COSMETOLOGY PROGRAM OUTLINE 1640 HOURS

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:
1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. 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.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. 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.
8. Prepare a resume’, prepare for an interview and have knowledge in job search skills.

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 text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93% - 100% = A  
80% - 92% = B  
70% - 79% = C  
69% OR LESS = Failing

**HOURS SUBJECT –UNIT**

<table>
<thead>
<tr>
<th>HOURS</th>
<th>SUBJECT – UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>285</td>
<td>THEORY -CLASSROOM INSTRUCTION</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td>130</td>
<td>DISINFECTING AND SAFETY</td>
</tr>
<tr>
<td></td>
<td>Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety</td>
</tr>
<tr>
<td>320</td>
<td>HAIRSTYLING AND SHAMPOOING</td>
</tr>
<tr>
<td></td>
<td>Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry; Product Knowledge, use and safety</td>
</tr>
<tr>
<td>310</td>
<td>HAIRCUTTING</td>
</tr>
<tr>
<td></td>
<td>Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears</td>
</tr>
<tr>
<td>120</td>
<td>HAIR COLORING-BLEACHING</td>
</tr>
<tr>
<td></td>
<td>Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Color correction</td>
</tr>
<tr>
<td>170</td>
<td>PERMANENT WAVES</td>
</tr>
<tr>
<td></td>
<td>Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing</td>
</tr>
<tr>
<td>100</td>
<td>MANICURING AND PEDICURING</td>
</tr>
<tr>
<td></td>
<td>Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and basic Nail Techniques</td>
</tr>
<tr>
<td>100</td>
<td>SKIN CARE</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>5</td>
<td>CHEMICAL RELAXERS</td>
</tr>
<tr>
<td></td>
<td>Principles and techniques of sectioning, processing and relaxing.</td>
</tr>
<tr>
<td>40</td>
<td>ADDITIONAL HOURS</td>
</tr>
<tr>
<td></td>
<td>Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies,</td>
</tr>
</tbody>
</table>

Updated 11/07/2019

20  SCALP TREATMENTS
   Principles and treatment of healthy scalp.

10  ARTIFICIAL HAIR
   Washing, setting and styling of artificial hair and wigs.

30  FIRST AID/DISEASES AND DISORDERS
   Health, Public sanitation methods. Infection control, Products, tools, equipment use and safety.

1640  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.
CENTRALIA BEAUTY COLLEGE
SATISFACTORY ACADEMIC PROGRESS POLICY

Policy: To establish criteria and procedure for the implementation of objective standards by which students are evaluated to determine if they are making satisfactory progress within the categories of attendance and academics while enrolled in school; A structure and resulting actions to inform students falling below standards; A process by which a student measured to be below standards can appeal the school’s decision.

Satisfactory progress is necessary for a student to continue enrollment, and in applicable cases, for a student to maintain eligibility for Financial Aid. This policy is applicable to all students enrolled in our NACCAS approved programs, full or part time, regardless of their means of payment and is provided to all applicants prior to enrollment.

PROCEDURE AND DEFINITIONS

A. Students are evaluated for Satisfactory Academic Progress as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
<th>Academic Year 1</th>
<th>Academic Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>1640</td>
<td>450, 900, 1270</td>
<td>901-1640 hours</td>
</tr>
<tr>
<td>Manicuring</td>
<td>600</td>
<td>300 (actual)</td>
<td>1-600 hours</td>
</tr>
<tr>
<td>Instructor Cadet</td>
<td>500</td>
<td>250 (actual)</td>
<td>1-500 hours</td>
</tr>
</tbody>
</table>

Transfer students will be evaluated in equal increments, based on actual contracted hours.

Students are given a copy of each report and copies of all reports are stored in the students’ permanent files.

Satisfactory Progress is defined as a student meeting the minimum requirements for attendance and academics until their next evaluation period.

1. Academic progress is as follows:
   a. A minimum cumulative Theory grade average of 70% on all written tests administered. Theory is graded through tests and quizzes on each chapter of the text and workbooks provided to each student. Our school uses the Milady standard text series for each of our programs.
   b. A minimum cumulative practical/clinic grade average of 70%. Practical and clinical work is graded by a signature on the students’ practical worksheet, called “Weekly Requirements”. A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score, which means one or more of the practical grading elements was not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor. Full time students are assigned 25 procedures on their “Weekly Requirement” sheets and part time are assigned 17 per week. “Weekly Requirement Sheets” are worth 100 points each week. Full time students that do not complete assignments will be marked down 5 points for each missed assignment and part time students will be marked down 6 points for each missed assignment.

SCHOOL GRADING SYSTEM

A=........93-100%  B=..............80-92%  C=..............70-79%  Failing=..............69% OR LESS

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CENTRALIA BEAUTY COLLEGE
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In order to determine whether a student meets the academic requirements for Satisfactory Progress, theory and practical grades are averaged together to give a cumulative academic grade of 70% or higher.

c. A student that does not achieve the minimum standards as stated in this policy is no longer eligible for Title IV, HEA program funding, unless the student is on Warning or has prevailed upon appeal of the determination of the status of probation, as stated in this policy.
d. Failed written and practical grades can be made up in accordance with the school’s academic policy.

2. Attendance performance is evaluated on a cumulative basis, with at least 75% of the contracted attendance schedule for full or part-time students.

3. Evaluations will be presented to the student within 7 business days of the evaluation. All student evaluations are maintained in the student file. Students will be informed if any evaluation impacts their eligibility for financial aid.

4. A Student with approved Leave of Absence, withdrawal, or official school interruption, will not be required to meet A1 or A2 above, for the period of their absence, upon reentering the program and will maintain the same level as Satisfactory Progress as when they their absence began.

B. 1. The school allows for the status of Warning for students who are not considered meeting minimum standards for satisfactory academic progress if; A student has not achieved the minimum cumulative GPA of 70% and/or has not successfully completed at least a cumulative rate of attendance of 75%, as stated in A1 and A2 above, and can meet Satisfactory Progress by the next evaluation period.
2. After the Warning period the school allows for the status of Probation for students whose progress is evaluated and determined to be not be meeting minimum standards for satisfactory academic progress during the Warning period if;
   a. A student has not achieved the minimum cumulative GPA of 70% and/or has not successfully completed at least a cumulative rate of attendance of 75%, as stated in A1 and A2 above, and can meet Satisfactory Progress by the next evaluation period; and
   b. The student prevails upon appeal of a negative determination prior to being placed on probation; and
   c. The school determines that satisfactory academic standards can be met by the end of the subsequent evaluation period; or
   d. The school will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institution’s satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

C. Unsatisfactory progress is defined as: A student failing to meet A1 or A2 for two evaluation periods in succession. Students will be notified in writing if an unsatisfactory progress report affects their financial aid eligibility.

D. Students must meet both the attendance and academic progress requirements on at least one evaluation by the midpoint of the course in order to be considered making satisfactory progress as of the midpoint of the course.

E. Incomplete’s, withdrawals, repetitions, or remedial work have no effect on the institutions Satisfactory Academic Progress standards.

Updated 11/07/2019
F. Maximum Time Frame: To remain eligible for continued enrollment students must complete their program within a specified time frame. The program Time Frames for our courses are as follows:

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>LENGTH</th>
<th>MAXIMUM TIME FRAME</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FT/PT</td>
<td>FULL TIME</td>
<td>PART TIME</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>1640 Hours</td>
<td>55 weeks</td>
<td>91 weeks</td>
</tr>
<tr>
<td>Manicuring</td>
<td>600 Hours</td>
<td>20 weeks</td>
<td>33 weeks</td>
</tr>
<tr>
<td>Instructor Trainee</td>
<td>500 Hours</td>
<td>17 weeks</td>
<td>28 weeks</td>
</tr>
</tbody>
</table>

(Other time frames may be agreed upon in student’s contract. Not to exceed 133% of NACCAS approved program length.)

If a student surpasses the Maximum Time Frame of their course and have not earned all course completion requirements set forth in this policy and in the school catalog, by the expiration date of their contract, they agree to pay the rate of $10.00 per hour of enrollment until their course is completed or they withdraw from school.

G. If a student is approved for a Leave Of Absence their contract end date and Maximum Time frame will be extended by the same number of days as the Leave Of Absence. A Leave of Absence may be granted only in cases of three or more days and must be made in advance of time off. Any arrangement for an absence is at the permission of the school management, and is granted by the sole authority of the school management. This privilege of granted leave is only available to a “student in good standing”. Please see the Leave of Absence Policy at the end of this policy.

H. Reinstatement of a student in good standing status and of financial aid eligibility: Students who have lost the status in good standing or their eligibility for financial aid can be reinstated accordingly by improving their academic, and/or attendance to the designated standards of satisfactory progress.

I. Appeals: Appealing an unsatisfactory progress report;

1. The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances, must be documented on or attached to an Appeal Form.
2. The student may obtain an Appeal Form from the Lead Instructor or Record Keeper. The form must include documentation of why the student failed to make Satisfactory Academic Progress and what has changed in the students’ situation that will allow the achievement of Satisfactory Academic Progress at the students’ next evaluation. Once the Appeal Form has been completed by the student it must be returned to the Record Keeper. If the school grants the appeal, it may impose conditions for the student’s continued eligibility to receive Title IV, such as, changing schedules. If the appeal is granted the student will be placed on Probation for one evaluation period. If at the end of the Probation period the student has not met both academic and attendance requirements all federal aid will be suspended. Students may reestablish satisfactory progress by meeting minimum attendance and academic requirements at the next evaluation period. If the student has not met academic and attendance requirements for two (2) consecutive evaluation periods, and does not prevail on appeal, the student will be determined as not making satisfactory progress and may be terminated.
3. For students who are not meeting academic requirements the school's educational team will develop an academic plan that will assist the student in meeting the school's academic requirements by the next evaluation period.
CENTRALIA BEAUTY COLLEGE
SATISFACTORY ACADEMIC PROGRESS POLICY

4. Results of all Appeals are recorded on an Appeal Results form and a copy is placed in the students file.

J. Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Transfer students will be evaluated on Satisfactory Academic Progress in equal increments, based on actual contracted hours.

LEAVE OF ABSENCE POLICY
EFFECTIVE SEPTEMBER 1, 2020

• A student may take a Leave of Absence if they are going to be out of school for an extended amount of time. Only three Leave of Absences will be allowed by students during the duration of their course.
• Acceptable reasons for a Leave of Absence are:
  For a medical issue with the student or a direct family member of the student that requires the student to be available. (pregnancy, surgery, sick relative, death in the family)
  Student has a function such as, but not limited to, a wedding, vacation, family reunion or a religious event to attend.
  A student that has been offered temporary employment and will be returning to school after the position has been closed. (Not to exceed 180 calendar days in a 12-month period.)
• A Leave of Absence will only be granted if there is a reasonable expectation that the student will return from the Leave of Absence.
• The student must follow this policy when requesting a Leave of Absence.
• The student must request the Leave of Absence at least three days prior to the Leave of Absence unless unforeseen circumstances prevent the student from doing so.
  The request must be in writing. Forms are available from administration for this purpose.
  The request must include the student’s reason for the Leave of Absence.
  The request must be signed by the student and submitted to school administration for approval.
• In the case of unforeseen circumstances when documentation is not possible before the start of the Leave of Absence, and if the school grants an LOA, the school will document the reason for its decision, collect the request from the student at a later date and establish the start date of the Leave of Absence as the first day the student could not attend.
• No additional charges will be assessed due to a student taking a Leave of Absence.
• A Leave of Absence will not be granted if the Leave of Absence, together with any additional Leave of Absences previously granted, exceed a total of 180 calendar days in any 12-month period.
• A student granted a Leave of Absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
• For students taking a Leave of Absence, their enrollment Agreement/contract end date, will be extended by the same number of calendar days taken in the Leave of Absence. An addendum to the enrollment agreement/contract, stating the changes, must be signed by the student and administration.
• A student will be withdrawn if they take an unapproved Leave of Absence or does not return by the expiration of an approved Leave of Absence. The student’s withdrawal date for the purposes of calculating a refund will be the date the student began the Leave of Absence.

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- Student’s on approved LOA need to be aware that said LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, a Financial Aid Advisor will meet with the student and provide information regarding the following: loan obligations, possible revisions in his/her aid package, deferment options, notification to lending institutions, deferments may be canceled, if veteran-benefits may be affected, grace periods exhausted, consequences of not returning to Centralia Beauty College at the expiration of the LOA

For students receiving Title IV funds, all Guidelines below must be adhered to or the student will be considered withdrawn.

Guidelines
A Leave of Absence will be granted if the request meets the following:
1. Submitted to the School in advance unless prevented by unforeseen circumstances.
2. Submitted in writing, signed and dated with reasons for request explained in full.
3. Request must be approved by school official.

To request full one hundred eighty (180) day Leave of Absence, complete documentation and certain conditions will be needed to support said request ... i.e.: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).
Course Description
Each course teaches students the basics required to prepare them for the Washington State Department of Licensing exams for licensure. Each course's duration and curriculum is determined by Washington State Laws and Rules. Each student is required to complete a minimum amount of hours and operations in order to qualify for licensure. Our program is divided into two sections and is designed to ensure students will succeed in the program.

The first section is designated as “Basic Class”. In this section students are introduced to the various methods and instruments used in the industry today. The majority of this training takes place on mannequins and fellow students. Training in this section is approximately two to six weeks; depending on the student’s attendance and abilities, and program. Upon completion of all required elements students are then tested. This test is a practical test, where students are evaluated on technique, quality of work and speed. Each element is scored individually. Once a student passes this test they are advanced to the next section of training and provided a station on the “Clinic Floor”.

The second section is the “Clinic Floor”. Once a student has reached their position on the Clinic Floor, they are available to take appointments and walk-in clients for services. Each student is required to perform a minimum amount of services and hours, according to Washington State law. (Please see attached curriculum.) Each student is carefully tracked for these services and given a monthly report on their progress. Instructors guide students through each service with consultations, hands-on assistance and critiques of final results.

Also, while on the Clinic floor students are responsible to attend a minimum of four hours of theory class, weekly. In theory class students are taught from the Milady Standard Text. Included in theory there are also workbooks that align with each chapter in the text book. Students are required to complete the assigned chapters weekly and are tested at the end of each chapter.

Upon completion of all required hours, training elements and book work, students are eligible to take the Washington State Practical and Written tests. Once the student has successfully passed these tests, they may apply for a license through the State of Washington Department of Licensing.

Course Goals
To teach our students the skills and behaviors needed to pass State examinations, enter the cosmetology industry, and to create opportunities for them to attract potential employers and clients.
Instructional Philosophy
Centralia Beauty College provides students a learning environment with real world experience, as they will be performing services to the public on a daily basis. This hands-on experience is vital to the growth of the students in regards to developing those skills and to develop their communication skills with potential clients.

Assessments
There are a variety of ways that students’ proficiencies are assessed throughout the duration of the course. Students are assessed in Skills, Knowledge, and Professionalism.

Skills Assessment: Students are given “Weekly Requirement Sheets” that have a different list of services or procedures. These requirement sheets assess a student’s “practical” progress or their “hands on skills”.

Knowledge Assessment: In the Theory portion of the course, students will be working a variety of resources, the foremost being the Milady Standard textbooks, workbooks review guides, and DVD. Students will review each chapter with an instructor and complete the related work book assignments and tests. Assignments include but are not limited to the following chapters from this resource: (Chapters 27-29 are not taught in the Cosmetology course in Washington State.)

Professionalism Assessment: The students’ Professionalism is graded on their attendance, participation in activities, and the ability to follow instruction.

Grading Scale:

- 93%-100% = A
- 80%-92% = B
- 70%-79% = C
- 69% = Failing


Extra Curricular Activities
Near the end of the course, students are provided with training in the Washington State Practical exam. This training consists of three days of in depth coverage of the exam and repeated “Mock” practical’s to help the students become familiar with the exam.
In addition, we have two “Meet & Greet” events throughout each year. During these events each student will perform a “Make-over” on a model and then present that model in a “Runway” atmosphere to local salon owners and managers. Manicuring students may perform a service on the models. This is a great opportunity for students to engage potential employers and to show off their skills.
Periodically, there will be opportunities for students to attend classes at the school given by leaders in the industry. These classes include but are not limited to; Hair Styling, Hair Coloring, Product Knowledge and more. Students are also encouraged to attend “Hair Shows” and classes given outside the school as long it does not interfere with their attendance at school.
Two times a year our students donate time for community service in the Project Homeless Connect event. Student will go to a designated location and provide haircuts and other services to homeless and families in need. These services give those clients a chance to feel good about themselves and to better represent themselves when pursuing employment.

Student Name_____________________________________________________
Student Signature__________________________________________________

COSMETOLOGY CURRICULUM (1640 HOURS)

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>REQUIRED HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manicuring/Pedicures</td>
<td>100</td>
</tr>
<tr>
<td>Esthetics</td>
<td>100</td>
</tr>
<tr>
<td>Haircuts and Facial hair</td>
<td>310</td>
</tr>
<tr>
<td>Hair styling &amp; Shampooing</td>
<td>320</td>
</tr>
<tr>
<td>Artificial Hair</td>
<td>10</td>
</tr>
<tr>
<td>Scalp Treatments</td>
<td>20</td>
</tr>
<tr>
<td>Permanent Waves</td>
<td>170</td>
</tr>
<tr>
<td>Chemical Relaxers</td>
<td>5</td>
</tr>
<tr>
<td>Hair Color</td>
<td>120</td>
</tr>
<tr>
<td>Theory</td>
<td>285</td>
</tr>
<tr>
<td>Disinfecting &amp; Safety</td>
<td>130</td>
</tr>
<tr>
<td>First Aid/Diseases and Disorders</td>
<td>30</td>
</tr>
<tr>
<td>Additional Hours</td>
<td>40</td>
</tr>
</tbody>
</table>

**Cosmetology Pre-Clinic Class (Basic)** The first 240 hours are devoted to classroom workshops where students’ learn design principles, technical information, and professional practices.

**Cosmetology Clinic Floor** The remaining 1400 hours are spent in the clinic area where practical experience is gained and in the classroom for remaining theory education.

Updated 11/07/2019
STUDENT SERVICES

Housing
Centralia Beauty College keeps a file of information about housing in the surrounding areas.

Academic Advising and Personal Advising
Students are provided with academic advising and additional assistance as necessary. When a student falls behind in assignments, a written plan is established and the student will be directed to follow the plan in order to re-establish and maintain Satisfactory Academic Progress.

If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students.

Centralia Beauty College also gives advice and information to students on these subjects: Regulations governing licensure to practice, including reciprocity among jurisdictions; Employment opportunities; Opportunities for continuing education following graduation.
DRESS CODE

Upon clocking in for the day you will be expected to be dressed according to the following dress code. Many employers will expect you to dress in a professional manner while representing their business, as does Centralia Beauty College. Your attire will be inspected by instructors at any time, before or after you clock in for the day. If, for some reason you are not dressed appropriately, you will be given the opportunity to clock out and change. If you do not have clothes to change into that meet dress code, you will be asked to clock out and come back when you are in dress code. Students must wear a black smock or lab jacket.

Students must wear solid black from waist down, with a clean, professional top that does not expose the armpit or midriff. Skirts or dresses must be worn below the knee. No sweats of any kind and no yoga pants. If you wear leggings your lab jacket must cover your back side and front side.

No baseball shirts, no sweat shirts or hooded sweat shirts, and no see through shirts. No T-shirts with pictures or logos that could be considered inappropriate or unprofessional for a school/business setting.

Shoes must be solid black. They must be clean and closed toed. You may accessorize with any color. No “Uggs” or slippers of any kind. No moccasins. A professional type shoe is preferred. If you choose to wear a tennis shoe, it must be solid black, including the sole. We are expecting you to portray a professional appearance.

Your hair is to be styled and if you wear make-up, it is to be applied before you clock in for the day. No personal hair styling or applying personal make-up is allowed while you are clocked in and earning hours.

Instructors will occasionally announce a casual day or a themed-dress day. They will outline the dress code for that day at that time.

Please remember, you must look professional. It is the purpose of Centralia Beauty College to train you to become an employable member of the beauty industry.

________________________________________________________   ____________________________
Student Acknowledgement, Understanding and Acceptance            Date

________________________________________________________   ____________________________
Parent/Guardian Acknowledgement, Understanding and Acceptance            Date

Updated 11/07/2019
CENTRALIA BEAUTY COLLEGE
APPAREL POLICY
Effective August 1, 2020

Centralia Beauty College is a business that has many customers and students from different walks of life who hold different beliefs and opinions. We understand that you have an opinion that you would like to express at times.

We would like to portray a professional, unbiased, and neutral environment, where students and clients can feel safe. With this in mind, we are implementing this policy, in order to maintain that professional environment without causing conflict or hard feeling between students, customers and employees.

Out of respect for the community, your fellow students’ and employees, we will no longer allow apparel that displays political messages or opinions.

Displaying these messages may prompt an individual to take harmful action against the person wearing such apparel, which in these times is a real possibility.

This will also prevent conflicts or arguments between students and/or clients that would stem from such apparel.

Please know that in no way are we trying to keep you from expressing your opinion. This policy is being enacted in order to maintain a safe and professional environment.

This policy takes effect on 08/01/2020.

I have read and understand the above policy.

_______________________________________   ____________________
Student Signature               Date

_______________________________________   ____________________
Administrator's Signature               Date
CENTRALIA BEAUTY COLLEGE
ELECTRONIC DEVICE POLICY

Student possession and use of cellular phones, pagers, cameras and other electronic signaling devices on school campus and while under the supervision and control of school employees is permitted under the circumstances described herein.

• All students may use these devices on campus before 8:00am and after 5:00pm and in the student lounge during their scheduled lunch break.

• These devices must be kept out of sight and turned off between the hours of 8:00am and 5:00pm.

• Use of any of these devices is prohibited on the clinic floor, in the classroom, and in the hallway or bathroom.

• Unauthorized use of these devices disrupts the instructional program and distracts from the educational and professional environment. School officials, including classroom teachers, may take the device away from students if used during the times not permitted, and the student will receive a written warning. Repeated unauthorized use of such devices may lead to disciplinary action.

I / We have read and agree to follow the above policy.
I / We understand there may be disciplinary action taken should a violation occur.

________________________________________  ______________________________
Student                              Date

________________________________________  ______________________________
Parent/Guardian                      Date

________________________________________  ______________________________
School Official                      Date

Updated 11/07/2019
As a student at Centralia Beauty College, whether you are attending through funds provided by Financial Aid, through funding of your own or on contract with the school, you are responsible to attend school in accordance with the schedule you have selected. As there is a limited amount of absences allowed in your contract, you must be certain that you can commit to your schedule before you enroll in a program. Excessive absences and tardiness are grounds for termination.

**ABSENT AND TARDY**
Centralia Beauty College allows a limited number of absences for each evaluation period. Centralia Beauty College considers “Excessive Absenteeism or Tardiness” for the Cosmetology program to having an unexcused absence or tardy for more than four (4) scheduled days in either of the first two evaluation periods and more than three (3) scheduled days in either the last two evaluation periods.

Centralia Beauty College considers “Excessive Absenteeism or Tardiness” for the Manicuring program to having an unexcused absence or tardy for more than three (3) scheduled days in either of the two evaluation periods.

Only absences that are documented by a care giver or other certified official are considered “Excused”. All other absences are considered “Unexcused”. For example: Calling in sick and then arriving to school the next day without a verifiable note from a caregiver or other certified official, is considered Unexcused.

Being tardy is looked upon as an absence in any circumstance and will be reflected on your attendance record as such.

**SCHEDULE**
Upon registration with Centralia Beauty College you will establish an attendance schedule. Having a varying schedule from week to week is not allowed. Adhering to your schedule is imperative to your progress in your program. Centralia Beauty College will allow you to change your schedule only once while enrolled. The change will need to match one of our published schedules (found in our Catalog). You may adjust your schedule for work, verifiable medical issues or childcare. Other functions outside of the school will not be taken into consideration when requesting a schedule change. A student must be meeting Satisfactory Academic Progress to be eligible for a schedule change. A student may not request a schedule change due to of failing Attendance or Academic reasons. Before enrolling in a program, please be sure you have established with your employer, daycare provider or any other parties, a schedule that will allow uninterrupted attendance while enrolled. Absences will only be excused with documentation from a care provider or other certified official. In order to return to class, you must present the documentation to a school official.

**LEAVING EARLY**
Leaving early is not permitted unless there is a medical emergency to the student or a direct family member. In order to return to class after leaving for such an emergency, the student will be required to provide verifiable documentation from a care provider or other certified official. Should a student fail to return to class after a scheduled break, or is late in returning, such as lunch or afternoon break, they will be marked as absent for the remainder of the day. If a student leaves early, it will be looked upon as an absence and treated as such. Habitually leaving early or returning late from a break will be cause for termination. The school reserves the right to evaluate a students’ need to leave early and if a school official determines there is a reasonable need for a student to leave early, will allow it with no action against the students record.

**ARRIVING LATE**
Students must call the school and speak to an instructor if they are going to be late or absent. If you are going to be late or absent you must call the school before 8:30am and speak to and instructor. If arriving late, upon arrival you will not be allowed to clock in until 9:30am, so as not to disrupt the morning Theory class. If you arrive after 10:00 am you will not be allowed to clock-in and will be considered to have an unexcused absence for the day. Excessive absences can lead to “Make-up hours” at the end of a students’ contract. See “Make-up hours” in the school catalog. Remember, any tardy is counted as an absence.
ATTENDANCE POLICY
EFFECTIVE 08/14/2018

MAKE-UP HOURS
Students will have the opportunity to “Make-up Hours” only when the student has an excused absence. (Unexcused absences are not eligible for “Make-up Hours”. ) Those hours will be allowed to be made up at a time when the student is not normally scheduled to attend class. For example; A student attending part-time Tuesday through Friday, may make-up hours on a Saturday. Any “Make-up Hours” must be approved prior to being completed, by the school manager. Please, be aware that any absence or tardy will count against your allowed days of absence, whether they are excused or unexcused, and this may affect the number of hours, if any, you have left at the end of your program. Any remaining hours a student has left to attend as of their contract end date are charged at $10.00 per hour, until the course is completed, or the student withdraws.

LEAVE OF ABSENCE
If an extended amount of time is required away from the school, you may be eligible for a Leave of Absence. In order to be eligible for a Leave of Absence a student must meet the requirements set forth in the Leave of Absence Policy. Please see our Leave of Absence Policy for further details.

AFFECT ON CREDIT BALANCE DISTRIBUTIONS
For students that are enrolled using Financial Aid, Absenteeism and Tardiness will also affect the rate at which funds are disbursed to your account and to you. For timely disbursement of your funds, it is essential that you attend school as scheduled. We strongly suggest that you make certain school is a priority for you before you enroll, as continued absences can be detrimental to your eligibility for enrollment. If a students’ enrollment were to be terminated, there will most likely be a balanced owed to the Department of Education, Centralia Beauty College or both. Please see our Withdrawal and Settlement Policy for further details.

WARNING AND PROBATION
As per the Satisfactory Academic Progress Policy, attendance performance is evaluated on a cumulative basis, with at least 75% of the contracted attendance scheduled for full or part-time students.

The school allows for the status of Warning for students who are not considered meeting minimum standards for satisfactory academic progress by falling below a 75% attendance rate if: a student has not achieved the minimum cumulative rate of attendance of 75% and can meet Satisfactory Progress by the next evaluation period. After the Warning period the school allows for the status of Probation. For students whose progress is evaluated and determined to be not meeting minimum standards for satisfactory academic progress during the Warning period they may obtain a “Probation” status. In order to obtain “Probation” status a student must prevail by appealing. The criteria for Warning, Probation and Appeals is contained in the school’s Satisfactory Academic Progress Policy, Section B.2.a-d.

ACKNOWLEDGEMENT
I have read all sections of the above policy and agree that I can attend class as scheduled. I understand that being absent or late may influence my enrollment. I also understand that leaving school early is not allowed and can be cause for termination if it is a reoccurring issue. Furthermore, I understand that absences will only be excused with a verifiable note from a care provider or other certified official. I understand Make-up Hours can only be made for excused absences. I understand that my attendance influences my evaluation points and disbursement dates.

______________________________________________________________
Student Signature                                           Date

______________________________________________________________
School Official Signature                                   Date
LEAVE OF ABSENCE FORM

CURRENT DATE: ________________________________________________________________

STUDENTS NAME: ______________________________________________________________

REASON FOR LEAVE:

_____ ILLNESS
_____ RELOCATING
_____ PERSONAL
_____ OTHER

DATE THE LEAVE WILL START ____________________________________________________

DO YOU PLAN ON RETURNING? _________________________________________________

IF SO, WHEN? _________________________________________________________________

IS STUDENT MEETING SATISFACTORY ACADEMIC PROGRESS? YES ______ NO ______

COMMENTS: _________________________________________________________________

____________________________________________________________________________
____________________________________________________________________________
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____________________________________________________________________________

STUDENTS SIGNATURE: _________________________________________________________

INSTRUCTOR OR MANAGERS SIGNATURE: _________________________________________
(If approval for leave is granted)

Updated 11/07/2019
ASSIGNMENTS AND GRADING POLICY

In order to help you stay on academic track with the curriculum and ensure readiness for state licensing exams, the following rules have been implemented. (Excused absences will be taken into consideration.)

Workbooks:

- Turned in on time Full credit
- One day late -5%
- Two days late -15%
- Three days late -25%
- Four or more days late you will receive a “0”

Requirement Sheets:

- Part Time Students - 1 assignment per hour / Full Time Students - 1 assignment per hour
- Due Saturday afternoon. It is the students’ responsibility to turn work in on Saturday.

Tests:

- Taken on time with workbooks turned in on time.
- Passing grade of 70% or better. You will be given the option to a retake test in a timely matter.

Students who do not complete these assignments will not have completed the course, putting them at risk a warning or probation status.

Please note: The required number of hours and all course work must be completed in order to graduate and receive a certificate of completion. Upon completion of all requirements students are registered for the written and practical exams with the State of Washington.
<table>
<thead>
<tr>
<th>Students Name: __________________________</th>
<th>Date:</th>
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### COSMETOLOGY WEEKLY REQUIREMENT SHEET

<table>
<thead>
<tr>
<th>SERVICE PERFORMED</th>
<th>YES</th>
<th>NO</th>
<th>TIME PROCEDURE TOOK</th>
<th>INSTRUCTORS SIGNATURE</th>
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<tbody>
<tr>
<td><strong>TUESDAY</strong></td>
<td><strong>HAIR CUT</strong></td>
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<td><strong>TUESDAY</strong></td>
<td><strong>B/T</strong></td>
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<td><strong>PERM (PINK)</strong></td>
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<td><strong>TUESDAY</strong></td>
<td><strong>MANI OR PEDI</strong></td>
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<td><strong>HAIR CUT</strong></td>
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<tr>
<td><strong>WEDNESDAY</strong></td>
<td><strong>16 FOIL PLACEMENT</strong></td>
<td>4-FRONT HAIRLINE TO APEX</td>
<td>4-SLICES BACK 4-VERTICLE ON SIDE</td>
<td>4-DIAGONAL ON SIDE</td>
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<tr>
<td><strong>WEDNESDAY</strong></td>
<td><strong>UP DO WITH VICTORY ROLLS</strong></td>
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<tr>
<td><strong>WEDNESDAY</strong></td>
<td><strong>WHOLE HEAD OF CURLS</strong></td>
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<td><strong>WEDNESDAY</strong></td>
<td><strong>FLAT IRON</strong></td>
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<td><strong>THURSDAY</strong></td>
<td><strong>HAIR CUT</strong></td>
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<td><strong>PERM (WHITE)</strong></td>
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<td><strong>THURSDAY</strong></td>
<td><strong>4-QUADRANTS ½ -1” R/T</strong></td>
<td>½ VIRGIN APPLICATION</td>
<td>½ THE HEAD 1 &amp; THEN THE OTHER</td>
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<td><strong>THURSDAY</strong></td>
<td><strong>PULL OUT BRAID</strong></td>
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<td><strong>THURSDAY</strong></td>
<td><strong>UP DO</strong></td>
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<td><strong>FRIDAY</strong></td>
<td><strong>MANICURE (ACTUAL WITH SET UP)</strong></td>
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<td><strong>FRIDAY</strong></td>
<td><strong>YOUR CHOICE</strong></td>
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<td><strong>FRIDAY</strong></td>
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<td><strong>FRIDAY</strong></td>
<td><strong>WHOLE HEAD OF FLAT IRON CURLS</strong></td>
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<td><strong>SATURDAY</strong></td>
<td><strong>HAIR CUT</strong></td>
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I certify the correctness of this report: Student's Signature ____________________________ School Manager or Instructor ____________________________
To All New Students,

During your basic training course (5-7 weeks) you will have the opportunity to bring in models, on Saturdays. It is your responsibility to obtain these models. Using models will give you experience and will give you more hands on training during this course. Week #4 is Hair cutting which is a very important part of your education. We encourage you to start scheduling models for Saturdays during your basic course. The more models you are able to practice on during this time the easier the transition will be going on to the clinic floor and will help to build your skills. Please communicate with your instructor; they will have a schedule for you to set up times to bring in models. Please take into consideration that any chemical service given to a model is given at student price. We hope you enjoy and use these weeks wisely.

Thank you,

Centralia Beauty College Staff
CLIENTS AND STUDENTS:

In the event of snow or other adverse weather conditions we will be following the Centralia School District “Late Start” or “School Closures”. You can find that information on our Facebook page, our website www.centraliabeautycollege.com or your local news source.

Thank You!
<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
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<tbody>
<tr>
<td>Scalp Treatment</td>
<td>1.50</td>
</tr>
<tr>
<td>Deep Conditioning Treatment</td>
<td>3.00</td>
</tr>
<tr>
<td>Facial</td>
<td>2.00</td>
</tr>
<tr>
<td>Facial w/make up</td>
<td>3.00</td>
</tr>
<tr>
<td>Make Up</td>
<td>1.50</td>
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<tr>
<td>Wax</td>
<td>1.50</td>
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<tr>
<td>Manicure</td>
<td>2.00</td>
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<tr>
<td>Gelish Polish</td>
<td>3.00</td>
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<tr>
<td>Polish Change</td>
<td>1.00</td>
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<tr>
<td>Pedicure</td>
<td>3.00</td>
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<tr>
<td>Full Set Acrylic</td>
<td>10.00</td>
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<tr>
<td>Fill</td>
<td>8.00</td>
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<tr>
<td>Soak off Artificial Nails</td>
<td>3.00</td>
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<tr>
<td>Day of Beauty</td>
<td>10.50</td>
</tr>
<tr>
<td>Perm</td>
<td>10.00</td>
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<tr>
<td>Extra Perm Solution</td>
<td>5.00</td>
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<tr>
<td>Chemical Relaxer</td>
<td>10.00</td>
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<tr>
<td>Color (2 oz.)</td>
<td>10.00</td>
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<tr>
<td>Every 4 more oz. Color</td>
<td>8.00</td>
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<tr>
<td>Bleach 8 oz.</td>
<td>14.50</td>
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<tr>
<td>4 oz. more Bleach</td>
<td>8.00</td>
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<tr>
<td>Per Foil</td>
<td>1.50</td>
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<td>Strand test</td>
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<td>Toner Whole Head</td>
<td>8.00</td>
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<td>Toner Half Head</td>
<td>5.00</td>
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</tbody>
</table>

*Immediate Family Members Get 50% off Regular Prices and 20% off Regular Chemical Prices*
CENTRALIA BEAUTY COLLEGE

Benefits of the Salon Project Assignment

Washington State Department of Licensing requires Cosmetology students to attend a minimum of 1600 hours of attendance, in order to complete training in a State approved Cosmetology course. Centralia Beauty College has chosen to add an additional 40 hours of training to that minimum amount in the form of our “Salon Project”. This added assignment and the extra hours allow Centralia Beauty College instructors the opportunity to expand on sections of the curriculum that are more briefly covered in the Career Opportunities and Life Skills assignments. The extra hours are beneficial in that the training received during this project will help students to understand what is involved in opening and operating a salon. For the five weeks of the Salon Project students will be building a mock salon. This will require having a business plan, floor plans, a model of the salon, resume, cover letter, portfolio, itemized expenses, licenses needed, and much more. There will also be a visit from a representative from a local bank, who will speak about how to open bank accounts and apply for business loans. The goal of this project is to expose students to situations that they will experience when entering the industry as a professional, with the knowledge and capability to develop a productive career plan.
GRIEVANCE POLICY

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or complaint. In accordance with the school’s mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school owner.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. 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 who has had no involvement in the dispute and who may also be a corporate officer, 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 related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school’s 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 witness’ testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution’s internal complaint process before submitting the complaint to the school’s accrediting agency, if applicable.
CENTRALIA BEAUTY COLLEGE
GRIEVANCE FORM

NAME_________________________________ADDRESS_________________________________________
Student ID #____________________________TELEPHONE_______________________________________

1. Please provide a one or two sentence description of your complaint.
________________________________________________________________________________________
_______________________________________________________________________________________________
_________________________________________________________________________________________

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_________________________________________________________________________________________

4. Indicate what specific resolution you are seeking or recommending.
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

_________________________________________________________________________________________
Signature of Complainant         Date
RELIGIOUS ACCOMMODATION POLICY

Students have two weeks from the first day of their class to submit a request to administration of any time they might require away from school for religious reasons/purposes. The student must submit this request in writing and the request must include dates and a brief description of the event. Upon notification, the school will make accommodations in the students schedule, so that may observe their scheduled event/s.
PERFORMANCE STATISTICS/JOB OUTLOOK

Centralia Beauty College is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for each main campus and all additional campuses as a whole and by program. In this case, Centralia Beauty College is the only campus and has no additional campus. The U.S. Department of Education requires outcome rates be provided based upon the individual location. If you have any questions regarding our outcome rates, please see our admissions team for assistance.

Centralia Beauty College campus performance statistics for the calendar year 2018:

<table>
<thead>
<tr>
<th>Program</th>
<th>Graduation</th>
<th>Placement</th>
<th>Licensure</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Combined</td>
<td>91.30%</td>
<td>80.95%</td>
<td>90.48%</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>95%</td>
<td>78%</td>
<td>89%</td>
</tr>
<tr>
<td>Manicuring</td>
<td>75%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Instructor Cadet</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Before a potential student decides on entering a field of study in the Cosmetology industry, Centralia Beauty College suggests exploring what potential employers are looking for from their employees and what the licensing requirements are. Below are generally known pre requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is chosen.

**Licensure Requirements**
A student must be at least 17 years of age and have completed the minimum number of hours required by state law when applying for a license for Cosmetology, Manicuring, Barbering or Instructor. Please note; after a student completes the course and passes all Washington State Department of Licensing exams and then applies for licensure, they will be asked a series of four background check questions. The Department will assess the answers to those questions and, if it finds sufficient reason, will investigate. If the Department determines there is reason to deny licensure the student will be notified and given an opportunity to appeal the decision. If you have any questions regarding your eligibility for licensure you can contact the Washington State Department of Licensing at (360)664-2550. More information can be found at [www.dol.wa.gov/business/cosmetology](http://www.dol.wa.gov/business/cosmetology).

**Regulatory Oversight Restrictions**
Licensees are only allowed to practice within the scope of their training. Persons found delivering services beyond the scope of their license may be subject to fines and disciplinary action, including revocation of their license. Laws and Rules for this industry in Washington State can be found online at [www.dol.wa.gov/business/cosmetology/lawsrules.html](http://www.dol.wa.gov/business/cosmetology/lawsrules.html).

**Physical Requirements of the Industry**
Once employed you will be expected to perform, at a minimum, the following physical duties; Standing for long periods of time, have hand and finger dexterity, be free from allergies to chemicals used, and the ability to work long hours. There are many physical demands in this industry, before deciding to enter into training, be sure your body is capable of these demands.

**Requirements Set Forth By Employers**
Employers are looking for the most from each person they choose to have work for them. Displaying the ability to meet the following requirements, and any others an employer might have, will have an effect on your progress and achievement in the industry. Employers are expecting you to have adequate communication skills, customer service skills, ability to schedule appointments and phone etiquette, knowledge of the profession including color consultations with the clients and the ability to self check services performed. Along with many other items, you will be expected to be punctual and dress appropriately. Centralia Beauty College will cover all of these items over the duration of the course.
CENTRALIA BEAUTY COLLEGE
Acknowledgement of Receipt of Catalog

Catalog
I have been informed the Centralia Beauty College catalog which includes the school’s policies and procedures is available online at www.centraliabeautycollege.com. I understand it is my responsibility to review this catalog and to follow the policies and procedures stated in the brochure. I also understand that I must be self-motivated and act in a professional manner while representing the beauty college and the Cosmetology industry. I understand the beauty college is a business open to the public and that my behavior and attitude reflect on the school and myself.

Annual Report Statistics
I also acknowledge that I have received the most current and accurate information pertaining to Centralia Beauty College’s annual report statistics, which includes the school outcomes for Graduation rates, Licensure rates and Placement rates. This information is included in the school catalog and in the orientation packet I received.

Licensure Requirements
A student must be at least 17 years of age and have completed the minimum number of hours required by state law when applying for a license for Cosmetology, Manicuring, Barbering or Instructor. Please note; after a student completes the course and passes all Washington State Department of Licensing exams and then applies for licensure, they will be asked a series of four background check questions. The Department will assess the answers to those questions and, if it finds sufficient reason, will investigate. If the Department determines there is reason to deny licensure the student will be notified and given an opportunity to appeal the decision. If you have any questions regarding your eligibility for licensure you can contact the Washington State Department of Licensing a (360)664-2550.

Non-Verbal Access to Information
All information regarding generally known pre requisites for employment and factors that might preclude me from obtaining employment in the field of training I have chosen, have been presented to me either in a packet or is available on-line.

Orientation
I have attended an orientation for the program of my choice. I received an orientation packet and all of its contents were explained to me.

Course Outlines
I have received a copy of the course outline for the program that I am enrolled in. During orientation the instructor explained the outline to me.

____________________________________________________________________________
Student Signature        Date
____________________________________________________________________________
School Staff Member Signature       Date

Updated 11/07/2019