

Shear Ego International School of Hair Design
525 Titus Avenue Rochester, New York 14617



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Accredited by:

**National Accrediting Commission of
Career Arts & Sciences**

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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.

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History and Ownership

Shear Ego International School of Hair Design was founded in 1987 by Eugene Cardamone and Anthony Cotroneo. As the Corporate 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 skill. 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 and 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 and 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 and staff 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 (ACCES-VR), formerly known as Vocational and Educational Services for Individuals with Disabilities (VESID)
- Approved by the New York State Bureau of Veterans Education 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 Executive 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, and 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 by visiting the Office of Postsecondary Education's website at <https://ope.ed.gov/campussafety/>, and searching for our school by name or location. 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 solely applicable to our school due to the fact that 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.

Title IX Information In Accordance with The Education Amendments of 1972

All educational institutions in the United States receiving/offering Federal Funding must comply with the Education Amendments of 1972 stating that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Funding assistance." Should a student feel that any situation in regards to Title IX warrants a complaint to be made in protecting their Title IX rights as a student at Shear Ego International School of Hair Design, all complains shall be made with the following individuals:

Jennifer M Wells
Title IX Compliance Coordinator
Executive Director/Director of Admissions
Shear Ego International School of Hair Design
525 Titus Avenue
Rochester, NY 14617
Ph: (585)342-0070 Ext 302
Email: jennifer@shearego.com

Tracy Cook
Title IX Compliance Assistant Coordinator
Director of Education/Cosmetology Instructor
Shear Ego International School of Hair Design
525 Titus Avenue
Rochester, NY 14617
Ph: (585)342-0070 Ext 305
Email: tcook@shearego.com

Placement Assistance Services

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. Placement services must be requested in writing. The school offers placement assistance at no additional cost.

Policy for Credit Balances (Student Stipends)

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.

Student Privacy Policy and Family Educational Rights and Privacy Act

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. The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respects to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. School may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties for under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student's handbook, or newspaper article) is left to the discretion of each school.

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 Education. If unable to reach a satisfactory solution, then the student should present the grievance in writing to the Executive Director. The Executive 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, or cell phone usage while in the building.

Dress Code Policy

The objective of the Dress Code Policy is to ensure that students are consistently presenting a professional appearance, and to not expose excessive skin or body parts that would be considered unprofessional. All students are to adhere a solid black dress code policy which requires all visible pieces of a student's attire to consist of solid black fabric including tops, dress pants/slacks, socks if they can be seen, and flat bottomed, closed-toe closed-heel shoes. All students must be clean and presentable at all times. Pants/slacks must be clean, pressed, and fitted. No rips, holes, or tears in any clothing will be permitted. If leggings are worn, the student must also be wearing a shirt long enough to cover the front and back lower waist region. Leggings must consist of thick, black fabric, and cannot be sheer or see-through. Leggings must also not have cutouts in them. The following items including, but not limited to that are listed below are not considered acceptable, proper dress attire and will not be permitted under any circumstances:

- Sweatpants, jogging pants, or any other type of athletic clothing
- Tank tops, tube tops, crop tops, sleeveless, or cut-off shirts
- Skirts, dresses, shorts, or capris
- Pants with visible stitchwork or denim shirts/jackets regardless of style, length, or color
- Hats, headbands, bandanas, or any other head coverings are not permitted unless for religious purposes. Head coverings worn for religious purposes will require documentation from a student's religious leader, and the head covering worn must still follow the dress code policy and consist of solid black fabric • Flip flops, Crocs, Ugg boots, heels, or snow boots

Any student who is not in compliance with the Dress Code Policy will be clocked out and cannot return to school and clock back in until they are in proper dress code.

Tardy Policy

Student's attendance is taken promptly at the start of class and absences are calculated on the quarter hour. Students must notify the instructor if they are leaving early. 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 the start of class. Class attendance 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 first or second late with the 30 days' time frame, their totals hours for that day will be calculated to the next quarter hour. Please note that regardless of the student's arrival time, a 30-minute

break will be automatically deducted from a student's total daily hours so long as the student is present for more than four hours. The follow is the procedure for late-arriving students within the monitored 30-day period:

1st Late: Recorded by Instructor; student informed of tardy and allowed into the class

2nd Late: Recorded by Instructor; student informed of tardy and allowed into the class

3rd Late: Recorded by Instructor; student informed of tardy and not allowed in class (sent home)

4th Late: Recorded by Instructor; student informed of tardy followed by suspension. A Student Advisory form is prepared by the Director of Education or the Executive Director. (If the Director of Education or the Executive 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. Students who are excessively late are subject to termination by the Executive 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 our students. Students are expected to notify their instructor of any absence from school. We understand absences may occur, and make-up opportunities may be available to assist students in keeping up with scheduled progress. Excessive absences and/or class cuts (either excused or unexcused) will be penalized. Shear Ego International School's standards require 70% attendance, which is a separate evaluation than the calculation used to determine satisfactory progress in attendance for a student's Title IV eligibility. Students will be assessed at the end of a marking period for meeting all attendance standards and students may be placed on academic probation for failure to meet these requirements.

Excessive Absenteeism Policy

When a student has been absent for a total of 14 consecutive calendar days with or without explanation of the excessive absences, the student will be dropped from the program they are currently enrolled in. Calendar days include Sunday through Saturday, and holidays as well. The student can be reinstated into the program with written consent from the Executive Director as to when they are able to re-enter and whether they are able to transfer any previously completed hours with the reinstatement. The Executive Director reserves the right to require an assessment before re-entry into the program to be completed by the Director of Education, depending on the length of time between enrollment and re-enrollment periods. The assessment will then be utilized to determine where in the program the student should be returning.

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. Students are to conduct themselves in a manner acceptable to Shear Ego International School.

Cell Phone Policy

While attending Shear Ego International School students are not permitted to use their electronic devices during instructional time or when in a classroom setting. This includes classrooms, the clinic floor, the front reception area, and while passing through hallways. The only place in the building where cell phones or any other electronic device usage is permitted is in the back student break room during designated lunch or break periods. If a student needs to keep their cell phone on it must be kept on silent or vibrate to eliminate disruptions in the classroom. Other electronic devices in this policy include but are not limited to smart watches, any type of headphone, music devices, tablets, and laptop computers. If a student must take a call or text in the case of an emergency, the student must let their instructor know that they need to excuse themselves from class and take the call or text outside of the building

and away from the entrances, or into the back breakroom. If found to be in violation of this policy and procedure, the student will be asked once to put the device away. If the student does not comply with this request or is found to be in violation of the Cell Phone Policy again, the student will be clocked out and sent home for the day. The event will also be documented by the student's instructor and placed in the student's file. If it becomes an ongoing problem and occurrence, the student may be required to meet with the Director of Education or Executive Director to determine the appropriate outcome.

Lost or Stolen Property Policy

Shear Ego International School is not responsible for any lost or stolen personal items. This includes supplies, equipment, kit items, textbooks and/or other implements used in class. The school assigns lockers to each student. Each student is responsible for supplying their own padlock. It is the student's responsibility to secure their locker and not share their locker combination with others. Property left on premises more than thirty days after last day of attendance will be deemed abandoned and disposed of.

Make-Up Work Policy

Shear Ego International School will offer make up work sessions to students that have work that was missed and needs to be made up. In turn for coming in to make up that work, the student will also receive clock hours for the time that they are in a make-up work session, thus also giving them back some hours that they may have missed due to absences, as well. Make-up work sessions will be offered at the discretion of the Executive Director and Director of Education on a weekly basis, pending staff coverage and can be cancelled for any reason at the same discretion. Full time students will have the option of coming in during evening and Saturday sessions that a make-up work session is being offered and part time students will have the option of coming in during day sessions that a make-up work session is being offered. In order for a student to attend a make-up work session, the student must have approval from their instructor and must be placed on the make-up work sign-in sheet for the specific session by their instructor. Also, a make-up work ticket must be completed by the instructor for the student with work that was missed to be completed during that make-up work session. The student must have work and time that needs to be made up in order to attend a makeup work session. If any of this criterion has not been met the student will not be permitted to attend the make-up work session. If students show up to a make-up work session and the student-to-teacher ratio of 20:1 has already been met, the instructor will go on a first come first serve basis to determine who is eligible to stay for the make-up work session and who will not be able to attend for that session. It is also important to note that the student must be on time to the make-up work session. There may be some situations where the total amount of hours that a student needs to make up are less than that of the complete make-up session. In the event of this situation the instructor will notate on the make-up work ticket and sign-in sheet the time frame that the student should be present for. For instance, if a student only needs to make up two hours but comes in for a make-up work session on a Wednesday evening that would normally consist of four hours, the instructor would notate that the student should only be present for two of the available four hours of make-up work. If the student is not present at the time that is notated on the make-up work ticket and sign-in sheet, they will not be permitted to stay for their make-up work session. Also, in order for a student to attend make-up work sessions, they must be present for their full normally scheduled hours on the day of the makeup work session. For students coming in on a Saturday for make-up work, their normally scheduled hours from the Friday before will count towards this rule. If a student signs up for a make-up work session and does not show for that make up work session without giving notice to their instructor or the Director of Education that they will not be attending, they will not be permitted to attend make up work sessions for the period of 30 days following the incident. Students should refer to the Executive Director or Director of Education in regard to any questions or concerns regarding make up work sessions.

Leave of Absence Policy

A Leave of Absence is a temporary interruption of a student's program of study. A Leave of Absence may be granted to a student with reasoning related to health, medical, family and/or other rational circumstances. Students may be granted a Leave of Absence in any twelve month period for not less than two weeks and not to exceed 180 days. A twelve 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 follow Shear Ego International School's policy for requesting a Leave of Absence. In order to request a Leave of Absence, the student 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 leave of absence shall be in writing by the Executive Director. In the case of any unforeseen circumstances (i.e. 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. The school will document the reason for its decision and collect the request from the student at a later date. 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. In this example, the beginning date of the approved Leave of Absence 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.

Student Conduct, Dismissal, Suspension, and 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 Executive 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 Executive Director only.

Pandemic Response Policies Related to COVID-19

Distance-Based Online Classes

Shortly following the March 13th, 2020 Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak, Shear Ego International School of Hair Design was granted permission from the New York State Bureau of Proprietary School Supervision and our accreditation commission (NACCAS) to offer the theory portions of our Hairdressing and Cosmetology, Esthetics, Skincare and Makeup, Barber/Styling, and Nail Specialty programs via distance-based, online learning. We have since returned to in-person instruction for all of our students, however we still hold the ability to change to online modalities should future mandated closures

render in person classes impossible. Should classes be offered through such a modality, student participation in online learning is voluntary. Students unwilling or unable to participate in online learning will be offered leaves of absence. These leaves must follow the standard policies and procedures in accordance with school policy which can be found on the previous page of this student handbook. Online, distance-based classes are provided in a synchronous manner through video teleconference application and require a smart device and internet connection. Please note that academic achievement earned via distance education may not be accepted for reciprocity or eligibility for licensure in other states.

School Safety Procedures

Shear Ego International School strives to provide safe classrooms and clinic areas for our students and staff. In addition to training our students on the updated sanitation requirements related to COVID-19 appearance enhancement businesses, we have also:

- Instituted a mask policy to ensure that all unvaccinated students, staff, and clients are wearing a mask at all times while in on school premises unless documentation is provided for those who are unable to medically tolerate mask-wearing
- Created a daily COVID-19 prescreening for incoming clients receiving clinic services to mitigate the risk of positive viral exposure
- Fitted our facility with numerous hand sanitizing stations to allow for proper hand hygiene
- Switched our cleaning products to EPA-approved disinfectants that are proven to kill coronaviruses
- Spaced out student stations in our clinic areas and classrooms to ensure for social distancing
- Staggered break and mealtimes to reduce the volume of students and staff in break areas

Mask Policy

As of December 13th, 2021 all Shear Ego students, faculty, staff, and clinic guests must wear a mask while in the school facility. This policy has been established to comply with Governor Hochul's December 10th Determination titled "Commissioners Determination on Indoor Masking Pursuant to 10 NYCRR 2.60". Masks must completely cover the nose and mouth of the wearer and fit snugly against the sides of the face without gaps. The CDC recommends that masks be made of two or more layers of washable, breathable fabric, and not have exhalation valves or vents. If a student is not able to medically tolerate a mask, documentation from a medical professional must be provided, and the student must wear a face shield in place of a mask. Wearing a mask is very important in keeping our students, staff members, and clients safe. Students who are found to be in violation of this mask policy may be subject to disciplinary action.

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 Executive 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 Executive Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

Completion and Licensure

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, manufacturers representative, product demonstrator, hair replacement specialist, media barber-stylist, and 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 positions 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.

New York State Fees and Licensing Information

The temporary license fee for Cosmetology, Esthetics, Skincare and Makeup, Nail Specialty, and Waxing is \$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 applications for licensure are completed online. The fee for the application is \$40.00 and payment must be remitted online by credit card at the time of application submittal. If you are requesting a temporary license, an additional \$10.00 will be included in your check out total. 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 the instance that more documentation or information is needed, 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 must have:

1. All personal information entered into the application including a valid phone number, email address, and physical address (no P.O. boxes)
2. A background check completed by NYS
3. A Child Support Obligation statement reviewed by NYS

4. A Health Certification signed and completed by a duly licensed physician dated within 30 days of application submission
5. Payment information to pay the NYS required fee of \$40.00 for processing of application and (if desired) \$10.00 issue of Temporary license for Cosmetology; Esthetics, Skincare and Makeup; Nail Specialty; and Waxing, or payment information to pay the NYS required fee of \$40.00 for processing of application for Barber/Styling
6. An Affirmation of NYS Approved School form completed by the Director at the time of the student/graduate's Exit Interview

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; and Nail Specialty:

- \$15.00 written exam
- \$15.00 practical exam

Examination fee for Barber Operator:

- \$15.00 practical exam Examination fee for Waxing:
- \$15.00 written exam

Please note that 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 online at: www.dos.state.ny.us/lcns/listoflncs.html

Admissions and Enrollment

Admission 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.

Admission 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 1/2 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 Executive 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 homeschool completion. Homeschooled students will need to provide an official transcript of homeschooling showing an official graduation date of homeschooling along with a letter from the superintendent

of schools in the student's district of residence at the time of homeschooling certifying equivalency of education, or will need to pass the TASC for a New York State High School Equivalency diploma. 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 that is qualified to translate documents into English and can confirm the academic equivalence to a U.S. high school diploma. The translation fee is the responsibility of the enrolling students. The outside agency that Shear Ego International School of Hair Design 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.

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 Executive Director. There is a \$5.00 transcript fee. This is a flat fee for any student requesting a copy of their transcript, and will not change pending any financial obligations or completion status. 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. Per New York State and the Bureau of Proprietary School Supervision (BPSS) regulations, Shear Ego International School of Hair Design maintains record of grades and transcripts on campus for a period of at least seven years.

Financial Aid and Student Accounts

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 Administrator 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.

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 Office.

Applications for Financial Assistance and 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. 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.

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 Direct Stafford Loans

Shear Ego International School of Hair Design participates in the U.S. Department of Education's 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 Office of Financial Aid or visit: <https://studentaid.ed.gov/sa/>

Student Rights, Responsibilities, and Eligibility for Financial Aid

Rights

A Federal Direct Stafford Loan borrower has the right to:

- Written information on loan obligations and information on borrower rights and responsibilities
- Receive a copy of the Master Promissory Note
- Receive information on interest rates, fees, balance owed on loans and a loan repayment schedule
- Receive notification if the loan is sold or transferred to a loan servicer
- A grace period and an explanation of what it means
- Prepay the loan(s) without penalty
- Deferment or forbearance if the borrower qualifies

Responsibilities

A Federal Direct Stafford Loan borrower is responsible for:

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

Eligibility for Financial Aid

In order to be eligible for Federal Student Aid, a student must:

- Be enrolled as a regular student in an eligible program of study on an at least half-time basis
- Have a high school diploma or equivalent
- Be a U.S. citizen or national or an eligible non-citizen
- Have a financial need as determined by a need analysis approved by the Department of Education
- Maintain satisfactory academic progress
- Not be in default on a Federal Stafford, Plus, SLS, or Perkins Loan
- Not owe a refund on a Federal Pell Grant, FSEOG, or state grant previously received from another college or school
- Provide required documentation for the verification process and determination of dependence status
- Not have borrowed in excess of the annual or aggregate loan limits for the Title IV financial aid programs
- Signed a Statement of Educational Purpose
- Have a valid Social Security Number

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

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 Scholarship for High School Graduates

This scholarship is awarded to eligible students who enroll for Shear Ego International School's July Hairdressing and Cosmetology Program in the same year of their High School graduation. Only graduating High school seniors are eligible for this scholarship. Applicants must be currently attending high school (public) in Monroe County (or surrounding counties) and be scheduled to graduate in June of the same year of the July Hairdressing and Cosmetology Program that they are to enroll in. Applicants must submit a letter of recommendation from a high school Guidance Counselor, Assistant Principal or Principal. Recipients will be awarded \$500.00 off the cost of tuition which will be disbursed in two (2) half increments at actual scheduled hours of 450 and 900. Students must maintain a 90% average in both academic and attendance at the scholarship disbursement points in order to receive such disbursements. If the student is not meet the 90% minimum requirement, the student will not be eligible for the scholarship disbursement and any subsequent disbursements thereafter. Students will need to immediately meet with the Financial Aid Office to discuss payment plan options.

School Calendar

Class Start Dates

All programs offered at Shear Ego International School begin regularly throughout the year. The approximate rotation of class start timeframes is as follows:

See Addendum E for exact dates*

Hairdressing and Cosmetology Full-time and part-time classes begin approximately every two months.
(January, March, May, July, September and November)

Barber/Styling Full-time classes begin approximately every five (5) months. Esthetics,
Skincare and Makeup Full-time classes begin approximately every five (5) months. Nail
Specialty Part-time classes begin approximately every six (6) months.

Waxing Full -time classes begin approximately every five (5) months.
Part-time classes begin approximately every six (6) months.

Holidays and Recesses

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 and Saturday following Thanksgiving. See Addendum E for exact dates*

Emergency School Closings

In the event should the school close 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 and Instagram pages, 13 WHAM News, or via telephone message.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (SAP) policy is a requirement for all students enrolled in schools licensed by the New York State Education Department as well as for all students enrolled in any of the school's NACCAS-approved programs to determine the extent to which students are making adequate progress toward completion of a course of study within a specified timeframe. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The SAP policy is consistently applied to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time.) Shear Ego's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at designated evaluation periods through the course of each program of study offered. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the state and federal regulations established by the New York State Education Department and the United States Department of Education, respectively. Students receiving funds under any federal Title IV financial aid program must maintain satisfactory progress in order to maintain eligibility for such funds. Students will be notified of any evaluation that impacts their eligibility for financial aid.

Academic Progress Evaluations

Shear Ego International School of Hair Design requires students to maintain a cumulative grade point average (GPA) of 76% or higher to be considered maintaining satisfactory academic progress. 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 76% or higher and pass the final, written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Factors that will be measured to determine academic progress for all programs are a student's theory work (test grades, homework assignments, etc.), practical work, and clinical work. Students must maintain a "C" grade average in order to be considered making SAP. The numerical grades of theory, practical and clinical work are considered according to the following scale:

Letter Grade	A (Excellent)	B (Very Good)	C (Satisfactory)	F (Unsatisfactory)
Grading Scale	95%-100%	85%-94%	76%-84%	75% and Below

Attendance Progress Evaluations

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory 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 67% 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.

Evaluation Periods for Satisfactory Academic Progress

In accordance with state and accreditation guidelines, satisfactory academic progress evaluations for the purpose of determining extent to which students are making adequate progress toward completion for programs of seven weeks or more shall occur at intervals of no less than at the midpoint and endpoint of each quarter or term, and for programs of seven weeks or less at intervals of no less than the midpoint and endpoint of the program. Shear Ego International School also measures satisfactory academic progress in attendance in accordance with these same intervals. In accordance with accreditation guidelines, students are evaluated for SAP at the following clocked actual hours:

- Hairdressing and Cosmetology: 450 Hours (14 Weeks Full Time/24 Weeks Part Time), 900 Hours (28 Weeks Full Time/ 48 Weeks Part Time), 1000 Hours (31 Weeks Full Time/53 Weeks Part Time)
- Barber/Styling: 300 Hours (10 Weeks Full Time), 600 Hours (19 Weeks Full Time)
- Esthetics, Skincare and Makeup: 300 Hours (10 Weeks Full Time), 600 Hours (19 Weeks Full Time)
- Nail Specialty: 125 Hours (11 Weeks Part Time), 250 Hours (21 Weeks Part Time)
- Waxing: 38 Hours (2 Weeks Full Time/ 4.75 Weeks Part Time), 75 Hours (3 Weeks Full Time/9.50 Weeks Part Time)

In accordance with state guidelines, students are evaluated for SAP at the following actual hours, as well:

- Hairdressing and Cosmetology: 171, 342, 513, 684, 845, 1000
- Barber/Styling: 162, 325, 471, 600
- Esthetics, Skin Care and Make Up: 162, 325, 471, 600
- Nail Specialty: 66, 132, 192, 250
- Waxing: 38, 75

For a student that enrolls or re-enrolls into a program with transfer hours thus making their total program hours shorter, their SAP evaluations will still occur at intervals of no less than at the midpoint and endpoint of each quarter or term if their program is more than seven weeks in length, and at intervals of no less than the midpoint and endpoint of the program if their program is seven or less weeks in length.

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 student SAP evaluations. Students deemed not to be maintaining SAP at the end of the evaluation period may lose their Title IV funding (if applicable) unless the student is on a warning or has prevailed upon appeal resulting in a status of probation.

Warning

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

Probation

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

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 by the Executive Director, 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.

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.

Maximum Time Frame

The maximum time (143% of course length) allowed for students to complete each course at SAP is stated below:

Course	Weeks	Maximum Time Allowed (Scheduled Hours)
Full Time Hairdressing and Cosmetology (32.5 hrs/wk)	44	1430
Part Time Hairdressing and Cosmetology (19.0 hrs/wk)	76	1430
Full Time Barber/Styling (32.5 hrs/wk)	27	858
Full Time Esthetics, Skincare and Makeup (32.5 hrs/wk)	27	858
Part Time Nail Specialty (12.0 hrs/wk)	30	357.50
Full Time Waxing (25 hrs/wk)	5	107.25
Part Time Waxing (8.00 hrs/wk)	13.50	107.25

The institution operates all programs per 1000 hours according to a schedule of 900 hours. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled hours. The maximum time allowed for completed maximum hours. Students who have not the course within the timeframe will be terminated.

Interruptions, Course Incompletes, and 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. If a student is to be terminated due to meeting or exceeding maximum time frame, the student will be allowed to re-enroll in the program on a cash pay basis, following the termination for meeting or exceeding the maximum timeframe for their program.

Withdrawals and 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.

Non-Credit Remedial Courses and 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 periods are based on actual contracted hours at the school.

Frequently Asked Questions

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.

How do I file a complaint?

The steps you must take to file a complaint are: 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. 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. 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. 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 Executive 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 an 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

Refund Calculations by Program

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: \$16,315.75 Tuition Term One: \$8,157.88

Tuition Term Two: \$8,157.87

First Term	
If Termination Occurs	Student Refund
Week 1	100%
Week 2	80%
Week 3	65%
Week 4	50%
Week 5	30%
Week 6-16	0%

Second Term		
If Termination Occurs	Student Refund	School Earns
Week 1	80%	20%
Week 2	65%	35%
Week 3	50%	50%
Week 4	30%	70%
Week 5-15	0%	100%

Hairdressing and Cosmetology (Part Time)

For refund calculation purposes, the refund is to be divided into **five terms of seventeen weeks**. Tuition: \$16,315.75 Tuition Each Term: \$5,438.59

First Term	
If Termination Occurs	Student Refund
Week 1	100%
Week 2	80%
Week 3	65%
Week 4	50%
Week 5	30%
Week 6-17	0%

Second/Subsequent Terms		
If Termination Occurs	Student Refund	School Earns
Week 1	80%	20%
Week 2	65%	35%
Week 3	50%	50%
Week 4	30%	70%
Week 5-17	0%	100%

Barber/Styling

For refund calculation purposes, the refund is to be divided into two quarters of ten weeks and nine weeks. Tuition: \$11,595.82 Tuition Each Quarter: \$5,797.91

First Quarter		
If Termination Occurs	Student Refund	School Earns
Week 1	100%	0%
Week 2	75%	25%
Week 3	50%	50%

Second Quarter		
If Termination Occurs	Student Refund	School Earns
Week 1	75%	25%
Week 2	50%	50%
Week 3	25%	75%

Week 4	25%
Week 5-10	0%

Week 4-9	0%	100%
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Esthetics, Skincare and Makeup

For refund calculation purposes, the refund is to be divided into two quarters of ten weeks and nine weeks. Tuition: \$11,712.00 Tuition Each Quarter: \$5,856.00

First Quarter		Second Quarter		
If Termination Occurs	Student Refund	If Termination Occurs	Student Refund	School Earns
Week 1	100%	Week 1	75%	25%
Week 2	75%	Week 2	50%	50%
Week 3	50%	Week 3	25%	75%
Week 4	25%	Week 4-9	0%	100%
Week 5-10	0%			

Nail Specialty

For refund calculation purposes, the refund is to be divided into two quarters of ten weeks and eleven weeks. Tuition: \$5,780.00 Tuition Each Quarter: \$2,890.00

First Quarter		Second Quarter		
If Termination Occurs	Student Refund	If Termination Occurs	Student Refund	School Earns
Week 1	100%	Week 1	75%	25%
Week 2	75%	Week 2	50%	50%
Week 3	50%	Week 3	25%	75%
Week 4	25%	Week 4-11	0%	100%
Week 5-10	0%			

Waxing

For refund calculation purposes, the refund is to be divided into one mini-term (percentage of program offered to the student).

Tuition: \$899.00 Tuition Each Mini-Term: \$899.00

Mini-Term		
% 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%

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:

- An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- 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 Executive Director in person.
- 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 nonrefundable 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.
- 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.
- 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.
- 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:

- The non-refundable registration fee (Amounts noted on Enrollment Agreement).
- The cost of any textbooks or supplies issued and accepted.
- 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 such as extra kit materials, books, products, or unreturned school property will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement. 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. 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. 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. 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. If your program is cancelled subsequent to your enrollment, the school shall provide a full refund of all monies paid.

Program Descriptions and Course Listings

Hairdressing and Cosmetology

This program consists of 1000 hours of training in hairdressing and cosmetology. Through classroom and workshop settings, both theory and practical knowledge is taught. Given the necessary supplies, equipment and instruction, the Hairdressing and Cosmetology Program is designed to educate and prepare each student in all facets of hairdressing and cosmetology. The objective of the program is to ensure that the student will successfully pass the written and practical New York State Board Examinations. Successful completion of both the written and practical examinations qualify the applicant to receive 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.

Full Time Program Hours: Monday, Tuesday, Wednesday, Thursday, and Friday from 9:00am-4:00pm
Students accumulate 32.5 clock hours per week. This program is approximately 7.5 months in length.

Part Time Program Hours: Monday 4:30pm-9:00pm and Saturday from 8:30am-4:30pm
Students accumulate 12.0 clock hours per week. This program is approximately 21 months in length.

Course Listing	Number of Instructional Hours		
	Theory	Practice	Total
Hairdressing and Cosmetology			
Orientation	4	0	4
Professional Requirements	20	0	20
Safety and Health	6	20	26
Anatomy and Physiology	15	0	15
Hair Analysis	2	8	10
Hair and Scalp Disorders and Diseases	2	8	10
Chemistry as Applied to Cosmetology	5	0	5
Shampoos, Rinses, Conditioners, and Treatments	5	25	30
Hair Cutting and Shaping	25	150	175
Hair Styling	25	220	245
Chemical Restructuring	20	160	180
Hair Coloring and Lightening	40	140	180
Nail Care and Procedures	10	30	40
Skin Care and Procedures	10	50	60
Total Instructional Hours	189	811	1000

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 Hairdressing and Cosmetology field. There is also an inspection of the student kit and textbook.

Professional Requirements—20 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.

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.

Anatomy and Physiology—15 Instructional Hours

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

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.

Hair and Scalp Disorders and Diseases—10 Instructional Hours

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

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.

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.

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.

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.

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.

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.

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.

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.

Barber/Styling

This program consists of 600 hours of training in barbering and styling. Through classroom and workshop settings, both theory and practical knowledge and given the necessary supplies, equipment and instruction, the Barber/Styling Program is designed to educate and prepare each student in all facets of barbering. The objective of the program is to ensure that the student will successfully pass the New York State Board Practical Examination. Successful completion of the practical exam qualifies the applicant to receive 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 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.

Full Time Program Hours: Monday, Tuesday, Wednesday, Thursday, and Friday from 9:00am-4:00pm
Students accumulate 32.5 clock hours per week. This program is approximately 5 months in length.

Course Listing	Number of Instructional Hours		
	Theory	Practice	Total
Barber/Styling			
Orientation	4	0	4
History of Barber/Styling	4	0	4
Your Professional Image	2	2	4
Bacteriology	16	0	16
Sterilization, Sanitation and Safe Work Practices	4	4	8
Implements, Tools, and Equipment	8	16	24
Properties and Disorders of the Skin, Scalp, and Hair	4	4	8
Treatment of Hair and Scalp	8	16	24
Facial Massage and Treatments	6	10	16
Shaving	4	12	16
Hair Cutting	40	120	160
Hair Styling	40	120	160
Mustache and Beard Design	8	24	32
Men's Hairpieces	8	16	24
Anatomy and Physiology	12	4	16
The Job Search	4	4	8

Selling in a Barber/Styling Shop	4	4	8
Shop Management	4	4	8
Licensing Laws	2	2	4
Unassigned Hours	4	52	56
Total Instructional Hours	186	414	600

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.

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.

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.

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.

Sterilization, Sanitation, and Safe Work Practices—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.

Implements, Tools, and Equipment—24 Instructional Hours

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

Properties and Disorders of the Skin, Scalp, and 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.

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.

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 and products used.

Shaving—16 Instructional Hours

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

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.

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.

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.

Men's Hairpieces—24 Instructional Hours

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

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.

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.

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.

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.

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.

Esthetics, Skincare and Makeup

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. Given the necessary supplies, equipment and instruction, the program is designed to educate each student on sanitation, safety, and application techniques. The objective of the program is to ensure that the student will successfully complete and pass the written and practical New York State Board Examinations. Successful completion of the written and practical exams qualifies the applicant to receive a New York State Esthetics License. After receiving an Esthetics License, a graduate is qualified to pursue a variety of opportunities in the professional Esthetics field, such as an entry-level career in the esthetics, skin care and makeup industry.

Full Time Program Hours: Monday, Tuesday, Wednesday, Thursday, and Friday from 9:00am-4:00pm
 Students accumulate 32.5 clock hours per week. This program is approximately 5 months in length.

Course Listing	Number of Instructional Hours		
	Theory	Practice	Total
Esthetics, Skincare and Makeup			
Orientation	4	0	4
Safety and Health	8	0	8
Infection Control	18	0	18
Anatomy and Physiology	30	0	30
Structure and Functions of the Skin	18	0	18
Nutrition for Healthy Skin and Body	5	0	5
Skin Disorders and Diseases	12	0	12
Skin Analysis	18	0	18
Superfluous Hair	20	40	60
Chemistry	3	0	3
Chemistry as Applied to Esthetics	21	0	21
Facial and Body Procedures	60	180	240
Makeup Techniques	30	58	88
Business Practices	20	10	30
Career Skills	12	0	12
Introduction to Advanced Esthetics	9	0	9
Unassigned/State Board Preparation	6	18	24
Total Instructional Hours	293	307	600

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.

Safety and 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.

Infection Control—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.

Anatomy and Physiology—30 Instructional Hours 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 the functions of the circulatory system.

Structure and Functions of the Skin—18 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.

Nutrition for Healthy Skin and Body—5 Instructional Hours

Students will develop an understanding of nutrition and why it is important to the health of the skin. Students will be able to develop an understanding of why water is essential to maintain a healthy body, along with proper nutrition to maintain overall healthy skin. Students will learn how to identify and describe free radicals, antioxidants and the essential benefits of vitamins.

Skin Disorders and Diseases—12 Instructional Hours

Students will learn how to identify skin disorders, as well as identify and describe various skin conditions such as inflammation, pigmentation and contagious vs. non-contagious diseases. Students will develop an understanding on skin lesions, sebaceous gland disorders and sudoriferous gland disorders.

Skin Analysis—18 Instructional Hours

Students will develop an understanding on how to identify various skin types, skin conditions, methods to use during client consultations, as well as a solid understanding of treatments and product selection based on the results of the skin analysis.

Superfluous Hair—60 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.

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 an understanding of elements, the classes of compounds and mixtures, and learn why the study of basic chemistry is important to the esthetician.

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.

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.

Facial and Body Procedures—240 Instructional Hours

Students study: client preparation; skin analysis and consultation; skin types, conditions and 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.

Make-up Techniques—88 Instructional Hours

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

Business Practices—30 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.

Career Skills—12 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.

Introduction to Advanced Esthetics—9 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.

Unassigned/State Board Preparation—24 Instructional Hours

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

Nail Specialty

This program consists of 250 hours of training in Nail Specialty. Through classroom and workshop settings, both theory and practical knowledge are taught. 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 written and practical New York State Board Examinations. Successful completion of both the written and practical exams qualifies the applicant to receive 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.

Part Time Program Hours: Monday, Wednesday, Thursday 5:00pm-9:00pm

Students accumulate 12 clock hours per week. This program is approximately 5.5 months in length.

Course Listing Nail Specialty	Number of Instructional Hours		
	Theory	Practice	Total
Orientation	3	1	4
Safety and Health	5	4	9
Anatomy and Physiology	6	7	13
Bacteriology and Infectious Disease	11	5	16
	7	4	11
Methods of Infection Control			
Client Consultation	4	2	6
Manicuring/Hand and Arm Massage	6	15	21
Pedicuring	3	13	16
Tip Application and Design	2	11	13
Nail Wrapping	5	21	26
Liquid and Powder Extensions	15	31	56
Gel Nail Application	6	15	21
Nail Art Techniques	1	4	5
Business Practices	8	7	15
Job Skills	5	2	7
Corrections and Repairs	2	7	9
State Board Preparation	2	2	4
Professional Ethics	2	1	3
Total Instructional Hours	93	157	250

Orientation—4 Instructional Hours

Students are given a copy of the outline of the program describing each subject and the grading requirements for each. School rules and 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.

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.

Anatomy and 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.

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.

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.

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.

Manicuring/Hand and 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.

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.

Tip Application and 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.

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.

Liquid and 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.

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.

Nail Art Techniques—5 Instructional Hours

Contemporary techniques for nail art will be discussed and demonstrated.

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.

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.

Corrections and 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.

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.

Professional Ethics—3 Instructional Hours

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

Waxing

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. 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 written New York State Board Examination. Successful completion of the written exam qualifies the applicant to receive a New York State Waxing License. After receiving a Waxing License, the graduate will have the specialized skills and training required to obtain an entry-level career in the waxing industry.

Full Time Program Hours: Monday, Tuesday, Wednesday, Thursday. Friday 9:00pm-4:00pm
Students accumulate 25 clock hours per week. This program is approximately 3 weeks in length.

Part Time Program Hours: Monday and Wednesday 4:00PM-9:00PM
Students accumulate 8.00 clock hours per week. This program is approximately 9.50 weeks in length.

Course Listing	Number of Instructional Hours		
	Theory	Practice	Total
Waxing			
Orientation/Professional Requirements	10	0	10
Safety and Health	20	0	20
Skin Structures, Disorders, and Diseases	10	0	10
Removal of Superfluous Hair	0	35	35
Total Instructional Hours	40	35	75

Orientation/Professional Requirements—10 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 Waxing field. There is also an inspection of the student kit and textbook. 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.

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.

Skin Structures, 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.

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.

Cosmetology Refresher

This Cosmetology Refresher program consists of a minimum of 32.5 hours and a maximum of 150.0 hours of training in Hairdressing and Cosmetology. The program is designed specifically to improve or refresh the knowledge of a Cosmetology Graduate to prepare for the New York State Practical Examination. Upon completion of the Cosmetology Refresher Program, the completer will be prepared to take the New York State Cosmetology Practical Examination.

Entrance Requirements

Shear Ego International School requires proof of completion of a minimum of 1000 hours of a Hairdressing and Cosmetology curriculum in New York State. The school also requires that individuals pass the New York State Written Exam before enrolling into the Cosmetology Refresher program. An evaluation of the applicant will be conducted by the school to determine the total number of hours to be contracted by the school.

Graduation Requirements

Shear Ego International School of Hair Design will graduate a student who meets all of the Graduation Requirements listed below. Graduates will be issued a Certificate of Completion, Diploma Letter and Licensing paperwork upon successful completion of the programs required hours (Hairdressing and Cosmetology 1000 hours, Barber/Styling 600 hours, Esthetics, Skincare and Makeup 600 hours, Nail Specialty 250 hours, Waxing 75 hours) in a satisfactory manner, completion of all paperwork, attending an exit interview after all tuition payments and any applicable overtime charges are paid in full. If a student has borrowed funds through the Direct Loan Program, they are required to complete exit counseling prior to the exit interview.

The institution ensures that each student meets all the graduation requirements before being awarded a certificate of completion. The institution ensures that each student it considers a graduate and awards a diploma, has fulfilled all the graduation requirements by completing a Pre-Exit Interview and an Exit Interview checklist, attending an exit interview and met all requirements for final progress record and satisfactory academic progress record.

Certificate of Completion

A Certificate of Completion will be awarded to each graduating student with a Diploma Letter. The Diploma Letter will reflect the name and address of the institution and the student's name. The Certificate of Completion will reflect the course hours and the date of course graduation. Copies of the Certificate of Completion will be kept in the students' academic file. Certificates will be awarded upon meeting all attendance, academic and practical requirements.

Licensing Requirements

Shear Ego International School of Hair Design will inform students of all licensing requirements and student understands that he/she is responsible for submitting the state licensing application, as well as for the state licensing examination fee(s) and other examination or licensing related expenses.

Addendum A- Programs and Costs

Hairdressing and Cosmetology

Program Detail

Full Time Program Length: 1000 hours at 32.5 hours weekly for approximately 31 weeks
2 terms total, the first term being 16 weeks in length and the second term being 15 weeks in length

Part Time Program Length: 1000 hours at 12 hours weekly for approximately 84 weeks
5 terms total, all five terms being 17 weeks in length

Program Cost Breakdown

Registration Fee (Non-Refundable) \$100.00
Tuition \$16,315.75
Books, Equipment, and Uniform \$1,484.25
Total Instructional Cost \$17,900.00

Make-up for absences scheduled after the expected training end date will be considered make-up hours. A charge of \$16.32 per hour for make-up hours shall be in addition to the regular contract.

Barber/Styling

Program Detail

Full Time Program Length: 600 hours at 32.5 hours weekly for approximately 19 weeks
2 quarters total, the first quarter being 10 weeks in length and the second quarter being 9 weeks in length

Program Cost Breakdown

Registration Fee (Non-Refundable) \$100.00
Tuition \$11,595.82
Books, Equipment, and Uniform \$1,404.18
Total Instructional Cost \$13,100.00

Make-up for absences scheduled after the expected training end date will be considered make-up hours. A charge of \$19.52 per hour for make-up hours shall be in addition to the regular contract.

Esthetics, Skin Care and Makeup

Program Detail

Full Time Program Length: 600 hours at 32.5 hours weekly for approximately 19 weeks
2 quarters total, the first quarter being 10 weeks in length and the second quarter being 9 weeks in length

Program Cost Breakdown

Registration Fee (Non-Refundable) \$100.00

Tuition \$11,712.00
Books, Equipment, and Uniform \$1,288.00
Total Instructional Cost \$13,100.00

Make-up for absences scheduled after the expected training end date will be considered make-up hours. A charge of \$19.33 per hour for make-up hours shall be in addition to the regular contract.

Nail Specialty

Program Detail

Full Time Program Length: 250 hours at 12 hours weekly for approximately 21 weeks
2 quarters total, the first quarter being 11 weeks in length and the second quarter being 10 weeks in length

Program Cost Breakdown

Registration Fee (Non-Refundable) \$100.00
Tuition \$5,780.00
Books, Equipment, and Uniform \$1,620.00
Total Instructional Cost \$7,500.00

Make-up for absences scheduled after the expected training end date will be considered make-up hours. A charge of \$23.12 per hour for make-up hours shall be in addition to the regular contract.

Waxing

Program Detail

Full Time Program Length: 75 hours at 25 hours weekly for approximately 3 weeks
1 mini-term covering all 3 weeks
Part Time Program Length: 75 hours at 8.00 hours weekly for approximately 9.50 weeks
1 mini-term covering all 9.50 weeks

Program Cost Breakdown

Registration Fee (Non-Refundable) \$90.00
Tuition \$899.00
Books, Equipment, and Uniform \$211.00
Total Instructional Cost \$1200.00

Make-up for absences scheduled after the expected training end date will be considered make-up hours. A charge of \$11.99 per hour for make-up hours shall be in addition to the regular contract.

Cosmetology Refresher

Program Detail

Program Length: 32.5 hours to 150 hours (varies by contract)
1 mini-term covering all contracted hours

Program Cost Breakdown

Registration Fee (Non-Refundable) \$53.00 - \$244.80
Tuition \$530.04 - \$2,448.00
Books, Equipment, and Uniform \$0.00 - \$634.66 Total
Instructional Cost \$583.04 - \$3,327.46

Addendum B – Faculty and Administrative Staff

Administration

Eugene P. Cardamone CEO/ SCHOOL DIRECTOR

Jennifer Wells	EXECUTIVE DIRECTOR
Tracy Cook	DIRECTOR OF EDUCATION
Jodi Brodner	BURSAR/ACCOUNTING
Peter Webb	ARTISTIC DIRECTOR
William Paperella	ARTISTIC COORDINATOR
Erin Coger	FRONT DESK COORDINATOR
Krystal Pagliuso	FRONT DESK COORDINATOR
Toni Ann Urquhart	INVENTORY MANAGER

Admissions

Jennifer Wells	DIRECTOR OF ADMISSIONS
Lauren Dufresne.	ADMISSIONS AGENT
Caitlin Dance	ADMISSIONS AGENT

Financial Aid

Eugene P. Cardamone	DIRECTOR OF FINANCIAL AID
Caitlin Dance	SR. FINANCIAL AID ADMINISTRATOR/BUSINESS OFFICE
Erin Coger	FINANCIAL AID COUNSELOR

Faculty

Tracy Cook	HAIRDRESSING AND COSMETOLOGY INSTRUCTOR
Allison Gabello	ESTHETICS, SKINCARE AND MAKEUP INSTRUCTOR NAIL SPECIALTY INSTRUCTOR WAXING INSTRUCTOR
Sharlyn Cruz-Marquez	ESTHETICS, SKIN CARE & MAKE UP INSTRUCTOR WAXING INSTRUCTOR
Timothy Halter II	BARBER/STYLING INSTRUCTOR
Lee Pathammavong.	HAIRDRESSING AND COSMETOLOGY INSTRUCTOR
Elizabeth Hoffman.	HAIRDRESSING AND COSMETOLOGY INSTRUCTOR
Brittany Sullivan	HAIRDRESSING AND COSMETOLOGY INSTRUCTOR
Jenna O'Neil	HAIRDRESSING AND COSMETOLOGY INSTRUCTOR

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 charge.

Hairdressing and Cosmetology (Full Time)

Program Detail

Full Time Program: 1000 hours at 32.5 hours weekly for approximately 31 weeks

2 terms total, the first term being 16 weeks in length and the second term being 15 weeks in length

Total Tuition Tuition Term One Tuition Term Two
 \$16,315.75 \$8,157.88 \$8,157.87

TERM 1

IF TERMINATION OCCURS	%SCHOOL RETAINS	AMOUNT SCHOOL RETAINS	% STUDENT REFUND	AMOUNT STUDENT REFUND
WEEK 1	0%	\$0.00	100%	\$8,157.88
WEEK 2	20%	\$1,631.58	80%	\$6,526.30
WEEK 3	35%	\$2,855.26	65%	\$5,302.62
WEEK 4	50%	\$4,078.94	50%	\$4,078.94
WEEK 5	70%	\$5,710.52	30%	\$2,447.36
WEEK 6—16	100%	\$8,157.88	0%	\$0.00

TERM 2

IF TERMINATION OCCURS	%SCHOOL RETAINS	AMOUNT SCHOOL RETAINS	% STUDENT REFUND	AMOUNT STUDENT REFUND
WEEK 1	20%	\$1,631.57	80%	\$6,126.30
WEEK 2	35%	\$2,855.25	65%	\$5,302.61
WEEK 3	50%	\$4,078.93	50%	\$4,078.93
WEEK 4	70%	\$5,360.51	30%	\$2,447.36
WEEK 5-16	100%	\$7,657.87	0%	\$0.00

Hairdressing and Cosmetology (Part Time)

Program Detail

Part Time Program: 1000 hours at 12 hours weekly for approximately 84 weeks

5 terms total, all five terms being 17 weeks in length

Total Tuition Tuition Per Term
 \$16,315.75 \$5,438.59

TERM 1

IF TERMINATION OCCURS	%SCHOOL RETAINS	AMOUNT SCHOOL RETAINS	% STUDENT REFUND	AMOUNT STUDENT REFUND
WEEK 1	0%	\$0.00	100%	\$5,438.59
WEEK 2	20%	\$1,087.72	80%	\$4,350.87
WEEK 3	35%	\$1,093.51	65%	\$3,535.08
WEEK 4	50%	\$2,719.30	50%	\$2,719.30
WEEK 5	70%	\$3,807.01	30%	\$1,631.58
WEEK 6—17	100%	\$5,438.59	0%	\$0.00

TERM 2/SUBSEQUENT TERMS

IF TERMINATION OCCURS	%SCHOOL RETAINS	AMOUNT SCHOOL RETAINS	% STUDENT REFUND	AMOUNT STUDENT REFUND
WEEK 1	20%	\$1,087.72	80%	\$4,350.86
WEEK 2	35%	\$1,903.50	65%	\$3,535.07
WEEK 3	50%	\$2,719.29	50%	\$2,719.29
WEEK 4	70%	\$3,807.00	30%	\$1,631.57
WEEK 5-17	100%	\$5,438.58	0%	\$0.00

Barber/Styling

Program Detail

Full Time Program: 600 hours at 32.5 hours weekly for approximately 19 weeks

2 quarters total, the first quarter being 10 weeks in length and the second quarter being 9 weeks in length

Total Tuition Tuition Per Quarter
 \$11,595.82 \$5,797.91

QUARTER 1

IF TERMINATION OCCURS	%SCHOOL RETAINS	AMOUNT SCHOOL RETAINS	% STUDENT REFUND	AMOUNT STUDENT REFUND
WEEK 1	0%	\$0.00	100%	\$5,797.91
WEEK 2	25%	\$1,449.48	75%	\$4,348.43
WEEK 3	50%	\$2,898.96	50%	\$2,898.96
WEEK 4	75%	\$4,348.43	25%	\$1,449.48
WEEK 5-10	100%	\$5,797.91	0%	\$0.00

QUARTER 2

IF TERMINATION OCCURS	%SCHOOL RETAINS	AMOUNT SCHOOL RETAINS	% STUDENT REFUND	AMOUNT STUDENT REFUND
WEEK 1	25%	\$1,449.48	75%	\$4,348.43
WEEK 2	50%	\$2,898.96	50%	\$2,898.96
WEEK 3	75%	\$4,348.43	25%	\$1,449.48
WEEK 4-9	100%	\$5,797.91	0%	\$0.00

Esthetics, Skincare and Makeup

Program Detail

Full Time Program: 600 hours at 32.5 hours weekly for approximately 19 weeks

2 quarters total, the first quarter being 10 weeks in length and the second quarter being 9 weeks in length

Total Tuition Tuition Per Quarter
 \$11,712.00 \$5,856.00

QUARTER 1

IF TERMINATION OCCURS	%SCHOOL RETAINS	AMOUNT SCHOOL RETAINS	% STUDENT REFUND	AMOUNT STUDENT REFUND
WEEK 1	0%	\$0.00	100%	\$5,856.00

WEEK 2	25%	\$1,464.00	75%	\$4,392.00
WEEK 3	50%	\$2,928.00	50%	\$2,928.00
WEEK 4	75%	\$4,392.00	25%	\$1,464.00
WEEK 5-10	100%	\$5,856.00	0%	\$0.00

QUARTER 2

IF TERMINATION OCCURS	%SCHOOL RETAINS	AMOUNT SCHOOL RETAINS	% STUDENT REFUND	AMOUNT STUDENT REFUND
WEEK 1	25%	\$1,464.00	75%	\$4,392.00
WEEK 2	50%	\$2,928.00	50%	\$2,928.00
WEEK 3	75%	\$4,392.00	25%	\$1,464.00
WEEK 4-9	100%	\$5,856.00	0%	\$0.00

Nail Specialty

Program Detail

Part Time Program: 250 hours at 12 hours weekly for approximately 21 weeks

2 quarters total, the first quarter being 11 weeks in length and the second quarter being 10 weeks in length

Total Tuition Tuition Per Quarter

\$5,780.00 \$2,890.00

QUARTER 1

IF TERMINATION OCCURS	%SCHOOL RETAINS	AMOUNT SCHOOL RETAINS	% STUDENT REFUND	AMOUNT STUDENT REFUND
WEEK 1	0%	\$0.00	100%	\$2,890.00
WEEK 2	25%	\$722.50	75%	\$2,167.50
WEEK 3	50%	\$1,445.00	50%	\$1,445.00
WEEK 4	75%	\$2,167.50	25%	\$722.50
WEEK 5-11	100%	\$2,890.00	0%	\$0.00

QUARTER 2

IF TERMINATION OCCURS	%SCHOOL RETAINS	AMOUNT SCHOOL RETAINS	% STUDENT REFUND	AMOUNT STUDENT REFUND
WEEK 1	25%	\$487.50	75%	\$1,462.50
WEEK 2	50%	\$975.00	50%	\$975.00
WEEK 3	75%	\$1,462.50	25%	\$487.50
WEEK 4-10	100%	\$1,950.00	0%	\$0.00

Waxing (Full-Time)

Program Detail

Full Time Program: 75 hours at 25 hours weekly for approximately 3 weeks

1 Mini-Term with tuition liability based on the percentage of the program offered

Total Tuition Tuition Per Term

\$899.00

\$899.00

MINI TERM 1

%OF PROGRAM OFFERED	%SCHOOL RETAINS	AMOUNT SCHOOL RETAINS	% STUDENT REFUND	AMOUNT STUDENT REFUND
0 - 15%	0%	\$0.00	100%	\$899.00
15.1% - 30.0%	25%	\$224.75	75%	\$674.25
30.1% - 45.0%	50%	\$449.50	50%	\$449.50
45.1% - 60.0%	75%	\$674.25	25%	\$224.75
60.1% and ABOVE	100%	\$899.00	0%	\$0.00

Waxing (Part-Time) Program

Detail

Part Time Program: 75 hours at 8.00 hours weekly for approximately 9.50 weeks

1 Mini-Term with tuition liability based on the percentage of the program offered

Total Tuition

Tuition Per Term

\$899.00

\$899.00

MINI TERM 1

%OF PROGRAM OFFERED	%SCHOOL RETAINS	AMOUNT SCHOOL RETAINS	% STUDENT REFUND	AMOUNT STUDENT REFUND
0 - 15%	0%	\$0.00	100%	\$899.00
15.1% - 30.0%	25%	\$224.75	75%	\$674.25
30.1% - 45.0%	50%	\$449.50	50%	\$449.50
45.1% - 60.0%	75%	\$674.25	25%	\$224.75
60.1% and ABOVE	100%	\$899.00	0%	\$0.00

Addendum E – Program Start Dates, Holidays and Recesses

Program Start Dates

	2023	2024	2025
Hairdressing and Cosmetology	01/02/2023	01/08/2024	01/13/2025
	03/06/2023	03/04/2024	07/14/2025
	05/01/2023	05/06/2024	
	07/10/2023	07/08/2024	
	09/05/2023	09/03/2024	
	11/06/2023	10/28/2024	11/03/25
Esthetics, Skincare and Makeup	01/09/2023	04/08/2024	02/10/25
	06/05/2023	09/09/2024	07/14/2025
	11/06/2023		12/08/2025

Barber/Styling	01/09/2023	04/08/2024	02/10/2025
	06/05/2023	09/09/2024	07/14/2025
	11/06/2023	11/06/2023	12/08/25

Nail Specialty

Waxing (FT)	01/09/2023	04/08/2024	04/08/2024	03/31/2025
	06/05/2023	09/09/2024	09/30/2024	09/08/2025
	11/06/2023			

Waxing (Part Time)	10/16/2023		03/04/2024
	01/13/2025		
	10/06/2025		
			05/20/2024
			07/29/2024

Holidays and Recesses

- New Years Day
- Martin Luther King Jr Day
- President's Day
- Easter Holiday (Observed The Monday Following Easter Sunday)
- Memorial Day
- Summer Recess (Observed The Week of July 4th Holiday)
- Professional Development Day (Observed The Third Monday of August)
- Labor Day
- Columbus Day
- Thanksgiving Recess (Observed Thanksgiving Day Through The Following Sunday)
- Winter Recess (Observed Christmas Eve Through To New Years Day)

Addendum F – Employment and Occupational Information

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, makeup artists, manicurists, pedicurists, etc. Occupational information for these types of programs can be researched 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 and 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 – Enrollment, Completion and Placement Rates

Shear Ego International School of Hair Design Enrollment, Completion Rate and Placement 2022-2023*

Hairdressing and Cosmetology	CIP CODE 12.0401
	2022-2023
PROGRAM ENROLLMENT (enrolled and started during the academic year)	85
STUDENTS SCHEDULED TO COMPLETE IN YEAR	41
GRADUATES	33
NON-COMPLETERS	8
CONTINUING STUDENTS	44
PROGRAM COMPLETION RATE	80.49%
PLACEMENT OF PROGRAM COMPLETERS	80.65%
NUMBER OF GRADUATES (ELIGIBLE FOR EMPLOYMENT)	31
PERCENT OF GRADUATES WHO ARE EMPLOYED IN A RELATED FIELD	83.33%
EMPLOYED IN A SLIGHTLY RELATED FIELD	0%
EMPLOYED IN AN UNRELATED FIELD	0%
IN THE MILITARY	3.00%
SEEKING EMPLOYMENT	0%
PURSUING ADDITIONAL EDUCATION	0%
UNAVAILABLE FOR EMPLOYMENT	3.00%

STATUS UNKNOWN	10.67%
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Esthetics, Skincare and Makeup	CIP CODE
	12.0409
	2022-2023
PROGRAM ENROLLMENT (enrolled and started during the academic year)	36
STUDENTS SCHEDULED TO COMPLETE IN YEAR	23
GRADUATES	20
NON-COMPLETERS	3
CONTINUING STUDENTS	13
COMPLETION RATE	86.96%
PLACEMENT OF PROGRAM COMPLETERS	68.42%
NUMBER OF GRADUATES (ELIGIBLE FOR EMPLOYMENT)	19
PERCENT OF GRADUATES WHO ARE EMPLOYED IN A RELATED FIELD	68.42%
EMPLOYED IN A SLIGHTLY RELATED FIELD	0%
EMPLOYED IN AN UNRELATED FIELD	0%
IN THE MILITARY	0%
SEEKING EMPLOYMENT	0%
PURSUING ADDITIONAL EDUCATION	5.00%
UNAVAILABLE FOR EMPLOYMENT	0%
STATUS UNKNOWN	26.58%

Barber/Styling	CIP CODE
	12.0402
	2022-2023
PROGRAM ENROLLMENT (enrolled and started during the academic year)	27
STUDENTS SCHEDULED TO COMPLETE IN YEAR	23
GRADUATES	22
NON-COMPLETERS	1
CONTINUING STUDENTS	4
COMPLETION RATE	95.65%
PLACEMENT OF PROGRAM COMPLETERS	72.73%
NUMBER OF GRADUATES (ELIGIBLE FOR EMPLOYMENT)	22
PERCENT OF GRADUATES WHO ARE EMPLOYED IN A RELATED FIELD	72.73%
EMPLOYED IN A SLIGHTLY RELATED FIELD	0%
EMPLOYED IN AN UNRELATED FIELD	0%
IN THE MILITARY	0%
SEEKING EMPLOYMENT	0%
PURSUING ADDITIONAL EDUCATION	0%
UNAVAILABLE FOR EMPLOYMENT	0%

STATUS UNKNOWN	27.27%
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Nail Specialty	CIP CODE 12.0410
	2022-2023
PROGRAM ENROLLMENT (enrolled and started during the academic year)	48
STUDENTS SCHEDULED TO COMPLETE IN YEAR	22
GRADUATES	18
NON-COMPLETERS	4
CONTINUING STUDENTS	26
COMPLETION RATE	81.82%
PLACEMENT OF PROGRAM COMPLETERS	86.67%
NUMBER OF GRADUATES (ELIGIBLE FOR EMPLOYMENT)	15
PERCENT OF GRADUATES WHO ARE EMPLOYED IN A RELATED FIELD	86.67%
EMPLOYED IN A SLIGHTLY RELATED FIELD	0%
EMPLOYED IN AN UNRELATED FIELD	0%
IN THE MILITARY	0%
SEEKING EMPLOYMENT	0%
PURSUING ADDITIONAL EDUCATION	13.33%
UNAVAILABLE FOR EMPLOYMENT	0%
STATUS UNKNOWN	0%

Waxing	CIP CODE 12.0499
	2022-2023
PROGRAM ENROLLMENT (enrolled and started during the academic year)	24
STUDENTS SCHEDULED TO COMPLETE IN YEAR	24
GRADUATES	24
NON-COMPLETERS	0
CONTINUING STUDENTS	0
COMPLETION RATE	100.00%
PLACEMENT OF PROGRAM COMPLETERS	52.17%
NUMBER OF GRADUATES (ELIGIBLE FOR EMPLOYMENT)	23
PERCENT OF GRADUATES WHO ARE EMPLOYED IN A RELATED FIELD	52.17%
EMPLOYED IN A SLIGHTLY RELATED FIELD	0%
EMPLOYED IN AN UNRELATED FIELD	0%
IN THE MILITARY	0%
SEEKING EMPLOYMENT	0%
PURSUING ADDITIONAL EDUCATION	4.35%

UNAVAILABLE FOR EMPLOYMENT	0%
STATUS UNKNOWN	43.48%

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 – 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. Shear Ego International School of Hair Design collects and reports graduation, placement and licensure rates annually to our accrediting agency, the National Accrediting Commission of Career Arts and Sciences (NACCAS).

NACCAS Annual Report Statistics for 2023

Graduation: 89.74%

Placement: 82.14%

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. The following table reflects our graduation analysis report from the January 1, 2023-December 31, 2023.

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	20	29	13	41.00%	59.00%
Barber/Styling	7	2	0	77.77%	22.23%
Esthetics, Skin Care and Makeup	24	8	2	75.00%	25.00%
Nail Specialty	24	4	1	85.71%	14.29%
Waxing	16	6	0	72.73%	27.27%

Total of Students: 156

Total of Graduates: 140

Graduation Rate 89.74%

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 and Sciences (NACCAS). The following numbers are derived from our 2023 NACCAS Annual Report.

Program	Total Number of Completers Eligible for Employment	Total Number of Completers with Placement Info	Placement Reports Rates
Hairdressing and Cosmetology	31	26	83.87%
Barber/Styling	5	5	100.00%
Esthetics, Skin Care and Makeup	12	8	66.67%
Nail Specialty	22	18	81.81%
Waxing	13	12	92.31%

Total of Employment Eligible: 83 Total of Completers Employed: 69 Placement Rate: 83.13%
 (Placement reported to NACCAS December 2024)

Median Loan Debt 7/1/2022 – 6/30/2023

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.

Hairdressing and Cosmetology (CIP Code: 12.0401)	
Full-Time Median Loan Debt	\$0.00
Part-Time Median Loan Debt	\$9,500.00
Esthetics, Skincare and Makeup (CIP Code: 12.0409)	
Full-Time Median Loan Debt	\$6,333.00
Part-Time Median Loan Debt	N/A
Barber/Styling (CIP Code: 12.0402)	
Full-Time Median Loan Debt	\$6,333.00
Part-Time Median Loan Debt	N/A
Nail Specialty (CIP Code: 12.0410)	
Full-Time Median Loan Debt	N/A
Part-Time Median Loan Debt	\$0.00
Waxing (CIP Code: 12.0499)	
Full-Time Median Loan Debt	\$0.00
Part-Time Median Loan Debt	\$0.00

Addendum I – Evacuation Procedures and 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 and 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 J – Maximum Time Frame for Each Program

Hairdressing and Cosmetology

Maximum Time: The maximum time a student has to complete this program is 1430 Scheduled Hours.

Attendance: Full-time students must attend 70% of the scheduled hours each week in order to complete the program within the maximum time frame. Part-time students must attend 70% 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.

Esthetics, Skincare and Makeup

Maximum Time: The maximum time a student has to complete this program is 858 Scheduled Hours.

Attendance: Full-time students must attend 70% 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.

Barber/Styling

Maximum Time: The maximum time a student has to complete this program is 858 Scheduled Hours.

Attendance: Full-time students must attend 70% 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.

Nail Specialty

Maximum Time: The maximum time a student has to complete this program is 357.50 Scheduled Hours.

Attendance: Part-time students must attend 70% 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 107.25 Scheduled Hours.

Attendance: Full-time students must attend 70% of the scheduled hours each week in order to complete the program within the maximum time frame. Part-time students must attend 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. The contracted length of the 75-hour Waxing program for students attending 19.0 hours per week is 4 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.

Addendum K – Veteran Student Protection and Veterans Affairs Payment Delayed Policy

Shear Ego International School of Hair Design allows any covered individual to attend or participate in the program of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

- The date on which payment from the VA is made to the institution

OR

- 90 days after the date the institution certified tuition and fees following the receipt of the COE

Shear Ego International School of Hair Design does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or to require that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under chapter 31 or 33. Shear Ego International School of Hair Design requires covered individuals to submit the following:

- Certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance
- Written request to use such entitlement
- Provide additional information necessary to the proper certification of enrollment by the school