

BellaDonna's Academy Of Cosmetology

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(Owner/Educator) "Helix" Hair Designer**

Approving Agencies:

**Tennessee State Board of Cosmetology
Tennessee State Approving Agency**

Revised 2025

SCHOOL CATALOG / HANDBOOK
DATE OF PUBLICATION February 14, 2015

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SCHOOL OFFICIALS:

Donna Byington

SCHOOL DIRECTOR, OWNER/ INSTRUCTOR / MANAGER/ADMINISTRATOR

Licensed Practitioner in the fields of Cosmetology, Platform Artist, Production Film Hair & Make-up Artist, Master Educator with 32+ years experience in the industry.

MISSION STATEMENT:

BellaDonna's Academy of Cosmetology is dedicated to a training program of outstanding quality for all men and women who desire a career in cosmetology arts and sciences. We offer a post-secondary program in education and encourage leadership, morals, citizenship, and a positive attitude of professionalism in students to enhance their career success. Our goal is to produce well-trained and properly motivated graduates to work in the cosmetology field.

EDUCATIONAL OBJECTIVES:

The objective of BellaDonna's Academy is to provide the student with an educational program, through a practical-theory approach, that will enable them to become exceptionally trained, qualified professionals. We offer a comprehensive, world recognized education in the cosmetology field, taught only in English. BellaDonna's strives to provide the students the opportunities for employment and advancement in the hair and beauty industry. We endeavor to train students to achieve a high degree of knowledge and technical skills in order for them to pursue a career in any phase of the profession, such as salon owner or manager, make-up artist, hair stylist, colorist, nail artistry, skin care specialist, and many other exciting areas with rewarding opportunities.

SCHOOL PHILOSOPHY:

BellaDonna's Academy of Cosmetology is dedicated to a training program of outstanding quality for all men and women that are accepted into the programs, whose desire is a career in beauty and hair design. The school is aware of the changing needs in this field and is continuously striving to provide the student with marketable skills, which are applicable today and in the future.

BellaDonna's offers a well-rounded education and encourages leadership, morals, citizenship, and a positive attitude of professionalism in students to enhance their career success.

It is the obligation of the school to produce well-trained and properly motivated graduates to work with potential employers in their field. The Academy works with area businesses in job placement assistance for the students. Many of our graduates have made successful careers for themselves in all areas of the country.

ADMISSION REQUIREMENTS:

A student must be at least sixteen years old, have proof of that age, social security card and a high school diploma or have completed 2 years of high school and earned (10) credits or more, or obtained a score of at least four hundred and fifty (450) on a General Educational Development test (GED) for Cosmetology Licenses (for those students enrolling in Instructor Course, a copy of their current Licenses, Copy of High School Diploma or equivalency (GED). Tennessee and this institution do not admit Ability-To-Benefit students.

TRANSFER STUDENTS POLICY:

Transfer students are accepted at BellaDonna's Academy of Cosmetology. The amount of hours contracted are dependent upon previous level of course completion and verification of hours attended. Transfer students **must attend at least 50%** of required course hours at the Academy. If bringing hours from another school, they must be accepted before classes start. After classes start, they cannot be added.

Tuition is based on a pro-rated amount. The school does not recruit students already attending or admitted to another school offering a similar program of study.

EQUAL OPPORTUNITY STATEMENT:

BellaDonna's Academy of Cosmetology does not discriminate on the basis of Sex, Race, Color, National or Ethnic Origin, Religion, Age, or Veteran status in provision of educational opportunities or employment opportunities and benefits. BellaDonna's complies with ALL Equal Opportunity Laws in its educational programs and activities it operates.

SCHOLARSHIPS AND TUITION SPECIALS:

Throughout the year, scholarships and special tuitions are awarded to perspective students. Scholarships are awarded to any interested student that has graduated within the year of enrollment and they **cannot** have hours and must be Full-Time Students. Scholarships and Special Tuitions are subtracted from the tuition upon completion of the course and become void if student is terminated, withdraws, or does not complete class by contracted end date. Student can apply for scholarship by contacting the admissions office at the school.

CURRICULUM:

All courses are taught in English and focus on the practical and theoretical concepts of human communications and the styles used in personal, social and professional environments. Students will also acquire skills in critical thinking, perception, listening, verbal and non-verbal expressions and conflict resolution. Upon satisfactory completion of the course, the student applies and pays for the State Board Examinations which is administered through PSI licensure and for the license from the State.

Units of Instruction:

Practical Requirements The Cosmetology Course is a 32 to 40 hrs per week program, consisting of at least 1500 hours of theoretical and practical training. FT students are allotted 45 weeks to complete 1500 hours. PT students are allotted 60 weeks to complete 1500 hours. For Nail tech. 600hrs. program FT 19 weeks PT 29 weeks. Esthetics 750hrs. FT 22 weeks. PT 35 weeks. Instructor 300 hrs. FT 11 weeks PT 15 weeks **This includes extra days for illness, snow days, Breaks, or any other acceptable reasons. If a student in any program falls behind in hours, to the point that will exceed their allotted time, any Scholarships or Special Tuition Breaks would be VOID and full tuition will be in effect. The student or the responsible parties will be required to pay an additional fee of \$10.00 per hour as needed, pass the contracted graduation date for completing the program.**

Cosmetology

General..... 300 hours

Sterilization, sanitation and bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, state law.

Chemical..... 600 hours

Permanent waves, hair relaxer, hair coloring, bleaching and toning, sculptured nails, hair structure and chemistry.

Physical..... 600 hours

Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures and pedicures.

TOTAL CLOCK HOURS FOR COURSE 1500

Nail Tech

General.....150 hours

Sanitation, bacteriology, anatomy, physiology, salon management, professional ethics, and state law.

Chemical.....100 hours

Product knowledge ingredients, usage of materials, manicuring, pedicures, EPA, and OSHA requirements.

Physical.....350 hours

Massage, manicuring, pedicuring, nail care, artistry, wraps, sculptured nails, gel nails, nail tips, and nail safety.

TOTAL CLOCK HOURS FOR COURSE 600

Esthetics

General.....150 hours

Sterilization, sanitation, bacteriology, anatomy, physiology, salon management, professional ethics, and state law.

Chemical.....150 hours

Skin condition, & disorders, nutrition, aging factors, product ingredients & usage, waxing, lash, brow tinting, OSHA & EPA Requirements.

Physical.....450 hours

Massage movements, manipulations, mask, and packs, facial treatments with and without the use of machines, skin analysis, consultation, application of products and machines, color psychology, make-up, corrective make-up & arching.

TOTAL CLOCK HOURS FOR COURSE 750

Upon satisfactory completion of the course, the student applies and pays for the State Board Examinations, which is administered through PSI licensure, and for the license from the State.

Student Kit Contents

STUDENT KIT CONTENTS

The Academy ensures that the kit items are in good shape and working order when issued. Once issued, all contents of the Kits/Books become the property of the student and **are NON-Refundable**. Any future defects, malfunctions or distortion of any kit item are not the responsibility of the school. BellaDonna's Academy is not responsible for any lost or stolen kit items.

All Student Kit include

The Implements required by Cosmetology State Board of Tenn.

INSTRUCTOR TRAINING COURSE:

The three hundred (300) hours of Instruction required for the instructor's course shall be apportioned as follows:

LESSON PLANNING AND MOTIVATION.....100 HOURS

Originate, prepare, and enact lessons.

GENERAL.....100 HOURS

Teaching techniques, student motivation, book knowledge, testing, classroom control, grading, visual aid equipment, state law, and product knowledge.

LECTURE AND DEMONSTRATION.....100 HOURS

Hair cutting, shampooing, roller placement, perms, finger waves, relaxers, facials, make-up, hair color/lightening, nails.

TOTAL CLOCK HOURS FOR UNITS: 300

For Instructor Training, the following is included:

One (1) textbook and all teaching demonstration materials will be provided by the school as needed throughout the course.

TUITION AND FEES:

(Books/Kit & Application Fees are non-refundable)

Cosmetology	Nail tech	Instructor Training	Esthetics
<u>\$10 Per Hour</u>		<u>Each Course</u>	

Registration, Textbook E-book Bundle(CIMA) Fees a DEPOSIT on each course NON-REFUNDABLE of \$1500.

Refresher course depends on how many hrs needed \$10.00 per hr.

(TUITIONS AND FEES ARE SUBJECT TO CHANGE)

PAYMENTS DUE 1ST OF MONTH AFTER 5TH \$10 LATE FEE ADDED PER DAY

REGISTRATION:

OPEN ENROLLMENT: Tuesday thru Friday from 10:00 am until 2:00pm.

CLASS START DATES:

Our start date varies the next Tuesday from enrollment date..

HOLIDAYS:

This Academy operates continuously during the year with the exception of the following: Summer 7 to 8 weeks, Fall 4 days, Spring 4 days, & Winter Breaks 8 to 10 days scheduled annually and during the holidays below:

New Year's Day - Independence Day – Good Friday- Thanksgiving Day 2 to 4 days -Christmas (4 to 8 days) (at the discretion of the director, the school may close due to bad weather or unforeseen circumstances).

WEATHER CLOSING ACADEMY WE GO BY NORTHEAST COMMUNITY COLLEGE Day classes CLOSING and KINGSPORT CITY SCHOOLS.

ATTENDANCE HOURS AND REQUIREMENTS:

Full-Time Students (26 hours)

8:30-3:00 Tuesday-Friday **FRIDAYS MANDATORY**

Ten (10) minute breaks between 9:55 A.M. and 10:30 A.M.

Lunch – Thirty (30) minute staggered lunch between 11:30 A.M. and 1:30 P.M. or when approved by Instructor. Ten (10) minute staggered breaks between 2:00 P.M. and 3:00 P.M. **All students MUST clock out for lunch weather you leave the campus or not to eat. These breaks include SMOKE Breaks**

Part-Time (minimum 24 hours)

Tuesday-Friday 8:30-2:30
FRIDAYS MANDATORY

Ten(10) minute breaks between 9:55 A.M. and 10:30 A.M.

Lunch –Thirty (30) minute staggered lunch between 11:30 A.M. and 1:30 P.M. or when approved by Instructor. All students must clock out for lunch weather you leave the campus or not to eat.

Attendance will be tracked by a time clock. All hours are totaled at the end of each week. Students will receive credit for all hours earned, up to 7.5 to 8 hours per day and no more than 48 hours per week (State Regulation), and hours will not be deducted for any reason. The school reserves the right to hold hours until student has maintained satisfactory progress. Students must maintain a rate of attendance (85% cumulative) in order to be in satisfactory progress.

MAXIMUM TIME FRAME:

Each student must maintain a 85% attendance at the end of the evaluation period, or the student will be placed on ATTENDANCE PROBATION. The student can achieve satisfactory progress in attendance while on probation. If the student does not raise the attendance percentage to 85% while on probation, the student is subject to termination.

The maximum time frame for a full-time student to complete the course is within 50 weeks for Cosmetology, & 14 weeks for Instructor from the contracted date.

The maximum time frame for a part-time student to complete the course is within 57 weeks for Cosmetology & 14 weeks for Instructor from the contracted date.

Time frame for Nail Tech full time to complete is within 20 weeks and Part time within 24 weeks.

Time frame for Esthetics full time to complete within 26 weeks and Part time within 29 weeks.

Periods during which a student has formally requested and received a leave of absence will not be considered in calculating this figure. Scheduled holidays or bad weather will not count in this calculation. Periods of illness, excused or unexcused absences are counted in this calculation.

ACADEMIC PROGRESS REPORT:

The student's academic standing will be evaluated at 600 and 1200 hours for Cosmetology, 250 and 500 hours for Aesthetics, 200 and 400 hours for Manicurist, and 100 and 200 hours for Instructor, for academic theory, practical performance, and attendance. A progress report will be placed in the student's file and an instructor will tell the student verbally if their progress falls below the school's guideline of 70% in any of the three areas evaluated. If the student falls below 70% in any of the three areas he/she will be placed on ACADEMIC PROBATION. (The student is considered making satisfactory progress in academic while on probation.) If the student does not raise the academic percentage to 70% while on probation the student could be subject to termination.

Periods during which a student has formally requested and received a leave of absence will not be considered in calculating this figure. Scheduled holidays or bad weather will not count in this calculation.

EXCUSED AND UNEXCUSED ABSENCES:

Absence from class without permission is not permitted. The student shall be required to report by phone and give the reason why they are going to be absent. Otherwise, the absence will automatically be considered unexcused or unauthorized. With a \$60.00 a day fee. Students absent without advanced notice must call in by 8:25 a.m. All unexcused Fees must be paid as tuition pmt the following month on the 1st, if not received by the 5th there is and will be a \$10 a day late charge if paid after the 5th of each month.

Excused or Authorized absences occur when a student is prevented from being in attendance because of reasons beyond the student's control, i.e., personal sickness in the student's immediate family, death, accident, etc.

Absence due to sickness of 3 (three) or more days must be proven by a doctor's statement or authorized (excused) by the school director or instructor in charge. Written reasons on non attendance forms for all absences must be signed by the student and administrator and kept in the student's file.

Any other absence is considered unexcused. All students are responsible for making up any work missed while absent. The student is responsible for attaining any information they have missed.

Students must graduate by the time of the contract end date or will be charged a \$10.00 per hour fee for extra-instructional charges. These charges must be paid by the student each month as they become due. *(These extra-instructional charges may be waived or deferred at the discretion of the school director).*

LEAVE OF ABSENCE:

This institution will grant leave of absence in case of sickness or where the faculty deems advisable. The contract end date will be recalculated based on the amount of the leave. STUDENTS TUITION PMTS. CONTINUE TO BE DUE WHILE ON LEAVE EACH MONTH on the 1st. A student on a leave of absence will return at the same status upon which he or she departed. This leave of absence must be in writing and **is not extend over 90 days in a 12 month period.** Students who do not return from a leave of absence, last date of leave is used as the termination date. **Note You will not be giving a Refund..**

TARDINESS:

If a student is more the **TEN MINUTES LATE, they will not be allowed to clock in until the conclusion of theory class at 10 AM.** Every third(3rd) tardy is considered to being unexcused absence with fee of \$60. All unexcused Fees must be paid as tuition pmt the following month on the 1st, if not received by the 5th there will be a \$10 a day late charge.

NOTIFICATION OF ABSENCE:

The student is responsible for notifying the Instructor in charge or the Director of the school, **by phone call or text message, each day,** they will not be in attendance . **In the event a student misses 2 weeks without notification, that student will be considered terminated and must re-enroll.** It is at the discretion of the Director if student can re-enroll.

RE-ENTRY:

If a student who discontinued his or her studies at one time or was terminated by the school for lack of progress or violation of school rules, will be allowed to appeal the decision and re-enroll at the discretion of the owner. This student will return at the same status at which he or she departed. Tuition will be based on a pro-rated schedule. **Plus a RE-ENTRY FEE OF \$500.00**

WITHDRAWAL ADMINISTRATIVE FEE:

Students **withdrawing will be charged a withdrawal/transcript administrative fee of \$250.00.**

PRIVACY POLICIES:

Students (if minor, the parents or legal guardian) may access his/her records at any times by requesting written authorization of a copy from a senior instructor or a school administrator.

Information contained in student files is considered confidential and shall be released to other individuals only upon the student's (if minor, the parents or legal guardian) prior written consent and authorization, with the following exceptions: to school officials who have legitimate educational interest in the records; to officials of another school upon request if the student intends to enroll at that institution; to certain officials of the U.S. Department of Education in connection with the student's request for or receipt of Title IV financial aid (*school not yet eligible for Title IV funds*) force the terms and conditions of the aid; to accrediting commissions to carry out their functions; to comply with judicial order to lawfully-ordered subpoenas.

Before publishing "directory information" such as name, address, phone, date & place of birth, major field of study, dates of attendance, degrees & awards, date of graduation, previous school attended/date of graduation from previous school, the student has the right to deny authority to publish one or more of these items.

DRESS CODE:

Students must obey all rules of personal hygiene, sanitation, and sterilization while in school. Students wearing soiled uniforms will not be admitted to class. Shoes/ laces must be clean, and polished. Students must wear the required uniform the school has chosen.

Cosmetology / Esthetics / Manicurist

Students (both male and female) must wear scrubs prescribed by the school. Additional school shirts prescribed by the school may also be worn (under the scrubs). Students, both male and female, must wear closed shoes. This includes having hair and make-up done & completed. Name tag provided by Academy on right top of scrub top.

Jr. Instructor & Trainee: Professionally dressed. ID Name Tag at all times.

ALL STUDENTS:

Pants should be long enough to touch the top of your shoes and not fit tight at the ankles. If you wear a skirt or dress, it must cover your knees. **No unauthorized hats, scarf, T-shirts, sweatshirts, or cut-off shirts.** This includes shirts, which show the mid drift when arms are raised. No other shirts are allowed.

GRADUATION AND DIPLOMAS:

Once a student successfully completes the required number of clock hours as specified in the catalog and on the contract, **pass all written and practical examinations with a 70% average or above** (including a final exam) and satisfy all financial obligations to the school, the student will be presented with the following diplomas:

BellaDonna's Academy of Cosmetology DIPLOMA

This diploma attests to the fact that the student has completed all school and state requirements for their course of study.

EMPLOYMENT ASSISTANCE:

The School has not made and will not make any guarantees of employment or salary upon graduation. The School will provide placement assistance, which will consist of identifying employment opportunities and advisement on appropriate means of attempting to realize these opportunities.

CAREER OPPORTUNITIES:

Salon Opportunities: Hair designer, Color Specialist, Nail Technician, Salon Owner, Esthetician (Skin Care and Makeup)

Travel Opportunities: Platform Artist, Consultant, Competition Designer

Glamorous Opportunities: TV/Motion Picture Designer, Celebrity Designer

Scientific Opportunities: Manufacturer's Representative, Research Assistant

Educational Opportunities: Corporate Educational Director, School Owner, Educational Consultant, Educational Instructor

FACILITIES:

The school is located one block from a major thoroughfare in Kingsport, TN. It consists of 9000 square feet, with classrooms, four restrooms, a student lounge, office, reception area, and a clinic floor with, five (5) shampoo bowls; five (5) dryers; five (5) manicuring tables; twenty (21) styling stations; twenty (21) styling

chairs. Six (8ft) long classroom folding tables; twenty-one (21+) classroom chairs, one (8in1) machine, 2(two) facial beds, .

PAYMENT PLANS:

We offer students monthly payment options that are specified on our student agreement. We also advise that Eastman Credit Union will help students with 100% financing options to all who qualify

GRADING POLICY:

All students are tested on practical and theoretical subjects and are given a percentage grade that factors into the cumulative academic average. Our grading scale is as follows:

A	=	93 to 100
B	=	86 to 92
C	=	80 to 85
D	=	70 to 79
F	=	Below 70%

Students must maintain a cumulative average of 70% in order to be in satisfactory progress (*Refer to Satisfactory Progress Policy for specific information*).

Students receive theory grades exam work. Laboratory work is based on a pass/fail (satisfactory/unsatisfactory) basis. There are clinic sheets with services that each student must complete before graduation. The clinical grade is not weighted into the overall GPA.

REFUND/CANCELLATION POLICY:

- a. An applicant not accepted by the school is entitled to a refund of all monies paid, **less the \$1500.00 deposit for application fee and books E-Book (CIMA) fees \$1500 non refundable fee.**
- b. A student (or in the case of a student under legal age in Tennessee, his/her parents or guardian) may cancel enrollment, in writing, within three (3) business days after the contract has been signed. and all **monies collected by the school shall be refunded, less the \$1500.00 non-refundable application fee, and books fee.** Date will be determined by the postmark on the written notification or the date said information is delivered to the administrator/owner. This policy applies regardless whether or not the training has begun.
- c. If a student cancels his/her enrollment after the three business days, and signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, **less the non-refundable Books/application and the registration fee of \$1500.00**
- d. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered:

<i>Percentage of Scheduled Hours to Total Length of Course</i>	<i>Amount of Total Tuition Owed to the School</i>
0.01% to 4.9% (0to74.5hrs)	20%
5% to 9.9% (75to149.5hrs)	30%
10% to 14.9% (150to224..5hrs)	40%
15% to 24.9% (225to374.5hrs)	45%

25% to 49.9% (375to749.5hrs)	70%
50% and over (750to1500hrs)	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of formal termination reported by the student or the school. Any monies due to the applicant or student shall be refunded within 30 days of formal termination by the student as defined in Item b or formal cancellation/termination by the school which shall occur no more than 30 days from the last day of physical attendance or in the case of a leave of absence, the documented date of return.

- e. In case of illness, disabling accident or death in the immediate family, the school will make a settlement, which is reasonable and fair to both. If a student temporarily withdraws due to pregnancy, death in the family, financial reasons, or other official interruption of training, s/he will return to school in the same satisfactory progress status at which s/he had left.
- f. **Books and kits are the property of the student (once received) and cannot be returned to the school for a refund.** If the school is permanently closed and no longer offering instruction after a student has enrolled, **but prior to the student attending class** the student shall be entitled to 100% refund of all monies collected by the Institute. **In the event a student has already begun classes, the student will refer to percentage length completed to total length of course and amount of total tuition owed to the school.**
- g. **Student's who DO NOT RETURN** from a leave of absence, **last date of leave is used as the Termination date.**
- h. If the school permanently closed or no longer offers instruction after a student enrolled, the school will provide a pro rata refund of tuition to the student. If the course is cancelled 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. The school does not participate in any teach-out plans with other institutions.

COMPLAINT / CONCERN POLICY

In an effort to attempt resolution of problems or concerns, we believe that an orderly complaint resolution procedure will be most helpful in trying to work out the problems or concerns that you may have. **If you have a complaint or concern, please see the director for Grievance form.**

RULES AND REGULATIONS OF THE SCHOOL:

A PROFESSIONAL APPEARANCE MUST BE MAINTAINED AT ALL TIMES. ANY STUDENT IN VIOLATION WILL NOT BE PERMITTED TO ATTEND CLASSES!!!

ALL STUDENTS MUST ADHERE TO THE FOLLOWING RULES AND REGULATIONS OR BE SUBJECT TO DISMISSAL.

Professional conduct is expected from all students enrolled BellaDonna's Academy of Cosmetology. Students should familiarize themselves with the rules of the school, before enrolling. Rules and regulations will be reviewed on orientation day. These rules and regulations have been developed and published to protect all students from unnecessary disruption; therefore failure to abide by the rules may be grounds for dismissal.

During special demonstration class, no student will be dismissed from that class, unless working on a client. Rudeness during a demonstration will not be tolerated. Textbooks and equipment may be obtained through the school office.

No borrowing of such materials will be tolerated. Lost items or equipment must be replaced at the expense of the student.

Instructors may give permission for students to perform services on each other only after all mandates are done.

Full-time students are allotted a 30 minute lunch, and two 10 minute breaks Unless leave early of day then allotted only one 10min break. All students must clock out for lunch weather you leave the campus or not.

All students must clock out if you leave the campus for any reason, no matter the length of time. Getting caught “on the clock” and not being on campus can result in a suspension. An instructor must be informed if you need to leave earlier than scheduled. After 10:00 am, no student will be allowed to clock in. Unless Approved otherwise by instructor

Daily cleanup duties are assigned to students, and students are responsible in helping maintain clean and sanitary conditions in the school. Cleanup must be completed and checked by an instructor before leaving each day. **Students are also responsible for keeping their own station area clean.**

Students must have permission from an instructor BEFORE helping another student who is working on a client. Students will not visit with another student while they are working on a client.

Patrons are to be greeted and handled in a cheerful, professional manner. **Refusal to take a patron will result in being sent home, and /or suspension. Students are to take patrons as assigned to them. STUDENTS ARE NOT TO ASSIGN PATRONS TO OTHER STUDENTS UPON COMPLETION OF GRADUATION ONLY THE INSTRUCTOR IS TO DO SO.**

No student may clock another student in or out. Each student has the responsibility to clock in/out each day and during their lunch period.

No borrowing another student items (hair dryer, clips, cape, etc) WITHOUT PERMISSION. If student not present NO BORROWING

The Tennessee State Board Exam is only given in English, therefore it is required while on the clinic floor, or working on clients, students must use the English language.

Students will be held responsible for their own equipment and personal property, keeping it clean and sanitary.

Silence is to be observed in the classroom. Unnecessary noise or conversation will not be allowed.

Telephone calls, except for emergencies, are not permitted while in school. When it is necessary to use the telephone, permission must be obtained from the instructor in charge and the call limited to three (3) minutes.

Cell phones must be OFF and kept in your purse during class. They may only be used outside of the building or in the break room while on break or lunch (NOT CLASS ROOM).

Students are not permitted to cause discord. Students will not slander, backbite, use foul language, fight, or gossip about other students, faculty, curriculum, facilities or be involved in any criminal activities.

Professionalism is expected from all students. Any problems or questions should be taken to the Instructors or School Director, and will be dealt with on an individual basis.

Students must not to smoke, Vape, (e-cigs) or eat except in designated locations and at designated times. Students may not park anywhere in the parking lot, except as designated by the school.

The School Director and Instructors have the authority to dismiss and terminate any student who does not obey the rules and regulations set forth in this catalog, or any other rule or regulation made part of these by way of a bulletin.

Any student that refuses the direction of any instructor or showing disrespect to an instructor, is subject to termination.

At the discretion of the Director, these rules and regulations may be changed, and posted on the bulletin board.

A student may be terminated for violation of any rule or regulation of the college or misconduct, nonpayment of tuition, poor attendance, or failure to maintain satisfactory progress.

DRUG POLICIES: The use of or selling drugs and/or alcoholic beverages or stealing will be grounds for immediate termination and/or prosecution. **We have the right to periodic drug checks.** This may involve the use of police if the school feels it is necessary.

USE OF PROFANITY: Vulgarity and profanity on school premises will not be tolerated and may result in the use of disciplinary action.

VIOLENCE: Students involved in any form of violence or threatening the use of physical violence with another student, staff member or a client will be suspended and may be terminated from the school. Weapons of any kind are not permitted on school premises.

The school is licensed by:

**TN State Board of Cosmetology
500 James Robertson Pkwy
Second Floor
Nashville, TN 37243
Phone # (615) 714-2515**

I certify that I have read this school catalogue, and hereby agree to the terms, conditions, rules and regulations of BellaDonna’s Academy of Cosmetology.

Signature of Student

Date

Signature of Instructor

Date