



**1911 Stella Lake Street
Las Vegas, NV 89106
702-636-8686**

**535 E. Lake Mead Blvd
N. Las Vegas, NV 89030
702-399-3894**

www.expertisebeauty.com

**Student Handbook
With
Rules
&
Regulations**

Mission Statement

Our Mission is to recruit, teach and train each Student that enrolls in the institution to master the art and sciences of the Cosmetology industry, which will ultimately lead to economic independence. The job lead policy will further instill security and enhance community development.

**Expertise Cosmetology Institute Handbook
Also known as E.C.I.**

I.

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Student Rules & Regulations

Expertise Cosmetology Institute. Please read and understand that these rules will apply while you are enrolled in this school. These are rules and regulations we have incorporated in our program to help us provide better service to you, these rules are set forth in order to operate effectively, and also help you obtain the maximum benefits from your hours of training. **These rules must be followed at all times. If violations occur, it will result in probation or termination of the student or students involved.**

General Facilities

Expertise Cosmetology Institute is designed to promote an atmosphere that is conducive to learning to accommodate at least one hundred and fifty (150) students comfortably (day and evening).

Admission Policy

Expertise Cosmetology Institute only admits students who are 17 ½ years of age or older with a High School Diploma* or its equivalency or a transcript showing high school completion. All applicants must possess and present a valid State ID or Driver's License (cannot be expired) and social security card for admittance. All students enrolled at Expertise Cosmetology Institute must be under an enrollment agreement.

*A foreign student's high school diploma must be translated into English. This evidence of verification must be 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.

All students must maintain a schedule of attendance that will allow them to complete their course in a timely manner as described within the contract. **Students not making satisfactory progress in attendance and academics will receive advice and given limited time to show improvement before being terminated from school.** If the requirements for graduation are not met by the ending date of the student's contract, additional pro-rated charges will be applied in order to meet Nevada State Board of Cosmetology requirements. Expertise Cosmetology Institute does not recruit students already attending or admitted to another school offering a similar program of study.

Re-enrollment: If a student has been dropped, expelled, or terminated from Expertise Cosmetology Institute and wishes to return, he/she must contact the Registrar, who will then forward information to the Director of Instruction, Manager or Supervisor for their comments regarding approval for re-entry. If a student is allowed to return within six (6) months, there will be a re-enrollment fee of \$100.00, \$10.00 fee for the State Board of Cosmetology and additional charges that are due. No registration fee is due at this time. However, if a student re-enrolls after six (6) months, the student will be required to pay an additional \$100.00 registration fee, and the re-enrollment fee of \$100.00 and the \$10.00 State Board Fee.

Previous Hours

Expertise Cosmetology Institute will accept hours from previous training or from another institution, if the Nevada State Board of Cosmetology recognizes the hours. Nevada State Board of Cosmetology will send a letter to Expertise Cosmetology Institute informing the school of what hours are recognized by the board in a particular area of study. "For the purpose of the US Department of Veteran Affairs Beneficiaries all transcripts are to be evaluated and maintained in students file.

New Enrollment

ENROLLMENT PERIODS							
COSMETOLOGY (1600 HOURS)							
FULL TIME			3/4 TIME (30 HRS PER WK)			PART TIME	
START DATE	END DATE		START DATE	END DATE		START DATE	END DATE
1/5/2021	11/23/21		1/5/2021	1/15/22		1/5/2021	7/21/22
1/12/2021	11/30/21		1/12/2021	1/22/22		1/12/2021	7/28/22
1/19/2021	12/7/21		1/19/2021	1/29/22		1/19/2021	8/4/22
1/26/2021	12/14/21		1/26/2021	2/5/22		1/26/2021	8/11/22
2/2/2021	12/21/21		2/2/2021	2/12/22		2/2/2021	8/18/22
2/9/2021	12/28/21		2/9/2021	2/19/22		2/9/2021	8/25/22
2/16/2021	1/4/22		2/16/2021	2/26/22		2/16/2021	9/1/22
2/25/2021	1/13/22		2/25/2021	3/7/22		2/25/2021	9/10/22
3/2/2021	1/18/22		3/2/2021	3/12/22		3/2/2021	9/15/22
3/9/2021	1/25/22		3/9/2021	3/19/22		3/9/2021	9/22/22
3/16/2021	2/1/22		3/16/2021	3/26/22		3/16/2021	9/29/22
3/23/2021	2/8/22		3/23/2021	4/2/22		3/23/2021	10/6/22
3/30/2021	2/15/22		3/30/2021	4/9/22		3/30/2021	10/13/22
4/6/2021	2/22/22		4/6/2021	4/16/22		4/6/2021	10/20/22
4/13/2021	3/1/22		4/13/2021	4/23/22		4/13/2021	10/27/22
4/20/2021	3/8/22		4/20/2021	4/30/22		4/20/2021	11/3/22
4/27/2021	3/15/22		4/27/2021	5/7/22		4/27/2021	11/10/22
5/4/2021	3/22/22		5/4/2021	5/14/22		5/4/2021	11/17/22
5/11/2021	3/29/22		5/11/2021	5/21/22		5/11/2021	11/24/22
5/18/2021	4/5/22		5/18/2021	5/28/22		5/18/2021	12/1/22
5/25/2021	4/12/22		5/25/2021	6/4/22		5/25/2021	12/8/22
6/1/2021	4/19/22		6/1/2021	6/11/22		6/1/2021	12/15/22
6/8/2021	4/26/22		6/8/2021	6/18/22		6/8/2021	12/22/22
6/15/2021	5/3/22		6/15/2021	6/25/22		6/15/2021	12/29/22
6/22/2021	5/10/22		6/22/2021	7/2/22		6/22/2021	1/5/23
6/29/2021	5/17/22		6/29/2021	7/9/22		6/29/2021	1/12/23
7/6/2021	5/24/22		7/6/2021	7/16/22		7/6/2021	1/19/23
7/13/2021	5/31/22		7/13/2021	7/23/22		7/13/2021	1/26/23
7/20/2021	6/7/22		7/20/2021	7/30/22		7/20/2021	2/2/23
7/27/2021	6/14/22		7/27/2021	8/6/22		7/27/2021	2/9/23
8/3/2021	6/21/22		8/3/2021	8/13/22		8/3/2021	2/16/23
8/10/2021	6/28/22		8/10/2021	8/20/22		8/10/2021	2/23/23
8/17/2021	7/5/22		8/17/2021	8/27/22		8/17/2021	3/2/23
8/24/2021	7/12/22		8/24/2021	9/3/22		8/24/2021	3/9/23

ENROLLMENT PERIODS						
COSMETOLOGY (1600 HOURS)						
FULL TIME		3/4 TIME (30 HRS PER WK)		PART TIME		
START DATE	END DATE	START DATE	END DATE	START DATE	END DATE	END DATE
8/31/2021	7/19/22	8/31/2021	9/10/22	8/31/2021	3/16/23	
9/7/2021	7/26/22	9/7/2021	9/17/22	9/7/2021	3/23/23	
9/14/2021	8/2/22	9/14/2021	9/24/22	9/14/2021	3/30/23	
9/21/2021	8/9/22	9/21/2021	10/1/22	9/21/2021	4/6/23	
9/28/2021	8/16/22	9/28/2021	10/8/22	9/28/2021	4/13/23	
10/5/2021	8/23/22	10/5/2021	10/15/22	10/5/2021	4/20/23	
10/12/2021	8/30/22	10/12/2021	10/22/22	10/12/2021	4/27/23	
10/19/2021	9/6/22	10/19/2021	10/29/22	10/19/2021	5/4/23	
10/26/2021	9/13/22	10/26/2021	11/5/22	10/26/2021	5/11/23	
11/2/2021	9/20/22	11/2/2021	11/12/22	11/2/2021	5/18/23	
11/9/2021	9/27/22	11/9/2021	11/19/22	11/9/2021	5/25/23	
11/16/2021	10/4/22	11/16/2021	11/26/22	11/16/2021	6/1/23	
11/23/2021	10/11/22	11/23/2021	12/3/22	11/23/2021	6/8/23	
11/30/2021	10/18/22	11/30/2021	12/10/22	11/30/2021	6/15/23	
12/7/2021	10/25/22	12/7/2021	12/17/22	12/7/2021	6/22/23	
12/14/2021	11/1/22	12/14/2021	12/24/22	12/14/2021	6/29/23	
12/21/2021	11/8/22	12/21/2021	12/31/22	12/21/2021	7/6/23	
12/28/2021	11/15/22	12/28/2021	1/7/23	12/28/2021	7/13/23	

ENROLLMENT PERIODS					
Nail Technology (600 HOURS)					
FULL TIME		3/4 TIME (30 HRS PER WK)		PART TIME	
START DATE	END DATE	START DATE	END DATE	START DATE	END DATE
1/5/2021	5/7/2021	1/5/2021	5/27/2021	1/5/2021	8/5/2021
1/12/2021	5/14/2021	1/12/2021	6/3/2021	1/12/2021	8/12/2021
1/19/2021	5/21/2021	1/19/2021	6/10/2021	1/19/2021	8/19/2021
1/26/2021	5/28/2021	1/26/2021	6/17/2021	1/26/2021	8/26/2021
2/2/2021	6/4/2021	2/2/2021	6/24/2021	2/2/2021	9/03/2021
2/9/2021	6/11/2021	2/9/2021	7/1/2021	2/9/2021	9/10/2021
2/16/2021	6/18/2021	2/16/2021	7/8/2021	2/16/2021	9/17/2021
2/25/2021	6/27/2021	2/25/2021	7/17/2021	2/25/2021	9/28/2021
3/2/2021	7/2/2021	3/2/2021	7/22/2021	3/2/2021	10/01/2021
3/9/2021	7/9/2021	3/9/2021	7/29/2021	3/9/2021	10/08/2021
3/16/2021	7/16/2021	3/16/2021	8/5/2021	3/16/2021	10/15/2021
3/23/2021	7/23/2021	3/23/2021	8/12/2021	3/23/2021	10/22/2021
3/30/2021	7/30/2021	3/30/2021	8/19/2021	3/30/2021	10/29/2021
4/6/2021	8/6/2021	4/6/2021	8/26/2021	4/6/2021	11/05/2021
4/13/2021	8/13/2021	4/13/2021	9/2/2021	4/13/2021	11/12/2021
4/20/2021	8/20/2021	4/20/2021	9/9/2021	4/20/2021	11/19/2021
4/27/2021	8/27/2021	4/27/2021	9/16/2021	4/27/2021	11/27/2021
5/4/2021	9/3/2021	5/4/2021	9/23/2021	5/4/2021	12/03/2021
5/11/2021	9/10/2021	5/11/2021	9/30/2021	5/11/2021	12/10/2021
5/18/2021	9/17/2021	5/18/2021	10/7/2021	5/18/2021	12/17/2021
5/25/2021	9/24/2021	5/25/2021	10/14/2021	5/25/2021	12/24/2021
6/1/2021	10/1/2021	6/1/2021	10/21/2021	6/1/2021	12/31/2021
6/8/2021	10/8/2021	6/8/2021	10/28/2021	6/8/2021	01/07/2022
6/15/2021	10/15/2021	6/15/2021	11/4/2021	6/15/2021	01/14/2022
6/22/2021	10/22/2021	6/22/2021	11/11/2021	6/22/2021	01/21/2022
6/29/2021	10/29/2021	6/29/2021	11/18/2021	6/29/2021	01/28/2022
7/6/2021	11/5/2021	7/6/2021	11/25/2021	7/6/2021	02/04/2022
7/13/2021	11/12/2021	7/13/2021	12/2/2021	7/13/2021	02/11/2022
7/20/2021	11/19/2021	7/20/2021	12/9/2021	7/20/2021	02/18/2022
7/27/2021	11/26/2021	7/27/2021	12/16/2021	7/27/2021	02/25/2022
8/3/2021	12/3/2021	8/3/2021	12/23/2021	8/3/2021	03/04/2022
8/10/2021	12/10/2021	8/10/2021	12/30/2021	8/10/2021	03/11/2022
8/17/2021	12/17/2021	8/17/2021	1/6/2022	8/17/2021	03/18/2022
8/24/2021	12/24/2021	8/24/2021	1/13/2022	8/24/2021	03/25/2022

ENROLLMENT PERIODS					
Nail Technology (600 HOURS)					
FULL TIME		3/4 TIME (30 HRS PER WK)		PART TIME	
START DATE	END DATE	START DATE	END DATE	START DATE	END DATE
8/31/2021	12/31/2021	8/31/2021	1/20/2022	8/31/2021	04/01/2022
9/7/2021	1/7/2022	9/7/2021	1/27/2022	9/7/2021	04/08/2022
9/14/2021	1/14/2022	9/14/2021	2/3/2022	9/14/2021	04/15/2022
9/21/2021	1/21/2022	9/21/2021	2/10/2022	9/21/2021	04/22/2022
9/28/2021	1/28/2022	9/28/2021	2/17/2022	9/28/2021	04/29/2022
10/5/2021	2/4/2022	10/5/2021	2/24/2022	10/5/2021	05/06/2022
10/12/2021	2/11/2022	10/12/2021	3/3/2022	10/12/2021	05/13/2022
10/19/2021	2/18/2022	10/19/2021	3/10/2022	10/19/2021	05/20/2022
10/26/2021	2/25/2022	10/26/2021	3/17/2022	10/26/2021	05/27/2022
11/2/2021	3/4/2022	11/2/2021	3/24/2022	11/2/2021	06/03/2022
11/9/2021	3/11/2022	11/9/2021	3/31/2022	11/9/2021	06/10/2022
11/16/2021	3/18/2022	11/16/2021	4/7/2022	11/16/2021	06/17/2022
11/23/2021	3/25/2022	11/23/2021	4/14/2022	11/23/2021	06/24/2022
11/30/2021	4/1/2022	11/30/2021	4/21/2022	11/30/2021	07/01/2022
12/7/2021	4/8/2022	12/7/2021	4/28/2022	12/7/2021	07/08/2022
12/14/2021	4/15/2022	12/14/2021	5/5/2022	12/14/2021	07/15/2022
12/21/2021	4/22/2022	12/21/2021	5/12/2022	12/21/2021	07/22/2022
12/28/2021	4/29/2022	12/28/2021	5/19/2022	12/28/2021	07/29/2022

ENROLLMENT PERIODS					
Aesthetics (600 HOURS)					
FULL TIME		3/4 TIME (30 HRS PER WK)		PART TIME	
START DATE	END DATE	START DATE	END DATE	START DATE	END DATE
1/5/2021	5/07/2021	1/5/2021	5/27/2021	1/5/2021	8/05/2021
1/12/2021	5/14/2021	1/12/2021	6/03/2021	1/12/2021	8/12/2021
1/19/2021	5/21/2021	1/19/2021	6/10/2021	1/19/2021	8/19/2021
1/26/2021	5/28/2021	1/26/2021	6/17/2021	1/26/2021	8/26/2021
2/2/2021	6/04/2021	2/2/2021	6/24/2021	2/2/2021	9/03/2021
2/9/2021	6/11/2021	2/9/2021	7/1/2021	2/9/2021	9/10/2021
2/16/2021	6/18/2021	2/16/2021	7/8/2021	2/16/2021	9/17/2021
2/25/2021	6/27/2021	2/25/2021	7/17/2021	2/25/2021	9/28/2021
3/2/2021	7/2/2021	3/2/2021	7/22/2021	3/2/2021	10/01/2021
3/9/2021	7/9/2021	3/9/2021	7/29/2021	3/9/2021	10/8/2021
3/16/2021	7/16/2021	3/16/2021	8/5/2021	3/16/2021	10/15/2021
3/23/2021	7/23/2021	3/23/2021	8/12/2021	3/23/2021	10/22/2022
3/30/2021	7/30/2021	3/30/2021	8/19/2021	3/30/2021	10/29/2021
4/6/2021	8/6/2021	4/6/2021	8/26/2021	4/6/2021	11/5/2021
4/13/2021	4/13/2021	4/13/2021	9/2/2021	4/13/2021	11/12/2021
4/20/2021	8/20/2021	4/20/2021	9/9/2021	4/20/2021	11/19/2021
4/27/2021	8/27/2021	4/27/2021	9/16/2021	4/27/2021	11/27/2021
5/4/2021	9/3/2021	5/4/2021	9/23/2021	5/4/2021	12/3/2021
5/11/2021	9/10/2021	5/11/2021	9/30/2021	5/11/2021	12/10/2021
5/18/2021	9/17/2021	5/18/2021	10/7/2021	5/18/2021	12/17/2021
5/25/2021	9/24/2021	5/25/2021	10/14/2021	5/25/2021	12/24/2021
6/1/2021	10/1/2021	6/1/2021	10/21/2021	6/1/2021	12/31/2021
6/8/2021	10/8/2021	6/8/2021	10/28/2021	6/8/2021	1/7/2022
6/15/2021	10/15/2021	6/15/2021	11/4/2021	6/15/2021	1/14/2022
6/22/2021	10/22/2021	6/22/2021	11/11/2021	6/22/2021	1/21/2022
6/29/2021	10/29/2021	6/29/2021	11/18/2021	6/29/2021	1/28/2022
7/6/2021	11/5/2021	7/6/2021	11/25/2021	7/6/2021	2/4/2022
7/13/2021	11/12/2021	7/13/2021	12/2/2021	7/13/2021	2/11/2022
7/20/2021	11/19/2021	7/20/2021	12/9/2021	7/20/2021	2/18/2022
7/27/2021	11/26/2021	7/27/2021	12/16/2021	7/27/2021	2/25/2022
8/3/2021	12/3/2021	8/3/2021	12/23/2021	8/3/2021	3/4/2022
8/10/2021	12/10/2021	8/10/2021	12/30/2021	8/10/2021	3/11/2022
8/17/2021	12/17/2021	8/17/2021	1/6/2022	8/17/2021	3/18/2022

ENROLLMENT PERIODS					
Aesthetics (600 HOURS)					
FULL TIME		3/4 TIME (30 HRS PER WK)		PART TIME	
START DATE	END DATE	START DATE	END DATE	START DATE	END DATE
8/24/2021	12/24/2021	8/24/2021	1/13/2022	8/24/2021	3/25/2022
8/31/2021	12/31/2021	8/31/2021	1/20/2022	8/31/2021	4/1/2022
9/7/2021	1/7/2022	9/7/2021	1/27/2022	9/7/2021	4/8/2022
9/14/2021	1/14/2022	9/14/2021	2/3/2022	9/14/2021	4/15/2022
9/21/2021	1/21/2022	9/21/2021	2/10/2022	9/21/2021	4/22/2022
9/28/2021	1/28/2022	9/28/2021	2/17/2022	9/28/2021	4/29/2022
10/5/2021	2/4/2022	10/5/2021	2/24/2022	10/5/2021	5/6/2022
10/12/2021	2/11/2022	10/12/2021	3/3/2022	10/12/2021	5/13/2022
10/19/2021	2/18/2022	10/19/2021	3/10/2022	10/19/2021	5/20/2022
10/26/2021	2/25/2022	10/26/2021	3/17/2022	10/26/2021	5/27/2022
11/2/2021	3/4/2022	11/2/2021	3/24/2022	11/2/2021	6/3/2022
11/9/2021	3/11/2022	11/9/2021	3/31/2022	11/9/2021	6/10/2022
11/16/2021	3/18/2022	11/16/2021	4/7/2022	11/16/2021	6/17/2022
11/23/2021	3/25/2022	11/23/2021	4/14/2022	11/23/2021	6/24/2022
11/30/2021	4/1/2022	11/30/2021	4/21/2022	11/30/2021	7/1/2022
12/7/2021	4/8/2022	12/7/2021	4/28/2022	12/7/2021	7/8/2022
12/14/2021	4/15/2022	12/14/2021	5/5/2022	12/14/2021	7/15/2022
12/21/2021	4/22/2022	12/21/2021	5/12/2022	12/21/2021	7/22/2022
12/28/2021	4/29/2022	12/28/2021	5/19/2022	12/28/2021	7/29/2022

Teacher Training and Hair Design (1000 HOURS)					
FULL TIME		3/4 TIME (30 HRS PER WK)		PART TIME	
START DATE	END DATE	START DATE	END DATE	START DATE	END DATE
1/5/2021	4/20/2021	1/5/2021	8/29/2021	1/5/2021	12/24/2021
1/12/2021	4/25/2021	1/12/2021	09/05/2021	1/12/2021	12/31/2021
1/19/2021	5/2/2021	1/19/2021	09/14/2021	1/19/2021	01/07/2022
1/26/2021	5/11/2021	1/26/2021	09/21/2021	1/26/2021	01/14/2022
2/2/2021	5/18/2021	2/2/2021	09/28/2021	2/2/2021	01/21/2022
2/9/2021	5/25/2021	2/9/2021	10/05/2021	2/9/2021	01/28/2022
2/16/2021	6/1/2021	2/16/2021	10/12/2021	2/16/2021	02/04/2022
2/25/2021	6/8/2021	2/25/2021	10/19/2021	2/25/2021	02/13/2022
3/2/2021	6/15/2021	3/2/2021	10/26/2021	3/2/2021	02/18/2022
3/9/2021	6/22/2021	3/9/2021	11/02/2021	3/9/2021	02/25/2022
3/16/2021	6/29/2021	3/16/2021	11/09/2021	3/16/2021	03/04/2022
3/23/2021	7/6/2021	3/23/2021	11/16/2021	3/23/2021	03/11/2022
3/30/2021	7/13/2021	3/30/2021	11/23/2021	3/30/2021	03/18/2022
4/6/2021	7/20/2021	4/6/2021	11/30/2021	4/6/2021	03/25/2022
4/13/2021	7/27/2021	4/13/2021	12/07/2021	4/13/2021	04/01/2022
4/20/2021	8/3/2021	4/20/2021	12/14/2021	4/20/2021	04/08/2022
4/27/2021	8/10/2021	4/27/2021	12/21/2021	4/27/2021	04/15/2022
5/4/2021	8/17/2021	5/4/2021	12/28/2021	5/4/2021	04/22/2022
5/11/2021	8/24/2021	5/11/2021	01/04/2022	5/11/2021	04/29/2022
5/18/2021	8/31/2021	5/18/2021	01/11/2022	5/18/2021	05/06/2022
5/25/2021	9/7/2021	5/25/2021	01/18/2022	5/25/2021	05/13/2022
6/1/2021	9/14/2021	6/1/2021	01/25/2022	6/1/2021	05/20/2022
6/8/2021	9/21/2021	6/8/2021	02/01/2022	6/8/2021	05/27/2022
6/15/2021	9/28/2021	6/15/2021	02/08/2022	6/15/2021	06/03/2022
6/22/2021	10/5/2021	6/22/2021	02/15/2022	6/22/2021	06/10/2022
6/29/2021	10/12/2021	6/29/2021	02/22/2022	6/29/2021	06/17/2022
7/6/2021	10/19/2021	7/6/2021	03/01/2022	7/6/2021	06/24/2022
7/13/2021	10/26/2021	7/13/2021	03/08/2022	7/13/2021	07/01/2022
7/20/2021	11/2/2021	7/20/2021	03/15/2022	7/20/2021	07/08/2022
7/27/2021	2/15/2022	7/27/2021	03/22/2022	7/27/2021	07/15/2022
8/3/2021	2/22/2022	8/3/2021	03/29/2022	8/3/2021	07/22/2022
8/10/2021	3/1/2022	8/10/2021	04/03/2022	8/10/2021	07/29/2022
8/17/2021	3/8/2022	8/17/2021	01/10/2022	8/17/2021	08/05/2022

ENROLLMENT PERIODS					
Teacher Training and Hair Design (1000 HOURS)					
FULL TIME		3/4 TIME (30 HRS PER WK)		PART TIME	
START DATE	END DATE	START DATE	END DATE	START DATE	END DATE
8/24/2021	03/15/2022	8/24/2021	4/17/2022	8/24/2021	8/12/2022
8/31/2021	03/22/2022	8/31/2021	4/24/2022	8/31/2021	8/19/2022
9/7/2021	03/29/2022	9/7/2021	5/1/2022	9/7/2021	8/26/2022
9/14/2021	04/05/2022	9/14/2021	5/8/2022	9/14/2021	9/2/2022
9/21/2021	04/12/2022	9/21/2021	5/15/2022	9/21/2021	9/9/2022
9/28/2021	04/19/2022	9/28/2021	5/22/2022	9/28/2021	9/16/2022
10/5/2021	04/26/2022	10/5/2021	5/29/2022	10/5/2021	9/23/2022
10/12/2021	04/26/2022	10/12/2021	6/5/2022	10/12/2021	9/30/2022
10/19/2021	05/10/2022	10/19/2021	6/12/2022	10/19/2021	10/7/2022
10/26/2021	05/17/2022	10/26/2021	6/19/2022	10/26/2021	10/14/2022
11/2/2021	05/24/2022	11/2/2021	6/26/2022	11/2/2021	10/21/2022
11/9/2021	05/31/2022	11/9/2021	7/3/2022	11/9/2021	10/28/2022
11/16/2021	06/07/2022	11/16/2021	7/10/2022	11/16/2021	11/4/2022
11/23/2021	06/14/2022	11/23/2021	7/17/2022	11/23/2021	11/11/2022
11/30/2021	06/21/2022	11/30/2021	7/24/2022	11/30/2021	11/18/2022
12/7/2021	06/28/2022	12/7/2021	7/31/2022	12/7/2021	11/25/2022
12/14/2021	07/05/2022	12/14/2021	8/7/2022	12/14/2021	12/2/2022
12/21/2021	07/12/2022	12/21/2021	8/14/2022	12/21/2021	12/9/2022
12/28/2021	07/12/2022	12/28/2021	8/21/2022	12/28/2021	12/16/2022

NOTE: All Students “MUST” attend scheduled Orientation before acceptance into school.

Graduation Requirements

Each student must complete the required hours for the enrolled course of study. The student must also pass tests written and practical with a cumulative score of at least 75% at Expertise Cosmetology Institute. All tuition and fees must be paid by the completion of the course hours or satisfactory payment arrangements must be approved by the administrative office in order to release hours to the Nevada State Board of Cosmetology.

Changes and Revisions

Expertise Cosmetology Institute reserves the right to change and/or revise the rules and regulations, when deemed necessary and/or the law dictates the need for said changes to be made. Updates and/or notices may require student's signature and will be posted on the Student Bulletin Board two (2) weeks prior to effective date. Our Educational and Administrative Staff are available to assist students with personal problems pertaining to their education. However, they are not professional counselors. A list of agencies is available for assistance with drug, alcohol, emotional, and other problems that an individual may experience.

Cancellation and Refund Policy

Expertise Cosmetology Institute refund policy applies to terminations for any specific reason by either party, including the school's decision, student's decision, course cancellation and school closure.

Expertise Cosmetology Institute complies with the mandated policy. Any monies due to the applicant or student will be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1) An applicant is not accepted by the school. The applicant shall be entitled to a full refund of all monies paid.
- 2) A student under the legal age of 18 or parents/guardian of dependent minors cancels his/her contract and demands his/her money back in writing, within three days of signing their enrollment agreement. All monies will be refunded whether or not the person has started training less the registration fee;
- 3) A student cancels his contract after three business days after signing but prior to entering class. A refund of all monies paid to the school will be made less the registration fee;
- 4) A student notifies the institution of his/her withdrawal from school;
- 5) A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or when the student notifies the school that he/she will not be returning to school;
- 6) A student is expelled by the school;
- 7) In type 2, 3, 4, or 5 official cancellations shall be determined by the postmark on written notification or the date the notification is delivered in person;
- 8) All funds owed to Expertise Cosmetology Institute at time of drop, termination, or withdrawals are due immediately. Any exceptions are at the discretion of the Director.

Any monies due a student who withdraws or If a student unofficially withdraws from school will be refunded within 45 days of determination that the student has withdrawn with or without informing the school. The determination of unofficial withdrawal will depend on the school's monitoring of student's participation every fourteen days. If the student does not inform the school of cancellation, the official cancellation date will be **14 days** after the last day of attendance or the expiration of an approved leave of absence and student refunds will be based on this last day of attendance.

Expertise Cosmetology Institute will consider mitigating circumstances on a case by case basis.

Course and/or Program Cancellation Policy

If Expertise Cosmetology Institute cancels a course and/or program and ceases to offer instruction subsequent to a student's enrollment, and/or before instruction of the course has begun, the school shall at its option;

1. Provide a full refund of all monies paid; or
2. Provide completion of the course and/or program.

If Expertise Cosmetology Institute cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction of the course has begun, the school shall at its option:

1. Participate in a teach out agreement, or
2. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, or
3. Provide completion of the course and /or program: or
4. Provide a full refund of all monies paid

Collection Policy

In the event a student fails to pay the fees for their course of study, Expertise Cosmetology Institute will seek representation to collect monies owed to the school. Expertise Cosmetology Institute Collection Policy procedures will reflect ethical business practices. The name of the National Accrediting Commission of career Arts and Sciences will not be used in the institution's refund policy nor in any of its collection efforts. Our collection correspondence regarding cancellation and settlement from Expertise Cosmetology Institute itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy.

School Closure Policy

If Expertise Cosmetology Institute closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school must make arrangements for students. The school has at its option:

1. Participate in a Teach-Out agreement, or
2. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.

Non-Refundable

Once the student attends class and more than three business days have elapsed since signing the enrollment agreement, the following fees are non-refundable. The registration fee is \$100.00 per course; State Board fee, \$10.00; and Uniform, \$50.00; Totaling \$160.00. Re-enrollment fee if applicable is \$100.00.

Refund Calculation*

<u>Amount of time completed (Based on Scheduled Hours)</u>	<u>Amount due to school</u>
0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

***THE FOLLOWING REFUND POLICY IS APPLICABLE TO STUDENTS RECEIVING TUITION ASSISTANCE FROM THE VETERAN'S ADMINISTRATION**

Pursuant to NRS 394.449 the Refund for students receiving tuition benefits from the Veteran's Administration will be calculated on a pro rata basis if the student withdraws or is expelled prior to the completion of more than 60% of the program hours. The refund will be a pro rata percentage of the tuition as stated in the Enrollment Agreement less 10% of the stated tuition or \$100.00, whichever is less. For students receiving Veteran's tuition assistance, 100% of the tuition will be due the school after the completion of more than 60% of the program hours. Any refund due under this provision will be paid within 15 calendar days' date of date of termination or withdrawal. No refund will be made for books and supplies received by the student unless approved by the General Manager or the Director of Instruction.

The 85/15 Rule Veterans Administration

85/15 Rule prohibits Paying by Department of Veterans Affairs (VA) benefits to students enrolling in a program when, more than 85% of the students enrolled in that program are having any portion of their tuition, fees, or other charges paid for them by the Education & Training Institution (ETI) or VA.

If the ratio of supported students to Non-Supported Students exceeds 85% only students maintaining continuous enrollment may receive benefits for that program.

Title 38 United States Code Section 3679(e) School Compliance Form

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institutions will be required to sign this compliance form to confirm your compliance with the requirements as outlined. **Effective August 1, 2019, the State Approving Agency, or the Secretary when acting in the role of the State Approving Agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:**

NOTE: A ***Covered Individual*** is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 (A "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – ebenefits.va.gov, or a VA Form 28-1905 form for chapter 31 authorization purposes can substitute a Certificate of Eligibility) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Your signature on this document attests that your facility currently complies with the requirements of 38 USC 3679(e), or will comply by the effective date of August 1, 2019. Please ensure that policies in the next publication of your catalog, bulletin, or addendum align with all of the above requirements.

Jacqueline McGill, Financial Aid Coordinator

Print Name and Title of Official

Jacqueline McGill

Signature and Date

Expertise Cosmetology Institute

Name of School

In addition, statute allows your policy to require the covered individual to take the following additional actions:

Title 38 United States Code Section 3679(e) School Compliance Form

1. Student must submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of a course of education.
2. Student must submit a written request to use such entitlement.
3. Student must provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Institution may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the anticipated or actual VA education benefit disbursement.

If your educational institution will be requiring any of these additional actions by students, please submit your policy update to the Nevada SAA by **July 15, 2019**. You should also ensure that these policies are part of the next publication of your catalog, bulletin, or addendum.

Waivers* of this requirement may be granted by VA. VA will send communication about obtaining waivers at a later date. If you receive a waiver, please send that documentation to the Kentucky State Approving Agency so we may correctly document your compliance.

*The Nevada SAA does not have any information about waivers and cannot answer questions regarding waivers of this regulation. Please contact the VA for questions about the waiver.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs

Return of Title IV Funds

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

Order of return of Title IV funds

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- ◆ Unsubsidized Direct Loans (other than Direct PLUS Loans)
- ◆ Subsidized Direct Loans
- ◆ Direct PLUS Loans
- ◆ Federal Pell Grants for which a Return is required
- ◆ FSEOG for which a return of funds is required

Veterans NRS 394.449 Requirements of policy for refunds by institutions

1. Expertise Cosmetology Institute shall have a policy for refunds which provides:

(a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.

(b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.

(c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.

(d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

(a) Date of cancellation by a student of his or her enrollment;

(b) Date of termination by the institution of the enrollment of a student;

(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student, whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis. 4. For the purposes of this section:

(a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement

Restart Procedures

If a student has been withdrawn from school, he/she must be cleared through the Director to restart. Rescheduling of classes and a new starting date will be provided by the Admission's Office and given to the Registrar's office to restart their training program.

Kit and Book Authorization Fees

Cosmetology Kit - \$1,260.00	Hair Design Kit - \$1,010.00	Teacher Training Kit - \$760
Nail Technology Kits - \$765.00	Aesthetics Kit - \$1,140.00	

The kit and books must be purchased by the student and the cost is non-refundable. The cost of the, Cosmetology Kit, Hair Design Kit, Nail Technology Kit, Aesthetics Kit, Teacher Training Kit includes class instruction books (not listed on student enrollment agreement). Please note, "Tuition **student is responsible for examination licensure fee. \$125.00 written and \$100.00 for practical exam.**

Make-up Policy

A student, who is absent on the date the last or most recent test was given, will be required to complete the most recent test, the first day upon returning to school. It's the responsibility of the student to ask the instructor to take "that particular test" they missed, **their first day back**. Students may clock make-up hours upon authorization from the Lead Instructor.

Course and Tuition Prices

Cosmetology

Tuition	\$18,180.00
Kit and Class Instruction Book	\$ 1,260.00
Uniform	\$ 50.00
Registration Fee	\$ 100.00
Enrollment Fee (State Board)	\$ 10.00
	\$19,600.00

Hair Design *

Tuition	\$14,700.00
Kit and Class Instruction Book	\$ 1,010.00
Registration Fee	\$ 100.00
Uniform	\$ 50.00
Enrollment Fee (State Board)	\$ 10.00
	\$15,870.00

Nail Technology*

Tuition	\$5,575.00
Kit and Class Instruction Book	\$ 765.00
Registration Fee	\$ 100.00
Uniform	\$ 50.00
Enrollment Fee (State Board)	<u>\$ 10.00</u>
	\$ 6,500.00

Aesthetics*

Tuition	\$ 8,200.00
Kit and Class Instruction Book	\$ 1,140.00
Registration Fee	\$ 100.00
Uniform	\$ 50.00
Enrollment Fee (State Board)	<u>\$ 10.00</u>
	\$9,500.00 (effective 11/1/19)

Teacher Training *

Tuition	\$5,400.00
Kit and Class Instruction Book	\$ 760.00
Registration Fee	\$ 100.00
Uniform	\$ 50.00
Enrollment Fee (State Board)	<u>\$ 10.00</u>
	\$6,320.00

*Only offered at Stella Lake Location

Course Outline

Cosmetology (1600 Hours): The curriculum for students enrolled in a cosmetology course is 1600 hours of Practical Training and Technical Instruction covering all practices of cosmetology, including a course in shop department consisting of training in courtesy and professional attitude in meeting the public.

Nevada State Law requires 1600 hours to be completed in order to apply for a Cosmetology license examination. There is no State Board minimum requirement in any of the subject matter presented, except for Theory and Nevada Law. All additional hours indicated below are Expertise Cosmetology Institute minimum requirements, calculated to provide adequate training in all areas necessary for obtaining a Cosmetology license.

Technical instruction shall include instruction by demonstration, lecture, classroom participation or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin.

Practical training is provided by demonstration and reinforced in a clinic setting using clients and mannequins with all work supervised and graded by licensed instructors. All recorded grades are accumulated and used to calculate the student's GPA. Completion within, forty-five (45) weeks is based on full-time attendance **(Stella Lake and NLV Campus)**

Subjects

Theory (a minimum of 250 hours during the length of the course)	250 Hours
Nevada Law and Regulations (a minimum of 25 hours during the length of the course)	25 Hours
Miscellaneous.....	100 Hours
Blow Drying & Wet Styles.....	80 Hours
Extensions and Wrapping Nails.....	80 Hours
Facial, Arching, Skin and Make-up.....	100 Hours
Hair Coloring & High Lights.....	150 Hours
Hair Cutting.....	150 Hours
Manicuring & Pedicuring.....	60 Hours
Modeling & Field Trips.....	80 Hours
Permanent Waving and Chemical Straightening	150 Hours
Salon Management	80 Hours
Shampooing & Scalp Treatments	75 Hours
Thermal Straightening, Curling and Marcel	75 Hours
Braiding and Extensions.....	70 Hours
Infection Control & Dispensary Training.....	75 Hours

TOTAL 1600 HOURS

Measurable Performance Objectives

- 1) The student has gained a solid informational background in all areas of Cosmetology.
- 2) The student has learned the importance of all area of practical application.
- 3) The student has learned the correct procedures for performing all practical operations to accomplish the proper end result while ensuring the safety of the patron.
- 4) The student passes the State Board licensing exam and obtains a license.
- 5) The student is salon ready and employable for an entry level position.
- 6)

Instructional Techniques

- 1) Theory classes utilizing lecture, visual aids, white board, and student lab with DVD's.
- 2) Demonstration classes by staff instructors and guest speakers.
- 3) Supervised class participation.
- 4) Practical assessments and written examinations.

Evaluation Procedures

- 1) Written test and practical assessments at the completion of each module.
- 2) Evaluation of practical performance, academic progress and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

Required Level of Achievement

Written test grades and practical assessments must be at least 75%

Grading System and Evaluations

The following will be measured to determine academic progress:

Theory: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

Grading Scale

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

Practical Training: Practical Training or Practical Operations are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin. Practical Training work will be graded as follows:

Grading Scale

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

Practical assessments and theory test grades are combined to produce a combined GPA to determine if Satisfactory Academic Progress (SAP) is being met.

Attendance: Students must maintain a minimum cumulative attendance rate of 75% of their scheduled hours in order to be considered making Satisfactory Academic Progress.

Hair Design (1000 hours): The course objective is to prepare students for licensure and employment in hair care related careers. This course requires instruction in combined theory and practical application. The Milady curriculum provides theory instruction in general science, hair beautification, hair cutting, chemical application, and salon readiness and is taught using multiple teaching methods for various learning styles including lecture, games and activities, video presentations, and guest speakers. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience. The grading system is as follows:

Practical training is provided by demonstration and reinforced in a clinic setting using clients and mannequins with all work supervised and graded by licensed instructors. All recorded grades are accumulated and used to calculate the student's GPA. Completion within, twenty-five (25) weeks is based on full-time attendance

Theory	150 Hours
Nevada Law.....	25 Hours
Miscellaneous.....	65 Hours
Blow drying	40 Hours
Dispensary	20 Hours
Finger Waving and Skip Waving.....	30 Hours
Hair Coloring.....	125 Hours
Hair Cutting	100 Hours
Modeling	20 Hours
Permanent Waving and Chemical Straightening	75 Hours
Reception Desk Training	25 Hours
Salon Management.....	25 Hours
Scalp Treatment.....	15 Hours
Shampooing & Rinses	30 Hours
Thermal Straightening, and Curling and Marcel	75 Hours
Wet Hairdressing.....	50 Hours
Wigs and Hairpieces, Braiding and Extensions.....	80 Hours
Infection Control.....	50 Hours

TOTAL 1000 HOURS

Measurable Performance Objectives

- 1) The student has gained a solid informational background in all areas of Hair Design.
- 2) The student has learned the importance of all area of practical application.
- 3) The student has learned the correct procedures for performing all practical operations to accomplish the proper end result while ensuring the safety of the patron.
- 4) The student passes the State Board licensing exam and obtains a license.
- 5) The student is salon ready and employable for an entry level position.

Instructional Techniques

- 1) Theory classes utilizing lecture, visual aids, white board, and student lab with DVD's.
- 2) Demonstration classes by staff instructors and guest speakers.
- 3) Supervised class participation.
- 4) Practical assessments and written examinations.

Evaluation Procedures

- 1) Written test and practical assessments at the completion of each module.
- 2) Evaluation of practical performance, academic progress and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

Required Level of Achievement

Written test grades and practical assessments must be at least 75%

Grading System and Evaluations

The following will be measured to determine academic progress:

Theory: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

Grading Scale		
100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

Practical Training: Practical Training or Practical Operations are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin. Practical Training work will be graded as follows:

Grading Scale		
100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

Practical assessments and theory test grades are combined to produce a combined GPA to determine if Satisfactory Academic Progress (SAP) is being met.

Attendance: Students must maintain a minimum cumulative attendance rate of 75% of their scheduled hours in order to be considered making Satisfactory Academic Progress.

Nail Technology (600 hours): The State of Nevada issues a special license for those who wish to practice manicuring only. The curriculum is a total of 600 hours of Practical Training and Technical Instruction covering the practice of manicuring, including a course in shop department consisting of training in courtesy and professional attitude in meeting the public.

Nevada state law requires a minimum of 600 hours to be completed in order to apply for a Nail Technologist license. There is no State Board minimum requirement in any of the subject matter presented, except for Theory and Nevada Law. All additional hours indicated below are Expertise Cosmetology Institute minimum requirements, calculated to provide adequate training in all areas necessary for obtaining a Nail Technology license.

Technical instruction shall include instruction by demonstration, lecture, classroom participation or examination: practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin.

Practical training is provided by demonstration and reinforced in a clinic setting using clients and hand mannequins with all work supervised and graded by licensed instructors. All recorded grades are accumulated and used to calculate the student's GPA. Completion within fifteen (15) weeks is based on full-time attendance. Nail Technology is only offered at the **Stella Lake location**

Subject

Theory.....	105 Hours
Nevada Law	50 Hours
Manicuring.....	100 Hours
Modeling	40 Hours
Pedicures	80 hours
Wraps and Extensions	90 hours
Miscellaneous	45 hours
Nail Art & Design.....	40 hours
Sanitation	50 Hours

TOTAL 600 hours

Measurable Performance Objectives

- 1) The student has gained a solid informational background in all areas of Nail Technology.
- 2) The student has learned the importance of all area of practical application.
- 3) The student has learned the correct procedures for performing all practical operations to accomplish the proper end result while ensuring the safety of the patron.
- 4) The student passes the State Board licensing exam and obtains a license.
- 5) The student is salon ready and employable for an entry level position.

Instructional Techniques

- 1) Theory classes utilizing lecture, visual aids, white board, and student lab with DVD's.
- 2) Demonstration classes by staff instructors and guest speakers.
- 3) Supervised class participation.
- 4) Practical assessments and written examinations.

Evaluation Procedures

- 1) Written test and practical assessments at the completion of each module.
- 2) Evaluation of practical performance, academic progress and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

Required Level of Achievement

Written test grades and practical assessments must be at least 75%

Grading System and Evaluations

The following will be measured to determine academic progress:

Theory: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

Grading Scale

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

Practical Training: Practical Training or Practical Operations are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin. Practical Training work will be graded as follows:

Grading Scale

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

Practical assessments and theory test grades are combined to produce a combined GPA to determine if Satisfactory Academic Progress (SAP) is being met.

Attendance: Students must maintain a minimum cumulative attendance rate of 75% of their scheduled hours in order to be considered making Satisfactory Academic Progress.

Aesthetics (600 hours): The curriculum for students enrolled in our Aesthetics course is 600 hours of Practical Training and Technical Instruction covering all practices of skin care, including a course in shop department consisting of training in courtesy and professional attitude in meeting the public.

Nevada state law requires 600 hours to be completed in order to apply for an Aesthetics license. There is no State Board minimum requirement in any of the subject matter presented, except for Theory and Nevada Law. All additional hours indicated below are Expertise Cosmetology Institute minimum requirements, calculated to provide adequate training in all areas necessary for obtaining and Aesthetics license.

Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination, practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin.

Practical training is provided by demonstration and reinforced in a clinic setting using clients and mannequins with all work supervised and graded by licensed instructors. All recorded grades are accumulated and used to calculate the student’s GPA. This course requires instruction in combined theory and practical application. Completion within, fifteen weeks (15) weeks is based on full-time attendance. Aesthetics is only offered at **Stella Lake location**.

Theory.....	150 Hours
Nevada Law.....	25 Hours
Massaging	30 Hours
Hair Removal.....	80 Hours
Facial Treatment.....	80 Hours
Packs and Masks.....	30 Hours
Application of Make-up.....	30 Hours
Eyelashes & Eyebrow Enhancement.....	25 Hours
Modeling.....	25 Hours
Electrical Devices	80 Hours
Infection Control.....	45 Hours

TOTAL 600 Hours

Measurable Performance Objectives

- 1) The student has gained a solid informational background in all areas of Aesthetics.
- 2) The student has learned the importance of all area of practical application.
- 3) The student has learned the correct procedures for performing all practical operations to accomplish the proper end result while ensuring the safety of the patron.
- 4) The student passes the State Board licensing exam and obtains a license.
- 5) The student is salon ready and employable for an entry level position.

Instructional Techniques

- 1) Theory classes utilizing lecture, visual aids, white board, and student lab with DVD's.
- 2) Demonstration classes by staff instructors and guest speakers.
- 3) Supervised class participation.
- 4) Practical assessments and written examinations.

Evaluation Procedures

- 1) Written test and practical assessments at the completion of each module.
- 2) Evaluation of practical performance, academic progress and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

Required Level of Achievement

Written test grades and practical assessments must be at least 75%

Grading System and Evaluations

The following will be measured to determine academic progress:

Theory: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

Grading Scale

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

Practical Training: Practical Training or Practical Operations are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin. Practical Training work will be graded as follows:

Grading Scale

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

Practical assessments and theory test grades are combined to produce a combined GPA to determine if Satisfactory Academic Progress (SAP) is being met.

Attendance: Students must maintain a minimum cumulative attendance rate of 75% of their scheduled hours in order to be considered making Satisfactory Academic Progress.

Teacher Training (1000 Hours): The aim of the course is to prepare an undergraduate to become an educator. This course permits instruction in theory and the ability to demonstrate the practical skills of teaching. Instruction and practical teaching skills for the classroom and clinic will be demonstrated. This course require that the student complete the 12th grade or its equivalent, has practiced as a full-time licensed cosmetologist, Aesthetics or Nail Technician for one (1) years and submits written verification of his/her experience. Academic learning is evaluated after each unit of study.

The course educates the licensed professional in all areas of teaching within the beauty industry. He or she will become a qualified and licensed instructor. Completion within, twenty-five (25) weeks is based on full-time attendance. **Teacher training is only offered at the Stella Lake location.**

Teaching Principles	150 Hours
Developing Measurable Objectives for performance.....	150 Hours
Lesson Planning	150 Hours
Use of Teaching Aids.....	150 Hours
Use of Questioning and Problem Solving Strategies	125 Hours
Classroom Management	175 Hours
Nevada Law and Regulations.....	100 Hours

TOTAL 1000 HOURS

Measurable Performance Objectives

- 1) The student has gained a solid informational background in all areas of Teacher Training.
- 2) The student has learned the importance of all area of practical application.
- 3) The student has learned the correct procedures for performing all practical operations to accomplish the proper end result while ensuring the safety of the patron.
- 4) The student passes the State Board licensing exam and obtains a license.
- 5) The student is salon ready and employable for an entry level position.

Instructional Techniques

- 1) Theory classes utilizing lecture, visual aids, white board, and student lab with DVD's.
- 2) Demonstration classes by staff instructors and guest speakers.
- 3) Supervised class participation.
- 4) Practical assessments and written examinations.

Evaluation Procedures

- 1) Written test and practical assessments at the completion of each module.
- 2) Evaluation of practical performance, academic progress and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

Required Level of Achievement

Written test grades and practical assessments must be at least 75%

Grading System and Evaluations

The following will be measured to determine academic progress:

Theory: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

Grading Scale		
100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

Practical Training: Practical Training or Practical Operations are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin. Practical Training work will be graded as follows:

Grading Scale		
100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

Practical assessments and theory test grades are combined to produce a combined GPA to determine if Satisfactory Academic Progress (SAP) is being met. 75% of their scheduled hours in order to be considered making Satisfactory Academic Progress.

Course Fees

Reminder: Once the student attends class more three business days and more than three business days have elapsed since signing the enrollment agreement, the following fees are non-refundable. The Registration fee is \$100.00 per course; Enrollment Fee (State Board), \$10.00; Uniform, \$50.00; totaling \$160.00. Re-enrollment fee \$100.00

Course	Tuition	Kit and <u>Class Instruction Book</u>	Registration <u>and Fees</u>	Total
Cosmetology	\$18,180.00	\$1,260.00	\$160.00	\$19,600.00
Hair Design	\$14,700.00	\$ 1010.00	\$160.00	\$15,870.00
Nail Technology	\$ 5,575.00	\$ 765.00	\$160.00	\$ 6,500.00
Aesthetics	\$ 8,200.00	\$1,140.00	\$160.00	\$ 9,500.00
Teacher Training	\$ 5,400.00	\$ 760.00	\$160.00	\$ 6,320.00

Additional Charges May be Incurred

1. **When student's contractual agreement period expires, but hours are not complete, the student MUST pay for the additional hours at the rate of \$10.50 per hour or their hours will NOT be released to State Board of Cosmetology.**
2. When due to unforeseen changes in their work scheduled hours, student may request and sign an amendment or change their contract. This however may alter the original ending date of the contract agreement. Request of any change of schedule must be made in writing and may or may not be approved. A \$50.00 fee will be charged for all contractual changes.
3. After a student has accumulated overages on the contract they may be required to start making payments toward overages.
4. When a student requests in writing their hours and/ or transcripts to be transferred to another School, all monies due to Expertise Cosmetology Institute must be paid in full.
5. Should a student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and this may result in liabilities owed by the student and/or the institution, if applicable.

Payment

Expertise Cosmetology Institute accepts cash, approved debit cards, credit cards, money orders and participates in the Title IV program as methods of payment for tuition and costs associated with training.

Attendance Policy

All students are required to remain in good attendance status while enrolled in Expertise Cosmetology Institute. Good attendance is crucial so that a student will complete his/her course of study in a timely manner according to the contractual agreement. To verify a students' attendance, it is required that all student's clock in and out when entering or leaving school.

STUDENT COMPLETION HOUR SCHEDULE

Program	Scheduled Contract Hours	Weeks To Complete Per Schedule
Cosmetology	35	46
Cosmetology	30	53
Cosmetology	20	80
Hair Design	35	34
Hair Design	30	40
Hair Design	20	60
Aesthetics	35	17
Aesthetics	30	20
Aesthetics	20	30
Nail Technology	35	17
Nail Technology	30	20
Nail Technology	20	30
Teacher Training	35	29
Teacher Training	20	50

Students whose cumulative attendance drops below 75% for any evaluation period, will be given a warning and considered to be making satisfactory progress during the warning period. 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 warning period, the student has still not met the attendance requirements he/she will be placed on probation and, if applicable, student may be deemed ineligible to receive Title IV funds.

If a student will be absent from school, it is recommended the student inform the school of his/her intended absence by telephone or in writing. A record of the absence is recorded. The hours of operation at Expertise Cosmetology Institute is Monday – Saturday, 8:00 a.m. - 4:30 p.m.; (Mon. Admin. Office Only). **Closed Sunday.** Evening classes are held Tuesday (Mandatory theory); Wednesday and Thursday 5:30 -9:30p.m. and 8:00-4:30pm Fri or Sat (20-hour minimum required per week - NLV Campus-only). Expertise Cosmetology Institute will not deduct hours from a student as a penalty. A student will receive credit for all hours “clocked”. Therefore, it is crucial that a student clock in and out. The hours of attendance are calculated by rounding up to the nearest quarter hour.

Student Absenteeism

A student will be dropped for excessive absenteeism. It is the discretion of Expertise Cosmetology Institute to determine excessive absenteeism, since extenuating circumstances may occur. However, **after fourteen (14) days of consecutive absences a student will be dropped for nonattendance (“drop date”). A refund (if due) will be given within forty-five (45) days of the drop date.**

Leave of Absence Policy

An authorized Leave of Absence (LOA) is a temporary interruption in a student’s program of study. A Leave of Absence refers to the specific time period during a program when a student is not in attendance. A Leave of Absence is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a Leave of Absence.

A Leave of Absence must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. A Leave of Absence may only be granted if there is a reasonable expectation that the student will return from the LOA. A student must follow the institution’s policy in requesting an LOA. A student granted a Leave of Absence is considered to be in accordance with the institution’s policy and is not considered to have withdrawn. Therefore; no refund calculation is required at that time.

The student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student was involved in a car accident and sustained injuries and needed a few weeks to recover before returning to class, the student would not have been able to apply for the LOA in advance. The request must be in writing. The student must state the reason for the request such as job adjustments, illness, Covid-19, financial issues, religious, etc. and the request must include the student’s signature. If the Expertise Cosmetology Institute grants a Leave of Absence to a student who did not provide the request prior to the LOA due to unforeseen circumstances, the institution must document the reason for its decision. The institution must collect the LOA request from the student at a later date. In this example, the beginning date of the approved LOA will be determined by the school to be the first day the student was unable to attend the school because of the accident. If a need occurs that will not allow the student to come back to school on the agreed upon expected date, written documentation must be submitted to the school by the student. A student will not be granted a Leave of Absence if the LOA together with any additional LOA’s previously granted exceed a total of 180 calendar days in any twelve- month period. The student will be withdrawn if the student has taken an unapproved LOA or does not return by the expiration of an approved LOA. The student’s withdrawal date for the purpose of calculating a refund will be the student’s last date of attendance.

Expertise Cosmetology Institute establishes the start date of the approved Leave of Absence as the first date the student is unable to attend. The student’s contract period will be extended by the same number of calendar days taken in the LOA; and that such changes to the contract period must be recorded in the addendum to the enrollment agreement and must be signed by all parties. The student will not be assessed any additional charges as a result of the LOA.

Funeral Leave

Student may use their allotted days for a death or funeral. Once the allotted hours or days are used up, student will be over their contract. Student will then be charged \$10.50 per hour.

Late

Day class starts at 8:00 a.m. Day students are considered late after 8:07 a.m. Night class starts at 5:30p.m. Night students are considered late after 5:37p.m. Students are allowed one late per month. After that, the student will be sent home for that day, and every day thereafter the student is late.

The student must notify Registrar if they are going to be late if emergency or unforeseen circumstances occur, so that you may clock in at a later time. Remember, student **will** incur additional cost for overage, if they go over their contractual hours. A student can be placed on probation and ultimately suspended for excessive tardiness.

Theory

Students are tested at the end of each Theory chapter. Day theory is Tuesday and Wednesday 8a-10:45a. Night theory is Tuesday 5:30p-9:30p. A cumulative theory grade of **75%** or above must be maintained. Practical work is assessed at different levels and is approved by an instructor when it meets the average grade scale. Any grade below 75% is unacceptable. Any student caught cheating on an exam will be suspended or terminated. First (1st) offense student will receive a five (5) day suspension; the second offense could result in termination from school.

If a student is unable to attend theory, he /she will not be allowed to practice on the clinic floor for that day. A student is not allowed to leave the theory class once class has begun without the instructor's approval.

Extenuating circumstances may occur and in lieu of a student attending theory, a student may participate in an academic assignment. (I.e. essay, vocabulary words or worksheet) to receive credit for theory for that day at the approval of the instructor.

It is important that student arrive to school on time to participate in scheduled theory class. Expertise Cosmetology Institute will cooperate with our students as much as possible to ensure timely completion of the cosmetology course. If a student is suspended from school due to excessive tardiness, he/she may go over the contract period and incur additional cost. Excessive absences and tardiness will result in student not completing scheduled curriculum and very important chapters of study. Expertise Cosmetology Institute will not repeat those chapters which means student must do independent study on their own.

Red Friday and Red Saturday

Red Friday/Red Saturday is for 20-hour week night students. 20-hour week night students are required to attend 4 hours on Friday and Saturday, or 8 hours on Friday or Saturday you will be suspended until Friday of the following week. Saturday for Day students is mandatory! Students are eligible for one approved Red Friday off for (night student) or one approved Red Saturday off (day student) every sixty days with permission. If a student is absent on Saturday without prior permission or doctor's excuse, student will be suspended three (3) days. When a student is suspended, student is charged for days missed.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the Cosmetology, Hair Design, Aesthetics, Nail Technology and Teacher Training programs (NACCAS –approved) scheduled for a particular category of attendance (part-time, full time), whether participating in Title IV programs or not. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The Satisfactory Progress Policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Attendance Progress Evaluations

Students are to attend a minimum of **75%** of the scheduled hours based on the applicable attendance schedule in order to be considered making satisfactory attendance progress. Evaluations are conducted based on scheduled hours to determine if the student has met the minimum requirements. Evaluations are based on cumulative attendance as of the scheduled hour of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total hours scheduled. The student's start month in school will be counted as the first month of the evaluation period. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course, given the attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

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

Students who have not completed the course within the maximum timeframe shall be terminated. If a student request and is permitted to re-enroll at Expertise Cosmetology Institute (and the student must be able to make Satisfactory Academic Progress at the next evaluation period), it will be on a cash basis in a manner consistent with the re-enrollment provisions of the institution's admission policy. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

Transfer hours from another institution that are excepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled hours at the institution.

Program	Length in Weeks	Maximum Weeks to Complete
Cosmetology	46	60
Cosmetology	53	70.49
Cosmetology	80	106.40
Hair Design	34	45.22
Hair Design	40	59.85
Hair Design	60	89.11
Aesthetics	17	22.61
Aesthetics	20	30.59
Aesthetics	30	45.22
Nail Technology	17	22.61
Nail Technology	20	30.59
Nail Technology	30	45.22
Teacher Training	29	33.25
Teacher Training	50	66.50

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

Students are assigned academic learning and a minimum of practical learning experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of **75%** or better, based upon written tests and performance in practical and demonstration experience. The grading system is as follows:

Grading Scale

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63 -0	F	Failure

At each evaluation period, students achieving a minimum passing grade of **75%** and attending the required minimum hours according to the attendance policy will be deemed to be making satisfactory progress in their course of study. Any student not meeting the minimum requirements for academic or attendance progress will be considered to be making unsatisfactory progress.

Students are tested at the end of each Theory chapter. A cumulative theory grade of at least **75%** must be maintained. Practical work is assessed at different levels and is evaluated by an instructor using the grading scale. Any grade below **75%** is unacceptable. The GPA is calculated by using the cumulative practical and theory grades. To be in satisfactory progress, the GPA must be **75%** or better.

Evaluation Summary

The following summarizes the evaluation periods for each program. Evaluations will determine if the student met minimum requirements for satisfactory academic progress. As part of your evaluation process, your cumulative theory grades and practical grades are used to calculate your Grade Point Average (GPA). A **75%** GPA is considered as Satisfactory Progress. Your cumulative attendance will be evaluated as well and must be at least **75%**. SAP evaluation periods are based on scheduled hours at the institution. Evaluations will be conducted when you reach the following scheduled hours and will be completed within seven (7) days of reaching the scheduled hours. The academic year for all programs is 900 hours. The first evaluation must occur no later than the midpoint of: the academic year or the course and/or program, whichever occurs sooner. After your evaluation has been completed, you will have an opportunity to review, sign and receive a copy of the report. The frequency of evaluations ensures that the students have had at least one evaluation by midpoint in the course

Students are evaluated based on scheduled hours for Satisfactory Academic Progress and use an academic year of 900 hours. For programs which exceed one academic the remainder of the program is divided into to equal evaluations periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours and competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the program.

Full Time Student (35 hours per week) 8:00 am to 4:30 pm

Number of evaluations	Nail Technology 600 Hours (18 weeks) Two Evaluation Periods Per Academic Year	Aesthetics- 600 Hours (18 weeks) Two Evaluation Periods Per Academic Year	Hair Design – 1000 Hours Two Evaluation Periods Per Academic Year	Cosmetology – 1600 Hours Two Evaluation Periods Per Academic Year	Teacher Training 1000 hours Two Evaluation Periods Per Academic Year
1	300 hours (9 weeks)	300 hours (9 weeks)	450 hours (13 weeks)	450 hours (13 weeks)	450 hours (13 weeks)
2	600 hours (18 weeks)	600 hours (18 weeks)	900 hours (26 weeks)	900 hours (26 weeks)	900 hours (26 weeks)
3			1000 hours (29 weeks)	1250 hours (36 weeks)	1000 hours (29 weeks)
4				1600 hours (46 weeks)	

3/4 Student (30 hours per week) 8:00 am to 2:00 pm

	Nail Technology 600 Hours Two Evaluation Periods Per Academic Year	Aesthetics- 600 Hours Two Evaluation Periods Per Academic Year	Hair Design – 1000 Hours Two Evaluation Periods Per Academic Year	Cosmetology – 1600 Hours Two Evaluation Periods Per Academic Year	Teacher Training 1000 hours Two Evaluation Periods Per Academic Year
1	300 hours (10 weeks)	300 hours (10 weeks)	450 hour (15 weeks)	450 hour (15 weeks)	450 hour (15 weeks)
2	600 hours (20 weeks)	600 hours (20 weeks)	900 hours (30 weeks)	900 hours (30 weeks)	900 hours (30 weeks)
3			1000 hours (34 weeks)	1250 hours (42 weeks)	1000 hours (34 weeks)
4				1600 hours (54 weeks)	

Part Time Student (20 hours per week) 8:00 am to 12:00 pm

	Nail Technology 600 Hours (30 weeks) Two Evaluation Periods Per Academic Year	Aesthetics- 600 Hours Two Evaluation Periods (30 weeks) Per Academic Year	Hair Design – 1000 Hours Two Evaluation Periods Per Academic Year	Cosmetology – 1600 Hours Two Evaluation Periods Per Academic Year	Teacher Training 1000 hours Two Evaluation Periods Per Academic Year
1	300 hours (15 weeks)	300 hours (15 weeks)	450 hours (23 weeks)	450 hours (23 weeks)	450 hours (23 weeks)
2	600 hours (30 weeks)	600 hours (30 weeks)	900 hours (45 weeks)	900 hours (45 weeks)	900 hours (45 weeks)
3			1000 hours (50 weeks)	1250 hours (63 weeks)	1000 hours (50 weeks)
4				1600 hours (80 weeks)	

Expertise Cosmetology Institute will evaluate student’s (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period.

Determination of Progress Status

Students meeting minimum requirements for academics and attendance at the evaluation points 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 Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

Students who fail to meet minimum requirements for attendance or academic progress will be placed on satisfactory academic progress warning. The institution must determine that satisfactory progress standards can be met by the end of the subsequent evaluation period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation and be given an academic plan to ensure that the student is able to meet the institution’s satisfactory progress requirements. If at the end of the warning period, the student has still not met both the attendance and academic requirements he/she will be placed on probation and, if applicable, student may be deemed ineligible to receive Title IV funds.

Probation

The institution may allow a status of probation for students who are not considered meeting minimum standards for satisfactory academic progress if:

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

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 probationary period, the student has still not met both the attendance and academic requirements, 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.

Reinstatement of Satisfactory Progress and Reinstatement of Financial Aid

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

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 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 re-enter in the same progress status as when they left.

Appeal Policy

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school describing why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation period. This information should include the allowable special circumstances (such as a documented illness, death in the family, documented abuse or documented incarceration).

Appeals documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal prior to being placed on probation, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Non-Credit and Remedial Courses

Incompletes, repetitions, and non-credit remedial courses have no effect upon the school's satisfactory progress policy. Noncredit and remedial courses do not apply to Expertise Cosmetology Institute.

Transfer Hours

With regard to satisfactory academic progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. All transfer hours must be approved by the Nevada State Board of Cosmetology and transmitted to the school in writing by the Board before a student is enrolled in class or the hours will not be accepted by Expertise Cosmetology Institute.

Procedure for Complaint

Within ten days after the receipt of the complaint, the lead instructor will review it. The complainant is called into the office to discuss the nature of the complaint. After careful evaluation and the complaint is not resolved, it is then referred to the complaint committee. The meeting between the complaint committee and the complainant is documented. The complainant is given a copy of the written records at the time of the meeting. The complaint committee is comprised of the Director of Instruction and member of the public sector.

The complaint committee will meet within 21 (twenty-one) days to review the allegation. If more information is needed a letter will be sent to the complainant requesting additional information. The complaint committee shall act on the allegation and a letter will be sent to the complainant within 15 (fifteen) calendar days.

Advising

Expertise Cosmetology Institute offers advising to students throughout their training at Expertise Cosmetology Institute. A list of professional counseling agencies is posted in the student's lounge.

Dress code

Before clocking in: ALL students are required to wear "appropriate colored smock(s)": corresponding to the course being taken "daily". Expertise Cosmetology Institute has a standard of professional dress code which includes uniform, hair and nails. We do allow our students to have nail tips, however if the tips do not allow you to make a tight fist they are too long and must be cut down except with administration approval in writing.

1. Solid black pants, black jeans or Capri's, no holes, or tears.
2. NO BLUE JEANS
3. No leggings
4. Skirts or dresses allowed for religious purpose only with approved documentation.
5. No sleeveless blouses, shirts or tank tops.
6. Black rubber sole athletic or supportive in-toe shoes with "1/2 inch soles"
7. One other color welcome, but predominately black.
8. No baby-doll shoes.

If smock gets torn, burned, has holes in it or severely stained, student must replace that smock by purchasing a new one for \$25 dollars. A T-Shirt may also be purchased in lieu of a smock for \$25 dollars. Hair must be styled, manicured nails and make-up applied (if applicable). Decorative head bands or ornaments to enhance your "hairstyle" or beauty are allowed. NO HATS, SCARVES, RAGS OR WRAPS ALLOWED. "Per Student Council – Night students allowed to wear blue jeans on Friday. Day students are allowed to wear Jeans on Saturdays for \$1.00. All proceeds go to Student Council".

Aesthetic Students - are required to wear:

1. White smock
2. White top
3. Solid white pants, no different color threads or colors.
4. White closed toe rubber sole shoes with "1/2 inch soles".
5. One other color in shoes is welcome, but predominately white.
6. No baby-doll shoes. **ALL students** must have all of your approved equipment and textbooks with them daily or **serious consequences will occur**. **All Students** must practice good personal hygiene and sanitation while in school.

Only “ONE” tote bag or equivalent per student is welcome, on wheels or carry on. You MUST wear your Expertise Cosmetology Institute name badge, with student’s first name. **If you lose your name badge, an additional badge MUST be purchased for \$7.00.** If you do not meet the requirements:

- 1st Offense you will be issued a written warning
- 2nd offense you will be dismissed from school

Lockers

You must supply a “combination lock” to lock your locker. You MUST also give the registrar the combination. Keep it locked at all times. **Expertise Cosmetology Institute is not responsible for lost, broken or stolen items.** Lockers must be cleaned out immediately upon: 1) Graduation 2) withdrawal 3) medical leave of absence or 4) termination for any reason. **THERE IS TO BE ABSOLUTELY NO FOOD ITEMS STORED IN THE LOCKERS.**

If Management discovers perishable food items inside the locker the student in violation will suffer consequences. After twenty (20) days, Expertise Staff will empty the unused locker and discard all property. In case of an emergency ECI has the right to cut the lock to your locker.

Supplies

A kit case will be issued to you once the school has received payment in full for them. No additional items such as more than one piece of luggage may be brought into Expertise Cosmetology Institute unless you have received permission from Supervisor or Manager.

Sanitation

Must be done daily per State Board including all sanitation duties assigned.

Student Conduct

No personal phone calls will be allowed on the school business phone. A pay phone is provided for you. Please limit phone calls to three (3) minutes. **No cellular phones can be used while on the clock or on the floor. BLUETOOTH’S ARE ABSOLUTELY PROHIBITED WHILE ON CLOCK.** When off the

clock, cell phones can be used in student lounge or outside the building on lunch or breaks only. **Place all cell phones on vibrate. Students!!!!** Do **not** attempt to teach other students. If you have any questions, ask an instructor. Students are not allowed visitors during school hours.

Any student damaging or destroying any property will be charged the cost of repair and or replacement and that act could result in suspension or termination. We are very proud of our facility. Please join us in taking pride in our facility and keeping the appearance nice. No student is allowed to get over seven point five hours (7.5) per day without prior approval from an instructor. The number of performances on manikins, patrons, or fellow students is shown as minimum requirements as determined by our curriculum under Nevada Law. This means students are not complete until you graduate from school. PRACTICE, PRACTICE, PRACTICE because accuracy and speed is important.

A thirty (30) minute lunch break is allowed for students who are attending full time seven point five (7.5) hours per day. You MUST clock out and in for lunch. Instructors will assign specific lunch times. Full time students also receive two (2) fifteen minute breaks, Instructor will sign you out and in. No one is allowed to clock in or out for you. This is ground for expulsion or termination.

This is a nonsmoking institution, if you smoke, you must clock out and leave the building during lunch or break. IPODS, cell phones etc., are not allowed while on the clock.

A student enrolling at Expertise Cosmetology Institute (E.C.I.) assumes responsibility for reasonable standards of behavior while on school property or while participating in program activities. Inappropriate student conduct that is grounds for probation, suspension & termination include, but are not limited to the following:

1. Class attendance under the influence of alcohol, drugs or illegal firearms
2. Outburst
3. Disruption of class or school
4. Violation of school regulations or policies
5. Disrespectful to another student and/or instructor or client
6. Stealing or destruction of property
7. Threats verbal or physical threats or acts of violence against any persons in school
8. Tainting our school
9. Soliciting clients for services at home
10. Badgering clients for tips
11. Gossiping
12. Unprofessional or unethical conduct
13. Excessive absences or tardiness
14. Failure to maintain academic progress and satisfactory attendance (75% minimum).
15. Refusal to provide assigned client services
16. Clocking another student in or out
17. Any other conducts which the school, instructors, or other students deem to be harmful to the school's reputation, the academic process or inappropriate for this profession
18. Discourteous to clients such as verbal abuse, physical harassments or neglect in service, or any other direct violation.
19. Failure to pay tuition due in a timely manner
20. Sexual harassment such as, propositions, flirtations, or advances either physically or verbally.

Social Media Policy

We request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Users are to engage in such exchanges with mutual respect for others' opinions or entity. This policy falls under student conduct.

ECI also reserves the right to amend this Policy and changes in our operations.

Certificates

Upon completion of the required hours, per course, student will receive a certificate of completion.

Occupations Available

Cosmetology - Salon Owner, Salon Stylist, Hair Color Specialist, Texture Service Specialist, Wig or Extension Specialist, Retail Specialist, Skin Care Specialist, Hair Stylist, Day Spa Stylist, Salon Manager, Product Educator, State Board Member, Accreditation Specialist, Cosmetic Chemist, Platform Artist, Instructor, Nail Technologist.

For additional career information see Standard Occupational Classification (SOC) Code 39-5012.00

Hair Design - Salon Owner, Platform Artist, Educator, Salon Manager, Hair Stylist for Movie Stars, Texture Service Specialist. **For additional career information see Standard Occupational Classification (SOC) Code 39-5012.00**

Nail Technology- Salon Owner; Platform Artist; Educator and Manager of Nail Salon.

For additional career information see Standard Occupational Classification (SOC) Code 39-5092.00

Teacher Training - Cosmetology Instructor, School Owner, Lead Instructor, Supervisor, Manager.

For additional career information see Standard Occupational Classification (SOC) Code 25-1194.00

Aesthetics – Artistic Director, Cosmetic Chemist, Make-up Artist, Platform Artist technician, Esthetician for Spa or Salon, Demonstrator, Sales Representative. **For additional career information see Standard Occupational Classification (SOC) Code 39-5090.00**

Employment Opportunities

Expertise Cosmetology Institute will not make any guarantee of employment or salary upon graduation. Expertise Cosmetology Institute will provide the student with placement "leads" which will consist of identifying employment opportunities and advising the student of appropriate means of attempting to accomplish these opportunities.

Student Records

Students and their parents or guardians (if student is a dependent minor) may have access to their records upon written request to the Director or Manager. Students and parents/guardians of dependent minors requesting copies of their student file will be charged fifty cents (.50) per page. The school releases student records without written consent to NACCAS (accrediting agency), the United States Department of Education, the State Licensing Agency and any other school official. The institution maintains a record of all release forms and requests for information. Student performance sheets and curriculum sheets can't be removed, property of Expertise Cosmetology Institute.

Clinic

All services are performed by students and must be checked by the instructor on duty. Students will service clients in a polite, professional, and courteous manner, with requests being honored if possible. Clients are assigned on a rotational system per Nevada Law. **Students are required to only perform and provide services that are paid for by clients and written on client ticket.** All supplies used on clients and students are approved and provided by Expertise Cosmetology Institute for insurance reasons. Students are not allowed to bring any chemical products into the school. Finishing products may be allowed with **prior** permission from Supervisor or Manager. Students are not allowed to purchase products from beauty supply stores and retail them to customers of the school. State Board and Expertise Cosmetology Institute will not allow this practice. Any student engaged in this type of conduct is subject to disciplinary action from school.

Student Services

All personal services for students will be performed on Wednesday and Thursday at the discretion of the Instructor. Student's must have 75% or above academically and/or in attendance to give or receive a personal service or be a model. Students receive 10% discount on chemical services. Students who have graduated or dropped out and are no longer in daily attendance at Expertise Cosmetology Institute cannot receive services at student prices. All student services must have prior instructor approval with a signed pass.

Release of information to a Third Party

Consent forms may be obtained in the registrars' office. When releasing information to a Third (3rd) Party, the student and/or parent or guardian (if the student is a dependent minor) must sign a release form. An exception will be made for legal accreditation purposes (see student records). The school requires a release form be completed for each third party at the time requested.

Family Education Rights and Privacy (FERPA)

Expertise Cosmetology Institute is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

1. Institutions must have written permission from the student in order to release any information from a student's educational record.
2. Institutions may disclose directory information in the student's educational record without the student's consent.
3. It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information.
4. Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
5. Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
6. Institutions should notify students about their rights under FERPA through annual publications.
7. When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.
8. The school should always seek a written consent from the student before disseminating educational records to third parties.

FERPA gives parents or guardians of dependent minors certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- 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:

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, student handbook, or newspaper article) is left to the discretion of each school.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue, SW Washington, DC 202-4605

The Family Educational Right's and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a United States Federal Law that gives an eligible student the right to seek educational records, an opportunity to seek to have the records amended, and have control over the disclosure of personally identifiable information from the records. Expertise Cosmetology Institute provides every enrollee with a FERPA agreement maintained by a party acting for the agency or institution.

Advanced Classes

Expertise Cosmetology Institute offers advanced classes to students at a reduced price.

Holidays Observed

Expertise Cosmetology Institute will be closed on the following holidays: These days are included in contracted hours. New Year's Day, January 1, 2020; Independence Day, July 4, 2020; (night class only will be off the day before Thanksgiving Day 11/25/2020) Thanksgiving Day and one day after, 11/26/2020 and 11/27/2020; Christmas Day, 12/25/2020.

Expertise Cosmetology Institute's Physical Facilities and Equipment

The school building consists of a clinic area, classrooms, office supply room and dispensary, utility, offices, restrooms, conference room and lounges.

The clinic area is furnished with equipment necessary for the practical training of cosmetology.

All clinic practice is under the supervision of instructors.

Classrooms and clinic floor are equipped for both theory and practical classes. Desk-type chairs, work tables, styling chair, teacher's desk and chair, whiteboards, mannequins, dryers and chairs, shampoo bowls and chairs, facial area, manicure area, visual aids (such as charts, films, library books, and a video recorder) relative to the study of cosmetology.

The School Director's office is for the purpose of interviewing, counseling and business administration. A lounge is provided for break time and lunch period. One for the students and one for staff. Student arm chairs, demonstration platform, whiteboard, bulletin board, and mannequin bars are provided in the classroom and hands on, on the clinic floor. Each student must purchase a kit, book and mannequin. Expertise Cosmetology furnishes shampoo bowls, sterilizers, manicuring tables and stools, and hair dryers, portable dryers, and other equipment for the benefit of each student. All required supplies, such as towels, shampoo, and other practical materials are furnished by the school.

Educational classroom equipment consists of computer equipped with CD/DVD player, TV, anatomy charts, styling posters, and procedure charts. The school maintains a comprehensive library of books and periodicals available to students and staff on a check-out basis. Chairs, tables, microwave oven, toaster, vending machines, and refrigerator are provided in the student lounge.

Non-Discrimination

Expertise Cosmetology Institute does not discriminate on the basis of sex, race, age, color, ethnic origin or religion.

For Your Information

Student's MUST register with Expertise Cosmetology Institute for practical examination and the Nevada State Board of Cosmetology to take their written examination and successfully pass both exams in order to receive a license

The address for the State Board of Cosmetology:

Nevada State Board of Cosmetology
8945 W. Russell Road Suite 100
Las Vegas Nevada 89148
Telephone: (702) 486-6542

Staff

Ms. Gwen Braimoh – Executive Director
Ms. Ora Mason – Success Coordinator
Ms. Bridgette Robinson-Registrar- Stella Lake Campus
Ms. Jessica Parra – Registrar – NLV Campus
Ms. Jasmine Goncalves- Admission Coordinator

Faculty

Mr. Victor Guerrero.....	Instructor	(Stella Lake & 535 East Lake Mead)
Ms. Josenilda Dansereau.....	Instructor	(Stella Lake & 535 East Lake Mead)
Mrs. Iris Vincent	Instructor	(Stella Lake & 535 East Lake Mead)
Mrs. Dorothy Muhammad.....	Instructor	(Stella Lake & 535 East Lake Mead)
Ms. Gilda Renteria.....	Instructor	(535 East Lake Mead)
Ms. Sheila Gardner.....	Instructor	(Stella Lake & 535 East Lake Mead)
Ms. Sonia Smith	Instructor	(Stella Lake & 535 East Lake Mead)
Ms. Gwen Chaney Braimoh.....	Instructor	(Stella Lake & 535 East Lake Mead)
Ms. Victoria Hardy.....	Instructor	(Stella Lake & 535 East Lake Mead)
Ms. Andrea Brown.....	Instructor	(Stella Lake)
Ms. Nathalie Harris.....	Instructor	(Stella Lake)
Ms. Juanita Evans.....	Instructor	(Stella Lake & 535 East Lake Mead)
Ms. Tracy Young.....	Instructor	(Stella Lake)
Ms. Shanna Pineda.....	Instructor	(Stella Lake)

Expertise Cosmetology Institute is owned and operated by Expertise, Inc.:

**Expertise Cosmetology Institute
1911 Stella Lake Street
Las Vegas, NV 89106
Telephone: (702) 636-8686
E-Mail Address: expertiseschool@aol.com
Website: www.expertisebeauty.com**

Revised May 04, 2016 (holiday and enrollment date changes)
Revised June 1, 2016 (Student Rules & Regulations, Student Absenteeism)
Revised October 7, 2017 (ECI social media policy, student conduct, dress code,)
Revised December 20, 2017
Revised July 21, 2018 (ECI Title IV Refund Order)
Revised December 18, 2018 (Holiday and Enrollment date changes, Staff and Faculty member removed and add on)
Revised April 27, 2019 (update of dress code, update on sanitation, update staff)
Revised July 15, 2019 (Faculty /Staff member removed, add VA Policy update)
Revised December 06, 2019 (NACCAS ISS)
Revised February 20, 2020 (NACCAS ISS Visit)
Revised March 26, 2020 (NACCAS ISS Update)
Revised September 30, 2020 (NACCAS ISS Update)
Revised November 13, 2020
Revised January 29, 2021 (SAP Revision)
Revised February 15, 2021 (Veterans Revision)

Accreditation:

NACCAS

3015 Colvin Street
Alexandria, VA 22314
Phone: 703-600-7600

Main Campus (Accreditation)
1911 Stella lake Street
Las Vegas, Nevada 89106

535 East Lake Mead (Provisional Additional Location Accreditation) *
North Las Vegas, Nevada 89030

Cosmetology Only
11/13/2020

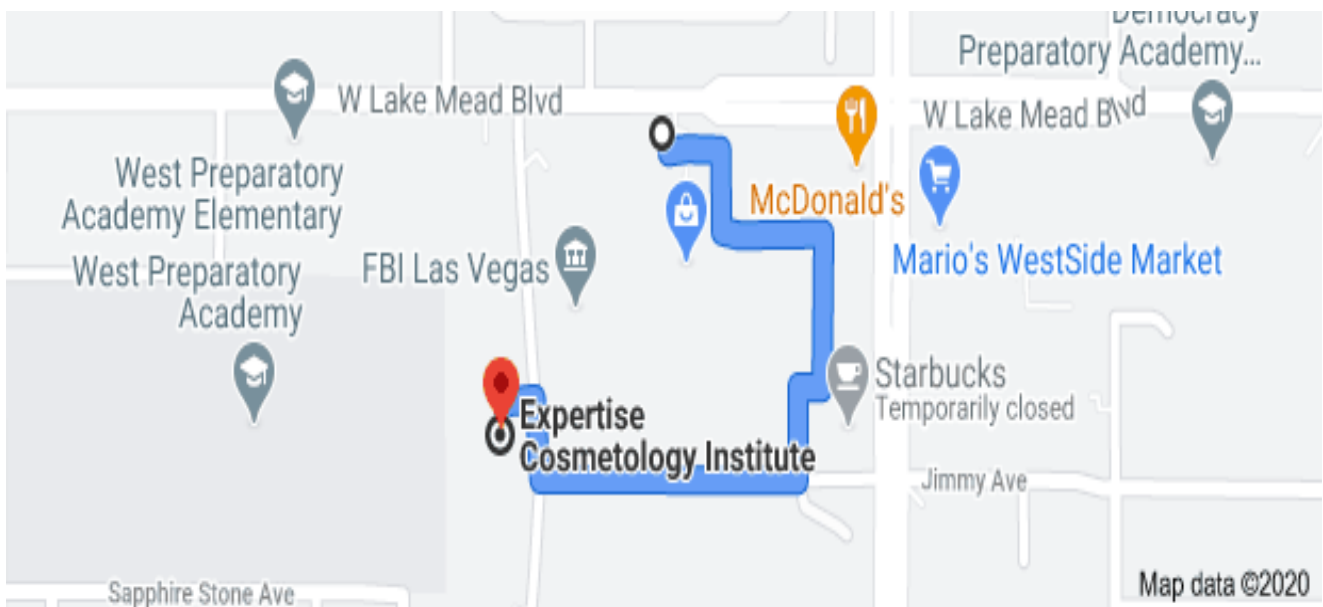
Affiliation -AACS (American Association Cosmetology School State of Nevada Board of Cosmetology Department of Education

Expertise Cosmetology Institute

Address: 1911 Stella Lake St, Las Vegas, NV 89106

Phone: (702) 636-8686

Website: <http://www.expertisebeauty.com>



SIGNATURE PAGE FOR RECEIVING HANDBOOK/ABIDING BY RULES & REGULATIONS

(Print Name) I, _____ have thoroughly read and understand all the information given in the Student Handbook with Rules and Regulations. I will abide by the Rules and Regulations with the understanding that if I don't follow the instructions given, there will be serious consequences. My signature below indicates I have also received a copy of this booklet.

Student Signature

Date

WITNESSED BY

Expertise Cosmetology Institute Staff Member

Date