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| Total Beauty Institute  “Transforming Lives through Quality Education within the World of Beauty”    **5308 North Pearl Street**  **Jacksonville, Florida 32208**  **Phone (904) 240-1688**  **School Catalog**  www.totalbeautyinstitute.com  **Volume I February 2022** |

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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 “studentFOCUSED. 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**

|  |
| --- |
| **ADMINISTRATION & STAFF / OFFICERS** |

|  |  |
| --- | --- |
| **ADMINISTRATION** | |
| Reginal Gaffney Sr. | Chief Executive Officer |
| Tonia Bell | Admissions Officer |
| Curlene Wims | Financial Aid Advisor |
|  |  |
| **INSTRUCTORS** | |
| Jezette Jackson | Cosmetology |
| Anita Fleming | Cosmetology |
|  |  |

|  |  |
| --- | --- |
| **OFFICERS** | |
| Reginald Gaffney | Co-Executive Director |
| Tonia Bell | Co-Executive Director |
|  |  |
| **CONTACT INFORMATION**  Total Beauty Institute  5308 N. Pearl Street  Jacksonville FL, 32208  (904) 240-1688 | **BOARD OF DIRECTORS**  Tanae Eskridge  Dr. James T. Averhart  Melinda Henry  Reginald Gaffney Jr. |
| **LEGAL CONTROL**  Tonia Bell | |

**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 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)

Total Beauty Institute instruction of all programs are taught in ENGLISH

**The School is currently eligible to participate in federal Title IV Financial Aid Programs**

**ACCREDITATION – LICENSING AGENCIES** Total Beauty Institute is accredited 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 obtained 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)

**NON DISCRIMINATION / EQUAL OPORTUNITY POLICY** Total Beauty Institute does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering programs of study. The school does not allow or tolerate discrimination, bullying, or harassment of any kind. If any student or staff member experiences or witnesses anyone being bullied, or harassed, they are required to report the matter to the schools director either in person, by phone or in writing so appropriate action can be taken.

**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 and ideal learning environment. The facility is also handicapped accessible.

**EQUIPMENT**

|  |  |  |
| --- | --- | --- |
| Clinic Salon Workstations | Facial Steamer | Pedicure Units |
| Shampoo Bowls w/ Chairs | Facial Bed | Overhead Projector |
| Hooded Hair Dryers w/Chairs | Manicure Tables w/Chairs | Hot Wax Container |
| Paraffin Wax Heaters | UV Sterilizer | Television |
| Galvanic Current Machine | TV / DVD Combo | Microwave |
| Magnifying Light | Classroom tables | Lockers |
| Wig Dryer | Nail Dryers | Large Refrigerator |
| Café Tables w/ chairs | Washer / Dryer |  |

**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**

To be accepted to any Total Beauty Institute programs, all prospective students must meet the following requirements:

Total Beauty Institute requires that each student enrolling in the Cosmetology course must:

* Submit an Application Fee ($150.00) Non-Refundable. No action will be taken on admission until the fee is received. Fee must be submitted in the form of cash, check or money order, payable to Total Beauty Institute. The fee is not included in the cost of tuition and is non- refundable.
* Must be at least 16 years of by the first day of school.
* Provide Verification Documentation, a copy of a High school diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion.
* 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.
* Students must attend an orientation class at which time all policies and procedures, program curriculum and objectives will be thoroughly explained.

**TOTAL BEAUTY INSTITUTE DOES NOT ACCEPT AT THIS TIME BASIC SKILL TESTING FOR PROGRAMS OVER 450 HOURS**

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.

Home schooled 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 to be eligible for enrollment.

**TRANSFER POLICY**

Tuition will be based on the total hours of instruction needed to complete the specific program. 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 (with seal) as certified by the Florida of Business and Professional Regulations (DPBR). For cosmetology, students agree to complete a minimum of 500 hours and/or a practical evaluation along with a written examination. Hours earned from previous school may not exceed 2 years prior to the date of application for admission. Transferring to Total Beauty Institute may be denied to student if student was terminated from the previous school due to drug/ alcohol and/or unprofessional conduct.

**TRANSFER OF CREDITS**

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. 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.

**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 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 a NACCAS Accredited Institution regarding the contractual relationship (i.e. reporting of attendance and grades, etc.)

**RE-ENROLLMENT**

A student who withdraws or is terminated from 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 will deny or approve 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 $150.00 re- registration fee, pay the current tuition rate, and sign a new enrollment agreement.

**STATE LICENSING REQUIREMENTS**

* 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 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 both parts of cosmetology examination is $63.50.

* Must have a background check.

**STATE LICENSING DISCLAIMER**

Total Beauty Institute is not responsible for students denied licensure. The Florida Department of Business and Professional Regulations may refuse to grant a license if a student has been convicted of a crime; committed an act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for to deny licensure. The Florida Department of Business and Professional Regulations may deny licensure on the grounds that the applicant made a false statement of fact required to be revealed in the application for such license.    
    Students who are not US citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination.

**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. Students must be in 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.

**SCHOLARSHIP CRITERA**

To be considered for the scholarship program applicants must be accepted by Total Beauty Institute and cannot be enrolled in another school offering a similar course of study. Applicants will need to write an Essay (250 words) of why they should receive the scholarship and to submit a letter of recommendation. Applicants MUST complete the scholarship application two weeks prior to the start date to attend.

**Scholarship Details**

1. All applicants will be interviewed by the Director and the Advisory Committee for a final decision.
2. A scholarship is awarded in full of strict guidelines and great expectancy from work efforts.
3. Amount received differs d
4. Depending on the financial situations of each applicant.
5. Scholarships may be applied to **COSMETOLOGY TUITION ONLY** and may not be applied to the student kit, uniforms or books.
6. Scholarship awards will be indicated as such. The awards will be given to school in monthly corresponding with the monthly report cards. Scholarship recipients must maintain grades at or above 75% in academics (theory and practical) and 75% attendance and maintain full compliance with the rules and regulations at these checkpoints to qualify for continuous funds. Scholarship recipients will forfeit their unused portion scholarship if they fail to comply with the program requirements or maintain the eligibility during each scholarship period.
7. They must remain in the contract schedule and may not switch to another schedule or they will forfeit scholarship and will be responsible for full tuition amount of portion that was allowed through scholarship.
8. Registration fee must be paid by the applicant.
9. The applicant must be a US citizen or US legal resident, at least 18 years old with a standard high school diploma, transcripts, GED, or upcoming high school graduation in the year prior to the chosen enrollment date.
10. Employees of the school and their family are not eligible to participate in full scholarship benefits.
11. If a student is dropped from the program for any reason by any party full payment of scholarship monies must be rendered to Total Beauty Institute before release of hours or transcript. Mall monies owed to Total Beauty Institute must be paid.

**ANNUAL PERFORMANCE STATISTICS**

Total Beauty Institute performance statistics for the calendar Year 2019 reported:

|  |  |  |
| --- | --- | --- |
| Graduation | Licensure | Placement |
| 80% | 100%­­ | 75% |

|  |
| --- |
| **COSMETOLOGY PROGRAM CURRICULUM** |

**COURSE DESCRIPTION**

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

**EDUCATIONAL OBJECTIVES**  
Provide students with the training necessary to develop practical skills combined with theoretical knowledge. Insure students are ready to apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures. To perform basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care. Upon completion of the course requirements, the determined graduate will be able to pass the state board exam, become licensed and be prepared for employers.

**UNITS OF INSTRUCTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | 65 |
| **COS-04** | Hair Cutting & Shaping | 170 | 75 |
| **COS-05** | Hair Styling/Arranging | 290 | 300 |
| **COS-06** | Scalp & Hair Treatments | 45 | 45 |
| **COS-07** | Hair Color | 190 | 45 |
| **COS-08** | Shampooing & Rinses | 55 | 50 |
| **COS-09** | Related Anatomy/Chemistry | 120 |  |
| **COS-10** | Facial/Skin Care/Hair Removal | 65 | 20 |
| **COS-11** | Manicure/Pedicure/Nail Extensions | 65 | 25 |
| **COS-12** | HIV/Aids Education | 4 |  |
| **COS-13** | Salon Management | 1 |  |
| **COS-14** | Ethics | 20 |  |
|  |  |  |  |
|  | **TOTAL** | **1200** | **625** |

**INSTRUCTIONAL METHODS**

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 means instruction through discussion, question and answer, problem solving, projects, demonstration, theory classes, lectures, field trips, guest artist and audio-visual presentations. Practical 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.

**COSMETOLOGY PROGRAM OUTLINE**

**COS-01: FLORIDA LAW & STATUTES:** (5 hours-No service) History of Cosmetology, State Laws and Regulations

**COS-02: SANITATION AND STERILIZATION/ELECTRICITY:** (80 hours-No service)

Health, Public Sanitation, Methods, Chemical Agents, Bacterial Growth, Infection Control

**COS-03: CHEMICAL WAVING AND RELAXING:** (90 hours-65 services) Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing

**COS-04: HAIR CUTTING AND SHAPING:** (170 hours-75 services)

Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, sheers

**COS-05: HAIR STYLING/ARRANGING:** (290 hours-300 services)

Principles and Techniques of Wet Styling, Blow Drying and Waxing, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Product knowledge, use and safety

**COS-06: SCALP & HAIR TREATMENTS:** (45 hours-45 services)

Principles and Techniques of Treatments and Disorders of the hair and scalp, Related Chemistry, Product Knowledge,

**COS-07: HAIR COLORING:** (190 hours-45 services)

Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems

**COS-08: SHAMPOO RINSES:** (55 hours-50 services)

Shampooing, Rinsing, and Conditioning, Product Knowledge, use and safety

**COS-09: RELATED ANATOMY/CHEMISTRY:** (120 hours-0 services) Classifications, Biology, Chemistry, Anatomy and Physiology, Electricity

**COS-10: FACIAL/SKIN CARE/HAIR REMOVAL:** (65 hours-20 services)

Principles and Techniques of Skin Care Treatment and Application of Cosmetics, History of the Skin, Theory of massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting,

**COS-11: MANICURE/PEDICURE & NAIL EXTENSIONS:** (65 hours- 25 services)

Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring, and Advanced Nail Techniques

**COS-12: HIV/AIDS:** (4 hours-no service)

Human Immunodeficiency Virus and acquired immune deficiency syndrome, Occupational Safety and Health Administration regulations

**COS-13: SALON MANAGEMENT:** (1 Hour-No services)

Fundamentals of Business Management, Opening a Salon, Business Plan, Licensing Requirements and Regulations, Salon Operations, Policies, and Practices

**COS-14: ETHICS:** (20 hours- No services) Communications, Public /Human Relations, Seeking Employment, On the Job and Professional Ethics

**GRADING SCALE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academics** | | **Practical / Lab** | |
| 93%-100% | Excellent | YES | Meets Standards |
| 85%-92% | Very Good | NO | Does Not Meet Standards |
| 75%-84% | Satisfactory |  |  |
| 74%-and BELOW | Unsatisfactory |  |  |

**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. SAP evaluation periods are based on actual contracted hours at Total Beauty Institute.

**EVALUATION PERIODS**

|  |  |  |
| --- | --- | --- |
| Students are evaluated for *Satisfactory Academic Progress* as follows: | | |
| Cosmetology - 450 hours, | 900 hours, | 1200 hours (actual clock hours) |
| Number of Weeks = 15 | Number of weeks = 30 | Number of weeks = 45 |

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

**TRANSFER HOURS**

Regarding 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.

**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 66.7% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum timeframe allowed. Students are required to attend a minimum of 66.7% 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

**MAXIMUM TIME FRAME**

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

|  |  |
| --- | --- |
| **COSMETOLOGY PROGRAM - TOTAL 1200 HRS** | |
| Cosmetology | 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 |
| Part Time, 25 hours / week | 1800 hrs / 72 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 70% of the scheduled contracted hours. Total Beauty Institute operates all programs according to a schedule of 900 hours per academic year of instruction. The Cosmetology program is 1200 clock hours in total length.

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

**EXCEEDING MAXIMUM TIME FRAME**

Any student exceeding the maximum time frame as stated above will be terminated and will have to re-enroll 90 days later and pay all re-enrollment fees.

**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 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.

**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:

|  |  |  |  |
| --- | --- | --- | --- |
| Academics | | Practical / Lab | |
| 93%-100% | Excellent | YES | Meets Standards |
| 85%-92% | Very Good | NO | Does Not Meet Standards |
| 75%-84% | Satisfactory |  |  |
| 74%-and Below | Unsatisfactory |  |  |

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.

**DETERMINATION OF SATISFACTORY PROGRESS STATUS**

Students meeting the minimum requirements for academics (75%) and attendance (66.7%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV funding interrupted (If applicable), unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Academic counseling sessions with students are provided ongoing as needed.

**WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and are still 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 still has not met both the attendance and academic requirements, the student becomes ineligible to receive financial aid assistance and scholarship. At that time, 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.

**PROBATION**

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

**RE- ESTABLISHMENT OF SAP**  
 Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting  
 minimum attendance and academic requirements by the end of the probationary period, or filing an appeal  
 of their loss of title IV funding.

**APPEAL PROCEDURE**  
 If a student is determined to not be making satisfactory academic progress, the student may appeal the determination in writing with in 10 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**INTERRUPTIONS, COURSE INCOMPLETES**

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

**NONCREDIT, REMEDIAL PRORGRAMS, 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.

**PROGRAM TUITIONS COSTS**

TUITION & FEE SCHEDULE for **Cosmetology** \**ALL CLASSES ARE TAUGHT IN ENGLISH\**

|  |  |
| --- | --- |
| **COSMETOLOGY PROGRAM COST** | |
| Registration Fees (Non-refundable): | $ 150.00 |
| Tuition: | $ 12,500.00 |
| Books / Kit: | $ 1,550.00 |
| Uniform - Non-refundable: | $ 50.00 |
| Total: | $ 14,250.00 |

**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.

Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs. Any remaining funds available for the student will be paid to the student only at which time the course costs have been paid in full.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 of Each Payment  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | When Payments Are Due  Beginning on \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_  and on the same day each  (check 1) \_\_\_\_\_ 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.

**OVER EXIT FEE**

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

**EXTRA COST**

Cosmetology State Board exam fee $63.00

Returned check fee $35.00

**TERMINATION FEE** ($150)

A termination fee of $150.00 will be charged to any student who withdraws from school prior to completion of course. This applies to student who voluntarily withdrawals or is terminated by the school

**GRADUATION REQUIREMENTS COSEMTOLOGY PROGRAM**

* The 1200 clock hour training program must be completed in both written and practical at 75% or above.
* Attendance must be at 66.7% 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 75% 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.

**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.

**SCHOOL CALENDAR**

Classes start on the first Tuesday of each month except in July & August. The first day of class starting in July will begin the following Tuesday after the 4th of July vacation break. The first day of class starting in

August will begin the second Tuesday of the month. Total Beauty Institute reserves the right to add or cancel class dates in a calendar year prior to enrollment.

**CLASS SCHEDULE**

**COSMETOLOGY**

Full Time (30hrs/per week) (Days Only) - Tues, Wed & Fri 9am-4pm / Thurs 9am-6pm / Sat 9am-2pm  
Part Time (25hrs/per week) (Days Only) - Tues - Fri 9am-2pm / Sat 9am-2pm

Part Time (20hrs/per week) (Days Only) - Tues - Fri 9am-1pm / Sat 9am-1pm

Part Time (20hrs/per week) (Nights Only) - Tues – Fri 5:30pm-9:30pm / Sat 9am-2pm

Program completed in approximately 40 to 60 weeks

**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 close for scheduled teacher educational workshops and training.

**INCLEMENT WEATHER DAYS**

The Institute will be closed due to hazardous/inclement weather conditions at such times when FloridaPublic Schools are closed.

**STUDENT ACCESS TO FILES POLICY**

Student files are kept in a locked filing cabinet. Students and parents or guardians of dependent minors may gain access to their files by making a request to the Administration Department. US Department of Veterans Affairs/State Approving Officials and NACCAS Board of Directors may have access to student files as needed for audited purposes. No other third-party can have access to a student file without a written release (each time records are requested) of information form, signed by the student describing what information may be released.

**Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents/guardians of dependent minors certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

* Eligible students or Parents/ guardians of dependent minors have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students or parents/ guardians to review the records. Schools may charge a fee for copies.
* Eligible students or parents/guardians of dependent minors have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student or parents/guardians then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student or parents/guardians has the right to place a statement with the record setting forth his or her view about the contested information.
* Generally, schools must have written permission from the eligible student or parents/guardians of dependent minors in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
* School officials with legitimate educational interest;
* Other schools to which a student is transferring;
* Specified officials for audit or evaluation purposes;
* Appropriate parties in connection with financial aid to a student;
* Organizations conducting certain studies for or on behalf of the school;
* Accrediting organizations;
* To comply with a judicial order or lawfully issued subpoena;
* Appropriate officials in cases of health and safety emergencies; and
* State and local authorities, within a juvenile justice system, pursuant to specific State law.
* Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students and parents/guardians about directory information and allow eligible students or parents/guardians a reasonable amount of time to request that the school not disclose directory information about them.

Total Beauty Institute complies with the Family Education Rights and Privacy Act. Students have the right to file complaints with Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. The name and address of the office that administers FERPA is:

***Family Policy of Compliance Office***

***US Dept of Education***

***400 Maryland Ave, SW***

***Washington, DC 20202-5901***

**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 to all students equally. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

* If an applicant is not accepted by the school, the applicant shall be entitled to a refund of all monies paid.
* Cancellations can be made in person, by electronic mail, by Certified mail, or by termination. The postmark date 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 (or in the case of a student under legal age, his/her parent or guardian) 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 with the exception of the registration $150.00 fee.
* A student cancels his/her enrollment (or in the case of a student under legal age, his/her parent or guardian) *after* three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $150.00.
* A student should notify 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.
* 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:

|  |  |
| --- | --- |
| PERCENTAGE LENGTH COMPLETED TO TOTAL LEGHT OF COURSE AND/OR PROGRAM, SEMESTER, TERM OR BILLING PERIOD,  PER CONTRACT | AMOUNT OF TUITION OWED TO THE SCHOOL |
| 0.01% to 40% | Pro-Rata |
| 40.1% to 49.9% | 70% |
| 50% and over | 100% |

Any monies due to a student who withdraws from the institution shall be refunded within 30 days of a determination that the student has withdrawn, whether officially or unofficially.

If the course is canceled after a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later date. 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.

**\*\*The School is currently eligible to participate in federal Title IV Financial Aid Programs\*\***

**Leave of Absence, Interruptions, Course Incompletes, Withdrawals Policy**

The following Leave of Absence Policy is applied to all students enrolled at Total Beauty Institute. Total Beauty Institute will only grant a Leave of Absence for MEDICAL circumstances. All other reasons a student is not able to attend school will be treated like a withdrawal. Only under MEDICAL circumstance will a LOA be granted. The head of school will determine the need. Occasionally, students may experience extended personal or medical problems which make it difficult for them to attend their classes. The School may allow a student experiencing such circumstances to take a Leave of Absence (LOA) from their program. Students must be enrolled in their program for a minimum of sixty (60) days before a Leave of absence could be approved. All LOAs must be preapproved by the administration, and students must submit their requests to the school in writing. The written request for an LOA must be submitted in advance, and include the reason for the request, include the starting and ending date of the LOA, and must include the student signature. Total Beauty Institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, (such as a car accident or emergency surgery etc.) Total Beauty Institute will collect the request from the student at a later date; document the reason for its decision to grant the LOA. Total Beauty Institute would then determine that the beginning of the leave of absence would be determined to be the first day the student was unable to attend class.

A student is eligible for 180 days leave of absence during a 12-month period at Total Beauty Institute. The minimum length of an LOA is 14 days unless approved by the Director. Any approved LOA will be granted in accordance with the Federal guidelines for LOA which state that an LOA will not exceed 180 days in a twelve-month period. An LOA will not be granted to an active student who exceeded or surpassed the 100% point of scheduled hours of their program. Students will not be assessed additional tuition charges while on their LOA. The student enrollment contract will be extended for the same number of day’s taken and maximum time frame in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same SAP status they held prior to their LOA. There must be reasonable expectation that the student will return from the LOA. Students returning from an LOA must coordinate their return with the campus registrar.

If a student takes an unapproved LOA or if a student who fails to return from an LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of their LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student’s last day of attendance. Student’s granted a LOA that meets these criteria is not to be considered to have withdrawn, and no refund calculation is required at that time. If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Student who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of Total Beauty Institute.

Students wishing to withdraw and transfer to another institution must attend an exit interview and pay all monies owed the school or make satisfactory arrangements for debts as approved by the School.

**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 to the situation related to the program. Total Beauty Institute staff does not offer any psychological assistance in any capacity; however we may be able to recommend 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

**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.

**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, signed and dated. The date given will be considered the last day of attendance. To officially withdrawal, the student must initiate the process with the administrative staff. Any student dropped from a program can re-enter to the program and will return under the same SAP status in which they left. If student does not give written notice, he/she will be automatically dropped after not being in attendance for two straight weeks (14 calendar days).

**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 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 excuse will be formally terminated from their program. All students are expected to be in attendance on Saturdays from 9 am to 2 pm; there will be a $25.00 fine for each Saturday missed that must be paid prior to graduation.

**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 & CONDUCT**

We are focused on graduating professional hairstylist and work hard to maintain the highest standards of professionalism throughout the building. We expect magnanimous behavior because engaging in inappropriate topics of conversation has no place in our environment. 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, politics, religion, and gossip. Use of vulgarity and profanity is NOT permitted. Please treat your client, instructors, fellow students, and administrative staff with respect always. Any student who fails to conduct themselves in a professional manner will be given a warning for the first incident. Any second incident, the student will be asked to leave the building for that day and their third incident will result in termination from the program. Students wanting to return to school after dismissal for conduct will need approval from the director.

**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 following:

* Possession or use of drugs
* Alcohol including being under the influence
* Refusal to do assignments
* Possession of firearms, explosives, toxic or dangerous chemicals, dangerous substances or compounds, or other lethal weapons is prohibited on school property.
* Refusal to wear assign uniform
* Failure to pay tuition
* Failure to obtain necessary percentage academically

**NON-SMOKING POLICY**

This 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 an extremely sensitive issue, please respect it. Secondhand smoke is just as harmful.

**TIME CLOCK PROCEDURES**

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). 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. Students who are considered tardy will not be allowed to clock in until 10:30 am. 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 attending our facility must do so on a regular basis. Unexcused absences and tardiness will not be tolerated.  An excused absence would be a doctor’s note for the student due to illness, court subpoena, family emergency or a death in the family (all reasons need proof of absence). You do not receive hours for excused absences.

Any student absent for 3 days in any given month must notify director of his/her absenteeism.  If any student who is continuously absent for a period of 14 consecutive days in any given month will be automatically terminated and the Title IV funds (if applicable) will be calculated after 14 calendar days of inactivity and returned to  the government. 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.

**MAKE-UP WORK**

It is the students responsibility to makeup all course work, tests, practical work, etc. that was missed as a result of absenteeism. The student should contact the instructor for the coursework missed, and make arrangements with the Educational Director to schedule time to make it up. Within 14 calendar days.

**STUDENT PARKING**

Students must park in designated areas, not in the assigned staff, handicapped areas or in the front of the building.

**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. Students who are considered tardy will not be allowed to clock in until 10:30 am. There will be a $25.00 fine for each Saturday missed and must be paid prior to graduation.
3. Students must call by 8:00 a.m. to let the school know they are going to be absent. Students must also call 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 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. All students are allotted time for lunch and breaks depending on their shift. They must clock out/in for lunch.
6. At no time is any student permitted outside of the school building unless they have permission and are clocked out. Biometric system will only be altered at the approval of the Educator and/or Director.
7. 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 offense to the public.
8. Students are required to purchase their uniforms (scrubs). Top and bottom of uniform should be all black, freshly laundered, ironed and without spots or tears. Sweaters should be black and worn under the top of the uniform.
9. Shoes (tennis shoes are acceptable) must be all black or all white.
10. Student’s kit and supplies are their personal responsibility. Sanitary procedures must be followed very closely when sterilizing equipment.
11. The school reserves the right to conduct inspection of lockers or student kits. 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.
12. 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.
13. Student Clinic Day is on Wednesday after 1:00 p.m. with an instructor’s permission. No personal work is permitted on Friday and Saturday.
14. Anyone wanting to use special/chemical products from the dispensary must show a paid receipt before products are given out.
15. 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 Front Desk Manager.
16. 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.
17. Students are responsible for the cleanliness of their workstations, equipment, and general sanitation of the school for client protection. Daily sanitation begins at 3:45 p.m. Mon, Tues, & Wed; and 5:45 p.m. Thurs. After sanitation is complete student must return to their assigned area.
18. Cell phones are to be put on vibrate while in school; they can be checked during breaks and at lunchtime. The school's telephone is to be used to take EMERGENCY calls only.
19. Students may not play radios or wear headphones at any time during class or on the clinic salon floor.
20. 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.
21. Any student who receives and early dismissal, suspension, or expulsion notice must leave the school premises immediately.
22. At no time is a student allowed 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.
23. If you need to leave earlier than your scheduled time notify your Instructor as soon as possible.
24. 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.
25. The school 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
* Refusing to service clients
* Use of profanity
* 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

1. The Florida Department of Business and Professional Regulations does not permit salon services to be performed by students outside of the school.
2. Students will not be allowed to register for State Licensure Examination until all financial obligations are met according to contract agreement.
3. 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.

Student’s immediate family members (mother, father, sister, brother) will receive 50% off any clinic salon service except chemicals. 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 of use and sale of alcoholic beverages and controlled substances such as:

* 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, prospective student will receive information about substance abuse. All this information is found in the school catalog.

**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 has established the following guidelines to campus and environment safety.

* 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.
* Always walk. Running is 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.
* Remove hair from floor immediately after each service.
* Immediately clean any wet spills and use wet floor signs.

**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 members:

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

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

**Student Service resource area** – 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 below…

**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 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 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 not been 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 school, 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 accredited 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.

**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 an academic year is the successful completion of 1200 clock hours for the cosmetology program.

**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 66.7% 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.

|  |
| --- |
| **COSMETOLOGY** |
| Level I 0 – 240 hours |
| Level II 41 – 600 hours |
| Level III 601 – 900 hours |
| Level IV 901 – 1200 hours |

**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.

**TITLE IV CREDIT BALANCE**

A credit balance cost from title IV will be sent to the student within 14 days from the date the credit balance was created.

**RETURN TO TITLE IV POLICY**

The borrower(s)Will be notified of when this happens and if there is not a response, the loan will be returned to the Department of Education.