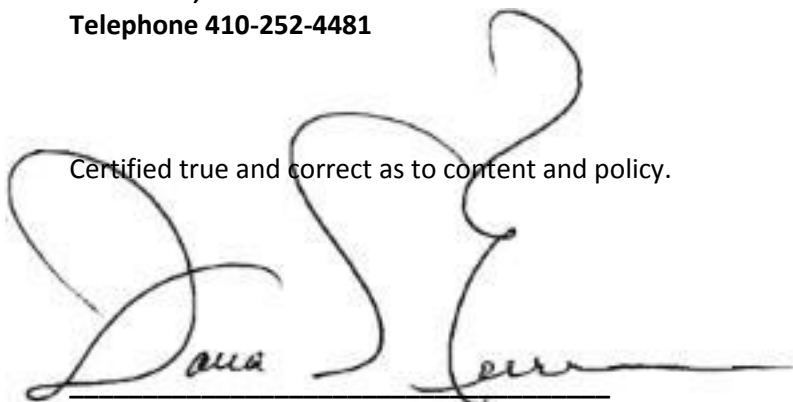


# Robert Paul Academy of Cosmetology Arts & Sciences Catalog

**CATALOG**  
**Robert Paul Academy of Cosmetology Arts & Sciences**  
**29 Greenmeadow Drive**  
**Timonium, MD 21093**  
**Telephone 410-252-4481**

Certified true and correct as to content and policy.

A handwritten signature in black ink, appearing to read 'Daria Ferrara', written over a horizontal line.

Daria Ferrara, Director

October 1, 2019

Date

**ROBERT PAUL ACADEMY OF COSMETOLOGY ARTS & SCIENCES**

29 GREENMEADOW DRIVE, TIMONIUM, MD 21093

TELEPHONE: 410-252-4481 FAX:410-252-4342

Volume 1, No. 1 May 2017 (Revision)

**GENERAL INFORMATION**

**WELCOME**

Thank you for your interest in the programs at Robert Paul Academy. The Academy continuously strives for excellence in the fields of cosmetology and nail technology and takes pride in presenting a cutting edge program delivered by an experienced team of educators that thoroughly prepares the student for an entry level salon position. It is the mission of Robert Paul Academy to provide a quality education in the practical skills necessary for licensure and success in the fields of cosmetology, hairstyling, barbering and nail technology that includes business skills, customer service, retailing and communications. Our graduates can be found in a wide range of salons and industry related disciplines. The programs are taught in English. Completion of the Academy cosmetology and manicuring programs make the student eligible for licensure, and upon licensure, offer the student an opportunity to become a salon manager, salon owner, platform artist, educator, manufacturer representative and print artist. The state of Maryland requires 1500 clock hours of training for cosmetology license, 1200 for hair styling, 900 for barbering styling eligibility and 250 hours for nail technology. Students successfully completing the program and achieving a license can reasonably expect to earn above minimum wage as an entry level artist. Upon graduation, your potential for making money is all relative to the practical and theoretical knowledge you have gained through your classroom and practical experiences in school. It is important that you carefully research schools and find one with a proven record of success. Robert Paul Academy enjoys the recommendation of its graduates to future stylists. The student/teacher ratio is approximately 20:1 for cosmetology, hairstyling and barbering and 10:1 for nail technology. All team educators have a minimum 10 years salon experience and are required by the Academy to complete continuing education classes in technique, technology and teaching each year. Prospective students should be aware that the cosmetology profession is physically demanding and that prospective students should be in good health and physical condition. Robert Paul Academy offers classes at its location of 29 Greenmeadow Drive, Timonium, MD 21093 which offers 12,600 square feet of state of the art educational and practical work space. Robert Paul Academy is family owned, not franchised. There are no general partners other than those listed and no stockholders. It is incorporated under DARROBE INC DBA ROBERT PAUL ACADEMY OF COSMETOLOGY ARTS & SCIENCES.

I encourage anyone considering cosmetology or nail technology as a career to schedule an interview with our Admission Directors to review our program and tour the Academy. Federal Financial Aid is available to those students who apply and qualify.

I and the team of educators at Robert Paul Academy look forward to working with you in the future.

*Beverly Hamlin                      Daria H. Ferrara*

*Founder/Owner                      Director*

**Corporate Owners**

- President..... Ms. Beverly Hamlin
- Vice-President..... Ms. Daria Hamlin-Ferrara
- Secretary/Treasurer..... Mr. Bob Hamlin, Jr.

**School Administrators**

- Director of Education..... Ms.Daria Hamlin-Ferrara
- Director/Administrator of Curriculum ..... Ms. Daria Hamlin-Ferrara
- Admissions Directors/Financial Aid Officers ..... Mr. Bob Hamlin, Jr.
- Officer Manager..... Ms. Cyndi Constantino

**Instructional Staff**

- Senior Cosmetology Instructor ..... Mr. Bob Hamlin, Jr.
- Instructor Cosmetology ..... Ms. Jennifer Cope
- Senior Cosmetology/Manicuring Instructor ..... Ms. Daria Hamlin-Ferrara
- Senior Cosmetology Instructor ..... Ms. Kathy Lesko
- Instructor Cosmetology ..... Ms. Jennifer Asbury
- Instructor Cosmetology ..... Ms. Ashley Fitts
- Instructor Cosmetology ..... Ms. Karen Brennan
- Instructor Cosmetology ..... Ms. Amy Aull
- Instructor Cosmetology ..... Ms. Lynn Marin
- Instructor Cosmetology ..... Ms. Landre Stultz
- Master Barber..... Mr. I. Becker

### **Accreditation, Approval, Licensing**

- National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street, Alexandria, Virginia 22314, Telephone 703-600-7600
- Maryland Higher Education Commission, 6 N. Liberty Street, 10<sup>th</sup> Floor, Baltimore, MD 21201, Telephone 410-767-3296
- Maryland State Board of Cosmetology, 500 N. Calvert Street, Baltimore, MD 21202, Telephone 410-230-6320
- Approved by the Maryland Higher Education Commission to offer training to veterans and other eligible dependent's under the VA educational benefit programs

### **School Calendar**

The school is open on a twelve month basis. The starting dates for Cosmetology, Hairstyling and Barber Stylist are the second Tuesday of each month, January thru December. Manicuring classes are scheduled for starts in the Spring and Fall, with the actual date to be determined.

The Academy is closed on the following days:

- July 4
- Thanksgiving Day (only)
- December 25 & 26
- January 1 & 2
- The Academy is open 9:00am – 1:00pm on December 24 & 31 \*When it falls on a scheduled school day.

### **School Operating Hours (Cosmetology, Hairstylist and Barber Stylist)**

Day school – 9:00 am – 5:00 pm Monday thru Saturday

Night school – 6:00 pm – 10:00 pm Tuesday thru Thursday; 9:00 am – 5:00 pm Saturday

### **School Operating Hours (Manicuring Course)**

Day school - 9:00 am – 1:00 pm Tuesday thru Thursday; 9:00 am – 5:00 pm Friday

Night school – 6:00 pm – 10:00 pm Tuesday thru Thursday; 9:00 am – 5:00 pm Saturday

### **Location of Robert Paul Academy**

The school is located on Greenmeadow Dr., approximately 2.7 miles north of the beltway (695), exit 26 north. The location is convenient to Towson, Dundalk, Pikesville and Bel Air areas. Public transportation is available. The parking lot is well lighted and has ample spaces for parking in designated areas.

### **Facilities**

The school has approximately 12,600 square feet of working space and offices. Each student occupying space in the clinic is equipped with a chair and station used for both clinic and assigned work. We have available theory and practical rooms with desks/chair for audio-visual, theory, and practical instruction. The maximum enrollment is 120 students. At Robert Paul Academy, we maintain a reference of library materials available for student use. You may refer to these programs to extend your knowledge or to brush up on past lessons.

### **The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act**

Should you witness a crime in progress, Robert Paul Academy, hereafter referred to as the school requests that you follow these procedures:

During the hours of 8:30 am – 10:00 pm, Tuesday through Thursday, and 8:30 am – 5:00 pm Friday and Saturday, immediately contact the Director, instructor, or authorized administrative personnel. During all other hours, the school requests that you immediately contact the local law enforcement agency/emergency medical system by dialing 911.

To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report and such statements may be used by local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention.

The Academy has a text alert system to notify students of campus emergencies. Students may opt in or out of this messaging system.

The school is in compliance with the Drug Free Schools and Communities Amendment of 1989 (public law 101-226).

All students and employees should refer to the memorandum "Drug and Alcohol Policy" for information concerning policies and individual responsibilities required under this act.

### **Preventing and Responding to Sex Offenses**

Victims of sexual assault may call Baltimore Crisis Response Center at 410-752-2272 and the Maryland Crisis Hotline at 1-800-422-0009. Robert Paul Academy educates the student community about sexual assaults and date rape through mandatory orientations. The Police Department offers sexual assault education and information programs to students and employees upon request.

If you are a victim of a sexual assault at this Academy, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The academy strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to an Academy instructor and/or the Academy Director. Filing a report with a police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny of judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally, a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the police department, the Metro Police Sex Crimes Unit will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Academy Director, or only the latter. The Academy Director will guide the victim through the available options and support the victim is his/her decision. Various counseling options are available outside the Academy and can be obtained from the Baltimore Crisis Response Center at 410-752-2272 and/or the Maryland Crisis Hotline at 1-800-422-0009.

The Academy disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Academy Catalog. The Catalog provides, in part that the accused and the victim will each be allowed to choose one person who has no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the Academy sexual misconduct policy could be criminally prosecuted in state courts and may be suspended or expelled from the Academy for the first offense.

Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available.

**Crime Statistics**

In compliance with Public Law 102-26, the following information is reported for your review. The following criminal offenses were reported to the school’s personnel or local police agencies as having occurred on campus, both within the building and adjacent parking lot.

*Occurrences of Hate Crimes*

|  | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--|-------------|-------------|-------------|-------------|
| Murder/ Non-negligent Manslaughter                                       | 0           | 0           | 0           | 0           |
| Negligent Manslaughter   | 0           | 0           | 0           | 0           |
| Sex Offenses   |             |             |             |             |
| Forcible   | 0           | 0           | 0           | 0           |
| Non-forcible   | 0           | 0           | 0           | 0           |
| Robbery  | 0           | 0           | 0           | 0           |
| Aggravated Assault   | 0           | 0           | 0           | 0           |
| Burglary   | 0           | 0           | 0           | 0           |
| Motor Vehicle Theft  | 0           | 0           | 0           | 0           |
| Arson (fires investigated by law enforcement and determined to be arson) | 0           | 0           | 0           | 0           |
| Arrests or persons referred for campus                                   |             |             |             |             |
| Disciplinary action for:   |             |             |             |             |
| Liquor law violations  | 0           | 0           | 0           | 0           |
| Drug related violations  | 0           | 0           | 0           | 0           |
| Illegal weapons possessions  | 0           | 0           | 0           | 0           |

**Inclement Weather Policy**

In the event of measurable snow, excessive rain, ice, severe storms or potentially dangerous weather, students can access the status of the school in the following ways:

- Call 410-252-4481 or 410-252-4244. A message stating the opening status of the school will be recorded no later than 6:30am.
- Check the Robert Paul Academy Facebook page for inclement weather updates.
- Watch WBAL TV for school status information. The delay/closings ticker at the bottom of the screen runs repeatedly.

**Handicapped Information**

Robert Paul Academy complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified, handicapped person, by reason of the handicap, will be excluded from enrollment. However, if the handicap were determined to be of such a nature as to hinder the progress of the student in the course, or the potential for future employment, the student will be made aware of these concerns. Handicapped persons who seek admission should be aware that the course requires a high level of manual dexterity and coordination in the clinic. Furthermore, state exams test for speed and dexterity. Prospective students should be aware that the cosmetology profession is physically demanding and in order to succeed in the field, an individual needs to be in good health and good physical condition.

**Physical Demands of the Profession**

Students must stand to complete most assignments and should be aware that the field of Cosmetology requires both strength and stamina. Students having chronic illness/fatigue, back or neck pain, carpal tunnel syndrome, severe skin sensitivity/allergies, prescription induced illness, drug/alcohol addiction, or any condition that causes them to be incapacitated for undetermined periods of time may want to reconsider cosmetology as a profession. Students are required to stand when performing assignments on mannequins and/or clients.

**Ability To Benefit Policy**

Robert Paul Academy does not accept Ability to Benefit applicants. The Ability to Benefit is not a valid test for admissions.

**Student Enrollment**

Prospective students interested in enrolling should first set up an appointment with the Director or Admissions Officer. You must meet the following requirements to be admitted:

1. Be at least 16 years of age.
2. Demonstrate sufficient facility of communication with the English language.
3. Have citizenship of the United States, Visa or Green Card, Permanent Resident, or have applied for residency.
4. Have a valid high school diploma or valid transcript or valid GED. All students are required to provide a copy of either their valid high school diploma or valid transcript or valid GED. These documents must be presented to the Admissions Director upon enrollment. If a student is a GED recipient, the student must provide a copy of the GED, or a copy of the request for the GED form or recognized home school program completion diploma with a copy of the money order that was sent to the appropriate state for the document.

The Admissions Director will review all diplomas, GEDs and high school transcripts to confirm they are official documents. If it is determined that a diploma, GED or high school transcript may have been tampered with, the Admissions Director will request an official document from the respective institution to validate that document. The student will be required to pay all fees necessary to obtain the official documents. If a request is made, all transcripts or official documents must be presented to the Admissions Director in a sealed envelope with the school/institution logo or faxed from the official school/institution where the student received the transcript or official document. A diploma release form will be signed by the student that will permit Robert Paul Academy to request these documents. If the high school transcript or diploma is not received before the start of classes, the Admissions Director will make every attempt to obtain an official high school transcript from the institution listed on the release form. No student financial aid will be disbursed for the student if the Admissions Director does not have the documentation properly validating high school graduation.

To verify that a school is a legitimate licensed school, the Admissions Director will check the Department of Education's website for the appropriate state. Home schooled students will be required to provide a transcript from their local school district or a transcript certified by a parent. A student that submits a diploma or official document from a foreign country will have their document translated by an appropriate official to verify that their diploma is a valid high school diploma

Exceptions to the above stated policy include the following:

- A. Once the student has provided a copy of the GED request form and a copy of the money order, the student would be permitted to start class, but no financial aid would be disbursed on the student until the school receives the official GED transcript. This can sometimes take up to 6 weeks.
- B. If the student informs the Admissions Director that their high school cannot locate the student's transcript and the Admissions Director has contacted the institution and confirmed that the student has graduated or received a GED, the Admissions Director will request something in writing from the institution to validate high school graduation.
- C. If a student received their GED through the military or a Correctional Facility, the Admissions Director would review the official documentation and validate that it meets the high school graduation requirements.

If an official high school graduation cannot be verified, the student will not be permitted to continue in the program.

5. Upon deciding to enroll and being accepted, the candidate will complete and sign or submit the following admissions forms prior to admission to the program:
  - A. Initial Interview
  - B. Social Security Card and/or Valid Visa
  - C. Photo Identification
  - D. Valid High School Diploma/Valid GED Transcript or Valid Transcript (please see above)
  - E. Verification of Age
  - F. Crime Statistics Survey
  - G. Enrollment Agreement
  - H. Completion Rate Survey
  - I. Document Privacy Act
  - J. Financial Aid Documents
- 6.. The candidate will make the designated down payment at this time.

### **Code of Ethics**

The ethics and ethical standards of practicing hairdressers and cosmetologists contribute to the successful future and advancement of the beauty industry. Although the rules used to guide the conduct of a cosmetologist's everyday life are varied and many, you can start developing some of your own ethics by being loyal to your school, teachers, classmates, models and patrons. Always observe the school rules and regulations. Maintain a good personality, good image and reputation.

Robert Paul Academy does not actively recruit students currently enrolled in a cosmetology program at a different school.

### **Student/Consumer Rights and Responsibilities**

As you make the commitment to quality education and hands-on experience at Robert Paul Academy, we encourage you to carefully and thoroughly read the catalog in its entirety to evaluate the training you will receive.

A personal interview is required before starting school. Since maturity, poise, and interpersonal skills are so important for success in the beauty field, we feel it is extremely important to evaluate these qualities person to person. Most importantly, the interview gives you the opportunity to evaluate us and determine whether Robert Paul Academy is in line with your career goals. We want to help you make the right decision for your future. The Director is available during normal working hours or by special appointment to discuss the full contents of this catalog with any current or prospective student.

All candidates of Robert Paul Academy receive a current form at the time of enrollment stating the program completion, pass, and placement rates.

Criminal convictions may affect a student's ability to be licensed.

### **Student Advisement**

The mental well-being, positive self-image and individual growth of the student is very important to the staff at Robert Paul Academy. If you have financial problems, personal concerns, questions, or if you want to discuss a school related issue, the staff is ready and willing to help you manage your problems and reach your goals. The educational team is here to support you and help you do your best while reaching your fullest potential. Any problem areas that require additional help will be directed to the appropriate source of educational support. Financial aid counseling, academic counseling and substance abuse hotline information is available to all students through the financial aid office and on the student information board.

### **Robert Paul Academy of Cosmetology Arts & Sciences Conduct Agreement**

This conduct contract between the student and Robert Paul Academy is designed to outline the rules and regulations by which the academy will operate and to clearly define the level of professionalism to which all students and team members will be held. Prospective students are given the opportunity to review this document prior to enrolling in the program. Once dated and signed, this conduct agreement is in effect throughout the entirety of the program. Any violations of this agreement are cause for advisement and possible dismissal.

### **Arrival/Departure/Absence**

1. Day classes begin promptly at 9:00 am and evening classes at 6:00 pm. Students are expected to arrive prior to 9:00 am/6:00 pm in order to manually and electronically register for the day. Once the student is clocked in, they must remain on the premise.
2. Students arriving after 9:00 am/6:00 pm are considered tardy and are not permitted to clock time until 10:00 am/6:30 pm. Evening students must be in by 7:00 pm.

3. Students clocked in must be in/on premise. If a student is clocked in, but not in class or on the clinic floor, the last recorded time will be considered the end of their day.
4. Students must punch in by 12:00 pm in order to register time for the day. Students arriving after 11:00 am are not permitted to clock out for lunch until they have registered at least 1 hour.
5. Students remaining in school after 2pm are required to take at least 30 minutes for lunch.
6. Students making up time outside their contracted schedule must be on premise prior to the start of class and are expected to complete work requirements during theory class time. Make-up time must be clocked in 4 consecutive hour blocks in order to count.
7. Students arriving late, leaving early, or who are absent for the day will be required to sign a form stating the reason. Each form contains a copy of the Academy's satisfactory progress policy.
8. Time cards are assigned individually on a weekly basis. Individual time cards are to be handled by the assigned student only. Tampering with time cards is a federal offense and cause for dismissal. Time cards must stay on premise.
9. Students who are not clocked out for lunch or signed out for break must be in the classroom or clinic. If a student is not signed out for break and is not in class or on the clinic floor, the last punch on their card or scan will be considered the end of their registered time for the day.
10. Properly registering time (punch and scan) is the responsibility of the student. Amending missed punches or scans is not the responsibility of the Academy. Real time is calculated according to the punch cards and scans without exception. Time cards will not be adjusted for any reason.

#### **Parking**

1. Parking is provided to the students in the lower bowling alley parking lot. Students are not permitted to park on the lot at the front or side of the school. Violations will be documented in the student's file.
2. When snow, ice, or lot construction restricts parking in the designated parking areas, the Director will designate alternate parking.
3. Students parking in non-designated areas take the risk of being towed.

#### **Common Area Guidelines**

The Academy shares space with two other businesses. Students and staff members are expected to maintain the professional appearance of the common areas: sidewalks, parking lot, and hillside. Student smokers must use the fire exit area of the building and must be sure to dispose of their cigarette butts in the smoking stations provided. Cigarette butts should never be tossed on the parking lot or on the hillside. Students should use the trash cans provided to dispose of trash, lunches, drinks, paper and all other disposable items. Smokers are asked to use the smoking station posts to dispose of their cigarette butts.

#### **Attendance/Satisfactory Progress/Leave of Absence/Termination and Reentry**

1. The state of Maryland requires all students maintain 80% attendance and 75% academic.
2. Students must earn 1500 actual hours prior to exceeding 1800 scheduled hours.
3. Students exceeding 1800 scheduled hours prior to earning 1500 attended hours will be required to withdraw and later reenroll for the remaining hours. As per the Maryland Higher Education Commission Refund Guidelines, once 750 scheduled hours have been presented, the student is responsible for 100% of the tuition. Reenrolled students are charged for the number of training hours remaining.
4. If a student withdraws due to excessive absence and plans to reenroll, they are financially responsible for the balance of the first contract and the projected fee for completing the remaining hours. When withdraw requires the return of financial aid funds, the student is personally responsible for the balance.
5. Students receive benchmark evaluations at 450, 900, 1200 and 1500 hours.
6. Students having two consecutive unsatisfactory progress evaluations are put on attendance probation and lose Title IV fund eligibility. Once funds are lost, the student is responsible for satisfying the remaining tuition balance privately.
7. Students can make-up missed hours by attending additional hours through the week and by attending on Saturdays providing they have attended 100% of their scheduled hours that week.
8. Students must clock in no later than 12:00 pm and must stay for at least 4 hours if they are making up time.
9. Students arriving after 11:00 am on Saturdays must clock at least 2 hours before taking lunch.
10. Students may request a Leave of Absence for up to 180 calendar days. This may be taken in 1 or more segments. Students on a Leave of Absence may return prior to the return date (after at least 20 days) but cannot return later than the return date.
11. All Federal financial aid is temporarily on hold/suspended during a Leave of Absence.



### **Schedule Change**

1. Students may request a change of schedule in writing. The request must be signed by the student. The first change is free & any thereafter are \$75.00.
2. Students changing their schedule must attend all days of the schedule as published.

### **Dress Code/Appearance**

1. The Academy dress code is as follows: the Academy tee. A black or white shirt ONLY can be worn underneath the short sleeve tee and an Academy tee must be worn under an Academy hoodie (no plain shirts). Shoes must be clean, closed heel and toe, and comfortable for standing. No flip flops, sandals, or crocs. Socks/stockings must be worn with all shoes. Pants must be black, non-jean material. No sweatpants, shorts, shorts with leggings, or skirts above the knee. PANTS MUST BE BLACK, not light black, gray, dark gray or charcoal. No pinstripes, colored stripes or writing is allowed on pants worn to school.
2. Students coming to school with torn, stained, wrinkled, or dirty uniform clothing will be offered a loaner uniform for the day. Repeat offenders will be sent home.
3. No non-Academy hoodies, hats, head wraps, bandanas, or turbans are permitted in class or on the clinic salon floor.
4. Students in violation of the dress code will receive one documented warning. A second dress code violation will result in the student being sent home.

### **Earned Hours**

1. Students should arrive 10 minutes prior to the start of classes AND be sure to punch and scan to register time for the day.
2. Accurately and consistently clocking time is the responsibility of the student. Accurately registering the time that has been clocked by the student is the responsibility of the Academy.
3. Students leaving the building for an unscheduled break must clock and scan out.
4. Students taking more than 45 minutes for lunch will be charged for the overage in 15 minute increments. Students remaining in school after 2pm must take a 30 minute lunch.
5. Students who arrive late, leave early, or are absent for the day must sign a status form available in the clock-in area.
6. All time recording documents/devices must remain on premise. Students are not permitted to take time cards out of the building for any reason. Missing time cards result in missing hours. Any card that is missing and later reappears is considered void.
7. Students making up time outside their contracted schedule must arrive by 12:00 pm and must clock a minimum of 4 consecutive hours.
8. Students arriving after 11:00 am may not clock out for lunch until they have clocked 2 hours.
9. Day students must be clocked in by 12:00 pm and evening students by 7:00 pm.

### **Academics**

1. Theory and state board classes begin promptly at 9:00 am. Students must have their textbooks and state board packet in order to be admitted to class. Physical attendance is required.
2. Students receive credit towards their theory grade for each day of attendance.
3. Students missing theory class are responsible for the information covered in their absence unless they are on a leave of absence.
4. Students missing a scheduled exam due to lateness or absence will receive a 0 for the exam until they retest. Students are responsible for retesting Tuesday – Friday after 3:00 pm. No make-up exams are given on Saturdays.
5. A 3x5 note card provided by the student may be used to take chapter notes that can be used as reference when taking the test. All note cards must be turned in with the completed test. Study time is at home, not in school.
6. Theory will dismiss at 9:40 am, at which time students are expected to prepare for clinic or class.
7. All service area managers should be stationed by 9:50 am. Clinic and classroom begin at 10:00 am.
8. State board students are not excused from daily clinic/class activities to practice state board requirements unless a practice session has been scheduled by the state board instructor.
9. State board students are allowed to complete state board activities for quota grades with the exception of the haircut and acrylic nail; these will be practiced in class.
10. State board work should only be graded by those instructors who teach the state board class.
11. No state board work or testing is permitted on Saturdays.

### **State Board**

Prospective state board students are given a Candidate Bulletin listing approximately 6-8 weeks in advance of the class,

providing all students with ample opportunity to complete any missed exams. Each student's academic and practical transcript is attached to the bulletin for reference. Successful completion of the State Board prep class is required for graduation. Students who fail to achieve eligibility prior to the start of their originally scheduled class will be moved to the next scheduled session. Students concerned about State Board completion should speak with Daria.

**Classroom**

Students entering the program will be placed in a progressive class setting based on a repeat and add system of learning. In the 0-350 Basic Skills Boot Camp portion of the program, the goals include establishing a positive, productive learning partnership and teaching the skills necessary for clinic salon proficiency.

**STAFF**

- BE PUNCTUAL
- BE POLITE
- BE PATIENT
- BE FAIR AND OBJECTIVE
  
- BE PREPARED
- CREATE A POSITIVE LEARNING ENVIRONMENT
- GIVE CLEAR, CONCISE DIRECTIONS
- IDENTIFY AREAS OF DIFFICULTY
- EXPECT PROGRESS
- WORK TOGETHER TOWARDS SUCCESS

**STUDENTS**

- BE PUNCTUAL
- BE POLITE
- BE PATIENT
- ACCEPT CONSTRUCTIVE CRITICISM AND COMPLIMENTS EQUALLY
- BE PREPARED
- AGREE TO LEARN
- FOLLOW DIRECTIONS
- ADMIT AREAS OF DIFFICULTY
- MAKE PROGRESS
- WORK TOGETHER TOWARDS SUCCESS

**0-350 Class and Clinic Guidelines**

1. Be prepared to start working at 10:00 am.
2. Address and network with classmates and instructors in a polite and professional manner.
3. Ask instructors, not fellow students any questions you may have concerning an activity or assignment.
4. Keep your work area clean.
5. Remain in the classroom until you are dismissed.
6. Leave from and return to the classroom in an orderly, non-disruptive manner.

**350-1500 Hour Class and Clinic Guidelines**

1. Make sure you are in compliance with the uniform code and be ready to start working at 10:00 am. Your station should be set up and your equipment clean and ready to be used.
2. Service Area Mangers should be ready to begin the day at 9:50 am.
3. All students should be prepared to complete ANY clinic project that is assigned. Students who do not have the equipment required to complete a service may either borrow the necessary tools from another student or take a zero for the service. Sitting to complete a service is unacceptable and will result in counseling/dismissal until such a time that they can physically stand behind the chair/station to complete assigned work.
4. Students who refuse an assigned service will be sent home for the day.
5. Address clients in a polite and professional manner.
6. Be accommodating and courteous. Do not engage in inappropriate conversation with your client or with other students while you are working in the clinic salon.
7. Do not engage in conversation with other students while you are working on a client.
8. Consult with the client and confirm the service being given.
9. Acknowledge all questions and concerns and assist the client in transitioning through the service. If you need instructor assistance, please ask.
10. ALWAYS do your personal best.
11. Please ask instructors to help you with difficult clients.
12. CELL PHONES ARE NOT ALLOWED IN LEARNING SPACES. Cell phones may only be used in the lunch room on break or lunch. The lunch room is a designated text & check area. NO personal conversations, video, karaoke or video recording are permitted. Students are not permitted to charge their cell phones at their stations. If you have an emergency, please make an instructor aware that you need to take an emergency call OUTSIDE the building. ANY AND ALL phone violations will result in a written advise and in having the phone held in the office until the students leaves for the day. Students who refuse to have their phones held in the office must leave for the day immediately.
13. Students are given a 10 minute break after theory, 45 minutes for lunch, and a short break in the afternoon if time allows. Lunch time begins the minute a student leaves the clinic floor for a lunch related activity. Time taken to order/pick-up lunch is included in the 45 minute lunch break. No breaks are permitted after 4:00 pm.
14. Students scheduled until 5:00 pm must be in the building between 4:30 pm – 5:00 pm. Students should not be outside the building or in their car.
15. Students are required to clock and scan in upon arrival, out for lunch, in from lunch and out for the day. Students are not permitted to clock time on another student's time card.

16. Students must sign out for afternoon break the moment they leave the building.
17. Time cards must remain on premise at all times.
18. Students are not to enter the office unless they have permission and are with an instructor.
19. Service Area Managers are expected to make the floor teachers aware when they leave their area for lunch with the exception of Dispensary which should always have an attendant.
20. All students are responsible for their own clean up as well as an assigned shop job before they leave for the day. Styling chairs, mirrors, countertops, cabinets, and trolleys are included.
21. Students should check the grade book before leaving for the day to make sure that all their work has been assessed and registered. If grades are not recorded by Saturday, they are not credited.
22. Missed/failed theory exams and student services begin at 3:15 pm through the week. Students must have their own products for personal services. Using the school's products without permission is stealing and is cause for immediate suspension/dismissal.

#### **Station Etiquette**

1. Keep your work area clean and free of any food, loose items or open items/containers.
2. Only water is permitted at the floor stations and in the classroom.
3. NO FOOD at the station (student or client) for any reason. Students are not permitted to travel through the clinic salon with food at any time.
4. No one is permitted in the service area/clinic salon unless they are getting a service.
5. Do not use any products other than those provided to you by the school on Academy clients (legal and safety reasons).
6. DO NOT LOAN OR BORROW EQUIPMENT from fellow students. DO NOT leave equipment unattended. If you borrow equipment, return it personally to its owner.
7. Please take items of value with you when you leave the building.
8. Students are expected to sweep around their station after every client and keep the floor around their station free of hair/debris.
9. Be courteous and wipe down your station before going to class so that it is service ready for the next student.
10. Report any necessary repairs to the Director.
11. Respect the property of the school. Propping your feet on stations, chairs, tables, or walls is inconsiderate and unprofessional.
12. Do not sit on manicuring tables, countertops, or armchairs.
13. Do not place your knees into the seat cushion of the styling/shampoo chairs.
14. Do not put your equipment case on the seat of the styling chairs.
15. Clean your station at the end of each day.

#### **Electronics, Handbags, Book Bags, Tote Bags**

1. No cell phones, cameras, iPods, recorders, or other electronic equipment are allowed to be in use in any learning space ( clinic, classroom, front desk, dispensary or reception area) in the building, regardless of whether or not the student is on break/lunch. If a student has an emergency call, they should notify an instructor and take the call outside.
2. Students involved in personal conversation/heated discussion should conduct the call in the privacy of their car or after school hours, not outside the building on school time.
3. Students working in the service areas are not permitted to have electronics, handbags, book bags, or coats in the service area. These items should be left in their car or an Academy locker.

#### **Disciplinary Policy**

1. Verbal, physical, or digital harassment of a fellow student is cause for immediate dismissal.
2. Any student who threatens another student, staff member, or client will be withdrawn.
3. Disrespectful language towards any administrative or educational team member is grounds for termination.
4. Students who engage in slanderous conversation against the Academy on premise or via social media, or who attempt to defame the quality of the program and reputation of the school will be terminated without exception.
5. Students who are caught stealing from another student or the Academy will be placed on a 10 day suspension and will be terminated on second offense.
6. Any student having a weapon in school will be suspended or terminated at the discretion of the Director.
7. Any student determined to be under the influence of alcohol, drugs, or other illegal substance will be placed on a 10 day suspension to consider treatment. These days will count as absent time and cannot be remediated unless accompanied by a doctor's note. Readmission is at the discretion of the Director.
8. Inappropriate language, aggressive behavior, physical posturing or refusal to follow the Academy Code of Conduct as outlined is cause for a disciplinary review and possible termination.

9. Loud, obnoxious behavior and or derogatory remarks made openly in the clinic or classroom will result in a disciplinary review and dismissal from the program.
10. Repeated infractions of the Academy Code of Conduct are cause for a student disciplinary review.

### **Time Management**

1. Students are scheduled to use time between clients to complete quotas, relieve fellow students who have not been to lunch or who are going to class, keep their station/equipment clean, or complete missed exams (after 3:00 pm).
2. Students SHOULD NOT BE:
3. \*Talking to a student who is working on a client.
4. \*Studying, copying notes, or making a note card.
5. \*Calculating their hours – this is a waste of time. Please see the office manager.
6. \*Sitting in a chair with your feet up, chatting with other non-busy students.
7. All of the above “what not to do” behaviors are a waste of your time and money. Students can do these things at home at no charge. Students who repeatedly demonstrate these behaviors may want to reconsider cosmetology as a career choice.
8. The work requirements (quotas) posted in the student information folder are the basic minimum requirements for graduation eligibility. Satisfying the work requirements equates to working at a basic level. Students who go above and beyond the basic requirements are ranked in the student software program according to the number of successfully completed requirements compared to the group as a whole.
9. All practical activities are assessed using accuracy, speed, technical competency and artistry as a basis for the skills grade. Preparedness, customer service and professionalism can raise or lower the final grade significantly.
10. All students should use time in between clients to strengthen areas of weakness.

### **Clean Up**

1. All students are assigned a shop job at the close of their day. This job is in addition to each student’s work area maintenance requirement. The Academy provides clean, ample working space and expects all students to keep their space(s) and the common areas work ready
2. Students are permitted to take their equipment to their car once their jobs are checked and approved.
3. All students are asked to pitch in for students who are still working on a client at 4:30 pm.
4. All stations must be free of personal items at the end of the day/evening. The Academy is not responsible for personal items left unattended overnight or over the weekend.
5. Do not leave water bottles on the stations. Please take them with you when you leave.
6. Students should not leave their mannequins at school. To insure that your mannequins are available for class, it is recommended that you access them from your car, a locker, or your locked bag. The Academy is not responsible for mannequins left unattended.
7. Keep all Academy quota mannequins in ready to use condition. Do not return them to the shelf unwashed or tangled.
8. If you see a mannequin with gel, perm rods, foils, or a half completed project, please earn a quota and make them ready to use. Wash/Dry/Comb.
9. All students leaving at 5:00 pm should be in the building by 4:30pm. Instructors will monitor a 5:00 pm dismissal.
10. Leave all time cards on premise and do not punch another student’s card.

### **Language**

1. All students are expected to conduct themselves in a professional manner. This includes speech, body language, appearance, attitude, and conversation.
2. Students should not discuss personal problems, relationship issues, financial problems, politics, religion, or other students, clients, or educational team members.
3. Students who exhibit unprofessional behavior, use inappropriate language, posture, or threaten another student, client, or team member will be dismissed for the day and a Student Disciplinary Review will be conducted by the Director.
4. Abusive language, public displays of anger/discontent or otherwise uncontrolled behavior are cause for dismissal.
5. Students dismissed for inappropriate behavior will not be readmitted.

### **Evaluations**

All students receive benchmark evaluations at 450, 900 hours. Hairstylists receive a 1200 hour evaluation and Cosmetologists receive a 1200 and 1500 hour evaluation, in addition to the 450 and 900 hour evaluation. These evaluations are reviewed by the student and Director, signed, and a copy given to the student.

### **Physical Demands of the Profession**

Students should realize that the field of cosmetology requires both strength and stamina. Students having chronic illness/fatigue, back or neck pain, carpal tunnel syndrome, severe skin sensitivity/allergies, prescription induced illness, drug/alcohol addiction, or any condition that causes them to be incapacitated for undetermined periods of time may want to reconsider cosmetology as a profession.

### **Inclement Weather Policy**

In the event of measurable snow, excessive rain, ice, severe storms or potentially dangerous weather, students can access the status of the school in the following ways:

- Call 410-252-4481 or 410-252-4244. A message stating the opening status of the school will be recorded no later than 6:30 am.
- Check the Robert Paul Academy Facebook page for inclement weather updates.
- Watch WBAL TV for school status information. The delay/closings ticker at the bottom of the screen runs repeatedly.

### **Vacations**

The Academy is closed on the following days:

- July 4
- Thanksgiving Day (only)
- December 25 & 26
- January 1 & 2
- The Academy is open 9:00am – 1:00pm on December 24 & 31

### **Attitude**

An exceptional personality in addition to above average technical skills is essential to success in the field of cosmetology. Patience, kindness, courtesy, sincerity, and a healthy sense of humor are absolutely necessary to build a profitable clientele. If you do not possess a positive attitude, are defensive or argumentative by nature, unwilling to go above and beyond to be a team player, or are unable to accept constructive criticism and make it work to your advantage, it is time to start developing a more appealing and pleasing personality. "Attitude is contagious. Is yours worth catching?"

### **Non-Discrimination Policy**

Discrimination in any form is against the law. Our school does not discriminate on the basis of race, creed, religion, handicap\*, financial status, sex, country, ethnic origin, color, age, or residence in our admittance, instruction, graduation policies, or any other activities which Robert Paul Academy operates. This practice and requirement of non-discrimination also extends to employment by the school and the admission of students in programs and activities operated by the school.

\*Providing that the handicap does not hinder student progress in that course of study or the potential for future employment.

### **Student Records Policy**

All students have a right to privacy. Robert Paul Academy will allow the student access to his/her records; permit the student a method of correcting incorrect records and provide safeguards on the availability of student records to others. Only at such time, when designated by the student in writing, will those records of the student be made available to another person. However, certain staff has the right, without the student's permission to review files in cases of Program Review, I.G.O., NACCAS Review, and Auditor's Review Request, and must be valid, not frivolous in nature. Robert Paul Academy maintains student records on premise for at least three years, at which time they are archived. Student records are kept in locked filing cabinets.

### **Previous Educational Training Credit**

Robert Paul Academy reserves the right to review transfer students and evaluate competency based on both course of study and amount of hours for which the student wishes to be considered. Transfer students accepted into the Academy will be charged an Enrollment Fee (which may not exceed 10% of the total tuition charged, or \$100.00, whichever is less). The down payment required for a transfer student will be the total of the Enrollment Fee, textbooks, uniform, any required equipment, and the cost of the first month's tuition. Tuition for that part of the course advanced will be adjusted for the advancement allowed. A permanent record is maintained in the student folder documenting this information.

### **Transfer Procedures**

Robert Paul Academy accepts or declines the application of transfer students on an individual basis. The Academy reviews and considers each application on the basis of academics, attendance, and conduct. Robert Paul Academy does not admit transfer students who have been expelled from a previous program as a result of excessive absence or personal conduct issues. The Academy reserves the right to evaluate competency based on our course of study for the hours for which a student wishes to receive credit. By accepting enrollment, the student agrees to these conditions and

acknowledges possible forfeiture of previous hours. The final decision will be at the discretion of the Director. The Academy does not charge a fee for transcript and/or transfer services.

### **Student Grievances Procedure**

If a student believes that they have been unfairly treated by a school representative or official, the student must first exhaust all avenues of writing complaints to the school Director by registered mail, return receipt. If this attempt has been fully executed and failed, the student may file a formal complaint with the Commission of Higher Education. All written forms of complaints must contain the following information:

1. What specific actions the student has taken to settle the grievance with school officials.
2. The exact and detailed nature of the improper and unfair treatment, including the names of the persons involved.
3. The Academy insures that:
  - A. All staff members have been adequately informed by the school's grievance policy and procedures.
  - B. Students are aware of their rights.
  - C. No negative ramifications will result for the student.

### **Drug and Alcohol Policy**

This is to inform you of the Drug-Free Schools and Communications Act Amendments of 1989, Public Law 101-226, and what Robert Paul Academy requires of the staff and students.

Staff and students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. The prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment.

Staff and students who violate these standards of conduct subject themselves to a disciplinary action. Students are reminded that as a precondition to accepting a Pell Grant, they must sign a certificate stating they would not engage in unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell Grant, must report the conviction in writing, within 10 calendar days of the conviction, to the Director, Grants and Contracts Services, U.S. Department of Education, 400 Maryland Ave., S.W., Room 3073, FOB-6, Washington D.C. 20202-4571. Failure to report the conviction could lead to severe penalties.

### **School Refund Policy**

1. A refund is money due a student who interrupts/discontinues training. If a course/program is cancelled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.
  - A. If the school closes, cancels or discontinues a program, the school shall provide a prorated refund to each currently enrolled student any monies paid by the student for tuition and fees. Students expelled from the school will be responsible for tuition as outlined in the Maryland Higher Education Refund Schedule.
  - B. All fees paid by the student shall be refunded if the student is not accepted by the school, chooses not to enroll or withdraws from the school within 7 calendar days after signing the contract but before training has begun.
  - C. If the student chooses not to enroll after the 7 day cancellation period, the school may retain the registration fee of \$100.00. No termination fee is applied, other than the calculated tuition balance.
2. If a student withdraws once the 7 day cancellation period expires and training has begun, refunds shall be based on the total contract price for the course/program and shall include all fees including the lab fee, registration fee, and any charges for materials and supplies/books which have been purchased by and are the property of the student.
3. The cancellation date for students who officially withdraw will be determined by the postmark date on the letter of notification or by the date the notification was delivered in person.
4. If a student is determined by the school to have withdrawn (14 consecutive school days of absence without notification) but has not personally signed a formal withdraw, the school will give the student 30 days to return to the program through written notification. If the school receives no response, the student will be formally withdrawn from the program and charged, using the last day of attendance to calculate any refund. Situations of mitigating circumstances will be reviewed by the school and refund adjustments considered.
5. In the case of an official Leave of Absence, a student must return to training on the return date unless they have notified the school of their intent to extend the terms of the original Leave of Absence. Students who do not return from a Leave of Absence will be withdrawn based on the date of expected return to school. Any monies due the student will be paid within 30 days of the date of the last scheduled day of the Leave of Absence. Any monies due the Academy must be paid immediately. Withdraw date determination will be the date of notification or scheduled return.
6. Minimum refund: The minimum refund that a school shall pay a student, based on scheduled hours, who

withdraws or is terminated after the 7 day cancellation period has expired and after instruction has begun is as follows:

**MARYLAND HIGHER EDUCATION REFUND POLICY**

| PORTION OF THE COURSE TAUGHT BY THE DATE OF WITHDRAW/TERMINATION       | TUITION DUE (% OF TOTAL TUITION) | TUITION REFUNDED (% OF TOTAL TUITION) |
|--|----------------------------------|---------------------------------------|
| LESS THAN 10%-( 0-149 SCHEDULED HOURS OF TRAINING)                     | 10%                              | 90%                                   |
| 10% UP TO BUT NOT INCLUDING 20% (150-299 SCHEDULED HOURS OF TRAINING)  | 20%                              | 80%                                   |
| 20% UP TO BUT NOT INCLUDING 30% (300-449 SCHEDULED HOURS OF TRAINING)  | 40%                              | 60%                                   |
| 30 % UP TO BUT NOT INCLUDING 40% (450-599 SCHEDULED HOURS OF TRAINING) | 60%                              | 40%                                   |
| 40% UP TO BUT NOT INCLUDING 50%(600-749 SCHEDULED HOURS OF TRAINING)   | 80%                              | 20%                                   |

7. Any controversy or claim arising out of or relating to this or breach thereof, no matter how pleaded or styled, shall be settled by arbitration or in accordance with the commercial rules of the American Arbitration Association and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction.
8. **RETURN OF TITLE IV FUNDS** IS BASED ON THE AMOUNT OF FUNDS EARNED BY THE SCHOOL IN ACCORDANCE WITH THE AMOUNT OF TIME THE STUDENT HAS SPENT IN ATTENDANCE AND THE PERCENTAGE OF THE PAYMENT PERIOD THE STUDENT COMPLETED. IT HAS NO RELATIONSHIP TO THE STUDENT’S INSTITUTIONAL CHARGES AND MUST BE CALCULATED AND FUNDS RETURNED PRIOR TO THE CONSIDERATION OF THE **MARYLAND HIGHER EDUCATION COMMISSION REFUND POLICY**. It is based on a proportional calculation through 60% of the payment period. This policy will be for all students who withdraw on or after October 7, 2000 who have received Title IV funds. If Title IV funds must be returned, the student assumes responsibility for any tuition due the school.
9. A refund due a student shall be based on the date of withdraw/termination and paid within 30 days from the date of determination of withdraw/termination.
10. Enrollment is defined as the elapsed time between the actual starting date and the date of the student’s last physical day of attendance at the school. The amount of refund allocated to the Federal Family Educational Loan Program must be returned to the borrower’s lender within 30 days after the student’s last day of attendance/scheduled Leave of Absence. Refunds due the student must be paid within 30 days from the date of separation. School scheduled vacation periods are excluded from enrollment time.
11. The cost of the student kit, books and uniform which become the property of the student the first day of class, is non-refundable.

**Employment Placement Counseling**

At Robert Paul Academy, there is assistance and counseling to help students begin the process of a job search. Upon successful completion of enrolled courses, the Academy will use its energies to successfully place the student. Although many salons call the Academy for employment opportunities, the school does not guarantee employment or salaries, nor act as an employment agent. The Academy makes all information pertaining to possible employment available to all students.

**Course Descriptions**

Robert Paul Academy offers comprehensive courses of study in the following areas:

*Cosmetology:* The cosmetology program provides theoretical and practical instruction in all phases of cosmetology. The course helps prepare candidates to obtain a professional license.

*Manicuring:* The manicuring program provides theoretical and practical instruction in all phases of manicuring. This course helps prepare the candidate to obtain a professional license.

**Noncredit and Remedial Courses**

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

**Cosmetology, Hairstylist and Barber Stylist Programs**

**Admission Requirements for Cosmetology, Hairstylist and Barber Courses**

Applicants must have a valid high school diploma, valid GED, or valid high school transcript to be admitted. Students

without a valid high school diploma, valid GED, or valid high school transcript will not be admitted. In addition to the valid high school diploma/GED/transcript, the following must be met:

1. Student must be at least 16 years of age and provide evidence of such.
2. Student must demonstrate sufficient facility of communication with the English language.
3. Student must have citizenship of the United States, Visa or proper Green Card, Permanent Resident, or have applied for residency.
4. Student must have an entrance interview with a school official.
5. Transfer students will be evaluated and awarded credits according to the academic transcript received from their previous school.
6. All students must have admissions eligibility documents translated into English prior to enrollment.

| School Costs                            | Cosmetology  | Hairstylist | Barber Stylist |
|---|--------------|-------------|----------------|
| <b>Tuition</b>                          | \$18,501.00  | \$14,000.00 | \$10,500.00    |
| <b>Student Kit/Uniform</b>              | \$ 1,300.00  | \$1,206.60  | \$484.55       |
| <b>MD Sales Tax- Kit/Uniform</b>        | \$ 78.00     | \$72.40     | \$29.07        |
| <b>Books</b>                            | \$ 350.00    | \$350.00    | \$223.00       |
| <b>MD Sales Tax – Books</b>             | \$ 21.00     | \$21.00     | \$13.38        |
| <b>Registration Fee</b>                 | \$ 100.00    | \$100.00    | \$100.00       |
| <b>Lab Fee</b>                          | \$ 150.00    | \$150.00    | \$150.00       |
| <b>Total Costs</b>                      | \$20,500.00  | \$15,900.00 | \$11,500.00    |
| <b>Down Payment Required</b>            | \$ 1,000.00* | \$900.00    | \$500.00       |
| <b>Total Balance after Down Payment</b> | \$19,500.00  | \$15,000.00 | \$11,000.00    |

\* The deposit can also be paid in installments of \$150.00 based on student Pell eligibility.

Monthly payments for students receiving Financial Aid may vary. However, the course costs remain the same. A payment plan is available. Payments can be made by check, credit card or in cash.

Upon successful completion of the course, all graduates will be required to take a State Board examination for licensure.

### Course Offerings

#### Cosmetology, Hairstylist and Barbering Course Objectives

The educational objectives of the operator’s course are to train students to develop a proficiency of technical knowledge to be a competent cosmetologist, hairstylist or barber. All phases of each discipline will be taught.

#### Vocational Objectives of Cosmetology

Proper application and manipulative skills in the following areas:

- A. Draping
- B. Shampooing/Rinsing/Conditioning
- C. Haircutting
- D. Hairstyling
- E. Permanent Waving
- F. Hair Coloring
- G. Hair Straightening (Permanent and Temporary)
- H. Facials, Facial Makeup, Massage \*\*

\*\* Not taught in the Hairstylist or Barber program.

Students successfully complete 900, 1200 or 1500 hours in all phases of beauty culture in their respective discipline. The total program hours are devoted to classroom workshop, design principles, technical information, professional practices, and practical experience in the beauty school clinic.

#### State Board Candidate Account Statement

All students entering the state board preparatory program are required to close out their accounts at least three weeks prior to completion of the program. This date is based on contracted hours of attendance. Students unable to satisfy their balance three weeks prior to completion must see the Financial Aid Administrator. Students unable to meet this requirement may be required to take a leave of absence to make financial arrangements to satisfy their tuition balance.

#### Graduation Requirements for Cosmetology, Hairstylist and Barber Courses

In order to graduate from the cosmetology program, a student must successfully meet the following requirements:

1. Students must complete the entire 1500, 1200 or 900 hour program within 120% of the scheduled hour time frame.
2. Students must have minimum 75% academic grade average.
3. Students must successfully complete all practical and written examinations with at least a 75% grade average.
4. Students must take and pass the State Board Preparatory class and all final exams.
5. Students must satisfy all financial obligations. All tuition must be paid in full ten days prior to the scheduled date of graduation. This includes any miscellaneous fees the student may incur due to parking fines assessed



to the school due to illegal student parking. If a final tuition payment is submitted less than 10 days prior to the student's scheduled date of graduation, the payment must be satisfied with a money order, certified bank check, or cash. Students submitting a personal check less than 10 days prior to their graduation will receive their diploma once the final payment has cleared. The Academy will not complete and submit paperwork to or for any students with outstanding tuition balances, fines, or fees.

6. Students must successfully complete work requirements in minimum/maximum time frame in order to be admitted to Salon Ready & Capstone. These segments are not a requirement for graduation.
7. Students must assist in the preparation of documents to be submitted to the testing agency contracted by the state to conduct licensure exams. Once the application is complete, it is the responsibility of the student to schedule an exam date.
8. Testing fees for state licensure are not included in the total cost of tuition and are subject to change. The testing contractor independently establishes the fees for exam administration.
9. Students must complete an exit interview with a school official.
10. Upon satisfactory completion of the program, a diploma will be awarded. The diploma will be gold, silver, or bronze based on attendance, academics, technical performance and professionalism. The diploma will be awarded as follows:

Gold – 89.5-100  
 Silver – 84.5 – 89.4  
 Bronze – 79.5 – 84.4  
 Certificate- 74.5 – 79.4

*Full Time Operator's Course (1500 Hours)*

1. To be completed in not less than 45 weeks, or more than 53 weeks for day students with a 33.75 hour per week schedule.
2. To be completed in not less than 52 weeks, or more than 62 weeks for day students with a 28.75/29 hour per week schedule.
3. To be completed in not less than 63 weeks, or more than 75 weeks for day students with a 23.75/24 hour per week schedule.

*Part Time Operator's Course (1500 Hours)*

1. To be completed in not less than 77 weeks, or more than 93 weeks for students with a 19.25 hour per week schedule.

**Sample: One Week Cosmetology, Hairstylist and Barber Stylist Training Schedule**

|                                |  |
|--------------------------------|--|
| <i>Sunday/Monday</i>           | Closed   |
| <i>Tuesday</i> 9:00 am-9:40 am | Theory – all students  |
| 9:40 am-9:50 am                | Break  |
| 9:50 am-12:00 am               | Assigned students with 350 or more hours will be assigned practical and clinic activities        |
| 12:00 pm-12:45 pm              | Lunch break  |
| 12:45 pm-2:00 pm               | Assigned students with 350 or more hours will be assigned practical and clinic activities        |
| 2:00 pm -2:10 pm               | Break  |
| 2:10 pm -4:30 pm               | Assigned students with 350 or more hours will be assigned practical and clinic activities        |
| 4:30 pm -5:00 pm               | Evaluation/cleanup/dismissal   |
| <i>Wednesday-Thursday</i>      | Same as above  |
| <i>Friday</i>                  | Same as above with the following exception:  |
| 9:00 am-9:40 am                | Theory class. Teacher will inform students of testing date and give next week's assignment.      |
| <i>Saturday</i>                | All students work clinic with the exception of those in basic training and with hours under 350. |

2. Students are given a chance to perform a variety of services in all phases of cosmetology. All student's work duties and theory schedules are posted. Work duties are changed monthly and posted accordingly.

**Minimum Cosmetology Operator's Curriculum (Sample)**

| <i>Hours</i>              | <i>Theory Hours</i> | <i>Demonstration</i> | <i>Clinical</i> | <i>Total</i> |
|---------------------------|---------------------|----------------------|-----------------|--------------|
| Hair Structure/Skin/Scalp | 10                  | 10                   | 0               | 20           |
| Anatomy (9 Systems)       | 10                  | 0                    | 0               | 10           |
| Chemistry                 | 10                  | 4                    | 0               | 14           |
| Dermatology/Trichology    | 10                  | 4                    | 0               | 14           |
| Scalp and Hair Treatments |                     |                      |                 |              |
| Disease/Disorders         | 10                  | 30                   | 16              | 56           |
| Cold Waving               | 10                  | 45                   | 144             | 199          |

|                               |            |            |            |             |
|-------------------------------|------------|------------|------------|-------------|
| Hair Straightening            |            |            |            |             |
| Chemical                      | 10         | 40         | 25         | 75          |
| Pressing                      | 10         | 30         | 25         | 65          |
| Hair Coloring                 |            |            |            |             |
| Rinses                        | 4          | 6          | 12         | 22          |
| Lightening                    | 10         | 30         | 17         | 57          |
| Tinting                       | 10         | 60         | 46         | 116         |
| Shampooing                    | 5          | 10         | 10         | 25          |
| Hair Cutting                  | 10         | 60         | 128        | 198         |
| Fingerwaving                  | 5          | 12         | 5          | 22          |
| Hair Styling                  |            |            |            |             |
| Roller Placement              | 10         | 24         | 38         | 72          |
| Pin Curls                     | 10         | 40         | 19         | 69          |
| Thermal Waving/Curling        | 5          | 20         | 50         | 75          |
| Blow Curling/Waving           | 5          | 50         | 51         | 106         |
| Facials/Makeup                | 10         | 5          | 15         | 80          |
| Manicuring                    | 10         | 30         | 60         | 100         |
| Wigs-Care/Styling             | 5          | 10         | 5          | 20          |
| Safety Precautions            | 2          | 3          | 3          | 8           |
| Sanitation/Sterilization      | 5          | 7          | 5          | 17          |
| State Board Rules/Regulations | 5          | 0          | 0          | 5           |
| Hygiene                       |            |            |            |             |
| Public                        | 5          | 4          | 4          | 13          |
| Personal                      | 5          | 4          | 4          | 13          |
| Salesmanship                  | 5          | 10         | 0          | 15          |
| Professional Ethics           | 5          | 5          | 4          | 14          |
| <b>TOTAL HOURS</b>            | <b>211</b> | <b>603</b> | <b>686</b> | <b>1500</b> |

#### **Cosmetology Course: Weekly Schedules**

Class enrollments are on a monthly basis. Students may select from the following hour schedules:

1. Full time, 33.75 hours per week ,(5 day classes), 6.75 hours daily or
2. Full time, 28.75 hours per week (5 day classes), 5.75 hours daily or
3. Full time, 29 hours per week (4 day classes), 7.25 hours daily or
4. Full time, 23.75 hours per week (5 day classes), 4.75 hours daily or
5. Full time, 24 hours per week (4 day classes), 6 hours daily or
6. Part time, 19.25 hours per week (day or evening classes) 4 hours Tuesday, Wednesday, Thursday: 7.25 hours Saturday.

Robert Paul Academy requires that students maintain a consistent amount of attendance hours per week. However, the days on which these hour requirements are met are flexible.

#### **Satisfactory Academic Progress Policy**

A major responsibility of all students, in all programs, is to make satisfactory progress. The students must apply themselves in order to learn. This policy is available to students for review prior to enrolling in the program and applies to all enrolled students.

A student must meet both attendance and academic progress requirements of at least one evaluation by midpoint of the course to be making satisfactory progress. Students not meeting SAP following a warning may appeal, prior to being placed on probation. Students who do not prevail an appeal of a negative progress determination are placed on probation. If the institution determines that SAP can be met by the end of an evaluation period, it may develop an academic plan for the student, with a fully defined maximum timeframe for completion. Appeals must include documentation of special circumstances and an account of what has changed in the student's situation that will allow SAP achievement at the next evaluation. The results of the appeal will be a part of the student's file.

In order to be considered making satisfactory progress toward a diploma, all students must maintain specified grade averages as well as proceed through the course at a pace leading to completion of the program in a specified time frame. For purposes of determining satisfactory progress, each course is broken down into specific intervals of time/evaluation periods, which are approximately equal in length. Evaluations occur at approximate completion of 450 elapsed scheduled hours, 900 elapsed scheduled hours, 1200 actual scheduled hours, and 1500 elapsed scheduled hours (or at completion of course, whichever comes first for the cosmetology operator's course). Evaluations for manicuring students occur at 125 elapsed hours and 250 actual hours, for barber stylists at 450 and 900 and for hairstylists at 450, 900 and 1200 hours.

Progress records (theory, practical, clinic, and attendance) are maintained daily on each student. Examinations are given periodically and recorded on a progress report. Each student's academic progress and attendance progress is monitored daily and reviewed during the progress report period unless problems arise before the next scheduled progress report. Students having deficiencies leading to unsatisfactory progress are advised of them and given instruction to see if the problem may be remedied before their next scheduled satisfactory progress evaluation period.

Written progress reports are discussed and a copy of the report is given to the student at the time of the counseling/evaluation period if the student so desires. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation. A warning will be documented on progress evaluations for students not making satisfactory progress and will be documented and defined on the evaluation.

All students, in all programs, must maintain 75% average in academic, practical and theoretical studies, and 80% in attendance.. Qualitative factors determine academic performance using grades, and/or work projects completed, and/or academic standing consistent with graduation requirements. Students will be considered in satisfactory progress until the next scheduled evaluation. A student receiving an unsatisfactory progress report will be put on WARNING status and have until their next scheduled progress report to achieve a satisfactory rating. If a student receiving an unsatisfactory progress report fails to achieve a satisfactory rating on their next scheduled progress report, the individual will be placed on probation or terminated and financial aid eligibility revoked. Counseling is available for the students from the Director or an appropriate member of the staff.

Part time cosmetology operator students will be evaluated at the same levels of elapsed scheduled hours and the same policies apply. Transfer hours from another institution accepted by the Academy are counted as attempted/completed in terms of maximum time frame. SAP evaluations are based on actual hours contracted at the institution. A leave of absence extends the contract period/evaluation period by the same number of days taken in the LOA. Transfer hours are accepted and counted as attempted and completed hours.

### **Grading System and Student Progress**

The student evaluation for all programs is made in accordance with the following grade system:

|          |           |
|----------|-----------|
| 90%-100% | Excellent |
| 80%-89%  | Good      |
| 76%-79%  | Fair      |
| 75%      | Passing   |
| 0%-74%   | Failing   |

Amendments to the Higher Education Act of 1965 require institutions to establish standards to determine if students receiving financial assistance under Federal programs are making measurable progress toward completion of their course of study.

When a student does not achieve a 75% level in theory and practical examinations, the individual is given an opportunity to review the work and retake the examination.

These regulations additionally require institutions to establish a maximum time frame in which a student must complete their educational objective. This maximum time frame must then be divided into segments. At the end of each segment, the institution must determine whether the student has completed a minimum amount of work for the student to be considered making satisfactory progress toward their educational goal. Institutions are required to establish both a qualitative as well as a quantitative method of determining if the students are making satisfactory progress.

Robert Paul Academy has composed the following measurement of satisfactory student progress. A student must complete all programs in no more than 120% of the normal time frame (1800 scheduled hours for a 1500 hour course, 1440 for a 1200 hour program, 1080 for a 900 hour program and 300 for a 250 hour program) or financial aid will be terminated. This is also the maximum time frame for a student to be considered a course completer.

Robert Paul Academy will determine if the student has completed the minimum amount of work and has not exceeded the maximum number of scheduled hours allowed during that period for the student to be considered making satisfactory progress toward the educational goal. This is the policy to determine if a student is making satisfactory progress.

### **Quantitative Measure of Satisfactory Progress**

*Minimum Hours To Be Completed Hours Scheduled To Be Completed*

|            |      |
|------------|------|
| 360 – 80%  | 450  |
| 720 – 80%  | 900  |
| 960 – 80%  | 1200 |
| 1200 – 80% | 1500 |

The above means that each time a student reaches each segment of hours as shown in column one, the student must not have any more than the corresponding number of scheduled hours as shown in column two.

In addition to completing a minimum number of hours of attendance during each segment of the maximum time frame, students must also successfully complete a minimum amount of work during each segment. The minimum amount of work students must successfully complete during each segment is listed above.

The above indicates the minimum requirements. The above schedule summarizes the minimum number of written and practical examinations as well as the minimum number of clinic experiences students must successfully complete during each segment of the maximum time frame. "Successfully complete" means that the students must attain a 75% level in written and practical examinations and must complete the required clinic experiences to the satisfaction of the instructors. Recording successful clinic experiences in the student's record implies satisfactory completion of that work. Students must also maintain 80% attendance to be considered in satisfactory progress. Students who fail to complete the program in the maximum allowed time frame are considered non-completers, are withdrawn and have the option to reenroll, for the remaining hours, as a private pay student. Students reenrolling in the program reenter in the same progress as when they left. Course incompletes, non-completers have no effect on the SAP standards established by

| <i>Segment</i>                         | <i>450</i> | <i>900</i> | <i>1200</i> | <i>1500</i> |
|--|------------|------------|-------------|-------------|
| Successfully Completed Written Exams   | 4          | 18         | 28          | 36          |
| Successfully Completed Practical Exams | 2          | 7          | 11          | 14          |
| Successfully                           | 50         | 255        | 408         | 510         |

the institution. Students on an approved leave of absence will have their contract period/maximum time frame extended by the same number of days taken in the leave of absence.

Transfer hours accepted by the institution will be counted as attempted and completed in determining when the allowable maximum time frame has been exhausted. These evaluation periods will be based on actual contracted hours at the institution.

### **Testing**

Tests are designed to evaluate the unit of learning you have just completed. The tests will help you prepare for the State Board Exam and spotlight the essentials of good salon practices. Tests are given, graded, and entered in the appropriate file/files and returned to the students. A grade of 75% is passing and below 75% is failing. Students must earn at least a grade of 75% on each unit of learning.

The Academy agrees to furnish competent instructors and suitable classrooms, and all major equipment necessary for the course of instruction and study to conform with the curriculum.

### **Satisfactory Academic Progress and Grading**

All students are permitted to take any failed exam over with the second grade substituting for the first, even if the grade is lower. Since the Academy does not offer noncredit remedial courses or course repetitions, they have no effect upon the satisfactory progress standards. All examination papers are returned to the student. If they need to review the exam paper, the student is to see the instructor in charge of the exam for appropriate time for review. A student reentering a course, deriving from incompleteness of course (withdrawal), must reestablish satisfactory academic progress as to the point of withdrawal. An academic grade point average of 75% is required for theory, practical and completed work requirements.

### **Unsatisfactory Academic Progress, Probation, and Termination**

All students in the cosmetology operator course who are not maintaining minimum academic requirements, 75% for theory, practical, and work requirements at evaluation/counseling period will be given until their next scheduled evaluation/counseling period to meet the requirements. Students must also maintain 80% attendance for satisfactory progress. Students who receive financial aid funds may receive them during the interim period. If the student fails to meet the requirements by their next evaluation/counseling period, all Federal financial aid funds will be withheld, and the student will, apply for an appeal and be placed on probation upon successful appeal. Students re-entering school in less than 180 days from the date of interruption, enter in the same progress in which they left.

### **Probation**

Probation will include an academic plan for SAP remediation providing the student makes a successful appeal. This includes a 90-day attendance plan for remediation. Students will be counseled and extra help will be given in areas of deficiencies during the interim period. All students, including those receiving Federal financial aid funds, are required to complete and/or make up all missed work. Academic and practical work, required of all students, must be satisfactorily completed within the evaluation/counseling period or the Federal financial aid funds may be interrupted.

### **Appeal**

Successful appeal requires that the student meet the minimum required SAP established by the institution. In addition, students must document why they failed to make SAP and what has changed in their situation that will allow the achievement of SAP at the next evaluation.

### **Satisfactory Attendance Policy/Maximum Attendance Time Frame**

In order to be making satisfactory attendance progress, students (all courses) must attend regularly. The minimum rate of satisfactory attendance is 80%. Students must complete their program in 120% of their contract time. For example, students enrolled in a 1500 hour program must complete the program in 1800 scheduled hours to be considered a course completer.

#### *Full Time Cosmetology Operator's Course– 36.25 Hours Per Week*

A full time, 33.75 hours per week student will sign a 45 week contract. If the student fails to complete the program in this time frame, a maximum completion time will be calculated with the maximum time frame of 1800 scheduled hours for a 1500 hour program (120% of contracted hours for other contracted hours). The maximum time frame will be noted on the Enrollment Agreement. If the student fails to complete in the maximum time frame, the student will be withdrawn from the program. The student will then sign a new Enrollment Agreement for the remaining hours at the current tuition charge. The new Enrollment Agreement will be for the maximum time frame of 120% of the contracted hours.

#### *Full Time Cosmetology, Hairstylist or Barber Stylist Course– 28.75/29 Hours per Week*

A full time, 28.75/29 hours per week student will sign a 52 week contract. If the student fails to complete the program in this time frame, a maximum completion time will be calculated with the maximum time frame of 1800 scheduled hours for a 1500 hour program, 1440 for a 1200 hour program and 1080 for a 900 hour program (120% of contracted hours for other contracted hours). The maximum time frame will be noted on the Enrollment Agreement. If the student fails to complete in the maximum time frame, the student will be withdrawn from the program. The student will then sign a new Enrollment Agreement for the remaining hours at the current tuition charge. The new Enrollment Agreement will be for the maximum time frame of 120% of the contracted hours.

#### *Full Time Cosmetology, Hairstylist or Barber Stylist Course– 23.75/24 Hours per Week*

A full time, 23.75/24 hours per week student will sign a 63 week contract. If the student fails to complete the program in this time frame, a maximum completion time will be calculated with the maximum time frame of 1800 scheduled hours for a 1500 hour program, 1440 for a 1200 hour program and 1080 for a 900 hour program (120% of contracted hours for other contracted hours). The maximum time frame will be noted on the Enrollment Agreement. If the student fails to complete in the maximum time frame, the student will be withdrawn from the program. The student will then sign a new Enrollment Agreement for the remaining hours at the current tuition charge. The new Enrollment Agreement will be for the maximum time frame of 120% of the contracted hours.

#### *Part Time Cosmetology, Hairstylist or Barber Stylist Course– 19.25 Hours per Week*

A part time, 19.25 hours per week student will sign a 77 week contract. If the student fails to complete the program in this time frame, a maximum completion time will be calculated with the maximum time frame of 1800 scheduled hours for a 1500 hour program, 1440 for a 1200 hour program and 1080 for a 900 hour program (120% of contracted hours for other contracted hours). The maximum time frame will be noted on the Enrollment Agreement. If the student fails to complete in the maximum time frame, the student will be withdrawn from the program. The student will then sign a new Enrollment Agreement for the remaining hours at the current tuition charge. The new Enrollment Agreement will be for the maximum time frame of 120% of the contracted hours.

#### *Manicuring – 19.25 Hours per Week*

A part-time, 19.25 hours per week manicuring student will sign a 13.5 week contract. If the student fails to complete the program in 325 hours (80%) of this time frame, the student will be withdrawn from the program. The student will then sign a new Enrollment Agreement for the remaining hours at the current tuition charge. The new agreement will be for the remaining hours only.

### **Probation for Unsatisfactory Attendance**

At the ends of each evaluation/counseling period, all students' attendance for the previous evaluation periods will be reviewed. If a student has not attended for the minimum required clock hours (80% of scheduled hours in accordance with the student's maximum completion time), the student will be placed on WARNING status and have until their next evaluation/counseling period to earn the number of required clock hours in accordance with the maximum completion time. Student enrollment will continue on a PROBATIONARY status, requiring mandatory attendance as outlined in the student PROBATION document. Students receiving Federal financial aid funds will not receive additional funds until hours previously paid for have been completed.

If the student fails to meet the requirements by their next evaluation/counseling period, all Federal financial aid funds will be withheld, and the student will, at the determination of the Director, be terminated from the program or placed on probation.

### **Reestablish Satisfactory Progress/Financial Eligibility**

A student must achieve a 75% average for theory, practical, and work requirements and meet the requirement of 80% attendance described in the attendance policy to reestablish eligibility for satisfactory progress and Federal financial aid funds. Students receiving Federal financial aid funds will not be disbursed funds until hours previously paid for have been completed.

### **Appealing Unsatisfactory Progress Determinations/Termination**

In the case of mitigating circumstances, supported by medical, professional or legal documentation, such as serious illness, a student may appeal a finding of unsatisfactory progress and/or termination, by submitting a written explanation along with supporting documentation, for reasons the decision should be reversed, and a request for

reevaluation of progress to the school Director. The appeal must be received by the Director within seven business days of the unsatisfactory progress finding and/or termination. On an exceptional basis, exceptions to the attendance and academic policies may be granted by the Director. The decision of the Director will be final. Should a student prevail upon their appeal and be determined as making satisfactory progress, the student will be automatically reentered in the course, and if the student is receiving Federal financial aid funds, they will be reinstated.

### **Course Incompletes**

Any student who withdraws from their contracted course or fails to complete their remaining hours will have notice placed in their file as to progress at the point of withdrawal. A student making satisfactory progress at the point of withdrawal may apply for reenrollment to the school one month after the withdrawal date. Students reentering the program will be considered in the same progress at their point of reentry. A student failing to meet minimum satisfactory progress requirements at the point of withdrawal will be given until their next scheduled progress report to achieve a satisfactory rating. However, Federal financial aid funds will not be reinstated until the student meets the standard, or wins an appeal. Any controversy or claim arising out of or relating to this agreement, or breach thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon award rendered by the Arbitrator may be entered in any court having jurisdiction.

### **Readmission and Discontinuance**

Students may discontinue their course of study temporarily or permanently. If a student discontinues their course of study and decides to reenroll at a later date, the school reserves the right to reevaluate the student and additional charges may be added. Upon reevaluation, the Director will discuss the results with the student and decide whether all previous hours will be granted. Charges for students who discontinue their course will be computed on the basis of the school's refund policy.

### **Leave of Absence**

Leave of absences shall be granted to students for unusual circumstances on a case by case basis by the Director. Such leaves shall be for a minimum of 20 calendar days up to 180 calendar days in length per 12 month period initiated by all parties and/or an addendum must be signed and dated by all parties. The leave of absence may be granted multiple times per enrollment. If a leave is taken in two segments, the total days combined may not be more than 180 days. In the event it is necessary for a student to interrupt his/her training, a letter in writing must be submitted to the Director of the school and must be signed by the student. The institution may grant an LOA to a student due to unforeseen circumstances and collect the request from the student at a later date. In this case, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution. All medical leaves must be accompanied by a physician's dated recommendation on the physician's letterhead. The Financial Aid Director will be notified when a student receiving financial aid benefits is granted a leave of absence. Students on a leave of absence may return prior to the end date of their leave of absence, but will automatically be withdrawn if they do not return by the end date. At that time, the official withdraw date will be the last day of attendance. In returning from a leave of absence, a student's status as to satisfactory progress will remain the same as it was prior to the leave. Training will be extended the length of the leave of absence and a revised contract ending date and maximum time frame revision by the same number of days taken in the leave of absence added and documented on the contract. Leave of Absences are granted to students who are reasonably expected to return to training; these students will not be considered withdrawn during this time. No additional charges are assessed to students who take a leave of absence and no refund calculation is required at that time.

### **Career Opportunities**

Here are some of the career opportunities afforded to you in your specialty after you have mastered the requirements in the Cosmetology, Hairstylist, Barber Stylist and Manicuring courses:

*Hair Stylist – Barber - Colorist – Salon Owner – Platform Artist – Educator – Makeup Artist – Skin Care – Manicurist – Manufacturer's Representative -Print Media – Television – Movies - Theatre*

## **FINANCIAL INFORMATION**

### **Financial Aid Offerings**

Robert Paul Academy is an eligible institution approved by the U.S. Department of Education to participate in Federal financial aid programs. Financial aid is available for those who qualify, in the forms of:

*Pell Grants:* Pell Grants are awarded to help undergraduate students pay for their education after high school. For many students, the Pell Grant serves as a "foundation" of financial aid to which aid from other federal and nonfederal sources may be added. Unlike student loans, grants do not have to be repaid. The method of payment for Pell Grants is done by issuing a voucher to the student. Pell Grant distributions are made every 450 hours of physical attendance, provided students are maintaining satisfactory progress according to the standards set by Robert Paul Academy and approved by the National Accrediting Commission of Cosmetology Arts & Sciences.

*Direct Federal Stafford Loans (Guaranteed Student Loans):* A Direct Federal Stafford Loan is a low interest loan made to

a student by the Federal government. Unlike Pell Grants, students must begin repayment of the Stafford Loan six months after graduation or their last date of attendance in school. It is very important that students maintain a prompt repayment schedule.

All the necessary forms and applications are available online at [www.studentloans.gov](http://www.studentloans.gov). All questionnaires and applications must be completed accurately and submitted on time. The student is responsible for checking the status of their application and making sure it has been processed. Assistance is available in the financial aid office. Stafford loans are normally distributed by our processor and are credited electronically to the student's account.

*Veterans Administration Approved Programs:* Robert Paul Academy is approved by the Maryland Higher Education Commission to offer training to veterans and other eligible dependents under the VA education benefit programs. Both the cosmetology and manicuring programs are approved by the Veterans Administration for educational benefits. VA applicants with prior training in cosmetology or manicuring will complete an evaluation and credit will be granted where appropriate. Written records regarding the applicant's prior training will be obtained prior to any evaluation or credit given. The VA applicant and the Department of Veterans Affairs will be notified accordingly. The VA will be notified of changes in the enrollment status of students certified to receive Veterans Administration benefits. This will include when a student is placed on attendance and/or academic probation, changes to attendance schedules, or terminates training.

## **MANICURING PROGRAM**

### **Manicuring Course Length**

The manicuring course is 250 clock hours.

### **Start Dates**

Classes start the second Tuesday of designated enrollment months.

### **Financial Aid**

There is no financial aid available for the manicuring course.

### **Admission Requirements**

1. Student must have a valid high school diploma, a valid GED, or a valid high school transcript. Please see page 3 of this catalog for information regarding validation of a high school diploma, GED, or high school transcript.
2. Student must be at least 17 years of age and provide evidence of such.
3. Student must demonstrate sufficient facility of communication with the English language.
4. Student must have citizenship of the United States, Visa or Green Card, Permanent Resident, or applied for residency.
5. Student must have an entrance interview with a school official.

### **School Costs (Subject to change without notice)**

|   |            |
|---|------------|
| Tuition.....                            | \$1,920.00 |
| Books, Equipment, Kit, Uniform .....    | \$500.00   |
| MD Tax on Books/Uniform/Equipment ..... | \$ 30.00   |
| Registration Fee .....                  | \$100.00   |
| State License Exam Fee .....            | \$50.00    |
| Total Cost .....                        | \$2,600.00 |
| Down Payment Required .....             | \$700.00   |
| Total Balance after Down Payment .....  | \$1,900.00 |

The total balance after down payment is to be paid in thirteen weekly payments of \$146.15 each.

### **Time Frame**

The manicuring course is to be completed in not less than 13 weeks and no more than 13 weeks. The evening schedule is Tuesday through Thursday 6:00 pm – 10:00 pm and Saturday 9:00 am – 5:00 pm. The day schedule is Tuesday through Thursday 9:00 am – 1:00 pm, and Friday 9:00 am – 5:00 pm.

### **Objectives**

The educational objective of the manicuring course is to train students to achieve technical competency.

The vocational objectives of the manicuring course are as follows:

1. Be familiar with all cosmetics and their proper use.
2. Demonstrate proper skill in giving manicures and pedicures.
3. Manipulative techniques and application of nail mending.
4. Manipulative techniques of all artificial nails.
5. Proper application and techniques of all implements used in the manicuring course.

6. Safety and sanitation techniques and applications.

### **Attendance Policy**

In order to graduate from the program, a student shall have a minimum attendance rate of 100%. All designated instructors are to give weekly attendance evaluations to the Director. The procedures for assessing satisfactory attendance progress are as follows:

1. A major responsibility of all students is to make and maintain satisfactory progress. The students must apply themselves in order to learn.
2. Student will use a time card and palm scan to record hours.
3. In assessing satisfactory attendance, student hours will be monitored daily for attendance and evaluated weekly by a designated instructor for attendance progress throughout the program.
4. If at any time the student fails to make 100% on a weekly progress evaluation check, they will be counseled and have five school days to makeup missed time. If a student fails to make a minimum attendance rate after this time, the student shall be terminated.
5. Any student missing five consecutive days of class shall be terminated.
6. Students must proceed through the course at a pace leading toward satisfactory completion of the program in a specified time frame. The minimum/maximum time frame is 250 hours.
7. Formal, written evaluations are given at 125 and 250 scheduled hours.

### **Leave of Absence**

There is no leave of absence available in the manicuring course. There will be no allowed absences in the 250 hour program. All absences will have to be made up.

### **Satisfactory Academic Progress Policy (Reference page 19 of the catalog)**

In order to graduate from the program, a student shall have a minimum academic grade of 75%. The procedure for assessing satisfactory academic progress is as follows:

1. Student grades will be monitored daily. Grades are entered by the instructor and initialed by both student and instructor. This is done as a monitoring evaluation check.
2. Grades are evaluated weekly throughout the program by the designated instructor. If the student's grades fall below the minimum requirement of 75%, they are counseled and put on probation for five consecutive school days in order to achieve satisfactory progress.
3. Time will be allotted for makeup work on designated days.
4. Any student who fails to maintain 75% after counseling and probation shall be terminated.
5. The student must proceed through the course at a pace leading to academic progress in a minimum/maximum time frame of 250 hours.
6. Formal, written evaluations are given at 125 and 250 scheduled hours. Designated instructors are to report information of the weekly evaluation to the Director.
7. Examinations are given weekly. Graded results are given to the student and discussed in a timely manner.

### **Course Outline**

The purpose of this course is to assist in the development of student proficiency and theoretical understanding in the art and science of manicuring. The course of study will include the following subjects:

#### **Subject**

Orientation

Anatomy and Physiology

Nail Disorders and Diseases

Skin Disorders and Diseases

Sterilization/Sanitation

Implements

Materials

Equipment

Implements

Cosmetics

Manicure/Pedicure/Massage

Plain

Oil

Polish/Nail Art

Artificial Nails and Repairs

Acrylic

Gel



Wrapping  
 Tipping  
 Electric Filing Techniques New Products and Techniques  
 Professional Ethics/MOSH Regulations  
 Business Practices  
 Client Consultation  
 Salesmanship/Retail  
 Hygiene and Good Grooming  
 Safety Precautions and Procedures  
 State Laws and Regulations  
 TOTAL

**Lectures**

The lecture topics cover nine main subjects:

1. Introduction to Manicuring
2. Manicuring Preparation
3. Safety Rules and Regulations
4. Hand and Arm Massage
5. Nail Diseases and Disorders
6. Pedicuring
7. Nail Repairs
8. Artificial Nails
9. Sanitation and Sterilization

The estimated study time for this course is approximately four hours per week.

**Sample Schedule**

*Day Schedule (Tuesday through Thursday 9:00 am – 1:00 pm, Friday 9:00 am – 5:00 pm)*

Tuesday through Thursday

|                     |  |
|---------------------|--|
| 9:00 am – 9:30 am   | Theory                                     |
| 9:30 am -10:50 am   | Theory/Practical Application/Demonstration |
| 10:50 am – 11:00 am | Break                                      |
| 11:00 am – 12:45 pm | Theory/Practical Application/Demonstration |
| 12:45 pm – 1:00 pm  | Evaluation/Cleanup/Dismissal               |

Friday

|                     |                              |
|---------------------|------------------------------|
| 9:00 am – 9:30 am   | Theory                       |
| 9:30 am – 10:50 am  | Lab/Practical Application    |
| 10:50 am – 11:00 am | Break                        |
| 11:00 am – 12:00 pm | Lab/Practical Application    |
| 12:00 pm – 12:45 pm | Lunch                        |
| 12:45 pm – 2:20 pm  | Lab/Practical Application    |
| 2:20 pm – 2:30 pm   | Break                        |
| 2:30 pm – 4:45 pm   | Lab/Practical Application    |
| 4:45 pm – 5:00 pm   | Evaluation/Cleanup/Dismissal |

*Evening Schedule (Tuesday through Thursday 6:00 pm – 10:00 pm, Saturday 9:00 am – 5:00 pm)*

Tuesday through Thursday

|                    |  |
|--------------------|--|
| 6:00 pm –6:30 pm   | Theory                                     |
| 6:30 am -7:50 pm   | Theory/Practical Application/Demonstration |
| 7:50 pm – 8:00 pm  | Break                                      |
| 8:00 pm – 9:45 pm  | Theory/Practical Application/Demonstration |
| 9:45 pm – 10:00 pm | Evaluation/Cleanup/Dismissal               |

Saturday

|                     |                              |
|---------------------|------------------------------|
| 9:00 am – 9:30 am   | Theory                       |
| 9:30 am – 10:50 am  | Lab/Practical Application    |
| 10:50 am – 11:00 am | Break                        |
| 11:00 am – 12:00 pm | Lab/Practical Application    |
| 12:00 pm – 12:45 pm | Lunch                        |
| 12:45 pm – 2:20 pm  | Lab/Practical Application    |
| 12:20 pm – 2:30 pm  | Break                        |
| 2:30 pm – 4:45 pm   | Lab/Practical Application    |
| 4:45 pm – 5:00 pm   | Evaluation/Cleanup/Dismissal |

**Career Opportunities**

Career opportunities afforded to you in your specialty after you have mastered the requirements in the manicuring course are: Manicuring and Nail Technician – Manufacturer’s Representative.

**Theft Statement**

Stealing is not allowed. The termination and possible prosecution of a student will occur immediately in cases of proven theft.

**Graduation Requirements**

In order to graduate from the manicuring program, a student must successfully meet the following graduation requirements:

1. Student must complete the entire 250 hour manicuring program.
2. Student must have a minimum 75% academic grade average.
3. Student must have a minimum of 218 applications of services.
4. Student must successfully complete all practical and written examination with at least a 75% grade average.
5. Student must have a minimum 100% attendance rate.
6. Student must take and pass both practical and written final exams
7. Student must satisfy all financial obligations. All tuition must be paid in full ten days prior to the scheduled date of graduation. This includes any miscellaneous fees the student may incur including parking fines assessed to the school due to illegal student parking. If a payment is submitted less than ten days prior to the scheduled date of graduation, it must be paid by money order, certified check, or cash.
8. The Academy will not complete and submit paperwork for any students with outstanding tuition balances.
9. Student must assist in the preparation of documents to be submitted to the state contracted testing agency for test eligibility. Once the application is complete, it is the responsibility of the student to schedule an exam date.
10. Student must have an exit interview with a school official.
11. Upon satisfactory completion of the program, a diploma will be awarded.