



St. Joseph Beauty University of Hair & Nail Design

Phone: (816) 279-3519

Fax: (816) 279-8171

Email: stjoebeauty@yahoo.com

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Visit our website for a complete list of programs and services offered.

www.stjoebeauty.com

St. Joseph Beauty University

History

In 1952, the Missouri State Board of Cosmetology issued a school license to William and Helen Gilchrist for St. Joseph Beauty University, located at 805 ½ Frederick Avenue, St. Joseph, MO.

In July of 1966, the school moved to 22nd and Mitchell, St. Joseph, MO. The name and ownership remained the same. On

April 14th, 1987, the ownership of the school changed, and a new school license was issued to St. Joseph Beauty University Inc., Robby Robertson. The name and address remained the same.

In September 2006, the Missouri State Board of Cosmetology approved a change of ownership and a new license to Cheryl Cattan. The name and address remained the same.

On October 28th, 2008, Cheryl moved the school to our present location on the Belt Hwy in the Anderson Ford Plaza.

December of 2011 Missouri Board of Cosmetology & Barber Examiners approved & licensed St. Joseph Beauty University of Hair & Nail Design as a “Cross-Over” school. That allows instruction of barbering to be taught in addition to our other programs.

Facility

St. Joseph Beauty University is located at 2207 N Belt Hwy in St. Joseph, MO. The building has 4200 square feet with an open clinic floor, a classroom, a facial room, manicure and pedicure areas, and administrative offices. The facility can accommodate a maximum of 6 Barber students, 50 Cosmetology students, 6 Manicuring students, and 6 Esthetic students.

Staff & Management

Cheryl Cattan, Owner
Jeanette Moran, Director

Mission Statement

To provide quality education and instruction by highly qualified and trained instructors in the fields of Cosmetology, Manicuring, and Esthetics and to promote strong work ethics and instill professionalism in each student.

Program Start Dates

2024

Start Date	Last Day to Enroll	Approximate Graduation Date
January 15th, 2024	December 20th, 2023	October 22nd, 2024
March 11th, 2024	February 12th, 2024	January 19th, 2025
May 13th, 2024	April 26th, 2024	March 21st, 2025
July 18th, 2024	June 21st, 2024	May 23rd, 2025
September 19th, 2024	August 20rd, 2024	July 24th, 2025
November 11th, 2024	October 25th, 2024	September 9th, 2025

2025

Start Date	Last Day to Enroll	Approximate Graduation Date
January 13th, 2025	December 20th, 2025	October 22nd, 2025
March 10th, 2025	February 12th, 2025	January 24th, 2026
May 12th, 2025	April 26th, 2025	March 21st, 2026
July 14th, 2025	June 16th, 2025	May 23rd, 2026
September 8th, 2025	August 23rd, 2025	July 24th, 2026
November 10th, 2025	October 15th, 2025	September 19th, 2026

2026

Start Date	Last Day to Enroll	Approximate Graduation Date
January 12th, 2026	December 20th, 2025	October 21st, 2026
March 9th, 2026	February 12th, 2026	January 19th, 2027
May 11th, 2026	April 21th, 2026	March 21st, 2027
July 13th, 2026	June 21st, 2026	May 23rd, 2027
September 14th, 2026	August 23rd, 2026	July 24th, 2027
November 9th, 2026	October 25th, 2026	September 24th, 2027

Academic Calendar

Holiday Schedule

New Year's Day, Memorial Day,
Independence Day, Labor Day, Veterans
Day, Thanksgiving, Christmas, and
December 26th

*Closings are subject to change due to
scheduling*

School Closures

Inclement weather or other unforeseen
circumstances may result in the closure of
the school. Please see the school's
attendance policy for more information.

Program Hours

Cosmetology

- 1500 Hours // Approx. 45 weeks
- 8:45 AM to 5:00 PM Monday -
Friday

Manicuring & Nails

- 400-600 Hours // Weeks will vary
- 8:45 AM to 5:00 PM Monday
through Friday

Esthetics

- 750 Hours // Approx. 19 weeks
- 8:45 AM to 5:00 PM Monday
through Friday

Barber

- 1200 Hours // Approx. 30 weeks
- 8:45 AM to 5:00 PM Monday
through Friday

Hairdresser

- 1500 Hours // Approx. 45 weeks
- 8:45 AM to 5:00 PM Monday
through Friday

Instructor Training

- 600 Hours // Approx. 15 weeks
- 8:45 AM to 5:00 PM Monday
through Friday

Cosmetology

Crossover to Barbering

- 45 Hours // Approx. 2 weeks
- 8:45 AM to 5:00 PM Monday
through Friday

Cosmetology Crossover to Cosmetology

- 250 Hours // Approx. 6 weeks
- 8:45 AM to 5:00 PM Monday
through Friday

*Part time is no less than 30 hours per week 8:45- 3

Admissions

Admission Policy

Students seeking to enroll in St. Joseph Beauty University must possess a reasonable ability to benefit from the training, proof of meeting the minimum age and education level requirements outlined by the Missouri State Board of Cosmetology and Barber Examiners.

Please see below for current general admissions requirements and additional requirements that may be program-specific.

Requirements for all programs

- Completion of 10th grade or higher, GED, or HS diploma
- Must be 17 years of age or older at the completion of the chosen program
- *Your criminal history may be examined and considered by the State Board.*

Non-Discrimination Policy

St. Joseph Beauty University does not discriminate based on race, age, color, sex, ethnic origin, creed, marital status, veteran status, sexual orientation, disability, religion, or any other basis prohibited by federal or state law, in the application, admission, operation, participation, access, and treatment of students in any school-related activities and operations.
All courses are written and instructed in English.

Requirements for Barber Programs:

- Applicant must meet general requirements
- Medical Exam required

Requirements for Crossover Programs:

- Applicant must meet general requirements
- Student's license in good standing for a minimum of 1 year

Admissions Checklist

All programs

- ☐ Complete an Application for Admission
 - The enrollment fee is due at this time (\$150.00; for refund information, please see the Refund Policy section for more details)
 - \$150.00 payable to SJBU for processing documentation (non-refundable)
 - Re-enrollment fees \$50 (if previously enrolled in the same program at SJBU)
- ☐ Provide proof of age
 - Valid government-issued ID or birth certificate
 - You must have written approval of parents if under 18 years of age and must be 17 years of age upon completing the program to be eligible for the Missouri State Board exam.
- ☐ Provide proof of Education level
 - Diploma or documentation of high school completion/GED
 - Change of name documentation if the name on the proof of age differs from the proof of high school completion.
 - Homeschooled or foreign-educated applicants may require a meeting with the Campus Director to establish the required documentation.
- ☐ (2) 2x2 photos (picture must be with a white background or backdrop)
- ☐ Pay remaining required costs due before the 1st day of class
 - Student kit, books, and uniform costs will vary by program

For more information on these costs and refund eligibility, please see your program-specific costs and the Refund Policy.

Barber/Barber Crossover Students:

- ☐ A medical exam is required

Transfer & Readmitted students:

- ☐ Program costs and requirements will be assessed during your initial meeting with the campus director before enrollment

Questions? Please contact the Campus Director.

Barber Program (currently not enrolling for this program)

This program utilizes lecture, lab, and review to prepare the student for the State Board Examination upon completing 1200 clock hours. Upon receiving a professional license, students will possess the skills and knowledge to be employed in entry-level barber positions.

Course Hours

History	5	Mustache & Beard Design	325
Professional Image	5	Permanent Waving	30
Bacteriology	5	Chemical Hair Treatments	40
Sanitation & Safe Work Practice	35	Hair Coloring	50
Implements, Tools, & Equipment	15	Hairpieces	5
Properties & Disorders of the Skin, Scalp, & Hair	15	Chemistry	10
Treatment of Hair and Scalp	20	Anatomy & Physiology	10
Facial Massage & Treatment	5	Shaving	35
Salesmanship & Management	10	State Law	10
Hair Cutting	525		
Hairstyling	325	Total Hours	1200

Program Costs*

Registration Fee, State License Fee, & key fob	\$150.00
Student Kit	\$900.00
Books & Review Resources	\$500.00
Tuition	\$14,860.00
Total Program Cost	\$16,410.00

*For more details regarding uniforms, student kits, and books/resources, please see the Student experience section of the course catalog. These items must all be purchased through SJBU.

Additionally, program payment deadlines may be found under Admissions; you may find refund information under the Refund Policy.

Upon completion of this program, students must pay applicable fees for the State Board Exam & additional fees required by the board.

Cosmetology Program

This program utilizes lecture, lab, and review to prepare students for the State Board Examination upon completing 1500 clock hours. Upon receiving a professional license, students will possess the skills and knowledge to be employed in entry-level cosmetology positions.

Course Hours

Shampooing of all kinds	40	Cosmetic chemistry	25
Hair coloring, bleaches, and rinses	130	Salesmanship & management	10
Haircutting and shaping	130	Sanitation and sterilization	30
Permanent waving and relaxing	125	Anatomy & Physiology	20
Hair setting, Pin curls, Finger waves, Thermal curling	225	State Law	10
Comb outs & hairstyling	105	Misc. lab, lecture, and review	470
Scalp treatments & scalp diseases	30		
Facials, eyebrows, and arches	40		
Manicuring, hand/arm massage, treatments of nails	110	Total Hours	1500

Program Costs*

Registration Fee, State License Fee, & key fob	\$150.00
Student Kit	\$900.00
Books & Review Resources	\$500.00
Tuition	\$15,150.00
Total Program Cost	\$16,700.00

For more details regarding uniforms, student kits, and books/resources, please see the Student experience section of the course catalog. These items must all be purchased through SJBU.

Additionally, program payment deadlines may be found under Admissions; Refund information may be found under the Refund Policy.

Upon completion of this program, students must pay applicable fees for the State Board Exam & additional fees required by the board.

Instructor Program

This program utilizes lecture, lab, and review to prepare students for the State Board Examination upon completing 1500 clock hours. Upon receiving a professional license, students will possess the skills and knowledge to be employed in entry-level cosmetology positions.

Course Outline

Basic Principles of Student Teaching	200	Practice Teaching	300
Psychology as applied to cosmetology	40		
Business experience or management	110	Total Hours	600

Program Costs*

Registration Fee, State License Fee, & key fob	\$150.00
Books & Review Resources	\$500.00
Tuition	\$2,990.00
Total Program Cost	\$3,640.00

For more details regarding uniforms, student kits, and books/resources, please see the Student experience section of the course catalog. These items must all be purchased through SJBU.

Additionally, program payment deadlines may be found under Admissions; Refund information may be found under the Refund Policy.

Upon completion of this program, students must pay applicable fees for the State Board Exam & additional fees required by the board.

Esthetician Program (currently not enrolling for this program)

This program utilizes lecture, lab, and review to prepare students for the State Board Examination upon completing 750 clock hours. Upon receiving a professional license, the student will possess the skills and knowledge to be employed in an entry-level Esthetician position.

Course Outline

Facials, cleansing, toning, and massaging	120	Cosmetic chemistry, products, and ingredients	75
Make-up application, all phases	100	Salesmanship and Salon Management	55
Hair removal	30	Sanitation, sterilization, and safety	45
Body treatments, aromatherapy, and wraps	120	State law	10
Reflexology	35	Misc. lab, lecture, and review	75
Cosmetic sciences, structure, condition, disorder	85	Total Hours	750

Program Costs

Registration Fee, State License Fee, & key fob	\$150.00
Student Kit	\$900.00
Books & Review Resources	\$500.00
Tuition	\$14,000.00
Total Program Cost	\$15,550.00

For more details regarding uniforms, student kits, and books/resources, please see the Student experience section of the course catalog. These items must all be purchased through SJBU.

Additionally, program payment deadlines may be found under Admissions; Refund information may be found under the Refund Policy.

Upon completion of this program, students must pay applicable fees for the State Board Exam & additional fees required by the board.

Hairdresser Program

This program utilizes lecture, lab, and review to prepare students for the State Board Examination upon completing 1500 clock hours. Upon receiving a professional license, students will possess the skills and knowledge to be employed in entry-level cosmetology positions.

Course Outline

Shampooing of all kinds	40	Cosmetic chemistry	25
Hair coloring, bleaches, and rinses	130	Salesmanship & management	10
Haircutting and shaping	130	Sanitation and sterilization	30
Permanent waving and relaxing	125	Anatomy & Physiology	20
Hair setting, Pin curls, Finger waves, Thermal curling	225	State Law	10
Comb outs & hairstyling	105	Misc. lab, lecture, and review	580
Scalp treatments & scalp diseases	30		
Facials, eyebrows, and arches	40		
		Total Hours	1500

Program Costs*

Registration Fee, State License Fee, & key fob	\$150.00
Student Kit	\$900.00
Books & Review Resources	\$500.00
Tuition	\$15,150.00
Total Program Cost	\$16,675.00

For more details regarding uniforms, student kits, and books/resources, please see the Student experience section of the course catalog. These items must all be purchased through SJBU.

Additionally, program payment deadlines may be found under Admissions; Refund information may be found under the Refund Policy.

Upon completion of this program, students must pay applicable fees for the State Board Exam & additional fees required by the board.

Manicuring & Sculpted Nails Program

This program utilizes lecture, lab, and review to prepare students for the State Board Examination upon completing 400-600 clock hours. Upon receiving a professional license, students will possess the skills and knowledge to be employed in entry-level manicuring and sculpted nail positions.

Course Outline

Manicuring, hand/arm massage, treatment of nails	220	State Law	10
Salesmanship & shop management	20	Study of the use and application of certain chemicals	140
Sanitation and sterilization	50	Misc. lab, lecture, and review	140
Anatomy	20	Total Hours	600

Program Costs

Registration Fee, State License Fee, & key fob	\$150.00
Student Kit*	\$800.00
Books & Review Resources	\$500.00
Tuition *	\$6,060.00
Total Program Cost	\$7,510.00

For more details regarding uniforms, student kits, and books/resources, please see the Student experience section of the course catalog. These items must all be purchased through SJB�.

Additionally, program payment deadlines may be found under Admissions; Refund information may be found under the Refund Policy.

Upon completion of this program, students must pay applicable fees for the State Board Exam & additional fees required by the board.

Cosmetology/Hairdresser/Barber Transfer Hours

Program Costs*

Registration Fee, State License Fee, & key fob	\$150.00
Student Kit*	\$900.00
Books & Review Resources	\$500.00
Tuition*	***
Total Program Cost	Varies

*Kit and Tuition costs may vary. Those transferring with at least 51% of the required program hours will be charged \$10.10 per remaining credit hour, and those with less than 51% will pay the full program tuition for the program. Hours will be billed at a rate of \$10.10 per hour. For more details regarding uniforms, student kits, and books/resources, please see the Student experience section of the course catalog. These items must all be purchased through SJBU.

Additionally, program payment deadlines may be found under Admissions; Refund information may be found under the Refund Policy.

Upon completion of this program, students must pay applicable fees for the State Board Exam & additional fees required by the board.

Crossover Programs

Crossover to Cosmetology (250 hours)

Program Costs

Registration Fee, State License Fee, & key fob	\$150.00
Student Kit	\$900.00
Books & Review Resources	\$500.00
Tuition (w/ 51% or less remaining)	\$4,905.00
Total Program Cost	\$6,430.00

Crossover to Barber (45 hours)

Program Costs

Registration Fee & State License Fee	\$150.00
Tuition, Razor, Manikin, & Book	\$1,000.00
Total Program Cost	\$1,150.00

For more details regarding uniforms, student kits, and books/resources, please see the Student experience section of the course catalog. These items must all be purchased through SJBU.

Additionally, program payment deadlines may be found under Admissions; Refund information may be found under the Refund Policy.

Upon completion of this program, students must pay applicable fees for the State Board Exam & additional fees required by the board.

Other Programs

Refresher Program & State Board Examination Practice & Preparation

Program Costs

Registration Fee, State License Fee, & key fob	\$150.00
*Student Kit (as needed)	\$900.00
*Books & Resources (as needed)	\$500.00
State Board kit (as needed)	\$200.00
Tuition (1-600 hours)	\$6,000.00

Additionally, program payment deadlines may be found under Admissions, refund information may be found under The Refund Policy.

Upon completion of this program, student's must pay applicable fees for the State Board Exam & additional fees required by the board.

Financing

Monthly payments of \$260 with the program balance due at graduation.

Forms of Financial Aid Accepted

GI Bill Benefits- Aid may be available to eligible veterans that enroll in approved courses. (For those who qualify)

- Contact VA for eligibility & benefit information
 - (888) 442-4551

Vocational Rehabilitation- (For those who qualify)

- Contact VR for eligibility & benefit information
 - (816) 387-2280
 - KS (913) 367-5345

Community Action Partnership- (For those who qualify)

- Contact CAP for eligibility & benefit information
 - (816) 232-8803

Extra Instructional Charges

Extra instructional charges will be assessed if the student shall be held after 1500 hours due to not holding a 75% grade average; they will have to pay \$5.80 per hour for every hour until the grade average is 75%.

Key Fob replacements \$25.00

Refund Policy

For refund computation purposes, the last day of physical attendance will determine the termination date. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.

If a student (or in the case of a student under the legal age, their parent or guardian) cancels their enrollment agreement and requests their money back in writing within three business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded except the \$5.00 application fee to the State Board for the student license. The cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the school administration in person.

After the student has enrolled and begins classes, the cost of student kits, books, uniforms, and supplies will not be refunded and will not be calculated in the refund. The student kits, books, and supplies become the property of the student when issued and paid for and are not refundable. A percentage of the tuition is retained by the school for services rendered. Any items left by the student for ten days after termination will become the property of the school. The student will be responsible for contacting the Director to pick up any belongings within ten days. Once these items have become the school's property, you will be responsible for purchasing a brand new kit or books upon re-enrolling. Vocational rehabilitation clients will be responsible for contacting their counselor to make pickup arrangements for their belongings.

The following refund calculations will apply to the listed course for students who enroll and begin classes. Enrollment is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due to the applicant or student shall be refunded within 40 days of formal cancellation by the student.

If the school is permanently closed and is no longer offering instruction after the student is enrolled, the student shall be entitled to a prorated refund on tuition. If a course is canceled after enrollment, the school will fully refund all monies paid.

For Veterans or eligible persons, a refund of the unused portion of tuition, fees, and other charges will be made to veterans or eligible persons who fail to enter or fail to complete the course as required by the Department of Veterans Affairs regulations CFR 21. 4255. The refund will be within 10% of an exact pro-rated refund. No more than \$10 of the established registration fee will be retained if a veteran or eligible person fails to enter the course. The refund amount will be paid within 40 days.

All monies due to the student shall be refunded within 40 days of formal cancellation; any monies owed to the school must be paid within 30 days unless other arrangements have been made.

If a student succumbs to death or is disabled in a capacity that prevents them from performing duties required of their chosen career, then the remainder of the fee for the hours they used while in attendance prior to the death or disability will be due to the school.

If a student terminates their enrollment, they are responsible for repurchasing this for \$500 at the time of re-enrollment.

The following schedule of tuition adjustment is authorized:

Barber/Cosmetology/Hairdresser Students

Hours Accrued	Weeks of Enrollment	% of Tuition Earned
0 to 75	1 day to 4 weeks	20%
76 to 225	5 weeks to 9 weeks	30%
226 to 375	10 weeks to 12 weeks	45%
376 to 750	13 weeks to 18 weeks	70%
751 to 1500	19 weeks to 45 weeks	100%

Esthetician/Instructor Training/Manicuring

Hours Accrued	Weeks of Enrollment	% of Tuition Earned
0 to 30	1 day to 4 weeks	20%
31 to 90	2 weeks to 3 weeks	30%
91 to 150	4 weeks to 5 weeks	45%
151 to 300	6 weeks to 9 weeks	70%
301 to 750	10 weeks to 20 weeks	100%

The refund fee will be determined by which is greater, weeks of enrollment or hours accrued.

Student Experience

Student Expectations

Physical Demands

Careers in cosmetology and related programs do require an amount of physical stamina. Prolonged periods of standing, sitting, bending at the waist, manual dexterity, and lifting will be required. Students should expect to perform these physical demands during their time enrolled and in their careers following graduation.

Barber students are required to have a physical examination.

Licensing

In addition to meeting graduation and licensing requirements, The Missouri Board of Cosmetology and Barber Examiners may examine the criminal history of students pursuing licensure.

Hazards

The Missouri Board of Cosmetology and Barber Examiners and St. Joseph Beauty University find great importance in ensuring students have a safe working environment, including stringent sanitary procedures. Therefore, there are minimal hazards expected to be encountered during training. However, the possibility does exist.

Resource Partnerships

- Books
 - Milady Pro
- Kits
 - Marianna Beauty
- Uniforms
 - Uniform T-Shirts-The Mark-It
 - Aprons- Marianna or BOSS
- Reviews
 - CIMA
 - A next-generation digital learning platform for students
 - **If the student terminates their enrollment, they are responsible for repurchasing this for \$500 at the time of re-enrollment.**

Uniform

Cosmetology/Nail/Hairdresser/Instructor/Esthetician

- Black scrub pants*, close-toed shoes*, SJBU shirt or other approved shirt, SJBU apron or jacket
- Black scrub pants*, close-toed shoes*, SJBU shirt or other approved shirt, SJBU barber jacket

All uniform costs are non-refundable

*Items marked are not included in uniform costs and must be purchased by the student

Supplies List

- A tablet or laptop with a keyboard
- Student kit- Must be purchased from SJBU
- Books- Must be purchased from SBJU
- Uniform- Must be purchased from SJBU
- Note-taking & general education supplies of your choice
 - Suggested:
 - Notebooks
 - Index cards
 - Two 2 inch binders
 - Pencils & pens
 - Black & silver sharpies
 - 3 different colors paint pens
 - 2 locks with 2 keys or combination

Graduation & Licensing

Employment Assistance

Students who have met the school's standards for graduation will be assisted in their search for employment. Employment assistance includes résumé writing, promoting the student's skills and abilities, and referrals to incoming job orders. The school cannot and will not guarantee employment.

Graduation Requirements

- 17 years of age
- Completion of required program hours
- A grade point of 75% or greater
- Attendance of 85% or greater

Licensing Requirements

- Clinic and theory hours are required by the state and are a part of your academic program. After satisfactorily completing the training requirements, you will receive your graduation certificate and take the state examination. Your license will be honored anywhere in the state you examined and successfully passed and through the reciprocity act in many states. Please check with the individual state you wish to work in.
- All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination required to be taken by an applicant applying for a license. (\$329.040)

Satisfactory Progress

St. Joseph Beauty University's satisfactory progress policy applies consistently to all enrolled students.

To be deemed making satisfactory progress, a student must:

- Maintain a grade point of 75% or higher
- Maintain attendance of 85% or higher

Any student who does not satisfy one or both standards is considered making unsatisfactory progress and must meet with the school administration. Administration, at its discretion, may suspend or terminate the student if deemed appropriate. This decision will be based on the student's ability to finish the program within the maximum time frame, willingness to put forth the academic effort, ability, attitude, and tuition payment.

Attendance

- The school is open Monday through Friday from 8:45 AM to 5 PM, except for pre approved holidays and possible closing due to inclement weather. If the school closes due to inclement weather, it will be announced on the local television and radio stations. If an announcement is not made, the school will be open, and attendance is required.
- Students who are going to be absent or late are required to call in before 8:30 AM. The student is expected to be here by 11 AM unless otherwise stated when calling in. If a student shows up after 11 AM with an unexcused tardy, they will be sent home for the day. This will be an unexcused absence.
- Attendance is determined by the time shown on a student's time card. The student is required for clocking in and out at the time of arrival and departure and for lunch breaks. No student is allowed to punch another student's time card. If the student is late, they will be docked in quarter-hour increments. Failure to clock in or out may result in the students not receiving credit for those hours.
- Students must be clocked in and in the classroom by 8:55 AM. At this time, the doors will be locked until 10 AM for theory class. You may not clock in during this time. This time counts as an unexcused absence and will add a late fee of \$10 per hour.
- If the student receives more than one no-call no-show, the student will be placed on suspension. If the student is suspended twice for no-call no-shows, this is grounds for termination.
- Lunch breaks are 30 minutes, and after 45 minutes, a student will be asked to take the rest of the day off. This will count as an unexcused absence that will accumulate late fees.

Absences:

Excused

Students are allowed seven days of excused absences during the program. Serious illness, death in the immediate family, and other unusual circumstances may constitute an excused absence proof of excuse will be required.

Unexcused

A student will not be for not phoning the school or not reporting to class. Three unexcused absences per month will require counseling by school officials and may be cause for termination. After two days of call no-shows, a student may be placed on suspension; this will accrue automatic late fees and may cause termination from the program.

Unexcused tardiness

Any habitual tardiness after warning by the school officials can be cause for termination. Students must be clocked in and in the classroom by 9 AM. The doors will be locked from 8:55 AM to 10 AM for theory class. You may not enter the building nor clock in during this time. Remember, theory is just as crucial to your education as the hands-on. This time counts as an unexcused absence and will add late fees of \$10 per hour. If you miss a class, it is your responsibility to find out what you missed and make up the homework. You must have a 75% to pass and complete the program.

If you miss any class time, it is your responsibility to find out what you missed and make up any homework.

Leave of Absence

- Only one leave of absence will be granted in a 12 month period. The leave must be for medical reasons for the student or immediate family, military duty, or jury duty. The leave must be for longer than ten consecutive days and not longer than six weeks.
- If the student fails to return from the leave of absence, the student will be terminated. Then the student will be responsible for contacting the Director to pick up any belongings within ten days of the expected return date. This can include items such as the student kit, books, and any other personal items. Anything left over ten days becomes the property of the school. Once these items have become the school's property, you will be responsible for purchasing brand new kits or books upon re-enrolling. Vocational rehabilitation clients will be responsible for contacting their counselor to make pickup arrangements for their belongings. The request for a leave of absence must be in writing, have a beginning and end date and a specific reason for the leave. Supporting documentation may be required. This request must be in advance whenever possible.

Classroom and Clinic Floor Conduct

- All classroom and clinic work is assigned and monitored by the instructor. Any student refusing to perform an assigned service or participation in legitimate learning activities will be required to clock out and will be dismissed for the remainder of the day.
- Students must remain at the clinic stations at all times until the entire service is complete and graded by the instructor. Any unchecked or ungraded clinical service receives an automatic failing grade.
- Daily sanitation is a part of the students' learning and must be completed each afternoon to the instructors' satisfaction before students depart for the day. Students are also responsible for keeping the stations, mirrors, chairs, clinic floor, and classroom areas in sanitary condition at all times. Students may be required to perform other duties at the request of instructors. Students must do daily sanitation at the end of each day before clocking out; if sanitation is not done, the student shall lose the last hour of that day. Sanitation includes a hair-free trolley, clean mirrors, clean station, clean base of the styling chair, and daily duties. If a student does not do their daily sanitation, they will be asked to do so before being allowed to clock in the next day.
- Non-technical behaviors and activities such as live model practice, retail sales, booking, and referrals are intended to enhance student's skills and abilities. Every student is required to participate in these non-technical activities.

Cell Phones

- Students must lock their cell phones in their locker before clocking in. If there is an emergency, your family may reach you by calling the school directly.
- If at any time your cell phone is out while on the clock, we will ask you to go home for that day. This will count as an unexcused absence.
- SJBU is not responsible for lost or stolen, or damaged phones.
- You must be actively working on something that is cosmetology/nail related at all times while you are on the clock. This is state law.

Professionalism and Attire

- Students are expected to look and behave as beauty professionals, particularly in terms of personal hygiene, fashionable attire, and good grooming. Hair and make-up should be complete before the student arrives each morning.
- Cosmetology, instructor training, hairdresser, manicuring, and crossover students will be expected to wear all-black stylist jackets, black shirts, and black scrub pants. Students must wear clean close-toed shoes. The school reserves the right to send home any student not meeting standards of grooming and attire.
- The following are not acceptable or permitted hats, head wraps, extremely long fingernails, jeans, sweat pants, stretch pants, yoga pants, tube or halter tops, shorts, or other unprofessional clothing.
- Students are not allowed to have pagers, beepers, radios, or headphones in the school. A cell phone may be brought into the school for use only on designated breaks. They may not be turned on or used at any other time. Personal phone calls in or out of the business phones are strictly prohibited.
- Eating and drinking are prohibited in all areas of the school except the designated break area. Tables, chairs, a refrigerator, and a microwave are available in the break room for students and staff to use.
- Disrespect or lack of cooperation towards instructors and staff will be regarded as exhibiting improper and unprofessional behavior and may lead to suspension or termination.
- Students should avoid gossip. Any suggestions or complaints need to first be addressed with the instructor in private. If a resolution is not obtained, the student needs to speak privately to an administration member.

Professionalism

- Students are expected to cooperate and function as responsible citizens. Disciplinary sanctions (probation, suspension, termination) will be imposed based on the review by school officials for violations of school professional standards policy.
- Any student failing to conduct themselves as a responsible individual will be required to receive counseling from school officials to determine whether they will be allowed to continue in school under agreed conditions be suspended or terminated.
- Any student, while on probation, displaying an attitude or engaged in an activity that is not conducted to maintain the school standards, or student's effort to improve, will be suspended or terminated.
- The following offenses are some examples of what would be considered unprofessional and subject to suspension or termination:
 - Possession of firearms/weapons or drugs/alcohol on school premises Sexual misconduct
 - Stealing
 - Gambling on school premises
 - Inappropriate use of the Internet
 - Fighting or bullying
 - Disrespect to staff and clients

Drug and Alcohol Use Policy

- The school is a drug-free environment. The school prohibits the possession, use, or sale of alcohol or drugs on the premises.
- Any student suspected of being under the influence will be dismissed for the day and must make arrangements to meet with the school administration before returning to school.
- If a student is taking a physician-prescribed medication or an over-the-counter medication that may affect the student's performance, the student must notify the instructor and Director. This is for the student's safety, as well as the safety of patrons and classmates.
- St. Joseph beauty university abides by all city, state, and federal laws and will, if necessary, contact local law enforcement.
- SJBU has the right to pull a student from the clinic floor to the classroom for manikin work if they feel the safety of a client is at risk due to a student on an over-the-counter drug,

prescription drug, alcohol, street drug and/or illegal drug. The student may be asked to go home for the day if unable to stay on task or causing a disruption.

- **Safety**
- The school is a safe and secure environment. Violence of any kind, in or around the school facilities, will not be tolerated. Verbal threats/intimidation is considered a form of violence. Racial and sexual harassment of any kind is strictly forbidden, and profanity in and around the school facilities is also prohibited.
- All safety rules and procedures are to be followed. The student must follow all safety precautions in the use of all materials and equipment necessary for cosmetology, manicuring, and aesthetician professions.

Readmission Policy

- Students may apply to be readmitted after the determined waiting period, which is at the Director's discretion, has been satisfied. After this requirement has been completed, acceptance for re-enrollment remains at the discretion of the school management.
- Returning students will only be readmitted one time.
- Re-entering students will be charged the appropriate current program costs, any previously owed balance, and the cost of any necessary supplies. Students re-entering will be given full credit for all previous hours, provided the Missouri Board of Cosmetology will accept those hours.
- **If the student terminates their enrollment, they are responsible for repurchasing CIMA for \$500 at the time of re-enrollment.**

Grievance Policy

- A student, teacher, or interested party may file a complaint against another student, an instructor, or the school. There will be no adverse action taken against the individual for filing a complaint. All formal complaints must be in writing, given to the Campus Director, and explain the complaint/allegation. In some cases, more information may be needed to enable the appropriate action to be taken. All complaints/grievances should be brought to the school's attention to attempt resolution before being escalated to outside agencies.

Miscellaneous

- The school will not be responsible for student property. Students should keep their items in the lockers provided. Borrowing and lending are strongly discouraged. If an item of your kit becomes broken, lost, or stolen, it is the student's responsibility to replace it.
- Any student who vandalizes the school's property/equipment or steals the school's property, classmates, or clients will be immediately terminated.
- All equipment, supplies, kits, and products must remain in the school.
- Family and friends are welcome in the school, and visits are to be conducted in the waiting area only. Visitors are not allowed in other areas unless a tour is being given and approved by the administration. Visits should be kept to a reasonable timeframe.
- Students are required to park in the back parking lot on the back row. If the student needs accommodations and closer access to the school, arrangements may be made with the administration if there is a medical reason.
- The school reserves the right to clock out, suspend, dismiss, or terminate the enrollment of any student who does not adhere to the policies and procedures of the school. Students must have their own transportation. The bus stop is within half a mile of the school.
- The school also reserves the right to change or add to these policies and procedures. Students shall be notified in advance of any policy and procedure changes.
- If you need to request Missouri GED contact DiplomaSender directly. Their contact information is as follows: 855-313-5799 or online at <https://diplomasender.com/#/>
These documents will need to be submitted by the agency & send directly to: Missouri Board of Cosmetology & Barber Examiners 3605 Missouri Boulevard PO Box 1062, Jefferson City, Missouri 65102-1062 and/or cosbar@pr.mo.gov

Board of Cosmetology Contact Information

3605 Missouri Boulevard PO Box 1062, Jefferson City, Missouri 65102-1062

Phone: (573) 751-1052 Toll-Free: 866.762.9432 Fax: 573.751.8167 TTY: 800.735.2966 Voice Relay: 800.735.2466

cosbar@pr.mo.gov

<http://pr.mo.gov/cosbar.asp>

FOR ADMISSION
St. Joseph Beauty University
2207 N Belt Hwy Suite C&D
St. Joseph, MO 64507

Documentation required for admission:

1. Proof of high school education, i.e., diploma, GED, or high school transcripts with no less than 10 ½ credits.
2. Proof of age, i.e., driver's license or birth certificate.
3. 2- Passport pictures that can be cut into 2x2 size for student license (you can have these taken at Walmart, CVS, Walgreens, etc.)
4. \$150.00 for school registration fee & State student license.
5. Medical Examination (Barbers only)

Your criminal history may be examined and considered by the State Board & may require additional documents

PLEASE COMPLETE THIS APPLICATION FULLY AND ACCURATELY.

Date of Birth: ____/____/____ Social Security: ____-____-____

Full Name: _____

Current Address: _____

City, State, and ZIP: _____

Cell Phone: (____) ____-____ Please print Email address: _____

May SJBU send you a text? ____ May SJBU send you Tuition reminders via text? ____

Start date you're enrolling for: _____ **Name of the program you're allying for** _____

Do you have a laptop or Chromebook you can use for CIMA? _____ (If not, you will need one on the first day of class)

Emergency Contact: (Spouse/ Parent/ Friend)

Name: _____ Cell Phone: (____) ____ - ____

State briefly why you want a career in Cosmetology Industry:

What is your preferred method of learning?

Visual _____ Audio _____ Kinesthetic (hands on) _____

Where do you see yourself in three years?

What 3 characteristics do you feel are important for a successful Cosmetologist/Barber/Manicurist?

1. _____ 2. _____ 3. _____.

How did you hear about SJBU? _____

Signature of applicant

Date

Signature of parent of guardian (If applicable)

Date

Signature of school representative

Date

Protection of Privacy & Authorized Release

Student Name: _____ Date _____

Right of Privacy

It is the responsibility of the institution to provide adequate safeguards for student records with particular emphasis on the rights of privacy as provided by applicable Federal & State statutes. School management will require written authorized requests from any agency or school and/or authorization for release of information by the student. All student files will be kept in fire resistant lockable cabinets to prevent unauthorized access, theft, or vandalism. Offices where student records are maintained shall be locked when not in use.

Access to Files

All state and federal accrediting agencies and the respective examiners shall have full access to student files. Any student (and parent/guardian, if applicable), shall be guaranteed the right to have access to his/her records. Upon such access being given, a school official shall be present for the interpretation and integrity of the challenges and the contents of the education record. If the request for an amendment is denied, the student may request, in writing, a hearing to challenge the record content on the grounds the records are inaccurate, misleading, or violate the rights of a student.

Model Release

I authorize St. Joseph Beauty University to use photography prints and/or negatives of myself, which may be used for promotional material.

Promotional material may consist of being on television, youtube, social media, or printed material.

I understand that I will not be compensated for the use of such prints/negatives.

Student Signature

Date

Parent/Guardian Signature

Date

