

Robert Paul Academy of Cosmetology Arts & Sciences Catalog

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 October 2019 (Revision)

GENERAL INFORMATION - WELCOME

Thank you for your interest in the programs at Robert Paul Academy of Cosmetology Arts & Sciences hereafter referred to as the school, academy, institution, Robert Paul Academy of Cosmetology, and/or Robert Paul Academy. The Academy continuously strives for excellence in the fields of cosmetology arts & sciences 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 our program fields that include 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 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, cosmetologist, manicurist, barber stylist, hairstylist, manufacturer representative or print artist, as applicable.

The State of Maryland requires 1500 clock hours of training for cosmetology license, 1200 for hairstylist, 900 for barber stylist eligibility and 250 hours for manicuring. 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, hairstylist and barber stylist and 10:1 for manicuring. 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 methodologies each year.

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 enrollment in any of our programs to schedule an interview with our Admission Directors to review our programs 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, 10th 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 continuous twelve-month basis. The starting dates for Cosmetology, Hairstylist 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 based on demand.

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.

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.

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

Robert Paul Academy Location and Facilities

The school is located on Greenmeadow Dr. Timonium, MD 21093, 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.

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, 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

	2015	2016	2017	2018
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

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, the State examinations test for speed and dexterity. Prospective students should be aware that the cosmetology, barber stylist, hairstylist, and manicuring professions are 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 fields of cosmetology, barber stylist, hairstylist, and manicuring require 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 our programs as a profession. Students are typically 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; valid transcript stating completion date; valid GED; or recognized home school program completion diploma. All students are required to provide a copy of one of the above-mentioned documents. These documents must be presented to the Admissions Director upon enrollment.
5. Student must have an entrance interview with a school official.
6. Transfer students will be evaluated and awarded credits according to the academic transcript received from their previous school, subject to evaluation from this academy.

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 enrollment, the Admissions Director will make every attempt to obtain an official high school transcript from the institution listed on the release form. No student will be permitted to enroll if the Admissions Director does not have the documentation properly validating high school graduation.

Home schooled students – Students will be admitted if their secondary school education was in a home school that the state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must submit their home school diploma as well as the home school credential in order to be eligible for enrollment. 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.

Foreign Students – Students must submit evidence that verification of a foreign student’s high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

7. Upon deciding to enroll and being accepted, the candidate will submit the following admissions requirements prior to enrollment in 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 High School Transcript showing completion date (please see above)
 - E. Verification of Age
8. Pre-Enrollment Documents

- A. Crime Statistics Survey
 - B. Completion Rate Survey
 - C. Document Privacy Act
 - D. Financial Aid Documents (if applicable)
9. The candidate will make the designated down payment at this time and sign and enrollment agreement.

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 the current rate of tuition per hour for the amount of hours accepted into the program, plus all other fees, as applicable (textbooks, uniform, any required equipment).

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. 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.

Re-Entry Policy

Robert Paul Academy does not admit students for re-entry who have been expelled from the academy as a result of excessive absence or personal conduct issues.

If a student withdraws, they are financially responsible for the balance of the first contract and the projected fee for completing the remaining hours. Students must meet the current admissions policies of the school at time of re-enrollment and pay all applicable fees current at time of enrollment.

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 similar program at a different school.

Student/Consumer Rights and Responsibilities

As you make the commitment to a 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.

Each applicant is required to report to all prior convictions of a felony or a misdemeanor criminal offense. The applicant must provide a "true-test copy" of the court docket from the clerk's office of the court where the conviction was entered. The DLLR board is required to consider certain factors before granting or denying, or, if convicted during a license cycle, renewing a license application when an applicant or licensee has been convicted of a criminal offense. The board's evaluation will include consideration of the nature of the crime; the relationship of the crime to the activities authorized by the license; the relevance of the conviction to the fitness and qualification of the applicant or licensee to provide electrical services; the length of time since the conviction; and the behavior and activities of the applicant or licensee before and after the conviction.

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 is 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.

Attendance Policy

1. The state of Maryland requires 80% attendance and 75% academic standards of progress.
2. Students receive benchmark evaluations as per the Satisfactory Academic Progress policy.
3. Students can make-up missed hours by attending additional hours outside of their normal schedule and by attending on Saturdays providing they have attended 100% of their scheduled hours that week.
4. Students must clock in no later than 12:00 pm and must stay for at least 4 hours if they are making up time.
5. Students arriving after 11:00 am on Saturdays must clock at least 2 hours before taking lunch.
6. Excused/Unexcused absences do not apply to this academy. All student hours and academic work missed must be made up in order to graduate.

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.

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. Hours clocked are rounded in 15 minute increments.
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 considered tardy.
5. Students remaining in school after 2pm must take a 30 minute lunch.
6. Students who arrive late, leave early, or are absent for the day must sign a status form available in the clock-in area.
7. 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.
8. Students making up time outside their contracted schedule must arrive by 12:00 pm and must clock a minimum of 4 consecutive hours.
9. Students arriving after 11:00 am may not clock out for lunch until they have clocked 2 hours.
10. 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. 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 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	STUDENTS
BE PUNCTUAL	BE PUNCTUAL
BE POLITE	BE POLITE
BE PATIENT	BE PATIENT
BE FAIR AND OBJECTIVE	ACCEPT CONSTRUCTIVE CRITICISM AND COMPLIMENTS EQUALLY
BE PREPARED	BE PREPARED
CREATE A POSITIVE LEARNING ENVIRONMENT	AGREE TO LEARN
GIVE CLEAR, CONCISE DIRECTIONS	FOLLOW DIRECTIONS
IDENTIFY AREAS OF DIFFICULTY	ADMIT AREAS OF DIFFICULTY
EXPECT PROGRESS	MAKE PROGRESS
WORK TOGETHER TOWARDS SUCCESS	WORK TOGETHER TOWARDS SUCCESS

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.
7. 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.
8. Service Area Managers should be ready to begin the day at 9:50 am.
9. 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.
10. Students who refuse an assigned service will be sent home for the day.
11. Address clients in a polite and professional manner.
12. 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.
13. Do not engage in conversation with other students while you are working on a client.
14. Consult with the client and confirm the service being given.
15. Acknowledge all questions and concerns and assist the client in transitioning through the service. If you need instructor assistance, please ask.
16. ALWAYS do your personal best.
17. Please ask instructors to help you with difficult clients.
18. 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.
19. 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 4:00pm.
20. 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.
21. 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.
22. Students must sign out for afternoon break the moment they leave the building.
23. Time cards must remain on premise at all times.
24. Students are not to enter the office unless they have permission and are with an instructor.
25. 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.
26. All students are responsible for their own clean up as wells as an assigned shop job before they leave for the day. Styling chairs, mirrors, countertops, cabinets, and trolleys are included.
27. 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.
28. 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.

Theft Statement

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

TERMINATION POLICY

May terminate a student's enrollment for noncompliance with General Policies, the enrollment contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

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.

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 reason or 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 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 Maryland Higher Education Commission or NACCAS. 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.

Maryland Higher Education Commission complaint process may be accessed by following the below link

https://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx

NACCAS complaint forms and process may be accessed by following the below link

<http://naccas.org/naccas/all-applications-forms>

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.

Maryland State Refund Policy: For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

- a. If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
- b. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. [This involves all fees paid to the school by the student or on behalf of the student].
- c. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.
- d. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

PROPORTION OF TOTAL COURSE OR PROGRAM TAUGHT BY DATE OF WITHDRAWAL	TUITION REFUND
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

- e. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 30 days from the date of withdrawal or termination.
- f. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 30 days of the scheduled last day of attendance.
- g. If a school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
- h. With the approval of the Secretary, a school which closes or discontinues a course or program, instead of refunding monies to a student, may arrange for that student to complete his or her educational program at another approved school offering a similar program. It is the student's option to receive the refund or to accept the transfer to another school.
- i. Enrollment is defined by the amount of scheduled hours between the Student's actual first day of attendance in the Program and the date Student last actually attended class. Refunds are based on scheduled hours. Any monies due Student here under shall be refunded within thirty (30) days of formal cancellation as defined or formal termination by School, which shall occur no more than 14 consecutive calendar days from the last day of physical attendance, or the date that the student contacts the institution that he/she will not be returning. School monitors student attendance every day.
 - a. Registration Fee and Lab Fee: This fee is not refundable except as provided in paragraph b, above.
 - b. Kit/Uniform; Books; Maryland Sales Tax Fees: will not be cancelled or adjusted unless Student returns the supplies unused and in their original condition within twenty (20) calendar days of receipt of the student supplies from School. If Student cancels within 7 days of enrollment, the aforementioned Fees will be fully refunded.

If a Title IV HEA financial aid recipient withdraws prior to course completion, a calculation for return of Title IV HEA funds will be completed and any applicable returns by the school shall be paid, as applicable, The order of returns is: Unsubsidized Federal Stafford Student Loan; Subsidized Federal Stafford Student Loan; Parent Loan for Undergraduate Students (PLUS); Federal Pell Grant; and, Other Federal, State, Private, and Institutional student assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Determination Date/Withdrawal Date (Official/Unofficial Withdrawal):

The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

Return of Title IV HEA Funds

A student (or in the case of dependent minor, his/her parent or guardian) may cancel their enrollment by giving notice to the school.

An official notification of cancellation or withdraw is in the form of a written, electronic, telephone and/or personal appearance notification to School Administration.

- In the case of a written or an electronic notification, the official notification of cancellation date will be determined by the postmark or received date on the written or electronic notification by the student.
- In the case of a notification received by telephone, the official notification of cancellation date will be determined by the date the telephone conversation occurred. This will officially be recorded on the student's record file.
- In the case of a notification received by personal appearance, the official notification of cancellation date will be determined by the date of the appearance of the student. This will officially be recorded on the student's record file.

An unofficial withdraw/termination would result from a student being absent 14 consecutive calendar days or failure to return on the documented leave of absence return date. In such case the school will provide written notification of termination to the student's contract enrollment agreement. The official notification of termination date will be the date that is stated on the written notice. The date of the last day of attendance will be determined from the student's last clock in – out date as recorded by the school's attendance record.

The law specifies how your school must determine the amount of Title IV HEA program assistance that you earn if you withdraw from school. The Title IV HEA programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans.

Determination Date/Withdrawal Date (Official/Unofficial Withdrawal): The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV HEA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The institution determines the earned and unearned portions of Title IV HEA aid as of the last date of attendance based on the amount of time the student was scheduled to be in attendance. The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV HEA funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV HEA funds he or she was scheduled to receive during the period. The amount of Title IV HEA aid earned by the student is determined by multiplying the percentage of Title IV HEA aid earned by the total of Title IV HEA aid disbursed or the Title IV HEA aid that could have been disbursed to the student or on the student's behalf.

For example: 450 hours in the payment period

- The student was scheduled to complete 225 hours as of the student's last date of attendance
- Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last date of attendance divided by total hours in the payment period. (225/450)
- Amount Title IV HEA Financial Aid Earned equals \$1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned \$1250 (2500x50%)

Post Withdrawal Disbursement

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

30 Day Delay Requirements

There are some Title IV HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf) excess Title IV HEA program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV HEA program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV HEA program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV HEA program funds that the school was required to return.

Return of Funds by the School

The school will make the refund determination within thirty (30) days from the date of withdraw/termination and return the unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV HEA Programs

1. Unsubsidized Federal Stafford loans.
2. Subsidized Federal Stafford loans.
3. Unsubsidized Federal Direct Stafford loans.
4. Subsidized Federal Direct Stafford loans.
5. Federal Perkins loans.
6. Federal PLUS loans received on behalf of the student.
7. Federal Direct PLUS received on behalf of the student.
8. Pell Grant

If you have questions about your Title IV HEA program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

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. The academy does not guarantee employment. Although many salons call the Academy for employment opportunities the academy does not act as an employment agent nor negotiate salaries. 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.

Hairstylist: The Hairstylist program is designed to educate students in all necessary practical skills and theoretical studies required by the Maryland State Board of Cosmetologists. The course consists of 1200 hours of instruction in hairstyling, chemical relaxing, permanent waving, haircutting, hair and scalp hair coloring, make-up & salon practices. After successful completion of this course, students will be eligible to test for a Hairstylist license.

Barber Stylist: The Barber Stylist program is designed to educate students in all necessary practical skills and theoretical studies required by the Maryland State Board of Barbers. The course consists of 900 hours of instruction in professional image, safety and sanitation, bacteriology, anatomy & physiology, chemistry, wet and thermal Styling, chemical processing including perms, straightening, relaxing of all types of hair, cutting, principles of color theory, temporary hair removal, employment preparation and salon management. After successful completion of this course, students will be eligible to test for a Barber Stylist 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.

Program Costs

School Costs	Cosmetology	Hairstylist	Barber Stylist	Manicuring
Registration Fee	\$100.00	\$100.00	\$100.00	\$100.00
Tuition	\$ 8,501.00	\$14,000.00	\$10,500.00	\$1,970.00
Kit/Uniform	\$ 1,300.00	\$1,206.60	\$ 484.55	\$261.67
Books	\$ 350.00	\$350.00	\$ 223.00	\$238.33
Lab Fee	\$ 150.00	\$ 150.00	\$ 150.00	N/A
MD State Tax Kit/ Uniform	\$78.00	\$72.40	\$ 29.07	\$15.70
MD State Tax Book	\$150.00	\$ 21.00	\$13.38	\$14.30
Total Costs	\$20,500.00	\$15,900.00	\$11,500.00	\$2,600.00
Deposit Required	\$ 1,000.00*	\$900.00	\$500.00	\$700.00
Total Balance after Deposit Payment	\$19,500.00	\$15,000.00	\$11,000.00	\$1,900.00

* The deposit amount is \$150.00 if Pell eligibility in award year 1 is equal or greater than \$2,000.00.

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 cash, check, money order, credit card or Title IV funds (for those who qualify). Upon successful completion of the course, all graduates will be required to take a State Board examination for licensure.

Student Kit/Book Purchase Option

Every student is required to have books and a kit. The kit must be complete with all the equipment necessary for satisfactory completion of the course. You have the option to purchase the books and kit from the school. However, you also have the option to purchase the books and kit on the open market. If you choose to purchase the kit on your own, it must be to the exact specifications of the issued kit. The school can provide you with an equipment list. Please choose your preference upon signing the enrollment agreement.

Extra Instructional Charges Policy

School will charge additional tuition for hours remaining after the calculated graduation contract end date (or any addended date) at the below rate per hour or any part thereof, payable in advance until graduation. The contract end date is calculated to include 120% of the contracted hours.

Cosmetology	\$12.33
Hairstylist	\$11.67
Barber Stylist	\$11.67
Manicuring	\$7.88

Other Fees

Transcript Fee	\$10.00
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Scholarships

The academy does not currently offer scholarships or tuition waivers.

State Board Candidate Account Statement

All students entering the state board preparatory program are required to close out their accounts prior to completion of the program. This date is based on contracted hours of attendance. Students unable to satisfy their balance prior to completion must see the Financial Aid Administrator.

Graduation Requirements

The student qualifies to graduate when he/she meets the program requirements as listed in this Catalog. The graduate receives a Diploma when the following requirements have been met:

1. Students must complete all scheduled hours for the program in which they are enrolled.
2. Students must complete all practical and written examinations with a 75% cumulative GPA.
3. Students must pass the State Board Preparatory class and all final examinations.
4. Students must satisfy all financial obligations prior to graduation.
5. Students must successfully complete all program requirements.
6. Students must complete an academy exit interview.

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

State Examinations

Students must assist in the preparation of documents to be submitted to the testing agency contracted by the State to administer licensure exams. Once an application is complete and mailed, it is the responsibility of the student to schedule an exam date.

Testing fees for the State Licensure Exam are not included in the total cost of tuition and are subject to change. The testing contractor independently establishes the fees for test administration.

Licensing Requirements

Cosmetology: Must be at least 17 years of age and have completed 9th grade or G.E.D; Applicant must submit proof of completion of 1500 hours of training in a cosmetology school or 24 months as a registered apprentice in a licensed beauty salon.

Hairstylist: Must be at least 17 years of age and have completed 9th grade or G.E.D; Applicant must submit proof of completion of 1200 hours of training in a cosmetology school or 15 months as a registered apprentice in a licensed beauty salon.

Manicuring: Must be at least 17 years of age and have completed 9th grade or G.E.D; Applicant must submit proof of completion of at least 250 hours of training in a cosmetology school or eight months as a registered apprentice in a licensed beauty salon.

Barber Stylist: Must submit proof of completion of 900 hours of barber student training in a barber school or 1,650 hours as an apprentice barber-stylist limited in a licensed barbershop and qualify by examination given by the Board

Disclosure: Criminal convictions may affect a student’s ability to be licensed.

Sample Schedule (Cosmetology & Hairstylist) Day Schedule

Sunday/Monday	Closed
Tuesday 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
Wednesday-Thursday	Same as above
Friday	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.
Saturday	All students work clinic with the exception of those in basic training and with hours under 350.

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

Sample Schedule (Barber Stylist)

Saturday/Sunday	Closed
Monday 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
Tuesday-Friday	Same as above
Friday	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.
9:40 am-9:50 am	Break
9:40 am-12:00 pm	All students work clinic with the exception of those in basic training and with hours under 350
12:00 pm-12:45 pm	Lunch break
12:45 pm- 4:30 pm	All students work clinic with the exception of those in basic training and with hours under 350
4:30 pm -5:00 pm	Evaluation/cleanup/dismissal

Sample Schedule (Manicuring)

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

Program Schedules

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

Cosmetology & Hairstylist

1. Full-Time: Tuesday, Wednesday, Thursday, Friday, Saturday 9:00am-4:30pm, 33.75 hours per week.
2. Part-Time: Tuesday, Wednesday, Thursday, Friday, Saturday 9:00am- 3:30pm, 28.75 hours per week
3. Part-Time: Tuesday, Wednesday, Thursday, Friday 9:00am-5:00pm, 29 hours per week
4. Part-Time: Tuesday, Wednesday, Thursday, Friday, Saturday 9:00am-2:30pm, 23.75 hours per week
5. Part-Time: Tuesday, Wednesday, Thursday, Friday 9:00am-3:45pm, 24 hours per week
6. Part-Time: Tuesday, Wednesday, Thursday 6:00pm-10:00pm, Saturday 9:00am-5:00pm, 19.25 hours per week

Barber Stylist

1. Full-Time: Monday, Tuesday, Wednesday, Thursday, Friday 9:00am-5:00pm, 32.5 hours per week.

Manicuring

1. Part-Time: Tuesday, Wednesday, Thursday 9:00am-1:00pm, Friday 9:00am-5:00pm, 19.25 hours per week

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of form of payment, cash pay or Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

<u>Program</u>	<u>Evaluation Period</u>	<u>Academic Year</u>
Cosmetology 1500 hours	450, 900 and 1200 actual clocked hours	900 clock hours
Hairstylist 1200 hours	450, 900 and 1050 actual clocked hours	900 clock hours
Barber Stylist 900 hours	450 actual clocked hours	900 clock hours
Manicuring 250 hours	125 actual clocked hours	250 clock hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

SAP evaluations periods are based on actual contracted hours at the institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course or academic year, whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV HEA fund eligibility and otherwise.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED SCHEDULED HOURS
Cosmetology - 1500 Hours	1875
Hairstylist – 1200 hours	1500
Barber Stylist - 900 Hours	1125
Manicuring – 250 Hours	312.5

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour-based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests and incomplete assignments.

The student evaluation for theory and practical is made in accordance with the following grade scale:

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

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements of a 75% for academics and 80% for attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV HEA Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. **Once federal monies have been terminated, the balance of the tuition owed is the responsibility of the student.**

TITLE IV HEA FINANCIAL AID WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV HEA Program funds, as applicable, and will be terminated from the program unless financial arrangements are made with the school.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to

attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV, HEA Program funds, as applicable, by meeting minimum attendance and academic requirements at the next scheduled evaluation. Students can make up hours during course times the student is not normally scheduled for attendance. Students may begin attending makeup hours as they are needed.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. The appeal should be given to the Director or President in a sealed envelope. Appeal documents will be reviewed and a decision will be made and reported to the student within 14 days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT AND REMEDIAL COURSES

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours from other institutions will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations periods are based on actual contracted hours at the institution.

- End of SAP Policy -

Leave of Absence Policy

This policy applies to students enrolled in the Cosmetology, Hairstylist, and Barber Stylist programs. Manicuring students are not permitted to take an LOA. A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence.

A student may be granted a LOA for any of the following reasons and where there is a reasonable expectation that the student will return from the LOA:

1. Medical Issues
2. Administrative
3. Personal or Family Related Matters

Students must follow this LOA policy when requesting a LOA. The LOA must be requested in writing using the form provided by the school and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA and their signature is required on the LOA form. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to school via mail or in person within reasonable resolution of the emergency. In an instance of an emergency LOA, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend due to the emergency. Additionally, the

institution will document the reason for its decision to grant the emergency LOA on the LOA form. A student who is granted a LOA that meets the above-mentioned criteria is not considered to have withdrawn from the institution and a refund calculation is not required.

The maximum time frame for a LOA is 180 calendar days and the minimum is 20 calendar days. The institution permits more than one LOA. However, all of the leaves of absence added together must not total more than 180 calendar days per enrollment period.

If the student does not return from the LOA on the date designated, the student will be withdrawn from the institution. The institution is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. If a student is absent 14 consecutive calendar days without being on an official Leave of Absence, they will be considered withdrawn. The institution is not responsible for any equipment left at the school. The student's loans will go into repayment after 180 days from the last date of attendance, if applicable

The student's contract end date and maximum time frame will be extended for the same number of days the student was on LOA without any additional institutional charges or penalty to the student. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

Student Records Policy

Academic records are safely retained at the institution under lock and key. Records including student attendance and grades are locked up and secure. Records of academic progress are furnished to the student. Student records are maintained for a minimum of six (6) years.

Unless otherwise required by law or as required for any accreditation process initiated by this institution, no information will be released to any party without written authorization, for each request, from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc.

Rights and Privacy - FERPA

It is the policy of the school to abide by the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student

handbook, or newspaper article) is left to the discretion of each school. For additional information; you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-8520

Policy for Safeguarding Customer Information – Personally Identifiable Information (PII)

Non-public PII is information which is not publicly available on:

- 1) your name, address, social security number,
- 2) name of your financial institution and account number,
- 3) information provided on your application to enroll,
- 4) information provided on your application for a grant or loan,
- 5) information provided on a consumer report, or
- 6) information obtained from a website.

The school is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director and/or owner/administration shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school shall be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice of this policy.

The school shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

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:

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

There are many opportunities open to licensed cosmetologists, barbers, hairstylists and manicurists. The Academy prepares all graduates for the licensing exam and entry-level positions in hair studios, spa salons, barber shops, and destination spas. Additional industry experience could lead to employment as a manufacturer sales/educator, a distributor sales consultant, and in admissions or financial aid in cosmetology and barber schools. Additional licenses are usually required to become an educator in a school of cosmetology arts and sciences.

The U.S. Department of Labor provides current job information at <http://www.careerinfonet.org>

This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor (www.bls.gov), state & national median wages for related positions are as follows: **BUREAU OF LABOR STATISTICS:** <http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+non-degree+award&training=None&newjobs=&growth=&submit=GO>

O*NET RESOURCE CENTER

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

O*NET CODES - <http://www.onetonline.org>

IPED Statistics

The College Navigator website <http://nces.ed.gov/collegenavigator> provides current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male / Female; Self-identified members of a major racial or ethnic group; Federal Pell Grant recipients. The College Navigator website also gives information concerning student services, students with disabilities, career

placement during and after enrollment and transfer of credit from other academies, retention, licensure, graduation and placement rates.

NACCAS Outcome Rates

Robert Paul Academy Outcome Rates for our programs for the most recent year are as follows:

Graduation: 70.49 Placement: 79.07 Licensure (Examination): 92.31

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 in alignment with the SAP evaluations and are based on physical attendance, provided students are maintaining satisfactory progress according to the standards set by Robert Paul Academy and approved by the NACCAS and the United States Department of Education.

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. 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.

COURSE OUTLINES

Course Title: **Cosmetology**

Course Description:

The cosmetology program is designed to educate students in all necessary practical skills and theoretical studies required by the Maryland State Board of Cosmetologists. The course consists of 1500 hours of instruction in hairstyling, chemical relaxing, permanent waving, haircutting, hair and scalp, skin care, manicuring and pedicuring, hair coloring, make-up & salon practices. After successful completion of this course, students will be eligible to test for a cosmetologist license.

Upon successful completion of this course, the student will be able to:

1. Demonstrate professional behavior
2. Define pathogenic bacteria
3. List and demonstrate the methods of sanitation used in the salon
4. Identify hair and scalp disorders
5. Demonstrate draping and shampooing
6. Demonstrate hair and scalp treatments
7. Give a basic haircut
8. Demonstrate roller and pin curl placement
9. Curl and straighten hair using thermal appliances
10. Demonstrate various comb-out techniques
11. Give a permanent wave
12. Identify classifications of hair color
13. Select and apply all types of hair coloring
14. Perform a chemical hair relaxer
15. Perform a facial
16. Apply a full face of make-up
17. Perform a manicure
18. Perform a pedicure

19. Perform an acrylic nail
20. Identify the main organs of the body
21. Identify various types of light treatments
22. Explain salon management procedures
23. Identify nail disorders and diseases
24. Identify skin disorders and diseases
25. Perform proper blood spill procedure

Course Objective:

You will learn subject matter to coordinate to your practical application. The subject matter includes, professional image, safety and sanitation, bacteriology, anatomy & physiology, chemistry, wet and thermal Styling, chemical processing including perms, straightening, relaxing of all types of hair, cutting, principles of color theory, temporary hair removal, skin care & make-up, manicuring, employment preparation and salon management.

Instructional Methods used to Teach the Course/Program:

Lecture, demonstration, audiovisuals and group activities will be used to facilitate subject matter, written exam will be used for assessment and practical skill assessment will be evaluated using skill related rubrics.

Grading System

The student evaluation for theory and practical is made in accordance with the following grade scale:

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

TEXTBOOK USED IN COURSE:

Milady Standard Cosmetology Text, Theory Work Book & Exam Review

COSMETOLOGY PROGRAM OUTLINE

	Theory	Demonstration	Clinical	Total
I PROFESSIONAL DEVELOPMENT	10	8	25	276
• A HEALTHY MIND AND BODY				
• EFFECTIVE COMMUNICATION				
• HUMAN RELATIONS				
II SALON ECOLOGY	12	10	8	30
• MICROBIOLOGY				
• INFECTION CONTROL				
• FIRST AID				
III ANATOMY AND PHYSIOLOGY	10	10		20
• BUILDING BLOCKS OF THE HUMAN BODY				
• BASIC BODY SYSTEMS				
IV ELECTRICITY	10	14		24
• PRINCIPLES OF ELECTRICITY				
• ELECTRICITY IN COSMETOLOGY				
V CHEMISTRY	10	4	182	196
• MATTER				
• THE pH SCALE				
• CHEMISTRY OF PRODUCTS				
VI SALON BUSINESS	10	15	115	140
• THE BEAUTY INDUSTRY				
• JOB SEARCH/PROFESSIONAL RELATIONSHIPS				
• SALON OWNERSHIP & RETAILING				
VII TRICHOLOGY	10	4	100	114
• HAIR THEORY				
• HAIR CARE				
• SHAMPOOING AND DRAPING				
• SCALP MASSAGE				
VIII DESIGN DECISIONS	40	144	158	342

	• DESIGN DECISION CONSIDERATIONS				
	• CLIENT CONSULTATION				
	• DESIGN COMPOSITION				
IX	HAIRCUTTING	10	60	118	188
	• HAIRCUTTING THEORY				
	• HAIRCUTTING PROCEDURES				
	• IMPLEMENTS				
	• SAFETY				
X	HAIRSTYLING	25	90	55	170
	• HAIRSTYLING THEORY				
	• IMPLEMENTS AND SUPPLIES				
	• THERMAL STYLING				
	• WET STYLING				
	• LONG HAIR STYLING				
Total Hours		147	359	994	1500

Course Title: Hairstylist

Course Description:

The Hairstylist program is designed to educate students in all necessary practical skills and theoretical studies required by the Maryland State Board of Cosmetologists. The course consists of 1200 hours of instruction in hairstyling, chemical relaxing, permanent waving, haircutting, hair and scalp hair coloring, make-up & salon practices. After successful completion of this course, students will be eligible to test for a Hairstylist license.

Upon successful completion of this course, the student will be able to:

1. Acquaint the student with the history of cutting, styling and grooming.
2. Explain the importance of maintaining a professional image.
3. Identify the types of bacteria and diseases that result in infection.
4. Importance of maintaining a clean work environment and the practices used to keep it safe.
5. Use, care and maintenance of the tools used in the trade.
6. Learn the physical and chemical processes that take place in the human body.
7. Introduce and explain pH, the interaction of chemicals used in the trade and their effects on the hair and skin.
8. Explain the capabilities and benefits of electro and light therapy in various treatment therapies.
9. Identification and distinction of skin disorders and skin diseases.
10. Methods and techniques for maintaining healthy hair and scalp.
11. Training in the proper tool handling and techniques.
12. Teaching proper haircutting, styling and grooming techniques for hair and hairpieces.
13. Teach proper haircutting and styling techniques for woman.
14. Teach proper methods for relaxing and straightening hair.
15. Instruct students to properly mix and apply professional colorants to the hair.
16. Acquaint students with the day to day operation of a salon.
17. Teach students how to complete a job application and prepare a resume for submission prior to a job interview. Assist students in perfecting a professional presence.
18. Review and discuss state laws and requirements for Hairstylist licensure eligibility.

Course Objective:

You will learn subject matter to coordinate to your practical application. The subject matter includes, professional image, safety and sanitation, bacteriology, anatomy & physiology, chemistry, wet and thermal Styling, chemical processing including perms, straightening, relaxing of all types of hair, cutting. principles of color theory, temporary hair removal, employment preparation and salon management.

Instructional Methods used to Teach the Course/Program:

Lecture, demonstration, audiovisuals and group activities will be used to facilitate subject matter, written exam will be used for assessment and practical skill assessment will be evaluated using skill related rubrics.

Grading System

The student evaluation for theory and practical is made in accordance with the following grade scale:

90%-100%	Excellent
80%-89%	Good
76%-79%	Fair
75%	Passing

TEXTBOOK USED IN COURSE:

Milady Standard Cosmetology Text, Theory Work Book & Exam Review

HAIR STYLIST PROGRAM OUTLINE

	Theory	Demonstration	Clinical	Total
Hair Structure/Skin/Scalp	10	10	20	40
Anatomy/Physiology	10	0	0	10
Chemistry	10	4	0	14
Electricity	10	0	0	10
Trichology/Scalp & Hair/Diseases & Disorders	10	20	16	46
Skin Disorders and Diseases	10	4	10	24
Cold Waving	10	45	95	150
Hair Straightening: Pressing/Chemical	20	45	65	130
Haircoloring: Rinses, Lightening & Tinting	24	59	96	179
Shampoo & Draping	15	15	15	45
Fingerwaving	5	5	10	20
Hairstyling: Braids, Thermal Curl & Blowdry	15	100	100	215
Haircutting	10	60	110	180
Wigs: Care & Styling	5	5	20	30
Sanitation & Safety	7	10	30	47
Hygiene: Personal & Public	5	6	5	16
State Laws & Regulations	5	0	0	5
Salon Business	10	10	5	25
Professional Ethics	4	5	5	14
Total Hours	195	403	602	1200

Course Title: Barber Stylist**Course Description:**

The Barber Stylist program is designed to educate students in all necessary practical skills and theoretical studies required by the Maryland State Board of Barbers. The course consists of 900 hours of instruction in professional image, safety and sanitation, bacteriology, anatomy & physiology, chemistry, wet and thermal Styling, chemical processing including perms, straightening, relaxing of all types of hair, cutting, principles of color theory, temporary hair removal, employment preparation and salon management. After successful completion of this course, students will be eligible to test for a Barber Stylist license. Upon successful completion of this course, the student will be able to:

1. Acquaint the student with the history of cutting, styling and grooming.
2. Explain the importance of maintaining a professional image.
3. Identify the types of bacteria and diseases that result in infection.
4. Importance of maintaining a clean work environment and the practices used to keep it safe.
5. Use, care and maintenance of the tools used in the trade.
6. Learn the physical and chemical processes that take place in the human body.
7. Introduce and explain pH, the interaction of chemicals used in the trade and their effects on the hair and skin.
8. Explain the capabilities and benefits of electro and light therapy in various treatment therapies.
9. Identification and distinction of skin disorders and skin diseases.
10. Methods and techniques for maintaining healthy hair and scalp.
11. Training in the proper tool handling and techniques.
12. Teaching proper haircutting, styling and grooming techniques for hair and hairpieces.
13. Teach proper haircutting and styling techniques for woman.
14. Teach proper methods for relaxing and straightening hair.
15. Instruct students to properly mix and apply professional colorants to the hair.
16. Acquaint students with the day to day operation of a barber salon.
17. Teach students how to complete a job application and prepare a resume for submission prior to a job interview. Assist students in perfecting a professional presence.
18. Review and discuss state laws and requirements for Barber Stylist licensure eligibility.

Course Objective:

You will learn subject matter to coordinate to your practical application. The subject matter includes, professional image, safety and sanitation, bacteriology, anatomy & physiology, chemistry, wet and thermal Styling, chemical processing including perms, straightening, relaxing of all types of hair, cutting. principles of color theory, temporary hair removal, employment preparation and salon management.

Instructional Methods used to Teach the Course/Program:

Lecture, demonstration, audiovisuals and group activities will be used to facilitate subject matter, written exam will be used for assessment and practical skill assessment will be evaluated using skill related rubrics.

Grading System

The student evaluation for theory and practical is made in accordance with the following grade scale:

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

TEXTBOOK USED IN COURSE:

Milady Standard Barber Text, Theory Work Book & Exam Review.

BARBER STYLIST PROGRAM OUTLINE

	Theory	Demonstration	Clinical	Total
The History of Barbering	3	2	0	5
Professional Image	4	1	0	5
Microbiology Infection Control/Safety	25	5	30	60
Tools, Implements and Equipment	9	1	0	10
Anatomy and Physiology	8	2	0	10
Chemistry	18	2	0	20
Electricity and Light Therapy	9	1	0	10
Properties of the Hair and Scalp	5	5	0	10
Disorders of the Hair and Scalp	8	2	0	10
Properties of the Skin	8	2	0	10
Disorders of the Skin	8	2	0	10
Hair and Scalp Treatments	5	5	15	25
Shaving and Facial Design	10	10	30	50
Men's Cutting and Styling	20	30	200	250
Woman's Cutting and Styling	10	15	200	225
Chemical Texture Services	20	15	55	90
Hair Coloring and Lightening	10	30	40	80
Job Search	4	1	0	5
Barbershop Management	4	1	0	5
State Board Preparation	3	2	0	5
State Laws and Licensing	4	1	0	5
Total Hours	195	135	570	900

Course Title: Manicuring

Course Description:

The Manicuring program is designed to give the student a strong foundation in natural nail care, artificial nail application & maintenance & popular nail design, thus providing the student with salon entry skills & allowing for license eligibility.

Upon successful completion of this course, the student will be able to:

1. Acquaint the student with the history of cutting, styling and grooming.
2. Explain the importance of maintaining a professional image.
3. Identify the types of bacteria and diseases that result in infection.
4. Importance of maintaining a clean work environment and the practices used to keep it safe.

5. Use, care and maintenance of the tools used in the trade.
6. Learn the physical and chemical processes that take place in the human body.
7. Introduce and explain pH, the interaction of chemicals used in the trade and their effects on the hair and skin.
8. Explain the capabilities and benefits of electro and light therapy in various treatment therapies.
9. Identification and distinction of skin disorders and skin diseases.
10. Methods and techniques for maintaining healthy hair and scalp.
11. Training in the proper tool handling and techniques.
12. Teaching proper haircutting, styling and grooming techniques for hair and hairpieces.
13. Teach proper haircutting and styling techniques for woman.
14. Teach proper methods for relaxing and straightening hair.
15. Instruct students to properly mix and apply professional colorants to the hair.
16. Acquaint students with the day to day operation of a barber salon.
17. Teach students how to complete a job application and prepare a resume for submission prior to a job interview. Assist students in perfecting a professional presence.
18. Review and discuss state laws and requirements for Manicuring licensure eligibility.

Course Objective:

You will learn subject matter to coordinate to your practical application. The subject matter includes sanitation & safety, learning to perform a basic manicure & pedicure, learning the techniques and procedures for applying mends/wraps/chemical overlays, learn the basics of using an electric file, learn the art of nail designs, professional image and the theoretical subjects of manicuring.

Instructional Methods used to Teach the Course/Program:

Lecture, demonstration, audiovisuals and group activities will be used to facilitate subject matter, written exam will be used for assessment and practical skill assessment will be evaluated using skill related rubrics.

Grading System

The student evaluation for theory and practical is made in accordance with the following grade scale:

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

TEXTBOOK USED IN COURSE:

Milady The Art & Science of Nail Technology Text, Milady Nail Technology Video Series, Theory Work Book & Exam Review.

MANICURING PROGRAM OUTLINE

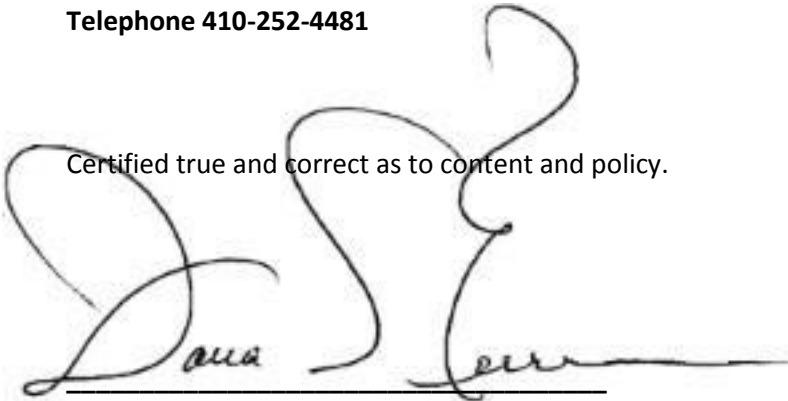
	Theory	Demonstration	Clinical	Total
Sanitation, Safety & Bacteriology	10	8	18	36
Technique : Nails	5	5	15	25
• Manicure				
• Pedicure				
• Hot Oil				
• Basic Polish				
• French Polish				
• Hand & Arm Massage				
• Foot & Leg Massage				
Technique: Overlays	18	13	71	102
• Paper Mend & Wraps				
• Silk/Linen Mend & Wraps				
• Gel Chemical Overlay				
• Fiberglass				
• Acrylic				
Electric Filing	2	1	1	4
Nail Design	2	1	1	4
• Painted Art				

• Foil/Tape				
• Jewelry				
Professional Image	3	0	0	3
Client Consultation	3	0	0	3
Nail Diseases & Disorders	4	0	0	4
Skin & Disorders	5	0	0	5
Anatomy & Physiology	17	0	0	17
Product Chemistry	4	2	8	14
Salon Business	10	0	0	10
New Products	10	3	10	23
Total Hours	93	33	124	250

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