**SHEAR EGO INTERNATIONAL**

**SCHOOL OF HAIR DESIGN**

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## ***OFFICES, CLASSROOMS AND SALON***

# Shear Ego International School of Hair Design

# 525 Titus Avenue

**Rochester, New York 14617**

**585-342-0070**

\*All courses offered at Shear Ego International School of Hair Design are taught in English. Therefore, the catalog and all information provided to applicants/students will be available in English.

**TABLE OF CONTENTS**

Background 4

Mission Statement 4

Facility & Equipment 4

Accreditation, Approvals and Memberships 4

College Credit Disclaimer 5

General School Policies, Information, Rules & Procedures 6

Camps Crime and Security Policy 6

Complaint Procedures 6

Drug Free Awareness Policy 6

Placement Service 6

Policy for Credit Balances 6

Statement of Non-Discrimination 6

Family Educational Rights & Privacy Act 7

Student Grievance Procedure 7

Zero Tolerance Policy 7

Dress Code Policy 7

Tardy Policy 7

Absences Policy 8

Professionalism 8

Cell Phone Policy 8

Lost or Stolen Property 8

Make-up Hours Policy 8

Leave of Absence Policy 9

Student Conduct, Dismissal, Suspension & Expulsion 10

Disclosure Statement 10

Turn You Passion Into Your Profession 11

Occupational Opportunities 11

Physical Demands of the Profession 11

Safety Requirements of the Profession 11

Admissions & Enrollment 12

Admissions Policy 12

Admission Requirements 12

Transfer Policy/Credit for Prior Training 12

Withdrawal from Program & Re-Entry 12

Transcript Fees 13

School Calendar 13

Schedule of Class Starts 13

Holidays/Holiday Breaks 13

School Closings 13

Satisfactory Academic Progress Policy 14

Evaluation Periods 14

Attendance Progress Evaluations 14

Maximum Time Frame 14

Academic Progress Evaluations 15

Determination of Progress Status 15

Probation 15

Re-Establishment of Satisfactory Academic Progress 16

Interruptions, Course Incompletes & Withdrawals 16

Appeal Procedure 16

Non-Credit Remedial Courses & Repetitions 16

Transfer Hours 16

Frequently Asked Questions 17-18

New York State Refund Policy 19-20

Refund Calculation 21-22

Hairdressing and Cosmetology (Full-time) 21

Hairdressing and Cosmetology (Part-time) 21

Barber/Styling (Full-time) 21

Barber/Styling (Part-time) 22

Esthetics, Skincare and Makeup (Full-time) 22

Nail Specialty 22

Waxing 22

Student Financial Assistance 23

Applications for Financial Assistance & Payment of Financial Assistance 23

Scholarship Programs 23

Payment Terms and Payment Methods 23

Federal Financial Aid Programs 24

Federal Pell Grant 24

Federal Student Loans 24

Student Rights, Responsibilities & Eligibility for Financial Aid 24

Courses From the Beautiful World of Shear Ego International School of Hair Design 25

Hairdressing and Cosmetology 26

Program Description & Instructional Hours 26-27

Performance Objective 27

Graduation Requirements 27 Barber/Styling 28

Program Description & Instructional Hours 28-30

Performance Objective 30

Graduation Requirements 30

Esthetics, Skincare and Makeup 31

Program Description & Instructional Hours 31-32

Performance Objective 32

Graduation Requirements 33

Nail Specialty 34

Program Description & Instructional Hours 34-36

Performance Objective 36

Graduation Requirements 36

Waxing 37

Program Description & Instructional Hours 37

Performance Objective 37

Graduation Requirements 37

Hairdressing and Cosmetology Refresher 38

Mini Program Description 38

Performance Objective 38

Entrance Requirements 38

Addendum A – Programs & Costs 39 Addendum B – Faculty & Administrative Staff 40

Addendum C – New York State Fees & Licensing Information 41-42

Addendum D – Weekly Tuition Liability Chart 43-45

Addendum E – Program Dates, Holidays & Breaks 46

Addendum F – Gainful Employment Metrics 47-48

Addendum G – Placement & Attrition Information 49-51

Addendum H – Evacuation Procedures & Emergency Exits 52

Addendum I – Maximum Time Frames for Each Program 53

##### BACKGROUND

Shear Ego International School of Hair Design was founded in 1987 by Eugene Cardamone and Anthony Cotroneo. As the CEO/Owner and Director of Shear Ego International School of Hair Design, Eugene Cardamone has international master hairstyling credentials having studied in London, Rome, Paris, Venice, Amsterdam, Cologne and Brussels. Mr. Cardamone is a master hairstylist and educator of exceptional skills. He has credentials as a seminar educator and as a fashion photographer. His work has been published in La Coupe (France), Hair London (U.K.), Estetica (Italy), Styles by Stylists (Canada) and many other publications. Information pertinent to the above qualifications is available at the school or will be sent upon request.

##### MISSION STATEMENT

The mission and purpose of Shear Ego International School of Hair Design is to offer men and women interested in a career in Hairdressing & Cosmetology, Barber/Styling, Esthetics, Skincare and Makeup, Nail Specialty or Waxing the opportunity for an education with a curriculum directed towards the highest standards of excellence. This education will help them pass the New York State Board Exam and provide the entry level skills to become competitive in the industry.

##### FACILITY & EQUIPMENT

Shear Ego International School of Hair Design is in a convenient setting with an abundance of parking and the added convenience of public transportation. The school was custom constructed in a modular format to meet the demands of special seminars, student presentations, product demonstrations and guest speakers. The space consists of a reception area, clinic, office facilities, multiple classrooms, a product dispensary area, facial and skin-care rooms, manicure/pedicure stations, break areas and supply storage. The clinic area includes styling stations where students perform hair care services for the public under the direct supervision of an instructor. The theory classrooms are equipped with audio-visual aids to assist students in learning the theory of their program. The practical classroom facilities include student stations and mannequins used to practice the techniques for basic hairstyling. Private office areas are available to the faculty for interviewing and counseling students. The facility is air-conditioned and handicap accessible. In an effort to maintain quality training programs, the school is constantly improving and updating its facilities to meet the criteria of a modern cosmetology institution.

##### ACCREDITATION, APPROVALS AND MEMBERSHIPS

* Accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS).
* Licensed by the New York State Education Department.
* Approved by the New York State Education Department Office of Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCESS-VR), formerly known as Vocational and Educational Services for Individuals with Disabilities (VESID)
* Approved by the New York State Education Department for the training of veterans and other eligible persons.
* Eligible institution under the New York State Higher Education Services Corporation.
* Member of National Cosmetology Association (NCA).
* Member of New York State Beauty School Association (NYSBSA).

Information describing the school’s accreditation and licensure are available upon request to the Director

##### COLLEGE CREDIT DISCLAIMER

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

##### GENERAL SCHOOL POLICIES, INFORMATION, RULES & PROCEDURES

###### CAMPUS CRIME AND SECURITY POLICY

The statement below regarding Campus Crime Statistics is included in our School catalog under “General School Policies”. Copies of our annual security report, which sets forth the crime statistics for our school as well as our statement of policies concerning school security and the prevention of crime, are available from the School Director.

Shear Ego International School of Hair Design is not a campus-based institution and does not maintain any student housing. Offenses noted in the Campus Crime and Security Survey are not applicable to our school because we are not located on a campus but in a strip mall. However, the Campus Crime and Security Survey are filed electronically every year, by a designated member of our staff.

###### COMPLAINT PROCEDURES

If you are a student and believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

Write to the New York State Education Department at Bureau of Proprietary School Supervision, 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. If you cannot go for an interview, request a complaint form be sent to you. Complete the form and mail it to the Education Department at the address above.

###### DRUG FREE AWARENESS POLICY

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Shear Ego International School of Hair Design prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources, and/or substance abuse help centers. If such referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

###### PLACEMENT SERVICE

Shear Ego International School of Hair Design maintains placement assistance with local and out-of-town salons needing stylists. The school does not guarantee employment or placement. There is no charge to graduates for the school’s placement service. The school offers placement assistance at no additional cost.

###### POLICY FOR CREDIT BALANCES

If a credit balance exists on a student account, it may be held for that student, until graduation, provided a letter is on file with the student’s signature, authorizing the school to hold such funds towards any other incurred charges. Should the student not wish the school to hold such funds, the student shall receive a refund of the excess funds within 14 days.

###### STATEMENT OF NON-DISCRIMINATION

Shear Ego International School of Hair Design, in its admission, instruction and graduation policies, practices no discrimination on the basis of age, race, color, creed, ethnic origin, sex, sexual orientation, handicap, religion, financial status, or country or area of origin or residence.

###### FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

By law (Family Educational Rights and Privacy Act of 1974), adult students and parents or guardians of dependent minor students at Shear Ego International School of Hair Design are entitled to full access to their educational records, to challenge the content of their records and to limit the release of such records without their written consent. Education records are defined as files, materials and documents that contain the information directly related to a student and maintained by the institution. Students are not entitled to inspect the financial records of their parents. The institution requires written consent (each time) with the appropriate school official from the student, alumni or guardian before releasing any student information in response to third-party requests, other than a request by the school’s accrediting agency, (NACCAS), or unless otherwise required by law. All current student records are maintained and safeguarded against loss or damage in the Financial Aid office which is locked when not occupied.

###### STUDENT GRIEVANCE PROCEDURE

All grievances by students should be directed to the teacher responsible for their classroom. If the student and teacher are not able to resolve the issue, then the student and/or teacher should present the problem to the Director of Educational Services. If unable to reach a satisfactory solution, then the student should present the grievance in writing to the School Director. The Director shall meet with the student to provide an adequate hearing of their position and to assist in achieving a satisfactory outcome.

###### ZERO TOLERANCE POLICY

The school has a Zero Tolerance Policy for violence. If a student engages in any violence in the school, or threatens violence to the school, the student will be terminated immediately for cause. No talk of violence or joking about violence will be tolerated. “Violence” includes physical harm to others, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or engaging in those activities.

The school also does not tolerate obscene language, inappropriate conversations in front of clients, cell phone usage while in the building.

###### DRESS CODE POLICY

To present a professional appearance, students must adhere to an all-black dress code policy. Patterns that contain any colors other than solid black will not be allowed. Clothing must be clean and presentable at all times. Pants should be dress pants or slacks and cannot have any visible stitching or be denim material. Solid black shoes or sneakers are allowed. Heels and/or open toed shoes will not be allowed. The following clothing items are not permitted: Leggings, sweatpants, athletic clothing, hooded tops, skirts, dresses, capris, shorts, tube tops, spaghetti strap tanks, cut off shirts, jeans, hats, head coverings.

###### TARDY POLICY

Student’s prompt attendance for class is required. Students that are going to be late should be courteous and call the school to inform their instructor. Although this does not exclude the student’s tardy, it allows the instructor to be aware of their student’s whereabouts. Each tardy is recorded by the instructor at time of attendance taking and attendance for a class is monitored on a monthly basis of 30 calendar days. Tardy totals will not carry over from one month to the next. If a student is on their 1st or 2nd late with the 30 days’ time frame, their totals hours for that day will be calculated to the next quarter hour.

Here are the procedures for a student arriving late within the monthly monitored period of 30 days:

* 1st Late: Tardy is recorded by the Instructor and the student will be allowed in to the class.
* 2nd Late: Tardy is recorded by the Instructor and the student will be allowed in to the class.
* 3rd Late: The student shall be sent home for the day.
* 4th Late: A Student Advisory will be prepared and the Director of Education or the Director will suspend the student. (If the Director of Education or the Director are not available, the Instructor will suspend the student.) The student must meet with the Director of Education or the Director to discuss being re-instated into the class before returning from the suspension.
* 5th Late: The student may be terminated from the program by the Director.

###### ABSENCES POLICY

Attendance, self-control, responsibility and human relationships are all involved in the training of the courses offered at Shear Ego International School of Hair Design. It is part of our responsibility to the student. Students are expected to notify their Instructor of any absence from school. We understand absences may occur, and make-up opportunities are available each week to assist students in keeping up with your scheduled progress. Excessive absences and/or class cuts (either excused or unexcused) will be penalized.

###### PROFESSIONALISM

Students are not to allowed to chew gum while in school. Food and/or drinks are not allowed in the classroom or on the clinic floor. Students must adhere to the Dress Code Policy and present a clean and presentable appearance at all times. Students are not to discuss personal affairs with patrons.

###### CELL PHONE POLICY

Cell phone usage is permitted outside of the building only. In case of an “emergency” students may be reached through the office phone. Cell phones should be kept in student lockers (and on silent or vibrate) or outside of the building. Cell phones should not be brought to the classroom or clinic floor. If cell phones are seen out, any staff member has the authority to confiscate it to be held in a safe place until the end of the school day.

###### LOST OR STOLEN PROPERTY

The school is not responsible for any lost or stolen personal items which also includes supplies, equipment, kit items, textbooks or other implements used in class. The school provides lockers for each students and the student is responsible for supplying a padlock. It is the student’s responsibility to secure their locker.

###### MAKE-UP HOURS POLICY

Students who are absent from their scheduled classes may make up the hours missed in accordance with the following:

* A student may not attend classes for more than 10.5 hours per day or 40 hours per week. The 10.5 hour day requires the student to have a 30 minute lunch period and a 90 minute break between day and evening sessions, as well as the two regularly scheduled 15 minute breaks and one 20 minute break.
* A student must notify their teacher, in writing, that they wish to make up hours on a specific date in order that the teacher whose class they are to attend will be able to record their attendance and monitor their progress.
* A full-time student may make up hours by attending only one evening session per week. The student must attend the entire evening session to receive credit for any make up hours.
* Any additional hours to be made up during the week must be on Saturday. The student must come in at 9:00 AM and put in at least 7 hours unless they will have reached their weekly maximum of 40 hours.
* A part-time student may make up hours by attending on Tuesday or Friday. The student must come in at 9:00 AM and attend at least 4 hours to receive credit for the make-up hours.

Students who schedule make up hours and do not attend may lose the privilege of making up hours until after their scheduled completion date, and if more than the per program hour allowance, will result in the assessment of charge hours.

###### LEAVE OF ABSENCE POLICY

A student may be granted a Leave of Absence in any “12-month period” for not less than 2 weeks and not to exceed 180 days. A “12-month period” begins on the first day of the student’s initial leave of absence.

Students who wish to take a Leave of Absence must submit a request in writing in advance, unless unforeseen circumstances prevent the student from doing so. The request must include the reason for the request, the student’s signature and a reasonable expectation of a return date. The approval of such leaves of absence shall be in writing by the school Director.

In the case of any unforeseen circumstances (ie. prolonged illness, accident, death in the family) that make it impossible for the student to submit the request in advance, the school may grant a Leave of Absence to the student.

***For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the Leave of Absence in advance.***

The school will document the reason for its decision and collect the request from the student at a later date.

***In this example, the beginning date of the approved LOA would be determined by the school to be the first date that the student was unable to attend school because of the accident.***

A student placed on a Leave of Absence will not receive credit for attendance or achievement for the duration of the leave nor will they be charged with the absence. A student granted a Leave of Absence is not considered to have withdrawn, therefore no refund calculation is required at that time.

The school will extend the student’s contracted graduation date by the number of days of the leave. (The student’s graduation date and maximum time frame will be extended and adjusted by the amount of days of the leave of absence when they return.) Any changes made to the student’s contract shall be initialed by all parties or an addendum will be created and signed and dated by all parties.

Upon returning the student will be re-instated into the program and evaluated for retention for proper placement in the program. Documentation following the evaluation will be placed in the student’s file.

Any student not returning from a Leave of Absence or any student who takes an unapproved Leave of Absence will be dropped from the program as of their last day of physical attendance. The school is required to take attendance, therefore the withdrawal date for the purpose of refund calculating is always the student’s last day of physical attendance.

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##### STUDENT CONDUCT, DISMISSAL, SUSPENSION & EXPULSION

**WE RESERVE THE RIGHT TO SUSPEND OR EXPEL**

any student from school for refusal to cooperate with instructors, failure to make payments when due, poor attendance, failing grades, infraction of rules, or such reasons as the Director may deem sufficient cause for suspension or dismissal.

Shear Ego International School of Hair Design expects all students to behave, adhere to all school policies in effect and dress in a professional manner at all times. Specific rules and regulations of the school along with the uniform rules will be explained in detail at the time of the admissions interview and again as part of the orientation segment of each program. It is important to note that all students must wear black dress pants and black shirts, with black closed-toe shoes or sneakers. No athletic or jean attire is permitted.

**ANY STUDENT WHO IS DISMISSED OR TERMINATED FROM SCHOOL MAY RETURN WITH THE WRITTEN PERMISSION OF THE DIRECTOR ONLY.**

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##### DISCLOSURE STATEMENT

The student should be aware that some information contained in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in this catalog. In addition, a catalog will contain information on the school’s teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the schools’ catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

##### TURN YOUR PASSION INTO YOUR PROFESSION

Upon completion of any of our school’s programs offered and full payment of the program has been received by the school, a student will receive the program’s Certificate of Completion and will be eligible to take the New York State Board Exam. Successful completion of the exam qualifies the applicant for a New York State License in the student’s program of study. After receiving the License, a graduate is qualified to pursue a variety of opportunities in the professional beauty industry.

###### Occupational Opportunities

***Hairdressing and Cosmetology***

After receiving a Cosmetology License, a graduate is qualified to pursue a variety of opportunities in the professional cosmetology field, such as hair stylist, permanent wave specialist, hair coloring specialist (colorist), makeup technician, and platform artist, which are positions commonly found in hairdressing salons.

***Barber/Styling***

After receiving a Master Barber-Stylist License, a graduate is qualified to pursue a variety of opportunities in the professional barber-styling field, such as barber-stylist, manufacturer’s representative, product demonstrator, hair replacement specialist, media barber-stylist, & platform artist, which are positions commonly found in barber-styling salons.

***Esthetics, Skin Care and Makeup***

A graduate will have the specialized skills and training required to access an entry-level career in the Esthetics, Skin Care and Makeup industry, such as Esthetician, Makeup Artist and Skincare Specialist, which are positions commonly found in Salons and Spas.

***Nail Specialty***

After receiving a Nail Specialty License, a graduate will have the specialized skills and training required to obtain an entry-level career in the nail industry, such as a manicurist, pedicurists and nail technician, which are positons commonly found in nail salons and spas.

***Waxing***

After receiving a Waxing License, graduates will have the specialized skills and training required to obtain an entry-level career in the waxing industry, such as a wax technician and waxing specialists, which are positions commonly found in waxing salons and spas.

###### Physical Demands of the Profession

Employees in any aspect of the beauty industry need to possess good communication skills and must be able to stand for extended periods of time and use hands and arms extensively.

###### Safety Requirements of the Profession

Gloves MUST be worn when working with chemicals. Smoking is NOT permitted around chemicals, on the school premises, or in any salon.

##### ADMISSIONS & ENROLLMENT

###### ADMISSIONS POLICY

The school maintains experienced, licensed representatives responsible for admissions. Prospective students are required to schedule an interview at the school with admissions personnel. At this time the representative will explain the school’s program in detail and provide a tour of the school’s facilities.

Shear Ego International School of Hair Design does not discriminate on the basis of age, race, color, religion, sex, national/ethnic origin, or handicap in the recruitment and admission of students, or in the operation of any of its programs and activities. We do not recruit students already attending another school.

###### ADMISSIONS REQUIREMENTS

Admission to any program offered by Shear Ego International School of Hair Design is based on a personal interview at the school and the applicant’s ability to meet the admissions criteria below.

Shear Ego International School of Hair Design requires that all applicants complete a Student Inquiry form. All applicants must be at least 17 years of age and proof of age is required. (Such proof consists of a birth certificate, driver’s license, police ID or other documentation acceptable to the school director.)

Applicants must provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency and the translation fee is the responsibility of the enrolling students. The outside agency that Shear Ego International School of Hair Designs uses for all foreign diploma translation services is:

Globe Language Services

305 Broadway Ste 401

New York, NY 10007

###### TRANSFER POLICY/CREDIT FOR PRIOR TRAINING

Students applying for transfer of credit for prior training must meet our Admissions Requirements. The request for transfer of hours must be made at the time of applying for admission to the school. It is the student’s responsibility to furnish the school with an “official copy of the transcript” that reports the grade(s) received and hours earned for the course(s) for which credit is being requested. The school shall administer both practical and written tests to confirm the student’s proficiency. The school shall determine the number of hours and course(s) for which credit is to be granted.

###### WITHDRAWAL FROM PROGRAM & RE-ENTRY

Any student who withdraws from their contracted program or fails to complete their training will have notice placed in their student file as to their Satisfactory Academic Progress at the point of withdrawal. Students who re-enter the program/course will retain and return to the same Satisfactory Academic Progress status that was in place before the interruption of training, regardless of how long they were out of school.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at point of reentry. A student not making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making unsatisfactory progress at the point of reentry. Students reentering as unsatisfactory will be placed on a probation until the next evaluation period, if the student appeals the decision, and prevails upon appeal. Only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period will 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 may be terminated from the school.

###### TRANSCRIPT FEES

If a student needs an official transcript of grades received and hours earned for any course attended at Shear Ego International School of Hair Design, requests for the transcript must be made in writing and submitted to the School Director. There is a $5.00 transcript fee. A student may request that any letters of recommendation or copies of any certificates for special classes be included as part of their official transcripts. Requests for academic transcripts will only be honored if the student has satisfied their financial obligation to the school unless the School Director approves the request based on mitigating circumstances that were submitted with the transcript request.

##### SCHOOL CALENDAR

###### Schedule of Class Starts

Classes in all programs begin regularly throughout the year. See Addendum E for exact dates\*

**Hairdressing and Cosmetology:** Full-time and part-time classes begin approximately every two (2)

months. (January, March, May, July, September & November)

**Barber/Styling:** Full-time classes begin approximately every five (5) months.

Part-time classes begin approximately every eight (8) month.

**Esthetics, Skincare and Makeup:** Full-time classes begin approximately every five (5) months.

**Nail Specialty:** Part-time classes begin approximately every five (5.5) months.

**Waxing:** Full-time classes begin approximately every five (5.5) months.

###### Holidays/Holiday Breaks

The school observes the following holidays: New Years’ Day, Martin Luther King Jr’s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Each year the school will be closed for one week in December, one week in July and the Friday & Saturday following Thanksgiving. See Addendum E for exact dates\*

###### School Closings

Should the school be closed due to inclement weather or other unforeseen emergencies, the student’s graduation date will be extended for the amount of time the school was closed. School closures will be posted through media which includes our Facebook page, 13 WHAM News, or via phone message.

##### SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy (SAP) is a requirement for all students enrolled in any of the school’s NACCAS-approved programs. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy is consistently applied to all students enrolled at the school. 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.

***NOTE:*** Students receiving funds under any federal Title IV financial aid program ***must*** maintain satisfactory progress in order to continue eligibility for such funds.Students will be notified of any evaluation that impacts their eligibility for financial aid.

**EVALUATION PERIODS**

Students are evaluated for SAP at the following clocked actual hours:

Hairdressing and Cosmetology:250, 500, 750, 1000

Barber/Styling: 150, 300, 450, 600

Esthetics, Skincare and Makeup: 150, 300, 450, 600

Nail Specialty: 125, 250

Waxing: 25, 50, 75

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

**ATTENDANCE PROGRESS** **EVALUATIONS**

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. 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 85% 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 (150% of course length) allowed for students to complete each course at SAP is stated below:

**Maximum Time Allowed**

**Course Weeks Scheduled Hours**

Full-time Hairdressing and Cosmetology (32.5 hrs/wk) 1000 hours 46.5 1500

Part-time Hairdressing and Cosmetology (19.0 hrs/wk) 1000 hours 79.5 1500

Full-time Barber/Styling (32.5 hrs/wk) 600 hours 28.5 900

Part-time Barber/Styling (19.0 hrs/wk) 600 hours 48 900

Full-time Esthetics, Skincare and Makeup (32.5 hrs/wk) 600 hours 28.5 900

Part-time Nail Specialty (12.0 hrs/wk) 250 hours 31.5 375

Full-time Waxing (25.0 hrs/wk) 75 hours 4.5 112.5

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe will be terminated.

**ACADEMIC PROGRESS EVALUATIONS**

Students are required to maintain a cumulative grade point average (GPA) of 80% or higher to be considered maintaining SAP. 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 GPA of 80% or higher and pass the final, written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments.

The following factors will be measured to determine academic progress for all programs:

* Theory work (test grades, homework etc.)
* Practical work
* Clinical work

The numerical grades of theory, practical and clinical work are considered according to the following scale:

**Letter Grade Grading Scale**

A 93 – 100%

B 85 – 92.99%

C 80 – 84.99%

D 65 – 79.99%

F 64.99% and below

Students must maintain a “C” grade average in order to be considered making SAP.

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will receive a hard-copy of their SAP Determination at the time of each of the evaluation. The school will also keep a copy of this SAP evaluation. Students deemed not maintaining SAP at the end of the evaluation period may lose their Title IV Funding (if applicable) unless the student has prevailed upon appeal resulting in a status of probation.

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress at the evaluation point, he/she will lose federal financial aid (if applicable) and be terminated from the school unless he/she qualifies for probation status. To qualify for probation status a student must (1) appeal and prevail on appeal and (2) the institute must determine that SAP standards can be met by the end of the next evaluation period. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the probationary period the student has still not met SAP, he or she will be dismissed, and if applicable, deemed ineligible to receive federal financial aid. Students will be notified of any evaluation that impacts eligibility for financial aid.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish SAP and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

**INTERRUPTIONS, COURSE INCOMPLETES & WITHDRAWALS**

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

**APPEAL PROCEDURE**

If a student is determined to not be making SAP, the student may appeal the determination within five 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 allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet SAP standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve SAP by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 3 calendar days.The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the SAP determination will be reversed and federal financial aid will be reinstated, if applicable.

**NONCREDIT REMEDIAL COURSES & REPETITIONS**

Noncredit remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's SAP standards.

**TRANSFER HOURS**

With regard to SAP, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. (Evaluation period are based on actual contracted hours at the school.)

**FREQUENTLY ASKED QUESTIONS**

**What You Should Know About Licensed Private Schools & Registered Business Schools in New York State**

**Who can file a complaint?**

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

**What can a student or employee complain about?**

The steps you must take to file a complaint are:

1. Write to the New York State Education Department at Bureau of Proprietary School Supervision, 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for the interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it **copies** of all relevant documents. You should keep the originals. **You must file a complaint within two years after the alleged illegal conduct took place.** The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.
4. In addition to filing a complaint with the Department, you may also try to resolve your complaint directly with the school. Use the school’s internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you take to attempt to resolve your complaint.

**What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your education program, then you may be eligible for a refund of all **tuition** expenses that you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a **tuition** refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner’s Regulations as specified in Section 126.17 of the Commissioner’s Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

**What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

**Read** and **understand** the school’s policy regarding tuition refund and cancellation **before** you sign the enrollment agreement. If you do not understand it, or are confused by the school’s explanation get help before you sign. You may ask for assistance from the Department at the address included at the end of this section.

**What should students know about “private school agents”?**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are **not** school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have and Agent Identification Card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student’s enrollment agreement. Therefore, you should **write down** the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A **full refund** shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if that agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this section.

**What should students know about “grants”?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, Pell grants provided by the federal government). **Read and understand all the information and applications for financial aid grants before signing.**

**Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

Contact the New York State Education Department at:

Bureau of Proprietary School Supervision

116 West 32nd Street

5th Floor

New York, New York 10001

(212) 643-4760

**NEW YORK STATE REFUND POLICY**

Refunds will be issued to applicants who cancel enrollment or students who withdraw from enrollment. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation. Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal based on the refund calculation computed by the school.

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. If a student (or in the case of a minor, their parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school director in person.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the non-refundable registration fee. The cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
4. A student notifies the institution of his/her withdrawal in writing. The cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of 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 is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

If cancellation or termination of enrollment occurs prior to or during the first week of instruction, all ***tuition*** monies collected by the school will be refunded.

Therefore, a student will be liable for:

1. Non-refundable Registration Fee (Amounts noted on Enrollment Agreement)
2. The cost of any textbooks or supplies issued and accepted
3. Tuition liability as of the student’s last date of physical attendance. Tuition liability is divided by the number of terms or quarters in the program. Total tuition liability is limited to the term or quarter during which the student withdrew or was terminated, and any previous terms or quarters completed.

The school is required to perform a refund calculation to determine the amount of tuition costs the school has earned. ***All refunds are based on scheduled hours.*** For students who enroll and begin classes but withdraws or is terminated after the first week of the program but prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school is provided on the Enrollment Agreement.

**The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.**

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (ie. extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

All fees are identified in the catalog and in the enrollment agreement.

1. The student refund may be more than that stated above if the accrediting agency or the Federal Pro-Rata refund policy results in a greater refund. The pro-rata refund policy applies to all first-time Title IV students who withdraw within the first 60% of their enrollment period. All extra costs, such as books, equipment, and uniforms, which are not issued and accepted by the student, will be refunded.
2. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. If for any reason this excess amount is not returned, the student may file a complaint against the school with the State Education Department. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form if the complaint is valid and there was a violation of the Education Law or the Commissioner’s Regulations as specified in Section 126.17 of the Commissioner’s Regulations.
3. Enrollment time is defined as time elapsed between the actual starting date and date of the student’s last day of physical attendance in the school. Any monies due to the applicant or student shall be refunded within 30 days of withdrawal or termination by the school, which shall occur no more than 30 days from the last date of attendance, or in the case of a leave of absence, the documented date of return.
4. If our school is permanently closed or no longer offers instruction after a student has enrolled, the student shall be entitled to a full refund of tuition.
5. If your program is cancelled subsequent to your enrollment, the school shall provide a full refund of all monies paid.

**REFUND CALCULATION**

**HAIRDRESSING AND COSMETOLOGY (Full-time)**

FOR REFUND CALCULATION PURPOSES, THE REFUND IS TO BE DIVIDED INTO

TWO TERMS OF SIXTEEN WEEKS AND FIFTEEN WEEKS:

TUITION: $13,639.75 TUITION EACH QUARTER: $6,819.88

***FIRST TERM SECOND TERM***

If Termination Occurs Student Refund School Earns If Termination Occurs Student Refund School Earns

WEEK 1 100% 0% WEEK 1 80% 20%

WEEK 2 80% 20% WEEK 2 65% 35%

WEEK 3 65% 35% WEEK 3 50% 50%

WEEK 4 50% 50% WEEK 4 30% 70%

WEEK 5 30% 70% WEEK 5-15 0% 100%

WEEK 6-16 0% 100%

**HAIRDRESSING AND COSMETOLOGY (Part-time)**

FOR REFUND CALCULATION PURPOSES, THE REFUND IS TO BE DIVIDED INTO

THREE TERMS OF EIGHTEEN WEEKS:

TUITION: $13,639.75 TUITION EACH TERM: $4,546.58

***FIRST TERM SECOND/SUB-SEQUENT TERMS***

If Termination Occurs Student Refund School Earns If Termination Occurs Student Refund School Earns

WEEK 1 100% 0% WEEK 1 80% 20%

WEEK 2 80% 20% WEEK 2 65% 35%

WEEK 3 65% 35% WEEK 3 50% 50%

WEEK 4 50% 50% WEEK 4 30% 70%

WEEK 5 30% 70% WEEK 5-18 0% 100%

WEEK 6-18 0% 100%

**BARBER/STYLING (Full-time)**

FOR REFUND CALCULATION PURPOSES, THE REFUND IS TO BE DIVIDED INTO

TWO QUARTERS OF TEN WEEKS AND NINE WEEKS:

TUITION: $8,919.82 TUITION EACH QUARTER: $4,459.91

***FIRST QUARTER SECOND QUARTER***

*If Termination Occurs Student Refund School Earns If Termination Occurs Student Refund School Earns*

WEEK 1 100% 0% WEEK 1 75% 25%

WEEK 2 75% 25% WEEK 2 50% 50%

WEEK 3 50% 50% WEEK 3 25% 75%

WEEK 4 25% 75% WEEK 4-9 0% 100%

WEEK 5-10 0% 100%

**BARBER/STYLING (Part-time)**

FOR REFUND CALCULATION PURPOSES, THE REFUND IS TO BE DIVIDED INTO

TWO TERMS OF SIXTEEN WEEKS EACH:

TUITION: $8,919.82 TUITION EACH TERM: $4,459.91

***FIRST TERM SECOND TERM***

*If Termination Occurs Student Refund School Earns If Termination Occurs Student Refund School Earns*

WEEK 1 100% 0% WEEK 1 80% 20%

WEEK 2 80% 20% WEEK 2 65% 35%

WEEK 3 65% 35% WEEK 3 50% 50%

WEEK 4 50% 50% WEEK 4 30% 70%

WEEK 5 30% 70% WEEK 5-16 0% 100%

WEEK 6-16 0% 100%

**ESTHETICS, SKINCARE AND MAKEUP**

FOR REFUND CALCULATION PURPOSES, THE REFUND IS TO BE DIVIDED INTO

TWO QUARTERS OF TEN WEEKS AND NINE WEEKS:

TUITION: $9,136.00 TUITION EACH QUARTER: $4,568.00

***FIRST QUARTER SECOND QUARTER***

If Termination Occurs Student Refund School Earns If Termination Occurs Student Refund School Earns

WEEK 1 100% 0% WEEK 1 75% 25%

WEEK 2 75% 25% WEEK 2 50% 50%

WEEK 3 50% 50% WEEK 3 25% 75%

WEEK 4 25% 75% WEEK 4-9 0% 100%

WEEK 5-10 0% 100%

**NAIL SPECIALTY**

FOR REFUND CALCULATION PURPOSES, THE REFUND IS TO BE DIVIDED INTO

TWO QUARTERS OF TEN AND ELEVEN WEEKS:

TUITION: $2,000.00 TUITION EACH QUARTER: $1,000.00

***FIRST QUARTER SECOND QUARTER***

*If Termination Occurs Student Refund School Earns If Termination Occurs Student Refund School Earns*

WEEK 1 100% 0% WEEK 1 75% 25%

WEEK 2 75% 25% WEEK 2 50% 50%

WEEK 3 50% 50% WEEK 3 25% 75%

WEEK 4 25% 75% WEEK 4-11 0% 100%

WEEK 5-10 0% 100%

**WAXING**

FOR REFUND CALCULATION PURPOSES, THE REFUND IS DIVIDED INTO

ONE MINI-TERM (PERCENTAGE OF PROGRAM OFFERED TO THE STUDENT):

TUITION: $650.00 TUITION EACH MINI-TERM: $650.00

***MINI-TERM***

% of Program

Offered to Student Student Refund School Earns

0.0 – 15.0% 100% 0%

15.1 – 30.0% 75% 25%

30.1 – 45.0% 50% 50%

45.1 – 60.0% 25% 75%

60.1 – 100.0% 0% 100%

**STUDENT FINANCIAL ASSISTANCE**

Students who qualify may be eligible for some form of financial assistance, grants or scholarships. Information regarding financial assistance is supplied to students during their interview. This information may also be requested at any time from the school’s Financial Aid Office or Director.

In order to qualify for Financial Assistance, a determination of financial need must be made. The cost of education will include the school’s charges plus an estimate of living costs during your enrollment period.

Because of continuing changes in the various Federal programs and regulations which apply to student financial assistance, the school provides a copy of the U.S. Department of Education’s, *“The Guide to Federal Student Aid”*,to provide all required Student Consumer Information not contained in this catalog.

**Applications for Financial Assistance & Payment of Financial Assistance**

The school will accept the Free Application for Federal Student Aid (FAFSA) or any other federally approved application as its application for Student Financial Assistance. At the present time the application for Federal Student Aid forms are currently available from the Financial Aid Office or on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) .

All Financial Aid is applied against school charges. Financial Aid Awards are disbursed to the school electronically at the beginning of each student’s payment period. You must be maintaining satisfactory academic progress in order to be eligible for each payment.

**Scholarship Programs**

Prior to enrollment, applicants are provided with a Scholarship Information packet which contains information on several Scholarship Programs that are available to students. The school encourages students to take advantage of these opportunities.

***Shear Ego International School of Hair Design High School Graduate Hairdressing and Cosmetology Scholarship:***

High school seniors graduating in the top 25% of their class are eligible to receive a $1000 scholarship. All others graduating seniors are eligible to receive an $800 scholarship. The scholarships are offered each spring for students starting in the cosmetology program in July of their graduation year. Prospective students must be currently attending high school in Monroe and surrounding counties, graduating in June and recommended in writing by their high school Guidance Counselor, Assistant Principal or Principal. Recommendation forms are available from the Admissions Office. One half of the scholarship will be credited to the student’s tuition account at the time the student begins the program in July. The second half will be credited at the mid-point of the program as long as the student is making satisfactory academic progress as set forth in the school catalog.

**Payment Terms and Payment Methods**

Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. There are various funding sources a student may consider/apply for in support of payment to Shear Ego International School of Hair Design. These include, PELL Grants, Federal Student Loans, personal education loans, TFC Credit loans, Sallie Mae Career Training Smart Option loans, ACCES-VR funding, Veterans GI BILL, or a no interest cash payment plan.  The payment terms offered to each individual student vary based on financial aid eligibility and the ability to secure funding.  Once financial aid eligibility has been established, the terms of payment due to Shear Ego International School of Hair Design will be documented on the student’s enrollment agreement.  If a student has a loan, their loan payments are paid to the lending company.  If the student is paying with a TFC Credit loan, their payments are to TFC Tuition Financing, which is a billing company for Shear Ego International School. For questions on payment options, please contact the Financial Aid Department.

**Federal Financial Aid Programs**

**Federal Pell Grant**

This grant program assists financially disadvantaged students in continuing their education beyond high school. Each student is entitled to apply for a Federal Pell Grant. The student’s need, cost of attendance, and the amount of money appropriated by Congress to fund the program determines the amount of eligibility. The amount of the grant is determined by a standard formula used by the Department of Education and the amount of the grant available to the student depends on the student’s expected family contribution.

**Federal Student Loans**

Shear Ego International School of Hair Design participates in the U.S. Department of Educations’ Direct Subsidized Loans and Direct Unsubsidized Loans. Subsidized and Unsubsidized Direct Loans are federal student loans for eligible students to help cover the cost of higher education. Direct Subsidized Loans are available to undergraduate students with financial need. Unsubsidized Federal Loans are available to undergraduate and graduate students and there is no requirement to demonstrate financial need. For Subsidized Student Loans, the school will determine the amount that the student can borrow, and the amount must not exceed the student’s financial need. For Unsubsidized Loans, the school will determine the amount a student can borrow based on the cost of attendance and other financial aid eligible to receive. The U.S. Department of Education pays the interest on the student’s Direct Subsidized Loans. The student is responsible for paying the interest on a Direct Unsubsidized Loan during all periods.

For more information, contact the Financial Aid Department or visit: https://studentaid.ed.gov/sa/

**Student Rights, Responsibilities & Eligibility for Financial Aid**

**Rights**

1. Written information on loan obligations and information on borrower rights and responsibilities
2. Copy of the promissory note
3. Information on interest rates, fees, balance owed on loans and a loan repayment schedule
4. Notification if the loan is sold or transferred to a loan servicer
5. A grace period and an explanation of what it means
6. Prepayment of the loan without penalty
7. Deferment or forbearance if the borrower qualifies

**Responsibilities**

1. Repayment of the loan in accordance with the repayment schedule
2. Notify the lender and school of anything that affects the ability to repay
3. Notify the lender when the borrower graduates, withdraws, drops below half time, transfers or changes name, address, or social security number
4. Notify the lender if borrower fails to enroll for the period covered by the loan
5. Attend an exit interview before leaving school

**Eligibility for Financial Aid**

1. Be enrolled as a regular student in an eligible program of study on at least a half time basis
2. Have a high school diploma or the equivalent or have passed an approved independently administered test
3. Be a U.S. citizen or national or an eligible non-citizen
4. Have a financial need as determined by a need analysis approved by the Department of Education
5. Maintain satisfactory academic progress.
6. Not be in default on a Federal Stafford, Plus, SLS, or Perkins Loan
7. Not owe a refund on a Federal Pell Grant, FSEOG, or state grant previously received from another college or school
8. Provide required documentation for the verification process and determination of dependence status
9. Not have borrowed in excess of the annual or aggregate loan limits for the Title IV financial aid programs
10. Be registered with the Selective Service if male and born after December 31, 1959
11. Signed a Statement of Educational Purpose
12. Have a valid Social Security Number

The Financial Aid Department will assist students in obtaining all required information.

##### COURSES FROM

##### THE BEAUTIFUL WORLD OF

##### SHEAR EGO INTERNATIONAL SCHOOL

##### OF HAIR DESIGN

###### Hairdressing and Cosmetology

**Program Description & Instructional Hours**

This program consists of 1000 hours of training in Hairdressing and Cosmetology. Through classroom and workshop settings, both theory and practical knowledge is taught in all aspects of Hairdressing and Cosmetology. Full-time hours: Monday-Friday 9:00 AM - 4:00 PM, (32.5 hours per week) for approximately 7½ months. Part-time hours: Monday, Wednesday and Thursday, 6:00 PM – 10:00 PM and Saturday 9:00 AM – 4:30 PM (19.0 hours per week) for approximately 13 months. See Addendum E for exact dates\*

Upon completion of the Hairdressing and Cosmetology curriculum and full payment of the program, a student will receive a Hairdressing and Cosmetology Certificate of Completion and will be eligible to take the New York State Board Exam. Successful completion of the exam qualifies the applicant for a New York State Cosmetology License. After receiving a Cosmetology License, a graduate is qualified to pursue a variety of opportunities in the professional cosmetology field, such as hair stylist, permanent wave specialist (permist), hair coloring specialist (colorist), makeup technician, and platform artist, which are positions commonly found in hairdressing salons.

**COURSE LISTING NUMBER OF INSTRUCTIONAL HOURS**

**HAIRDRESSING AND COSMETOLOGY Theory Practice Total**

1. Professional Requirements 24 0 24
2. Safety and Health 6 20 26
3. Anatomy and Physiology 15 0 15
4. Hair Analysis 2 8 10
5. Hair and Scalp Disorder and Diseases 2 8 10
6. Chemistry as Applied to Cosmetology 5 0 5
7. Shampoos, Rinses, Conditioners and Treatments 5 25 30
8. Hair Cutting and Shaping 25 150 175
9. Hair Styling 25 220 245
10. Chemical Restructuring 20 160 180
11. Hair Coloring and Lightening 40 140 180
12. Nail Care and Procedures 10 30 40
13. Skin Care and Procedures 10 50 60

**TOTAL INSTRUCTIONAL HOURS 189 811 1000**

1. **Professional Requirements 24 Instructional Hours**

This course is an introduction to New York State licensing procedures and rules and regulations as they pertain to the Hairdressing and Cosmetology industry. Topics span state and federal payroll requirements, job opportunities in the cosmetology field, conduct, attitude, professional ethics and the importance of continuing education as well as participation in professional organizations.

1. **Safety and Health 26 Instructional Hours**

Instruction is geared to provide the student a thorough understanding of sanitation and sterilizing procedures. The laws, rules and regulations mandated by New York State and OSHA are covered in conjunction with the need to maintain a salon, tools, uniforms, equipment, etc. free of the various infectious organisms that may occur in this environment.

1. **Anatomy and Physiology 15 Instructional Hours**

Topics include basic anatomy, physiology, and nutrition as it applies to cosmetology.

1. **Hair Analysis 10 Instructional Hours**

Explore the structure, growth patterns, texture, porosity and elasticity of hair. Emphasis is put on analyzing the hair for specific qualities in preparation for chemical applications.

1. **Hair and Scalp Disorder and Diseases 10 Instructional Hours**

Information on various scalp disorders and diseases, and their treatments are covered.

1. **Chemistry as Applied to Cosmetology 5 Instructional Hours**

Forms and properties of matter, elements, compounds, mixtures, chemical reactions and solutions are covered along with the pH scale. In addition, the FDA laws governing hair care products and product safety are studied.

1. **Shampoos, Rinses, Conditioners and Treatments 30 Instructional Hours**

Students are instructed on preparing the client for analysis and consultation along with the instruments and equipment used to perform the analysis. Shampooing rinsing and conditioning products are reviewed. Procedures for hair and scalp disorders are covered along with scalp manipulations.

1. **Haircutting and Shaping 175 Instructional Hour**

Basic and advanced techniques of cutting with scissors, razors and clippers are studied and practiced. Contemporary and specialized haircutting for men, women and children are an integral part of the program. Demonstrations and videos of new advanced hairstyling are given to teach students how to handle many types of hair.

1. **Hairstyling 245 Instructional Hours**

Demonstration and practice on various hairstyling techniques such as finger waves, pin curls, skip waves and roller styling are covered in this section of the program. Finishing techniques and services along with weaving, extending, braiding and hair pieces are included.

1. **Chemical Restructuring 180 Instructional Hours**

Chemical restructuring products, chemical restructuring procedures and client consultation are covered. Corrective chemical restructuring is also a part of this unit.

1. **Hair Coloring and Lightening 180 Instructional Hours**

Color theory, hair coloring and lightening procedures and special effects are discussed and practiced along with client consultation and corrective procedures.

1. **Nail Care and Procedures 40 Instructional Hours**

The student will learn the structure of nails, disease and disorders of the nails, an understanding of manicuring, with instruction and practice of proper manipulations of the hands. Safety practices and procedures with implements along with various tip, wrap and acrylic products used in nail services are covered.

1. **Skin Care and Procedures 60 Instructional Hours**

Areas of instruction include the structure and function of the skin, skin conditions and disorders, facial and body procedures, exfoliations, hair removal methods and makeup application. Discussion of further training required for advanced applications is included.

**Performance Objective**

Given the necessary supplies, equipment and instruction, the program is designed to educate and prepare each student in all facets of Hairdressing and Cosmetology, so that they are performing at a 76% or above written and practical level. The objective of the program is to ensure that the student will successfully complete and pass the New York State Board Examination.

**Graduation Requirements**

To graduate, the student must complete the 1000-hour Hairdressing and Cosmetology curriculum in a satisfactory manner. The student must also demonstrate the skills and qualities essential for passing the New York State Board Examination. All financial obligations to the school must be fulfilled before the student is issued a Hairdressing and Cosmetology Certificate of Completion and the New York State License Application with request of Temporary License is completed and submitted to the New York State Licensing Division’s electronic system. After the graduate files a temporary license application, s/he will be issued a Temporary License, which will enable them to work during the six-month period for which the Temporary License is valid. In that time period, the application will be reviewed by the state and an e-mail will be sent to the graduate to inform them that they are eligible to schedule the New York State Board Practical Examination (written and practical.) Upon successful completion of the examination, the graduate will receive a license from the State of New York.

###### Barber/Styling

**Program Description & Instructional Hours**

This program consists of 600 hours of training in Barber/Styling. Through classroom & workshop settings, both theory & practical knowledge is taught in all aspects of Barber/Styling. Full-time hours: Monday- Friday 9:00AM – 4:00PM, (32.5 hours per week) for approximately 5 months. Part-time hours: Monday, Wednesday, Thursday 6:00 Pm – 10:00 PM and Saturday 9:00 AM – 4:30PM for approximately 8 months. See Addendum E for exact dates\*

Upon completion of the Barber/Styling curriculum and full payment of the program, the student will receive a Barber/Styling Certificate and will be eligible to take the New York State Board Exam. Successful completion of the exam qualifies the applicant for a New York State Barber Operator License. After receiving a Barber Operator License, a graduate is qualified to pursue a variety of opportunities in the professional barber/styling field, such as barber/stylist, manufacturer’s representative, product demonstrator, hair replacement specialist, media barber/stylist and platform artist, which are positions commonly found in barber/styling salons.

**COURSE LISTING NUMBER OF INSTRUCTIONAL HOURS**

**BARBER/STYLING Theory Practice Total**

1. Orientation 4 0 4
2. History of Barber/Styling 4 0 4
3. Your Professional Image 2 2 4
4. Bacteriology 16 0 16
5. Sterilization, Sanitation & Safe Work Practices 4 4 8
6. Implements, Tools & Equipment 8 16 24
7. Properties & Disorders of the Skin & Scalp 4 4 8
8. Treatment of Hair & Scalp 8 16 24
9. Facial Massage & Treatments 6 10 16
10. Shaving 4 12 16
11. Hair Cutting 40 120 160
12. Hair Styling 40 120 160
13. Mustache & Beard Design 8 24 32
14. Men’s Hairpieces 8 16 24
15. Anatomy & Physiology 12 4 16
16. The Job Search 4 4 8
17. Selling in Barber/Styling Shop 4 4 8
18. Shop Management 4 4 8
19. Licensing Laws 2 2 4

Unassigned Hours 4 52 56

**TOTAL INSTRUCTIONAL HOURS 186 414 600**

1. **Orientation 4 Instructional Hours**

Students are given a copy of the outline of this program describing each subject and the grading requirements; New York State licensing procedures, rules and regulations and all information relating to job opportunities in the Barber/Styling field. There is also an inspection of the student kit and textbook.

1. **History of Barber/Styling 4 Instructional Hours**

Students are informed of the origin of Barber/Styling; customs and traditions; significance of the beard, modern barbers and barber/styling.

1. **Your Professional Image 4 Instructional Hours**

Instruction and practice are given to provide information and knowledge about personal and professional health, personality, human relations and professional attitude and personal ethics. Guidelines for student success and state laws will also be discussed.

1. **Bacteriology 16 Instructional Hours**

Students will receive an education on Bacteriology and the importance of preventing the spread of disease. They will learn types and classifications of bacteria, growth, reproduction, infections, immunity, and also discuss AIDS awareness.

1. **Sterilization, Sanitation, & Safe Work Practice 8 Instructional Hours**

Instruction and practice are given to provide information and knowledge about various methods of sterilization and sanitation used in the Barber/Styling shop. These practices are done throughout the course including safety with the use of chemical sanitizing agents, also including first aid.

1. **Implements, Tools & Equipment 24 Instructional Hours**

Instruction & practice is given to provide information & knowledge on haircutting tools and equipment including but not limited to the shears, razor, clipper, blow dryer & thermal styling tools. Emphasis is given on care, handling & sanitizing implements & equipment.

1. **Properties and Disorders of the Ski, Scalp & Hair 8 Instructional Hours**

Instruction and practice are given to educate the student on the structure and composition of the skin, scalp and hair. Also given is instruction on identifying various disorders and diseases that may be contagious.

1. **Treatment of Hair and Scalp 24 Instructional Hours**

Instruction and practice are given in proper draping, shampoo service, hair rinses and scalp treatment. The student will learn to identify different types of products including shampoos and conditioners and practice massage manipulations.

1. **Facial Massage and Treatments 16 Instructional Hours**

The student will learn basic theory of massage manipulations, related equipment and the various types of facial treatments & products used.

1. **Shaving 16 Instructional Hours**

Students learn and practice the fundamentals of a professional shave as well as the safety and sanitation procedures and precautions.

1. **Hair Cutting 160 Instructional Hours**

The student will learn the basic fundamentals of hair cutting, the proper usage of all tools as well as techniques in cutting with shears, razors and clippers. They will also learn proper care, maintenance and sanitation of their tools.

1. **Hair Styling 160 Instructional Hours**

Instruction and practice are given to educate students on different types of styling techniques, including blow-drying, iron curling, and finger-waving men’s hair.

1. **Mustache and Beard Design 32 Instructional Hours**

The student will learn suitable mustache designs for different facial features. They will also learn and practice a beard trim using the various hair cutting tools.

1. **Men’s Hairpieces 24 Instructional Hours**

The student will learn all basic knowledge about men’ hairpieces including types, measuring and fitting, correct cleaning methods and selling of hairpieces in the Barber/Styling shop.

1. **Anatomy and Physiology 16 Instructional Hours**

The student will be educated on the structures and functions of the human body and develop an understanding of the organs and systems.

1. **The Job Search 8 Instructional Hours**

The student will be educated on resources for employment, including resume, portfolio, enhancing marketability and points to consider before accepting a position in a Barber/Styling shop.

1. **Selling in Barber/Styling Shop 8 Instructional Hours**

Discussion on the importance of selling services and products, motivational skills and attitude regarding selling will be given to emphasize success as a Barber/Stylist.

1. **Shop Management 8 Instructional Hours**

Instruction and practice are given to provide information on business management, types of advertising, record keeping, good telephone techniques, buying, selling or leasing, and protection in the Barber/Stylist shop.

1. **Licensing Laws 4 Instructional Hours**

The student will be informed on State Board Rules and Regulations, the purpose of State Board Inspections, and the objective of Barber/Styling Licensing Laws.

**Performance Objective**

Given the necessary supplies, equipment and instruction, the program is designed to educate & prepare each student in all facets of barber/styling, so that they are performing at a 76% or above written and practical level. The objective of the program is to ensure that the student will successfully complete and pass the New York State Board Examination.

**Graduation Requirements**

To graduate, the student must complete the 600-hour Barber/Styling curriculum in a satisfactory manner. The student must also demonstrate the skills & qualities essential for passing the New York State Board Examination. All financial obligations to the school must be fulfilled before the student is issued a Barber/Styling Certificate of Completion and the New York State License Application is completed and submitted to the New York State Licensing Division’s electronic system. Following the submission of the application, the application will be reviewed by the state and an e-mail will be sent to the graduate to inform them that they are eligible to schedule the New York State Board Practical Examination. Upon successful completion of the examination, the graduate will receive a license from the State of New York.

###### Esthetics, Skincare and Makeup

**Program Description & Instructional Hours**

This program consists of 600 hours of training in Esthetics, Skincare and Makeup. Through classroom and workshop settings, both theory and practical knowledge is taught in all aspects of Esthetics, Skincare and Makeup. Full-time hours: Monday-Friday 9:00AM-4:00PM (32.5 hours per week) for approximately 5 months. See Addendum E for exact dates\*

Upon completion of the Esthetics, Skin Care and Makeup curriculum, and full payment of the program, a student will receive an Esthetics, Skin Care and Makeup Certificate of Completion and will be eligible to take the New York State Board Exam. Successful completion of the exam qualifies the applicant for a New York State Esthetics License. After receiving the Esthetics License, a graduate will have the specialized skills and training required to access an entry-level career in the Esthetics, Skin Care and Makeup industry.

**COURSE LISTING NUMBER OF INSTRUCTIONAL HOURS**

**ESTHETICS, SKINCARE AND MAKEUP Theory Practice Total**

1. Orientation 4 0 4
2. Safety and Health 8 0 8
3. Bacteriology 18 0 18
4. Anatomy, Physiology & Nutrition 25 0 25
5. Structure & Functions of the Skin 12 0 12
6. Superfluous Hair 8 16 24
7. Chemistry 3 0 3
8. Chemistry Applied to Esthetics 21 0 21
9. Electricity & Equipment 6 12 18
10. Facial and Body Treatments 67 206 273
11. Make-up Techniques 28 56 84
12. Business Practices 33 17 50
13. Job Skills 6 0 6
14. Introduction to Paramedical Esthetics 18 0 18
15. State Board Preparation/Unassigned 18 18 36

**TOTAL INSTRUCTIONAL HOURS 275 325 600**

1. **Orientation 4 Instructional Hours**

Students will be given a copy of the program outline describing each subject and the grading requirements for each. School rules and regulations as well as State laws, regulations and licensing requirements will be discussed. Salon conduct will be reviewed. Students shall become familiar with the school facility and all required supplies.

1. **Safety & Health 8 Instructional Hours**

Instruction and practice are given to ensure students are familiar with local, state and federal safety codes, fire escape routes, shop rules and regulations, shop/clinic safety rules, first aid and hazardous materials.

1. **Bacteriology 18 Instructional Hours**

Students will develop an understanding of the importance of the science of bacteriology as it pertains to the study of esthetics. Students will learn the types and classifications of bacteria, how bacteria grow, and how the body is defended against disease. How disease can be spread and how the spread of harmful bacteria can be prevented will be studied.

1. **Anatomy, Physiology & Nutrition 25 Instructional Hours**

Students will develop an understanding of nutrition and why it is important to the health of the skin. A knowledge of cells, tissues and organs and how they work together to form the body’s systems will be acquired. A description of muscular structures and functions and the various nerves that are affected during facial treatments will be learned as well as he functions of the circulatory system.

1. **Structure and Functions of the Skin 12 Instructional Hours**

Student will be able to describe the structure and composition of the skin as well as the functions of the skin. Appendages of the skin as well as their relation to esthetics will be reviewed.

1. **Superfluous Hair 24 Instructional Hours**

The history of electrolysis will be reviewed as well as understanding why training is important. Different methods of temporary hair removal, including tweezing, chemical depilatories, soft and hard wax, will be explained.

1. **Chemistry 3 Instructional Hours**

Students will learn the definition of chemistry; the difference between organic and inorganic chemistry; the definitions of matter as well as the structure and types of matter. They will develop and understanding of elements, the classes of compounds and mixtures, and learn why the study of basic chemistry is important to the esthetician.

1. **Chemistry Applied to Esthetics 21 Instructional Hours**

An understanding of the chemical composition, preparation, and uses of cosmetics that are intended to cleanse and beautify the skin is obtained. The classification of cosmetics is discussed as well as the characteristics by which they are recognized.

1. **Electricity and Equipment 18 Instructional Hours**

Students will understand the use of the magnifying lamp, and the Wood’s lamp. The purpose and use of the facial vaporizer and the brushing machine will be discussed, as well as a review of how to care for machines and to observe safety precautions when they are in use.

1. **Facial Treatments & Body Treatments 273 Instructional Hours**

Students study: client preparation; skin analysis & consultation; skin types, conditions & disorders; facial procedures; facial treatments with or without machines. An overview of aromatherapy and manual lymphatic drainage for the face and neck are also covered along with product recommendations. This unit will also cover: body exfoliation; back treatments; use of products to enhance skin appearance. The training required for advanced body techniques such as aromatherapy, manual lymphatic drainage and water therapies are discussed.

1. **Make-up Techniques 84 Instructional Hours**

Color analysis, morphology of the face, product knowledge, eyebrow contouring, & make-up application are demonstrated and practiced. Corrections and contouring, the use of false eyelashes, and advanced techniques are discussed and practiced.

1. **Business Practices 50 Instructional Hours**

Instruction and practice is given to provide information and knowledge about business operation, site planning and design, accounting and inventory, payroll regulations, sales ethics, purpose of an advertising campaign, as well as the design of a retail center for make-up and skin care products and effective sales techniques.

1. **Job Skills 6 Instructional Hours**

Students are taught how to prepare a resume, cover letter, complete an application for employment, as well as how to participate in an employment interview. Licensing regulations and career opportunities are discussed. The importance of continuing education and attendance at trade shows are stressed.

1. **Introduction to Paramedical Esthetics 18 Instructional Hours**

A study of the various dermatological diseases that must be referred to a doctor will be considered. The effects of topical and oral medications on the skin will be conducted. Student will be given an insight into plastic, cosmetic and restorative surgery. Students will also learn to identify the major uses of camouflage make-up.

1. **State Board Preparation/Unassigned 36 Instructional Hours**

Instruction & practice is given to provide information & knowledge about the written/practical examinations administered by New York.

**Performance Objective**

Given the necessary supplies, equipment and instruction, the program is designed to educate and prepare each student in all facets of Esthetics, Skincare and Makeup so that they are proficient in Sanitation, Safety, and Application Techniques. The objective of the program is to ensure that the student will successfully complete and pass the New York State Board Examination.

**Graduation Requirements**

To graduate, the student must complete the 600-hour Esthetics, Skincare and Makeup curriculum in a satisfactory manner. The student must also demonstrate the skills and qualities essential for passing the New York State Board Examination. All financial obligations to the school must be fulfilled before the student is issued an Esthetics, Skincare and Makeup Certificate of Completion and the New York State License Application with request of Temporary License is completed and submitted to the New York State Licensing Division’s electronic system. After the graduate files a temporary license application, s/he will be issued a Temporary License, which will enable them to work during the six-month period for which the Temporary License is valid. In that time period, the application will be reviewed by the state and an e-mail will be sent to the graduate to inform them that they are eligible to schedule the New York State Board Practical Examination (written and practical.) Upon successful completion of the examination, the graduate will receive a license from the State of New York.

###### Nail Specialty

**Program Description & Instructional Hours**

This program consists of 250 hours of training in Nail Specialty. Through classroom and workshop settings, both theory and practical knowledge are taught in all aspects of Nail Specialty. Part-time evening hours: Monday, Wednesday and Thursday 6:00PM-10:00PM (12.0 hours per week) for approximately 5.5 months. See Addendum E for exact dates\*

Upon completion of the Nail Specialty curriculum and full payment of the program, a student will receive a Nail Specialty Certificate of Completion and will be eligible to take the New York State Board Exam. Successful completion of the exam qualifies the applicant for a New York State Nail Specialty License. After receiving a Nail Specialty License, a graduate will have the specialized skills and training required to obtain an entry-level career in the nail industry.

**COURSE LISTING NUMBER OF INSTRUCTIONAL HOURS**

**NAIL SPECIALTY Theory Practice Total**

1. Orientation 3 1 4
2. Safety and Health 5 4 9
3. Anatomy & Physiology 6 7 13
4. Bacteria and Infectious Disease 11 5 16
5. Infection Control 7 4 11
6. Client Consultation 4 2 6
7. Manicuring/Hand & Arm Massage 6 15 21
8. Pedicuring 3 13 16
9. Tip Application & Design 2 11 13
10. Nail Wrapping 5 21 26
11. Liquid & Powder Extensions 15 36 51
12. Gel Nail Application 6 15 21
13. Nail Art Techniques 1 4 5
14. Business Practices 8 7 15
15. Job Skills 5 2 7
16. Corrections & Repairs 2 7 9
17. State Board Preparation 2 2 4
18. Professional Ethics 2 1 3

**TOTAL INSTRUCTIONAL HOURS 93 157 250**

1. **Orientation 4 Instructional Hours**

Students are given a copy of the outline of the program describing each subject & the grading requirements for each. School rules & regulations, State laws, regulations and licensing requirements are discussed. Salon conduct is reviewed. Student shall become familiar with the school facility and all required supplies.

1. **Safety and Health 9 Instructional Hours**

Instruction and practice are given to ensure students are familiar with local, state and federal safety codes, fire escape routes, shop rules and regulations, salon/clinic safety rules, first aid and hazardous materials.

1. **Anatomy & Physiology 13 Instructional Hours**

Instruction and practice are given to explain how an understanding of anatomy and physiology will help nail specialists to be better professionals. Cell metabolism and structure, tissues and organs, systems of the body, histology of the skin, bones, muscles, nerves of the hand, arm, leg and foot, as well as nail structure will be thoroughly explored.

1. **Bacteria and Infectious Disease 16 Instructional Hours**

Instruction and practice are given to provide information and knowledge about infections and their prevention, immunity, AIDS awareness, Hepatitis, viruses, mold and fungus, disorders of the nails and skin, as well as foot diseases.

1. **Infection Control 11 Instructional Hours**

Students will be informed about various methods of infection control including: chemical and physical methods of sanitation, sanitary rules and regulations, as well as blood borne pathogen infection control.

1. **Client Consultation 6 Instructional Hours**

The importance of client consultations will be stressed. Differing client lifestyles, diagnosis of skin type and nail plate type, variety of nail services, and prescription of nail service and product usage will be explained and practiced.

1. **Manicuring/Hand & Arm Massage 21 Instructional Hours**

Instruction and practice provide information and knowledge about basic manicures, men’s manicures, conditioning manicures, nail shape and color analysis, as well as the five types of massage. Emphasis is given to the practical techniques of massaging the hands and arms.

1. **Pedicuring 16 Instructional Hours**

Instruction and practice are given to provide information and knowledge about pedicure procedures, paraffin treatments and types of massages. Emphasis shall be given to the practical techniques of massaging the feet and legs.

1. **Tip Application & Design 13 Instructional Hours**

Instruction and practice are given to provide information and knowledge about technology of nail tips, tip adhesives, tip fitting and design, nail tipping on problem nails, and tip removal. Emphasis shall be given to the practical techniques of tip applications.

1. **Nail Wrapping 26 Instructional Hours**

Instruction and practice are given to provide information and knowledge about nail wraps, silk, fiberglass and linen procedures, surface wrapping natural nail and mending, tip overlay wrapping, liquid nail wrap and maintenance.

1. **Liquid & Powder Extensions 51 Instructional Hours**

Instruction and practice are given to provide information and knowledge about liquid and powder nail extensions. Application procedures for tip and overlay, natural nail, sculptured nail, as well as mending and repair will be described, demonstrated and practiced. Re-balance and repairs, problem nails, and chemical reactions to liquid and powder will be considered.

1. **Gel Nail Application 21 Instructional Hours**

Instruction and practice are given to provide information and knowledge about the two basic types of gels. Gel procedure for natural nails, tip and overlay as well as sculptured gel nails will be demonstrated. Repair and maintenance of nails using gels will be demonstrated with emphasis upon proper maintenance.

1. **Nail Art Techniques 5 Instructional Hours**

Contemporary techniques for nail art will be discussed and demonstrated.

1. **Business Practices 15 Instructional Hours**

Information and knowledge about business operation, site planning/design, accounting, inventory, payroll regulations, sales ethics, purpose of an advertising campaign, as well as the design of a retail center for nail care products and effective sales techniques are presented.

1. **Job Skills 7 Instructional Hours**

Students are taught how to prepare a resume, cover letter, complete an application for employment, and how to participate in an employment interview. Licensing regulations and career opportunities are discussed. The importance of continuing education and attendance at trade shows are stressed.

1. **Corrections & Repairs 9 Instructional Hours**

Instruction and practice are given to provide information and knowledge about corrective action and how to repair broken and/or damaged nails, nail tips and sculptured nails.

1. **State Board Preparation 4 Instructional Hours**

Instruction and practice are given to provide information and knowledge about the written and practical examinations that are administered by the State of New York.

1. **Professional Ethics 3 Instructional Hours**

The characteristics of a professional nail specialistwill be discussed along with an introduction to professional ethics.

**Performance Objective**

Given the necessary supplies, equipment and instruction, the program is designed to educate and prepare each student in all facets of nail specialty and advanced manicuring so that they are proficient in Sanitation, Safety and Application Techniques. The objective of the program is to ensure that the student will successfully complete and pass the New York State Board Examination.

**Graduation Requirements**

To graduate, the student must complete the 250-hour Nail Specialty curriculum in a satisfactory manner. The student must also demonstrate the skills and qualities essential for passing the New York State Board Examination. All financial obligations to the school must be fulfilled before the student is issued a Nail Specialty Certificate of Completion and the New York State License Application with request of Temporary License is completed and submitted to the New York State Licensing Division’s electronic system. After the graduate files a temporary license application, s/he will be issued a Temporary License, which will enable them to work during the six-month period for which the Temporary License is valid. In that time period, the application will be reviewed by the state and an e-mail will be sent to the graduate to inform them that they are eligible to schedule the New York State Board Practical Examination (written and practical.) Upon successful completion of the examination, the graduate will receive a license from the State of New York.

###### Waxing

**Program Description & Instructional Hours**

This program consists of 75 hours of training in Waxing. Through classroom and workshop settings, both theory and practical knowledge are taught in all aspects of Waxing. Full-time day hours: Monday-Friday 9:00AM-2:30PM (25.0 hours per week) for approximately 3 weeks. See Addendum E for exact dates\*

Upon completion of the Waxing curriculum and full payment of the program, a student will receive a Waxing Certificate of Completion and will be eligible to take the New York State Board Exam. Successful completion of the exam qualifies the applicant for a New York State Waxing License. After receiving a Waxing License, graduates will have the specialized skills and training required to obtain an entry-level career in the waxing industry.

**COURSE LISTING NUMBER OF INSTRUCTIONAL HOURS**

**WAXING Theory Practice Total**

1. Professional Requirements 10 0 10
2. Safety and Health 20 0 20
3. Skin Structure, Disorders and Diseases 10 0 10
4. Removal of Superfluous Hair 0 35 35

**TOTAL INSTRUCTIONAL HOURS 40 35 75**

1. **Professional Requirements 10 Instructional Hours**

Students will study NY State license requirements, sales tax regulations, state and federal payroll requirements along with professional ethics, conduct and attitude. Included will be information on career opportunities and professional organizations, trade shows and publications.

1. **Safety and Health 20 Instructional Hours**

The classification, types, growth and reproduction of various infectious organisms are covered along with infections and their prevention. Students will learn decontamination and infection control along with OSHA regulation on hazardous materials.

1. **Skin Structure, Disorders and Diseases 10 Instructional Hours**

Histology of the skin, its function, diseases and disorders are studied. Hair structure and function as it relates to waxing is covered.

1. **Removal of Superfluous Hair 35 Instructional Hours**

Methods of hair removal using manual tweezing, depilatory lotion, and waxing (strip and non-strip) are studied and practiced.

**Performance Objective**

Given the necessary supplies, equipment and instruction, the program is designed to educate and prepare each student in all facets of waxing techniques so that they are proficient in Sanitation, Safety and Application Techniques. The objective of the program is to ensure that the student will successfully complete and pass the New York State Board Examination.

**Graduation Requirements**

To graduate, the student must complete the 75-hour Waxing curriculum in a satisfactory manner. The student must also demonstrate the skills and qualities essential for passing the New York State Board Examination. All financial obligations to the school must be fulfilled before the student is issued a Waxing Certificate of Completion and the New York State License Application with request of Temporary License is completed and submitted to the New York State Licensing Division’s electronic system. After the graduate files a temporary license application, s/he will be issued a Temporary License, which will enable them to work during the six-month period for which the Temporary License is valid. In that time period, the application will be reviewed by the state and an e-mail will be sent to the graduate to inform them that they are eligible to schedule the New York State Board Practical Examination (written and practical.) Upon successful completion of the examination, the graduate will receive a license from the State of New York.

###### Hairdressing and Cosmetology Refresher

**Mini Program Description:**

This program consists of at least 32.5 hours up to 150.0 hours of training in Hairdressing and Cosmetology. The program is designed specifically for State Board Practical Examination preparation.

Upon completion of the Hairdressing and Cosmetology Refresher program, the student will receive a Hairdressing and Cosmetology Refresher Completion Certificate. A graduate of this program would then be prepared to take the New York State Cosmetology Practical Exam.

**Performance Objective**

The Refresher Program is designed to improve or refresh the knowledge of a Hairdressing and Cosmetology graduate in the New York State Board Practical Examination requirements.

**Entrance Requirements**

We require proof of completion of a minimum of 1000 hours of a Hairdressing and Cosmetology curriculum in New York State. We also require that you pass the New York State Written Exam before enrolling into the Hairdressing and Cosmetology Refresher program. An evaluation of the applicant will be conducted by the school to determine the number of hours of the program.

# Addendum A- Programs & Costs

**Hairdressing and Cosmetology**

Program Length: 1000 hours at 32.5 hours per week for approximately 31 weeks (2 Terms- Full time)

1000 hours at 19.0 hours per week for approximately 53 weeks (3 Terms- Part time)

Registration Fee (non-refundable) $100.00

Tuition $13,639.75

Books, Equipment & Uniform $1,160.25

**Total Instructional Cost $14,900.00**

Make-up for absences scheduled after the expected training end date will be considered make-up hours.

A charge of $13.64 per hour for make-up hours shall be in addition to the regular contract.

**Barber/Styling**

Program Length: 600 hours at 32.5 hours per week for approximately 19 weeks (2 Quarters- Full time)

600 hours at 19.0 hours per week for approximately 32 weeks (2 Terms- Part time)

Registration Fee (non-refundable) $100.00

Tuition $8,919.82

Books, Equipment & Uniform $1,080.18

**Total Instructional Cost $10,100.00**

Make-up for absences scheduled after the expected training end date will be considered make-up hours.

A charge of $14.87 per hour for make-up hours shall be in addition to the regular contract.

**Esthetics, Skin Care and Makeup**

Program Length: 600 hours at 32.5 hours per week for approximately 19 weeks (2 Quarters- Full time)

Registration Fee (non-refundable) $100.00

Tuition $9,136.00

Books, Equipment & Uniform $864.00

**Total Instructional Cost $10,100.00**

Make-up for absences scheduled after the expected training end date will be considered make-up hours.

A charge of $15.23 per hour for make-up hours shall be in addition to the regular contract.

**Nail Specialty**

Program Length: 250 hours at 12.0 hours per week for approximately 21 weeks (2 Quarters- Part time)

Registration Fee (non-refundable) $100.00

Tuition $2,000.00

Books, Equipment & Uniform $700.00

**Total Instructional Cost $2,800.00**

Make-up for absences scheduled after the expected training end date will be considered make-up hours.

A charge of $8.00 per hour for make-up hours shall be in addition to the regular contract.

**Waxing**

Program Length: 75 hours at 25.0 hours per week for approximately 3 weeks (1 Mini Term- Full-time)

Registration Fee (non-refundable) $60.00

Tuition $650.00

Books, Equipment & Uniform $165.00

**Total Instructional Cost $875.00**

Make-up for absences scheduled after the expected training end date will be considered make-up hours.

A charge of $8.67 per hour for make-up hours shall be in addition to the regular contract.

**Refresher Cosmetology**

Program Length: 32.5 hours to 150.0 hours per contract

Registration Fee (non-refundable) $32.50 - $150.00

Tuition $325.00 - $1500.00

Books, Equipment (based on need) $0.00 - $600.00

**Total Instructional Cost $450.00-$2,200.00**

# Addendum B – Faculty & Administrative Staff

EUGENE P. CARDAMONE \_\_\_\_\_\_ CEO / DIRECTOR

PETER WEBB ARTISTIC DIRECTOR

SHARON GRACE DIRECTOR OF EDUCATION

GAIL ROKOSZ CLINIC SERVICES ADMINISTRATOR

DOMINIQUE BOUTTÉ \_\_\_\_\_\_\_\_ EXECUTIVE ASSISTANT

JOY CARPENTER FRONT DESK COORDINATOR

MARGARET CLYDE \_\_\_\_\_\_ FRONT DESK COORDINATOR

**ADMISSIONS**

ADRIENNE CORSETTI \_DIRECTOR OF ADMISSIONS

**FINANCIAL AID**

EUGENE P. CARDAMONE \_DIRECTOR OF FINANCIAL AID

KAREN SPRAGUE \_FINANCIAL AID ADMINISTRATOR

**FACULTY**

SHARON GRACE HAIRDRESSING AND COSMETOLOGY

INSTRUCTOR

TRACY COOK HAIRDRESSING AND COSMETOLOGY

INSTRUCTOR

ALLISON GABELLO ESTHETICS, SKINCARE AND MAKEUP

INSTRUCTOR &WAXING INSTRUCTOR

BRITTANY GERACI HAIRDRESSING AND COSMETOLOGY

INSTRUCTOR

TIMOTHY HALTER II BARBER/STYLING INSTRUCTOR

EDWARD MCDONALD III BARBER/STYLING INSTRUCTOR

MICHELLE MAGIN HAIRDRESSING AND COSMETOLOGY

INSTRUCTOR

LAKEYTALYNN WILSON HAIRDRESSING AND COSMETOLOGY

INSTRUCTOR

ALLISON GABELLO NAIL SPECIALTY INSTRUCTOR

# Addendum C – New York State Fees & Licensing Information

**Temporary License Fee for Cosmetology, Esthetics, Skincare and Makeup, Nail Specialty & Waxing: $10.00**

A six-month temporary license is available to those applicants desiring to work while completing the examination process. Only one renewal may be granted under the law, provided an applicant has taken and passed a written exam. All NYS Application for licensing is done online. The fee for the application is $40.00 and payment must be submitted online by credit card at the time that the application is submitted. If you are requesting a temporary license, an additional $10.00 will be included to your accounts cart check out total due. After your application is processed, you will be notified by e-mail with a link that you are eligible to schedule examinations, unless more documentation is needed. In that case, you will receive an e-mail letter explaining the information needed to process the application. The fee to schedule the written or practical examination is $15.00 and must be paid online by credit card at the time of scheduling. There is no order in which the exams need to be taken.

Students who are preparing for licensure: (All NYS application for licensing is done online)

1. Must have all personal information, phone number, email address, No P.O. Box (NYS requirement)
2. Background Data/Check done by NYS
3. Child Support Obligation reviewed by NYS
4. Health Certification within **30 days** of application submission
5. NYS fee of $50, processing of application and issue of Temporary license (Cosmetology, Esthetics, Skincare and Makeup, Nail Specialty, & Waxing only) NYS fee of $40, processing of application only (Barber Operator)
6. School Affirmation completed by the Director at the time of the student/graduate’s Exit Interview

Regular License Fee for Cosmetology, Barber Operator, Esthetics, Skincare and Makeup, Nail Specialty & Waxing: $40.00

\*All licenses are issued for full four-year terms, automatically expiring four years after the effective date.

Examination Fees for Cosmetology, Esthetics, Skincare and Makeup, Nail Specialty & Waxing:

$15.00 written exam

$15.00 practical exam

Examination fee for Barber Operator (practical examination only):

$15.00 practical exam

**NOTE: The above regulations are the policy of the NYS Department of State and are subject to change. If you have any questions or require assistance contact:**

**NYS Department of State**

**Division of Licensing Services**

**PO Box 22001**

**Albany, NY 12201-2001**

**518-474-4429**

Information on licensing is also available on line at: [www.dos.state.ny.us/lcns/listoflncs.html](http://www.dos.state.ny.us/lcns/listoflncs.html)

**NYS Department of State Written and Practical Tests Pass/Fail Report**

# Addendum D – Weekly Tuition Liability Chart

Tuition Liability is divided by the number of terms/quarters of the program. Total tuition liability is limited to the term/quarter during which the student withdrew or was terminated and any previous terms/ quarters completed. Amounts shown reflect tuition costs that the school is able to keep.

**Hairdressing and Cosmetology (Full time) 1000 Hours, 32.5 hours per week schedule, 2 Terms of 16 and 15weeks**

**Tuition: $13,639.75 Tuition Each Term: $6,819.88**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TERM1** |  |  |  |  |
| **IF TERMINATION OCCURS** | **%SCHOOL RETAINS** | **AMOUNT SCHOOL RETAINS** | **% STUDENT REFUND** | **AMOUNT STUDENT REFUND** |
| **WEEK 1** | 0% | $0.00 | 100% | $6,819.88 |
| **WEEK 2** | 20% | $1,363.98 | 80% | $5,455.90 |
| **WEEK 3** | 35% | $2,386.96 | 65% | $4,432.92 |
| **WEEK 4** | 50% | $3,409.94 | 50% | $3,409.94 |
| **WEEK 5** | 70% | $4,773.91 | 30% | $2,045.96 |
| **WEEK 6—16** | 100% | $6,819.88 | 0% | $0.00 |
| **TERM2** |  |  |  |  |
| **IF TERMINATION OCCURS** | **%SCHOOL RETAINS** | **AMOUNT SCHOOL RETAINS** | **% STUDENT REFUND** | **AMOUNT STUDENT REFUND** |
| **WEEK 1** | 20% | $1,363.98 | 80% | $5,455.90 |
| **WEEK 2** | 35% | $2,386.96 | 65% | $4,432.92 |
| **WEEK 3** | 50% | $3,409.94 | 50% | $3,409.94 |
| **WEEK 4** | 70% | $4,773.91 | 30% | $2,045.96 |
| **WEEK 5-16** | 100% | $6,819.88 | 0% | $0.00 |

**Hairdressing and Cosmetology (Part time) 1000 Hours, 19 hours per week schedule, 3 Terms of 18 weeks each**

**Tuition: $13,639.75 Tuition Each Term: $4,546.58**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TERM1** |  |  |  |  |
| **IF TERMINATION OCCURS** | **%SCHOOL RETAINS** | **AMOUNT SCHOOL RETAINS** | **% STUDENT REFUND** | **AMOUNT STUDENT REFUND** |
| **WEEK 1** | 0% | $0.00 | 100% | $4,546.58 |
| **WEEK 2** | 20% | $909.32 | 80% | $3,637.26 |
| **WEEK 3** | 35% | $1,591.30 | 65% | $2,955.28 |
| **WEEK 4** | 50% | $2,273.29 | 50% | $2,273.29 |
| **WEEK 5** | 70% | $3,182.61 | 30% | $1,363.97 |
| **WEEK 6—18** | 100% | $4,546.58 | 0% | $0.00 |
| **TERM2/SUB-SEQUENT TERMS** |  |  |  |  |
| **IF TERMINATION OCCURS** | **%SCHOOL RETAINS** | **AMOUNT SCHOOL RETAINS** | **% STUDENT REFUND** | **AMOUNT STUDENT REFUND** |
| **WEEK 1** | 20% | $909.32 | 80% | $3,637.26 |
| **WEEK 2** | 35% | $1,591.30 | 65% | $2,955.28 |
| **WEEK 3** | 50% | $2,273.29 | 50% | $2,273.29 |
| **WEEK 4** | 70% | $3,182.61 | 30% | $1,363.97 |
| **WEEK 5-18** | 100% | $4,546.58 | 0% | $0.00 |

**Barber/Styling (Full time) 600 Hours**, **32.5 hours per week schedule**, **2 Quarters of 10 and 9 weeks**

**Tuition: $8,919.82 Tuition Each Quarter: $4,459.91**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUARTER 1** |  |  |  |  |
| **IF TERMINATION OCCURS** | **%SCHOOL RETAINS** | **AMOUNT SCHOOL RETAINS** | **% STUDENT REFUND** | **AMOUNT STUDENT REFUND** |
| **WEEK 1** | 0% | $0.00 | 100% | $4,459.91 |
| **WEEK 2** | 25% | $1,114.98 | 75% | $3,344.93 |
| **WEEK 3** | 50% | $2,229.96 | 50% | $2,229.96 |
| **WEEK 4** | 75% | $3,344.93 | 25% | $1,114.98 |
| **WEEK 5-10** | 100% | $4,459.91 | 0% | $0.00 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUARTER2** |  |  |  |  |
| **IF TERMINATION OCCURS** | **%SCHOOL RETAINS** | **AMOUNT SCHOOL RETAINS** | **% STUDENT REFUND** | **AMOUNT STUDENT REFUND** |
| **WEEK 1** | 25% | $1,114.98 | 75% | $3,344.93 |
| **WEEK 2** | 50% | $2,229.96 | 50% | $2,229.96 |
| **WEEK 3** | 75% | $3,344.93 | 25% | $1,114.98 |
| **WEEK 4-9** | 100% | $4,459.91 | 0% | $0.00 |

**Barber/Styling (Part time) 600 Hours**, **19.0 hours per week schedule**, **2 Terms of 16 weeks each**

**Tuition: $8,919.82 Tuition Each Term: $4,459.91**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TERM 1** |  |  |  |  |
| **IF TERMINATION OCCURS** | **%SCHOOL RETAINS** | **AMOUNT SCHOOL RETAINS** | **% STUDENT REFUND** | **AMOUNT STUDENT REFUND** |
| **WEEK 1** | 0% | $0.00 | 100% | $4,459.91 |
| **WEEK 2** | 20% | $981.98 | 80% | $3567.93 |
| **WEEK 3** | 35% | $1560.97 | 65% | $2,898.94 |
| **WEEK 4** | 50% | $2229.96 | 50% | $2229.95 |
| **WEEK 5** | 70% | $3121.94 | 30% | $1337.97 |
| **WEEK 6-16** | 100% | $4,459.91 | 0% | $0.00 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TERM 2** |  |  |  |  |
| **IF TERMINATION OCCURS** | **%SCHOOL RETAINS** | **AMOUNT SCHOOL RETAINS** | **% STUDENT REFUND** | **AMOUNT STUDENT REFUND** |
| **WEEK 1** | 20% | $981.98 | 80% | $3567.93 |
| **WEEK 2** | 35% | $1560.97 | 65% | $2,898.94 |
| **WEEK 3** | 50% | $2229.96 | 50% | $2229.95 |
| **WEEK 4** | 70% | $3121.94 | 30% | $1337.97 |
| **WEEK 5-16** | 100% | $4,459.91 | 0% | $0.00 |

**Esthetics, Skincare and Makeup (Full time) 600 Hours**, **32.5 hours per week schedule**, **2 Quarters of 10 and 9 weeks**

**Tuition: $9,136.00 Tuition Each Quarter: $4,568.00**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUARTER 1** |  |  |  |  |
| **IF TERMINATION OCCURS** | **%SCHOOL RETAINS** | **AMOUNT SCHOOL RETAINS** | **% STUDENT REFUND** | **AMOUNT STUDENT REFUND** |
| **WEEK 1** | 0% | $0.00 | 100% | $4,568.00 |
| **WEEK 2** | 25% | $1,142.00 | 75% | $3,426.00 |
| **WEEK 3** | 50% | $2,284.00 | 50% | $2,284.00 |
| **WEEK 4** | 75% | $3,426.00 | 25% | $1,142.00 |
| **WEEK 5-10** | 100% | $4,568.00 | 0% | $0.00 |
| **QUARTER2** |  |  |  |  |
| **IF TERMINATION OCCURS** | **%SCHOOL RETAINS** | **AMOUNT SCHOOL RETAINS** | **% STUDENT REFUND** | **AMOUNT STUDENT REFUND** |
| **WEEK 1** | 25% | $1,142.00 | 75% | $3,426.00 |
| **WEEK 2** | 50% | $2,284.00 | 50% | $2,284.00 |
| **WEEK 3** | 75% | $3,426.00 | 25% | $1,142.00 |
| **WEEK 4-9** | 100% | $4,568.00 | 0% | $0.00 |

**Nail Specialty (Part time) 250 Hours**, **12.0 hours per week schedule**, **2 Quarters of 11 and 10 weeks**

**Tuition: $2,000.00 Tuition Each Quarter: $1,000.00**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUARTER 1** |  |  |  |  |
| **IF TERMINATION OCCURS** | **%SCHOOL RETAINS** | **AMOUNT SCHOOL RETAINS** | **% STUDENT REFUND** | **AMOUNT STUDENT REFUND** |
| **WEEK 1** | 0% | $0.00 | 100% | $1,000.00 |
| **WEEK 2** | 25% | $250.00 | 75% | $750.00 |
| **WEEK 3** | 50% | $500.00 | 50% | $500.00 |
| **WEEK 4** | 75% | $750.00 | 25% | $250.00 |
| **WEEK 5-11** | 100% | $1,000.00 | 0% | $0.00 |
| **QUARTER 2** |  |  |  |  |
| **IF TERMINATION OCCURS** | **%SCHOOL RETAINS** | **AMOUNT SCHOOL RETAINS** | **% STUDENT REFUND** | **AMOUNT STUDENT REFUND** |
| **WEEK 1** | 25% | $250.00 | 75% | $750.00 |
| **WEEK 2** | 50% | $500.00 | 50% | $500.00 |
| **WEEK 3** | 75% | $750.00 | 25% | $250.00 |
| **WEEK 4-10** | 100% | $1,000.00 | 0% | $0.00 |

**Waxing (Full-time) 75 Hours**, **25.0 hours per week schedule, 1 Mini-Term (which Tuition Liability is based on the percentage of the program offered)**

**Tuition: $650.00 Tuition Each Mini-Term: $650.00**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MINI TERM 1** |  |  |  |  |
| **%OF PROGRAM OFFERED** | **%SCHOOL RETAINS** | **AMOUNT SCHOOL RETAINS** | **% STUDENT REFUND** | **AMOUNT STUDENT REFUND** |
| **0 - 15%** | 0% | $0.00 | 100% | $650.00 |
| **15.1% - 30.0%** | 25% | $162.50 | 75% | $487.50 |
| **30.1% - 45.0%** | 50% | $325.00 | 50% | $325.00 |
| **45.1% - 60.0%** | 75% | $487.50 | 25% | $162.50 |
| **60.1% & ABOVE** | 100% | $650.00 | 0% | $0.00 |

# Addendum E – Program Dates, Holidays & Breaks

**2017 2018**

**Program Start Date**

**Hairdressing and Cosmetology** January 9 & 17 January 8

March 6 March 5

May 1 May 7

July 10 July 9

September 11 September 10

November 6 November 5

**Barber/Styling:** March 6 May 14

July 31 October 8

**Esthetics, Skincare and Makeup:** March 6 May 14

July 31 October 8

**Nail Specialty:** March 6 February 26

September 18 September 10

**Waxing:** March 6 May 14

July 31 October 8

**Holidays & Breaks**

**2017 2018**

New Year’s Day January 1 January 1

Martin Luther King Day January 16 January 15

Memorial Day May 29 May 28

Independence Day Break July 3-8 July 2-7

Labor Day September 4 September 3

Thanksgiving Break November 23-25 November 22-24

Christmas Break December 25-30 December 24-29

# Addendum F – Gainful Employment Metrics

The Higher Education Act of 1965, as amended (HEA), has long provided for the extension of financial aid to students attending postsecondary programs that “lead to gainful employment in a recognized occupation,” including nearly all programs at for-profit institutions and certificate programs at public and non-profit institutions. For-profit institutions, in particular, are a diverse, innovative, and fast-growing group of institutions.

**Most Recent Annual Report Rates: Graduation: 91.08% Placement: 72.46% Licensure: 100.00%**

**On-time Graduation Rates:** Colleges, universities, and proprietary schools like Shear Ego International School of Hair Design are required to disclose “On-Time Graduation Rates” for each program offered for each award year. This rate is calculated by dividing the number of on-time completers by the total number of graduates for the specific year. These on-time graduation rates are based on perfect attendance and do not account for holidays, school closings, leave of absence or minimum absent time.

In addition to these Gainful Employment statistics, Shear Ego International School of Hair Design provides the number of graduates during an award year who completed their program within 150% of the normal program length. This metric is in line with reporting graduation rates to other federal reporting and accrediting agencies.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program** | **Number of “On-time” Graduates** | **Number of Graduates within 150% Time** | **Number of Non-Completers** | **% Completing on-Time** | **% Completing within 150% Time** |
| Hairdressing and Cosmetology | 2 | 35 | 6 | 5.4% | 94.6% |
| Barber/Styling | 18 | 25 | 6 | 41.9% | 58.1% |
| Esthetics, Skin Care and Makeup | 10 | 29 | 2 | 25.6% | 74.4% |
| Nail Specialty | 12 | 6 | 0 | 66.7% | 33.3% |
| Waxing | 6 | 0 | 0 | 100.0% | 0.0% |
|  |  |  |  |  |  |
| **Total of Students (Completers & Non-Completers)** | **157** | **Total # of Graduates (either on time or within 150% Time)** | **143** | **Graduation Rate** | **91.08%** |

Placement Rates

Gainful Employment regulations also require colleges, universities, and proprietary schools like Shear Ego International School of Hair Design to disclose placement rate information about the population of students counted as “on-time” completers. In addition to these rates, Shear Ego International School of Hair Design collects and reports placement (employment) rates annually to our accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program** | **Total Number of Completers Eligible for Employment** | **Total Number of Completers with Placement Info** | **Placement Reports Rates** |  |  |
| Hairdressing and Cosmetology | 36 | 30 | 83% |  |  |
| Barber/Styling | 42 | 28 | 67% |  |  |
| Esthetics, Skin Care and Makeup | 36 | 23 | 64% |  |  |
| Nail Specialty | 18 | 14 | 78% |  |  |
| Waxing | 6 | 5 | 83% |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Number of Completers Eligible for Employment** | **138** | **Total Number of Completers with Placement Info** | **100** | **Placement Reports Reported to NACCAS**  **Nov 2015** | **72.46%** |

Median Loan Debt

Shear Ego International School of Hair Design is required to provide median loan debt for students who have completed their academic program during the previous award year. Median loan debt is based on the number of students who completed their program in the specific financial aid award year, and has been calculated by comparing the total amounts that students borrowed for each loan type, starting with $0 up to the maximum amount borrowed.

|  |  |  |
| --- | --- | --- |
| Program | Award Year | Median Loan Debt |
| Hairdressing and Cosmetology | 2013-2014 | $0.00 |
| Nail Specialty | 2013-2014 | $0.00 |
| Barber/Styling | 2013-2014 | $0.00 |
| Esthetics, Skin Care and Makeup | 2013-2014 | $0.00 |

**Department of Labor Occupational Classification (SOC)**

Shear Ego International School of Hair Design, markets its programs to students by emphasizing the value of the program against the cost to the student. This approach is often called the value proposition of the program and is meant to portray to students the value of the specific program offerings to that student's career goals. It is this posture that distinguishes programs “that lead to gainful employment in a recognized occupation” as set forth in the HEA. The education we provide our students prepares them for careers in a variety of cutting edge fields, such as hair stylist, permists, hair coloring specialists, barber-styling technician, make-up artists, manicurists, pedicurists, etc. Occupational information for these types of programs can be researches via the Occupational Information Network (O\*NET) website, <http://www.onetonline.org/> as charted below.

|  |  |  |
| --- | --- | --- |
| Program | CIP Code | O\*NET Crosswalk |
| Hairdressing and Cosmetology | 12.0401 | 39-5012.00 - Hairdressers, Hairstylists & Cosmetologists  http://www.onetonline.org/link/summary/39-5012.00 |
| Nail Specialty | 12.0410 | 39-5092.00 - Manicurists and Pedicurists  http://www.onetonline.org/link/summary/39-5092.00 |
| Barber/Styling | 12.0402 | **39-5011.00 - Barbers**  **http://www.onetonline.org/link/summary/39-5011.00** |
| Esthetics, Skincare and Makeup | 12.0409 | 39-5094.00 - Skin Care Specialist http://www.onetonline.org/link/summary/39-5094.00 39-5091.00 - Makeup Artists, Theatrical and Performance  http://www.onetonline.org/link/summary/39-5091.00 |

# Addendum G – Placement & Attrition Information

SHEAR EGO INTERNATIONAL SCHOOL OF HAIR DESIGN

**ENROLLMENT, COMPLETION RATE AND PLACEMENT**

**2013 through 2015**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROGRAM NAME** | **HAIRDRESSING AND COSMETOLOGY** | **CIP CODE** | **12.0403** |  |
|  |  | **2013** | **2014** | **2015** |
| 1. PROGRAM ENROLLMENT (enrolled and started during the academic year) |  | 75 | 55 | 43 |
| 1. PROGRAM COMPLETION RATE |  |  |  |  |
| STUDENTS SCHEDULED TO COMPLETE IN YEAR |  | 60 | 55 | 43 |
| GRADUATES |  | 51 | 50 | 37 |
| NON-COMPLETERS |  | 0 | 5 | 6 |
| CONTINUING STUDENTS |  | 0 | 0 | 0 |
| COMPLETION RATE |  | 85.00% | 90.90% | 86.05% |
| 1. PLACEMENT OF PROGRAM COMPLETERS |  |  |  |  |
| NUMBER OF GRADUATES (ELIGIBLE FOR EMPLOYMENT) |  | 50 | 50 | 36 |
| PERCENT OF GRADUATES WHO ARE: |  |  |  |  |
| 1. EMPLOYED IN A RELATED FIELD |  | 70.00% | 86.00% | 83.33% |
| 1. EMPLOYED IN A SLIGHTLY RELATED FIELD |  | 0% | 0% | 0% |
| 1. EMPLOYED IN AN UNRELATED FIELD |  | 0% | 4.00% | 0% |
| 1. IN THE MILITARY |  | 0% | 0% | 0% |
| 1. SEEKING EMPLOYMENT |  | 0% | 0% | 0% |
| 1. PURSUING ADDITIONAL EDUCATION |  | 0% | 0% | 0% |
| 1. UNAVAILABLE FOR EMPLOYMENT |  | 0% | 0% | 0% |
| 1. STATUS UNKNOWN |  | 30% | 10% | 16.67% |
| **PROGRAM NAME** | **BARBER/STYLING** | **CIP CODE** | **12.0402** |  |
|  |  | **2013** | **2014** | **2015** |
| 1. PROGRAM ENROLLMENT (enrolled and started during the academic year) |  | 26 | 34 | 49 |
| 1. PROGRAM COMPLETION RATE |  |  |  |  |
| STUDENTS SCHEDULED TO COMPLETE IN YEAR |  | 37 | 34 | 49 |
| GRADUATES |  | 37 | 32 | 43 |
| NON-COMPLETERS |  | 0 | 2 | 6 |
| CONTINUING STUDENTS |  | 0 | 0 | 0 |
| COMPLETION RATE |  | 100.00% | 94.12% | 87.76% |
| 1. PLACEMENT OF PROGRAM COMPLETERS |  |  |  |  |
| NUMBER OF GRADUATES (ELIGIBLE FOR EMPLOYMENT) |  | 36 | 32 | 42 |
| PERCENT OF GRADUATES WHO ARE: |  |  |  |  |
| 1. EMPLOYED IN A RELATED FIELD |  | 77.78% | 68.75% | 66.67% |
| 1. EMPLOYED IN A SLIGHTLY RELATED FIELD |  | 0% | 0% | 0% |
| 1. EMPLOYED IN AN UNRELATED FIELD |  | 0% | 0% | 0% |
| 1. IN THE MILITARY |  | 0% | 0% | 0% |
| 1. SEEKING EMPLOYMENT |  | 0% | 0% | 0% |
| 1. PURSUING ADDITIONAL EDUCATION |  | 0% | 0% | 0% |
| 1. UNAVAILABLE FOR EMPLOYMENT |  | 0% | 0% | 0% |
| 1. STATUS UNKNOWN |  | 22.22% | 31.25% | 33.33% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROGRAM NAME** | **NAIL SPECIALTY** | **CIP CODE** | **12.0499** |  |
|  |  | **2013** | **2014** | **2015** |
| 1. PROGRAM ENROLLMENT (enrolled and started during the academic year) |  | 19 | 0 | 18 |
| 1. PROGRAM COMPLETION RATE |  |  |  |  |
| STUDENTS SCHEDULED TO COMPLETE IN YEAR |  | 19 | N/A | 18 |
| GRADUATES |  | 17 | N/A | 18 |
| NON-COMPLETERS |  | 2 | N/A | 0 |
| CONTINUING STUDENTS |  | 0 | N/A | 0 |
| COMPLETION RATE |  | 89% | N/A | 100.0% |
| 1. PLACEMENT OF PROGRAM COMPLETERS |  |  |  |  |
| NUMBER OF GRADUATES (ELIGIBLE FOR EMPLOYMENT) |  | 17 | N/A | 18 |
| PERCENT OF GRADUATES WHO ARE: |  |  |  |  |
| 1. EMPLOYED IN A RELATED FIELD |  | 100% | N/A | 77.78% |
| 1. EMPLOYED IN A SLIGHTLY RELATED FIELD |  | 0% | N/A | 0% |
| 1. EMPLOYED IN AN UNRELATED FIELD |  | 0% | N/A | 0% |
| 1. IN THE MILITARY |  | 0% | N/A | 0% |
| 1. SEEKING EMPLOYMENT |  | 0% | N/A | 0% |
| 1. PURSUING ADDITIONAL EDUCATION |  | 0% | N/A | 0% |
| 1. UNAVAILABLE FOR EMPLOYMENT |  | 0% | N/A | 0% |
| 1. STATUS UNKNOWN |  | 0% | N/A | 22.22% |
| **PROGRAM NAME** | **ESTHETICS, SKINCARE AND MAKEUP** | **CIP CODE** | **12.0406** |  |
|  |  | **2013** | **2014** | **2015** |
| 1. PROGRAM ENROLLMENT (enrolled and started during the academic year) |  | 10 | 12 | 41 |
| 1. PROGRAM COMPLETION RATE |  |  |  |  |
| STUDENTS SCHEDULED TO COMPLETE IN YEAR |  | 10 | 12 | 41 |
| GRADUATES |  | 9 | 10 | 39 |
| NON-COMPLETERS |  | 1 | 2 | 0 |
| CONTINUING STUDENTS |  | 0 | 0 | 0 |
| COMPLETION RATE |  | 90.00% | 83.33% | 95.12% |
| 1. PLACEMENT OF PROGRAM COMPLETERS |  |  |  |  |
| NUMBER OF GRADUATES (ELIGIBLE FOR EMPLOYMENT) |  | 8 | 9 | 36 |
| PERCENT OF GRADUATES WHO ARE: |  |  |  |  |
| 1. EMPLOYED IN A RELATED FIELD |  | 62.5% | 55.56% | 63.89% |
| 1. EMPLOYED IN A SLIGHTLY RELATED FIELD |  | 0% | 0% | 0% |
| 1. EMPLOYED IN AN UNRELATED FIELD |  | 12.5% | 0% | 0% |
| 1. IN THE MILITARY |  | 0% | 0% | 0% |
| 1. SEEKING EMPLOYMENT |  | 0% | 0% | 0% |
| 1. PURSUING ADDITIONAL EDUCATION |  | 0% | 0% | 0% |
| 1. UNAVAILABLE FOR EMPLOYMENT |  | 0% | 0% | 0% |
| 1. STATUS UNKNOWN |  | 25% | 44.44% | 36.11% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROGRAM NAME** | **WAXING** | **CIP CODE** | **12.0499** |  |
|  |  | **2013** | **2014** | **2015** |
| 1. PROGRAM ENROLLMENT (enrolled and started during the academic year) |  | 9 | 4 | 6 |
| 1. PROGRAM COMPLETION RATE |  |  |  |  |
| STUDENTS SCHEDULED TO COMPLETE IN YEAR |  | 10 | 4 | 6 |
| GRADUATES |  | 10 | 4 | 6 |
| NON-COMPLETERS |  | 0 | 0 | 0 |
| CONTINUING STUDENTS |  | 0 | 0 | 0 |
| COMPLETION RATE |  | 100.00% | 100.00% | 100.00% |
| 1. PLACEMENT OF PROGRAM COMPLETERS |  |  |  |  |
| NUMBER OF GRADUATES (ELIGIBLE FOR EMPLOYMENT) |  | 9 | 3 | 6 |
| PERCENT OF GRADUATES WHO ARE: |  |  |  |  |
| 1. EMPLOYED IN A RELATED FIELD |  | 66.67% | 100.00% | 83.33% |
| 1. EMPLOYED IN A SLIGHTLY RELATED FIELD |  | 0% | 0% | 0% |
| 1. EMPLOYED IN AN UNRELATED FIELD |  | 0% | 0% | 0% |
| 1. IN THE MILITARY |  | 0% | 0% | 0% |
| 1. SEEKING EMPLOYMENT |  | 0% | 0% | 0% |
| 1. PURSUING ADDITIONAL EDUCATION |  | 0% | 0% | 0% |
| 1. UNAVAILABLE FOR EMPLOYMENT |  | 0% | 0% | 0% |
| 1. STATUS UNKNOWN |  | 33.33% | 0% | 16.67% |

COMPLETION RATE = GRADUATES/TOTAL ENROLLMENT – CONTINUING STUDENTS

N/A = NOT APPLICABLE

\*UNOFFICIAL STATISTICS - OFFICIAL COMPLETION, PLACEMENT, LICENSURE RATES MAINTAINED BY OUR ACCREDITING AGENCY (NACCAS)

# Addendum H – Evacuation Procedures & Emergency Exits

In case of an emergency, leave the building quietly, calmly, orderly and as quickly as possible. Evacuate through the nearest exit. Do not stop or go to your locker to gather your personal belongings.

Fire Drill/Emergency Exit Procedure

Fire Drills are initiated periodically as the sound of an alarm. Evacuate through the back of the building beginning with the Nail Specialty Classroom, Esthetics, Skincare & Make up Classroom, Classrooms 2, Classroom 1, Clinic Floor and the Barber/Styling Classroom. Exit as quickly and calmly as possible out the back of the building. Follow your Instructor, as they will take a head count to make sure all students have left the building.

In case of an actual emergency, you will follow the same protocol. Remain with your group and your instructor until you have been cleared to return to class. Shear Ego International School of Hair Design makes every effort to ensure the well-being of our student body. Student’s cooperation with respect to these procedures are extremely important and appreciated by the school.

# Addendum I – Maximum Time Frame for Each Program

**HAIRDRESSING AND COSMETOLOGY:**

MAXIMUM TIME: The maximum time a student has to complete this program is **1500 Scheduled Hours.**

ATTENDANCE: *Full-time students* must attend 66.67% of the scheduled hours each week in order to complete the program within the maximum time frame.

*Part-time students* must attend 66.67% of the scheduled hours each week in order to complete the program within the maximum time frame.

**NOTE:** The contracted length of the 1000-hour Hairdressing and Cosmetology program for students attending 32.5 hours per week is approximately 7.5 months. The contracted length of the 1000-hour Hairdressing and Cosmetology program for students attending 19 hours per week is approximately 13 months. After the contract end date, a student may be provided with an additional 70 hours of absences for which s/he will not be charged. If the student is required to complete additional hours, an hourly charge will be assessed at the make-up rate indicated on the enrollment agreement signed by the student.

**BARBER/STYLING:**

MAXIMUM TIME: The maximum time a student has to complete this program is **900 Scheduled Hours.**

ATTENDANCE: *Full-time students* must attend 66.67% of the scheduled hours each week in order to complete the program within the maximum time frame. *Part-time students* must attend 66.67% of the scheduled hours each week in order to complete the program within the maximum time frame.

**NOTE:** The contracted length of the 600-hour Barber/Styling program for students attending 32.5 hours per week is approximately 5 months. After the contract end date, a student may be provided with an additional 42 hours of absences for which s/he will not be charged. If the student is required to complete additional hours, an hourly charge will be assessed at the make-up rate indicated on the enrollment agreement signed by the student.

**ESTHETICS, SKINCARE AND MAKEUP:**

MAXIMUM TIME: The maximum time a student has to complete this program is **900 Scheduled Hours.**

ATTENDANCE: *Full-time students* must attend 66.67% of the scheduled hours each week in order to complete the program within the maximum time frame.

**NOTE:** The contracted length of the 600-hour Esthetics, Skincare and Makeup program for students attending 32.5 hours per week is approximately 5 months. After the contract end date, a student may be provided with an additional 42 hours of absences for which s/he will not be charged. If the student is required to complete additional hours, an hourly charge will be assessed at the make-up rate indicated on the enrollment agreement signed by the student.

**NAIL SPECIALTY:**

MAXIMUM TIME: The maximum time a student has to complete this program is **375 Scheduled Hours.**

ATTENDANCE: *Part-time students* must attend 66.67% of the scheduled hours each week in order to complete the program within the maximum time frame.

**NOTE:** The contracted length of the 250-hour Nail Specialty program for students attending 12.0 hours per week for approximately 5.5 months. After the contract end date, a student may be provided with an additional 17.5 hours of absences for which s/he will not be charged. If the student is required to complete additional hours, an hourly charge will be assessed at the make-up rate indicated on the enrollment agreement signed by the student.

**WAXING:**

MAXIMUM TIME: The maximum time a student has to complete this program is **112.5 Scheduled Hours**.

ATTENDANCE: *Full-time students* must attend 66.67% of the scheduled hours each week in order to complete the program within the maximum time frame.

**NOTE:** The contracted length of the 75-hour Waxing program for students attending 25.0 hours per week is 3 weeks. After the contract end date, a student may be provided with an additional 5.25 hours of absences for which s/he will not be charged. If the student is required to complete additional hours, an hourly charge will be assessed at the make-up rate indicated on the enrollment agreement signed by the student.