

# First Class Cosmetology School

## Student Catalog



Stay Positive, Work Hard and MAKE it happen! Love what you do!

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First Class Cosmetology School  
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All Courses are taught in English.

First Class Cosmetology School does not currently accept ATB (Ability to Benefit) students.

*Develop Your Natural Talent....*

*Looking for an opportunity to express creativity and establish a solid professional career? First Class Cosmetology School provides an atmosphere centered around the growth and development of our students.*

# First Class Cosmetology School

## MISSION STATEMENT

First Class Cosmetology School's mission is to provide a quality professional education. We are dedicated to the development and cultivation of future professionals who are adequately prepared for the beauty and wellness industry. We believe in our students' potential and stay committed to inspire, teach, and train them to become successful in their chosen career path.



# Areas of Study & Career Opportunities

## **Cosmetology Practitioner Course**

Explore the latest in styles and techniques in hair cutting, hair coloring, restructuring, styling, care, nail care, makeup techniques, and skin care

### **Career Opportunities**

Hair Stylist  
Hair Color Specialist  
Makeup Artist  
Manicurist  
Sales Representative  
Salon Owner/Manager  
Platform Artist  
Skin Care Specialist  
Barber  
Educator

## **Aesthetics Course**

Learn specialized techniques to purify, balance and renew the skin using skin specific products and treatment Techniques.

### **Career Opportunities**

Esthetician  
Make-up Artist  
Hair Removal Specialist  
Day Spa Technician  
Sales Representative  
Salon Owner/ Manager  
Educator

## **Manicuring Course**

Learn the art and science of nail care techniques. Including manicuring, pedicuring and artificial nail applications.

### **Career Opportunities**

Manicurist  
Nail Technician  
Salon Owner/Manager  
Sales Representative  
Educator



## **Massage Therapy Course**

Learn Massage Therapy and body wellness using both ancient and modern techniques.

### **Career Opportunities**

Massage Therapist  
Body Care Specialist  
Spa Therapist  
Spa Director  
Spa Owner  
Sales Representative  
Educator

## **Barbering Course**

Specialize in haircutting, texture, color, and facial grooming.

### **Career Opportunities**

Barber  
Barbershop Manager/ Director  
Barbershop Owner/Operator  
Hairdresser  
Trichologist  
Brand Educator  
Sales Representative



## Course Curriculum Outlines

### Cosmetology -1550 Hours

Students will have the opportunity to express creativity while developing an extensive skill set in hair coloring, hair cutting, skin care, nail care, and make-up application. Our cosmetology course is 1550 hours of extensive hands-on training, theory lecture, and both practical and written testing. We provide students with comprehensive knowledge of the science, practice, and application of beauty and wellness. Upon completion, students receive a certificate of completion for 1550 hours of training and an official transcript, which is required for the state licensing exam. As a cosmetologist, graduates are licensed to work in the state of WI as a hair stylist, barber, manicurist, or aesthetician. We support students in the discovery of vast opportunities on the path to their career and offer an array of add-on advanced classes to our cosmetology students. Some areas include barbering, skin care, make-up, hair removal, and nail enhancements.

SUBJECT	THEORY HOURS	PRACTICAL HOURS
Hygiene, grooming and person development	10	0
Bacteriology, sterilization, and sanitation	20	20
Haircutting, hair tapering (clipper-cuts) razor cutting, hair styling, curling, thermal waving, finger waving, roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatment, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts	140	440
Hair straightening, hair relaxing, thermal hair straightening, permanents, hair coloring, tinting, bleaching and chemistry	185	392
Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes	35	60
Manicuring, including artificial nails	10	25
Anatomy and physiology of the hair, skin, and nails, and disorder of the hair, skin, scalp and nails	50	0
Product knowledge, product use and sales, preparing and consulting with customer for service	30	0
Laws, rules, professional ethic and history of barbering and cosmetology, Salon Business, Retail Sales, Job search Skills, Interview Preparation, Resume development	18	0
Individual student needs. Industry trends and electives (e.g. record keeping, mathematics, communications, human relations, public relations, first aid)	40	75
<b>TOTAL HOURS (1550)</b>	<b>538</b>	<b>1012</b>

### Barbering- 1000 hours or 1500 hours (not currently open for enrollment)

Considering a career in Barbering? One of the world's oldest professions is rapidly evolving and attracting some of the most talented up and coming artists we have seen. Barbering is a booming industry, and the market has shown considerable growth. First Class Cosmetology School is excited to offer a 1000-hr and 1500-hr Barbering program to our current course offering. The State of WI requires 1000 hours of training to be eligible to take the licensing exam. We are also offering an additional 1500-hour course to meet the needs of those students who wish to pursue their licensure and career in IL.

Barbering- 1000 hours	THEORY HOURS	PRACTICAL HOURS
Hygiene, grooming and person development	5	0
Bacteriology, sterilization, and sanitation	15	10
Tools, equipment and implements	3	10
Haircutting, hair tapering (clipper-cuts) razor cutting, hair styling, curling, thermal waving, finger waving, roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatment, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts	100	400
Hair straightening, hair relaxing, thermal hair straightening, permanents, hair coloring, tinting, bleaching and chemistry	87	250
Shaving, beard and mustache shaping, trimming, men's facials, facial massages, and introduction to electricity	20	30
Anatomy and physiology of the hair, skin, and disorder of the hair, skin, and scalp	15	0
Product knowledge, product use and sales, preparing and consulting with customer for service	15	0
Laws, rules, professional ethic and history of barbering and cosmetology, Salon Business, Retail Sales, Job search Skills, Interview Preparation, Resume development	18	0
Individual student needs. Industry trends and electives (e.g. record keeping, mathematics, communications, human relations, public relations, first aid)	10	12
<b>TOTAL HOURS (1000)</b>	<b>288</b>	<b>712</b>



<b>Barbering- 1500 hours</b>	<b>THEORY HOURS</b>	<b>PRACTICAL HOURS</b>
Hygiene, grooming and person development	5	0
Bacteriology, sterilization, and sanitation	15	10
Tools, equipment and implements	3	10
Haircutting, hair tapering (clipper-cuts) razor cutting, hair styling, curling, thermal waving, finger waving, roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatment, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts	140	523
Hair straightening, hair relaxing, thermal hair straightening, permanents, hair coloring, tinting, bleaching and chemistry	137	288
Shaving, beard and mustache shaping, trimming, men's facials, facial massages, and introduction to electricity	20	78
Anatomy and physiology of the hair, skin, and disorder of the hair, skin, and scalp	15	0
Product knowledge, product use and sales, preparing and consulting with customer for service	15	0
Laws, rules, professional ethic and history of barbering and cosmetology, Salon Business, Retail Sales, Job search Skills, Interview Preparation, Resume development	18	0
Individual student needs. Industry trends and electives (e.g. record keeping, mathematics, communications, human relations, public relations, first aid)	33	190
<b>TOTAL HOURS (1500)</b>	<b>401</b>	<b>1099</b>



## Manicuring Program- 350 hours

Our manicuring curriculum provides 350 hours of training with an emphasis on practical instruction. We utilize hands on, individualized training techniques to ensure exceptional skill development. The Manicuring program exceeds WI requirements by providing an additional 50 hours of instruction. The State of Wisconsin requires 300 hours, and the State of Illinois requires 350 hours for their Manicuring program, respectively. We offer the 350 hour program due to our unique location on the state border of IL and WI. Upon completion, students will be prepared to take the licensing exam for WI and/or IL. Meeting both state's requirements allows our students a larger geographic area to pursue job opportunities upon graduation.

SUBJECT	THEORY HOURS	PRACTICAL HOURS
Laws, Bookkeeping, Business Management, History and Ethics, Interviewing, Job Search, Resume Development	36	
Safety, Sanitation, Sterilization, First Aid and Bacteriology	10	25
Nail and Skin Disorders	24	10
Anatomy and Physiology	18	8
Manicuring, Pedicuring, ands Artificial Nails.	24	162
Introduction to Advertising	12	
Individual Student Needs	7	14
<b>TOTAL HOURS (350)</b>	<b>131</b>	<b>219</b>





**Esthetics Program – 600 HOURS****Advanced Esthetics - additional 150 Hours**

Prepare for an exciting future as a licensed skin care specialist with First Class Cosmetology School. Our 600-hour Esthetics program guides training in make-up, hair removal and the science behind skin care. To become licensed in WI, students must complete 450 hours of approved training. Students enrolled in our program will complete 600 hours of approved training, which exceeds the requirements of the State of WI. First Class Cosmetology School has chosen to increase the hours of our Esthetics program to provide students with more advanced skincare studies and hands on experience, which benefit the students' educational experience and career readiness. Completion of this program will allow students to test for the WI Esthetics Licensure. For those who are looking to be employed in IL, we have an additional 150-hr program. The licensing requirements for IL are 750-hours.

**Esthetics Program- 600 hours**

SUBJECT	THEORY HOURS	PRACTICAL HOURS
Introduction, law and code, bookkeeping, business management, job search, interview preparation, resume development, history and ethics	26	0
Safety, sanitation and sterilization	30	20
Anatomy and Physiology	40	0
Chemistry, treatments and process	34	0
Treatment products and techniques	52	131
Electricity, machines and equipment	52	60
Make-up and color analysis	20	20
Individual student need and electives	65	50
<b>TOTAL HOURS (600)</b>	<b>319</b>	<b>281</b>

**Advanced Esthetics Program- 150 hours**

SUBJECT	THEORY HOURS	PRACTICAL HOURS
Hormones, Chemistry, Biochemistry, skin diseases and disorders	10	
Skin Care Products, Botanicals, Aromatherapy, and Wellness Management	10	10
Advanced Techniques: Advanced Peels, Advanced Facial Massage and Technique, Dermaplaning	10	30
Advanced Makeup	5	10
Advanced Machines- IPL, Microneedling, Microdermabrasion	10	30
Individual Student needs and Electives	5	20
<b>TOTAL HOURS (150)</b>	<b>50</b>	<b>100</b>

## Massage Therapy Program 750 hours

Massage therapy has been used for centuries to relieve pain, assist in injury recovery, improve circulation, relieve stress, induce relaxation, and generally improve the health and wellness of clients. Using touch and knowledge, massage therapists strive to improve their client’s quality of life and general well-being. At First Class Cosmetology School our goal is to provide our students with a strong foundation of knowledge, skills, and experience on which to build a successful massage therapy career. We strive to accomplish this through a comprehensive program involving the extensive study of Anatomy and Physiology, Kinesiology, Pathology, Ethics, Laws, Business Fundamentals, and the Theory and Techniques of different Massage Modalities. Students will also gain valuable hands on experience both in the classroom and in our on-site student clinic working with members of the community. Our program exceeds the minimum of 600 hours required by the State of WI to benefit our student’s performance and to provide each student with the option of seeking National Certification once the required work experience has been obtained.

Fields of Study	# of Hours Required by the State of WI	Our Program Requirements
Anatomy, Physiology, Pathology, & Kinesiology	125	175
Business, Laws, and Ethics	50	50
Massage Therapy Theory, Technique, & Practice	300	350
CPR & First Aid (Adult)	5	5
Massage Electives & Student Needs	100	150
Student Clinic	20	20
Total Program Hours	600	750

### Massage Therapy Course Description

Anatomy, Physiology, Pathology, & Kinesiology 175 hours – An in-depth look at the human body, how it works, how it moves, what can go wrong and how that can affect the massage

Business, Laws, & Ethics 50 hours – A look at the fundamentals of the business side of the profession, the laws that govern the profession in WI and how to operate within them, how to build a professional and beneficial relationship with the client through healthy boundaries, and how to maintain proper confidentiality. Includes Job searching skills, Interview preparation, and resume development.

Massage Therapy Theory, Technique, & Practice 350 hours – Students will gain both knowledge and hands on experience of a variety of massage modalities including Swedish, Deep Tissue, Trigger Point, Hot Stone, Chair Massage, and more.

CPR & First Aid 5 hours– Training and Certification in the effective use of CPR and First Aid measures on adults.

Massage Electives & Student Needs 150 hours – A look at the constantly evolving trends of the industry and the latest advances and research. This is also where students will have the opportunity to explore some of the other modalities available in the industry and complete an independent research project on a subject of their choice related to the industry.

Student Clinic 20 hours- Students will put their work to practice on clients during these 20 hours. Real world experience involving client interaction under the supervision of a qualified instructor.

# About US

## First Class Cosmetology School

Educating the Future's Best Salon Professionals today

### A "First Class" Experience....

First Class Cosmetology School has been enrolling students for over 20 years. We are a family owned and operated school that cares about our staff, students, and graduates. We recognize the importance of creating a positive learning environment, and our focus has always been the development of students into successful career professionals. We want students to not only develop strong skills, but also to learn valuable life skills that will have a positive influence for years to come.

### Guest Experience Areas

A diverse group of guests come to First Class Cosmetology School to receive our services. Students have the opportunity to perform a range of hair, skin, make-up, nail services, and/or massage services in a salon and spa setting, under the supervision of our educators. We encourage all students to begin building a client foundation while attending school. All students receive a Friends and Family list. This allows students to select a few friends and family who receive special pricing when receiving services from the student. We run specials each month to maintain a steady flow of clients. We encourage and teach our students how to build a clientele which contributes to their overall success upon graduation.

The student Salon features a 40 station hands on student salon with 8 backwash units, a 6-person manicure bar area, 4 pipeless whirlpool pedicure stations, 2 hair removal stations, make-up area, facial/massage rooms and full retail area.

### Students Classrooms

Classrooms have been designed to provide the proper environment for different types of learning activities. Interactive classrooms are designated for hands on instruction, demonstration, and theory.

### Administrative Offices and Resources

First Class Cosmetology School has a library of books and DVD's covering hair, nails, and skin care. This is available to students at any time upon request. Staff, educators, and administrative personnel are available to address your questions and concerns.

### Licensing and Accrediting Agency information:

State of Wisconsin Dept. of Safety and Professional Services.....school code 00073

1400 E Washington Ave Rm 112

Madison, WI 53703 <http://drl.wi.gov> 877-617-1565

NACCAS.....school code 059046-00

The National Accrediting Commission of Career Arts & Sciences

3015 Colvin Street [www.naccas.org](http://www.naccas.org) 703-600-7600

Alexandria, Virginia 22314

US Dept. of Education..... school code 04182100

[www.ed.gov](http://www.ed.gov) 800-872-5327

## Are you ready to begin?

To be considered for admission, each applicant is required to complete the following:

1. Tour our Facility and complete Entrance Interview. Please be prepared with any questions you may have during the visit.
2. Secure Financing
3. Complete Application
4. Provide a copy of a verifiable High School Diploma, GED, or equivalent  
First Class Cosmetology School does not currently accept ATB students
5. Provide a copy of Driver's License, State ID, or Birth certificate
6. Submit non-refundable \$10 application fee

\*Foreign High School Diplomas must be translated and evaluated by an education credential evaluation company to determine equivalence to a US High school diploma.

Prospective students will be notified of acceptance into their intended program of choice by phone or email.

Applications are accepted any time prior to class start date.

## Transfer Students

First Class Cosmetology School has a policy for crediting transfer hours from another institution. If a student wishes to submit previous training to determine eligibility for transfer, a formal practical and written evaluation to determine skill level is required. The cost is \$150.00. Transfer hours are calculated based on skill level. Transfer students must provide a transcript with both hours and grades. First Class Cosmetology School will not credit any hours older than two years.

Transfer students will be charged per hour based on the number of hours needed to complete the course. If equipment is needed, the student can purchase equipment from First Class Cosmetology School. Payment is due on the first day of class. First Class Cosmetology School may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. Transfer enrollment availability is limited.

## Re-Entry Policy

Students that request to be readmitted into First Class Cosmetology School after expulsion or withdrawal must submit a letter of intent to the Director. Each case will be reviewed individually, and the student will be notified within 10 business days. Regardless of length of time, readmitted students returning to the same program will have the same academic and attendance status from prior enrollment. First Class Cosmetology School reserves the right to require a student to repeat courses. Students that are readmitted after 180 calendar days past their last date of attendance may be charged for and provided new supplies and will be subject to current campus tuition. Finally, a formal record of the written request for readmission and the outcome/decision will be retained in the student's permanent record.

## Non-Discrimination Policy

First Class Cosmetology School does not discriminate based on sex, age, race, color, ethnic origin, national origin, creed, religion, or physical disabilities. Most aspects of the beauty field require a significant amount of standing, walking, pushing, bending, and stretching for long periods of time. A person must consider his/her physical limitations in making a career choice that involves extensive training. We promote the acceptance of students who are physically limited if the student believes he/she can fulfill training demands at our facilities and succeed in a way that would not preclude employment with the student's area of study. First Class Cosmetology School does not recruit students who are currently attending or admitted to another school which offers a similar program of study.

# Schedule & Payment Methods

## Schedule and Calendar

A new cosmetology class begins January, April, June, and September. Cosmetology is offered as a full-time program, as follows:

### FULL TIME

Basic Training: Mon 9:00-4:00	Clinical Rotation Mon 9:00-3:00 (Required Theory Day)
1 <sup>st</sup> 12 weeks Tues 9:00-4:00	Tues 9:00-5:00
Weds 9:00-4:00	Weds 10:00-7:00
Thurs 9:00-4:00	Thurs 9:00-5:00
Fri 9:00-4:00	Fri 9:00-5:00

\* After basic training, schedules may be modified for cosmetology and barbering students, to meet individual student needs and are based on mitigating circumstances. Students can schedule a meeting with the administration to discuss alternatives.

\*First Class Cosmetology School reserves the right to change schedules as needed to provide quality education. We may cancel or rearrange start dates based on class enrollment.

\*Barbering classes will coincide with Cosmetology start dates when seats are available, and programs are open for enrollment.

## Advanced Esthetics, Esthetics, Manicuring

Esthetic, Advanced Esthetic and Manicuring program beginning dates are scheduled based on interest and enrollment. These programs are offered as full or part time, which is determined by the student at the time of enrollment. Students may choose a flex schedule while maintaining a minimum number of weekly hours to meet completion guidelines required by the state. Theory work is completed as an independent study with the guidance of your instructor and the syllabus. Assignments and tasks for each chapter are outlined in the syllabus. Hands on training and instruction is guided by the course syllabus and may be done one on one, or in a group setting with other students, and the instructor.

## Massage Therapy

A new Massage Therapy program will be offered twice per calendar year determined on interest and enrollment. Each class will have mandatory attendance for classroom theory and lecture twice a week. All other hours can be achieved on a flexible schedule dictated by the student at the time of their enrollment. A full-time student attending 4 full days of school per week will complete the program in 26 weeks. A part time student attending 3 days a week will complete the program in 36 weeks. All practical and clinical training is done under the supervision of a qualified instructor. Class size will be limited based on availability of classroom and training space.

## School Holidays and Closures

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Black Friday, Christmas Eve, Christmas Day. Additional closings for holidays, in-service days, or inclement weather will be announced to the students.

## Payment Methods and Options

First Class Cosmetology School expects each student to pay according to the arrangements made at the time of their enrollment and indicated in the Enrollment Agreement. If no prior arrangements have been made, tuition and fees will be paid in full prior to the completion of the program of study. First Class Cosmetology School accepts cash, checks, credit cards or through federal agency or loan programs. We offer an in-house financing option that can be used for estimated balances or tuition in full. Financial Aid is available to those who qualify. All students interested in financial aid must complete the Free Application for Federal Student Aid.

Prior to enrolling, our Financial Aid Director works directly with students to assist with federal student aid application process. Our Financial Aid Director is available to answer questions regarding available funding. Students typically utilize a combination of Pell Grants, Subsidized Loans, Unsubsidized Loans, and/or Parent Plus Loans to create a student aid package that meets the needs of their individual financial situation.

## 2024 Tuition & Fees

### Cosmetology Program 1550 Hours

Tuition	\$18,400.00
Books/ Supplies*	\$2,500.00
Application Fee	\$10.00
Registration Fee	<u>\$90.00</u>
TOTAL	\$21,000.00

### Barbering Program 1000 Hours

Tuition	\$11,900.00
Books/Supplies	\$2000.00
Application Fee	\$10.00
Registration Fee	<u>\$90.00</u>
TOTAL	\$14,000.00

### Esthetics Program 600 Hours

Tuition	\$10,100.00
Books/ Supplies	\$1,800.00
Application Fee	\$10.00
Registration Fee	<u>\$90.00</u>
TOTAL	\$12,000.00

### Barbering 1500 Hours

Tuition	\$ 17,900
Books/Supplies	\$ 2,000
Application Fee	\$10.00
Registration Fee	<u>\$90.00</u>
TOTAL	\$20,000.00

### Advanced Esthetic Program 150 Hours

Tuition	\$2,000.00
Books/supplies	<u>\$500.00</u>
TOTAL	\$2,500

### Manicuring Program 350 Hours

Tuition	\$3,000.00
Books/Supplies	\$1,400.00
Application Fee	\$10.00
Registration Fee	<u>\$90.00</u>
TOTAL	\$4,500.00

### Massage Therapy Program 750 Hours

Tuition	\$11,600.00
Books/Supplies	\$1,400.00
Application Fee	\$10.00
Registration Fee	<u>\$90.00</u>
TOTAL	\$13,000.00

# Career Placement & Student Services

## **HOUSING**

The School does not maintain housing for students, nor does it make specific recommendations regarding housing. Accommodation may be available within the local communities and information will be provided as available to the School via the Internet or media publications.

## **PROFESSIONAL COUNSELING**

The School does not maintain professional counselors at the schools, nor do we recommend students to seek professional help off campus. However, students who inquire about professional counseling services will be provided a list of public organizations, religious organizations, and governmental agencies where the student may receive additional assistance. Regular school staff are not licensed or trained as professional therapeutic counselors and cannot provide professional on-going or long-term counseling for those students needing professional help. The staff is always willing to listen to a student at any time and provide available information. Any student requesting medical assistance for situations other than the immediate need for first aid or a life-threatening situation will be given a list of public clinics and hospitals in the immediate proximity of the school campus. This list is not to be construed as a recommendation by the school, but rather a service provided as a courtesy to students.

## **PLACEMENT SERVICE**

Within the local salon network, First Class Cosmetology School can help students launch their professional career. We help prepare students with career days, guest speakers, our career opportunity board, field trips to salons, hair shows, and resume assistance. However, First Class Cosmetology School cannot guarantee job placement. Career guidance is considered part of our educational development. Any referred job opportunities by staff to students are not based on direct contact with the employer regarding current job openings. Students are encouraged to discuss their career-related questions with instructors and/or school administration whenever such questions arise. Reciprocity information is available to students transferring to another state.

## **ADVISING & ASSISTANCE**

First Class Cosmetology School extends an open-door policy to our students. We provide guidance with education and career related questions. Our goal is to create a safe and positive learning environment for all students. If students have questions or concerns regarding hours, grades, attendance, or skill development, they are encouraged to stop in the administration office. We will set up an appointment at our first opportunity.

# Academic Information

## Student Records

**SPS 407 Student Records:** First Class Cosmetology School will maintain records of attendance, progress, and grades.

First Class Cosmetology School will report progress to each student periodically as stated in our SAP Policy.

**Records Retention:** First Class Cosmetology School will maintain for a minimum of 6 years from graduation or last day attendance, student records that will include the following:

1. A copy of the enrollment agreement and other instruments related to payment for educational services.
2. Student information, including name, permanent address at which the student may be reached; records relating to financial payments and refunds; and records of attendance.
3. Date of completion or termination and the reason(s) thereof.
4. Record of any student grievance and subsequent resolution.

**Transcripts:** First Class Cosmetology School will provide a transcript to the student upon request, who has satisfied all financial obligations to the school. First Class Cosmetology School will permanently hold original transcripts for all students. The transcript will provide:

1. Name of the student
2. Title of the program, number of hours of instruction received, including the number of hours obtained through distance learning. The number of hours obtained through distance learning could affect reciprocity.
3. Dates of enrollment.
4. Grade record for each course, lessons or units of instruction and the cumulative grade for the program.
5. Explanation of the grading system on the transcript.

**Change in status:** In the event of a change in ownership or dissolution of First Class Cosmetology School, the school owner or designee shall:

1. Notify the WI Approval Educational Program at the time the decision is made to consolidate, sell, merge or close, but at a minimum 72 hours before said action,
2. Submit a plan to provide for the retention and disposition of records.
3. Provide records of the names, addresses and financial records of students currently enrolled whose program has not been completed.
4. Surrender SPS license.

## FERPA and Access to Student Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students and parents/guardians of dependent minors' certain rights with respect to their education records. \*An *eligible student* under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day First Class Cosmetology School receives a request for access. A student should submit to the registrar, dean, head of the academic department, a written request that identifies the record(s) the student wishes to inspect. The school official will decide access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask First Class Cosmetology School to amend a record should write to the director of First Class Cosmetology School, clearly identify the part of the record the student wants changed and specify why it should be changed. If First Class Cosmetology School decides not to amend the record as requested, First Class Cosmetology School will notify the student in writing of the decision and the student's right to a hearing regarding the request for



amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before First Class Cosmetology School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. First Class Cosmetology School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the First Class Cosmetology School in an administrative, supervisory, academic, research, or support staff position ; A school official also may include a volunteer or contractor outside of the First Class Cosmetology School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or accrediting agency. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for First Class Cosmetology School.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by First Class Cosmetology School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

# Graduation & Licensing Requirements

## Graduation Requirements

The student must meet the following academic and financial obligations.

1. Complete the required number of hours of theory and practical instruction.
2. Complete all examinations and allocation of theory and practical requirements.
3. Maintain a 75% cumulative average in theory and practical grades.
4. All tuition and fees due to First Class Cosmetology School are paid in full or satisfactory arrangements are made to pay any balance owed to the school.
5. Pass the final theory and practical exams with a 75% or higher.
6. Complete an exit interview and exit counseling.

Upon graduation from First Class Cosmetology School, the student will receive a certification of completion and transcript. The completion certificate establishes the student's eligibility to apply for the state cosmetology exam.

## State Licensure Exams

To be eligible for either WI or IL State licensure exam, students must graduate from their respective program of study, meeting all school and state requirements. Upon graduation from First Class Cosmetology School, students meet the eligibility requirements to test in either WI and/or IL. If interested in other states' requirements and reciprocity information, please contact the admissions office.

The State of WI requires passing of both a written and practical exam for licensure. Students at First Class Cosmetology School take mock state board exams as their final, ensuring proficient knowledge for the state licensure practical exam. We assist students with packing the state board practical kit required for the practical exam. Written tests are taken throughout all courses of study with an emphasis on preparation for the state board exam.

The State of IL requires only a written exam for licensure.

## Make-up Work

Students requiring make-up projects, quota, or tests must do so before the end of their period. Written exams will be scored using the traditional percentage method. If the student is absent for a written exam, the student will receive a "0". Students can make up the exam. In which case, the highest possible score that can be achieved is 90%. The student must maintain a 75% cumulative average to maintain satisfactory progress, however if a score of less than 65% is earned, the student will receive a "0" and will be required to retake the exam. Make up tests will be averaged with the previous exam score. If the average score is less than 65%, extra credit must be completed to receive a passing score.

## Hours

We allow students to clock in as early as 8:45 each morning and may remain clocked in until their duties are finished. This may go beyond scheduled clock out time. Students may also make up missed hours outside their normally scheduled time by attending a certificate class or shows, attending school on a Saturday, or participating in a school sponsored event.

## Transcripts

Requests for transcripts are protected by federal law and can only be released with the written request of the student. Students may request a transcript by submitting a written letter of request. The cost of a transcript is \$25.00. Written requests may take 5-10 business days to process after the request is received. Please remit cash, check, or money orders payable to First Class Cosmetology School.

# Satisfactory Academic Progress Policy

This Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at First Class Cosmetology School. It is printed in the catalog to ensure all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

## EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450 Actual Hours/ 15 weeks	900 Actual Hours/30 weeks	1225 Actual Hours/40 weeks
Barbering 1000 hour	450 Actual Hours/15 weeks	900 Actual Hours/30 weeks	
Barbering 1500 hour	450 Actual Hours/15 weeks	900 Actual Hours/30 weeks	1200 Actual Hours/40 weeks
Esthetics	300 Actual Hours/12 weeks		
Manicuring	150 Actual Hours/8 weeks		
Massage Therapy	325 Actual Hours/11 weeks		
Advanced Esthetic	75 Actual Hours/5 weeks		

Transfer students- Scheduled midpoint of the actual hours contracted with the institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the scheduled hours indicated on their enrollment contract to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for the students to complete each course at satisfactory academic progress is stated below:

<u>COURSE</u>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>Scheduled Hours</b>	<b>Weeks</b>
Cosmetology 1550 hours (Full time 34 hrs/wk)	2,061 hours	61 Weeks
Barbering 1000 hours (Full time 34 hrs/wk)	1,331 hours	40 Weeks
Barbering 1500 hours(Full time 34 hrs/wk)	1995 hours	59 Weeks
Esthetics 600 hours (Full time 25hrs/wk)	798 hours	32 Weeks
Advanced Esthetics 150 hours (Part time 15hr/wk)	199 hours	13 Weeks
Manicuring 350 hours (Part time 20hr/wk)	465 hours	23 Weeks
Massage Therapy 750 hours (Full time 30hrs/wk)	997 hours	33 Weeks

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 weeks.

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

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

## **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades 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 must be satisfactory or greater to be counted toward course completion. Students must maintain a written grade average of 75% and PASS a final written and practical exam with a 75% or higher to graduate. Students must make up any test score 65% or below, any missed tests, and incomplete assignments. Numerical grades are considered according to the following scale:

93-100	EXCELLENT
85-92	VERY GOOD
75-84	SATISFACTORY
74-65	UNSATISFACTORY (credit will be given for written exams only)
65 and below	no credit/score will be entered as 0

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## **WARNING**

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

## **PROBATION**

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

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken on the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and

wish to re-enroll will return to the same satisfactory academic progress status as at the time of the withdrawal. Course withdraws/incompletes do not affect prior grades, GPA and hours obtained.

### **APPEAL PROCEDURE**

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

### **NON-CREDIT, REMEDIAL COURSES, REPETITIONS**

Non-credit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **TRANSFER HOURS**

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when allowable maximum time frame has been exhausted.

# Standards and Policies

To achieve excellence in training, we have established guidelines to ensure fairness, understanding, and positive work habits among our students.

## **Conduct Policy**

It is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his or her fellow classmates and the staff of the school. First Class Cosmetology School, including administration and faculty, are dedicated to maintaining an optimal learning environment. First Class Cosmetology School values and respects each student's right to a quality education, and therefore, each student should take his or her training seriously. Any student found to be abusing staff or fellow classmates may be terminated from the training program.

### **Misconduct is defined as the following:**

1. Dishonesty, including, but not limited to, cheating, furnishing false information to the school, stealing school property or that of a fellow student is not permitted.
2. Alteration or forgery of school records or identification.
3. Possession or use of alcoholic beverages on school property.
4. Possession or use of any weapon.
5. Possession or use of any controlled substance on school property or being under the influence while on school property.
6. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the continued defiance of the authority of, or abuse of, school personnel.
7. Assault, battery, sex crimes, including sexual assault or any threat of force or violence upon any student or school personnel.
8. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
9. Obstruction or disruption of teaching, administration, disciplinary proceedings, or other authorized school activities.
10. Unauthorized entry to or use of school facilities, equipment, or supplies.
11. Theft or deliberate damage to property of a school staff member, a student or school visitor.
12. Defacing or damaging any school or personal property.
13. Failure to comply with directions by staff of First Class Cosmetology School.
14. Smoking in the school building or any area designated as "nonsmoking" by law or school policy.
15. The commission of any act on school property that constitutes a crime under Wisconsin law.
16. Using cellular phone during class time or while servicing a patron on the clinical floor.
17. Eating on the clinical floor or any other area that has been designated as restricted.
18. Visitors during class or school hours who are not receiving a service. The upstairs area is limited to our student body.
19. Student services must be authorized in advance. Students may receive personal beauty services during school hours as time permits, with prior approval of an instructor. The student's attendance, grades, and applied effort are considered before a service is permitted. If a student is found receiving services without approval, the student may be asked to clock out. All products used for services must be paid for in advance. A student price list is available with applicable costs for service.
20. Performing services outside of school. No color products will be sold to students for home use. It is unprofessional and unsafe to perform chemical services at home without an instructor's supervision. The WI Barbering and Cosmetology Board will take disciplinary action on students found administering beauty services away from a licensed establishment.
21. No call no show. Failure to notify school of absence. Please contact the school directly.
22. Habitual tardiness. Students must clock in no later than 15 after the designated start time.
23. Parking in a non-designated area. At the time of orientation, the admissions staff will advise students of the approved parking area. Courtesy to other building tenants and customers is mandatory.

24. Refusing client/student service. If an appointment is refused, the student will be clocked and will not receive credit for the remainder of the day.
25. Failure to follow dress code guidelines.
26. Bullying/cyber bullying will not be tolerated. If a student is found to be using e-mail, messaging services, or social networks to intimidate, harass or otherwise provoke a fellow student or First Class Cosmetology School staff, disciplinary action will be followed.
27. Social networking defamation. Derogatory comments made on social network sites about school, staff or students that are brought to the attention of staff could result in suspension or in extreme cases termination. Facebook is not private and should NOT be used to air grievances. We have a grievance policy, which is the appropriate avenue to file a complaint and find resolution.

### **Disciplinary Action**

The Director, Administrator, or Instructional Staff may take disciplinary action, appropriate to the misconduct as defined above. Proper Professional Authorities will be notified if WI State law(s) are violated.

Discipline- the following types of disciplinary action may be taken by school:

1. Warning/ Counseling- a verbal or written notice may be given to the student by an instructor or administrative staff indicating that continuation or a repetition of a specific conduct may be cause for further disciplinary action.
2. Written Reprimand- a written reprimand for a violation of a specific regulation indicating that continued violations may result in further disciplinary action. A written reprimand will be placed in the student file.
3. In- School Suspension- A student who has received two warnings for disciplinary issues may face an in-school suspension. During an in-school suspension the instructor will provide a written outline for activities and tasks to be completed. If a student refuses to complete in school suspension assignments, he/she will instead face an out of school suspension, which will result in more missed time.
4. Suspension - Student who has been previously warned in both verbal and written form about a misconduct will face a suspension period of no less than 2 days but no more than 5.
5. Immediate Suspension/Termination- any student who violates any Law of the State of WI or in any way may cause injury or imply violent acts to other students or school staff or clients may be suspended immediately without prior steps as outlined in 1-3 and pending investigation and consensus of the staff and Administration, termination may then occur.

### **APPEAL PROCESS for Termination**

Once a student is terminated or suspended for any of the above reasons, academic or attendance violations, the student may appeal against the decision made by the staff member by using the following procedure.

1. Submit a written document to the school within five (5) business days of termination or suspension, stating the reasons why the decision should be reversed.
2. Submit a written request for re-evaluation with the staff of First Class Cosmetology School.

Upon receiving the above request and documents, the staff will schedule and review the case within 7 business days with a staff person and student. A decision on the student's appeal will be made within 10 business days and a written reply will be given or sent to the student. In the event of reinstatement, the student will be required to make up any missed classes, tests, and practical time. These must be made up in the allotted time according to the student contract. Should a student fail to appeal the termination or suspension, the decision will stand as stated in the written document received by the student.

## **School Safety**

All students are encouraged to take an active role in maintaining a safe environment. To avoid accidents, injuries, or falls please remember the following:

1. Use equipment properly
2. Follow manufacturer's directions
3. Wipe all spills immediately and pick up any dropped items immediately.
4. Keep work areas free from personal items or debris.
5. Report any building or equipment safety hazards to staff immediately.
6. Coats must be in locker. Do not use hooks on the clinic floor or place coats on the back of chairs or in workstation.
7. Never leave a guest unattended during a service.
8. Students must complete assigned sanitation duties throughout the day as needed, and at the end of each day before clocking out.

## **Drug & Alcohol Abuse Prevention**

First Class Cosmetology School is a drug-free environment. No alcoholic beverages or illegal drugs are permitted in or around school property. Any student suspected of being under the influence will be clocked out and sent home. The decision to dismiss a student is solely at the discretion of the school and does not require supporting proof of drug/alcohol abuse. It is unlawful to sell, furnish, or provide alcohol to anyone under the age of 21 according to the State of Wisconsin. Any student distributing illegal or prescribed drugs to other students will be immediately and permanently dismissed. The local Police department will be notified of any suspected distribution of illegal substances. Students taking over-the-counter medication that may affect their ability to perform school related tasks, should inform the instructor. Student participation may be terminated by the school for possession and/ or distribution of alcohol or drugs in or around school property.

First Class Cosmetology School encourages any student struggling with dependency to seek assistance. First Class Cosmetology School maintains drug and alcohol education information and a list of national hotlines. We will assist students in identifying local support services that offer counseling and or treatment, and assistance with re-entry. To make this request, please speak directly with administration.

## **First Class Cosmetology School Photographs & Recordings**

From time to time, First Class Cosmetology School will take photos or recordings of campus activities including students, guests, and others for promotional or other purposes. If students wish to not be included in such photographs or videos, please notify the administration at the time of your enrollment.

## **Dress & Personal Grooming Policy**

The following dress code is mandatory. Not following the dress code may result in disciplinary action. Students are required to dress in a professional manner. It is mandatory that students come to school with hair neat and clean. Good personal hygiene must be demonstrated. Beauty enhancements should be done on personal time.

- Black pants, black jeans, and thick black leggings are all acceptable
- First Class Cosmetology School Tops; T-shirt, Long sleeve, or sweatshirt or plain black top
- Comfortable shoes in clean condition. Open toe shoes are permitted, but not recommended.
- We permit blue jeans without holes on Fridays.



## **Time & Attendance Policy**

Students are expected to attend classes at the scheduled starting time and to continue as scheduled throughout the day per their enrollment agreement. Attendance is recorded daily. It is the responsibility of the student to directly contact the school to notify them of an absence or tardiness, the same way an employee would be expected to inform his/her employer. Failure to report absences or tardiness will be the cause for disciplinary action. All personal time off must be requested in writing and presented to staff members at least 1 day in advance. A valid written excuse for any absence over 3 in one month is required. A medical excuse or any valid excused document does not extend your contract date but is used for the purpose of providing an explanation for your absence.

Students are expected to be on time every day. Tardiness will not be tolerated. We allow students 15 additional minutes after scheduled start time to clock in. After the 15 minutes, you must receive permission from the administration to remain in school for the day. Previous tardiness and absences will be considered before permission is granted. We understand mitigating circumstances arise but consider this to be extremely rare. All Absences and Tardiness will be considered scheduled time not attended or Absent hours. Absent hours, whether from absences or tardiness, can result in having to pay additional fees. Any overage time and fees will be determined on your contract date and must be paid to continue enrollment. You can make up absent time, as outlined in this catalog. It is possible that you may exceed the absence time allowed during your training but still finish on or before your contract date by making up hours and will therefore not be charged additional fees. Habitual tardiness will affect your percentage of attendance and could result in an unsatisfactory progress evaluation and could result in termination from your program of study.

Attendance is recorded daily. Hours are recorded directly into First Class Cosmetology School's student management software. The student management software records actual hours attended as well as scheduled hours. Students will receive a printout of their hours monthly to review for accuracy. In addition, students will also receive log in access to our student portal so that hours can be viewed daily.

### **14-Day Absent Policy**

Students that are absent for a consecutive 14 days and have not called to report the absences will be considered to have terminated or withdrawn from the program.

### **Notice of 30-Day Attendance Review**

A review of attendance will be conducted when you have been enrolled in any First Class Cosmetology School program for 30 days. If your attendance is less than 60% at your 30-day mark you will not be permitted to continue the program. If your attendance percentage is lower than 60%, a meeting will be conducted with administrative staff and your instructor. You must be present at this meeting. We will review the hours for accuracy and determine if any mitigating circumstances prevented your attendance. If, we determine the reason for your absences and feel that you can increase your attendance percentage and ultimately complete the program, you may be granted permission to remain in school.

## **Leave of Absence (LOA) Policy**

First Class Cosmetology School recognizes that over the course of the program it may be necessary to take a short break from training for several reasons. Days included in an approved LOA are removed from your schedule and do not count toward your attendance rate. Approved leave of absences may be requested for the following purposes:

- The student's own medical condition
- To care for a child, spouse, domestic partner, or parent with a medical condition
- The birth, adoption, or foster placement of a child
- The death of a child, spouse, domestic partner, parent, sibling, or grandparent.

The request for a Leave of Absence (LOA) must be made in advance and submitted in writing. The request should include the reason for the request and the student's signature. There must be reasonable expectation that the student will return. If it is not possible to request in advance due to unforeseen circumstances, a LOA may be granted using the first day that the student was unable to attend as the start date for the leave of absence. The circumstances to grant an unrequested LOA will be documented. Documentation must be submitted to authenticate your reason for obtaining a LOA. This documentation must include a start date and an anticipated return date. A LOA return date may be extended upon approval and will be considered on an individual basis. Leave of Absences must not exceed 180 cumulative days in any 12-month period. No additional charges will be assessed during or because of an approved LOA. A student on an approved LOA is not considered withdrawn, and no refund calculation is required. The student's contract date will be extended by the number of calendar days that elapsed during an approved LOA. Upon return from a LOA, school administration and the student must sign an Enrollment Addendum to reflect the change of the original contract date. If a student fails to return from the LOA or takes an unapproved LOA, the withdrawal date for the purpose of calculating a refund will be the student's last day of attendance. Please contact administrative staff to request a LOA and complete the appropriate documentation.

## **Administrative Leave**

First Class Cosmetology School reserves the right to place a student on administrative leave under circumstances supporting such a leave. This may include, but is not limited to, military duty and jury duty. If a student has been absent during basic training and the absences have affected the student's ability to complete the next phase of study or to stay on pace with their class and studies, the school may require the student take administrative leave. First Class Cosmetology School may place a student on administrative leave until they are able to rejoin a basic training class. A student may also be placed on administrative leave if financial obligations are not met as determined at the time of enrollment. Administrative Leave time does not count toward your attendance rate.

All Administrative Leave or Leave of Absence time may not collectively exceed 180 calendar days during your enrollment with First Class Cosmetology School.

## **Over time hours and Fees**

Each course/program is scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is unrealistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$15 per hour, payable in advance, until graduation.

## **Abandoned personal property**

A locker is assigned to each student. The School is not responsible for any equipment, textbooks, etc., abandoned by a student. The student is solely responsible for their equipment and supplies as well as personal property. If the student is not in attendance for a period longer than 30 days, his/her personal property or equipment and supplies must be stored in the locker. Abandoned items will be removed from the school premises and any incurred expense for such removal will be the responsibility of the student. Students are encouraged to take personal items home when away from school for more than a few days. If a student fails to return from school and has been concluded withdrawn, the school will hold items for 30 days from the last day of attendance.

## Student Grievance Procedure

To adequately provide students with a quality education, there is a grievance procedure. If a situation arises with an instructor, student, or policy, please submit a written account of the issue to the school owner, Charlotte Jero or school Director, Angie McCaslin. Within ten business days of receiving your grievance, a meeting will be scheduled with the above listed school representative(s) to assess the grievance. If a resolution cannot be met through discussion, the grievance will be referred to the school's grievance committee. The committee is comprised of the instructional and support staff. The grievance committee will meet within twenty-one days of the initial meeting to review allegations. If additional information is required, a letter will be issued to the complainant outlining the additional information. The committee will present a letter to the complainant within fifteen days outlining mitigation steps to correct the problem, or to demonstrate that the allegations were unsubstantiated. If the complainant wishes to pursue the matter further, the student can fill out a complaint form, available through our accrediting agency. Please be advised that the accrediting agency will be requesting information from the school that our internal grievance guidelines have been followed.

The National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street  
Alexandria, Virginia 22314 [naccas@naccas.org](mailto:naccas@naccas.org)

Unresolved Complaints with Cosmetology, Esthetics and/or Nail Students:

If you would like to email, mail, or fax your complaint instead of submitting it online, print and complete the [Complaint Form](#) found on [dsps.wi.gov](http://dsps.wi.gov) and submit it to:

Wisconsin Department of Safety and Professional Services

Division of Legal Services and Compliance

P.O. Box 7190

Madison, WI 53707-7190

Fax: (608) 266-2264

Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)

Process

The Division of Legal Services and Compliance (DLSC) provides compliance services for the agency's boards and direct-licensed professions. DLSC is staffed with attorneys, investigators and other legal staff to address complaints promptly and appropriately. If a complaint is made with sufficient evidentiary support to suggest that a credential holder is in violation of a relevant condition or rule related to their profession the Division may investigate and, if necessary, file a disciplinary action against the credential holder. The purposes of discipline are to protect the public, rehabilitate the credential holder and to deter other credential holders. Disciplinary action is then monitored for compliance by DLSC's Monitoring Unit.

The links in the Additional Resources section provide directions for making a complaint as well as a page that describes the Department's case handling process. If a complaint is opened for investigation the case may take in excess of a year to reach a conclusion. This span of time is required to screen, investigate, and if appropriate, prosecute the approximately 3,000 complaints the department receives each year.

In some circumstances the Department may not have the authority or requisite legal basis to investigate a complaint. Any complaint falling within the jurisdiction of another agency will be referred to that agency for further action.

Unresolved complaints involving massage therapy students may contact:

WI Educational Approval Program  
1400 E Washington Ave  
Madison WI 53708

# Cancellation & Refund Policies

## **Return of Unearned Title IV Funds aka “R2T4” Policy**

In accordance with federal regulations, students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) program funds,

and

who withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment.

## **Determination of Withdrawal**

Students will be considered to have withdrawn from their program of study on the date of their official notification to the school of their intent to withdraw, or for unofficial withdrawals, after 14 consecutive calendar days of absence unless the student is on an approved leave of absence as otherwise stated in the institution’s policies. For students whose enrollment has been terminated by the institution, the date of such action shall be considered as the date of withdrawal determination. The student’s last date of attendance in the program will be considered as the withdrawal date for purposes of the required calculations.

## **Determination of Federal Aid Earned**

Eligible Title IV federal aid recipients whose last recorded date of attendance, per the institution’s attendance records, is within the first 60% of a payment period or period of enrollment are considered to have earned federal aid only in an amount equal to the percentage of time that the student was enrolled during the payment period or period of enrollment rounded to the nearest 1/10 of one percent (Example: 33.333% = 33.3%, 66.666% = 66.7%). Accordingly, a required calculation will be performed to determine the amount of federal student aid funds earned by the student for the period of time he/she was enrolled. If the student remained enrolled for more than 60% of the payment period or period of enrollment, all federal aid disbursed has been fully earned. This calculation will be done before a tuition refund calculation is performed in accordance with the institution’s refund policy and may result in a determination of the amount of unearned aid that must be returned to the USDE by the institution, as well as the amount to be returned by the student.

The institution will notify the student upon completion of this calculation if the student has any responsibilities to repay any federal funds beyond the scope of the student’s existing student loan repayment obligations. In many cases, any return of unearned Title IV funds will result in adverse financial consequences including the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid.

## **Determination of Funds to be Returned**

If the R2T4 calculation results in the determination that the amount of federal aid disbursed for the period on behalf of the student exceeds the amount of federal aid that has been earned by the student for that period, then a refund of the unearned portion must be returned to the U.S. Department of Education. The institution will be responsible for its portion of the refund and the student may be responsible for returning his/her portion of the unearned federal aid as determined by the calculation. Unearned funds to be returned to the U.S. Department of Education by the institution, and any unearned grant funds owed by the student, must be repaid within 45 days of the date the institution determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student’s loan.

- Refunds of unearned federal student aid will be returned to the Title IV programs in the following order: 1. Unsubsidized Direct Loans  
2. Subsidized Direct Loans  
3. Direct PLUS Loans  
4. Federal Pell Grants

### **Determination of Funds to be Disbursed (Post Withdrawal Disbursement)**

If the R2T4 calculation results in the determination that the amount of federal aid earned by the student for the period exceeds the amount of federal aid that has been disbursed on the student's behalf for that period, then the student may be entitled to a post-withdrawal disbursement of earned funds. Earned federal grant funds will be disbursed by the institution within 45 days of the date of withdrawal determination. Earned federal student loan funds, eligible for post-withdrawal disbursement, will be offered to the student within 30 days of the date of withdrawal determination. The student shall have 14 days to accept or decline disbursement of those funds.

Post-withdrawal disbursements shall first be applied to the student's account to cover any charges that remain unpaid after the student's withdrawal from the institution. In the event all charges owed by the student have been paid in full, and a credit balance remains on the account, such credit balance will be returned to the student within 14 days of the date that the credit balance was determined.

## **INSTITUTIONAL REFUND POLICY**

### **COSMETOLOGY/ BARBERING/ESTHETICS & ADVANCED ESTHETICS/ MANICURING PROGRAM**

#### **Enrollee's Right to Cancel**

**You may cancel this agreement by mailing or delivering a notice to First Class Cosmetology School, 306 State St, Beloit WI 53511, before midnight of the third business day after you sign this agreement. "Business Day" means any calendar day except Saturday or Sunday, and except for the following business holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas. If you wish you may use this page as written notice by writing "I hereby cancel" and adding your name and address. A duplicate of this page is provided to you by the school for your records.** \*All classes at First Class Cosmetology School are taught in English. If your principal language is other than English, please inform administration if you would like a copy of this Right to cancel in your principal language.

For Applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due to the applicant or students shall be refunded within 30 days of the official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has started classes.
3. A student has canceled his/her enrollment after three business days of signing the enrollment agreement but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school minus the registration fee of \$90.00 and application fee of \$10.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of the withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student who is expelled from school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days)

7. In type 2,3,4 or 5, official cancellation or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administration or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing enrollment agreement) the following schedule of tuition earned by the school applies. All refunds are based on **scheduled** hours:

<u>PERCENTAGE OF SCHEDULED TIME</u>	<u>TOTAL TUITION CHARGED</u>
<b>0.01% to 04.9%</b>	<b>20%</b>
<b>5% to 09.9%</b>	<b>30%</b>
<b>10% to 14.9%</b>	<b>40%</b>
<b>15% to 24.9%</b>	<b>45%</b>
<b>25% to 49.9%</b>	<b>70%</b>
<b>50% and over</b>	<b>100%</b>

Any monies due to the applicant or student will be refunded within 30 days of the formal cancellation date as defined above. In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If the school permanently closes or is no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the school cancels a course after a student’s enrollment, the school will either provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, or completion of the course later. The school does not participate in any teach-out plans with other institutions.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, books unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and enrollment agreement.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program, second to subsidized Federal Stafford Student Loan Program, third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance program; and last to the student. After all applicable returns to Title IV aid have been made, this institutional refund policy will apply to determine the amount earned by the school and owed by the student. If the student received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

**Collection Policy:** Any student that withdraws, is terminated, or completes the program with an unpaid balance must make reasonable repayment arrangements. If the student fails to do so, First Class Cosmetology School will begin collection methods that reflect ethical business practices. Ultimately if arrangements for payment cannot be met, or are not followed through with, the student will be sued to collect the unpaid debt. Collection fees will be added to your unpaid balance.

\*The School is currently eligible to participate in federal Title IV Financial Aid Program

## **INSTITUTIONAL REFUND POLICY**

### **MESSAGE THERAPY PROGRAM**

The student will receive a full refund of all money paid if the student:

1. The student cancels within three-business days
2. The student accepted was unqualified, and the school did not secure a disclaimer
3. The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representation made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

A Massage student who withdraws or is dismissed after attending at least one class, but before completing 60% of the scheduled instruction in the current enrollment period, shall be entitled to a pro rata refund, less any amounts owed by the student for the current enrollment period. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounding down to the nearest downward to the nearest ten percent. The pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. In the event of school closure or program cancellation the school will allow completion for those currently attending. In such a case that allowing for completion is not foreseeable, a pro-rated refund will be made to the student.

As part of this policy, the school may retain a one-time application fee of no more than \$10 and registration fee of 90\$. The school will make every effort to refund prepaid amounts for books, supplies and other charges that have not been used. A student will receive the refund within 40-days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount. A written notice of withdrawal is not required. You will be administratively withdrawn after 14 days of unreported absences and refunds will be based on the last day of attendance.

### **Surety Bond**

First Class Cosmetology School provides a bond through Western Surety Company, #71551478. This bond provides indemnification to any student or enrollee of this school, or the parent, guardian, or sponsor, of a student or enrollee, who suffers any loss or damage because of any of the following:

1. Fraud of misrepresentation by this school.
2. Violation of any state administrative rule, statute or school policy relating to the licensing or operation of this school.
3. A student or enrollee's inability to complete the course because the school failed to perform its contractual obligation to the student or enrollee.
4. A student or enrollee being refused tuition to which a student is entitled.

If a student or enrollee wants to make a claim against the bond, the student or enrollee must write the bonding company, at the address listed below, and to inform the company of the student's or enrollee's complaint:

**Western Surety Company**  
**PO BOX 5077**  
**Sioux Falls, SD 57117-5077**

## **Regulatory & Consumer Information**

Campus Security Act Information Disclosures and Annual Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy, the Campus Crime Statistics Act, and the Violence against Women Act (VAWA). The information provided within is intended for prospective students and current students, as well as staff. Our most current report is available online at our school website, <http://firstclasscosmetologyschool.com>. Students may request a paper copy from the Financial Aid Office.

Sexual Misconduct Policy: First Class Cosmetology School is committed to providing a safe and educational environment for all students, faculty, and staff that is free from sex discrimination, including sexual misconduct. Every student of First Class Cosmetology School should be aware that the school is strongly opposed to sexual misconduct and that state and federal law prohibits such behavior. You can download our most current policy at <http://www.firstclasscosmetologyschool.com>. To request a paper copy, please see the Financial Aid Office.

Any student or staff member who has concerns about gender discrimination, including any concerns pertaining to sexual violence, is encouraged to contact our Title IX Coordinator. For more information regarding First Class Cosmetology Schools Sexual Misconduct Policy, please visit our website.

Consumer Information: The Department of Education requires that certain disclosure reporting be available to prospective students, current students, and staff. This reporting includes but is not limited to: Annual Report Statistics (Graduate rates, Licensure rates, placements rates) Student Body Diversity, Financial Aid Administration, and Processing, including the verification process and how refunds are calculated, and credit balances are paid to students, FERPA, Campus Security, Emergency Evacuation Response, Voter Registration, and Gainful Employment. Please refer to our website for full consumer reports.



## Meet the Staff

**Charlotte Jero** is the owner and an instructor at First Class Cosmetology School. She began her career in the cosmetology profession in 1987, becoming a licensed practitioner in the State of WI. In 1990, she opened her own nail salon, First Class Nails. After a few years, she responded to a need for well-trained nail techs, cosmetologist, and estheticians and opened First Class Cosmetology School. Charlotte has experience in many facets of the industry and has advanced training in business, nail technology, and haircutting. Charlotte's passion is educating students to become successful graduates, and her knowledge of the industry shows in every class she teaches.

**Director: Angie McCaslin** has managed First Class Cosmetology School since 2002. In 2011, she transitioned from full time instructor to Financial Aid Director. She is passionate about the success of First Class Cosmetology School's students and graduates. She puts uncompromising energy and effort into making First Class Cosmetology School an unprecedented learning institution. She is proud of the staff, students, and graduates of First Class Cosmetology School and is enthusiastic to continue for many years to come. Her experience in school management and education will ensure the schools' future accomplishments and growth.

**Assistant Director: Stephanie Lee-Acres** is an experienced cosmetologist and educator. Her attention to detail, organization, advanced skills, and positive vibe makes her a go to resource for all students attending First Class Cosmetology School. Stephanie will be providing direct support to students. If you have any issue or concern, Stephanie will work to find a resolution.

**Spa Program Coordinator: Monica Krey** joined our team in 2016 becoming our lead instructor for our Esthetic and Massage Therapy programs. She not only works specifically with students enrolling in the Esthetics and Massage Therapy programs but also teaches advanced classes in skin care and hair removal for our cosmetology students.

**Instructor: Briana Thomas** graduated from First Class Cosmetology School in 2013 and came back to work with us completing the Instructors Training Course and receiving her Instructors License in 2016. She is great at multi-tasking, and we take full advantage of that! She facilitates final exams and teaches cosmetology basic training and practical training on the student salon floor. She is a go to resource for all our students.

**Instructor: Maria Abad** is our manicuring educator. She is passionate about all things nails and even more so in educating future professionals. She is dedicated to helping each student get the knowledge needed to begin their career. She understands the importance of putting in the work necessary to develop strong skills.

**Instructor: Sarah Jack-Verdun** is an experienced educator, excited to share her knowledge with new learners. She has strong skills and the ability to communicate those skills to new learners. She will work to motivate you and inspire you to be great!

**Instructor: Destiny Ottaviano** is an experienced stylist and excellent teacher. She exudes professionalism and keeps calm in stressful situations. She understands what it takes to be successful in this industry and will work to ensure each student attending First Class will receive the education needed to begin their journey. She strives for excellence and will make sure each of you is putting in the work necessary for your future success.

**Instructor: Rebecca Minjarez** works closely with our barbering students and assists cosmetology students on men's grooming services. She expertly instructs cutting all hair textures, providing the knowledge to produce clean fades and precision cuts.

**Front Desk/Support Staff:** Jocelyn Piper and Teagan Rogers are the smiling faces that will greet you at our desk.

**Maintenance staff:** Danny and Sam work diligently to keep our facility looking clean and professional.