



MICHIGAN COLLEGE OF BEAUTY- MONROE

(FURTHERMORE KNOWN IN THE DOCUMENT AS MCB)

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Monroe, MI 48161

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www.michigancollegebeauty.com

Accredited by the National Accrediting Commission of Career Arts and
Sciences

3015 Colvin St. Alexandria, VA 22314 (703) 600-7600

Licensed by the State of Michigan

Department of Labor and Economic Growth

Bureau of Commercial Services

PO Box 30018, Lansing, MI 48909 (517) 241-9289

Owner

Latress Beauty Academy, Inc.

STUDENT CATALOG

VOLUME 42 / January 2020

TABLE OF CONTENTS

| | <u>Page</u> |
|--|-------------|
| Access to Students' Files | 5 |
| Admissions | 4 |
| Annual Security Report (ASR)... | 37 |
| Anti-harassment Policy..... | 38 |
| Attendance/Tardiness | 11 |
| Attrition Rates | 34 |
| Cancellation and Settlement Policy..... | 6 |
| Class Start Dates | 45 |
| Code of Conduct..... | 37 |
| Compensation, safety requirements and physical demands of the professions | 7-15 |
| Completion Rates..... | 41 |
| Consumer Information..... | 6 |
| Copyright Infringement... | 29 |
| Course Outlines | 12 |
| Cosmetology | 12 |
| Advanced Esthetics | 22 |
| Instructor | 20 |
| Nail Technician..... | 15 |
| Manicuring..... | 17 |
| Disability Support Services..... | 31 |
| Drug and Alcohol Prevention Policy (DAAPP)..... | 31 |
| Employment Assistance | 5 |
| Equipment | 5 |
| Facility Description..... | 4 |
| Faculty and Administration..... | 4 |
| Felonies..... | 40 |
| FERPA..... | 46 |
| Financial Assistance..... | 34 |
| Graduation Requirements | 5 |
| Grievance Procedure | 36 |
| Internship/Externship..... | 5 |
| Leave of Absence..... | 9 |
| Make-up Time..... | 5 |
| Mission Statement | 3 |
| Non-Discrimination..... | 5 |
| Note Page | 47 |
| Other Available Student Services..... | 5 |
| Placement Rates | 45 |
| Pregnancy Policy..... | 29 |
| President's Message | 3 |
| Refund Policy | 6 |
| Satisfactory Progress Policy..... | 25 |
| Scholarships..... | 5 |
| School Holidays | 9 |
| School Library..... | 31 |
| State Licensing Pass/Fail Rates | 45 |
| State of Michigan Licensing Requirements..... | 30 |
| Student Activities..... | 31 |
| Termination By The Institution..... | 34 |
| Transfer Students | 4 |
| Tuition, Fees, Kit and Books..... | 44 |
| Tuition Payments..... | 34 |
| Typical Student Expenses..... | 6 |
| Unexpected School Closure Procedures..... | 34 |
| Uniforms | 32 |
| Vaccinations..... | 11 |
| Verification..... | 43 |
| Withdrawing from School..... | 11 |

MISSION STATEMENT

Our Mission at Michigan College of Beauty is to be the model cosmetology school in southeast Michigan. Our standards for student and client relations are unrivaled. We strive for excellence in the salon and spa industries.

We pride ourselves on teaching our students professionalism with advanced technical skills using Pivot Point methods. We prepare our students for employment and successful careers in the salon and spa industries.

MESSAGE FROM THE PRESIDENT

Dear Student:

We applaud your decision to enter a career in the beauty industry. You have chosen a career that offers a strong personal sense of achievement, innumerable possibilities to apply your skills in a variety of exciting occupations, and the opportunity to be financially independent. The beauty industry is the fourth largest industry in the world that means your new career could take you anywhere on the planet.

There is a concern about our preparedness for the new technologies developing every day. There is also a concern about employment opportunities in this fast-paced society and whether our current skills will soon be obsolete. You are fortunate in that you have selected a field that never goes out of date. The training you receive at Michigan College of Beauty will always be in vogue, as sure as beauty has been in vogue since before the time of Cleopatra.

We wish you great success in your studies as you take this initial step towards your dream of becoming a beauty professional. And in anticipation of your graduation from Michigan College of Beauty, we also wish you a lifetime of happiness and personal satisfaction in your new career.

Sincerely,

Christine Dagenais

President

ADMISSIONS: COSMETOLOGY, NAIL TECHNICIAN, MANICURING and ADVANCED

ESTHETICS STUDENTS: This school admits as regular students, only persons having a certificate of graduation from a school providing secondary education, or having the recognized equivalent of such certificate, and who are at least 16 years of age. MCB works with a vendor, ECE, Education Credential Evaluators, to verify the validity and equivalence of a high school diploma for foreign students. The only exception to this policy is for students accepted under a vocational contract with specific area high schools which allows junior and senior high school students to be admitted for cosmetology training and high school credit. In addition, students enrolling in any course must:

- Complete an application for enrollment
- Provide a valid, government-issued ID (license, state ID or passport preferably)
- Provide proof of a valid Social Security number

INSTRUCTOR STUDENTS: An applicant for the Instructor Training program must provide proof of high school graduation or the recognized equivalent of such graduation and must be a minimum of 18 years of age. They must also be a current, Michigan-licensed Cosmetologist, Nail Technician or Esthetician.

This school does not recruit students already attending or admitted to another school offering a similar program of study. Students who temporarily withdraw, who are not on an approved leave of absence, may be re-enrolled one time only. The student's former hours are requested from State Board and the student is then re-registered with State Board. Tuition is calculated on a per hour basis for students withdrawn more than six months. Students withdrawn less than six months pick up the balance owing from their former contract. All programs are taught in English.

TRANSFER STUDENTS: Michigan College of Beauty welcomes students transferring from other schools that meet all of our admissions requirements. Students that wish to transfer hours to Michigan College of Beauty from another school will have their previous training evaluated through a combination of written and practical examinations administered at Michigan College of Beauty. A non-refundable testing fee of \$200 will be charged for this purpose. Performance on these exams will determine the appropriate number of hours that can be transferred. An official transcript from a student's previous school(s) is also required.

FACILITY DESCRIPTION: Michigan College of Beauty occupies 8700 square feet of space. The school consists of six spacious self-contained classrooms and a large well-lighted and ventilated clinic area that is fully equipped with shampoo bowls, styling stations, hair dryers, a reception desk, a dispensary and waiting area for clinic patrons. There is a separate clinic for skin care services where clients may receive treatments in total privacy. The school also contains a manager's office, admission's office, financial assistance office, staff lounge, student lounge, president's office, stock rooms and two handicap accessible restrooms.

There is ample parking in the plaza lot. The school is handicap accessible.

FACULTY AND ADMINISTRATION

President. Christine Dagenais
 Manager/Senior Educator...Tammy Williams
 Financial Aid Dan Williams
 Admissions . . Anna Fraunhoffer
 Educator.....Gretjen Smith
 Educator . . Pamela Jewell
 Educator....Jodi Carpenter
 Educator....Breanne Harvey

Director . . John McCuen
 Educator.... Andrea Nocella
 Receptionist Patricia Sugg
 Educator Christina Collins
 Educator.... Taran Prayther
 Educator....Marcella Osenbaugh
 Educator....Samantha Medina-Rodriguez
 Educator....Angela Carmon

GRADUATION REQUIREMENTS

Graduates will receive a certificate of completion only after having completed all the required hours for the program, maintaining an average grade of 85% or better in academics and 67% or better in attendance and completing all minimum lab sheet assignments and minimum service exercises as prescribed by State Board. All tuition must be paid, or satisfactory arrangements made with the school manager for an extended payment plan for the balance.

EMPLOYMENT ASSISTANCE

Graduates have access to lifetime employment assistance. Job openings are posted on the Student Bulletin Board. The school does not guarantee employment.

NON-DISCRIMINATION

This school in its admissions, instruction and graduation policies, practices no discriminations on the basis of sex, age, race, gender, color, religion, financial status or ethnic origin.

ACCESS TO STUDENTS' FILES

The school guarantees the rights of the student and his/her parents, if the student is a dependent minor, to have access to their cumulative records. The school requires written consent from the student or guardian for release of records to third parties (unless otherwise required by law). Requests from third parties for student records must be made in writing. Cumulative educational records will be maintained by the school for at least seven years after the student has left the school. MCB will provide access to student and other school records to its accrediting agency.

SCHOLARSHIPS

Applications for scholarships may be requested in the main office. Scholarships are awarded based on grade point average, financial need and written essay. Scholarships include but are not limited to Alumni Scholarships and the Armand Dagenais Scholarship.

OTHER AVAILABLE STUDENT SERVICES

Career Counseling is available upon request from the main office. Although students receive academic and attendance counseling on a monthly basis, the instructional staff is not qualified to counsel students on personal problems. Referrals are made for this purpose to outside agencies in Monroe County.

MAKE-UP TIME

Hours missed during the week can be made up any time during the week not to exceed 40 hours per week. Make up for Saturday absences can only be made up on Saturdays at the end of the contract time. Missed classes may be made up by special arrangements with the instructor.

EQUIPMENT

Complete course cost includes materials necessary for training purposes and for practice on clinic patrons. Student materials must remain in the school at all times.

Audio or video taping of theory classes is prohibited and is a violation of privacy for all others in the class.

INTERNSHIP/EXTERNSHIP:

Internships and externships are not currently offered by Michigan College of Beauty - Monroe.

CONSUMER INFORMATION

Licensing and accreditation authority data to operate this school can be obtained by written request. The school is licensed by the State of Michigan, Department of Licensing and Regulation, P.O. Box 30018, Lansing, MI 48909. Data regarding the following can be obtained from the school manager: employment opportunities and sample refund computations. State licensing examination pass/fail rates, completion and attrition rates, and placement rates are included with each catalog as an insert.

TYPICAL STUDENT EXPENSES

While a student's tuition and fees are fixed, the amount a student spends on living costs will depend largely on the student's actions as well as the individual circumstances, such as whether or not the student has dependents. The Student Consumer Information insert sheet indicates typical costs associated with a modest, but adequate standard of living under various conditions. The budgets may be adjusted for any unusual costs such as expenses for childcare or for a handicap. The student is responsible for the cost of his/her own uniform, any extra classes, State Board registration and State Board Exam supplies, replacement of broken or misplaced items in the school issued kit.

CANCELLATION AND SETTLEMENT/REFUND POLICY

A. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. The refund is calculated based on the student's last date of attendance. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. This policy complies with the mandated policy. School scheduled vacation periods are not included as enrollment time. Michigan College of Beauty - Monroe (hereinafter referred to as Michigan College of Beauty) reserves the right to amend this refund policy in order to comply with new regulations which may be issued by governmental regulatory agencies.

B. Any monies due the applicant or student shall be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the date that:

1. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or legal guardian) cancels his/her contract and requests his/her money back in writing, within three business days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training.
3. A student cancels his/her contract after three business days after signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the registration fee of \$100.
4. A student notifies the institution of his/her withdrawal.

5. A student on an approved leave of absence notifies the school that he or 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; or

6. A student is expelled by the school.

7. If the school closes, cancels or discontinues a course and/or program, and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

a) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or

b) Provide completion of the course and/or program; or

c) Participate in a Teach-Out Agreement; or

d) Provide a full refund of all monies paid

8. If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:

a) Provide a full refund of all monies paid; or

b) Provide completion of the course and/or program

9. If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will make arrangements for students. This school has as its option:

a) Provide a pro rata refund; or

b) Participate in a Teach-Out Agreement

In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/director in person. This policy applies regardless of whether the student has actually started training.

C. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored and determined by the institution a minimum of once a month (every 30 days). Students not in attendance for 10 consecutive calendar days will automatically be terminated from the school. For students who unofficially withdraw the withdrawal date will be 14 consecutive calendar days from the last day of attendance.

D. For students who enroll in and begin classes, the following schedule of tuition adjustments will be considered to meet minimum standards for refund. The refund is calculated based on the student's last date of attendance and calculated on actual hours of attendance.

| PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF COURSE | AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL |
|--|---|
| 0.01% to 4.9% | 20% |
| 5% to 9.9% | 30% |
| 10% to 14.9% | 40% |
| 15% to 24.9% | 45% |
| 25% to 49.9% | 70% |
| 50% and over | 100% |

E. All extra costs of textbooks, kits and training materials not included in the tuition price, which is stated in the catalog and contract, are non-refundable items.

F. A termination/withdrawal fee of \$150 will be applied.

G. When situations of mitigating circumstances are in evidence, Michigan College of Beauty has adopted a policy wherein the refund to the student may exceed the Minimum Tuition Adjustment Schedule.

H. Michigan College of Beauty has in place a collection policy. The school will pursue collection procedures that reflect ethical business practices. The name of NACCAS will not be used in the school's refund policy or in any of its collection efforts. Collection correspondence regarding cancellation and settlement for the school itself, banks, collection agencies, lawyers, or any other third parties representing the school clearly acknowledges the existence of the Withdrawal and Settlement Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the school.

I. Return of Unearned Title IV Funds for Title IV Aid recipients: Federal regulations have been enacted which state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of student in which they were enrolled. This policy affects students who: a) received or were to receive Federal student financial assistance authorized under Title IV of the Higher Education Act and who, on or after October 7, 2000, withdrew or were terminated from the institution during the first 60% of any payment period.

Eligible Title IV aid recipients who have less than 60% of scheduled hours in a payment period are considered to have not earned all of the federal aid that may have previously been awarded for that payment period. Accordingly, a required calculation will be performed to determine the portion of the unearned Federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with Federal student aid.

This policy may also result in the student owing a refund or unearned Federal aid to the Department of Education.

J. Examples of Return of Unearned Title IV Funds are available in the school office.

K. Return of Unearned Title IV Funds will be made in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Unsubsidized Direct Student Loan
4. Federal Subsidized Direct Student Loan
5. Federal PLUS Loans
6. Federal PLUS Direct Student Loan
7. Federal Pell Grants
8. Other assistance programs authorized by Title IV

SCHOOL HOLIDAYS

The school follows a 900-hour academic year. The school is closed for the following legal holidays:

Independence Day
Memorial Day
Christmas Day

Labor Day
Thanksgiving Day
New Year's Day

The school calendar is included with each catalog as an insert.

LEAVE OF ABSENCE

In the event a student finds it necessary to be absent from school for an extended period of time, and has a reasonable expectation that he/she will return, he/she may request an official leave of absence from the institution. Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

- a. A single leave of absence may be granted for up to 180 days in a twelve-month period.
- b. A second leave of absence in the same twelve-month period may be granted provided that the combined number of days in both leaves does not exceed 180 days.
- c. Additional leaves in the same twelve-month period may be granted providing the additional leaves are for documented jury duty, military leave, or Family Medical Leave Act (FMLA) provisions, and the combined number of days in all leaves does not exceed 180 days.
- d. The twelve-month period referenced in these provisions starts on the first day of the first leave.

A student granted a Leave of Absence that meets the above criteria is not considered to have withdrawn, and no refund calculation is required at that time. A student's request for a leave of absence must be submitted in writing, must include the reason for the student's request and include the student's signature. The request must also be approved by the institution to be considered an official leave of absence. A student must apply for their Leave of Absence in advance unless unforeseen circumstances prevent the student from

doing so. Michigan College of Beauty - Monroe may grant a Leave of Absence to a student who did not make a written request prior to the leave due to unforeseen circumstances and will document the reasons for the decision and collect the request from the student at a later date. In such cases, the beginning date of the approved Leave of Absence would be determined by Michigan College of Beauty - Monroe to be the first date the student was unable to attend school because of the unforeseen circumstances.

Students will not incur additional charges from the institution for any absences during an official leave of absence period. Michigan College of Beauty - Monroe will extend the student's contract period by the same number of days taken in the Leave of Absence. Changes to the contract period will be initialed by all parties or an addendum must be signed and dated by all parties. Students who fail to return to school as scheduled from an official leave of absence will be considered as withdrawn as of the start of the leave of absence. The withdraw date for the purpose of calculating a refund is always the student's last day of attendance. This policy may affect any grace periods relative to federal student loan repayment schedules. If you have questions or need further guidance, please contact the MCB School Manager.

EXCUSED AND UNEXCUSED ABSENCES

Students will be allowed excused absences to attend the funeral of an immediate family member (Grandparents, parents, siblings, child, grandchild, spouse). Excused absences may also be granted for extenuating circumstances which will be reviewed and granted on a case-by-case basis by the manager and school owner. These happen on rare occasions. Excused absences do not extend the students contracted end date. In order to change the student's contract end date for absences, the student would need to have been granted an approved leave of absence. Unexcused absences will have no effect on the end date of the Training Agreement.

CHANGE OF CONTRACT

A fee of \$150 will be charged for each Change of Contract that is granted. Legitimate reasons for a Change of Contract are limited to: Medical, with a doctor's note OR Work, with an employer's note. An addendum to the student's original contract will be drawn up, signed and dated by the student and the school manager.

Extra Instructional Charges

Michigan College of Beauty will charge a student \$8/hour for extra instruction needed to complete his/her program under the following conditions:

1. Absences allowed within the contract period have been exhausted; and
2. The amount charged per clock hour is clearly stated on the enrollment agreement and tuition and fees information is provided to students upon enrollment.

Michigan College of Beauty draws up an over-contract addendum to the original training agreement immediately prior to the completion date appearing on the original training agreement. This institution will have secured from the student an acknowledgement of credit to their account, if there is one. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates.

GRADUATING WITH HONORS

Michigan College of Beauty recognizes and rewards the outstanding accomplishments of our students. Students at Michigan College of Beauty that maintain a 95% attendance rate and a 95% academic average at the end of their respective course are entitled to graduate with honors. A student graduating with honors must also be free of suspensions and can have no more than one disciplinary write-up. Students graduating with this special distinction will have the honors designation noted upon their diploma. They may also receive preferential employment recommendations from Michigan College of Beauty with top area salons. In addition, those students graduating with honors will receive one voucher to cover tuition expenses (excludes kit costs) at a Michigan College of Beauty continuing education program.

WITHDRAWING FROM SCHOOL

Students who wish to officially withdraw from school must complete and sign the Student Status form. Students should indicate that they are withdrawing on the form. This form can be obtained from the School Manager.

VACCINATIONS

MCB does not have vaccine requirements for students enrolling in any of its programs.

ATTENDANCE

MCB records student attendance in clock hours and: 1) gives appropriate attendance credit for all hours attended; 2) does not add or deduct attendance hours as penalty; 3) rounds actual attendance hours to no more than the nearest quarter hour.

MCB's attendance policies are applied uniformly and fairly. Students use a time clock upon arrival at school, at the beginning and end of a lunch period, and upon leaving for the day. Those hours are tallied, according to the school policy, and at month end a formal report is submitted to the State Board of Cosmetology. Student hours are also recorded on student Minimum Practical Application (MPA) sheets which are placed in the student file at the end of each month. A copy of each month's State Board Report is made available to all students.

TARDINESS POLICY

This institution has a specific procedure that must be followed in the event a student is tardy.

1. The student must report to the school office.
2. The student must hand in one tardy pass, signed and dated, in order to be admitted to class. Students are issued five tardy passes at the beginning of their programs. Cosmetology students receive five more tardy passes at 750 hours. Manicuring, esthetician and instructor training students receive a total of five tardy passes for the length of their program. Once a student has exhausted their tardy passes, he/she will be sent home for the day if he/she arrives after six minutes late. Cosmetology students may use their first five passes from 1 to 749 hours, and the second issuance of five passes from 750 to 1500 hours.
3. The manager has the discretion to override the tardy rules, with limited exceptions, when conditions dictate.

COURSE OUTLINES

COURSE FORMATS

The faculty uses a combination of classroom lectures, demonstrations and clinic techniques. Our training methods are designed to elicit the cooperation and participation of the students. This is accomplished by being sensitive to the individual differences and to the variety of backgrounds of the participants. Several instructional methods are used to encourage retention and comprehension. These include, but are not limited to:

1. Theory and application as a natural progression in the learning process.
2. Goal oriented assignments and encouragement to complete the program.
3. Satisfactory progress reports that accurately reflect the students' knowledge base.
4. On-going student contact with faculty.
5. Periodic written examinations.
6. Periodic practical examinations using criterion references.
7. Skilled instructor input in the classrooms and clinic.
8. Audio-visual aids to supplement lecture and textbook materials.
9. Personal growth encouragement including development of desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, effective communication skills, habits of good health and safety, and legal aspects of salon operation.
10. Award of certificate to successful graduates.

EVALUATION PROCEDURES

Students are evaluated by a combination of scores on final chapter tests and the completion of minimal practical application requirements. Each division of training sets lab practical exercises as a requirement for passing from one division to another. A mock State Board Examination is also administered.

ATTENDANCE POLICY

The attendance policy for this institution is in strict accordance to the Enrollment Agreement attendance schedule as executed by the student and school. For those students attending a full-time schedule, five days a week and seven hours per day is required. For those students attending a part-time schedule, attendance is required according to the schedule on the Enrollment Agreement.

COSMETOLOGY

1500 Clock Hours

Cosmetologists perform personal services to improve the appearance of customers. Hair services may include a shampoo, cut, style, chemical wave and color applications. Cosmetologists may also give facials, apply makeup and give manicures and pedicures.

Opportunities for employment occur in independently owned or large chain beauty salons, resort hotels, cruise ships, motion picture or television studios, industry journal and

textbook publishers, and cosmetic firms. In a salon setting, the cosmetologist may specialize as a hairstylist, hair color specialist, permanent waver, hair cutter, and manicurist. About 50 percent of all cosmetologists are self-employed. Average salary for a licensed Cosmetologist, according to the American Association of Cosmetology Schools (AACS) is \$38,843.

All states require cosmetologists to have a license to practice. In Michigan, applicants must be at least seventeen years old and have completed 1500 hours of training. They must also pass a written and practical exam.

Cosmetologists should have a sense of form and artistry. They should like dealing with the public and should get along well with people. They should be willing to follow the instructions of customers and be aware of their preferences. Patience and an even temper are assets. Cosmetologists should be able to tolerate the long intervals of standing required for this work. They should not be allergic to permanent wave lotions, hair sprays, and other chemicals they use in their work.

The student not only learns theoretical concepts during 415 classroom lecture hours, but must also apply those concepts during 1085 hours of laboratory work and clinic practice under the direct supervision of expert instructors. The student is taught employability skills for entry into the beauty industry and prepared for the State Licensing examination.

Several instructional methods are used to encourage retention and comprehension. These include, but are not limited to:

1. Theory and application as a natural progression in the learning process.
2. Goal oriented assignments and encouragement to complete the program.
3. Satisfactory progress reports that accurately reflect the students' knowledge base.
4. On-going student contact with faculty.
5. Periodic written examinations.
6. Periodic practical examinations using criterion references.
7. Skilled instructor input in the classrooms and clinic.
8. Audio-visual aids to supplement lecture and textbook materials.
9. Personal growth encouragement including development of desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, effective communication skills, habits of good health and safety, and legal aspects of salon operation.

Students are evaluated by a combination of scores on final chapter tests and the completion of minimal practical application requirements. Each division of training sets lab practical exercises as a requirement for passing from one division to another. A mock State Board Examination is also administered.

COURSE GOALS

1. The student will learn to cut and shape, style, shampoo,

- permanent wave and color hair.
2. The student will learn to manicure nails.
 3. The student will learn to give facial and scalp treatments.
 4. The student will gain experience in shop management and appointment booking.
 5. The student will gain experience in serving patrons in the student beauty clinic.
 6. The student will learn personal grooming and personality development.
 7. The student will learn employability skills.
 8. The student will be prepared for the State Licensing Exam.

CONTENTS OF UNITS OF INSTRUCTION

| <u>Unit Names</u> | <u>Theory Hours</u> | <u>Practical Hours</u> | <u>Total Clock Hrs</u> |
|---|---------------------|------------------------|------------------------|
| 1. Sanitation & Bacteriology | 30 | 60 | 90 |
| 2. Facials | 25 | 60 | 85 |
| a. Skin Analysis & Care | | | |
| b. Manipulation Massage Electricity | | | |
| c. Skin Care | | | |
| d. Removal of Hair by the use of wax, tweezers, or depilatories | | | |
| e. Make-up and eyebrow arch | | | |
| 3. Hairdressing | 125 | 400 | 525 |
| a. Arranging, cutting | | | |
| b. Curling, pressing | | | |
| c. Wiggery | | | |
| d. Fingerwaving | | | |
| 4. Scalp & Hair Treatments | 10 | 15 | 25 |
| 5. Hair Coloring | 40 | 160 | 200 |
| a. Temporary | | | |
| b. Semipermanent | | | |
| c. Permanent | | | |
| d. Bleaching & dimensional coloring | | | |
| e. Color mixing | | | |
| 6. Chemical Hair | 40 | 180 | 220 |
| a. Restructuring | | | |

| | | | |
|--|-----|------|------|
| b. Permanent Waving | | | |
| c. Straightening & relaxing | | | |
| 7. Patron Protection | 60 | 20 | 80 |
| a. Laws & rules | | | |
| b. Personal hygiene | | | |
| c. Salon management | | | |
| d. Mechanical & electrical equipment safety | | | |
| e. Preparation for employment | | | |
| 8. Applied chemistry (related to skin, hair, nails and scalp) | 20 | 10 | 30 |
| 9. Applied artistic (principles as related to cosmetology) | 10 | 10 | 20 |
| 10. Applied anatomy Physiology and histology of the human head, hands, nails, skin and hair | 45 | 0 | 45 |
| 11. Manicuring | 10 | 40 | 50 |
| 12. Unassigned hours | 0 | 130 | 130 |
| | | | |
| TOTAL HOURS | 415 | 1085 | 1500 |

ADDITIONAL INFORMATION

Textbooks used in the program:

Pivot Point: Cosmetology Fundamentals
 Hair Design Hair Sculpture
 Texture Salon Ability Long Hair

 Color Design
 Salon Success Men's Hair Sculpture
Cosmetology Laws and Rules Relating to the Practice of Cosmetology
State of Michigan, Board of Cosmetology

NAIL TECHNICIAN 600 Hours

Manicurists, or nail technicians, clean, shape, and apply polish to fingernails and toenails. They are also trained to apply artificial nails, nail tips and nail wraps. Some manicurists enjoy nail art and can produce unusual effects using airbrushes and three-dimensional ornaments. The course prepares students for positions as professional manicurists. The student not only learns theoretical concepts of nail care, nail grooming and basic nail

artistry, but must also demonstrate practical clinical procedures. The student is taught employability skills and prepared for the state licensing examination.

Manicurists work in beauty salons, department stores, barber shops, hotel beauty shops, and specialty salons for nails. With a good clientele, both self-employed manicurists and salon employees can earn a good income. Success depends on skill and the number of clients they can serve in a given time. A successful technician can earn \$2,000 or more a month.

Most states require manicurists to have a license. In Michigan, applicants for state licensure must have 400 clock hours of training and must pass a written and practical exam. The rationale for our 600 hour program features additional emphasis on special effects, work with a nail drill and greater practical experience. The added benefits of this for students include greater familiarity with special effects along with enhanced nail drill proficiency, which will make them more competitive in today's work environment.

Manicurists work indoors usually in bright and cheerful salons. They do most of their work while seated at a manicure table with their arms resting comfortably on it. They should not be allergic to the products used to create artificial nails. They work with all kinds of people, some easy to please and others are demanding. Manicurists need to be tactful and diplomatic. Artistic flair and creativity will help them in their work. Sales skills are also important in promoting both their services and the products they offer.

Several instructional methods are used to encourage retention and comprehension. These include, but are not limited to:

1. Theory and application as a natural progression in the learning process.
2. Goal oriented assignments and encouragement to complete the program.
3. Satisfactory progress reports that accurately reflect the students' knowledge base.
4. On-going student contact with faculty.
5. Periodic written examinations.
6. Periodic practical examinations using criterion references.
7. Skilled instructor input in the classrooms and clinic.
8. Audio-visual aids to supplement lecture and textbook materials.
9. Personal growth encouragement including development of desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, effective communication skills, habits of good health and safety, and legal aspects of salon operation.

Students are evaluated by a combination of scores on final chapter tests and the completion of minimal practical application requirements. Each division of training sets lab practical exercises as a requirement for passing from one division to another. A mock State Board Examination is also administered.

COURSE GOALS

1. The student will learn desirable work habits, acceptable professional attire, customer relations, appropriate employer-employee relationships, business ethics, communication skills, good health and safety habits, and the legal aspects of salon operation.
2. The student will prepare a job resume and learn employability skills.
3. The student will learn the basics of nail care and nail grooming.
4. The student will learn the techniques of basic nail artistry.
5. The student will learn to apply theoretical concepts to practical applications.
6. The student will be prepared for the State Licensing Examination.

CONTENTS OF UNITS OF INSTRUCTION - NAIL TECHNICIAN (600 Hours)

| <u>UNIT NAME</u> | <u>Theory Hours</u> | <u>Practical Hours</u> | <u>Total Hours</u> |
|---|-------------------------|----------------------------|------------------------|
| 1. Sanitation | 15 | 35 | 50 |
| 2. Anatomy and disorders | 25 | 0 | 25 |
| 3. Patron Protection Laws and Rules | 35 | 15 | 50 |
| 4. Artistic principles | 25 | 50 | 75 |
| 5. Manicuring Techniques | 10 | 50 | 60 |
| 6. Chemistry | 15 | 0 | 15 |
| 7. Special Effects/Sculptured Nails | 70 | 160 | 230 |
| 8. Product Knowledge | 20 | 0 | 20 |
| 9. Unassigned Hours | 5 | 20 | 25 |
| 10. Professional Development /Preparation for Employment | 45 | 5 | 50 |
| TOTAL HOURS | 265 | 335 | 600 |

ADDITIONAL INFORMATION

Textbooks used in these programs: Milady Standard Nail Technology Exam Review, Milady Standard Nail Technology
Cosmetology Laws and Rules Relating to the practice of Cosmetology Board of Cosmetology, State of Michigan.

MANICURING 400 Hours

Manicurists, or nail technicians, clean, shape, and apply polish to fingernails and toenails. They are also trained to apply artificial nails, nail tips and nail wraps. Some manicurists enjoy nail art and can produce unusual effects using airbrushes and three-dimensional ornaments. The course prepares students for positions as professional manicurists. The student not only learns theoretical concepts of nail care, nail grooming and basic nail artistry, but must also demonstrate practical clinical procedures. The student is taught employability skills and prepared for the state licensing examination.

Manicurists work in beauty salons, department stores, barber shops, hotel beauty shops, and specialty salons for nails. With a good clientele, both self-employed manicurists and salon employees can earn a good income. Success depends on skill and the number of clients they can serve in a given time. A successful technician can earn \$2,000 or more a month.

Most states require manicurists to have a license. In Michigan, applicants for state licensure must have 400 clock hours of training and must pass a written and practical exam. The rationale for our 600 hour program features additional emphasis on special effects, work with a nail drill and greater practical experience. The added benefits of this for students include greater familiarity with special effects along with enhanced nail drill proficiency, which will make them more competitive in today's work environment.

Manicurists work indoors usually in bright and cheerful salons. They do most of their work while seated at a manicure table with their arms resting comfortably on it. They should not be allergic to the products used to create artificial nails. They work with all kinds of people, some easy to please and others are demanding. Manicurists need to be tactful and diplomatic. Artistic flair and creativity will help them in their work. Sales skills are also important in promoting both their services and the products they offer.

Several instructional methods are used to encourage retention and comprehension. These include, but are not limited to:

1. Theory and application as a natural progression in the learning process.
2. Goal oriented assignments and encouragement to complete the program.
3. Satisfactory progress reports that accurately reflect the students' knowledge base.
4. On-going student contact with faculty.
5. Periodic written examinations.
6. Periodic practical examinations using criterion references.
7. Skilled instructor input in the classrooms and clinic.
8. Audio-visual aids to supplement lecture and textbook materials.
9. Personal growth encouragement including development of desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, effective communication skills, habits of good health and safety, and legal aspects of salon operation.

Students are evaluated by a combination of scores on final chapter tests and the completion of minimal practical application requirements. Each division of training sets lab practical exercises as a requirement for passing from one division to another. A mock State Board Examination is also administered.

COURSE GOALS

1. The student will learn desirable work habits, acceptable professional attire, customer relations, appropriate employer-employee relationships, business ethics, communication skills, good health and safety habits, and the legal aspects of salon operation.

2. The student will prepare a job resume and learn employability skills.
3. The student will learn the basics of nail care and nail grooming.
4. The student will learn the techniques of basic nail artistry.
5. The student will learn to apply theoretical concepts to practical applications.
6. The student will be prepared for the State Licensing Examination.

CONTENT OF UNITS OF INSTRUCTION - MANICURING (400 Hours)

| | <u>Theory Hours</u> | <u>Practical Hours</u> | <u>Total Hours</u> |
|-------------------------------------|-------------------------|----------------------------|------------------------|
| 1. Sanitation | 15 | 35 | 50 |
| 2. Anatomy and Disorders | 25 | 0 | 25 |
| 3. Patron Protection | 35 | 15 | 50 |
| a. Laws and Rules | | | |
| b. Salon Operation | | | |
| c. Safety for patron and Manicurist | | | |
| 4. Artistic Principles | 10 | 0 | 10 |
| 5. Manicuring Techniques | 10 | 50 | 60 |
| 6. Chemistry | 15 | 0 | 15 |
| 7. Professional Development | 25 | 0 | 25 |
| 8. Preparation for Employment | 20 | 15 | 35 |
| 9. Sculptured Nails | 20 | 35 | 55 |
| 10. Advanced Nail Techniques | 5 | 10 | 15 |
| 11. Special Effects | 5 | 35 | 40 |
| 12. Product Knowledge | 5 | 0 | 5 |
| 13. Unassigned Hours | 0 | 15 | 15 |
| TOTAL | 190 | 210 | 400 |

ADDITIONAL INFORMATION

Textbooks used in these programs: Milady Standard Nail Technology Exam Review, Milady Standard Nail Technology

Cosmetology Laws and Rules Relating to the practice of Cosmetology Board of Cosmetology, State of Michigan.

INSTRUCTOR - 600 CLOCK HOURS

This course is designed to prepare a licensed cosmetologist to teach all phases of the basic cosmetology curriculum in a licensed school. The student not only learns theoretical concepts but must also demonstrate practical clinical procedures by first assisting a licensed instructor in the classroom and then completing 130 hours of practice teaching in a classroom. The student is taught employability skills and given a review of the cosmetology curriculum. Finally the student is prepared for the state licensing exam for cosmetology instructors.

Applicants must have an active cosmetology license to enter this training program. Graduates from this program must pass the state practical and written exam prior to being issued a cosmetology instructor license. The State of Michigan requires 500 hours of instruction for this program. The rationale for our 600-hour program is that it avails students additional time to focus on course development and practical teaching. The added benefits of this for students include more familiarity with course development and practical teaching, which will make them more competitive in today's work environment.

Cosmetology instructors find employment in schools where they teach cosmetology, manicuring and esthetics. Job openings occur in proprietary, vocational and technical schools, and may be either full or part time. Earnings increase with experience and vary from one region of the country to another.

Cosmetology instructors stand for most of their working hours and work with their hands giving practical demonstrations. They are exposed to chemicals in hair dyes and permanent wave solutions, manicuring products, and facial products. Lesson planning, grading and counseling students is part of their job description. They should be able to communicate well and should get along with people.

Several instructional methods are used to encourage retention and comprehension. These include, but are not limited to:

1. Theory and application as a natural progression in the learning process.
2. Goal oriented assignments and encouragement to complete the program.
3. Satisfactory progress reports that accurately reflect the students' knowledge base.
4. On-going student contact with faculty.
5. Periodic written examinations.
6. Periodic practical examinations using criterion references.
7. Skilled instructor input in the classrooms and clinic.
8. Audio-visual aids to supplement lecture and textbook materials.
9. Personal growth encouragement including development of desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, effective communication skills, habits of good health and safety, and legal aspects of salon operation.

Students are evaluated by a combination of scores on final chapter tests and the completion of minimal practical application requirements. Each division of training sets lab practical exercises as a requirement for passing from one division to another. A mock State Board Examination is also administered.

COURSE GOALS

1. The student will learn acceptable teaching methods and procedures.
2. The student will learn how to develop lesson plans.
3. The student will learn to develop, administer and grade examinations.
4. The student will learn to apply acceptable teaching methods and procedures in practice teaching situations in the clinic and theory rooms.
5. The student will review the cosmetology curriculum.
6. The student will learn employability skills.
7. The student will be prepared for state licensing.
8. Graduates will receive a program certificate.

CONTENT OF UNITS OF INSTRUCTION

| | <u>Theory Hours</u> | <u>Practical Hours</u> | <u>Total Hours</u> |
|---|-------------------------|----------------------------|------------------------|
| 1. Orientation and Review of the Cosmetology Curriculum | 25 | 50 | 75 |
| 2. Introduction to Teaching | 30 | 0 | 30 |
| 3. Course Outline/Development | 80 | 85 | 165 |
| a. Lesson Planning | | | |
| b. Teaching Techniques | | | |
| c. Teaching Aids | | | |
| d. Developing, Administering and Grading Examinations | | | |
| 4. Laws and Rules | 15 | 10 | 25 |
| a. Record Keeping | | | |
| b. School Administration | | | |
| c. Salon & School Operation | | | |
| d. Preparation for Employment | | | |
| e. Safety for Cosmetologist and Patron | | | |
| 5. Teaching | 0 | 75 | 75 |
| a. Assisting in the Clinic | | | |
| b. Assisting in the Theory Classrooms | | | |

| | | | |
|---|-------|-----|-----|
| 6. Practical Teaching Clinic & Theory Classrooms | 0 | 130 | 130 |
| 7. Unassigned Hours | 0 | 100 | 100 |
| | <hr/> | | |
| <hr/> Total Hours | 150 | 450 | 600 |

ADDITIONAL INFORMATION

Textbooks used in the program:

Pivot Point Cosmetology Fundamentals

Pivot Point: Hair Design Hair Sculpture

Hair Through the Microscope Salon Ability Long Hair

Hair-Master's Plan PH and the Professional

Texture Color

Milady's Master Educator and Milady's Master Educator Exam Review

Cosmetology Laws & Rules Relating to the Practice of

Cosmetology - State of Michigan Board of Cosmetology

ADVANCED ESTHETICS PROGRAM - 600 hours

This is a study of the artistic and scientific principles of esthetics, and its theory, concepts and applications. The course includes the study of the skin and analysis of skin types and conditions, maintenance and corrective facial treatments, facial massage techniques, product knowledge and application, makeup techniques, hair removal, sales techniques and communication skills.

Employment opportunities for estheticians are available in full service salons, day spas, resort spas, cruise ships, exclusive hotels, and dermatology clinics. Full and part time positions are available. The State of Michigan requires 400 hours of instruction for this program. The rationale for our 600-hour program is that it avails students additional time to focus on artistic principles (makeup) and skin care techniques. The added benefits of this for students include greater familiarity with artistic principles of makeup and skin care techniques which will make them more competitive in today's work environment.

Estheticians work in clean, well-ventilated, and pleasant surroundings. They should be prepared to spend considerable time on their feet, although some estheticians are able to work from a seated position. They are exposed to chemicals in the cleansers, lotions and other facial products used in this profession.

Several instructional methods are used to encourage retention and comprehension. These include, but are not limited to:

1. Theory and application as a natural progression in the learning process.
2. Goal oriented assignments and encouragement to complete the program.
3. Satisfactory progress reports that accurately reflect the students' knowledge base.
4. On-going student contact with faculty.
5. Periodic written examinations.

6. Periodic practical examinations using criterion references.
7. Skilled instructor input in the classrooms and clinic.
8. Audio-visual aids to supplement lecture and textbook materials.
9. Personal growth encouragement including development of desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, effective communication skills, habits of good health and safety, and legal aspects of salon operation.

Students are evaluated by a combination of scores on final chapter tests and the completion of minimal practical application requirements. Each division of training sets lab practical exercises as a requirement for passing from one division to another. A mock State Board Examination is also administered.

COURSE GOALS

Upon completion of this course, the student shall have demonstrated competencies required to pass the State Board examination and the ability to:

1. Analyze skin and recognize disorders
2. Perform effective client consultation
3. Apply appropriate maintenance and corrective treatments
4. Apply products for the improvement of the skin's histology
5. Apply the knowledge gained for the safe use of product ingredients and chemistry of the product
6. Recommend prescriptions for home care
7. Apply sales techniques for effective retailing
8. Perform facial massage techniques
9. Apply make-up for day wear and evening wear
10. Apply make-up relative to facial features and proportions
11. Perform hair removal techniques (excluding electrolysis)
12. Apply the basic principles of aromatherapy
13. Perform sanitation and disinfecting techniques and procedures for equipment and supplies
14. Apply safety and sanitary measures for the protection of the client, the salon and the public
15. Fill out a job application, complete a resume, and seek employment

CONTENTS OF UNITS OF INSTRUCTION - 600 HOURS

| <u>UNIT NAME</u> | <u>Theory Hours</u> | <u>Practical Hours</u> | <u>Total Hours</u> |
|--|---------------------|------------------------|--------------------|
| 1. Sanitation/Patron Protection/Salon Management/Law and Rules | 25 | 25 | 50 |
| 2. Mechanical and Electrical Equipment Use and Safety | 50 | 45 | 95 |

| | | | |
|--------------------------------|------------|------------|------------|
| 3. Anatomy and Disorders | 40 | 0 | 40 |
| 4. Artistic principles/Makeup | 50 | 50 | 100 |
| 5. Facial/Skin Care techniques | 50 | 150 | 200 |
| 6. Chemistry/OSHA | 15 | 0 | 15 |
| 7. Temporary removal of hair | 25 | 25 | 50 |
| 8. Unassigned hours | 50 | | 50 |
| TOTALS | 305 | 295 | 600 |

ADDITIONAL INFORMATION:

Textbooks used in the program:

Salon Fundamentals, Esthetics, Pivot Point

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in a NACCAS approved program in this school. NOTE: Students receiving funds under any Federal Title IV financial aid program or Veterans Affairs benefits program must maintain satisfactory progress to continue eligibility for such funds. A copy of this document is provided to all applicants prior to enrollment. This policy is applied consistently to all students enrolled in a specific program for a full time or part time schedule. This policy includes both quantitative and qualitative elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the courses.

I. COMPLETION OF COURSE: Students are given a course completion date on their enrollment agreement. Maximum time frame is one and one half (1 1/2) times (150%) of the length of the NACCAS approved length of the course. Students who do not complete their respective course within this timeframe are no longer eligible for financial aid and will not be considered a graduate of Michigan College of Beauty. Course time is the shortest amount of time a student can complete the course based on their schedule.

Course incompletes, repetitions, and non-credit remedial courses do not apply to this school and have no effect on the school's Satisfactory Academic Progress Policy because this school has no such items. An approved leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

Students receive copies of written evaluations of their attendance and academic progress at least twice during their programs; but all students have access to all their SAP evaluations as well. These evaluations are maintained in the student's file in the school manager's office and are available for review upon request. These written evaluations will clearly state if the evaluations have had an impact on a student's eligibility for financial aid.

Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation. A student deemed not to be making satisfactory academic progress can re-establish satisfactory progress status by meeting the minimum attendance progress and academic progress requirements by the next scheduled evaluation.

A student who returned from an approved leave-of-absence shall be deemed to be making satisfactory academic and attendance progress, unless the student was not making satisfactory academic and attendance progress at the beginning of the leave-of-absence. In that case, the student will continue to be deemed as not making satisfactory academic and/or attendance progress. Furthermore, student's returning from an approved leave of absence will have their contract period and maximum time frame extended by the same number of days taken in the leave of absence. Students re-entering enter in the same progress status as when they left.

Course incompletes, repetitions and non-credit remedial courses are not available at Michigan College of Beauty - Monroe and therefore have no effect on the school's current Satisfactory Academic Progress Policy.

II. ACADEMIC AND ATTENDANCE REVIEWS:

Students will have their attendance and academic averages monitored/reviewed periodically to ensure

adequate satisfactory progress and identify strategies to improve performance as needed. Students are required to attend at 67% of their scheduled hours for the entire length of any program at the school. An academic average of 85% is required throughout the entirety of any program at the school.

Monitoring/Reviews, which are NOT SATISFACTORY ACADEMIC PROGRESS or attendance evaluations, will be conducted throughout the course of a student's respective program. Poor performance will prompt development of an academic/attendance plan designed to improve performance in time for a student's next academic and attendance evaluation.

Academic and attendance REVIEWS will occur based on the following scheduled hours for students as follows:

Daytime Cosmetology: 350, 750, 1050 1350
Evening Cosmetology: 350, 750, 1050, 1350
Daytime Nail Technology: 150, 450
Evening Nail Technology: 150, 450
Daytime Esthetics: 150, 450
Evening Esthetics: 150, 450
Instructor Training: 150, 450
Daytime Manicuring 100, 300
Evening Manicuring 100, 300

III. EVALUATIONS:

A. ACADEMIC EVALUATIONS: To meet satisfactory academic progress, a student must maintain an academic course average of **not less than 85%**.

Cosmetology students are EVALUATED and graded for SATISFACTORY ACADEMIC PROGRESS at the scheduled hours of 450, 900 and 1200. Six hundred-hour nail technology, advanced esthetics and instructor students are evaluated at 300 scheduled hours. Four hundred-hour manicuring students are evaluated at 200 scheduled hours.

The following qualitative and quantitative factors will be measured to determine academic progress: MPA Sheets, theory test scores, lab sheet assignments and mini-boards. Academic evaluations are recorded on the Satisfactory Progress Increment sheets.

ACADEMIC GRADING SYSTEM:

| | |
|---------------|-----------|
| 95% to 100% | Excellent |
| 85% to 94% | Very Good |
| 84% and below | Failure |

B. ATTENDANCE EVALUATIONS: Students' evaluations for attendance are conducted against actual hours of attendance. The minimum attendance requirement is **67% of contracted hours for the entire length of the program**. Students' attendance is monitored on the first business day of each month. Cosmetology students are evaluated for attendance progress at the hours of 450, 900 and 1200. Six-hundred-hour nail technology, advanced esthetics and instructor students are evaluated at 300 hours. Four-hundred-hour manicurist students are evaluated at 200 hours. Attendance evaluations are recorded on the Satisfactory Progress Increment Sheets.

IV. DETERMINATION OF PROGRESS: Student not meeting the minimum standards for attendance or academic requirements at evaluation is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Probationary Status: Students are placed on probationary status who are not considered meeting minimum standards for satisfactory academic progress if:

- a) The school evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- b) The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c) The school determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d) The school develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

In addition to prevailing upon appeal, a student must also meet either (c) or (d) in order to be placed on probation.

A student who does not achieve the minimum standards is no longer eligible for Title IV funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. This institution will notify the student of any evaluation that impacts the student's eligibility for financial aid, if applicable.

Hours from transfer students from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at this school.

V: APPEALS: Students who lose financial aid after failing to achieve minimum requirements may appeal this determination. Reasons for which a student may appeal include death of a relative, an injury or illness to the student, or other allowable special circumstances. The student must submit a letter to the Financial Aid Director, along with any supporting documentation, stating why the decision to drop the student should be reversed, what has changed in a student's situation that will allow the achievement of satisfactory progress at the next evaluation and a request for a re-evaluation of progress. Supporting documentation may include but not be limited to: doctor's notes or funeral programs. Instructor evaluation of the student may be a part of the review. Results of the appeal are documented in the student's file.

VI: REINSTATEMENT OF AID: The Director of Financial Aid will meet with the school Manager and President to review all appeal requests and corresponding documentation. S/he will notify the student in writing as to whether or not their financial aid or certification to Veterans Affairs has been reinstated. This determination shall be placed in a student's file, along with the student's appeal request and corresponding supporting documentation.

A student who prevails upon appeal shall suffer no adverse academic consequences. Reasonable steps (by the school) shall be made to help all students attain satisfactory academic progress and to complete the course should there be a temporary interruption or leave of absence. A student winning appeal will have

financial aid or their certification to Veterans Affairs automatically reinstated. Upon reinstatement, student will be re-certified to Veterans Affairs.

Students enrolled in the school through other subsidized programs shall have their progress determined according to the standards and policies of said program. This school is conducted in accord with the laws and rules governing cosmetology in the State of Michigan Occupational Code 299.

If you have questions or need further guidance, please contact the MCB School Manager.

PREGNANCY:

POLICY: This school has a pregnancy policy which applies to a prospective student signing a Training Agreement, and to an enrolled student.

PROCEDURE:

Before signing a Training Agreement, prospective students who are pregnant must obtain a release from their physician stating that the prospective student will be allowed to participate in all phases of the training program, including but not limited to standing for long periods, exposure to chemicals used in processing and styling hair, used in completing nail services and used in performing facials on student salon clients and on other students.

Students who become pregnant while attending one of our training programs must obtain a release from their physician stating that the student will be allowed to participate in all phases of the training program, including but not limited to standing for long periods, exposure to chemicals used in processing and styling hair, used in completing nail services and used in performing facials on student salon clients and on other students. Completing practical applications is a requirement of every program and no exceptions will be granted for pregnant students. Leaves of absence are available for those students who wish to use them to complete the time of a pregnancy.

If you have questions or need further guidance, please contact the MCB School Manager.

COPYRIGHT INFRINGEMENT & PEER TO PEER FILE SHARING POLICY AND SANCTIONS:

MCB does not allow or condone the use of MCB resources for the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing. Engaging in such unauthorized activity will result in disciplinary action by MCB including but not limited to dismissal from MCB programs and courses as described in the MCB Catalog. Such activity may also subject students to civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov

If you have questions or need further guidance, please contact the MCB School Manager.

STATE OF MICHIGAN LICENSING REQUIREMENTS

COSMETOLOGY LICENSING REQUIREMENTS:

The Department shall issue a license to practice cosmetology to an individual who fulfills all of the following requirements:

1. Passes an examination prescribed by the department and the board, which examination shall include both a practical demonstration and a written or oral test and shall not be confined to a specific system or method.
2. Presents a diploma, issued to the applicant by a school of cosmetology licensed by the department, showing that the applicant has completed the course of study in the school prescribed by the department, or furnishes proof of having completed the required time in a licensed school of cosmetology as prescribed by the department.
3. Is at least 17 years of age.
4. Is of good moral character.
5. Has had an education equivalent to the completion of the ninth grade of public school.
6. Has had training of at least 1,500 hours extending over a period of at least 10 months in a school of cosmetology approved by the department, or has served at least 2 years as an apprentice in a licensed cosmetological establishment in which cosmetology is practiced.

MANICURIST LICENSING REQUIREMENTS

The department shall admit to examination for a license as a manicurist, an individual who has made an application to the department, is at least 17 years of age, is of good moral character, and has had a minimum training of 400 hours under the supervision of a licensed manicurist, or a licensed cosmetologist in a licensed cosmetology school, or shall have spent at least 6 months in a licensed cosmetological establishment where the subject is practiced.

ESTHETICIAN LICENSING REQUIREMENTS

The department shall admit to examination for a license as an esthetician, an individual who has made an application to the department, is at least 17 years of age, is of good moral character, and has had a minimum training of 400 hours under the supervision of a licensed esthetician instructor, or a licensed cosmetology instructor in a licensed cosmetology school, or shall have spent at least 6 months in a licensed cosmetological establishment where the subject is practiced.

INSTRUCTOR LICENSING REQUIREMENTS

The department shall admit to examination for a license as a cosmetology instructor, an individual who has made an application to the department, is a licensed cosmetologist with not less than 500 hours of instructor training, has a high school diploma or its equivalent, has passed an examination approved by the department and the board, and is of good moral character.

Disability Support Services

Michigan College of Beauty - Monroe seeks to ensure that people with disabilities, including intellectual disabilities, are given full access to and participation in all aspects of student life by removal of both physical and attitudinal barriers. MCB is an institution that welcomes and supports a diverse student body.

MCB facilitates the implementation of reasonable accommodations and services for students who self-identify as having a documented disability. Documentation of a disability is required to determine the need for and what type of special aids or adaptations may be helpful.

Accommodations and services are rendered based on the students documented needs and are determined through an interactive process. Prospective students with disabilities are advised to contact MCB as early as possible to ensure timely provision of reasonable accommodations, which might include alternative testing arrangements, adaptive equipment or specialized computer hardware and software. Services offered by MCB include academic advising, instructor consultation, and peer tutoring.

If you have questions or need further guidance, please contact the MCB School Manager.

THE SCHOOL LIBRARY

The school library provides faculty and students with supplementary materials for academic growth and advancement of skill. Students may utilize the school library during break/lunch periods and prior to or after scheduled classes.

STUDENT ACTIVITIES

Students may choose to participate in extra-curricular activities conducted by the student body under the supervision of the school. Field trips to local and national trade shows, beauty supply houses, and area salons provide students with valuable information which enhances their in-school educational experiences. Competition training is available for those students who desire to enter competitions. The training provides students with advanced instruction in competition skills and techniques.

DRUG AND ALCOHOL PREVENTION PROGRAM POLICY (DAAPP)

THE COLLEGE'S POLICY ON DRUG USE

MCB has adopted the following policy, consistent with requirements of the new Federal drug-free campus regulations and with Federal, State and local law, with respect to drug use on campus. All students, employees and visitors are specifically prohibited from the unlawful possession, use or distribution of illicit drugs and alcohol while on College property. An exception will be made at those functions for which permission to serve alcohol has been obtained through the proper channels and then only for those who are of legal drinking age. Offenders will be subject to legal and/or disciplinary action by the College. Sanctions will be consistent with local, State and Federal law and will range from a disciplinary reprimand or a requirement to complete a rehabilitation program up to suspension, expulsion or referral for prosecution.

HEALTH HAZARDS

Use of alcohol and illegal drugs is hazardous to your health. Alcohol, in small doses acts as a depressant and affects self-control. In large doses, it dulls sensation and impairs muscular coordination, memory and judgment. Prolonged use of alcohol is associated with brain damage, cancer, heart disease, liver damage, ulcers, gastritis, and damage to the adrenal and pituitary glands. Prolonged excessive drinking can shorten the life-span by ten to twelve years.

The health risks associated with the use of illegal drugs include slowed reactions, distortion of reality flashbacks, hallucinations, lesions, infection, malnutrition, physical dependency, convulsions, respiratory paralysis, heart problems, coma and death.

LEGAL SANCTIONS

The use, possession or distribution of alcohol by minors (in the State of Michigan, anyone under 21) is a legal offense punishable by fines and imprisonment. For individuals of any age, distribution of alcohol to minors and certain behaviors resulting from alcohol consumption, such as drunk driving, are likewise offenses punishable by law.

The use, possession or distribution of illegal drugs is a Federal offense. Possession is punishable by fines of up to \$5,000 and up to two years imprisonment, while distribution is punishable by fines of up to \$25,000 and up to 15 years imprisonment.

There are drug or alcohol counseling treatment and rehabilitation facilities available in our area where you can seek advice and treatment. The Yellow Pages of the local telephone book is an excellent source. Look under the heading "Drug Abuse & Addiction - Information and Treatment."

There are national organizations one can contact for help. The Alcoholism and Drug Abuse Hotline is open 24 hours: 1-800-252-6465. The Cocaine Hotline: 1-800-444-9999 is open 24 hours a day. The National Institute on Drug Abuse Hotline is available 8:00 a.m. to 2:00 a.m. Monday through Friday and 11:00 a.m. to 2:00 a.m. on weekends: 1-800-662-4357.

Michigan Director
Office of Substance Abuse Services
Department of Public Health
P. O. Box 30195
Lansing, MI 48909
(517) 335-8810

MCB will conduct a biennial review of its DAAPP to determine its effectiveness and to ensure consistent enforcement of applicable drug and alcohol-related statutes, ordinances and institutional policies against students and employees found to be in violation.

If you have questions or need further guidance, please contact the MCB School Manager.

UNIFORMS:

Student uniforms are to be clean and neat at all times. Your hair should be clean and prepared in a daytime style. Coats, jackets, hoodie-style shirts or sweatshirts may not be worn at any time during

school hours. Hats and neck scarves are prohibited as well. Socks or stockings must be worn with shoes at all times. Nametags must be worn at all times.

All nail tech students, esthetic students and junior cosmetology students:

Black pants. No sweat pants. No rips or tears permitted on pants. Nail Tech students will wear a navy blue MCB polo shirt and Cosmetology students a grey MCB polo. Esthetics students will wear a white MCB lab coat. Shoes may not have open toes or heels. All shirts worn beneath the MCB uniform must be solid black. All students may wear colorful MCB logo shirts during the summer.

All senior cosmetology students:

Black pants. No sweat pants. No rips or tears permitted on pants. Solid black shirt under the blue monogrammed smock. Shoes may not have open toes or heels. All shirts worn beneath the MCB uniform must be solid black. All students may wear colorful MCB logo shirts during the summer

Students are required to practice good personal hygiene, including oral hygiene, at all times. Students are requested to limit facial piercings.

Cellular phone use is permitted under limited circumstances, including breaks, lunch and in class or clinic with prior instructor approval. Use of recording devices anywhere in the college could result in termination. If caught using a recording device, the first offense results must leave their phone in the MCB office for the remainder of the day; 2nd offense results in a 1-day suspension; 3rd offense results in 3-day suspension. Students may take pictures inside the school only with the school manager's permission.

Each student is issued a nametag to be worn on the uniform for proper identification. This is a State Board requirement. Lost or forgotten tags must be replaced and may be purchased in the school manager's office for a nominal fee.

Lockers are provided for safekeeping student kits, books and personal items. Students provide their own combination or pad locks. Large purses and expensive clothing (i.e. leather coats) should not be brought to school because of locker space restrictions. Students are encouraged to use a coin purse and discouraged from carrying large sums of money. The school is not responsible for anything lost or stolen. Kits should be ready for inspection at any given time. Lost, stolen or misplaced items from a student's kit must be replaced at the student's expense. (Failure to have a complete kit at all times could result in suspension from school.) Students may not bring large wheeled suitcases or large kit bags.

TERMINATION BY THE INSTITUTION

The school may dismiss a student for the following reasons: Failure to obey all rules and regulations of the school; failure to make required tuition and fees payments; failure to maintain satisfactory progress (satisfactory progress is an average grade of 85% or better in theory/practical examinations and 67% or better in attendance); copyright infringement; absence of two (2) weeks without being on an official leave of absence. In the event student terminates classes for whatever reason or cause, student will be assessed a termination fee of \$150.

Students may be dismissed for actions or conduct that disrupts the school program or reflects in any way on the school. Students dismissed because of unsatisfactory progress or misconduct will not be reinstated unless the administration is assured the cause for dismissal will be corrected. See the school's Satisfactory Progress Policy for the appeal procedure.

UNEXPECTED SCHOOL CLOSURE PROCEDURES

The school maintains regular hours throughout the year except for severe weather conditions. In such conditions students are to call the school for closure information, and exercise their own discretion in making an attempt to attend for the day.

TUITION PAYMENTS

A current Tuition and Fees page is loosely inserted into each catalog.

Any student, who has not completed the required hours of training by the end date as printed on the student training agreement, will be subject to payment of additional tuition for the balance of the time needed to graduate. The student should refer to their training agreement for the hourly rate charged for overtime hours.

At enrollment the tuition is due and payable in full. Payment plans are available upon request, with the application fee and kit and book costs (where applicable) due by the first day of class. Tuition can be broken into equal monthly installments with no interest charged. Tuition (including overcontract charges) must be paid in full when the student reaches 100 hours of graduation. Tuition payments are due by the 10th (tenth) day of the month. Students who are consistently late with their monthly installments may be charged a 10% penalty. This school accepts payments in the form of cash, check, and Mastercard and Visa.

FINANCIAL ASSISTANCE

The National Accrediting Commission of Cosmetology Arts and Sciences accredits Michigan College of Beauty. Financial assistance in the form of Federal Pell Grants and Direct Loans are available for those students who qualify. Students should see the school manager for additional information.

SCHOOL CLOSURE POLICY

If Michigan College of Beauty closes permanently or ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the school will implement the following plans in accordance with NACCAS requirements:

- a. Students will be offered a reasonable opportunity to promptly resume and complete the cancelled program or course of study or transfer to a substantially similar program or course at an institution that offers similar programs.
- b. The arrangements or teach-out is to be performed by an institution in the same geographical area as Michigan College of Beauty.
- c. The school at which students continue their education and training shall not charge the students an amount greater than that to which the original school would have been entitled under its contract with the student and for which the student has not yet paid.
- d. Michigan College of Beauty shall notify affected students individually of the availability of the arrangements or teach out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the school(s) that are accepting students from Michigan College of Beauty.
- e. If closing, Michigan College of Beauty will submit to NACCAS a list of all students who were enrolled at the time of closure and indicate the arrangements made for each student to complete his or her education.
- f. Michigan College of Beauty shall dispose of school records in accordance with state laws.
- g. If Michigan College of Beauty does not have a teach-out plan, students shall receive a pro-rata refund of tuition.

**INTERNAL SCHOOL COMPLAINT
GRIEVANCE PROCEDURE**

Policy: This school has an internal complaint procedure to resolve student complaints. A student with a complaint must exhaust this institution's internal complaint process before submitting the unresolved complaint to NACCAS.

Procedure: The following procedure must be followed in registering a complaint at this school:

1. A student, teacher, or interested party may file a complaint against this school; however the complaint must be in writing to the school owner and should outline the allegation or nature of the complaint.
2. A school representative will meet with the complainant (within 10 days of receipt of the written complaint). The school will document the meeting between the school representative and the complainant in writing. The complainant will be provided a copy of this written record at the time of the meeting.
3. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The complaint committee will be comprised of at least three individuals that may be from the following categories: school owner, director, instructor, financial aid administrator, member of the public interest, or student.
4. This school's complaint committee will meet within twenty-one (21) calendar days of receipt of the unresolved complaint and review the allegations. If more information from the complainant is needed, a letter will be written outlining the additional information which is needed.
5. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.
6. If the complainant wishes to pursue the matter further, a complaint form is available through this institution's accrediting agency. However the complainant should first try to resolve the problems through the school's complaint process, prior to filing a complaint with the school's accrediting agency. The school's accrediting agency is:
National Accrediting Commission of Career
Arts and Sciences, 3015 Colvin Street, Alexandria, VA
22314 Phone: 703-600-7600
7. This school will maintain records of all complaints filed through two (2) complete accreditation cycles.

If you have questions or need further guidance on the grievance procedure, please contact the MCB School Manager.

ANNUAL SECURITY REPORT (ASR)
MICHIGAN COLLEGE OF BEAUTY, MONROE, MI
2016-2018

MCB prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The School Manager compiles the continual ongoing statistics throughout the year. The full text of this report can be located on our website: (<https://michigancollegebeauty.com/annual-security-report/>).

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and Campus Security Authorities, specifically the MCB President, the MCB Director and the School Manager. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest, and referral statistics include those reported to the Monroe Police Department, designated campus officials (including but not limited to: directors, MCB school manager, instructors, administrative staff, admissions staff, financial aid staff, etc.), and local law enforcement agencies. Each year by October 1st, an e-mail notification is made to all enrolled students, faculty, and staff that provides the website to access this report. All prospective employees may obtain a copy of this report from the School Manager at 734-241-8877, Ext. 11 or via email at: administration@michigancollegebeauty.com. All prospective students may receive the website address through the Admissions Coordinator at 734-241-8877, Ext. 15 or via email at: admissions@michigancollegebeauty.com

Code of Conduct:

MCB is dedicated to the advancement of knowledge and learning and to the development of ethically responsible individuals. MCB staff and students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. All staff and students are expected to conduct themselves in accordance with all federal, state and local laws along with MCB regulations and policies.

MCB is committed to ensuring that all students and staff are treated with dignity and respect. MCB affirms its desire to maintain a learning and living environment for all students that is free from all forms of unlawful discrimination, harassment and retaliation. All members of the MCB community are responsible for ensuring that their conduct does not discriminate, harass or retaliate against others, and are to cooperate in maintaining a climate where discrimination, harassment and retaliation are not tolerated.

In keeping with MCB's values, any sanctions imposed are for the purposes of restoring the standards of the MCB community, educating students and student organizations about the seriousness of their action(s), promoting civility and positive growth, while maintaining the safety and integrity of our learning community.

Anti-harassment Policy

Policy: An environment of mutual respect for the rights of others must prevail if Michigan College of Beauty is to fulfill its educational purposes. Students are encouraged to form, hold, and express their own belief and opinions. However, a student's exercise of free expression must not interfere with the rights of other students, and all students must be able to learn and grow in an atmosphere which is free from any form of harassment.

Harassment for the purposes of this policy shall be defined as verbal, physical or written behavior which:

- intimidates individuals or groups on any basis including race, ethnic background, gender, sexual orientation, ethnic origin, or disability,
- or
- involves an expressed or implied threat to personal safety
- or
- has the effect of interfering with an individual's participation in the curricular or extracurricular activities of this school.

Procedure: A student who feels he/she is being harassed by peers or by a staff member of Michigan College of Beauty, or a staff member who feels he/she is being harassed by a student or other staff member, or is aware of the harassment of another student(s) or staff member(s), shall report such incident to a staff member who could be an instructor, the school manager, financial aid director, admissions representative or school owner.

The staff member receiving this report, or observing an incident of alleged harassment will examine the circumstances surrounding the alleged incident. If the receiving staff member determines that harassment has occurred, they will take steps to end the harassment. In the event that the nature and magnitude of the incident(s) warrant follow-up measures, staff members will report charges of harassment to the school manager and school owner. One of these two persons will initiate a further investigation of the harassment charges and implement follow-up measures which he/she believes are appropriate.

Follow-up measures may include some or all of the following:

- counseling
- suspension (of at least one day, but no more than 10 days, with no change in student's contracted end date)
- termination

If the person suspected of the alleged harassment denies the charges of which s/he is accused, an informal meeting will be held with that person, the school manager or owner. The school manager or owner will explain the evidence that has been collected and provide the accused with the opportunity to present his/her version of the facts giving rise to the charge.

If the school manager or owner determines that no violation has occurred, records and documentation regarding the incident(s) shall not be placed in the file of the accused person. If the manager or school owner determines that a violation has taken place, the accused will be placed on suspension from one to ten days. At the end of the suspension period, the accused may return to the school and resume normal activities. Should a subsequent incident of harassment be witnessed and proven, the accused will be terminated immediately from his/her program.

If you have questions or need further guidance, please contact the MCB School Manager.

**MICHIGAN COLLEGE OF BEAUTY STUDENT ADMISSION POLICY
REGARDING FELONY CHARGES**

MCB is committed to making all reasonable efforts to provide our students and faculty with an environment that is safe and conducive to learning. Therefore, MCB reserves the right to not admit applicants who have been convicted of a felony or have felony charges pending against them which MCB, in its sole discretion, believes threaten the security of our students and employees. If you have questions or need further guidance, please contact the MCB School Manager.

SOCIAL MEDIA POLICY

At Michigan College of Beauty - Monroe (MCB), we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and other students. However, use of social media also presents certain risks and carries with it certain responsibilities. We have therefore established these guidelines for appropriate use of social media. This policy applies to all students at MCB.

Guidelines

Social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, as well as any other form of electronic communication. Ultimately, you are solely responsible for what you post online. Keep in mind that any of your conduct that adversely affects MCB, any member of its staff, MCB clients and suppliers or students may result in disciplinary action up to and including dismissal.

Know and follow the rules

Carefully read these guidelines, MCB Rules and Regulations, the MCB anti-harassment policy, MCB Student Catalogue and the MCB Enrollment Agreement. Be sure your postings are consistent with these Rules and Regulations, Policies and Procedures. Inappropriate postings will not be tolerated and may subject you to disciplinary action up to and including dismissal.

Be respectful

Always be fair and courteous to fellow students, instructors and managers, clients, suppliers or people who work on behalf of MCB. Also, keep in mind that you are more likely to resolve MCB related complaints by speaking directly with your fellow students or members of the MCB staff than by posting complaints to a social media outlet. Nevertheless, it is important to avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating or disparaging.

For more information

If you have questions or need further guidance, please contact the MCB School Manager.

Completion, Placement and Licensure from NACCAS 2018 Annual Report

| | <u>GRADUATED</u> | DIVIDED BY | <u>SCHEDULED TO GRADUATE</u> | <u>COMPLETION RATE</u> |
|--|------------------|---------------|----------------------------------|----------------------------|
| <u>COMPLETION</u> | | | | |
| COURSE <u>Cosmetology</u> | <u>27</u> | | <u>48</u> | <u>56%</u> |
| COURSE <u>Nail Technician & Manicuring</u> | <u>4</u> | | <u>8</u> | <u>50%</u> |
| COURSE <u>Advanced Esthetics</u> | <u>18</u> | | <u>20</u> | <u>90%</u> |
| COURSE <u>Instructor</u> | <u>4</u> | | <u>4</u> | <u>100%</u> |
| INSTITUTIONAL TOTAL | <u>53</u> | | <u>80</u> | <u>66.25%</u> |
| <u>PLACEMENT</u> | | | | |
| | <u>Placed</u> | | <u>Placement Eligible</u> | |
| COURSE <u>Cosmetology</u> | <u>18</u> | | <u>26</u> | <u>69%</u> |
| COURSE <u>Nail Tech. & Manicuring</u> | <u>1</u> | | <u>4</u> | <u>25%</u> |
| COURSE <u>Advanced Esthetics</u> | <u>11</u> | | <u>18</u> | <u>61%</u> |
| COURSE <u>Instructor</u> | <u>2</u> | | <u>4</u> | <u>50%</u> |
| INSTITUTIONAL TOTAL | <u>32</u> | | <u>52</u> | <u>61.54%</u> |
| <u>LICENSURE</u> | | | | |
| | <u>Licensed</u> | | <u>Took Exam</u> | |
| COURSE <u>Cosmetology</u> | <u>19</u> | | <u>19</u> | <u>100%</u> |
| COURSE <u>Nail Tech. & Manicuring</u> | <u>2</u> | | <u>2</u> | <u>100%</u> |
| COURSE <u>Advanced Esthetics</u> | <u>15</u> | | <u>15</u> | <u>100%</u> |
| COURSE <u>Instructor</u> | <u>2</u> | | <u>2</u> | <u>100%</u> |
| INSTITUTIONAL TOTAL | <u>38</u> | | <u>38</u> | <u>100%</u> |

VERIFICATION POLICY

Policy: Verification is a process which requires an institution to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or the US Department of Education.

Procedure: If a student's file has been selected for review under the verification process, depending upon the reason the file was selected, some or all of the following information may be requested from the student:

- A completed Verification Worksheet, signed by the student, spouse or parent when applicable
- A copy of an IRS Tax Return Transcript from the US Internal Revenue Service. This transcript will serve to confirm the accuracy of income and other tax related amounts that the student reported on his/her FAFSA application. In lieu of obtaining a transcript, it is recommended that the student use the IRS Data Retrieval Tool.

Obtaining Tax Return Transcripts

- Via the internet at www.irs.gov
- Via phone by 1-800-908-9946
- Via mail or fax by completing IRS form 4506T-EZ

Internet and phone requests for tax return transcripts will be mailed to the tax filer's address within 5-10 days. Submission of Form 4506T-EZ can authorize mailing of the transcript to a third party (such as the school) but will take approximately 30 days.

- Other documentation may be requested by the school to verify the accuracy of the application information including, but not limited to, marital settlement agreements, divorce decrees, W-2 forms, etc...

Students must provide the above information to the school within 60 days of the student's last day of attendance or the last date of the award year during which federal aid was processed, whichever is earlier. Failure to complete the verification requirements on a timely basis may result in forfeiture of any federal aid awarded during the award year.

Students will be notified by the institution if any discrepancies are discovered during the verification process. Students may be required to correct any erroneous information by using the ISIR correction process at www.fafsa.ed.gov. The verification process is not considered to be completed during periods of corrective action. Corrections generally include a recalculation of the student's EFC, and electronic resubmission of applicant information through the FAFSA Central Processor.

If a student's award changes as a result of the verification process, the student will be counseled and informed of how the changes affect his/her packaging and financial obligations to the school.

In the event this verification process identifies that a student received an overpayment of federal aid, the student will be required to refund the overpayment promptly. The student will be ineligible for any future federal aid until any and all amounts owed are repaid. If the student fails to repay any refund due, or if the institution determines that the student may have engaged in fraud or misrepresentation regarding the federal aid process, the student will be referred to the US Department of Education for further investigation and prosecution.

Students will forfeit their right to federal assistance for non-compliance with verification policies.

If you have questions or need further guidance, please contact the MCB Financial Aid Coordinator.

2020 PRICE BREAKDOWN¹

Cosmetology (1500 hours):

\$18,000 (Registration \$50, Program Kit and Books \$2,725, Tuition \$15,225)
- 50 (registration)
17,950

Manicuring (400 hours):

\$6000 (Registration \$50, Program Kit and Books \$1500, Tuition \$44500)
- 50 (registration)
\$5,950

Nail Technician (600 hours):

\$8500 (Registration \$50, Program Kit and Books \$2025, Tuition \$6425)
- 50 (registration)
\$ 8,450

Advanced Esthetics (600 hours):

\$9175 (Registration \$50, Program Kit and Books \$2300, Tuition 6825)
- 50 (registration)
\$9,125

Instructor (600 hours):

\$4500 (Registration \$50, Program Kit and Books \$350, Tuition \$4100)
- 50 (registration)
\$4,450

¹ Payments may be made by cash, check, money order, credit card, or through non-federal, state, institutional or other scholarship, grant or institutional loan programs. For programs of 600 hours or more, Federal Financial Aid (Pell Grants and Direct Loans) is available to those that qualify.

2020

CLASS START DATES

Manicuring and Nail Technician Classes:

January 9th May 7th

Additional start dates to be determined

Cosmetology :

February 6 Feb 27

April 26 May 31

June 21 August 16

Additional start dates to be determined

Advanced Esthetics:

January 9

May 7

Instructor:

Classes are formed upon demand

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
(FERPA)

POLICY: This institution adheres to the Family Educational Rights and Privacy Act of 1974. The FERPA is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education.

PROCEDURE: The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

1. Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge for copies. Michigan College of Beauty will maintain student records for at least seven years in accordance with the State of Michigan regulations.
2. Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.
3. Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need-to-know
 - Other schools to which a student is transferring
 - Parents when a student over 18 is still dependent
 - Certain government officials in order to carry out lawful functions
 - Appropriate parties in connection with financial aid to a student
 - Organizations doing certain studies for the school
 - Accrediting organizations
 - Individuals who have obtained court orders or subpoenas
 - Persons who need to know in cases of health and safety emergencies
 - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

If you have questions or need further guidance, please contact the MCB School Manager.

NOTES