local, safe and consciously sound housing options.

- Our administrators maintain an open-door policy. Our staff may be involved including but not limited to Admissions and financial aid. We encourage you to seek out direction from our staff. We will only contribute in the situation related to the program. Total Beauty Institute staff does not offer any psychological assistance in any capacity however, we may be able of professional counselors published by the Duval County school district to you. These resources serve only as a guide to help you. We do not endorse, sponsor or promote any of these resource facilities provided.
- We provide library resources. Most of the material is covered during theory hours. The library has a variety of online web based information, teaching DVDs, and specialty book

COSMETOLOGY PROGRAM OUTLINE

Total Contact Hours
1200 Hours

(Classroom Theory/ 240 HRS + Clinic Lab/960 HRS) (Total Services 670)

EDUCATIONAL OBJECTIVES

To provide students with the training necessary to develop practical skills and theoretical knowledge. To make sure students are ready to pass the state board and become licensed and prepared for employers.

OUTLINE

- COS-01: FLORIDA LAW & STATUTES:** (5 hours-No service)
- COS-02: SANITATION AND STERILIZATION/ELECTRICITY:** (80 hours-No service)
- COS-03: CHEMICAL WAVING AND RELAXING:** (90 hours-85 services)
- COS-04: HAIR CUTTING AND SHAPING:** (170 hours-150 services)
- COS-05: HAIR STYLING/ARRANGING:** (290 hours-290 services)
- COS-06: SCALP & HAIR TREATMENTS:** (45 hours-35 services)
- COS-07: HAIR COLORING:** (190 hours-180 services)
- COS-08: SHAMPOO RINSES:** (55 hours-50 services)
- COS-09: RELATED ANATOMY/CHEMISTRY:** (120 hours-0 services)
- COS-10: FACIAL/SKIN CARE/HAIR REMOVAL:** (65 hours-40 services)
- COS-11: MANICURE/PEDICURE & NAIL EXTENSIONS:** (65 hours- 40 services)
- COS-12: HIV/AIDS:** (4 hours-no service)
- COS-13: SALON MANAGEMENT:** (1 Hour-No services)
- COS-14: ETHICS:** (20 hours- No services)

ADMINISTRATION & STAFF

ADMINISTRATION

Reginal Gaffney

Owner-- Chief Administrator

Tonia Bell

Owner-- Chief Operations Director

STAFF

Tonia Bell

- Director of Education - Instructor

PROGRAM TUITIONS COSTS

TUITION & FEE SCHEDULE (Cosmetology) *ALL CLASSES ARE TAUGHT IN ENGLISH*

Registration Fees	Non-refundable	\$ 150.00
Tuition		\$ 12,500.00
Books/Kit		\$ 500.00
Uniform Non-refundable		\$ 50.00
Other/i.e.extra instructional charges		
Total		\$ 13,200.00

PAYMENTS

Tuition and fees can be paid by cash, check, money order, credit or debit card, VA Education Benefits, and Vocational Rehabilitation.

- Full Payment at time of signing enrollment agreement
- Registration fee at the time of signing enrollment agreement with balance prior to program start date
- Registration fee at the time of signing enrollment agreement with balance paid prior to graduation

Note: For schools offering a payment plan with four or more payments the federal boxes or vertical listing must be included on the contract. (Enter NA or Line Through if not applicable)

Annual Percentage Rate	Finance Charge	Amount Financed The dollar amount credit provided to you on your behalf	Total of Payment the amount you will have paid after you have made all payments scheduled.	Total Sales Price the total cost of your purchase on credit including your down payment of:
_____ %	\$ _____	\$ _____	\$ _____	\$ _____
Your Payment Schedule Will Be:				
Number of Payments		Amount Each Payment	When Payments Are Due Beginning on ___/___/___ and on the same day each (Check one) ___ Weekly ___ Bi-weekly ___ Monthly	

(Any Late fee payments and conditions thereof must be disclosed on the enrollment agreement and in the catalog)

All prices for program and printed herein. Contracts are not sold to a third party at any time, there are no carrying charges, interest charges, or service charges connected or charged with any of these programs unless stated.

*The School is not currently eligible to participate in federal Title IV Financial Aid Programs

START DATES

- OCTOBER 17,2017**
- JANUARY 9,2018**
- MARCH 13, 2018**
- JUNE 12, 2018**
- SEPTEMBER 11, 2018**
- JANUARY 12, 2019**

Cosmetology classes start on the first Tuesday of the designated Month. Total Beauty Institute reserves the rights to add or cancel class dates in a calendar year prior to enrollment. **Prior to starting class, students must sign an enrollment agreement and attend a New Student Orientation.**

OFFICERS

Reginald Gaffney
Tonia Bell

Co-Executive Director
Co-Executive Director

CONTACT INFORMATION

Total Beauty Institute
5308 N. Pearl Street
Jacksonville FL, 32208
(904) 240-1688

BOARD OF DIRECTORS

Dr. Leon Seymour
Tanae Eskridge
Dr. James T. Averhart
Reginald Gaffney Jr.
Rodnae Bell

LEGAL CONTROL

Tonia Bell