



# HEADMASTERS

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## SCHOOL OF HAIR DESIGN

### **A Tradition of Excellence Student Catalog/Handbook**

**602 MAIN STREET  
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Headmasters School of Hair Design is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA, 22314.

This institution is an equal opportunity provider: TTY 1-800-377-3529.

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## **A MESSAGE FROM THE STAFF**

Dear Future Cosmetologist: successful graduates with the skills needed to secure employment in the cosmetology profession!

Our basic philosophy is to train and prepare successful graduates with the skills needed to secure employment in the cosmetology profession. This industry has been our passion for years. The excitement of introducing the rewards of this industry grows with each new student. We take pride in the quality of our students and their commitment to contribute to an industry that is full of change and excitement. At Headmasters School of Hair Design, we continue to have a bright outlook and offer financial freedom well into their future.

With this in mind, we continually survey the profession to keep abreast of current trends, designs and techniques required by your future employers. Salon and Industry representatives make regular visits to the school and always enjoy the enthusiastic and warm welcome from staff and students.

Our highly trained instructors give individual as well as class instruction. This is backed by our curriculum which is flexible enough to allow for new procedures and techniques, yet solid enough to maintain high academic standards. This combination helps the serious student recognize his or her goal. Staff members participate in ongoing education on a regular basis to keep their skills on the cutting edge.

It is our goal to support each student as they prepare for boards and secure and retain employment and advance in the profession of cosmetology. We look forward to visits from our graduates. They come in and share their stories with current students offering support and encouragement to help each one meet their own goals.

Your desire to succeed is your greatest asset in school as well as your future profession. Enter this challenging and exciting new adventure with a strong positive attitude and your results will be very gratifying.

Thank You

## **WELCOME**

Headmasters School of Hair Design would like to welcome you to the beauty industry. This catalog is designed to provide you with the information you need to become a professional cosmetologist.

Our school was established in Coeur d'Alene on December 1, 1981. Headmasters School of Hair Design in Lewiston opened on Sept. 1, 1982. Headmasters School of Hair Design has met the high level of standards necessary to become accredited by the National Accrediting Commission of Career Arts and Sciences. We have also been certified as an institution of higher education by the U.S. Dept. of Education and the Veteran's Administration. This enables qualifying students to receive financial aid while attending school.

Headmasters School of Hair Design offers an experienced staff to help students develop to their fullest potential. Part-time instructors who actively engage in salon work expose the student to many years of hairstyling experience. If your dream is to become involved in the beauty industry, take time to study this catalog and then contact us personally. We can help you realize your goals and make your dreams come true.

## **HEADMASTERS SCHOOL OF HAIR DESIGN**

Headmasters School of Hair Design is located in the heart of Lewiston, Idaho. Our School has been at this location at 602 Main Street since Sept. 1990. It provides ample classroom space and room on the clinic floor for hair services, nails, pedicures and facials. Great weather and friendly people are the prime reasons Headmasters School of Hair Design made Lewiston their second home.

Lewiston is nestled at the confluence of the Snake and Clearwater Rivers. Hunting, fishing, skiing and all water sports, in addition to year-round golf, keep our city bustling. Headmasters School of Hair Design is fast paced to keep in step with Lewiston's busy lifestyle.

Headmasters School of Hair Design is accredited by the National Accrediting Commission of Career Arts and Sciences. Headmasters School of Hair Design's staff is ready and able to help you with career counseling. Your senior instructor works with area salons, both inviting them into the school to talk to you and making salon visits to assist with job placement. However, this is no guarantee of employment. Off-campus housing is readily available throughout the Lewis-Clark Valley.

## **MISSION STATEMENT**

Headmasters School of Hair Design's mission is to educate students to meet the current and future demands of the industry using the latest techniques and to assist them in taking and passing the Idaho state board exam and find gainful employment while providing a safe and supportive campus for all students.

## **SCHOOL PROFILE**

Headmasters School of Hair Design offers complete courses in Cosmetology, Cosmetology Instructor and Esthetics. It is centrally located in downtown Lewiston at 602 Main Street. There are small shops, stores and restaurants located nearby for the convenience of the students and patrons.

The school is comfortably heated, air conditioned and has public parking available.

The school has more than 3000 square feet of space which includes the reception area, offices, clinical work area, theoretical classrooms; basics work area, storage room, and rest rooms. The floor plan is organized for the instructors to provide students with individualized instruction. The school has an enrollment limit of 60.

Professional equipment includes: 29 styling stations, 27 hydraulic chairs, 6 shampoo bowls, 2 pedicure sink, desk seating for 40 students (locking styling stations, plus lockers, give adequate privacy and safety for students' belongings), 4 manicuring tables, 5 pedicuring tables, 1 waxing station and 3 facial rooms.

## **HANDICAP FACILITIES**

Headmasters School of Hair Design is handicap accessible including parking and a restroom facility. For any other special needs please contact the school manager for additional information.

## **STAFF MEMBERS**

- Amy Peterson                      President/Owner
- Dusty Peterson                    Chief Financial Officer/Owner
- Tracy Waffle                      Financial Aid Administrator/Registrar/Title IX Coordinator
- Shelbey Waffle                    Financial Aid Administrator
- Kris Massey                        Director of Education/Instructor/Admissions
- Carrie Parot                        Instructor
- Haley Breedlove                  Instructor
- Connie Lough                      Substitute Instructor

## **COSMETOLOGY COURSE**

Headmasters School of Hair Design Cosmetology Course consists of 1600 hours of theory and practical training in the art of hairstyling, hair cutting, coloring, and permanent waving as well as primary skin and nail care.

Students will learn professionalism, care of equipment, shampooing, cutting, chemical hair relaxing, thermal styling, anatomy, chemistry and salon management. Guest speakers help educate students on a more personal, in-depth level.

This course is designed to prepare the student to successfully complete the Idaho State Board Cosmetology examination necessary for licensing.

Mock boards are given by school instructors to fully ensure the student is ready to make application for the Idaho State Board Cosmetology Examination.

The experienced, licensed cosmetologist is qualified for many jobs outside the salon. There are interesting and high paying jobs available in both the cosmetic industry and the field of education. The trained and licensed cosmetologist can find many rewards.

## **COSMETOLOGY INSTRUCTOR COURSE**

Headmaster School of Hair Design's Cosmetology Instructor course consists of 1000 hours of theory and practical teaching experience in preparing the cosmetologist for immediate employment opportunities.

Students will learn to develop desirable habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and an ethical approach to this profession.

This course is designed to prepare the student to successfully complete the Idaho State Board Instructors examination necessary for licensing.

The experienced, licensed cosmetology instructor will be prepared to work in a professional cosmetology school as an instructor. The trained and licensed instructor will develop employer/employee relationships and effective communication skills necessary to deal with students.

## **ESTHETICS COURSE**

Headmasters School of Hair Design Esthetics Course consists of 600 hours of theory and practical training in the field of skin care, facials and waxing.

This course is designed to prepare the student to successfully complete the Idaho State Board Esthetics examination

necessary for licensing.

Mock boards are given by school instructors to fully ensure the student is ready to make application for the Idaho State Board Esthetics Examination.

## **ENROLLMENT POLICY**

Headmasters School of Hair Design does not discriminate on the basis of sex, race, color, ethnic origin, religion, age or sexual orientation in regard to enrollment or employment practices.

We do not participate in the Ability to Benefit Program (substitute for Diploma or GED) offered by the Department of Education.

If you are interested in getting your GED, please contact Lewis-Clark State College in Lewiston, Idaho or Walla Walla Community College in Clarkston, Washington. Headmasters School of Hair Design does not recruit students that are already attending and have been admitted to another school offering a similar program of study.

## **ADMISSION REQUIREMENTS**

The school requires that each student enrolling in the Cosmetology or Esthetics programs must:

1. Complete an application form.
2. Provide proof of one of the following:
  - successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of high school diploma, copy of GED certificate, copy of a transcript showing high school completion, proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing college completion or college degree, etc.; or
  - completion of home schooling that state law treats as a home or private school; or
  - verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
  - Headmasters School of Hair Design has no training agreements.
  - Headmasters School of Hair Design does not accept ability to benefit.
3. The school requires documented proof of age, and that they have reached the age of 16 ½ years, such as a driver's license, birth certificate, government-issued identification, birth registration, passport, etc. You will need a current picture ID when you take your boards. You must have reached the age of 18 to be eligible for Federal Title IV Aid.
4. If your name has changed between your proof of education document and your proof of age document, you must submit proof of name change, such as a marriage certificate, divorce document or legal name change certificate. (This will be for your license.)
5. Pay registration fee of \$150 (non-refundable)

Instructor applicants must meet all of the above requirements and must hold a current license as a practitioner in the field they wish to teach and complete an instructor in training application to be forwarded to the State Board of Cosmetology.

*The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another*

*school offering similar programs of study. Headmasters is an Equal Opportunity Employer/Program. Auxiliary aids and services available upon request.*

## **Students who re-enroll**

All students who were previously enrolled at Headmasters School of Hair Design and who have chosen to discontinue their training in a course or have been terminated by Headmasters School of Hair Design are no longer considered a student of Headmasters School of Hair Design. Any student that wishes to re-enroll after being withdrawn longer than 6 months are enrolled as a re-entry student, with a new contract and will be charged according to the current rate on the date they re-enroll. If a student re-enrolls prior to 6 months, they will re-enter with the same contract that they ended with except their contract date will be updated to reflect their new contract graduation date with an addendum to the contract.

Note: Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the student left. If the student was not making satisfactory progress at the time they left, the student would not be considered as being in satisfactory progress upon their return. If the student is considered to be out of compliance with satisfactory progress upon their return, they would be required to meet the attendance and academic progress requirements of at least one evaluation period of the course in order to be returned to satisfactory status within the program, which would be considered “the warning period” according to the Satisfactory Academic Progress Policy.

## **CREDIT FOR PREVIOUS TRAINING-TRANSFER POLICY**

Students with prior clock hour training credit must first qualify in the regular school admission requirements. Students transferring to Idaho from outside the State must provide to the State of Idaho Board of Cosmetology, certification from the State’s licensing agency for proper acceptance and credit for hours gained in that State.

In the case of TRANSFER STUDENTS, a written transcript of previous official training will be required of students transferring to Headmasters School of Hair Design, in order to insure appropriate credit for the previous training. This transcript must indicate when and where the training was received; amount of training; practical requirements; grades; attendance and the last date of attendance or credit was given. It must be certified as to being true, correct and complete by the previous school official.

Applicants wishing to receive credit for previous hours will be required to complete our Basics Practical and written exams. We will determine hours accepted based on the results of the exams. Credit for hours previously earned will be granted if approved by the Idaho State Board of Cosmetology. Transfer students are required to maintain satisfactory academic progress and complete all requirements for graduation. INCOMPLETES, REPETITION AND NON-CREDIT REMEDIAL COURSES do not apply to cosmetology training and therefore have no effect on these training requirements or a students’ Satisfactory Progress.

## **TRANSCRIPTS**

Transcripts will only be released if the student has fulfilled all outstanding obligations owed to the School.

## **VETERANS BENEFITS**

Headmasters School of Hair Design is authorized to enroll students who are eligible to receive military benefits. Please visit the Department of Veterans Affairs at [va.gov](http://va.gov) for information about your eligibility. Once your eligibility is established, then you need to bring in the authorization document at the time of registration so the school can properly certify your enrollment to activate your benefit.

Headmasters School of Hair Design will inquire about each veteran’s previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

Headmasters School of Hair Design permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to Headmasters School a Certificate of



Eligibility (COE) for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates: (1) The date on which payment from the VA is made to Headmasters School, or (2) 90 days after the date the institution certified tuition and fees following the receipt of the COE. Note: A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill® benefits. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

Headmasters School of Hair Design will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to Headmasters School due to the delayed disbursement funding from the Department of Veterans Affairs under Chapter 31 or 33.

## **VETERANS BENEFITS AND TRANSITION ACT OF 2018 -SECTION 103**

In compliance with section 103 of the Veterans Benefits and Transition Act of 2018, Headmasters School of Hair Design will not impose the following penalties to covered individuals\* due to the delayed disbursement of funding from the Department of Veterans Affairs:

- Preventing nor delaying the student's enrollment,
- the assessment of late fees,
- the denial of access to any resources, such as classes, libraries, or other institutional facilities that are available to other students who have satisfied their tuition and fees bills to the institution, or
- require the student to secure alternative or additional funding.

To qualify for this provision, such students are required to:

- Produce a Certificate of Eligibility for entitlement to educational assistance. This should be provided no later than the first day of a course of education for which the individual has indicated they wish to use their entitlement;
- Submit a written request to use the entitlement;
- Provide additional information needed to properly certify their enrollment as required by the Primary School Certifying Official.

This provision ends on the earlier of the following dates:

- The date on which payment from the VA is made to the institution
- 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility

\*A covered individual is defined as any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment Services, or Chapter 33, Post 9/11 G.I. Bill®

If an individual is unable to meet a financial obligation to the institution due to delayed disbursement of a payment under Chapter 31 or 33, and the amount of the disbursement is less than anticipated, the institution may require additional payment or may impose a fee for the amount. This is the difference between the amount of the financial obligation and the amount of the disbursement.

## **EXTERNSHIP/ARTICULATION OR TRAINING AGREEMENTS/DISTANCE EDUCATION**

Headmasters School of Hair Design does not have or participate in an Externship (Internship) policy. Headmasters School of Hair Design does not have any Articulation or Training Agreements with other entities. Distance Education will be provided temporarily, if approved by NACCAS, in an emergency situation only, not to exceed 50% of any program. Disclaimer: All academic achievement earned at Headmasters School of Hair Design via distance education may not be accepted for reciprocity or eligible for licensure in other states.



## GRADUATION/PLACEMENT/LICENSURE RATES

2022 Rates	Graduation Rate	Placement Rate	Licensure Rate
Cosmetology Program	76.19%	75.00%	100.00%
Cosmetology Instructor Prog.	--	--	--
Esthetics Program	100%	84.62%	100%
All 12.04 Cosmetology & Related Personal Grooming Programs	85.29%	79.31%	100.00%

## PREREQUISITES FOR EMPLOYMENT

### Licensure Requirements:

(1) To qualify for licensure under this chapter, an applicant for licensure must:

- Be at least sixteen and one-half (16 1/2) years of age;
- Have completed at least two (2) years of high school or have attained an equivalent education as determined by the board;
- Be of good moral character; and
- Pass an examination for the occupation in which the applicant is seeking licensure, which examination shall be conducted or approved by the board.

(2) Except as otherwise provided, and in addition to the requirements listed in subsection (1) of this section, an applicant for licensure:

- a) As a cosmetologist must have:
  - Completed and graduated from a course of instruction of at least one thousand six hundred (1,600) hours in a cosmetology school approved by the board; or
  - Completed at least three thousand two hundred (3,200) hours as an apprentice in an apprenticeship that covered all aspects of the practice of cosmetology;
- b) As an Esthetics must have:
  - Completed and graduated from a course of instruction of at least six hundred (600) hours in a school approved by the board; or
  - Completed at least one thousand two hundred (1,200) hours as an apprentice in a cosmetology establishment under the direct personal supervision of a licensed cosmetology instructor. Such establishment must have at least one (1) licensed Esthetics on-site in accordance with board rules;
- c) As a nail technician must have:
  - Completed and graduated from a course of instruction of at least four hundred (400) hours in a school approved by the board; or
  - Completed at least eight hundred (800) hours as an apprentice in a cosmetology establishment under the direct personal supervision of a licensed cosmetology instructor. Such establishment shall have at least one (1) licensed nail technician on-site in accordance with board rules.

(3) To qualify as an instructor of cosmetology an applicant must:

- Have completed twelve (12) college credit hours or an equivalent education as determined by the board or pass an examination required by board rules;
- Hold a current license as a cosmetologist; and
- Have at least five (5) years of experience as a licensed cosmetologist, which years of experience immediately precede the application for an instructor's license, or have satisfactorily completed:
  - A minimum six (6) month teacher's course of instruction in a school of cosmetology; or
  - A minimum three (3) month teacher's course of instruction in a school of cosmetology, if the applicant has at least two (2) years of experience as a licensed cosmetologist.

State Requirements: Cosmetologists and Instructors are required to get a state license after successful passage of an examination.

Prerequisites by Employer: Each student must show professionalism and be prepared to demonstrate work ethics which include, but are not limited to: being punctual, being courteous, professionally dressed, accountable for your actions and being a problem solver.

Physical Demands: Student entering the beauty college might be adversely affected by long periods of standing or sitting, and by being exposed to chemicals used in the beauty industry. Student's whom are affected by these conditions should obtain a doctor's release before entering the school or continuing school. Examples of such conditions include, but are not limited to: asthma, pregnancy, or allergic reactions to odors from certain chemicals used in the profession. People with health conditions, nervous conditions, or emotional conditions may want to consult a physician before considering enrolling in beauty school.

Felons: If you have a felony, please contact our Director of Education.

## **COSMETOLOGY COURSE DESCRIPTION**

Course Name: COSMETOLOGY

Course Description: The primary purpose of the Cosmetology course is to train students in both theory and practical experience which will prepare them for immediate employment opportunities in the fields of hair styling, skin care and nails. The course is particularly directed towards the development of the student, desirable habits with respect to health, sanitation and safety which encourage self-reliance, readiness to assist others, and an ethical approach to this profession.

### **Course Goals**

1. Students will receive an education in both theory and practical experience and gain knowledge in all phases of Cosmetology (hair, skin and nails).
2. To prepare students to successfully pass the ID State Board Examinations (Practical and Theory).
3. To prepare students to work in a professional hairstyling salon or spa as licensed cosmetologists.
4. To perform in cosmetology related occupations.
5. To develop employer/employee relationships and effective communication skills.

### **Course Objectives**

The course objective is to prepare and acquaint the student with the preparatory skills and knowledge necessary to build confidence and dexterity needed for them to successfully complete the state licensing examination and begin a successful career in the beauty industry.

### **Course Format (Instructional techniques and methods):**

1. Lecture
2. Practical demonstrations
3. Audio-visual materials
4. Practical and theory worksheets
5. Illustrations
6. Written and practical evaluations
7. Models
8. Group projects

### **Evaluation Procedures**

1. Testing in both theory and practical areas.
2. Written examinations after each unit of the course.
3. Written practical/clinic requirement sheets.
4. Practical evaluations given throughout the 1600 hours.
5. Practical examination at approximately 240 hours.
6. A Mock Board will be offered prior to State Board Exams.

Required Level of Achievement: All students are required to maintain at least an 81% grade point average in theory and practical work in order to be eligible to receive a diploma. (Refer to Satisfactory Academic Progress Policy for

additional requirements).

## **COSMETOLOGY CURRICULUM**

Headmaster School of Hair Design's cosmetology course (1600 hours) consists of theory and practical training in the basic art of hairstyling, hair cutting, coloring and permanent waving hair, as well as primary skin and nail care and how to handle a blood spill properly.

Students will also learn professionalism, care of equipment, shampooing, wig care, chemical hair relaxing, thermal styling, nail and skin diseases and disorders, anatomy, light therapy, chemistry and salon management. Following is a breakdown of the course by hours.

	<b>Theory</b>	
History and Career Opportunities	8 Hours	
Life Skills	8 Hours	
Your Professional Image	2 Hours	
Communicating for Success	6 Hours	
Infection Control	18 Hours	
General Anatomy and Physiology	20 Hours	
Skin Structure Growth and Nutrition	8 Hours	
Skin Disorders and Diseases	8 Hours	
Nail Structure and Growth	3 Hours	
Nail Diseases and Disorders	6 Hours	
Properties of Hair and Scalp	6 Hours	
Basics of Chemistry	14 Hours	
Basics of Electricity	6 Hours	
Principles of Hair Design	10 Hours	
Scalp Care, Shampooing and Conditioning	6 Hours	
Haircutting	8 Hours	
Hairstyling	8 Hours	
Braiding and Extensions	5 Hours	
Wigs and Hair Additions	2 Hours	
Chemical Texture Services	19 Hours	
Hair coloring	24 Hours	
Hair Removal	2 Hours	
Facials	12 Hours	
Facial Make up	8 Hours	
Manicuring	12 Hours	
Pedicuring	4 Hours	
Nail Tips and Wraps	2 Hours	
Monomer Liquid and Polymer Powder Nail Enhancements	10 Hours	
UV Gels	4 Hours	
Seeking Employment	6 Hours	
On the Job	3 Hours	
The Salon Business	6 Hours	
State Law	6 Hours	
	<b>Practical</b>	
Sanitation and Infection Protection	32 Hours	
Blood Spill Procedure	2 Hours	
Draping and Shampooing	24 Hours	
Scalp and Hair Treatments	16 Hours	
Hair Styling	160 Hours	
Chemical Texturing	120 Hours	
Thermal Styling	80 Hours	

Hair Cutting	120 Hours
Hair Coloring	120 Hours
Hair Lightening	24 Hours
Semi Perm Color	40 Hours
Weaves and Highlighting	120 Hours
Facials and Make up Application	32 Hours
Chemical Relaxing	20 Hours
Manicuring and Pedicuring	80 Hours
Artificial Nails (Acrylic, Gel, Wraps)	80 Hours
Nail Art	8 Hours
General Practical Clinic Skills	252 Hours
Total	1600 Hours

Mock boards will be given by school officials to ensure the student is competent to make application for the State of Idaho Board exam. Headmasters School of Hair Design's staff puts particular emphasis on helping the student develop greater poise, self-confidence and a positive attitude enabling them to make the transition from the classroom to the business world an easy one.

## **COSMETOLOGY INSTRUCTOR DESCRIPTION**

### **Admission Requirements:**

Headmasters School of Hair Design admits students who are high school graduates or hold a high school equivalence certificate (GED).

Applicants must have a current, valid Idaho Cosmetology license. Applicants must also complete a Headmasters School of Hair Design application for enrollment. No credit for previous hours will be granted.

### **Course Goals**

1. Cosmetologists will receive an education in both theory and in practical teaching.
2. To prepare cosmetologists to successfully pass the Idaho State Instructors examination.
3. To prepare cosmetologists to work in a professional cosmetology school as an instructor.
4. To develop employer/employee relationships and effective communication skills necessary to deal with students.

### **Course Format**

1. Lecture
2. Practical demonstrations
3. Audio-visual materials
4. Written and practical evaluations

### **Evaluation Procedures**

1. Testing in both theory and practical
2. Monthly evaluation
3. Final examination

### **Required Level of Achievement**

All students are required to maintain at least an 81% grade point average in theory and all practical work in order to be eligible to receive a diploma. (Please refer to the Satisfactory Academic Progress Policy for additional requirements.)

## **COSMETOLOGY INSTRUCTOR CURRICULUM**

The primary purpose of the Cosmetology Instructor (1000 hours) course is to train cosmetologists in both theory and practical experience which will prepare them for employment opportunities as a cosmetology instructor. The course

is particularly directed toward developing desirable habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and an ethical approach to this profession.

### **Cosmetology Instructor Course Curriculum**

Administrative Responsibilities	30 hours
Teacher Maturity	10 hours
Personality and Professional Conduct	10 hours
Development of a Cosmetology Course	25 hours
Presentation Techniques	10 hours
Student Learning Principles & Motivation	10 hours
Lesson Plan Development	25 hours
Teaching Aids	20 hours
Assessment of Student Progress (Practical & Theory)	30 hours
Classroom Management	40 hours
Clinic Floor Supervision	700 hours
Communications Skills	30 hours
Practical Demonstrations	25 hours
Academic Advising	30 hours
Career & Employment Information	5 hours
Total	1000 Hours

### **ESTHETICS COURSE DESCRIPTION**

**Course Name:** ESTHETICS

**Course Description:** The primary purpose of the Esthetics course is to train students which will prepare them for immediate employment opportunities in the field of skin care including facials, hair removal, skin analysis and makeup application. The course is particularly directed towards the development of the student, desirable habits with respect to health, sanitation and safety which encourage self-reliance, readiness to assist others, and an ethical approach to this profession.

#### **Course Goals**

1. Students will receive an education in both theory and practical experience and gain knowledge in all phases of Esthetics.
2. To prepare students to successfully pass the ID State Board Examinations.
3. To prepare students to work in a professional spa as licensed Esthetics.
4. To perform in esthetics related occupations.
5. To develop employer/employee relationships and effective communication skills.

#### **Course Objectives**

The course objective is to prepare and acquaint the student with the preparatory skills and knowledge necessary to build confidence and dexterity needed for them to successfully complete the state licensing examination and begin a successful career in the beauty industry.

#### **Course Format** (Instructional techniques and methods):

1. Lecture
2. Practical demonstrations
3. Audio-visual materials
4. Practical and theory worksheets
5. Illustrations
6. Written and practical evaluations
7. Models
8. Group projects

#### **Evaluation Procedures**

1. Testing in both theory and practical areas.

2. Written examinations after each unit of the course.
3. Written practical/clinic requirement sheets.
4. Practical evaluations given throughout the 600 hours.
5. Practical examination.
6. A Mock Board will be offered prior to State Board Exams.

Required Level of Achievement: All students are required to maintain at least an 81% grade point average in theory and practical work in order to be eligible to receive a diploma. (Refer to Satisfactory Academic Progress Policy for additional requirements).

## ESTHETICS CURRICULUM

Headmaster School of Hair Design's Esthetics course (600 hours) consists of theory and practical training in the skin care profession, including facials, hair removal, skin analysis and makeup application.

Students will also learn professionalism, care of equipment, room set-up and chemistry amongst several subjects related to skin care. Following is a breakdown of the course by hours.

History and Career Opportunities	5 Hours
Life Skills	15 Hours
Your Professional Image	15 Hours
Communicating for Success	15 Hours
Infection Control	40 Hours
General Anatomy and Physiology	40 Hours
Basics of Chemistry	20 Hours
Basics of Electricity	15 Hours
Basics of Nutrition	40 Hours
Physiology and Histology of the Skin	40 Hours
Disorders and Diseases of the Skin	40 Hours
Skin Analysis	30 Hours
Skin Care Products: Chemistry, Ingredients, and Selection	35 Hours
Esthetics	35 Hours
Facial Treatments	27 Hours
Facial Massage	20 Hours
Facial Machine	20 Hours
Hair Removal	30 Hours
Advanced Topics and Treatments	40 Hours
The World of Makeup	30 Hours
Business Skills	20 Hours
The Skin Care Business	10 Hours
Selling Products and Services	10 Hours
State Laws and Rules	8 Hours
<b>Total</b>	<b>600 Hours</b>

Mock boards will be given by school officials to ensure the student is competent to make application for the State of Idaho Board exam. Headmasters School of Hair Design's staff puts particular emphasis on helping the student develop greater poise, self-confidence and a positive attitude enabling them to make the transition from the classroom to the business world an easy one.

## GRADUATION REQUIREMENTS

Headmasters School of Hair Design Cosmetology, Cosmetology Instructor and Esthetics students must complete all assigned work prior to graduation. Students must achieve a minimum theory test and practical grade of 81%. Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule

in order to graduate. Tuition and fees must be paid in full or arrangements made for any amounts left owing before a student will be issued a diploma. Students must complete a required Exit Counseling with the Financial Aid Administrator. In addition, students must complete the required number of hours for each course as follows:

Cosmetology course	1600 hours
Cosmetology Instructor course	1000 hours
Esthetics	600 hours

## ADVISING AND EMPLOYMENT ASSISTANCE

Headmasters School of Hair Design maintains a listing of the available Community Service Organizations for the communities served by the School. This listing is available to the students at all times should they need professional advising services.

The School does not offer housing, nor does it have dormitory facilities under its control.

Headmasters School of Hair Design Staff schedules personal evaluations and advising monthly with individual students. Students are free to discuss with us any personal and academic problems they may be having at any time.

For Advising, please contact:

Kris Massey

Director of Education/Instruction

208-743-1512

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who participate in the learning experience as guest speakers and provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

## SCHOOL HOURS

Headmasters School of Hair Design is open:

Monday thru Friday, 8:30 a.m. to 4:00 p.m (open until 5 p.m.)

Theory class is scheduled for 8:30 a.m. to 10:00 a.m. on Monday through Friday. Client floor is scheduled for the remainder of the time.

## HOLIDAYS

The following holidays are observed by the school:

	2024	2025
New Years	January 1	January 1
Memorial Day	May 27	May 26
July Break	July 1, 2, 3, 4, 5	June 30, July 1, 2, 3, 4
Labor Day	September 2	September 1
Thanksgiving Break	November 28, 29	November 27, 28
Christmas Break	December 24, 25, 26, 27	December 23, 24, 25, 26



**Note:** If the school will be closed due to unforeseen conditions, i.e., snow storms, flooding, etc., the school will post an announcement on the school's Facebook page.

## START DATES

(The enrollment limit for each Cosmetology class is 20 students. The enrollment limit for each Esthetics class is 6 students.)

### Cosmetology Class Start Dates:

- January 29, 2024
- April 8, 2024
- June 17, 2024
- September 3, 2024
- November 11, 2024
- January 20, 2025
- March 24, 2025
- June 9, 2025
- September 2, 2025
- November 10, 2025

### Esthetics Class Start Dates:

- January 8, 2024
- March 25, 2024
- June 10, 2024
- September 9, 2024
- November 18, 2024
- January 27, 2025
- April 7, 2025
- June 16, 2025
- September 8, 2025
- November 17, 2025

### Cosmetology Instructor Start Dates:

- Call School for Start Dates

## GRADING SYSTEM

Each student is graded monthly for theoretical work. Students must maintain an 81% grade point average (GPA). Theory grades are based on assigned work and written test scores given upon completion of each subject.

Basic practical grades are determined by the practical competency exam administered at the end of basics class. Monthly practical grades are recorded on the student's Premiere report and based on quality of work, attendance, appearance and client and student relations. All practical and theory grades will be reviewed with the student after grading has been completed. Failure to maintain 81% in GPA could result in warning, probation or termination. Make-up assignments must be turned in and tests taken upon immediate return to school or as directed by their instructor. Failure to do so could result in an Incomplete Grade which will affect their GPA. (Please see Satisfactory Academic Progress Policy for additional information.)

All theory exams and practical exams must be completed before the student will be allowed to graduate and be eligible to take State Board exams.

The following grading system is used:

A-Excellent	100% to 93%
B-Good	92% to 87%
C-Passing	86% to 81%
D-Failing	80% or below

Headmasters School does not give Incomplete grades.

## STUDENT'S CODE OF CONDUCT

- Headmasters School of Hair Design is established for the benefit of all students. The educational purposes of the schools are accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or that infringes upon the rights of other individuals will not be tolerated. Students are required to maintain professional conduct at all times. Failure to obey these rules and regulations may result in disciplinary action.

Each student is expected:

- To understand and follow school rules;
- Attend school regularly and attend all classes;
- To request permission for authorization to leave class when needed;
- To be prepared for class each day;
- To adhere to the school dress code;
- To arrive at and be ready to start school at the designated time. They are not late.
- To use conflict management skills to resolve problems peacefully;
- To use respectful and appropriate language. Using loud, abusive, profane or crude language will not be tolerated;
- To show concern for others;
- To conduct themselves in a cooperate, friendly and respectful manner to staff members and classmates. Gossiping, harassment (sexual or discriminatory), fighting, causing discord of any kind, or showing disrespect and/or defiance to anyone may be grounds for termination.
- Cell phones are not permitted on the clinic floor at any time. This includes using them for times, music or text messaging. Any cell phone that is used on the clinic floor may be taken by an instructor and returned at the end of the day. The student may also be sent home for the remainder of the day.
- Avoid initiating or participating in a verbal confrontation with another student or staff member.
- Displaying affection inappropriately in public;
- Displaying or participating in disruptive behavior;
- Leave all personal problems at the door. Personal problems are not to be discussed with other students.
- All visitors are expected to remain in the reception area – not on the clinic floor. Visitors to the schools must respect the learning environment and maintain proper behavior and decorum or they will be asked to leave the premises.

The use of drugs without a prescription is prohibited on school property. Students suspected of being under the influence of drugs and/or alcohol may be sent home. Further disciplinary action may be taken upon review.

Cheating or plagiarism is strictly prohibited.

**Cell phones are not permitted on the clinic floor unless Okayed by an instructor. The small closet behind the desk can be used for booking appointments.** This includes using them for timers, music or text messaging. Students may be sent home for the remainder of the day. Continued use may result in suspension or termination for insubordination. If a student needs to receive any message from friends and/or family, the friend or family member should call Headmasters School of Hair Design and ask to speak with a student's instructor. The instructor will relay the message to the student in a professional manner. Students will never be pulled away from a client to take a phone call.

Visitors are not permitted without prior approval.

Students are not permitted behind the Front desk at any time unless they are working there. Loitering at the front desk is prohibited.

Smoking is only permitted outdoors in the designated areas. Safely dispose of smoking items in the provided receptacles.

Gum chewing is not permitted at Headmasters School of Hair Design.

Firearms or items deemed to be weapons are not permitted under any circumstances at Headmasters School of Hair Design. Authorities may be called to the school for any acts of violence, presence of weapons, or threatening behavior.

## SCHOOL ATTENDANCE POLICIES

The school is open five (5) days a week. Students attend school Monday through Friday. Students may request to attend extra hours to make up time. The school will try to accommodate these requests. If a student signs up for an extra day and no-shows, they may be suspended.

Attendance cannot be emphasized enough. You are preparing for a service career in a very people-oriented profession. Success is directly related to your dependability. It is the goal of the school to try to impress good work habits. We have an attendance policy that reflects the needs of this industry. Students who find it difficult to work within the requirements of our attendance policy may find they have a difficult time obtaining and maintaining a clientele.

**Roll call is at 8:30 am.** Students are expected to have eaten, have their make-up on, hair done and in uniform with name tag on before being credited with time. These are requirements from future employers. Students not complying will be asked to leave until they meet school standards. If, for whatever reason, you will be late or unable to attend school, **you** must call prior to scheduled time to clock in. When a student is not present at roll call and has not notified the school of their intentions, they will be considered absent and their appointments will be re-booked. If the student arrives late, the staff reserves the right to send the student home for the day. Students with excessive absences or tardy (more than three absences, or 5 lates that are unauthorized, in a month) may be given written notice that will result in probationary periods like those for satisfactory progress.

**Theory** class is scheduled for 8:30 a.m. on Monday through Friday, every week. Students are required to attend theory time. Students are not allowed to leave class during theory or when guest educators are doing a presentation. We do not eat or smoke during class time. Arrangements for missed work need to be made with the appropriate instructor upon returning from an absence.

**Lunch breaks** are one-half hour and are optional. Basic class lunch is scheduled at the instructor's discretion. Lunches for clinic floor students are marked out on the appointment book and are taken in between clients. It is important for students to realize that in this industry lunches are scheduled around the clients' schedule. There may be times when a student will not get a full half hour for lunch. This may depend on the student's bookings. If a lunch is taken, the school recommends staying until 4:30 p.m.

**Breaks** need to be limited to no more than two (2) five-minute breaks in order for the student to complete the course in the scheduled amount of time stated on their contract. Any student wishing to leave the building for an additional break is required to clock out. This is a school and, like all other schools, we have classrooms. Our classrooms are different in that the public is an important part of the learning experience and therefore have access to our classroom. This makes it important for us to conduct ourselves as professionals at all times.

You must be in attendance on all regularly scheduled days in order to complete the course in the time allowed on your contract. Additional tuition is charged for going **over your contracted time**. These charges of \$100 per day may be paid in full in order for the school to certify your hours for license. Headmasters School of Hair Design is a clock hour school, and does not have an excused absence's policy because the student must have a specific number of hours to graduate and be eligible to take state board exams. Simply put, the hours missed must be made up.

Students must meet the 80% per period attendance requirement. Attendance is absolutely necessary for your learning progress. If the student has not maintained an 80% average per period attendance they will be advised that they are not meeting Satisfactory Academic Progress. See the "**Satisfactory Academic Progress (SAP) Policy**" section for consequences.

The school may identify an absence as an authorized **unexcused absence**. Authorized **unexcused** absences include prearranged time off for special one-time only events. However, students still must meet the 80% average per period attendance requirement.

**Suspensions** are considered an unexcused unauthorized absence. The following actions may result in a suspension:

1. Failure to complete assigned written and practical work.

2. Insubordination or conduct not conducive to a professional environment (refusing to follow direction, instruction or acts of disobedience and rebellion).
3. Use of or under the influence of drugs or alcohol during school hours.
4. Use of profanity anywhere on school property.
5. Excessive unexcused absences and/or tardiness.
6. Not following dress code — including professional hair styles and makeup.
7. Repeatedly leaving the clinic floor without checking with your instructor.
8. Failure to notify school prior to 8:30 am during the week of tardiness or unexcused absences.

Students that are physically ill and unable to complete assigned work or appointments will be sent home. We cannot run an infirmary. This will count against their 80% per period attendance requirements.

**Termination** is the final disciplinary action against a student. The school is required to terminate any student who is not in compliance with the school's policies and rules, including attendance and satisfactory academic progress. Upon termination, the school will set up an appointment with the student to complete the necessary paperwork. Any refund of monies due will be returned to the appropriate parties. Tuition is prorated as stated on the enrollment contract. (Please see Refund Policy pages for further information.) Any student who has been terminated from the program and has been out of school for a minimum of thirty (30) days and wishes to return, must submit a letter to the school stating their desire and intention to correct previous concerns and complete training without interruption.

Due to the intensity of training during basics, any student who misses a total of 24 hours during the basic program may be dropped from the program and will need to apply for re-enrollment with the next scheduled class provided that space is available.

If a Student were to miss **14 consecutive days** (excluding days on an approved leave of absence), the school reserves the right to terminate enrollment of said student from the program regardless of student's communication with the school.

**The school reserves the right to suspend or terminate any student from school for excessive attendance abuse, insubordination, refusing to cooperate with Staff, improper conduct, use of drugs or alcohol, bringing a weapon to school, use of profanity, failure to pay required fees or if in any way we feel a student is not adapting to our program. (For mitigating circumstance please see Appeal Procedures.)**

Note: Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the student left. If the student was not making satisfactory progress at the time they left, the student would not be considered as being in satisfactory progress upon their return. If the student is considered to be out of compliance with satisfactory progress upon their return, they would be required to meet the attendance and academic progress requirements of at least one evaluation period of the course in order to be returned to satisfactory status within the program, which would be considered "the warning period" according to the Satisfactory Academic Progress Policy.

## **OUTSIDE HOURS**

The school will accept outside hours when documented correctly. See outside hours sheet. Up to 30 hours will be accepted for Cosmetology. Up to 20 hours will be accepted for Esthetics.

## **LEAVE OF ABSENCE POLICY**

Leaves of absence (LOA) will be granted to a student for no more than 180 calendar days in any 12-month period. These leaves must be requested in advance in writing, include the reason for the student's request and include the student's signature and approved by the School Administrator. Headmasters School of Hair Design will evaluate leaves and their length on a case-by-case basis. We will work with you to do a LOA over the telephone if necessary. 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.

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. Leave of absence

(LOA) refers to the specific time period during a program when a student is not in attendance. Leave of absence (LOA) is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a leave of absence. In the event of extended absence, a leave of absence may be granted. Such leaves may also be granted for medical or bereavement reasons.

A leave of absence (LOA) must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal. In order for a (LOA) to qualify as an approved (LOA), Headmasters School of Hair Design has established the following policy with regard to leaves of absence (LOA).

1. Students must follow the institution's policy in requesting an LOA. The LOA must be in advance unless unforeseen circumstances prevent the student from doing so. All requests for a leave of absence must be in writing, outlining the specific period of time in which the student will not participate in any educational activities provided by Headmasters School of Hair Design. The request must include the anticipated start and end date of the leave. The request must include the reason for the leave. The request must be signed by the student requesting the leave.
2. All leaves must be approved by an Instructor. Failure to gain approval for an official leave may result in unofficial withdrawal according to Headmasters School of Hair Design's withdrawal and termination policy.
3. Headmasters School may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:
  - a. Headmasters School documents the reason for its decision;
  - b. Headmasters School collects the request from the student at a later date; and
  - c. Headmasters School establishes the start date of the approved LOA as the first date the student was unable to attend.
4. The student will not be charged during an approved leave. There will be no additional institutional charges as a result of the LOA.
5. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period.
6. Students that are granted a leave of absence (LOA) in accordance with Headmasters' policy is not considered to have withdrawn and no refund calculation is required at that time.
7. Contract will be extended by the same number of days taken in the LOA and such changes to the contract period must be either:
  - a. Changes to the enrollment agreement will be initialed by all parties; or
  - b. An addendum to the enrollment agreement must be signed and dated by all parties.
8. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.
9. There must be a reasonable expectation that the student will return from the LOA.

**Federal financial aid will not be disbursed during a period of leave.**

Withdrawals are subject to the re-enrollment process. All Students considering a leave should seek advice from the Financial Aid Administrator to determine the impact prior to deciding on such leave.

According to Federal Requirements, financial aid will not be disbursed during a period of leave. A student who fails to return from leave will be terminated. If the student subsequently returns, the student will be considered a re-enrollment.

Note: If such leave is authorized, and the student was making satisfactory progress in the program before the leave, the student will be considered making satisfactory progress upon returning to the program. If the student was not making satisfactory progress when taking the leave, the student would not be considered as being in satisfactory progress upon their return. If the student is considered to be out of compliance with satisfactory progress upon their return, they would be required to meet the attendance and academic progress requirements of at least one evaluation period of the course in order to be returned to satisfactory status within the program, which would be considered "the warning period" according to the Satisfactory Academic Progress Policy.

## FINANCIAL AID

### Student Eligibility

Our basic eligibility requirements are that you must

- demonstrate [financial need](#) (for most programs);
- be a U.S. citizen or an [eligible noncitizen](#);
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be enrolled or accepted for enrollment as a [regular student](#) in an eligible degree or certificate program;
- be enrolled at least half-time to be eligible for [Direct Loan](#) Program funds;
- maintain [satisfactory academic progress](#) in college or career school;
- sign the certification statement on the *Free Application for Federal Student Aid* (FAFSA<sup>®</sup>) form stating that you're not in default on a federal student loan, you do not owe money on a federal student grant, and you'll only use federal student aid for educational purposes; and
- show you're qualified to obtain a college or career school education.

You can show you're qualified to obtain a college or career school education by

- having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate;
- completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law).

### Student Rights and Responsibilities

#### Student Rights

As a student consumer you have the right to:

- know what financial assistance is available, including information on all federal, state, and institutional financial assistance programs;
- know the deadlines for submitting applications for each of the financial assistance programs available;
- know how your financial need is determined. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal expenses are decided in developing cost of attendance budgets;
- know what resources (such as parental contribution, other financial assistance, student assets, etc.) are considered in the calculation of your financial need;
- know how much of your financial need, as determined by Headmasters School of Hair Design, has been met;
- request from the Financial Aid Office (FAO), an explanation of the various programs in your student aid package. If you believe you have not received the financial assistance for which you are eligible, you may request reconsideration of the award which was made;
- know what portion of the financial assistance received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin; and
- know how the FAO determines whether you are making satisfactory academic progress, and what happens if you are not.

#### Student Responsibilities

It is your responsibility to:

- review and consider all information about the financial aid programs at Headmasters School of Hair Design prior to enrolling;
- complete all financial assistance applications and forms accurately, and submit them to the FAO by the appropriate deadlines;

- fill out the Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA completely because it determines your eligibility for a wide variety of financial assistance. You may experience delays in receiving a decision about financial aid if forms are filled out incompletely or incorrectly. Falsification of information on application forms for federal financial assistance is considered a criminal offense, and you may be subject to penalties under the U.S. Criminal Code;
- respond quickly to all requests for additional documentation related to verification or corrections;
- notify the FAO if there is a change in any of the information reported on the FAFSA;
- read and understand all forms that you are asked to submit or sign, and keep copies of these forms. You are legally responsible for all agreements which you sign;
- notify your lender of any changes in your name, address, or school status if a loan is part of your financial aid;
- know and comply with Headmasters School of Hair Design's refund procedures, should you withdraw; and
- be formally admitted to Headmasters School of Hair Design in a degree-seeking program.

### **Parent Responsibility to Dependent Students**

A basic assumption we make when awarding federal aid is that parents of dependent students have the primary responsibility to pay for their dependent children's education. It is the aim of the federal government to help financially needy families by supplementing the Expected Family Contribution (EFC).

**To receive aid** from the student aid programs you must have financial need, except for some loan programs. You have to have a high school diploma or GED, be enrolled or accepted for enrollment as a regular student working toward a diploma/certificate in an eligible program. You must be a U.S. citizen or eligible non-citizen. You must have a valid Social Security number and be making satisfactory academic progress. A signed statement on the Free Application for Federal Student Aid (FAFSA) certifies that you will use federal aid only for educational purposes. Signing the FAFSA also certifies that you are not in default on a federal student loan and that you do not owe money back on a federal student grant. Male students, if required, must be registered with the Selective Service. FAFSA's for the school year must be completed prior to receiving any monies after June 1<sup>st</sup>.

Students are asked to submit a Free Application for Federal Student Aid (FAFSA) for processing prior to enrollment. FAFSA's can only be completed on the World Wide Web, [www.fafsa.gov](http://www.fafsa.gov). A financial aid counseling session will be scheduled before enrollment. At this time we will help you set up your financial budget and discuss with you the financial assistance you will qualify for during school.

Aid from most programs is awarded on the basis of financial need (except for unsubsidized Direct loans and all PLUS and Consolidation loans).

When you apply for federal student aid, the information you report is used in a formula established by the U. S. Congress. The formula determines your Expected Family Contribution (EFC), an amount you and your family are expected to contribute toward your education. If your EFC is below a certain amount, you'll be eligible for a Federal Pell Grant assuming you meet all other eligibility requirements.

Your EFC is used in an equation to determine your financial need:

$$\text{Cost of Attendance} - \text{EFC} = \text{Financial Need.}$$

If you have questions regarding financial aid, you need to contact the financial aid office. An appointment is recommended.

### **FINANCIAL AID CODE OF CONDUCT**

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel [ HEOA § 487(a)(25)]. Any Headmasters School of Hair Design officer, employee, or agent who has responsibilities with respect to student educational loans must comply with this code of conduct.

The obligations in this Code of Conduct are in addition to any requirements imposed by state ethic laws, federal laws, or Headmasters School of Hair Design policies, i.e., the stricter standard of ethical behavior will apply in all instances.



1. Headmasters School of Hair Design and its affiliates have no preferred lending agreement with any lender of private educational loans and as such no officer or employee of the School shall engage in the practice of recommending, promoting or endorsing private education loans for students attending the School.
2. Neither Headmasters School of Hair Design as an institution nor any individual officer, employee, agent or affiliate employee shall enter into any revenue-sharing arrangements with any lender.

Revenue-sharing arrangement includes circumstances where an institution recommends a lender or the loan products of a lender who provides or issues a loan in exchange for a fee or provision of material benefits, including revenue or profit sharing, to the institution, or employee or agent of the institution.

3. No officer or employee of Headmasters School of Hair Design who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.

For purposes of this prohibition, the term “gift” means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimum amount. (The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.)

4. An officer or employee of Headmasters School of Hair Design who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
5. Headmasters School of Hair Design shall not:
  - for any first-time borrower, assign, through award packaging or other methods, the borrower’s loan to a particular lender; or
  - refuse to certify, or delay certification of, any loan based on the borrower’s selection of a particular lender or guaranty agency.
6. Headmasters School of Hair Design shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with respect to:
  - a specified number of private loans;
  - a specified loan volume of such loans; or
  - a preferred lender arrangement for such loans.

Opportunity pool loan means a private education loan made by a lender to a student attending the institution or the family member of such a student that involves a payment, directly or indirectly, by such institution of points, premiums, additional interest, or financial support to such lender for the purpose of such lender extending credit to the student or the family.

7. Headmasters School of Hair Design shall not request or accept from any lender any assistance with financial aid call center staffing or financial aid office staffing.
8. Any Headmasters School of Hair Design employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in the serving on such advisory board, commission, or group consistent with applicable Headmasters School of Hair Design policies.

Any and all reimbursements received for any service on advisory boards, commissions, or other groups by lenders, servicers or guarantors must be reported annually to the Department of Education.

## DISBURSEMENT OF FINANCIAL AID CHECKS

Students' financial aid loan checks are disbursed to students within three (3) working days of receipt by the school provided the student meets eligibility requirements. Pell checks will be disbursed within three (3) working days of receipt by the school. All students must meet **all satisfactory academic progress (SAP)** requirements and have completed the proper number of hours student aid checks will be released. Refer to the SAP policy for more information. **Please note** students must be present in school for the entire day in order to receive a disbursement and checks will be distributed in the afternoon. Students who are on a leave of absence or on suspension will not be eligible to receive any financial aid awards.

## CREDIT BALANCE

A *credit balance* results when the total of the credits posted to a student's account (e.g., payments, loan disbursements, scholarships, etc.) exceeds the total of the charges applied or applicable to the account for a specific payment period.

A *credit balance eligible for a refund* is one where all the applicable charges and credits have been posted to the account and his or her eligibility for such funds has been reviewed and confirmed or adjusted based on current eligibility, enrollment or any other applicable conditions. All post-withdrawal disbursements are applied to student account first, before any resulting credit balance is handled.

Anticipated funds, including anticipated financial aid, are not considered credits to a student's account until the funds have actually been disbursed to the account.

Accounts of students on a Payment Plan are not eligible for a refund unless the Payment Plan has been completed and paid in full, and payments exceed the applicable charges. Credit balances will be refunded within 14 days.

## POLICY AND PROCEDURES FOR VERIFICATION

Headmasters School of Hair Design has developed the following policy and procedures for verification regarding the information provided by applicants for Federal Student Financial Aid under the Title IV Programs.

1. Only those students who are selected for verification by the U.S. Department of Education or who have conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a transcript of your tax records from the IRS.gov from the appropriate year. Any conflicting information in the student's file must be resolved before aid may be disbursed, regardless of the student's verification status.
2. No Federal Pell Grant, Campus-Based, or Subsidized Direct Loan Funds will be disbursed prior to the completion of verification. (Headmasters School of Hair Design does not offer Campus-Based Funds at this time.)
3. Students eligible to receive Pell or Direct Loans will have until 60 days after their last day of attendance or August 31, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due or risk termination from the school. After the passage of the aforementioned period, all financial aid that might have been due is forfeited.
4. All students will be notified on a timely basis if they have been selected for verification and what supporting documentation is required. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify any students verbally or via an award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education.
5. If the student receives an overpayment based on providing inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to the U.S. Department of Education for resolution. Unless required

by the U.S. Department of Education, no Federal financial aid will be disbursed to the student.

6. The financial aid file must be documented with the date that verification is completed. Subsidized Direct Loan checks are not to be released prior to this date.

## PROFESSIONAL JUDGMENT

Section 479A of the Higher Education Act of 1965, as amended, authorizes the Financial Aid Administrator to use professional judgment, on a case-by-case basis for students with “special circumstances” that affect a family’s ability to pay for a college education that is not reflected in the information provided on the Free Application for Federal Student Aid (FAFSA).

The FAFSA is designed to determine a family’s ability to pay for higher education by calculating the Expected Family Contribution (EFC) amount. The EFC is a measure of how much the student and his or her family can be expected to contribute to the cost of the student’s education for the year. The information provided on the FAFSA is used to calculate the EFC.

Professional judgement can only be done after verification is complete if the student was chosen for verification. Professional judgment is used to take into consideration factors which have not been reflected on the FAFSA. The professional judgment may either increase or decrease data elements used to calculate a student’s EFC.

Professional judgment **cannot** be exercised for the following:

- to circumvent the law or regulations
- to waive general student eligibility requirements
- to change a student’s status from independent to dependent
- to adjust the EFC directly
- to alter the need analysis formula or change table values
- to create a new category in the cost of attendance

The Financial Aid Administrator is expected and required to make reasonable decisions that support the intent of the provision. The school is held accountable for all professional judgment decisions made and for fully documenting each decision. All decisions are final; there is no appeal process to the U.S. Department of Education.

If you would like to submit a request for a Professional Judgment, go to the website <https://www.headmasters.edu/professional-judgment> and complete and submit the Special & Unusual Circumstances Form.

## DEPENDENCY OVERRIDE

Dependent students must report their parents’ income and assets on the FAFSA as well as their own. Parents of dependent students are expected to contribute toward the cost of their college education. Federal student aid programs are based on the concept that a dependent student’s parents have the primary responsibility for paying for their child’s education.

Sometimes extraordinary circumstances make it impossible for a student who does not meet the definition of independent to obtain his or her parents’ financial information. In extremely rare cases, Headmasters School of Hair Design may authorize a Dependency Override. If the school grants a Dependency Override, the student can apply for aid in the same manner as an independent student, using only the student’s income and asset information.

Headmasters School of Hair Design will only consider documented cases of child abuse or the current and continuing incarceration/institutionalization of the custodial parent as being extraordinary circumstances.

Note: In most cases the non-custodial parent would then become the custodial parent.

Headmasters School of Hair Design will not grant a Dependency Override when the sole basis for the request is that parents do not claim the student on income tax return, parents do not wish to provide income and tax information, parents simply do not wish to contribute to educational expenses or the student is self-supporting.

Students who wish to apply for a Dependency Override must submit the following documentation:

- A letter of explanation, written by the student, explaining the extraordinary family circumstances that led to the student leaving the parent household. The letter must include information on the student's means of support since leaving the parent household.
- Letters (on letterhead) from three professionals detailing their first-hand knowledge verifying the family circumstances as described by the student. Professionals may include guidance counselors, clergy members, teachers, doctors, family counselors, mental health professionals and law enforcement personnel. The letters must include the professional's name, job title and contact information. In most cases, court documents will be requested.
- Copies of the student's federal income tax return transcripts for the current and preceding year.  
The letter of explanation requesting a Dependency Override along with all required documentation should be sent to the Financial Aid Administrator.

If you would like to submit a request for a Dependency Override, go to the website <https://www.headmasters.edu/professional-judgment> and complete and submit the Special & Unusual Circumstances Form.

## **POLICY AND PROCEDURES FOR SECONDARY CONFIRMATION**

Headmasters School of Hair Design has established the following procedures relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the primary confirmation process does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process.

ALL STUDENTS WHO INDICATE AN ELIGIBLE STATUS BUT WHOSE ELIGIBLE STATUS IS NOT CONFIRMED BY THE CENTRAL PROCESSING SYSTEM OUTPUT DOCUMENT WILL BE GIVEN A COPY OF THESE PROCEDURES.

1. Students have thirty (30) days from the date the institution receives the output document or thirty (30) days from the student's receipt of this document (whichever is later) to submit documentation for consideration of eligible non-citizen status.
2. Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.
3. The institution will not make the decision regarding "eligible non-citizen" status without the student having the opportunity to submit documentation supporting a claim of eligibility.
4. Students must submit documentation of their current immigration status to the Financial Aid Office. This documentation must be an official document from the Immigration and Naturalization Service (INS). In order to initiate the required process, students must submit INS documents which are legible and which demonstrate the latest status with INS.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress (SAP) Policy is consistently applied to every student enrolled in a NACCAS-approved program at the School. SAP is applied consistently to all students enrolled in all our programs and for full-time students (we do not accept part-time students). The School measures SAP for each student by monitoring both academic performance and maximum time frame for completion. In order to be considered in compliance with the SAP policy, all students must meet the School's policy regarding academics and attendance at the time of official progress evaluations. The SAP policy is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Premiere student record keeping software is used by the school as our official way of tracking a student's hours, GPA and minimum state requirements.

**ACADEMIC YEAR DEFINITION**

PROGRAM	ACADEMIC YEAR		TOTAL LENGTH	
	CLOCK HRS	WEEKS	CLOCK HRS	WEEKS
Cosmetology	900	28	1600	50
Cosmetology Instructor	1000	30	1000	30
Esthetics	900	26	600	20

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows for Cosmetology, Cosmetology Instructor, Esthetics and Transfer Students. Progress records are kept by the school and furnished to students. Evaluation periods (which may coincide with payment periods for purposes of Title IV funding, if applicable), will be as outlined below:

Cosmetology (1600 clock hours):

- 1<sup>st</sup> Evaluation Period Ends: 450 Clock Hours and 14 weeks
- 2<sup>nd</sup> Evaluation Period Ends: 900 Clock Hours and 28 weeks
- 3<sup>rd</sup> Evaluation Period Ends: 1250 Clock Hours and 39 weeks

Cosmetology Instructor (1000 clock hours):

- 1<sup>st</sup> Evaluation Period Ends: 500 Clock Hours and 15 weeks

Esthetics (600 Clock Hours):

- 1<sup>st</sup> Evaluation Period Ends: 300 Clock Hours and 10 weeks

Transfer students will be evaluated midpoint of the contracted hours or the established evaluation periods, whichever comes first. The school shall evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period. (Headmasters School of Hair Design has chosen to omit evaluations at the conclusion of the last evaluation period within a program.) All evaluations must be completed within seven (7) school business days following the established evaluation periods. If a student is absent on the day of evaluation, the student will be evaluated on their first day of attendance after the evaluation. Evaluations are based on actual hours completed. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Students will be notified of all evaluation results.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to maintain a minimum cumulative attendance average of 80% in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

The school requires a student to progress through the program toward graduation within an established timeframe. The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. This quantitative measure of progress will be reviewed during each Official Evaluation period thereafter. If at any time it is determined that a student is unable to complete the program within the maximum established timeframe, the student will be deemed to be in unsatisfactory progress and, therefore, ineligible for financial aid (if applicable) and may continue as a student at the institution on a cash pay basis.

PROGRAM	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 32.15 hrs/wk) – 1600 Hours	63 Weeks	2000 Hrs
Cosmetology Instructor (Full time, 33.34 hrs/wk) – 1000 Hours	38 Weeks	1250 Hrs
Esthetics (Full time, 34.62 hrs/wk) – 600 Hours	22 Weeks	750 Hrs

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours.

All payment period in a program count toward the maximum time frame for completion, even when a student does

not receive any Title IV aid during one or more payment periods for that program.

Each student will be evaluated as to whether they are making Satisfactory Academic Progress regarding their attendance. In order to graduate within the Maximum Time Frame for all courses, the student must complete within 125% of their scheduled completion date: 2000 hours for Cosmetology, 1250 hours for Cosmetology Instructor, and 750 hours for Esthetics.

Students who have not completed the course within the maximum timeframe shall be terminated from the program. The student may thereafter be permitted to re-enroll in the program on a cash-pay basis consistent with the re-enrollment provisions of the institution's admissions policy. (Note: Students who do not complete the course after the normal time frame, as stated in the contract, may be charged additional tuition at the rate of \$100.00 per day.)

### **ACADEMIC PROGRESS EVALUATIONS**

Students must maintain a minimum 81% cumulative academic average. 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 practical assignment/performance does not meet satisfactory requirements, it is not counted and the practical assignment/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 make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% - 93%	EXCELLENT
92% - 87%	VERY GOOD
86% - 81%	SATISFACTORY
80% and BELOW	UNSATISFACTORY

### **DETERMINATION OF PROGRESS STATUS**

Students who meet the minimum requirements for attendance and academic performance at the evaluation points are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each evaluation. Students not maintaining Satisfactory Academic Progress are no longer eligible for Title IV Funding, unless on warning or prevailed upon appeal of the determination that has resulted in the status of probation.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress at an evaluation period 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.

### **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 while during the probationary period. A student on financial aid probation may receive title IV, HEA program funds for one payment period. The School will require the student to complete a probation worksheet with an Instructor. On the worksheet the School will require the student to fulfill specific requirements such as developing an academic plan to qualify for title IV, HEA program funds. If the student is still not making SAP after the probation period (that would be graduation by that time) the student would not graduate until they are meeting SAP requirements.

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

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

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

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

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

## **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, 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. SAP evaluations will only be based on actual hours contracted at Headmasters School of Hair Design.

## **INTERNAL COMPLAINT PROCEDURE/STUDENT & STAFF GRIEVANCE POLICY & PROCEDURE**

Students and staff are expected to try to resolve any matter of dissension by meeting with the student(s) and staff member(s) involved. If he or she feels their concerns are not being satisfied through this course of action, they may then file a written complaint with the owners of Headmasters School of Hair Design. No complaint will be considered unless presented in this manner. Retaliation for filing a discrimination complaint is prohibited.

1. Brief description of the situation. Include dates, times, and all pertinent information pertaining to onset of circumstances. Get a form from the office.
2. A listing of actions taken by the student/staff member to deal with the situation. Include dates, times, individuals involved, and the outcome.
3. Advising sessions with staff. Include dates, times and results of each session.
4. Steps you are willing to take to improve the situation or circumstances.
5. Your thoughts on how the school can assist you in this matter.

A School Administrator will meet with the complainant within 10 days of receipt of the written complaint. This conference will be documented and a copy given to the parties involved at the time of the meeting. If after careful evaluation, the problem cannot be resolved through discussion, the grievance will be referred to the school's complaint committee. The school's complaint committee will meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations. If more information is required from the complainant, a written letter outlining the additional information will be sent out. If no further information is needed the complaint committee should act on the allegations and a letter be sent to the complainant within fifteen (15) calendar days. The letter will address the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

If the complainant is not satisfied with the decision made by the committee, he or she may pursue the matter further. This can be done by filing a formal complaint with our accrediting agency listed below:

**NACCAS  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600**

**A COMPLAINT FILED WITH NACCAS IS DONE ONLY AFTER ALL OTHER AVENUES HAVE BEEN EXHAUSTED.**



## DRESS CODE POLICY

It is important to a Cosmetologist's/Esthetician's image to present an attractive and professional appearance; therefore, students enrolled at Headmasters School of Hair Design are required to be in professional dress during all hours of attendance. Students will be required to furnish their own clothing that meets school requirements below. Make sure all clothing is clean, stain and smell free. You are all future professionals. Look the part!

- Hats are allowed (hair must be done).
- Makeup is suggested.
- Any color pants are allowed, but leggings **MUST** be black.
- Jeans are allowed, no holes, no distress (Wednesday distressed and **tasteful** holes below the knee will be allowed.
- Skirts, dresses and capris must be at least 4 inches below the knee.
- Any comfortable shoes allowed, except no flip flops.
- Armpits must be covered.
- No B's (boobs, butts, bellies or backs and no underwear showing). Absolutely NO crop tops.
- No see-through pants or tops.
- No sweatpants.
- Words on anything must be tasteful.
- Name tag required.

This dress code may be required by your future employer and is required to attend school. Staff can guide you in choosing a style that will compliment your appearance. If in doubt, you must get approval from a School Administrator/Director.

**Students who arrive to school out of dress code will be sent home.** Students who continue to fail to comply with dress code will be subject to the standard disciplinary actions up to and including termination.

## COST OF COURSES

### COSMETOLOGY COURSE

	1 <sup>st</sup> Year
Tuition	\$ 12,960.00
Registration Fee	\$ 150.00 Nonrefundable
Kit & Books	\$ 1600.00
Sales Tax	\$ 96.00
<b>Total Cost</b>	<b>\$ 14,806.00</b>

### ESTHETICS COURSE

Tuition	\$ 6540.00
Registration Fee	\$ 150.00 Nonrefundable
Kit & Books	\$ 700.00
Sales Tax	\$ 42.00
<b>Total Cost</b>	<b>\$ 7,432.00</b>

### COSMETOLOGY INSTRUCTOR COURSE

Tuition	\$ 7500.60
Registration Fee	\$ 150.00 Nonrefundable
Kit & Books	\$ 340.00
Sales Tax	\$ 20.40
<b>Total Cost</b>	<b>\$ 8,011.00</b>

**ALL TUITION AND FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.**

Sales Tax is on Kit & Books only and is 6%.

Registration Fee is due at time of signing Enrollment Agreement.

Applicants may register at any time during the year and may enter any of the regular scheduled classes. Class dates are available upon request. For students who do not complete the course as stated in the contract, additional tuition may be charged at the rate of \$100.00 per day.

**Note: Should you complete the program earlier than the estimated timeframe stated in the contract, your financial aid package may be recalculated and this may result in liabilities owed by you and/or the institution, if applicable.**

Headmasters School of Hair Design does not charge a fee for student identity verification. Students would be notified of additional fees, if any, prior to and during the registration process through the Headmasters Catalog.

## COST OF ATTENDANCE (COA)

As dictated by Congress, the COA is the average cost to attend for one academic year. It includes tuition and fees, books and supplies, living expenses, transportation, and personal expenses. Headmasters adjusts the COA yearly to reflect changes to these costs. Note: The total COA is not the total amount Headmasters collects from the student.

2024-2025	1 <sup>ST</sup> Acad. Year		
	COSMETOLOGY	ESTHETICS	INSTRUCTOR
<b>Independent Student</b>			
Tuition & Fees	\$7374	\$6690	\$7650.60
Kit & Book	\$954	\$742	\$360.40
Boards	\$0	\$600	\$600
Food & Housing	\$9000	\$5000	\$6000
Transportation	\$1688	\$1000	\$1200
Misc Personal Expenses	\$1294	\$600	\$1000
Total 1 <sup>st</sup> year COA	\$20,310	\$14,632	\$16,811

\*Add \$1250 Child Care if dependents.

<b>Dependent Student</b>			
Tuition & Fees	\$7374	\$6690	\$7650.60
Kit & Book	\$954	\$742	\$360.40
Boards	\$0	\$600	\$600
Food	\$1688	\$1000	\$1000
Transportation	\$1688	\$1000	\$1200
Misc Personal Expenses	\$1294	\$600	\$1000
Total 1 <sup>st</sup> year COA	\$12,997	\$10,632	\$11,811

## GENERAL FINANCING OPTIONS

We offer the following payment plans for our programs:

- Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein.
- Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs.
- School Payment Plan: Down payment and pay the balance (Interest-Free) in equal payments over eleven months.
- Federal Student Grants/Loans: Federal Student Aid is available (for those who qualify) at our school. For further detailed information about student direct loans and other financial aid links please go to <https://studentaid.gov>

## SCHOLARSHIP & FEE WAIVER POLICY

- If you receive a scholarship or fee waiver from an outside entity, we will process it and apply it towards your tuition.
- Headmasters School of Hair Design does not offer scholarships or fee waivers.

## REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Refund calculations are performed and refunds are made timely. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable application fee.
2. A student (or legal guardian) cancels the contract and demands his/her money back in writing within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by school are refunded except non-refundable application fee.
3. A student cancels the contract after three business days of signing, but prior to entering classes. In this case student is entitled to a refund of all monies paid to the school less an application fee, if applicable, and registration fee of \$150.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall determination shall be the earlier of the scheduled date of the return from the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school.
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds. All refunds are based on scheduled hours:

PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

#### Course and/or Program Cancellation Policy

- If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:
  - Provide a full refund of all monies paid; or
  - Provide completion of the course and/or program.
- If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
  - Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
  - Provide completion of the course and/or program; or
  - Participate in a Teach-Out Agreement; or
  - Provide a full refund of all monies paid.
- If a school permanently closes and ceases to offer instruction after student has enrolled and instruction has begun, the school must make arrangements for students. The school has at its option:
  - Provide a pro rata refund; or
  - Participate in a Teach-Out Agreement.

Collection Policy requires that:

- Students who withdraw or terminate prior to course completion are charged a withdrawal fee of \$150.00.

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

- No refund will be made for the student kit due to sanitation and health reasons, except for the following reasons: (1) unopened in original packaging, (2) student isn't accepted by the school, (3) student cancels within three business days of signing the contract, and (4) student cancels after three business days of signing the contract but prior to beginning classes. No refunds will be made for early completion of course. In the event you are no longer attending classes and leave any personal property, including the training kit, in the students' locker or on the school premises for more than twenty (20) days, said personal property will be deemed abandoned and the school shall have the right, without notice, to dispose of the said personal property.
- Collection procedures reflect good taste and sound, ethical business practices. Collection correspondence regarding cancellation and settlement from Headmasters School of Hair Design, banks, collection agencies, lawyers, or any other third parties representing Headmasters School of Hair Design clearly acknowledges the existence of the withdrawal and settlement policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.
- All students are required to complete Exit Counseling when they withdraw or graduate if they have a loan.

## **RETURN OF TITLE IV FUNDS (R2T4)**

If for any reason a student does not complete their registration contract and has received Title IV Funding, a refund calculation will be processed using the Return to Title IV Funds worksheet distributed by the U.S. Department of Education. The student will be responsible for any money left owing the school according to the Institutional Refund Policy. The student will also be responsible for their portion of R2T4 calculations. If the R2T4 calculation results in a credit balance on the student's account, the credit balance will be disbursed as soon as possible and no later than 14 days after the calculation of the R2T4.

Return of Title IV Policy - FEDERAL REGULATIONS 668.22 - The institution makes readily available upon request to enrolled and prospective students a summary of the requirements for the R2T4 grant or loan assistance.

Students who withdraw from all classes prior to completing 60% of the semester will have their financial aid eligibility recalculated. Based on the percentage of the semester completed, students will be required to repay any unearned financial aid they received.

## **DISTRIBUTION PRIORITY OF REFUNDS**

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. FSEOG
7. TEACH Grants

## **WITHDRAWAL POLICY**

To withdraw, a student should write a letter stating why they want to withdraw with the last date of attendance on it and make an appointment to meet with either an owner or the Financial Aid Administrator. The student will be asked to do Exit Counseling which is required by the Department of Education if the student received student loans.

Upon determination of the student's last date of attendance, the Return of Title IV funds will apply.

If the institution is required to send money back to the federal programs the student may have institutional charges

for the term.

If the student is required to pay back money to the federal programs they will not be eligible to receive additional federal Title IV financial aid until the federal aid has been paid back.

If the student has a post-withdrawal disbursement, grants must be disbursed within 45 days and loans must be offered within 30 days, allowing the student at least 14 days to respond whether they want the loan or not and giving the school 1 day to disburse the loan. All post-withdrawal disbursements are applied to student account first, before any resulting credit balance is handled.

**Note:** Title IV financial aid includes the following programs: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Perkins Loan, Federal Direct PLUS Loan, Federal Pell Grant, Federal Supplemental Grant, and the Talent Incentive Grant.

## UNOFFICIAL WITHDRAWAL POLICY

Withdrawal from Headmasters School of Hair Design is a matter of major importance. If you are considering withdrawal from school discuss the matter with your Instructor prior to initiating action. Withdrawal procedures must be fully completed before a withdrawal becomes official.

An **unofficial withdrawal** will result if you stop attending Headmasters School of Hair Design but don't officially withdraw. A student may be unofficially withdrawn when 14 days have passed since their last day of physical attendance that is not on an approved leave of absence.

The school will monitor clock hour students' attendance at least every thirty (30) calendar days. For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination **must** be within 14 days after they cease attendance. Upon determination of the student's last date of attendance, the Return of Title IV funds will apply.

If the institution is required to send money back to the federal programs (refund) the student may have institutional charges for the term.

If the student is required to pay back money to the federal programs (refund) they will not be eligible to receive additional federal Title IV financial aid until the federal aid has been paid back.

If the student has a post-withdrawal disbursement, grants must be disbursed within 45 days and loans must be offered within 30 days, allowing the student at least 14 days to respond whether they want the loan or not and giving the school 1 day to disburse the loan. All post-withdrawal disbursements are applied to student account first, before any resulting credit balance is handled.

**Note:** Title IV financial aid includes the following programs: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Perkins Loan, Federal Direct PLUS Loan, Federal Pell Grant, Federal Supplemental Grant, and the Talent Incentive Grant.

## CONTRACT

Upon acceptance into any course at Headmasters Schools of Hair Design, students will be required to sign a contract. Students under legal age will need their parents' consent and signature.

The contract specifies payment terms and states that the student agrees to abide by the rules and regulations of the school.

An advance copy of the contract will be given to a student prior to enrollment upon request. All students will receive copies of their contract at the time of enrollment.

## HOUSING

Housing, while not furnished by Headmasters School of Hair Design, is available and within walking distance of the

school. Specific information on current available housing can be obtained from the school Registrar.

## **CONFIDENTIALITY – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Students (or parents or guardians of dependent minors) may gain access to their files (which are kept in the Financial Aid Office) during school hours by making an appointment with the appropriate school personnel. Files are not to be removed from the office. Since students receive copies of all pertinent information in their files, additional copies of documents in the student file will be given to students upon request at the rate of One Dollar and No/100 (\$1.00) per copy.

Students may request their transcript from the Financial Aid Administrator/Registrar after their fees have been paid in full.

No information concerning a student will be released to anyone without specific written permission of the student and parents or guardians of dependent minors.

The school will release information from files regarding attendance, progress, financial status and other official information to any Regulatory Office to include, but not limited to, the U.S. Department of Education, National Accrediting Commission of Career Arts & Sciences (NACCAS), State of Idaho and Northwest Education Loan Association (NELA) as required for any accreditation process.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

**DIRECTORY INFORMATION:** Headmasters School of Hair Design considers the following Directory Information and WILL release this information WITHOUT the written consent of the student. Headmasters School of Hair Design will not release directory information if the institution is notified in writing by the student or guardian of dependent minors that they do not want information given without consent.

- \* Full Name
- \* Withdrawal Date
- \* Program
- \* Email Address
- \* Dates/Terms Enrolled
- \* Previous Colleges Attended

**NON-DIRECTORY INFORMATION:** Headmasters School of Hair Design considers the following Non-Directory Information and therefore will NOT release this personally identifiable information without the student's written consent.

- \* Date of Birth
- \* Social Security Number
- \* Grades
- \* Address/Phone Number
- \* Transcript
- \* Gender
- \* Parent Address(es)
- \* Financial aid or veteran's status
- \* Semester/Cumulative GPA

If non-directory information is needed to resolve a crisis or emergency situation, Headmasters School of Hair Design may release that information to appropriate officials if Headmasters School of Hair Design determines that the information is necessary to protect the health or safety of a student or other individuals. Upon request, Headmasters School of Hair Design discloses education records without consent to officials of another college in which a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer.

**DISCLOSURE:** Those members of Headmasters School of Hair Design who act in the student's educational interest within the limitations of their "need to know" have access to student education records. These personnel are referred to as "school officials". No one outside the institution shall have access to, nor will the institution disclose any non-directory information from a student's education record, without the written consent of the student except to those with a legitimate educational interest as listed below:

- Appropriate high school or transfer school officials;
- Authorized officials conducting audits or evaluations;
- Appropriate parties in connection with financial aid to a student;

The release of information to those having legitimate educational interest does not constitute authorization to share that information with a third party without the student's written consent.

The Registrar shall decide the legitimacy of requests for student information. However, if the Registrar is served with a subpoena requesting student information, the Registrar must comply with the request. Before doing so, the Registrar shall attempt to notify the student of the subpoena in advance of compliance so the student may seek protective action, unless the disclosure is in compliance with a subpoena issued by an agency that has ordered the contents of the subpoena, or the information furnished in response to the subpoena, not be disclosed.

Information on deceased students will only be made available to survivors or third parties via a subpoena to the Registrar.

The Solomon Amendment requires colleges and universities to release information regarding enrolled students to the military for recruitment purposes. Students may restrict disclosure to the military by restricting all disclosure of personal information.

Students or guardians of dependent minors may submit a "Directory Information Restriction Request" form to the Financial Aid Office to prevent directory or non-directory information from being released. This Restriction form will be honored by Headmasters School of Hair Design until rescinded in writing by the student.

**STUDENT RIGHTS:** FERPA affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Headmasters School of Hair Design official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Headmasters School of Hair Design official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Student may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the Student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Headmasters School of Hair Design in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to



- officials or another school in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605
  - (5) Individuals who apply for admission but are not admitted and therefore not enrolled have no rights under FERPA.
  - (6) An individual student's rights under FERPA are no longer valid upon death of that student.

## LICENSE AND ACCREDITATION

### Headmasters Schools of Hair Design is Licensed and Accredited by:

Division of Occupational and Professional Licenses  
11351 W. Chinden Blvd, Bldg #6  
Boise, ID 83714  
(208) 334-3233

National Accrediting Commission of Career Arts and Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

## CONSTITUTION DAY

President George W. Bush signed a bill on December 8, 2004 (Public Law 108-447) that designates every September 17 as Constitution Day. All institutions of higher education that receive federal funding are required to prepare a program to commemorate the signing of the Constitution on September 17, 1787. [www.constitution.com](http://www.constitution.com)

## SAFETY

### INTRODUCTION

This chapter has been designed to inform all Headmasters School of Hair Design Students and employees about its safety procedures and policy. The safety of our students and employees is an important concern of management.

**These are all great adjectives that describe how we should treat our clients,  
our fellow co-workers and our salon/school and its equipment.**

- **PROTECTED:** It is your responsibility to protect your client, to protect your co-worker and to protect yourself. You cannot rely on anyone else to protect these aspects, except you.
- **UNINJURED, OUT OF DANGER:** It is your duty to keep your clients uninjured and out of danger.
- **NOT INVOLVING RISK:** Never take a risk that will jeopardize the safety of anyone or anything. Always think of the outcome before taking that first step.
- **TRUSTWORTHY:** Clients and students put their trust in you every day. Never let that trust be a sign to throw caution to the wind. They trust you to keep them safe and protected. Be true to your word.
- **SURE, RELIABLE:** Be sure of what you do at all times. The public relies on your abilities; do not let them get injured.
- **CAUTIOUS:** Always be cautious in every step or procedure you do. Never assume that someone else has taken or is aware of the safety precautions that we hold to be true. Never rush or hurry, this will make you skip safety measures and client protection will suffer.

**REMEMBER: ALWAYS TREAT EVERYONE AS YOU WOULD WANT THEM TO TREAT YOU!!**

## **EQUIPMENT**

- Do not leave irons or other hot items unattended. This could cause serious burns to students, clients and small children. Also, it is a fire hazard.
- Do not leave electrical equipment plugged in when not in use. Example: When at lunch, break or after hours. This could cause fires or harm to others.
- Hydraulic chairs are not toys. They should be kept in a down and locked position unless in use. Do not allow children to play on or around them.
- Dryers should always be double checked for proper drying temperature. Do not assume all dryers heat the same. This can cause burns, over or under processing of chemical services.
- Squirt bottles are to dampen client's hair, not to use as a toy water gun. Do not allow children to play with them. This is not only causing a danger by wetting the floor, which can lead to someone slipping, but it makes you and the school look very unprofessional.

## **CLIENT SAFETY**

### **1. CHILDREN**

- Children must be supervised by their parents at ALL times. This is a place of business, not a playground. Get an instructor if you are unable to convince the parents to control their children. Students and staff must refrain from holding, lifting or carrying children that are not their own.
- Do not allow children to play on or around hydraulic chairs. These are not toys and could cause serious injury.
- Do not allow children to run, play or be unattended. Children must sit and act in a civilized manner. Running children can hurt themselves, hurt students and could seriously hurt elderly patrons.

### **2. SENIOR PATRONS**

- Help them up and down the ramp areas.
- Help them in and out of your chair. Elderly people sometime have problems getting up and down from chairs. Remember to put your hydraulic down and locked before doing so.

### **3. GENERAL CLIENT PROTECTION**

- Never leave a client alone with any type of chemical on their head. This is an accident waiting to happen. No two chemicals ever act or react the same on any one person. Even if you have done that same service on that same client, it may not react the same this time. You must be aware and practice client protection at all times.
- Always use the proper drape for the service that you are about to perform. Use a plastic or waterproof cape for any type of chemical or wet service. Always use cotton or linen for a thermal (heat) type of service. A hot iron and plastic does not feel good against your client's skin. And never reuse a cape without protecting your client skin with a sanex strip or clean towel.
- Always make sure that management is aware of snow that needs to be removed to avoid client endangerment. Rain or snow can cause someone to slip and fall and cause serious harm to themselves.
- Only those receiving services will be permitted on the clinic floor during business hours.

## **STUDENT PROTECTION**

### **SANITATION**

1. Do not store lunches in refrigerator more than 24 hours. The break room refrigerator is not a storage locker for unwanted half eaten food. The refrigerator will be cleaned out once a week and all perishable food items will be properly disposed of. Refrigerated condiments, i.e. ketchup, mustard etc., will be checked weekly for freshness.
2. Sanitize all implements after each use. Due to numerous contagious diseases you MUST sanitize after each client. They count on you to protect them. You should also protect yourself. Remove everything from your countertop each night and sanitize it thoroughly. IT'S THE LAW.
3. Wipe water/spills off floors immediately. Please wipe up any spill immediately; slips can permanently hurt someone.
4. Sweep up hair as soon as haircut is finished. This should be done immediately after the cut, before you call for a check. And never sweep it into a corner or continue to style the hair. Blow dryers will spread it throughout the salon. People will track it with their feet.

### **FIRST AID**

1. The First Aid Kit for the school is located in the dispensary. Notify an instructor immediately when first aid treatment

is required for any student.

2. Any person witnessing a life-threatening incident will go to the nearest phone and dial 911. All minor injuries will be reported to an instructor for appropriate action.

#### **BLOOD SPILLS**

Blood Spills should be handled as instructed in your basic program and should be followed as outlined by the Board of Cosmetology. Blood Spill Kits are located in the dispensary.

#### **FIRE EXTINGUISHERS**

1. Fire extinguishers are strategically located throughout the building. Extinguishers are serviced annually. Instructions for their operation are located on labels attached to the extinguisher. Anyone noticing a fire will warn everyone in the school of such before vacating the building or attempting to extinguish the fire.
2. Fire exit signs are located throughout the building and identify appropriate exits to be used in case of fire.

## **DRUG AND ALCOHOL ABUSE POLICY**

The Drug and Alcohol Abuse Policy (DAAP) is located in the [Annual Security Report](#).

The Biennial Review is located in the [Consumer Information](#) document under the category “Drug and Alcohol Abuse Prevention.” A copy is available upon request.

Both documents are on the website [www.headmasters.edu](http://www.headmasters.edu)

## ACKNOWLEDGMENT OF STUDENTS/STAFF

I acknowledge that I have read and understand the policies and procedures explained in this catalog/handbook. I also acknowledge that I accept the conditions and responsibilities outlined with this catalog/handbook.

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Signature of Student

Date

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Print Name