



**409 Sweetwater-Vonore Road**

**Sweetwater, TN 37874**

**423.351.0071**

**[www.sweetwatercosmetology.com](http://www.sweetwatercosmetology.com)**

*"When a passion and career come together, it is a beautiful thing!"*

**Licensed by:**

Tennessee State Board of Cosmetology & Barber Examiners  
500 James Robertson Parkway, #120  
Nashville, TN 37423  
615-741-2515

**Accreditation by:**— Candidate for accreditation

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin St  
Alexandria, VA 22314  
703-600-7600

**Owner / Director:**

Misty Pina-Owner, Instructor

**Staff:**

Briana Cornell-Instructor

Sandie Kelley, Instructor

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# SWEETWATER INSTITUTE OF COSMETOLOGY

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**Welcome to SWEETWATER INSTITUTE OF COSMETOLOGY!** We are very excited to start this journey alongside of you. We look forward to watching each student grow and develop into the future leaders of the beauty industry.

SWEETWATER INSTITUTE OF COSMETOLOGY boasts a diverse student body. We have had graduates 16 years old...and 89 years old. CS Lewis once quoted, "You are never too old to dream another dream". That is something each instructor and staff member of SWEETWATER INSTITUTE OF COSMETOLOGY has adopted as their goal. Each person is welcomed to SWEETWATER INSTITUTE OF COSMETOLOGY in different stages of their lives. We are grateful and blessed that you have chosen SWEETWATER INSTITUTE OF COSMETOLOGY to play a small part in that journey.

In this industry, we all began in your seat...we were all students at one time and have seen and experienced some of what this industry can offer. Community hair salons, award winning platform artistry, cruise ship spas, product development, and day spa opportunities are just a few paths you can choose...but they all have a common start. A student who couldn't be stopped.

Please keep in mind, there will be times this will not be an easy choice. Your successful tomorrow will require sacrifices today. However, this is your future...and it is very much worth every ounce of determination you can fuel it with.

We welcome you to SWEETWATER INSTITUTE OF COSMETOLOGY; and look forward to how beautiful your future will become.

As you grow in your beauty career, SWEETWATER INSTITUTE OF COSMETOLOGY is growing also-while there are many small changes happening, one big change for our school will be transitioning into a federally accredited facility! We have always been recognized through the State of Tennessee as a cosmetology facility, however; this federal accreditation will open more doors and more opportunities for things such as scholarships, as well as hold SWEETWATER INSTITUTE OF COSMETOLOGY to an even higher standard for excellence. Currently we have been granted the status of 'candidate for accreditation' by the National Accrediting Commission of Career Arts and Sciences (NACCAS- 3015 Colvin St, Alexandria, VA 22314. #703-600-7600), so the journey is beginning. We look forward to you joining along with us for this exciting time in our history. Here we 'grow' ...together!

**Please retain this catalog for future reference. The catalog will serve as a student handbook. The information is designed in such a way to allow a potential student to make an educated decision prior to enrollment; as well as serve as a guide for policy/procedures for current students.**

**SWEETWATER INSTITUTE OF COSMETOLOGY was founded with the vision and purpose of:**

- providing individuals a local option for pursuing a career in the beauty industry
- providing quality education to students without burdening them with excessive student loans
- developing confidence and self-worth in each individual regardless of background
- providing skills and education to not just pass the state exam; but, secure employment



*"Great  
memories  
& a great career"*

**The mission of SWEETWATER INSTITUTE OF COSMETOLOGY is to:**

- 1) Exploit the potential of each student served
- 2) Encourage and enable success through post-secondary education and career preparation
- 3) Turn the student's beauty industry passion into a rewarding, self-sustaining career

SWEETWATER INSTITUTE OF COSMETOLOGY's mission statement is measurable and quantifiable by:

- 1) SWEETWATER INSTITUTE OF COSMETOLOGY offers curriculum in various formats to accommodate various learning styles, ensuring each student is awarded opportunities to learn and grow.
- 2) Use Tennessee State Board Approved curriculum and educators with the knowledge to educate and prepare for licensure and entry level positions.
- 3) Provide career readiness information, placement advice from an established network of salon professionals, as well as maintain contact with graduates.

### **Description of Facilities:**

Located in historic downtown Sweetwater, we are situated in a rural community that is conveniently located 40 minutes south of Knoxville, 45 minutes north of Chattanooga. With convenient access to major highways and interstates, we have had the privilege of hosting students from: Monroe, Blount, Loudon, McMinn, Meigs, Rhea, Bradley, Hamilton, & Polk Counties. SWEETWATER INSTITUTE OF COSMETOLOGY is approximately 2500 square feet, with dedicated areas for: Cosmetology, Nail Technology, and Esthetics disciplines. We also have a student break area, offices, restrooms, dispensary, and storage facilities. SWEETWATER INSTITUTE OF COSMETOLOGY utilizes current Milady curriculum, and supplements with various projected videos, slide presentations, and creative learning opportunities. This allows us to cater to multiple learner types.

Student safety is a front and foremost concern in any school. SWEETWATER INSTITUTE OF COSMETOLOGY is no different. In the case of an emergency, the police, fire, and rescue personnel will be immediately called. A fire evacuation plan is discussed and posted in each room. An armed intruder evacuation plan is discussed with students in class and will not be made public in the school catalog. Staff will call authorities. NO PERSON SHALL RE-ENTER THE BUILDING UNTIL DEEMED SAFE.

### **Handicap Access:**

SWEETWATER INSTITUTE OF COSMETOLOGY will make all reasonable efforts to accommodate those individuals with mental or physical obstacles. All parts of SWEETWATER INSTITUTE OF COSMETOLOGY are accessible by wheelchair/walker. SWEETWATER INSTITUTE OF COSMETOLOGY will remain in compliance with the ADA, however, it should be understood that careers in this industry require certain levels of comprehension and dexterity. While we will do our best to accommodate each individual, the careers that SWEETWATER INSTITUTE OF COSMETOLOGY offers training for may not be suitable for every individual. SWEETWATER INSTITUTE OF COSMETOLOGY will not compromise ethical enrollment practices for profit, nor violate Tennessee's ability to benefit laws prohibiting enrollment when there is a calculated risk of little/no return on tuition investment.

### **Drug-free workplace compliance:**

Per department of labor, department of education, and Tennessee State Board of Cosmetology and Barbers, drugs and/or alcohol are not permitted in the school, nor premises, of SWEETWATER INSTITUTE OF COSMETOLOGY. Failure to adhere to this will result in disciplinary action-up to termination. Any student participating in illegal behavior outside of school-and chooses to discuss such behavior inside the school will face disciplinary action, up to termination.

## **Student File Access: FERPA Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

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

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

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

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

Students who are enrolled at SWEETWATER INSTITUTE OF COSMETOLOGY are enrolled in post-secondary education. You have rights to any aspect of your student file. While classes cannot be interrupted for access, you are welcome to view YOUR file only at any time. Per FERPA, information pertaining to the student CAN be released to a parent/guardian ***if*** that student is a dependent minor. Regardless of any on record signed releases, if a student's information is requested by a court request, accreditation audit, or Tennessee State Board of Cosmetology audit-the file in its entirety will be released. Students are given a copy of FERPA information upon enrollment.

## **Scholarship Information:**

SWEETWATER INSTITUTE OF COSMETOLOGY may provide in-house scholarships for enrolling classes. Any student enrolling for that session may apply and receive the scholarship. Those scholarships will be advertised on the SWEETWATER INSTITUTE OF COSMETOLOGY social media outlets. There are many outside civic organizations, businesses, and vendors that do provide scholarships. Students who meet the requirements for those organizations, businesses, and vendors are welcome to use their scholarship dollars at SWEETWATER INSTITUTE OF COSMETOLOGY.

## **Leave of Absence Policy**

SWEETWATER INSTITUTE OF COSMETOLOGY does have a Leave of Absence policy in place to assist students when it becomes needed to pause their education. To qualify for a Leave of Absence, the following policy MUST be adhered to:

- a minimum of 30-days taken in one leave and a maximum of 180-days which can be spread over multiple leaves if need be; taken during one year (enrollment date anniversary).
- A student may take a leave for any reason.
- The Leave of Absence is strictly a pause in enrollment. There will be no overages charged during a leave nor any fees assessed.
- The Leave of Absence is measured in calendar days. The enrollment period is extended by the same number of days that the leave is granted for.
- Because the Leave of Absence is strictly just a pause of enrollment, no refund calculation is required because that student is NOT withdrawing.
- Personal time will not be used to cover any of the Leave.
- The student will come back in on the same level of Satisfactory Academic Progress Policy as when they requested the leave.
- All Leaves of Absence must be requested in advance, except when mitigating circumstances (for example the unforeseen injury, illness, death of self or family member). In the case of an emergency Leave of Absence, the Leave will be the first day missed and then extend the duration of required time away from school.
- All Leaves of Absence must be made in writing by the completion of a contract addendum that requires the reason, student signature, documentation of decision, leave dates, and new contracted end dates.
- When unforeseen circumstances do require a Leave of Absence, SWEETWATER INSTITUTE OF COSMETOLOGY will document why the leave was needed, the reasoning for decision, and gather as much information as possible with the understanding that as soon as the student is able or immediately upon return from the Leave of Absence, the remaining information is gathered. The Leave of Absence will begin on the first date the student was unable to attend.
- A Leave of Absence will be denied if:
  - Taken for an inappropriate amount of time
  - Taken without approval and no evidence of unforeseen / mitigating reasons
  - The Leave extends beyond the maximum 180-days allotment per year
- If a student fails to return from leave by 8am on the day the Leave of Absence expires or takes an unapproved leave the student will be considered as 'Withdrawn' and will then fall under the Refund/Withdraw policies. The withdraw date will be determined as the last day of attendance.

- If a student takes a Leave of Absence, and realizes that the time requested will not be sufficient for their needs, a student may extend that time by renegotiating the addendum first applied. This must be done in person (except in mitigating circumstances) and no later than the day before the current leave is set to expire.
- If a student requests a Leave of Absence, and does not wish to take all of the requested time, as long as it is at least 30-days, but less than 180-days; a student may end their Leave early.

### **Graduation Statistics**

As of November 2019; SWEETWATER INSTITUTE OF COSMETOLOGY has enrolled over 290 students. In 2018, 64.44% of enrolled students have went on to graduate from our school. We have a 100% Tennessee State Board test pass rate, and 92% of our graduates are gainfully employed in this industry.

### **Enrollment Calendar:**

Classes at SWEETWATER INSTITUTE OF COSMETOLOGY begin every Tuesday, every 7 weeks, unless that Tuesday happens to fall on a holiday, in which case, class will begin on a day shortly after and announced accordingly. When turn out for a class is excessively low, or to meet the demands of an overly large class-the enrollment calendar may be adjusted to better suit the needs of the community. Enrollment periods will be announced through social media. Classes meet Tuesday-Friday, 8am-430pm. When an evening class is in session it runs Tuesdays and Thursdays 5pm-9pm. Holidays: Independence Day, Fall Break, Thanksgiving and Black Friday, and Christmas Break (December 24-January 1).

SWEETWATER INSTITUTE OF COSMETOLOGY is a clock-hour school. The Tennessee State Board of Cosmetology and Barber Examiners **have established a required number of hours that each program is required to meet prior to graduation. Cosmetology: 1500 hours, Esthetics: 750 hours, Manicuring: 600 hours, Instructor: 300 hours.** A student enrolled in these classes will be required to attend each of these required hours. Your enrollment agreement/contract establishes how long it should take you to complete each course. Anything beyond the contracted length of time to complete the course will result in overage charges that are in addition to your contracted tuition amount. In the simplest form, the more you are present, the quicker the time is completed. The longer you take to complete the hours, the more expensive it will end up being. A student is allowed to remain enrolled UP TO 150% of their contracted hours. However, anything beyond the contracted graduation date will result in overages.

SWEETWATER INSTITUTE OF COSMETOLOGY allows each student a 'bank' of personal time to use for unavoidable illnesses, or other reasons to miss or attend later than scheduled start times. Cosmetology students have a bank of 10 days or 85 hours. Each day you miss, each tardy or early leave cuts into this allotment of time. While you may not miss school, it will not take very long for tardies and leaving early to eat into this time bank. When this bank is exhausted, you will face overage charges that add on to your tuition charges. Evening manicuring and esthetics students have 4 days/34 hours. Day manicuring students have a bank of 4 days/34 hours. Instructor students are not granted personal time for absences due to the scheduling and short enrollment time. Forced or scheduled closings of SWEETWATER INSTITUTE OF COSMETOLOGY will NOT affect this personal time. However, if the school is open and operational, and you are not there when you are required to be, that instance will count against your personal time.

The following calendars are set with the intent of a student attending and not going beyond the missed time allotments noted. Any miss outside of the time bank will result in graduation being postponed.

## **Cosmetology:**

<b>*If the student began classes:</b>	<b># of full school days required:</b>	<b>APPROXIMATE # of weeks scheduled:</b>	<b>*APPROXIMATE graduation date (with 90% attendance!)</b>
March 5, 2019	177	50	February 21, 2020
April 23, 2019	177	50	April 2, 2020
June 11, 2019	177	50	May 21, 2020
July 30, 2019	177	50	July 9, 2020
September 17, 2019	177	50	August 17, 2020
November 5, 2019	177	50	October 15, 2020
January 7, 2020	177	50	December 18, 2020
February 25, 2020	177	50	February 5, 2021
April 14, 2020	177	50	March 26, 2021
June 2, 2020	177	50	May 14, 2021
July 21, 2020	177	50	July 2, 2021
September 1, 2020	177	50	August 13, 2021
October 13, 2020	177	50	September 23, 2021

*\*: SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to alter these dates to accommodate enrollment date changes, closings, etc*

## **Manicuring (Days):**

<b>*If the student began classes:</b>	<b># of full school days required:</b>	<b>APPROXIMATE # of weeks scheduled:</b>	<b>*APPROXIMATE graduation date (with 90% attendance!)</b>
March 5, 2019	71	20	July 12, 2019
April 23, 2019	71	20	September 6, 2019
June 11, 2019	71	20	October 25, 2019
July 30, 2019	71	20	December 20, 2019
September 17, 2019	71	20	February 14, 2020
November 5, 2019	71	20	April 3, 2020
January 7, 2020	71	20	May 22, 2020
February 25, 2020	71	20	July 10, 2020
April 14, 2020	71	20	September 4, 2020
June 2, 2020	71	20	October 16, 2020
July 21, 2020	71	20	December 11, 2020
September 1, 2020	71	20	February 5, 2021
October 13, 2020	71	20	March 12, 2021

*\*: SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to alter these dates to accommodate enrollment date changes, closings, etc*

## **Esthetics (Part-time, evenings):**

<b>*If the student began classes:</b>	<b># of full school days required (4hr day, 2 days):</b>	<b>APPROXIMATE # of weeks scheduled:</b>	<b>*APPROXIMATE graduation date (with 90% attendance!)</b>
March 5, 2019	188	94	December 18, 2021
April 2, 2019	188	94	January 29, 2021
May 7, 2019	188	94	February 26, 2021
June 4, 2019	188	94	March 26, 2021
July 2, 2019	188	94	April 30, 2021
August 6, 2019	188	94	June 4, 2021
September 3, 2019	188	94	July 2, 2021
October 1, 2019	188	94	August 6, 2021
November 5, 2019	188	94	September 3, 2021
December 3, 2019	188	94	October 1, 2021

*\*: SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to alter these dates to accommodate enrollment date changes, closings, etc*

## **Instructor Training:**

Instructor training can begin on the first Tuesday of any given month. Graduation will be 300 hours after starting. Instructor students will be required to attend each Tuesday 8am-430pm and Wednesday 10am-430pm, a total of 15 hours per week making enrollment 20 weeks.

SWEETWATER INSTITUTE OF COSMETOLOGY does reserve the right to alter enrollment dates to ensure starts and class sizes are best for the students. The dates provided are to be used as a guide only. The approximate graduation date is not a guarantee- only an approximation. Actual graduation dates will be directly affected with any lost hours.



### **Graduation Requirements:**

The first half of your career goal will begin with graduation. Regardless of which program you are enrolled in, graduation requirements must be met before a student is awarded a Diploma. The graduation requirement: An acceptable Satisfactory Academic Progress Policy. For hours to be released for State Testing, all financial responsibilities must be paid in full.

### **Admission Policy:**

SWEETWATER INSTITUTE OF COSMETOLOGY vows to maintain integrity of the beauty industry by enrolling students with a desire to succeed and who meet criteria defined by the Tennessee State Board of Cosmetology. Requirements for enrollment:

- 16 years of age (if under 18, parent or legal guardian must be present for application, enrollment, and contract-as well as complete financial info and provide photo ID)
- Earned a high school diploma or GED
- Any diploma or transcript earned in a foreign country must be approved by the Tennessee State Board of Cosmetology. The diploma or transcript must also be translated by a third-party.
- Demonstrates ability to benefit from the education received
- Completed, submitted, reviewed following documents:
  - Admission Application
  - Enrollment Contract
  - Driver's License
  - Proof of Education (diploma, GED, or transcripts showing completion of high school)
  - Interview with admissions representative

Candidate students will then be notified of approval or given the option to appeal decisions.



## **Ability-to-Benefit:**

“Ability to Benefit” is defined as “A student who is beyond the state recognized age of compulsory education, lacks a high school diploma or its equivalent, and has the ‘ability to benefit’ from the education or training offered at the institution”. An institution must determine through testing or some other means that their students have the ability to complete successfully and benefit from their chosen course of study prior to enrollment.

The federal government has created “Ability to Benefit” is to ensure that students are not preyed upon for tuition or assistance dollars, when there is very little chance of the student benefiting from the training in which they were enrolled. In the event that there is a question regarding ability, or if a potential student is beyond school age and/or is missing a diploma or a GED, SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to allow a student to complete up to 225 clock hours in their class of 600 or more required hours. At this time, students who are in the Instructor program could not qualify for the Ability to Benefit program. If the 225 hours are completed successfully, the student will be allowed to continue. If the student was unable to successfully complete the 225-hour course, the student will be terminated from SWEETWATER INSTITUTE OF COSMETOLOGY and the refund schedule will be utilized to calculate tuition. SWEETWATER INSTITUTE OF COSMETOLOGY will not compromise moral or ethical practices by enrolling students who may be unable to benefit from the education obtained at the school.

Under NACCAS Standard #IV.1.a, SWEETWATER INSTITUTE OF COSMETOLOGY students are required to have proof of education upon enrollment. A diploma or GED will be required. If the student is beyond compulsory school age (TCA-49-6-3001 defined as 6 years – 17 years) a student without a diploma or GED, but with 2 years of passing high school attaining at least 10 credits, may enroll in SWEETWATER INSTITUTE OF COSMETOLOGY, and continue education if able to maintain a Satisfactory Academic Progress policy standard as well as demonstrate an Ability to Benefit.

## **Transfer Students & Reciprocity:**

Reciprocity is the accepting of hours from another school, state, or country. ALL out of state and foreign reciprocity cases must be approved through the Tennessee State Board of Cosmetology prior to enrollment with SWEETWATER INSTITUTE OF COSMETOLOGY. Foreign diplomas or transcripts must be translated by a third party and verify that it is the equivalent to a US high school diploma or transcript. SWEETWATER INSTITUTE OF COSMETOLOGY maintains the right to accept or deny hours transferring from other schools.

Schools and programs that are in good standing with the Tennessee State Board of Cosmetology will be accepted with proper documentation. Students with hours from a recognized facility will receive \$1 credit per hour towards tuition at SWEETWATER INSTITUTE OF COSMETOLOGY. Schools and programs not recognized or approved by Tennessee State Board of Cosmetology are not transferable.

Any student who qualifies as a transfer student will be required to demonstrate competence and ability in relation to the number of hours earned or transferable.

***Tennessee requires all practicing individuals to meet:***

- 1500 hours: Cosmetology
- 750 hours: Esthetics
- 600 hours: Manicuring
- 300 hours: Instructor

### ***Documentation required for reciprocity application:***

#### **United State Citizen**

##### **YOU WILL NEED:**

- Completed application
- Original high school diploma, GED, or official transcripts
- Original Social Security Card
- Current Driver's License or State Issued PHOTO identification
- Notarized release of transferred hours



#### **Non-United States Citizen**

- Completed application
- High school diploma, GED, or official transcripts
- Original Social Security Card
- Current Driver's License or State Issued PHOTO identification
- Immigration Card (Green Card)
- Tennessee State Board of Cosmetology approved translation of all documents & evidence of translated documents being equal to US education requirements

#### **Re-entry after Withdraw:**

Students may be considered for re-entry only with approval of school director and/or advisory board. New tuition charges and enrollment contracts are required. Any unpaid tuition, overages, etc. from a prior enrollment must be paid prior to re-enrollment consideration. An essay must also be presented explaining:

- 1) What is different between when you left school and now at time of re-enroll
- 2) How will you avoid another withdraw
- 3) Why do you want to come back to SWEETWATER INSTITUTE OF COSMETOLOGY

#### **Licensing Requirements:**

SWEETWATER INSTITUTE OF COSMETOLOGY is a fully licensed cosmetology school, offering classes in: Cosmetology, Nail Technology, Esthetics, and Instructor Training. Graduates of SWEETWATER INSTITUTE OF COSMETOLOGY will receive a diploma bearing the course they graduated in, as well as the date of graduation. SWEETWATER INSTITUTE OF COSMETOLOGY is licensed by the Tennessee State Board of Cosmetology & Barber Examiners. The State Board requires students to meet the following hour requirements to be considered for graduation from an approved educational facility:

- Cosmetology: 1500 clocked hours
- Esthetics: 750 clocked hours
- Nail Technology: 600 clocked hours
- Instructor Training: 300 clocked hours

A ***Cosmetology Professional*** is a person that performs (for compensation): arranging, dressing, curling, cutting, cleansing, singeing, bleaching, coloring-or similar work-on the hair. A cosmetology professional may care for or service wigs and hairpieces. A cosmetology professional may also manicure, clean, stimulate, manipulate, exercise, beautify, or perform similar work on the hands, feet, arms, legs, face, or neck; with the use of hands or by use of cosmetic preparations. A cosmetology professional may also apply false eyelashes, give facials, apply makeup, provide skin care, and remove superfluous hair by epilation, tweezing, or the uses of depilatories.

### ***Cosmetology Professional Requirements per Tennessee State Board:***

- 1) Be a minimum of 16 years old
- 2) Proof of education: high school diploma, GED, or transcripts showing high school was completed.
- 3) Successful completion of the 1500 hours required by the Tennessee State Board of Cosmetology, in a board approved school.
- 4) Exam requirements:
  - a. Registration, payment, and successful completion of a theory exam, with following successful completion of a practical exam, administered by a third-party exam contractor
- 5) Renewal requirements:
  - a. Renewal notices are mailed approximately 1 month before due date. The renewal should be submitted with fees prior to the expiration date of the license. If a renewal is not received, it is your responsibility to contact Tennessee State Board of Cosmetology for renewal procedures
- 6) Application & fees:
- 7) Contact Tennessee State Board of Cosmetology for information on application, registration, examination, renewals, and be a minimum of 16 years old
- 8) Proof of education: high school diploma, GED, or transcripts showing high school was completed.
- 9) Successful completion of the 1500 hours required by the Tennessee State Board of Cosmetology, in a board approved school.
- 10) Exam requirements:
  - a. Registration, payment, and successful completion of a theory exam, with following successful completion of a practical exam, administered by a third-party exam contractor
- 11) Renewal requirements:
  - a. Renewal notices are mailed approximately 1 month before due date. The renewal should be submitted with fees prior to the expiration date of the license. If a renewal is not received, it is your responsibility to contact Tennessee State Board of Cosmetology for renewal procedures
- 12) Application & fees:
  - a. Contact Tennessee State Board of Cosmetology for information on application, registration, examination, renewals, and fee

### **COSMETOLOGY PROGRAM OUTLINE    1500 HOURS    TUESDAY-FRIDAY 8AM-430PM    34 HR/WEEK**

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

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

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

- 95-100: Excellent
- 86-94: Satisfactory
- 75-85: Acceptable
- 70-74: Requires Improvement
- 0-69: Below standards, unsatisfactory
  - Practical work will be graded on the following scale:
    - 0-74: unsatisfactory
    - 75-94: satisfactory with room for improvement
    - 95-100: excellent

## **HOURS SUBJECT – UNIT**

- 75 THEORY - CLASSROOM INSTRUCTION
  - Orientation, the History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity
- 75 BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL
  - Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety
- 75 SHAMPOO, RINSES, SCALP TREATMENTS
  - Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry; Product Knowledge, use and safety
- 150 HAIRSTYLING
  - Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Product Knowledge, use and safety
- 200 HAIRCUTTING
  - Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears
- 125 HAIR COLORING - BLEACHING
  - Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems

- 200 CHEMICAL REARRANGING (TEXTURE SERVICES)
  - Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing
- 175 MANICURING, PEDICURING, NAIL EXTENSIONS
  - Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques
- 75 FACIALS
  - Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy
- 50 SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION
  - Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics
- 300 INSTRUCTOR DISCRETION
  - To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.

### 1500 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

### *Scope of Milady Cosmetology theory chapters covered:*

Infection Control	Chemistry	Electricity	Anatomy & Physiology	Hair Structure	Salon Readiness
Hair Structure	Nail Structure	Nail Diseases and Disorders	Skin Structure	Skin Diseases and Disorders	Hair Styling & Shaping
Haircolor	Chemical Texture	Scalp and Hair Treatments	Shampooing	Skin Care Treatments	Makeup
Hair Removal	Contraindications to Services	Manicures	Pedicures	Artificial Nails	Professional Ethics
Communication Skills	Compensation Methods	Income Reporting	Licensure Requirements	Laws and Regulation for Cosmetology	Business Basics
	Record Keeping			Diseases and Disorders of scalp and hair	

### *Scope of minimum basic cosmetology practical lessons covered:*

Manicuring	Pedicuring	Nail Enhancements	Gel Polish	Housekeeping	Facials
Makeup	Styling	Setting the Hair	Foiling	All-over Color	Balayage
Ombre	Perming	Relaxing	Waxing	Hair Cutting	Clipper Use
Texture Cutting	Client Consultations	Formal Styling	Avant Garde Styling	Shampooing	Scalp Manipulation
Deep Conditioning Treatments	Razor Use	State Board Preparation	Front Desk Management	Punctuality & Job Readiness	Advanced Skin Care
	Disinfection procedures			Exposure incidents to parasites, blood, or other issues	



***Employment requirements for cosmetology professionals:***

As a cosmetology professional, a person will be required to stand approximately 80% of their workday. A typical workday for cosmetology professional will vary based on clientele and employer scheduling; but, should be expecting at minimum an eight-hour shift. A cosmetology professional should have the ability to:

- full manual dexterity to manipulate hair and tools
- ability to lift up to 10 pounds to shoulder height, repeatedly
- ability to stand 80% of typical work shift
- ability to perform basic mathematic functions
- adding
- subtracting
- adding fractions
- financial basics
- scheduling and time management
- organizational skills
- basic reading and comprehension ability

***Employment requirements for cosmetology professionals:***

As a cosmetology professional, a person will be required to stand approximately 80% of their workday. A typical workday for cosmetology professional will vary based on clientele and employer scheduling; but, should be expecting at minimum an eight-hour shift. A cosmetology professional should have the ability to:

- full manual dexterity to manipulate hair and tools
- ability to lift up to 10 pounds to shoulder height, repeatedly
- ability to stand 80% of typical work shift
- ability to perform basic mathematic functions
- adding
- subtracting
- adding fractions
- financial basics
- scheduling and time management
- organizational skills
- basic reading and comprehension ability

***Employment options for cosmetology professionals:***

Stylist, platform artist, product sales representative, product educator, instructor, nail care specialist, product chemist, colorist, texture specialist, cutting specialist, image specialist, salon trainer, artistic director, education director, creative director, salon manager

An ***esthetics professional*** performs one or more of the following (for compensation): massage, clean, stimulate, manipulate, exercise, beautify, or perform similar work with the hands, mechanical/electrical apparatus, or the use of cosmetic preparations. Esthetics Professionals may apply artificial eyelashes, give facials, apply makeup, provide skin care, remove superfluous hair by epilation, tweezing, or depilatories.

### ***Esthetics Professional Requirements per Tennessee State Board:***

- 1) Be a minimum of 16 years old
- 2) Proof of education: high school diploma, GED, or transcripts showing high school was completed.
- 3) Successful completion of the 750 hours required by the Tennessee State Board of Cosmetology, in a board approved school.
- 4) Exam requirements:
  - a. Registration, payment, and successful completion of a theory exam, with following successful completion of a practical exam, administered by a third-party exam contractor
- 5) Renewal requirements:
  - a. Renewal notices are mailed approximately 1 month before due date. The renewal should be submitted with fees prior to the expiration date of the license. If a renewal is not received, it is your responsibility to contact Tennessee State Board of Cosmetology for renewal procedures
- 6) Application & fees:
  - a. Contact Tennessee State Board of Cosmetology for information on application, registration, examination, renewals, and fees.

### **ESTHETICS PROGRAM OUTLINE    750 HOURS    TUESDAY & THURSDAY 5PM-9PM    8 HR/WEEK**

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

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and

set forth in practical skills evaluation criteria adopted by the school. Students must maintain Satisfactory Academic Progress Policy standards and meet at least the minimal requirements of acceptable. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 95-100: Excellent
- 86-94: Satisfactory
- 75-85: Acceptable
- 70-74: Requires Improvement
- 0-69: Below standards, unsatisfactory
  - Practical work will be graded on the following scale:
    - 0-74: unsatisfactory
    - 75-94: satisfactory with room for improvement
    - 95-100: excellent

#### **HOURS SUBJECT – UNIT**

- 75 THEORY - CLASSROOM INSTRUCTION
  - Orientation, the History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity
- 100 BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL
  - Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety
- 400 FACIALS
  - Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy
- 75 SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION
  - Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics
- 100 INSTRUCTOR DISCRETION
  - To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.

#### **750 TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

#### ***Scope of esthetics theory units covered:***

Infection Control	Chemistry	Electricity	Anatomy & Physiology	Skin Structure
Skin Diseases and Disorders	Contraindications	Facials	Advanced Skin Care	Makeup
Hair Removal	Ethics	Communication	Compensation Methods	Income Reporting
Licensing Requirements	State Law and Regulation		Record Keeping	Business Basics

#### ***Scope of minimum basic esthetics practical skills covered:***

Disinfection	Extractions	Facials	Room Setup	Client Consultation
Galvanic Machine Use	Microdermabrasion	High Frequency	Facial Massage	Makeup
Contraindications	Skin Care	Enzyme Peeling	Glycolic Peeling	Manual Resurfacing

***Employment requirements for esthetics professionals:***

As an esthetics professional, a person will be required to stand approximately 60% of their workday. A typical workday for esthetics professionals will vary based on clientele and employer scheduling; but, should be expecting at minimum an eight-hour shift. An esthetics professional performing skin care will require:

- full manual dexterity to manipulate skin and tools
- ability to lift to 10 pounds to shoulder height, repeatedly
- ability to stand 60% of typical work shift
- ability to perform basic mathematic functions
- adding
- subtracting
- financial basics
- scheduling and time management
- organizational skills
- basic reading and comprehension ability

***Employment options for esthetics professional:***

Esthetics professional, makeup artist, product sales representative, product educator, instructor, product chemist, salon trainer, artistic director, education director, creative director, salon manager, medi-spa technician, dermatology assistance

A ***manicure professional*** performs one or more of the following (for compensation): provides cosmetic care to the nail of the fingers and toes, or performs nail artistry, massage of the limbs up to elbows or knees, and provides stimulation, manipulation, beautification with the use of hands or with the use of cosmetic preparations.

***Manicure Professional Requirements per Tennessee State Board:***

- 1) Be a minimum of 16 years old
- 2) Proof of education: high school diploma, GED, or transcripts showing high school was completed.
- 3) Successful completion of the 600 hours required by the Tennessee State Board of Cosmetology, in a board approved school.
- 4) Exam requirements:
  - a. Registration, payment, and successful completion of a theory exam, with following successful completion of a practical exam, administered by a third-party exam contractor
- 5) Renewal requirements:
  - a. Renewal notices are mailed approximately 1 month before due date. The renewal should be submitted with fees prior to the expiration date of the license. If a renewal is not received, it is your responsibility to contact Tennessee State Board of Cosmetology for renewal procedures
- 6) Application & fees:
  - a. Contact Tennessee State Board of Cosmetology for information on application, registration, examination, renewals, and fees.

**MANICURING PROGRAM OUTLINE    600 HOURS    TUESDAY-FRIDAY 8AM-430PM    34 HR/WEEK**

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

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain Satisfactory Academic Progress Policy standards and meet at least the minimal requirements of acceptable. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 95-100: Excellent
- 86-94: Satisfactory
- 75-85: Acceptable
- 70-74: Requires Improvement
- 0-69: Below standards, unsatisfactory
  - Practical work will be graded on the following scale:
    - 0-74: unsatisfactory
    - 75-94: satisfactory with room for improvement
    - 95-100: excellent

#### **HOURS SUBJECT – UNIT**

- 75 THEORY - CLASSROOM INSTRUCTION
  - Orientation, the History of Manicuring, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity
- 75 BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL
  - Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety
- 300 MANICURING, PEDICURING, NAIL EXTENSIONS, MASSAGE, SAFETY
  - Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques

- **50 SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION**
  - Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics
- **100 INSTRUCTOR DISCRETION**
  - To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.

## 600 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

### ***Scope of Milady Manicuring theory units covered:***

Infection Control	Chemistry	Electricity	Anatomy & Physiology	Nail Structure
Nail Disease and Disorders	Manicuring	Pedicuring	Nail Enhancements	Professional Ethics
Communication Skills	Compensation Methods	Income Reporting	Licensing Requirements	State Law and Regulation
	Business Basics		Record Keeping	

### ***Scope of basic manicuring practical units covered:***

Manicures	Pedicures	Acrylics	Gel Polish	Gel Nails
Massage Techniques	Disinfection	Fiberglass Wraps	Polish Techniques	Nail Art
3D Nail Art				Employment Readiness

### ***Employment requirements for manicuring professionals:***

As a manicuring professional, a person will be required to stand approximately 30% of their workday and expect to sit for prolonged periods at a time. A typical workday for manicuring professionals will vary based on clientele and employer scheduling; but, should be expecting at minimum an eight-hour shift. A manicuring professional performing nail care procedures will need ability to:

- full manual dexterity to manipulate hands and tools
- ability to bend at waist repeatedly
- ability to sit for prolonged periods of time
- ability to perform basic mathematic functions
- adding
- subtracting
- financial basics
- scheduling and time management
- organizational skills
- basic reading and comprehension ability



### ***Employment options for manicuring professional:***

Manicuring professional, platform artist, product sales representative, product educator, instructor, product chemist, salon trainer, artistic director, education director, creative director, salon manager

**Instructors** are licensed cosmetology professionals, esthetics professionals, &/or manicuring professionals with 3+ years' experience. The individual may not practice their craft in school; however, may perform elsewhere in accordance to Tennessee State Board of Cosmetology requirements. Instructors must complete 300 additional hours in a licensed school.

**INSTRUCTOR PROGRAM OUTLINE 300 HOURS Tues: 8am-430pm, Wed: 10am-430pm= 15 HR/WK**

**DESCRIPTION:** The Instructor Course is designed to train the student in the basic teaching skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions as an instructor or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain Satisfactory Academic Progress Policy standards and meet at least the minimal requirements of acceptable. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 95-100: Excellent
- 86-94: Satisfactory
- 75-85: Acceptable
- 70-74: Requires Improvement
- 0-69: Below standards, unsatisfactory
  - Practical work will be graded on the following scale:
    - 0-74: unsatisfactory
    - 75-94: satisfactory with room for improvement
    - 95-100: excellent

## HOURS SUBJECT – UNIT

- 100 THEORY - CLASSROOM INSTRUCTION, LESSON PLANNING, MOTIVATION
  - Orientation, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Learner Types, Lesson Planning, Student Motivation, Lesson Delivery
- 150 FLOOR WORK-OBSERVATION, GUIDED ASSISTANCE OF STUDENTS
  - Observing Instructors, Interacting with Students, Guiding Students, Application of Theory Knowledge
- 50 INSTRUCTOR DISCRETION
  - To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.

## 300 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

### *Scope of Milady Instructor theory units covered:*

Classroom Management	Teaching Methodology	Lesson Planning	Use of A/V Technology	Test Development
Test Evaluations	Feedback on Student Performance	Plans for Student Performance	Ethics	Communication Skills
Licensing Requirements		Record Keeping		Law and Regulation

*Prospective:* A school of cosmetology in Tennessee must have at minimum, one certified instructor for every 20 students enrolled. An instructor may have 1 junior instructor or trainee with them; but it does count towards the 20-student limit.

### *Instructor Requirements per Tennessee State Board:*

- 1) Be a minimum of 18 years old
- 2) Proof of education: high school diploma, GED, or transcripts showing high school was completed.
- 3) Successful completion of 300 instructor hours required by the Tennessee State Board of Cosmetology, in a board approved school within 6 months, or serve as a junior instructor for 12 months.
- 4) Exam requirements:
  - a. Registration, payment, and successful completion of a theory exam, with following successful completion of a practical exam, administered by a third-party exam contractor
- 5) Renewal requirements:
  - a. Renewal notices are mailed approximately 1 month before due date. Instructors also must complete 16 hours of instructor training prior to the renewal date. State approved seminar events will be mailed to the instructor. The renewal should be submitted with fees prior to the expiration date of the license. If a renewal is not received, it is your responsibility to contact Tennessee State Board of Cosmetology for renewal procedures
- 6) Application & fees:
  - a. Contact Tennessee State Board of Cosmetology for information on application, registration, examination, renewals, and fees.

Upon successful completion of education and hour requirements, you will then register with the state board testing contractor. You will be required to pass the theory test first, then the practical test. Upon passing each of those, you will then apply to the Tennessee State Board of Cosmetology and Barber Licenses. Upon that final step, you can begin the rewarding career in the beauty industry.

***Employment requirements for instructors:***

As an instructor, a person will be required to stand approximately 80% of their workday. A typical workday for instructors will vary based on classes and employer scheduling; but, should be expecting at minimum an eight-hour shift. An instructor will need:

- Thorough knowledge of craft
- ability to lift to 10 pounds to shoulder height, repeatedly
- ability to stand 80% of typical work shift
- ability to perform basic mathematic functions
- adding
- subtracting
- adding fractions
- financial basics
- scheduling and time management
- organizational skills
- basic reading and comprehension ability
- basic technology skills
- leadership ability
- ability to develop lesson plans and effective learning environments

**Employee/Student Assistance:**

SWEETWATER INSTITUTE OF COSMETOLOGY cannot guarantee a job for graduates. However, we do provide job placement information regarding potential job leads, opportunities, references, and guidance for graduates. There is a bulletin board for students to gather this information from. Other pertinent information may also be included, such as extra educational classes available to you. Each course of study at SWEETWATER INSTITUTE OF COSMETOLOGY will be required to go through basic job search and employment classes are part of the accepted Milady curriculum.

For issues beyond employment such as major life events or issues with addiction, SWEETWATER INSTITUTE OF COSMETOLOGY will make available contact information for outreach programs with qualified personnel to assist the student through difficult and trying times.

SWEETWATER INSTITUTE OF COSMETOLOGY does not offer on campus housing, cafeteria, or other traditional college amenities. There are numerous restaurants within 15 minutes of the school.

**Internal Grievance Procedure Policy:**

In accordance with SWEETWATER INSTITUTE OF COSMETOLOGY's mission, our goal is to see you through to the end of this enrollment, and step into a great career that will support you. SWEETWATER INSTITUTE OF COSMETOLOGY will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be reviewed within each new orientation assuring that all students know the steps to follow, should they need to register a complaint at any time. Evidence of complaints and resolutions will be maintained in school files to determine the frequency, natures, and patterns.

***Grievance Procedure:***

- The complaint must be registered within 60 days of instance, in writing, on the form 'Student Grievance Report'.
- The form must be given to the school director.
- The director and management will review the complaint. A response will be sent to the student in writing within 30 days of receiving the complaint. While the initial response may not contain a final resolution, it may reassure the student that an ongoing investigation is required, or other action needed to resolve the issue.
- If the complaint is of such nature that cannot be resolved by management, it will be forwarded to the appropriate agency for resolution
- Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be required to reach a final resolution.
- In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school that has no involvement in the conflict, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or the related to the owner. This hearing will occur within 90 days of the committee appointment. The hearing is informal, and the student will present his/her case followed by the committee response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witnesses' testimony, and a recommended resolution for the dispute. School management shall consider the report and accept, reject, or modify the recommendations of the committee.
- Students must exhaust the internal complaint processes before submitting the complaint to the school's accrediting agency, if applicable.

**Refund Policy – Notice of Cancellation:**

Before you make a decision, PLEASE consult with the director or an instructor. We are not so disconnected we do not realize that life happens outside of our school. But withdraw should be a final resort. This is a decision with implications, and best approached carefully. If withdrawing is the only possible option:

For applicants who cancel enrollment or if a student withdraws from enrollment a fair and equitable settlement will apply. The following policy will apply to ALL terminations, regardless of reason. By either party, including student decision, program/course cancellations, or school closure. Refunds are to be executed in a timely manner. Any monies due to the applicant will be refunded within 45 days of receipt of the official cancellation/withdraw. Official cancellation or withdrawal will occur on the earlier of the dates that:

1. An applicant is not accepted by the school. All monies shall be refunded.
2. A student or parent or legal guardian cancels his/her enrollment IN WRITING within 3 business days of signing the enrollment agreement. In this case all monies will be refunded, regardless if the student has begun classes.
3. A student or legal guardian cancels his/her enrollment after 3 business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled a refund of all monies paid-except the non-refundable application fee
4. A student notifies SWEETWATER INSTITUTE OF COSMETOLOGY of the withdrawal in writing.

5. A student on an approved leave of absence or the date the student notifies the institution that they will not be returning. The date of withdrawal will be the earlier of: the date the Leave was expired, or the date the student notified the school of their intent.
6. A student is expelled by the school. Unofficial withdrawals will be determined by the last date of attendance while monitoring attendance at least every 30-days.
7. In type 2-5 official withdrawals/cancellations, the cancellation date will be determined by the postmark of the written notification, or the date said written notification is delivered to school administrator or owner in person

For students who enroll and begin classes but withdraw prior to course completion (after 3 business days of signing contract), the following schedule of tuition earned by the school applies. ALL REFUNDS ARE BASED ON SCHEDULED/CONTRACTED HOURS:

<b>Percentage of Time Student was SCHEDULED / CONTRACTED to be in Class</b>	<b>Tuition % Owed to SWEETWATER INSTITUTE OF COSMETOLOGY</b>
<b>.01% - 4.9%</b>	<b>20%</b>
<b>5% - 9.9%</b>	<b>30%</b>
<b>10% - 14.9%</b>	<b>40%</b>
<b>15% - 24.9%</b>	<b>45%</b>
<b>25% - 49.9%</b>	<b>70%</b>
<b>50% - over</b>	<b>100%</b>

- All refunds will be calculated based on the student's last day of attendance. Any monies due a student who withdraws will be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of documented mitigating circumstances a reasonable and fair settlement will be made. If the school is permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out program with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after student have enrolled and receiving instruction has begun, the school will provide a pro rate refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a teach-out agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminated prior to course completion are charged a cancellation or administrative fee of \$150. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student has incurred at the school (extra kit materials, books, products, unreturned school property, etc) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- SWEETWATER INSTITUTE OF COSMETOLOGY is not currently eligible to participate in Title IV Financial Aid Programs.
- In the event this contract goes before a collections specialist, the student (and guardian if a minor) will be responsible for the contract as well as all costs associated with collection attempts

<b>Cosmetology</b>	<b>Esthetics</b>	<b>Manicuring</b>	<b>Instructor</b>
Tuition: \$7500	Tuition: \$5000	Tuition: \$3200	Tuition: \$3000
<b>Book &amp; Kit: \$1000</b>	<b>Book &amp; Kit: \$600</b>	<b>Book &amp; Kit: \$600</b>	<b>Book: \$200</b>
<b>Application Fee: \$100</b>	<b>Application Fee: \$100</b>	<b>Application Fee: \$100</b>	<b>Application Fee: \$100</b>
Total: \$8600	Total: \$5700	Total: \$3900	Total: \$3300

***Indicates non-refundable once beyond outlined timeframe stated above in policy***

### **Re-entry after Voluntary Withdraw:**

Students may be considered for re-entry only with approval of school director and/or advisory board. New tuition charges and enrollment contracts are required. Any unpaid tuition, overages, etc. from a prior enrollment must be paid prior to re-enrollment consideration. An essay must also be presented explaining:

- 1) What is different between when you left school and now at time of re-enroll
- 2) How will you avoid another withdraw
- 3) Why do you want to come back to SWEETWATER INSTITUTE OF COSMETOLOGY

### **Disciplinary Termination Re-enrollment:**

Students who are incapable of performing according to the academic, practical, or conduct requirements of SWEETWATER INSTITUTE OF COSMETOLOGY may face disciplinary action, up to termination of enrollment. SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to terminate enrollment in instances of extreme disrespect of person or policy may warrant immediate termination. SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to terminate student enrollments to protect the integrity and well-being of clients, staff, and students. In the instance of a disciplinary termination, the student MAY be considered for re-enrollment only:

- 1) 6 months has passed since termination incident
- 2) The terminated student can write an essay regarding events that transpired, and how they will avoid a repeat of the issue
- 3) All previous financial obligations are met

Upon approval from an outside advisory board, the student may be readmitted on a probationary enrollment- ANY further incident will result in immediate termination with no further opportunity to re-enroll.

### **Attendance & Tardies Policy:**

SWEETWATER INSTITUTE OF COSMETOLOGY is a 'clock hour' school. For students to receive hours, the student must be here and clock in/out each day. ATTENDANCE IS CRUCIAL. Beyond avoiding overage charges, this allows you to develop necessary punctuality skills, growing you into a valuable employee for a deserving salon/spa one day. Missed hours are not categorized as excused or unexcused, and will count against your personal time arranged in your contract.

Day classes at SWEETWATER INSTITUTE OF COSMETOLOGY begin promptly at 8am. A student must notify the school before 745am of an absence or tardy. Anything after 745am will be considered a no-call/no-show. Two no-call/no-shows will result in a 1-week suspension. Any subsequent no-call/no-show will be an immediate 1-week suspension. Tardy students are permitted to arrive at 945am on Tuesday, Wednesday, Thursday; at 845am on Friday. It is the student's responsibility to make up/maintain task sheets and class work.

Students who miss 2 days (17 hours) or more of training in level 1 will repeat the entire level 1 course with the next class. You will NOT lose your hours. The repeat is only to allow you to develop skills missed during the foundation of your career. Students who are struggling with foundational skills will be required to repeat level 1. The student will not lose their previously earned hours-they are being given the opportunity to strengthen those basic skills that other learned tasks will build on.

Evening classes at SWEETWATER INSTITUTE OF COSMETOLOGY begin promptly at 5pm. A student must notify the school before 3pm of an absence or a tardy. Anything after 3pm will be considered a no-call/no-show. Two no-call/no-shows will result in a 1-week suspension with overages. Tardy students are permitted to arrive at 6pm. It is the student's responsibility to make up/maintain task sheets and class work

A student is allotted personal time based on the length of enrollment. Cosmetology students are allowed 10 days/85 hours of personal time. Esthetics and Manicuring students are allowed 4 days/34 hours. Instructor students are not granted a personal time bank due to the short enrollment period. Students who miss more than their allotted personal time will be subjected to overages. These overages are penalty charges. A student who goes beyond their allotment of personal time can continue enrollment at SWEETWATER INSTITUTE OF COSMETOLOGY up to 150% of their enrollment contract. At that point, the student will be terminated.



### **Overage Charges:**

If a student fails to complete their course within the contracted period, overages will be assessed. Each hour past the contracted graduation date that the student is still at SWEETWATER INSTITUTE OF COSMETOLOGY, the student will be responsible for paying overages of \$7/hour.

### **Lunch/Breaks:**

Morning break is taken between theory class and clinic appointments. Lunch is 30 minutes during the day. That 30 minutes is all inclusive: travel to, eating, and returning to school. If a student habitually returns late from lunch without prior approval, it may be required that the student returns with a doctor or court note covering the late return or face disciplinary actions.

Due to the length of the evening classes, they will only be permitted a 30-minute break. That 30 minutes is all inclusive: travel to, eating, and returning to school. If a student habitually returns late from lunch without prior approval, it may be required that the student returns with a doctor or court note covering the late return or face disciplinary actions.



## Assignments:

To graduate, students will be required to complete a variety of tasks or services on a mannequin or a client. Any student who refuses a client or to complete a task will face disciplinary action up to termination. If there is a true conflict of best interest; a client can be reassigned only by the director or instructor. At no point should a student ever take it upon themselves to reassign a service, nor maliciously attempt a service on a client when there is a violent or turbulent history with that person.



## Student Academic Progress Policy:

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The Department of Education has determined an academic year for students enrolled in a 1500-hour program as 900 hours. Sweetwater Institute of Cosmetology uses the Department of Education's 900 hours academic year as an academic year for Satisfactory Academic Progress Policy mandates. Students who meet just the minimum requirements, will get a Satisfactory Academic Policy until the next scheduled evaluation.

### 1. EVALUATION PERIODS

- Students are evaluated for Satisfactory Academic Progress as follows:
  - Cosmetology: **450, 900, 1200, 1500 scheduled hours**
  - Esthetics: **375, 750 scheduled hours**
  - Manicuring: **300, 600 scheduled hours**
  - Instructor: **150, 300 scheduled hours**
  - Transfer Students- **Midpoint of the contracted hours, then into the hour rotation depending upon class**

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures at least one evaluation by midpoint in the course. Evaluations are done on SCHEDULED hours-not actual hours.

### 2. ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. (Your contract was written with personal days, if you do not go over that allotment, your attendance will be at/over 94%) Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum period allowed. If you miss more than your allotment, while you will still be enrolled, you will be earning overages. Those overages are penalty dollars for going beyond your graduation date due to poor attendance.

### 3. 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. The Max Time Allowed is the limit of time a student can be enrolled at SWEETWATER INSTITUTE OF COSMETOLOGY under federal aid. If a student receives aid and fails to complete the course in the maximum allowed time, they have the option of continuing as a cash-pay student. For non-aid students, exceeding the maximum time frame only adds to the overage dollars already owed. **SWEETWATER INSTITUTE OF COSMETOLOGY is not a Title 4 federally funded school. Federal aid, Pell grants, etc. will NOT apply to students at this time.**

Course	Schedule	# of Weeks	Max Time Allowed
Cosmetology, 1500 hrs	FT, 34 hours/week	Up to 66.17 weeks	2250 enrolled hours
Manicuring, 600 hrs	FT, 34 hours/week	Up to 26.47 weeks	900 enrolled hours
Manicuring, 600 hrs	PT, 8 hrs/week	Up to 112.5 weeks	900 enrolled hours
Esthetics, 750 hrs	PT, 8 hrs/week	Up to 140.625 weeks	1125 enrolled hours
Instructor, 300 hrs	PT, 15 hrs/week	Up to 30 weeks	450 enrolled hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

### 4. ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet acceptable requirements, it is not counted, and the performance must be repeated. Students must make up failed or missed tests and incomplete assignments. Practical skills are evaluated according to procedures adopted by the school. To graduate, students must maintain Satisfactory Academic Progress. Numerical grades are considered according to the following scale:

To fairly grade students on submitted theory work, SWEETWATER INSTITUTE OF COSMETOLOGY will apply the following schedule:

- 95-100: Excellent
- 86-94: Very Good
- 75-85: Average
- 70-74: Minimal, consider striving for an improvement
- 0-69: Below standards, unsatisfactory
  - Practical work will be graded on the following scale:
    - 0-74: unsatisfactory
    - 75-94: satisfactory
    - 95-100: excellent

All students are expected and required to earn a 70% or higher on exams, 75% or higher on practical skills, and 67% or better attendance rates (to avoid overages, a student must maintain a 94% attendance rate).

Students meeting the 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 evaluation.

Students deemed not maintaining Satisfactory Academic Progress may have their Title 4 funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

**Warnings:** Students who fail to meet the threshold requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title 4 funding.

**Probation:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy Standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and the academic progress requirements required for satisfactory academic progress, or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title 4 funds.

**Re-establishment of satisfactory academic progress:** Students may re-establish satisfactory academic progress and Title 4 aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probation 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 period and maximum time frame by the same number of days taken in the Leave of Absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

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

the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated if applicable.

SWEETWATER INSTITUTE OF COSMETOLOGY does not offer remedial, non-credit, repetitive courses, and the Satisfactory Academic Progress Policy has no effect upon the standards.

**Transfer hours:** With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. The Satisfactory Academic Progress evaluation periods will be based on contracted hours at SWEETWATER INSTITUTE OF COSMETOLOGY.

The student must meet thresholds with practical skills, academics, and attendance to avoid warning and probationary issues with their Satisfactory Academic Progress policy compliance.

**Theory grades** are taken from tests and homework assignments throughout the weeks of theory class. The overall average MUST be at a 70% or better.

**Practical grades** are taken from exams over practical, hands-on, skills taught during clinical hours. A skill will be introduced, practiced, then tested. At no point will a student be tested over a skill that was not previously introduced. If a student fails to attend school when a new skill is introduced, it is up to the student to schedule a makeup time with the instructor to ensure a skill is fully understood. The practical grade must be at least a 75%

**Attendance** is a vital element in any career. To avoid overages, a student must maintain a 94% attendance, however; to maintain compliance with the Satisfactory Academic Progress policy, you are required to maintain at least a 67%

The Satisfactory Academic Progress Policy requires that grades be assessed for Qualitative elements (theory, practical), and Quantitative (attendance). The qualitative elements will be averaged together. All grades are cumulative from day 1.

**Leave of Absence:** will not affect a Satisfactory Academic Progress Policy grade or standing. The hours that were missed during an approved Leave of Absence will be tacked on to the end of a contract.

Results of any Satisfactory Academic Progress policy evaluation will be readily (within 7 school days) available to the student upon completion. You may appeal the result of a Student Academic Progress Policy outcome when mitigating circumstances are present and have provided a barrier for you. You will be required to provide proof as to the circumstance, an idea of what had happened to cause the deficiency, as well as how the circumstance is no longer an issue. Student Academic Progress policy appeals and courses of action are stored in the student file for review. SWEETWATER INSTITUTE OF COSMETOLOGY uses warnings, probations, and appeals to provide you every opportunity to excel. If at any time you have a question, please feel free to ask your instructor or director.

A student who does not achieve the minimum standards is no longer eligible for Title 4, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that resulted in probation.

## **Student Conduct and Policy:**

- 1) Students MUST come to school by 8am with hair and makeup presentable, ALL BLACK UNIFORM with black, closed toe shoes; clean, ready to begin their day. SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to alter the dress-code as necessary. No shorts, skirts, capris above the knee. No revealing shirts or dresses.
- 2) Incentive disclosure: ANY current student who recommends a new student to SWEETWATER INSTITUTE OF COSMETOLOGY, and that new student signs a contract and completes 100 hours -the current student will receive either \$50 off of tuition payment, or \$50 directly to the student if the tuition has already been paid in full.
- 3) SWEETWATER INSTITUTE OF COSMETOLOGY will not discriminate based on sex, age, race, color, religion, or ethnic origin for admissions, services, or staff.
- 4) Come to class with all supplies needed including tools, books, paper, notes, etc.
- 5) Station is to be clean and organized with minimal clutter
- 6) An instructor must inspect all practical work
- 7) End of day duties are to be taken care of before leaving for the day
- 8) If you change addresses/phone numbers/marital status while enrolled at SWEETWATER INSTITUTE OF COSMETOLOGY, you are required to give immediate notice and provide supporting documents
- 9) SWEETWATER INSTITUTE OF COSMETOLOGY cannot assume responsibility for lost valuables. Keep valuables on you or secured in a safe location. If something is found, it is to be given to the director. It will be held for 30 days. If unclaimed, the finding student will keep it
- 10) SWEETWATER INSTITUTE OF COSMETOLOGY is a drug-free workplace/school. Under no circumstance will a student or staff member be allowed to buy/sell/take/make controlled substances, intoxicating medicines, or drinks while on premises. If a staff/student chooses to participate in this type of behavior outside of school, and discusses it openly while in school, they will face the same disciplinary action. If a staff/student is prescribed medications that inhibit their ability to function safely, the staff/student will not be permitted at school.
- 11) Station must be cleaned after each service
- 12) If the student receives a personal phone call on the school number, a message will be taken and passed along to the student, only in an emergency will the student be interrupted while in service on the clinic floor.
- 13) Drawers, cabinets must be clean at all times
  - a. Tools and drawers free of hair, nail clippings, etc
  - b. No personal items in drawers
  - c. No trash on or at station
- 14) BE PROFESSIONAL. NO gossiping, crude behavior, yelling, horseplay, etc.
- 15) Avoid controversial, profane, unprofessional talk between you and other students, or you and clients.
- 16) No cell phones are to be used on the clinic floor unless you are looking for hair or nail ideas
- 17) NO FOOD or DRINKS ON CLINIC FLOOR
- 18) Do not borrow things without permission
- 19) Do not refuse clients
- 20) Students should meet clients in a warm, friendly manner. Do not discuss or argue client assignment issues in front of the client.
- 21) Do not criticize another student's work

- 22) For safety reasons, if a student is going through an issue that may escalate to something beyond a civil disagreement, they are asked to notify the director/instructors, so they may be aware of suspicious behavior
- 23) Fire: Evacuation plans are posted in each room. Follow the designated route. Meet at the "SWEETWATER INSTITUTE OF COSMETOLOGY" marquee at the end of the parking lot. Instructors will call roll. Under no circumstance should anyone reenter the building until authorities deem it safe.
- 24) Due to an escalation in work and school place violence, lockdown procedures are not publicly displayed; but will be reviewed with students during orientation.
- 25) SWEETWATER INSTITUTE OF COSMETOLOGY provides reasonable accommodations to students with professional and documented disabilities, as in compliance with the Americans with Disabilities Act.
- 26) An absence is any lapse in work/school schedule. With SWEETWATER INSTITUTE OF COSMETOLOGY being a clock-hour program, we do not differentiate between unexcused or excused absences. Any loss of class time through tardy, early leaves, or missed days will be counted against your bank of personal days. When you overextend the number of hours you are allotted, overages will be earned at \$7 per hour. Excessive absences may require termination of enrollment from SWEETWATER INSTITUTE OF COSMETOLOGY.
- 27) Students enrolled in cosmetology and miss more than 2 days or 17 hours of Level 1 class will be required to repeat Level 1. The student will not lose hours, only spend time reviewing the foundation of their education.
- 28) Students who fail to pass or make satisfactory grades on their Level 1 exit exam must repeat Level 1 to allow for better skill development. If after a second completion of Level 1, the student cannot satisfactorily complete the skills required, the student will be terminated.
- 29) Leave of Absences can be granted to students who have issues outside of school that will require pausing education. A student can take up to 180 days of leave in one enrollment period. To qualify for a leave, the student must take 30-days. If on the school day after the leave, the student does not return to school by 8am, the student is terminated, and the enrollment contract withdraw policy tuition due schedule will be applied. Please see the policy in its entirety on page #
- 30) Hours of operation:
- Saturday, Sunday, Monday: CLOSED
  - Tuesday, Wednesday, Thursday: 8am-430pm (clinic floor opens at 10am)
  - Tuesday and Thursday evenings: 5pm-9pm (clinic floor open at 6pm)
  - Friday: 8am-430pm (clinic floor opens at 9am)
- 31) SWEETWATER INSTITUTE OF COSMETOLOGY observes the following holidays:
- Thanksgiving & Black Friday
  - Christmas Break
  - Independence Day
  - Fall Break
  - 4 Administrative Days for meetings, classes, training, etc. that will be scheduled, and dates posted 2 weeks prior to the day
- 32) SWEETWATER INSTITUTE OF COSMETOLOGY does close for inclement weather; however, because we serve multiple counties, we do not follow Monroe County Schools' closing guidelines. Each incident will be reviewed individually. If conditions deem unsafe for students or staff, the school will make the decision to close. If the school closes for inclement weather, this will not be counted toward your allotment of personal days. If SWEETWATER INSTITUTE OF COSMETOLOGY is open, and you choose

not to attend class, that will count toward your allotment of personal days. Notifications will be sent out via social media, text messages to individuals, and phone calls. (This is why it is imperative we have a current number to reach you)

- 33) Makeup work is the responsibility of the student. The student is given a syllabus for respective classes that clearly outline assignments due, as well as the date the assignment is due. If a student fails to turn in the required assignment within that Satisfactory Academic Progress interval, a '0' will be recorded. If the average drops below the allowed thresholds, the student may face warnings and probations, per policy on page #
- 34) Termination from SWEETWATER INSTITUTE OF COSMETOLOGY is a final resort for any issue. However, there are instances of extreme disrespect of person or policy may warrant immediate termination. SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to terminate student enrollments to protect the integrity and well-being of clients, staff, and students. Terminated students/contracts will follow the refund policy stated in full starting on page #25-26.

### **Records Maintained:**

SWEETWATER INSTITUTE OF COSMETOLOGY will maintain all student records, in hard-copy/paper-copy. Students may access their individual file as needed. Those records are maintained on site for a minimum 10 years. Records will include but not limited to: enrollment information, grade/attendance sheet, practical task sheets, Satisfactory Academic Progress reports, and payments received. After at minimum 10 years, the records will be disposed of, with a *summary* of student information maintained on the premises.

### **Tuition:**

Tuition charges are assessed by the program and are payable before the beginning of the applicant's chosen course of study. The tuition and fee schedule details each program available with the cost analysis. SWEETWATER INSTITUTE OF COSMETOLOGY reserves the right to modify tuition and other charges upon sufficient notice to students and proper agencies.

Tuition payments are DUE AT THE FIRST OF EACH MONTH. Payments received after the 10<sup>th</sup> of each month will be subjected to a 10% late fee. Students who fall behind more than 2 payments may be placed on leave until payment requirements are met. If obligations are not met after 3 months, enrollment is terminated and tuition payment per the refund policy stated on page # will be required, in accordance to the withdraw tuition policy. As stated in the enrollment contract if financial obligations are not met as contractually agreed on, and a third-party collection company becomes involved, the student (or parent/guardian if student is a minor) will be responsible for the accrued cost of collection in addition to the tuition owed. Payment methods accepted: cash, approved check, & card

<b>Cosmetology</b>	<b>Esthetics</b>	<b>Manicuring</b>	<b>Instructor</b>
Tuition: \$7500	Tuition: \$5000	Tuition: \$3200	Tuition: \$3000
<b>Book &amp; Kit: \$1000</b>	<b>Book &amp; Kit: \$600</b>	<b>Book &amp; Kit: \$600</b>	<b>Book: \$200</b>
<b>Application Fee: \$100</b>	<b>Application Fee: \$100</b>	<b>Application Fee: \$100</b>	<b>Application Fee: \$100</b>
Total: \$8600	Total: \$5700	Total: \$3900	Total: \$3300

***Indicates non-refundable once beyond 3-day period outlined above in policy***

Students wishing to enroll in SWEETWATER INSTITUTE OF COSMETOLOGY may pay tuition in full, equal monthly payments over the course of enrollment having tuition paid off by graduation, or manageable monthly payments with balloon balance due at the end of enrollment. In the event the student cannot do a payoff at graduation, the student may speak with director regarding options.

### **Textbooks & Kits:**

Books & kit are purchased through the school for students, include approved material needed to complete your education, and are required each day of attendance in their entirety. The school reserves the right to change books & kit as deemed necessary without notice. Books & kit pieces are YOUR responsibility to take care of and not misplace. Books & kit are non-returnable and non-refundable. Cosmetology, Esthetics, Manicuring, and Instructor curriculum are published by Milady and are kept current with testing requirements for Tennessee State Board of Cosmetology, and the testing contractor. Students may not remove textbooks or kit/pieces from SWEETWATER INSITUTE OF COSMETOLOGY until paid for in full, unless signed out.

### **After I graduate-THEN WHAT?!**

Then, you are off to a career that you have worked very hard for. Tennessee State Board of Cosmetology is responsible for testing and is currently utilizing a 3<sup>rd</sup> party testing contractor. When you graduate SWEETWATER INSTITUTE OF COSMETOLOGY, you will be granted a diploma. Once all financial terms are met your hours will be released to the third-party test contractor (currently PSI Testing). You will pay the test contractor the test fee required. Upon payment, the student is given the opportunity to schedule the theory test. That theory test is (currently) held in Knoxville, Chattanooga, Johnson City, Nashville, and Memphis. Once the student passes the theory test, they must wait 24 hours, then pay for/schedule the practical exam. The practical exam is (currently) offered at Knoxville and Memphis. When the student passes the practical exam, the student may then go onto the state's website and apply for their license.



### **Frequently Asked Questions:**

**Q:** Can I really make money in the beauty industry?

**A:** Absolutely. This career allows you to earn exactly what you are worth. Hardworking, creative, disciplined students grow into hardworking, creative, disciplined successful professionals who earn a comfortable salary. On the downside, there are also some very creative and talented individuals who fail to learn how to work their business, end up disgruntled with meager wages, and return from what they knew before. Within this industry, there is not a minimum you can earn-there is no maximum you can earn. You will earn what you work for.

**Q:** Am I learning just enough for school, or do I learn enough to go to work?

**A:** We give you more than enough to pass your licensing exam with. We have several educators with a diverse background in all aspects of the industry so there is a wealth of knowledge for you to take full advantage of. There is no way we can teach you EVERYTHING, in the few short months you are enrolled. We will give it our best effort though.

**Q:** WHY is the attendance policy so strict?

**A:** You become what you practice. If you practice being punctual and dependable, you will develop into a punctual and dependable employee for a much deserving salon one day. That is the hallmark for a true professional. Our goal is not just to turn out employees for salons and spas. We start every class with the same goal-grow them into the best professional we can.

**Q:** What makes SWEETWATER INSTITUTE OF COSMETOLOGY different from other schools?

**A:** That can be tricky-there are some phenomenal schools within a couple of hours either way. We are different in the fact that we offer a *smaller environment*-there is no complicated chain of command. Everyone is under the same roof and accessible. We are not disconnected and uncaring. We are only as successful as YOU are...we want to see each one grow. *Tuition* is another factor-when Misty began SWEETWATER INSTITUTE OF COSMETOLOGY; it was so EVERYONE could grow. Not just the ones who had aid, or the ones with trust funds. The tuition is set at a manageable amount for cash-pay students and is often less than the balance due between the amount aid covers and the tuition due. *Student-Teacher ratios* are kept well below state requirements. Tennessee only requires 1 teacher for up to 20 students. As of December 2019, we have 4 instructors and less than 35 students. This allows individualized help and guidance.

**Q:** What product or chemical line will I use?

**A:** Short answer-as many as possible! Instead of becoming a CHI school, a MATRIX school, a REDKEN school, etc that only teaches the intricacies of those particular product lines-we strive to provide product and education in many lines, allowing you the opportunity to fall into most salons with a very comfortable grasp on the various characteristics of each more popular product line. The differences in BSH Spray and Play, Matrix Vavoom spray, and CHI Helmet Head...that can make a transition from school to real-world a lot easier! We do rely on Matrix color primarily because it is a simple line to understand, as well as move from into other lines. We offer retail from Matrix, CHI, Redken, Sexy Hair, Esquire, Biosilk, El Patron, and Redken for Men.

**Q:** What will I be learning?

**A:** As much as we can teach to prepare you for a career! Per Tennessee State Board, as a nail tech you are only required to know how to do a silk wrap, acrylic, tip application, basic manicure, and blood exposure service. Your career will span so much further! We firmly believe that education creates opportunity. Yes, you will know enough for boards...in addition to a working knowledge of hard gels, pedicures, massage techniques, marketing, retailing, hybrid gels, sculpting, luxury treatments, etc. Esthetics professionals are now only required to know basic manipulations, blood exposure service...there are various peels, full-body waxing, massage basics, dermafilig, microdermabrasion, opportunities for advanced education with dermaplaning, lash extensions, and waxing. Cosmetology professionals are licensed to learn everything with the exception of facial modality use. We try to provide as much education as possible. All of the nail education, most of the esthetics applications, dimensional coloring, avant garde, marketing, retailing...your education, your passion, your future. It really is a beautiful thing when those things come together!

**Q:** English is not my primary language, are courses available in any other translation?

**A:** SWEETWATER INSTITUTE OF COSMETOLOGY can only provide information and instruction in English, as we do not have a multi-lingual staff. Please know that all information and lessons presented to you will be strictly in English.

**Q:** Where can I get more information?

**A:** CALL US! 423-351-0071. Let's talk and visit-we encourage EVERYONE to make sure you are comfortable with your decision before signing any contract. Let's see just how doable this career can become.

**Q:** What method of payment is preferred?

**A:** For tuition and fees, any method is welcomed-cash, card, or check. For service payments, SWEETWATER INSITUTE OF COSMETOLOGY accepts cash, card, and known checks with ID