



MICHAEL'S
School of Hair Design & Esthetics

CATALOG
2021 - 2022

COSMETOLOGY | ESTHETICS
BARBERING | INSTRUCTOR TRAINING

The Bedford Mall
79-6 South River Road
Bedford, NH 03110

P: 603-668-4300 | F: 603-668-6620
WWW.MICHAELSSCHOOL.COM

In the English Language, this Catalog is written clearly and concisely. All programs offered at Michael's School of Hair Design & Esthetics are taught in English.

This Catalog is given during the School Tour, prior to signing the Enrollment Agreement/Contract, however, students have access to the Catalog at any time upon request.

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Building my Future

Careers in Barbering, Cosmetology & Esthetics

Welcome...

...to the exciting world of beauty and the exclusive world of the professional Barber, Cosmetology, Esthetics, and Instructor education offered by Michael's School of Hair Design & Esthetics. Today the beauty industry is stronger than ever and the need for creative, well-educated barbers, cosmetologists, estheticians is growing rapidly as well as the need for qualified Instructors in each of said professions. Your choice in one of these trades is the beginning step toward a new career. Begin creating a game plan for success where you reassure yourself a rewarding, innovative and profitable future in an ever changing, as well as challenging, career. Create a road map for your journey and remember...in order to reach the top...to make the best possible use of your talents and artistry; you will need an exceptional education. Choosing the right school is crucial to your future success. At Michael's School of Hair Design & Esthetics, I make certain that the foundation is solid with a creative curriculum and talented, dedicated staff. Please know I am personally here to help you with your career search, therefore, do not hesitate to call on me for assistance as you begin your journey and your new career! Best of luck...

Michael Kapos, President & Owner

Mission Statement

Through training, the primary goal of Michael's School of Hair Design & Esthetics is to develop in our students artistic talent, technical skills & professional competence required to become a successful Barber, Cosmetologist, Esthetician, or Instructor and to pass the New Hampshire State Exam. Overall, our commitment is to raise the standards of professionalism in the beauty industry. Although the hands-on detail of technical skills is our focus, we are dedicated to classroom teaching –visual, auditory & motor learners; professional ethics and personal skills needed as marketable tools while seeking to provide the best learning facility and curriculum for our students in their quest to become successful. Therefore, upon course completion, the student is prepared to pass the NH State exam and to confidently enter the job market utilizing their skills for growth and advancement while making a contribution to the industry and the trades of this profession.

The Owner

Michael Kapos has been a hair designer in this industry since 1963 after arriving from Europe and educated in New York City, Toronto and Paris, France earning many hairstyling awards as well as platform artistry experience.

License, Accreditation and Ownership

Licensed by	NH State Board of Barbering, Cosmetology & Esthetics 7 Eagle Square Concord, NH 03301 (603) 271-1062 http://www.nh.gov/cosmet
Accredited by	National Accrediting Commission of Career Arts & Sciences 3015 Colvin Street Alexandria, VA. 22314 (703) 600-7600 http://www.naccas.org naccas@naccas.org
Owned by	Coiffures by Michael, Inc. d/b/a Michael's School of Hair Design & Esthetics The Bedford Mall 79-6 South River Road Bedford, NH 03110 P: (603) 668-4300 F: (603) 668-6620 <i>Michael G. Kapos, President/Owner</i> www.michaelschool.com

Administrative Staff & Faculty

Administration	Michael G. Kapos Maria Kapos Gail L. Hoage Kelly Kinnett Diane Johnston Kelley Catanzaro Kathie Vieira	Owner & President Vice President School Director Director of Financial Aid/Assistant School Director Financial Aid Administrator Director of Admissions Business Administrator
Faculty & Staff	Michael G. Kapos Rick Shepard Sandy Abbott Heidi Adams Caitlin Bishop CJ Schindler Lisa Colarusso-Basset	Cosmetology & Esthetics Instructor Cosmetology/Esthetics/Barbering Instructor Cosmetology Instructor/Clinic Floor Supervisor Esthetics Instructor Cosmetology Instructor Cosmetology Instructor Cosmetology Instructor

Statement of Non-Discrimination

This institution, in its admission, instruction & graduation policies and practices does not discriminate on the basis of race, sex, sexual orientation, age, ethnic origin, creed, religion, color, disability, financial status or country or area of origin of residence (ancestry). The School does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, you are required to report the matter to the School's Director/Compliance Officer – Gail Hoage, in person or at (603) 668-4300, The Bedford Mall, 79-6 South River Road, Bedford, NH 03110 immediately in order for appropriate action to be taken.

The Instructors

The Staff of Instructors are professional individuals selected for their knowledge of the craft, their educational effectiveness and commitment to each student. Students are trained in the Milady systems. They are trained using Milady textbooks* following certain methods of curriculum and lesson planning ultimately teaching and training the student who will be focusing and concentrating on developing their motor skills, physical dexterity, and the ability to see balance and form. Developing these skills is done through continual practice, demonstration and observation as these skills cannot be taught but are achievable only through practice. The staff members are great facilitators with the students always in charge of their own learning, therefore, to help themselves achieve these skills, it is important to attend school on a daily basis, avoid tardiness, have a positive attitude, constantly practice, complete homework, daily assignments and develop good study habits. As facilitators, the staff cares about each student and will help each one, to the best of their ability, attain their goals. Remember – do not be afraid to ask questions. Should you need help—advise your Instructor. Please know that the staff, administration, and the Owner are open to suggestions and constructive criticism, thereby welcome your comments.

The School Director

The School Director oversees the school, working directly with the owner and departmental leaders relative to your education and training. If you have any problems related to your classes and clinical training, please see your Instructor. If he/she cannot help you, they will direct you to the Assistant Director. If he/she cannot help you, you will be directed to the School Director. Please request an appointment at any time.

Application & Admission Requirements

Federal and state laws require that applicants for Barber, Barber Cross Over, Cosmetology, & Esthetics, programs must provide the following:

- *Entrance Interview w/Admissions*
- *High School Diploma, GED, or State-Approved Home School Diploma**
- *Proof of Age Requirement in N.H. (which is 16)*
- *US Citizen or hold recognized Visa or Permanent Residency status*

**Foreign Diplomas or Transcripts: The school will accept a foreign diploma or transcript; however, the diploma or transcript MUST be equivalent to a U.S. High School Diploma and MUST be translated into English by a certified translator. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process. Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance (COA).*

Instructor Training Program requires the same information listed above *plus* trainee must have a valid Barber, Cosmetology, or Esthetics State of New Hampshire License.

Information regarding financial aid may be obtained by calling the Admissions or Financial Aid Office. The School does not recruit students attending or admitted to other schools offering similar programs of study. Prospective students who do not meet the School's professional standards will be notified after completion of an Admission's appointment and Interview or in writing within three (3) business days of submitting an application for enrollment. Students who are denied entrance to our facility are encouraged to reapply through the Admissions Department within ninety (90) business days.

Pertinent facts about the School, housing, directions/map, Career Night, etc. are discussed in Admissions during the Personal Interview.

At times, the School may offer a promotion in which the Application Fee may be waived (Open House events or for certain class start dates). To qualify for this promotion, the student must meet the requirements described in that promotion (such as attending Open House or enrolling for a certain class start within a specific time frame).

Re-Admission Policy

Students may reapply to be re-admitted to the institution after being dismissed after waiting a period of 3 months (90 days). In some cases, it may be required for the student to wait a minimum of 180 days before re-admission will be reviewed and approved or denied. Re-admission is not guaranteed.

Students who withdraw prior to completion of the course and re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Re-entering students will be charged at the current tuition rates for newly entering students. Amounts paid during the first period of enrollment will be credited to this account. If the student re-enters within 12 months of the withdrawal, the administration fee will be waived.

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution, therefore, have no effect upon the School's Satisfactory Academic Progress standards.

Transfer Policy

The School does accept transfer hours from another or vocational high school program to the Cosmetology program. Accepted transfer students must meet the Admissions Requirements as stated above. Transcripts documenting hours granted as well as grades from the previous institution are required. Full hours will be accepted in accordance with the New Hampshire State Board's regulations*.

Transfers from Another Institution

Full hours* will be accepted for all programs when transferring from another accredited post-secondary institution. A waiting period of a minimum of three (3) business days after termination from a previous school is adhered to before entering Michael's School of Hair Design & Esthetics. Transferring students will be charged the current per hour rate for the course they are attending. The Application Fee, Registration Fee, Uniform, State License Fee and Badge Fee are the same for transfer students as for new students. A standard-issued kit, books and iPad are required for all students, however, should a student transferring from another school already have these required items, he/she will not be charged for the items by this school. Students must submit an Official Transcript listing the hours granted before Admission into their designated program.

Transfers from a High School Vocational Program

Transferring students will be charged the current per hour rate for the Cosmetology Program. The Application Fee, Registration Fee, Uniform, State License Fee and Badge Fee are the same for transfer students as for new students. A standard-issued kit, books and iPad are required for all students. A maximum of 300 hours* will be accepted for the Cosmetology program when transferring from a vocational high school program. To receive vocational hours, the transfer must adhere to the following:

- Pass Vocational Program's Cosmetology Final
- Receive High School Diploma
- Pass Proficiency Assessment

**The New Hampshire Board of Barbering, Cosmetology & Esthetics recognizes full hours previously completed at another school for up to 1 year of departure from said school. Between 1 and 2 years only 50% of the hours are recognized. After 2 years all hours are void. However, if a student completed all required hours in his/her respective state, and the hours were submitted to his/her State Board, they would retain all completed hours for up to 5 years.*

School Hours & Calendar

- The School is open Mon. – Fri. 9 am – 4 pm
- Full Time Cosmetology students attend Mon. – Fri. 9 am – 4 pm
- Part Time Day Cosmetology students attend Mon. – Fri. 9 am – 2 pm
- Full Time Esthetics students attend Mon. 9 am – 1 pm, Tues. – Fri. 9 am – 4 pm
- Full Time Hybrid Esthetics students attend Mon. & Tues. (remotely) 10 am – 2 pm, Wed. – Fri. 9 am – 4 pm

Class Starts – 2021

- Cosmetology Full Time: 01/11, 03/08, 05/03, 07/12, 09/13, 11/15
- Esthetics Full Time: 01/11, 06/23, 09/13

Class Starts – 2022

- Cosmetology Full Time: 01/10, 03/01, 05/02, 07/11, 09/12, 11/07
- Esthetics Full Time: 01/10, 05/02, 09/12

Class Starts – 2023

- Cosmetology Full Time: 01/09, 03/06, 05/08, 07/10, 09/11, 11/06
- Esthetics Full Time: 01/09, 05/08, 09/11

Holidays/School Closure Dates

Michael's School of Hair Design & Esthetics is closed for the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day & Day after Christmas.

2021:	01/01, 05/31, 09/06, 11/25, 12/24
2022:	05/30, 07/04, 09/05, 11/24, 12/26
2023:	05/29, 07/04, 09/04, 11/23, 12/25, 12/26
2024:	01/01, 05/27, 07/04, 09/02, 11/28, 12/24, 12/25, 12/26

Educational Costs

Total Cost of Education	*Tuition	Registration Fee	Books, Kit, Supplies	Misc. Fees	App. Fees	Post Grad Fees
Cosmetology (\$20,733)	16,995	50	3,304	61	100	223
Barbering (\$20,733)	16,995	50	3,304	61	100	223
Esthetics (\$13,016)	10,695	50	1,887	61	100	223
Barber Crossover (\$4,724.00)	3,000	50	1,290	61	100	223
Instructor Training (\$9,608.00)	7,995	50	1,138	31	100	294

Books, Kit, Supplies: Students are issued a technical kit and equipment while enrolled at the School.

Miscellaneous Charges:

- \$25 NH State Apprentice Registration Fee – payable to Treasurer, State of NH prior to or on class start date **
- \$ 6 Student Photo Badge Fee
- \$30 Uniform: T Shirt/Set of Scrubs* (*not required for Instructor Training Program*)

Post Graduate Fees (*not financed through the School*):

- \$193 State Exam Fee – at graduation from program payable directly to licensing agency (\$264 =Instructor Fee)
- \$ 30 License Fee – payable to Treasurer, State of NH after passing state exam
- \$223 TOTAL (\$294 for Instructor)

**Transfer Students with hours are given a discount on Tuition based on contracted hours.*

Payment Plan

Monthly payment plans are available and discussed at Financial Aid Appointment the School accepts cash, credit card and personal check payments. All payments are due the first of each month, payable at the School's Business Office. If a scheduled payment is not made within a week after it is due, the unpaid balance shall immediately become payable, and attendance may be held in abeyance at the option of the School until such balance is fully paid.

Technical Kit, Textbooks, Digital Kit

Students may purchase the technical kit in its entirety from the school, or they may be purchased independently. If purchased independently, they must meet the criteria listed on the Student Technical Kit List. If a student needs to replace a technical kit or equipment item at any time during his/her enrollment in the School, these items may be purchased through the school or independently. Students are advised to refrain from loaning any part of their technical kit or textbooks. The school is not responsible for items that are lost or stolen. Published kit lists are subject to change.

Right to Independent Purchase of iPad, Textbooks and Technical Kit

Any student who desires to independently purchase their iPad, textbook, or technical kit from a vendor other than Michael's School of Hair Design & Esthetics has the right to do so. A student who chooses to do this should notify the school during the enrollment process. **Miscellaneous Charges listed above must be purchased through the School.*

Veterans Benefits – Payment for Technical Kit, Textbooks, Digital Kit

For veterans or eligible person, the cost of the Technical Kit, Textbooks, Digital Kit and Educational Kit will not be paid by the VA; the Veteran or eligible person will be responsible for payment. Tuition, Registration and Miscellaneous Fees are allowable charges for payment through the VA. Chapter 33 and Chapter 31 beneficiaries may attend a course of education/training for up to 90 days from the date the beneficiary provides the school with a certificate of eligibility, or valid VAF 28-1905, meaning the student may attend the course prior to the school receiving payment from the VA. The School will not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA.

Cosmetology Kit Requirements

Technical Kit Requirements

***\$2,474.00**

The following items are contained in the Cosmetology Technical Kit and can be purchased from Michael's School of Hair Design & Esthetics or Sullivan Beauty, Ultimate Face Cosmetics, ASCP and/or Cosmoprof.

COMBS & BRUSHES

- 1 Cushion Paddle Brush w/ Ball Tipped Pins 04248
- 1 Professional Comb & Brush Kit – Black (9pc.) Packed in Roll-up Case 05236:
 - Vent Brush
 - Detangler Comb
 - Rattail Comb
 - Pintail Comb
 - 7" Comb
 - Comb with Plastic Lift
 - Comb with Metal Lift
 - Basic Styling Comb
 - 3-in-1 Super Styler
- 1 Rake Handle Comb 8 ½"
- 6 All Purpose Combs
- 6 Rattail Combs
- 8 Crocodile Clips

MANICURE/PEDICURE

- 1 Professional Nail Care Kit (8 pc.) 07803:
 - 2 Classic Red Shades
 - French Manicure Pink
 - French Manicure White
 - Base Coat
 - Top Coat
 - Creamy Cuticle Remover & Conditioner
 - Acetone Polish Remover
 - Vinyl Carrying Case
- 1 Professional Manicure Kit (7 pc.) 07361:
 - Stainless Steel Manicure Implements
 - Precision Slant Tip Tweezer
 - Box Joint Full Jaw Nipper
 - 3 ½" Cuticle Scissor
 - Cuticle Pusher w/Beveled Spoon & Square Ends
 - Metal File
 - Ingrown Nail File
 - Cuticle Trimmer w/School
 - Vinyl Zippered Case

TOOLS

- 1 Hairstyling Kit (5 pc.) 01127:
 - 5 ½" Stainless Steel Ice Tempered Shear
 - 5 ½" Stainless Steel Single Blade 23-Tooth Thinning Shear
 - Two 7" Styling Combs
 - Zippered Case
- 1 Hot Tools Marcel Curling Iron ¾" 03582
- 1 Hot Tools 1 ¼" Digital Flat Iron 03584
- 1 Feather Detail Razor Standard Kit (3 pc.) 01417:
 - 6 ¼" Razor
 - Replacement Blades
 - Disposable Case
- 1 Shark Fin Standard Student Kit (6 pc) 01441:
 - 5 ½" Forged Hand Welded 440-1 Japanese Hitachi Steel Cutting Shear w/ Convex Edge
 - 30-Tooth Forged Hand Welded 440-A Hitachi Japanese Steel Thinning Shear w/Convex Edge
 - Two sets of Shear Fit Scissor Fitting System for All Shears
 - Simulated Leather Pouch
 - Lubricating Oil
- 1 5-Star Barber Clipper/Trimmer Kit (15 pc.) 029023:
 - Legend Clipper
 - Hero Trimmer
 - 8 Clipper Attachments/Combs
 - Styling Comb
 - Oil
 - Cleaning Brush
 - Trimmer Blade Pro-Set Tool
 - Blade Guard
- 1 Hot Tools Tempest 2000 Turbo Ionic Dryer (4 pc) 02151:
 - Blowdryer
 - Concentrator
 - Pik
 - Diffuser

OTHER

- 1 Aluminum Beauty Case on Wheels 12572:
 - 14 ½" H x 9 ½" W x 27 ½" D
 - Black Dot ABS Panels
 - 2 Sections & Extra Lid to Make 2 Cases
 - Deep Well in Base w/Removable Dividers
 - Pull up Handle & In-Line Skate Wheels
 - Key Lock Latches & Removable Tray
- 5 Manikin Ms. Kim 14101
 - Human Hair
 - 20 – 22" Hair Length
 - Color Level 4
- 1 Deluxe Manikin Stand (2 pc) 14219:
 - Aluminum Manikin Stand 31 ½" Extends to 52" H x 25" W
 - Carrying Case

STYLIST SUPPLIES

- 1 Waterproof Nylon Shampoo Cape 08159
- 1 All Purpose/Chemical Cape 08670
- 1 Aluminum Spray Bottle 8.4 oz. 08603

ULTIMATE FACE PROFESSIONAL MAKEUP KIT

- 26 ml. Transformer Primer
- 12.35 ml. Lash Sculpt Mascara
- 1 Duo Pencil: Sunfire Rose/Sunset Glow
- 1 Duo Pencil: Scarlet Red/Plum Crazy
- 1 Duo Pencil: Shadowmist Taupe/Starlight Black
- 1 Pro Skin V.3 Palette
- 1 Pro Lip V.4 Palette
- 1 Pro Art V.8 Shadow Palette
- 1 Pro Skin Sculpting Palette
- 1 Brush Set (7 pieces)
- 1 Ultimate Face Soft-Sided Makeup Case
- 1 Pro Sharpener

Textbook Requirements

***\$350.00**

- 1 Milady's Standard Cosmetology 13th Edition Textbook (hardcover) ISBN-13: 9781285769417
- 1 Milady Cosmetology Theory Workbook ISBN-13: 9781285769455
- 1 MindTap for Standard Cosmetology ISBN-13: 9781305632028

Digital Kit Requirements

***\$100.00**

- 1 Apple iPad with 2 years Apple Care

Education Kit Requirements

***\$435.00**

- 1 ASCP Comprehensive Liability Insurance Membership

MiladyPro Online Haircutting Simulation

Total for all required items:

***\$3,304.00**

**Price through School Bookstore*

Esthetics Kit Requirements

Technical Kit Requirements

***\$1,162.00**

The following items are contained in the Dermalogica Technical Kit and can be purchased from Michael's School of Hair Design & Esthetics or Sullivan Beauty, Ulta Beauty, ASCP and Ultimate Face Cosmetics.

CLEANSERS

- 16.9 fl. oz. Dermalogica Special Cleansing Gel
- 5.1 fl. oz. Dermalogica Precleanse
- 8.4 fl. oz. Dermalogica Ultracalming Cleanser

TONERS

- 16 fl. oz. Dermalogica Multi-Active Toner
- 6 fl. oz. Dermalogica Active Moist

EXFOLIANTS

- 2.6 oz. Dermalogica Daily Microfoliant
- 6 fl. oz. Dermalogica Exfoliant Accelerator 35
- 1 Dermalogica Multivitamin Power Exfoliant (30 pack)

MASQUES

- 2.5 fl. oz. Dermalogica Multivitamin Power Recovery Masque
- 6 fl. oz. Dermalogica Colloidal Masque Base

ACCESSORIES

- 1 Dermalogica Fan Masque Brush
- 2 Dermalogica Facial Sponges
- 1 Soft-Sided Canvas Case

MISCELLANEOUS PRODUCTS

- 1.7 fl. oz. Dermalogica Solar Defense Booster SPF 50
- 8 fl. oz. Dermalogica Post Extraction Solution
- 6 fl. oz. Dermalogica Massage Cream
- 4 fl. oz. Dermalogica Calming Botanical Mixer
- 8 fl. oz. Dermalogica Scaling Fluid

EDUCATION MATERIALS

- 1 Dermalogica Welcome Packet
- 1 Dermalogica Face Mapping Sheet Packet
- 1 Dermalogica Professional Exfoliation Guide
- 1 Dermalogica Product Knowledge Guide

NAILS

- 1 Manicure Set
- 1 Christine Ashley 8-Piece Polish Kit

ULTIMATE FACE EXPERT MAKEUP KIT

- 26 ml. Transformer Primer
- 26 ml. Luminous Treatment Foundation – Ivory Satin
- 26 ml. Luminous Treatment Foundation – Beige Chiffon
- 26 ml. Luminous Treatment Foundation – Sand Silk
- 26 ml. Luminous Treatment Foundation – Caramel Suede

ULTIMATE FACE EXPERT MAKEUP KIT cont.

- 26 ml. Luminous Treatment Foundation – Copper Lame'
- 26 ml. Luminous Treatment Foundation – Ebony Velour
- 12.35 ml. Lash Sculpt Mascara
- 7.7 ml. Liquid Liner Duo
- 1 Duo Pencil: Sunfire Rose/Sunset Glow
- 1 Duo Pencil: Scarlet Red/Plum Crazy
- 1 Duo Pencil: Shadowmist Taupe/Starlight Black
- 1 Duo Pencil: Sapphire/Ice
- 1 Pro Skin V.3 Palette
- 1 Pro Lip V.4 Palette
- 1 Pro Art V.8 Shadow Palette
- 1 Pro Skin Sculpting Palette
- 1 Pro Beauty V. 3 Shadow Palette
- 1 Brush Set (11 pieces)
- 1 Ultimate Face Soft-Sided Makeup Case
- 1 Duo Pro Sharpener
- .08 oz. Defining Wax: Mink
- .08 oz. Defining Wax: Ninja
- .262 oz. Duo Tone Powder: Solar/Topaz
- .317 oz. Defining Duo: Chocolate/Vanilla
- 1 Double-Effects Powders: Ivory Satin
- 1 Double-Effects Powders: Beige Chiffon
- 1 Double-Effects Powders: Sand Silk
- 1 Double-Effects Powders: Caramel Suede
- 1 Double-Effects Powders: Copper Lame'
- 1 Double-Effects Powders: Ebony Velour

Textbook Requirements

***\$350.00**

- 1 Milady's Standard Textbook of Esthetics 11th Edition Textbook (hardcover) ISBN-13: 9781111306892
- 1 Mindtap Online Learning Solution ISBN-13: 9781305668928

Digital Kit Requirements

***\$380.00**

- 1 Apple iPad with 2 years Apple Care

Education Kit Requirements

***\$15.00**

- 1 ASCP Comprehensive Liability Insurance Membership

Total for all required items:

***\$1,887.00**

**Price through School Bookstore*

Cosmetology 1500 Hours:

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based material are available to support the program of student and supplement the program. Students should avail themselves of the opportunity to use these extensive materials.

Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Course Objectives: Upon completion of the course requirements, the determined graduate will be able to project a positive attitude and sense of personal integrity and self-confidence, project professionalism, visual poise and proper grooming, communicate effectively and interact appropriately with colleagues, supervisors and clients, respect the need to deliver worthy service for value received in an employment environment, perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care, perform the basic analytical skills to advise clients in the total look concept, and apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

Your time at Michael's School of Hair Design & Esthetics for the Cosmetology program will be divided into six designations:

Phase 1 Curriculum: A 195-hour orientation, known as Phase 1, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Phase 1 curriculum prior to advancing to the next phase and participation in the student clinic.

Phase 2 Curriculum: Your experience in Phase 2 produces a smooth transition from Phase 1 to Phase 3. You spend 130 hours in Phase 2 preparing you for the clinic classroom experience.

Phase 3 Curriculum: Your time from 325 hours to 900 hours will be spent in Phase 3. You will build on the skills learned in Phases 1 & 2, learning time management, retailing and guest relation skills as well as the art of successful communication.

Final Phase Curriculum: From 900 to 1500 hours, you will be in the Final Phase of your program. While exploring advanced hairdressing services there is opportunity to build chemical skills and gain knowledge of new advancements in the salon world. During this segment you will participate in the Final Phase program. This program focuses on post-graduate needs, such as passing your State Exam, salon business, seeking employment, resumes and cover letters, and career options.

Clinic Classroom Learning Experience: Your clinic classroom time from 325 to 1500 hours will be guided with individual attention and group learning experiences using hands on classes, hourly worksheets, and periodic evaluations developed specifically for this monitoring progress. This is when you begin experiencing your clinic classroom education.

Classroom Learning Experience: Your classroom time from 325 to 1500 hours is divided into four areas: cutting, coloring, texture and makeup. Classroom learning experiences may also include retail, motivation, self-improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.

Distance Education (D.E.): Google Classroom and Google Meet are utilized in Distance Education. You will be required to register for your designated classroom(s) with a unique username/email address/password. You will be provided an iPad as part of your kit in order to participate in the Distance Education, however, you can use any internet-connected device as well. Assignments are generally Theory-based, however practical assignments may be given as well. All practical assignments must be completed either in the apps provided on your iPad, or on a mannequin – never a live model. Assignments will be a combination of pre-recorded videos, live video, slideshow presentations, as well as quizzes. Attendance is tracked by your licensed Instructor during Google Meet, grades are tracked for completed assignments as well in the Google Classroom Grade Book. Each assignment is appointed a reasonable hour value – you will receive your hours if you complete the assignment fully, completely, and on time. Assignments will be reviewed and graded by your Instructor upon submission. You can communicate directly with your Instructor through the Google Classroom as well! **D.E. Hours listed below are maximum units offered in each subject.*

Breakdown

D.E. Hours	Total Hours	Subject	D.E. Hours	Total Hours	Subject
9	9	Cosmetology: The History & Opportunities	10	17	Braiding & Braid Extensions
10	10	Life Skills	5	10	Wigs & Hair Additions
11	11	Your Professional Image	60	200	Chemical Texture Services
7	7	Communicating for Success	60	126	Hair Coloring
55	74	Infection Control: Principles & Practice	10	30	Hair Removal
13	17	General Anatomy & Physiology	20	95	Facials
10	13	Basics of Chemistry	15	30	Facial Makeup
13	18	Basics of Electricity	11	14	Nail Structure & Growth, Diseases & Disorders
15	20	Skin: Structure, Growth, Nutrition, Diseases & Disorders	50	137	Manicuring & Pedicuring
24	24	Properties of the Hair & Scalp	5	21	Nail Tips & Wraps, Liquid & Powder
16	22	Principles of Hair Design			Nail Enhancements, Gels
57	76	Scalp Care, Shampooing, Rinsing & Conditioning	21	21	Salon Business
75	167	Haircutting	12	12	Seeking Employment
50	113	Hairstyling	6	6	On the Job
			100	200	Miscellaneous, Mock Board Exam, State Laws, Job Shadowing, Field Trips

Barbering 1500 Hours:

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based material are available to support the program of student and supplement the program. Students should avail themselves of the opportunity to use these extensive materials.

Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Course Objectives: Upon completion of the course requirements, the determined graduate will be able to project a positive attitude and sense of personal integrity and self-confidence, project professionalism, visual poise and proper grooming, communicate effectively and interact appropriately with colleagues, supervisors and clients, respect the need to deliver worthy service for value received in an employment environment, perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, shaving and men's grooming, perform the basic analytical skills to advise clients in the total look concept, and apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

Your time at Michael's School of Hair Design & Esthetics for the Barbering program will be divided into six designations:

Phase 1 Curriculum: A 195-hour orientation, known as Phase 1, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Phase 1 curriculum prior to advancing to the next phase.

Phase 2 Curriculum: Your experience in Phase 2 produces a smooth transition from Phase 1 to Phase 3. You spend 130 hours in Phase 2 preparing you for the clinic classroom experience.

Phase 3 Curriculum: Your time from 325 hours to 900 hours will be spent in Phase 3. You will build on the skills learned in Phases 1 & 2, learning time management, retailing and guest relation skills as well as the art of successful communication.

Final Phase Curriculum: From 900 to 1500 hours, you will be in the Final Phase of your program. While exploring advanced barbering services there is opportunity to build chemical skills and gain knowledge of new advancements in the salon world. During this segment you will participate in the Final Phase program. This program focuses on post-graduate needs, such as passing your State Exam, salon business, seeking employment, resumes and cover letters, and career options.

Clinic Classroom Learning Experience: Your clinic classroom time from 325 to 1500 hours will be guided with individual attention and group learning experiences using hands on classes, hourly worksheets, and periodic evaluations developed specifically for this monitoring progress. This is when you begin experiencing your clinic classroom education. The Master Barber program has 3 Mentors from 3 different Barbershops that periodically provide live demos to help sharpen your technical skills.

Classroom Learning Experience: Your classroom time from 325 to 1500 hours is divided into four areas: cutting, coloring, texture and barber services. Classroom Learning Experiences may also include retail, motivation, self-improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.

Breakdown

Hours	Subject	Hours	Subject
7	Introduction/Study Skills	35	Men's Hair Replacement
8	The History of Barber-Styling	50	Women's Haircutting & Styling
10	Your Professional Image	208	Chemical Texture Services
27	Microbiology	130	Hair Coloring & Lightening
70	Infection Control & Safe Work Practices	20	Electricity & Light Therapy
50	Implements, Tools & Equipment	20	Chemistry
40	Properties & Disorders of the Skin, Scalp & Hair	30	Anatomy & Physiology
30	Treatment of Hair & Scalp	10	The Job Search
80	Men's Facial Massage & Treatments	16	Barber Shop Management
195	Shaving & Facial Hair Design	14	State Board Preparation & Licensing Laws
250	Men's Haircutting & Styling	200	Miscellaneous/Mock Board Exam/State Laws, Job Shadowing, Field Trips

Esthetics 600 Hours:

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based material are available to support the program of student and supplement the program. Students should avail themselves of the opportunity to use these extensive materials.

Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Course Objectives: Upon completion of the course requirements, the determined graduate will be able to project a positive attitude and sense of personal integrity and self-confidence, project professionalism, visual poise and proper grooming, communicate effectively and interact appropriately with colleagues, supervisors and clients, respect the need to deliver worthy service for value received in an employment environment, perform the basic manipulative skills in the areas of facials, waxing, hair removal, body treatments, skin services, pedicuring, makeup, and nail care, perform the basic analytical skills to advise clients in the total look concept, and apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

The Esthetics program is divided into five segments:

Phase 1 Curriculum: A 180-hour orientation, known as Phase 1, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Phase 1 curriculum prior to advancing to the next phase. Students are graded and evaluated using written, oral, and practical testing methods.

Phase 2 Curriculum: Your experience in Phase 2 produces a smooth transition from Phase 1 to Final Phase. You spend 60 hours in Phase 2 preparing you for the clinic classroom experience.

Final Phase Curriculum: From 240 to 600 hours, you will be in the Final Phase of your program. While exploring advanced esthetics services there is opportunity to build skills and gain knowledge of new advancements in the salon world. During this segment you will participate in the Final Phase program. This program focuses on post-graduate needs, such as passing your State Exam, salon business, seeking employment, resumes and cover letters, and career options.

Clinic Classroom Learning Experience: – Your clinic classroom time occurs from 240 to 600 hours. The state-of-the-art facility provides a real-life environment for practicing and perfecting skills in realistic surroundings on each other, mannequins, and real guests under the supervision of licensed instructors. Developed in alliance with the International Dermal Institute, this advanced training system focuses on personalized attention bringing new depth of understanding and knowledge of classical professional techniques such as international skin treatments, speed waxing, skin analysis, customized treatment protocols, ingredient technology, makeup techniques, and prescriptive retailing.

Classroom Learning Experience: Your classroom time from 240 to 600 hours includes theory regarding machines, electricity, anatomy & physiology, properties of the skin, and product knowledge as well as post-graduate needs such as seeking employment, resumes and cover letters, salon business, preparation for the State Exam and career options. This experience also includes retail, motivation, self-improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist as well as weekly specialty makeup classes focusing on various makeup applications and some Special FX.

Distance Education (D.E.): Google Classroom and Google Meet are utilized in Distance Education. You will be required to register for your designated classroom(s) with a unique username/email address/password. You will be provided an iPad as part of your kit in order to participate in the Distance Education, however, you can use any internet-connected device as well. Assignments are generally Theory-based, however practical assignments may be given as well. All practical assignments must be completed either in the apps provided on your iPad, or on a mannequin – never a live model. Assignments will be a combination of pre-recorded videos, live video, slideshow presentations, as well as quizzes. Attendance is tracked by your licensed Instructor during Google Meet, grades are tracked for completed assignments as well in the Google Classroom Grade Book. Each assignment is appointed a reasonable hour value – you will receive your hours if you complete the assignment fully, completely, and on time. Assignments will be reviewed and graded by your Instructor upon submission. You can communicate directly with your Instructor through the Google Classroom as well! **D.E. Hours listed below are maximum units offered in each subject.*

Breakdown

D.E. Hours	Total Hours	Subject	D.E. Hours	Total Hours	Subject
11	11	History & Career Opportunities	10	20	The Treatment Room
10	21	Your Professional Image & Communicating for Success	10	26	Facial Massage
10	23	Infection Control	10	53	Basic Facials & Treatments
25	53	Anatomy & Physiology	15	41	Facial Machines
9	12	Basics of Chemistry	20	54	Hair Removal
8	10	Basics of Nutrition	20	45	Advanced Topics & Treatments
9	12	Basics of Electricity	15	35	The World of Makeup
20	27	Physiology & Histology of the Skin	10	19	Career Planning
23	30	Skin Diseases & Disorders	10	15	Skin Care Business
10	20	Skin Analysis	5	10	Selling Products & Services
10	13	Skin Care Products, Chemistry, Ingredients & Selection	30	50	Miscellaneous, Mock Board Exam, State Laws, Job Shadowing, Field Trip

Instructor Training 1000 Hours:

Course Objectives: This Instructor Training program is designed for instruction in basic teaching methods and techniques which can be applied to any of the above listed programs in which the student holds a valid license. Consisting of 4 areas with 3 different programs and hour requirements (depending on which course chosen), the program is designed to prepare a licensed Cosmetologist, Esthetician, Barber, or Manicurist to begin a new career as an instructor in one of these professions. To become successful, the school's commitment is to raise the standards of professionalism in the industry by training licensed professionals to become instructors. Those who learn to create a more effective learning environment will produce students better prepared to take and pass the New Hampshire State Board exam as well as confidently enter this ever-growing industry utilizing their skills to continue to grow and make a contribution to the profession.

The program is divided into five segments.

Phase 1 Curriculum: In this 325-hour segment you will learn the basic fundamentals of instruction, building a lesson plan, effective learning activities, educator relationships and other presentation techniques. Your Instructor will help you blend professional skills with personal development as you experience the foundation of these skills needed to become a successful Instructor.

Phase 2 Curriculum: Building on the skills learned in Phase 1, the program's second phase, from 326 – 652 hours teaches the value of time management, and student relation skills as well as the art of successful communication. Students are graded and evaluated using written, oral, and practical testing methods.

Final Phase Curriculum: This final segment will bring you from 653 – 1000 hours. While exploring advanced concepts in education, there is opportunity to build knowledge and gain experience in new advancements in the world of education. During these last months, your time will be spent in high gear preparing you for your future career with Final Phase classes focusing on seeking employment, resumes and cover letters and State Exam preparation.

Classroom Learning Experience: Your classroom time will teach you powerful teaching methods, how to develop and use educational aids, presentation techniques, evaluation methods, how to teach a dynamic class and preparing to enter the world of education.

Clinic Learning Experience: This is your hands-on segment of the program. You will be able to put your knowledge to use by teaching a theory class, working with students on the clinic floor, teaching a hands-on class or workshop. By practicing your teaching methods, you will be able to fine-tune your skills prior to graduation.

Breakdown

Hours	Subject	Hours	Subject
35	History of Teaching	30	Profile of a Master Educator
40	Educator Relationships	100	Developing a Dynamic Program of Study
50	Developing & Using Educational Aids	100	Teaching Skills & Presentation Techniques
150	Results-Orientated Classroom Management	40	Industry Needs
150	Teaching in a Dynamic Clinic	50	Student Evaluation & Testing Methods
35	Teaching the Diverse Learning Styles	30	Powerful Teaching & Learning Methods
35	Achieving Learning Results	30	Professional Performance Evaluation
100	Preparing for Licensure & Employment	25	Miscellaneous/Mock Board Exam, Job Shadowing, Field Trips

Barber Crossover 300 Hours:

Course Objectives: This course consists of 300 hours with its primary purpose to train the student in the basic manipulative skills, safety judgments and proper work habits necessary to obtain licensure and for competency in entry-level positions in barbering. All students enrolled in this program are licensed cosmetology professionals that desire a greater understanding of the barbering industry and want to enhance their techniques to ensure continued career success.

This program is divided into two segments.

Classroom Learning Experience: Your classroom time covers history of Barbering, sanitation and safety practices, men's hair services and the business of Barbering. This experience will prepare you for your written State Exam. Students are evaluated with written exams.

Clinic Learning Experience: The Clinic Learning Experience provides you guidance with individual and group learning experiences regarding shaving, cutting and razor techniques, beard and mustache trims and practice with the tools and implements needed in the barbershop. Students are evaluated using practical testing methods.

Barber Crossover 300 Hours (continued):

Breakdown

Hours	Subject	Hours	Subject
11	History of Barbering	36	Sanitation & Safety Precautions of Shaving
29	Principle Tools & Implements	36	Beard & Mustache Trim
29	Clipper & Razor Techniques	36	Men's Haircutting
29	Honing & Stropping Techniques	36	Men's Hairpieces
36	Shaving & Facial Hair Design	22	The Business of Barbering

Grading System: Each program offered uses the same grading system as follows:

Grading Scale			
93 – 100%	A/Excellent – Outstanding	70 – 74%	D/ Unsatisfactory- Needs Improvement
84 – 92%	B/Very Good – Above Average	69 – 1%	F/Unsatisfactory- Fail
75 – 83%	C/Good – Average		

Gainful Employment Disclosure:

Cosmetology SOC Code #39-5012 & CIP Code #12.0401: Provides beauty services, such as shampooing, cutting, coloring, styling hair, massaging & treating scalp. May apply makeup, dress wigs, perform hair removal, provide nail & skin care services.

Barber SOC Code #39-5011 & CIP Code #12.0402: Provide barbering services, such as cutting trimming, shampooing, styling hair, trimming beards, giving shaves.

Esthetics SOC Code #39-5094 & CIP Code # #12.0409: Provide skincare treatments to face & body to enhance an individual's appearance. Includes electrologists & laser hair removal specialists.

Instructor SOC Code #25-1194.00 & CIP Code #12-0413: Teach or instruct vocational or occupational subjects at the postsecondary level to students who have graduated or left high school.

For additional information regarding occupations—visit the following links online:

Department of Labor's O*NET @ <http://www.onetonline.org>

The Bureau of Labor Statistics, @ http://www.bls.gov/oes/current/oes_stru.htm#39-0000

Cosmetology Related Professions

Hair Designer, Makeup Artist, Manicurist, Pedicurist, Salon Owner, Salon Manager, Retail Specialist, Brand Leader, Desairologist, Platform Artist, Sales Representative, Skin Care Specialist, Educator, Instructor, School Director, Admissions Representative, Recruiter, Color Specialist, State Board Member, State Board Examiner, Distributor Representative, Educator, Instructor, Salon Manager, Salon Owner, etc.

Barber Related Professions

Barber/Stylist, Shop Owner, Shop Manager, Retail Specialist, Educator, Platform Artist, Sales Representative, State Board Examiner, State Board Member, Instructor, etc.

Esthetics Related Professions

Esthetician, Cosmetician, Makeup Artist, Spa Owner, Spa Manager, Educator, Instructor, Sales Representative, Cosmetic Salesperson, Cosmetic Buyer, Restorative Art Specialist, Dermatologist/Cosmetic Surgeon Assistant, etc.

Instructor Related Professions

School Instructor/Manager/Director/Owner, State Board Member, State Board Examiner, Admissions Recruiter, Platform Artist, Product Educator, Lecturer, etc.

Facilities & Equipment

The School is located on one level in the middle of The Bedford Mall, Bedford, NH totaling 14,800 ft². of climate-controlled air conditioning/heat. School is equipped with modern audio/visual facilities including power point and the tools needed for each level of education. The clinic area provides access to state-of-the-art equipment and Dermalogica treatment products in a spacious professional surrounding. The School contains modern, functional equipment: workstations, hydraulic chairs, dryers, shampoo chairs & sinks, facial / manicuring / pedicuring tables & chairs while the clinic and each classroom is equipped w/closed circuit television, DVD, intercom system. Rooms all located on one floor—ground level:

- Student Lounge w/Vending Machines & Microwaves
- Supply Room
- 7 Classrooms w/Intercom, Stereo System, TV & DVD
- 3 Large Working Clinics w/TV & DVD
- Library w/Computers & WiFi
- Lavatories Including Handicap Access
- Administrative Offices: Owner, Admissions, Compliance, Financial Aid, Business Office & Conference Room
- Hallways w/Handicap Access
- Student Lockers
- Manicuring & Pedicuring Area
- Facial Area
- Dispensary
- Drinking Fountain
- Maintenance Closet
- Educational Offices: Supervisors & Instructors, Employee Lounge

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction at this school. The School has provided accommodations for handicapped students and will, also, exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. Should academic adjustment or auxiliary aids be deemed necessary, they may be requested by contacting the School Director who is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 & Title III of the Americans with Disabilities Act of 1990.

New students will spend their first weeks in a classroom setting learning basic skills. As the student progresses in their chosen course from Phase 1 to Phase 2 to Phase 3 to Final Phase, a greater portion of time will be spent training in a salon-clinic environment on customers under the close supervision of qualified Instructors. Students are not allowed to work on customers until they have successfully completed an evaluation of their basic skills.

The *Library* contains extensive reference materials and a large selection of audio/video materials. Students may refer to these programs to extend their knowledge or brush up on a past lesson. Internet usage is available. All of our educational courses are supported by full audio/visuals and we encourage students to take advantage of the *Library* whenever possible.

Voter Registration

In a state where the motto is “*Live Free or Die*” and the traditional town meeting is still held each year, you can expect the Voter Registration Process to be basic. Voting eligibility is simple:

- You Must be 18 Years Old*
- You Must be a Resident of N.H.*

To register you must go to the town office where you are a resident. You must prove your residency before registering to vote as follows:

- Valid NH Vehicle Registration
- NH Driver’s License
- U.S. Passport
- Utility Bill w/recent postmark addressed to YOU
- Form #RSA 654:7 – NH Voter Registration Form
- School has voter registration forms needed to meet the deadline for registering to vote.
- School’s Financial Aid & Admissions Departments team up w/a class for all students relative to the importance of voting and explaining about the needed forms to register. A HANDOUT entitled “*How to Register to Vote in New Hampshire*” is given to all class participants as some are embarrassed to admit they are not voters.

Constitution Day & Veterans Day

On September 17th of each year (or day closest in case School is not open), Michael's School of Hair Design & Esthetics holds a morning dedicated to **The Constitution of the United States**. An entire program performed by the Staff is set up to explain What is Constitution Day and its importance and this is done through Poems, Music, The Preamble to the Constitution, The Pledge of Allegiance, singing of the National Anthem, and ending with The Ringing of the Bells.

On November 11th of each year a Ceremony is also held for **Veterans Day** honoring the men & women who have served in the U.S. Military. Again, this program is set up and performed by the Staff from the Pledge of Allegiance, to an explanation of Veterans Day, Patriotic Poems & Readings, Songs, Video, etc. On the anniversary of 9-11 and to make an impact on our local community, Michael's School holds an assembly to remember that tragic day. The school pays tribute to the SEARCH AND RESCUE DOGS of 9/11 during this assembly.

Vaccination Policy

The School does not require vaccinations for admissions into our programs. Anyone interested in getting more information about vaccinations should contact or consult with their health care provider.

Policy & Sanctions Related to Copyright Infringement

All material in this program is, unless otherwise stated, the property of Michael's School of Hair Design & Esthetics. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

This school abides by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on use of the school's computers, the matter will be referred to the School Director for further investigation. After meeting with the School Director, individuals found responsible are subject to disciplinary action including loss of network access, suspension, or termination from school, and/or restitution or community service.

Individuals using the internet must conform to the copyright laws governing music, movies, games, and software and must have the consent of the copyright holder to make copies.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.

Listed below are examples of legal sources of music and video online:

- iTunes: This Apple store works with both Windows and Mac operating systems. Currently, over 99% of their song catalog is "unlocked", meaning the user can transfer the songs to any device or computer.
- eMusic.com: This site features mostly independent and jazz/blues music. The site offers low prices for signing up (up to 45 songs for free), and a good portion of the catalog can be purchased for \$0.50 - \$0.89/song.
- Netflix.com: For about \$7.99/month, the user can set up an online list of over 20,000 movies that can be streamed directly to the user's computer.

Advising

Progress Reports, along with an Advisory Form, occurs monthly as a guide for the student. The frequency of these Progress Reports ensure that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Formal Satisfactory Progress Evaluations in both attendance and academics occurs at the end of a payment period – the business day immediately following the Cosmetology or Barbering student reaching **450, 900, 1200, 1500 actual hours**, the Esthetics student reaching **300, 600 actual hours**, the Instructor Training student reaching **450, 900, 1000 actual hours** and the Barber Crossover student reaching **150, 300 actual hours**. The monthly SAP Reports are issued to each student in order for them to be aware of their progress towards meeting satisfactory progress. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

Advising (continued)

Students are also given advising relative to other issues/challenges should they arise during their enrollment time...the School strives for solutions to any problems. The staff tries to advise with personal and professional concerns to the best of their abilities...*please remember...they are not counselors*. The student will receive a copy of any such notice.

Grading System

There are 3 specific parts to the grading system: *Theory, Practical/Clinic, Segment Exams*

Each student is graded on his/her knowledge of the textbook, classroom theory and practical/clinic work. Exams are written and practical and use a combination of the six (6) methods of testing. When grading written exams, practical exams or theory exams, a rubric is used.

Examinations are given in all subjects and hard copy records and computer records are kept of grades as well as attendance. The system/numeric grading scale below is used for the evaluation of a student's academic ability and theory progress:

Grading Scale			
93 – 100%	A/Excellent – Outstanding	70 – 74%	D/ Unsatisfactory- Needs Improvement
84 – 92%	B/Very Good – Above Average	69 – 1%	F/Unsatisfactory- Fail
75 – 83%	C/Good – Average		

Practical and clinical work is graded by a signature on the students' worksheet or client ticket. A signature from an instructor represents a grade of higher than 75%. No signature indicates a score of less than 75% and the student did not meet minimum satisfactory standards on the practical application. The student is required to continue the practical application until they receive a signature from an instructor.

All students who successfully complete the training program are issued a *Diploma*. At that time, the student is prepared to take the State licensing examination. Samples showing the scoring system and criteria used on each skill is given on the first day of school during Orientation Class.

Satisfactory Academic Progress

Satisfactory Academic Progress is the qualitative (grade point average) and quantitative (time limit -- attendance) measure of a student's progress toward completing a program of study.

Every student enrolled must meet formal standards that measure their satisfactory progress toward graduation as well as proceed through the course at a pace leading to completion in the specified time frame. (Time Frame or Program Completion Policy is reviewed during Orientation) The policy is provided to all students on or before the first class session in the Catalog and reviewed during Orientation. The policy is consistently applied to all students and complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Quantitative & Qualitative Factors

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

1. Minimum Weighted Qualitative Grade Point Average of **75%**
 - Includes Final Exams (16%), Written Theory Exams/Projects (34%) and Practical Requirements (50%)
2. Minimum cumulative attendance level of **75%** of their contracted hours

A student who has not achieved the minimum cumulative GPA of 75% or who has not successfully completed at least a cumulative rate of attendance of 75% is not eligible for Title IV assistance, if applicable. Rate of Attendance is calculated by dividing the cumulative number of hours a student successfully completed (Actual Hours) by the cumulative number of hours a student has attempted (Scheduled Hours).

Completion of Course Within Designated Period of Time

Full Time Cosmetology students attend 5 days/32.5 hours per week - 9:00 am to 4:00 p.m. Part Time Cosmetology students attend 5 days/22.5 hours per week – 9:00 am to 2:00 pm. Full Time Barbering students attend 5 days/32.5 hours per week – 9:00 am to 4:00 pm. Full Time Esthetics students attend 5 days/30.0 hours per week – 9:00 am to 1:00 pm on Monday, and 9:00 am to 4:00 pm Tuesday – Friday. Full Time Esthetics students attend Monday 9:00 am – 1:00 pm, Tuesday – Friday 9:00 am – 4:00 pm 5 days/30.0 hours per week.

Completion of Course Within Designated Period of Time (*continued*)

Full Time Hybrid Esthetics students attend remotely 10:00 am – 2:00 pm Monday and Tuesday, and 9:00 am – 4:00 pm Wednesday – Friday, 5 days/27.5 hours per week. Half Time Esthetics students attend 3 days/15.0 hours per week – 9:00 am to 2:00 pm Monday - Wednesday.

Barber Crossover students attend 2 days/13 hours per week – 9:00 am to 4:00 pm Monday and Tuesday. Part Time Instructor Training students attend 2 days/13 hours per week – 9:00 am to 4:00 pm Monday and Tuesday.

The State of New Hampshire requires 1500 clock hours for the Cosmetology course. Students are expected to complete their course of Cosmetology in no more than **133%** of the program length. If a student is never absent, they would complete their course of study within 46 weeks for a Full-Time student, 83 weeks for Part Time student, and 97 weeks for a Half Time student.

The State of New Hampshire requires 1500 clock hours for the Barbering course. Students are expected to complete their course of Barbering in no more than **133%** of the program length. If a student is never absent, they would complete their course of study within 46 weeks for a Full-Time student.

The State of New Hampshire requires 600 hours for the Esthetics course. Students are expected to complete their course of Esthetics in no more than **133%** of the program length. If a student is never absent, they would complete their course of study within 20 weeks for a Full-Time student, 22 weeks for a Full Time Hybrid student, and 40 weeks for a Half Time student.

The State of New Hampshire requires 1000 hours for the Instructor Training course. Students are expected to complete their Instructor Training course in no more than **133%** of the program length. If a student is never absent, they should complete their course of study within 77 weeks for the Part Time program.

The State of New Hampshire requires 300 hours for the Barber Crossover course. Students are expected to complete the course in no more than **133%** of the program length. If a student is never absent, they should complete their Barber Crossover course within 23 weeks for the Part Time program.

Students whose transfer hours are accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Evaluation periods are based on actual contracted hours at Michael's School of Hair Design & Esthetics.

The maximum time frame allowed for transfer students who need less than full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours. If any student enrolled fails to complete the program within the maximum time frame, they will lose their eligibility for Title IV programs and will be terminated from the program. Students who exceed the maximum time frame will be permitted to re-enroll in the program on a cash-pay basis. Whether a student pays out of pocket or receives Title IV Financial Aid all hours attempted and completed are considered part of the Satisfactory Academic Progress calculation.

In the case of Leave of Absence, the maximum time frame will be extended by the number of days in the Leave (LOA).

Maximum Time Frame

Students must complete the educational program within the maximum time frame which is based on attending at least **75%** of the scheduled hours (133% of program length). Once the timeframe has expired students shall be terminated from their program.

Course	Maximum Time Frame	
	Normal/Minimum TF	Maximum TF
COSMETOLOGY		
Ft./Day Students—32.5 hrs./wk.	46.0 Weeks	61.5 Weeks
Ht./Night Students—15.5 hrs./wk.	97.0 Weeks	129.0 Weeks
Pt./Day Students – 22.5 hrs./wk.	66.7 Weeks	88.7 Weeks
BARBERING		
Ft./Day Students—32.5 hrs./wk.	46.0 Weeks	61.5 Weeks
Ht./Night Students—15.5 hrs./wk.	97.0 Weeks	129.0 Weeks
ESTHETICS		
Ft./Day Students—30 hrs./wk.	20.0 Weeks	26.6 Weeks
FT/Hybrid Students – 27.5 hrs/wk.	22.0 Weeks	29.0 Weeks
Ht./Night Students—15 hrs./wk.	40.0 Weeks	53.0 Weeks
INSTRUCTOR TRAINING		
Ft./Day Students—26 hrs./wk.	39.0 Weeks	51.0 Weeks
Pt./Day Students—13 hrs./wk.	77.0 Weeks	102.0 Weeks
BARBER CROSSOVER		
Pt./Day Students—13.0 hrs./wk.	23.0 Weeks	30.7 Weeks

Evaluation Procedures & Required Level of Achievement

Progress Reports, along with an Advisory Form, occurs monthly as a guide for the student. The frequency of these Progress Reports ensure that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Formal Satisfactory Progress Evaluations in both attendance and academics occurs at the end of a payment period – the business day immediately following the Cosmetology or Barbering student reaching **450, 900, 1200, 1500 actual hours**, the Esthetics student reaching **300, 600 actual hours**, the Instructor Training student reaching **450, 900, 1000 actual hours** and the Barber Crossover student reaching **150, 300 actual hours**.

Evaluation Procedures & Required Level of Achievement (*continued*)

The monthly SAP Reports are issued to each student in order for them to be aware of their progress towards meeting satisfactory progress. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

Examinations are given in all subjects and hard copy records and computer records are kept of grades as well as attendance. The following system/numeric grading scale is used for the evaluation of a student's academic ability and theory progress:

Grading Scale			
93 – 100%	A/Excellent – Outstanding	70 – 74%	D/ Unsatisfactory- Needs Improvement
84 – 92%	B/Very Good – Above Average	69 – 1%	F/Unsatisfactory- Fail
75 – 83%	C/Good – Average		

At this time, the institution does not offer non-credit, remedial programs.

Practical and clinical work is graded by a signature on the students' monthly worksheet. A signature from an instructor represents a grade of higher than 75%. No signature indicates a score of less than 75% and the student did not meet minimum satisfactory standards on the practical application. The student is required to continue the practical application until they receive a signature from an instructor.

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students are required to sign and date their Satisfactory Progress Determination at the time of each of the evaluations; a copy is given to the student. Students deemed not maintaining Satisfactory Progress are no longer eligible to receive Title IV Funding, unless the student is on **Warning** or has prevailed upon appeal resulting in a status of **Probation**.

Warning, Probation & Re-Establishment of Satisfactory Progress

Students failing to meet minimum requirements for attendance or academic progress will be placed on **Satisfactory Academic Progress Warning** for the next evaluation period. Students may re-establish Satisfactory Progress by meeting minimum attendance and academic requirements at the next evaluation period - students will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. **During the Satisfactory Academic Progress Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Satisfactory Academic Progress Warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress and will be terminated.**

A student may appeal the termination if they have a reason (death of a relative, injury, illness, etc...) as to why they did not make satisfactory progress and if they can document that the circumstances which caused them to have an unsatisfactory progress determination have in some way changed. *See section "Appeal Procedure" for details.*

The School must determine that Satisfactory Academic Progress standards can be met by the end of the subsequent evaluation period for an appeal to be approved; an Academic plan will be established to reach minimum requirements. If an appeal is granted the student is placed on Financial Aid Probation for one evaluation period (until the next evaluation point). If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements, the student will be terminated with no option to appeal.

Federal financial aid, if applicable, will not be disbursed to students on **Financial Aid Probation unless the student appeals and prevails on appeal**. Students may re-establish satisfactory progress and Title VI aid (as applicable) by meeting minimum attendance and academic requirements **at the next evaluation period. If the student has not met academic and attendance requirements for two consecutive evaluation periods, the student will be determined as not making satisfactory progress and will be terminated.**

Leaves of Absence, Interruptions, Course Incompletes, Withdrawals

A Leave of Absence (LOA) is a temporary interruption in a Student's program of study and refers to a specific time period when Student is not in attendance. Acceptable reasons for an Approved LOA include the following: childbirth, adoption and foster care, health conditions, caring for a family member with a serious health condition, quarantine, etc.... Students must follow this Policy for an Approved LOA to be granted. Students granted an Approved LOA in accordance with this policy are not considered to have withdrawn and no refund calculations are required at the beginning of the Leave.

Students must request a Leave of Absence in advance unless prevented by unforeseen circumstances*. The request must be approved by a School Official. The request must include the following information:

- The request must be in writing.
- A reason for the request must be stated and explained in full – please note, there must be a reasonable expectation that the student will return from the LOA.

Leaves of Absence, Interruptions, Course Incompletes, Withdrawals (*continued*)

- The request must be signed and dated.
- The requested timeframe for the LOA must be stated (start and end dates).

The Leave of Absence will be granted if the request has met the above criteria.

Leaves of Absence are granted in multiples of thirty (30) days (30, 60, 90, 150, 180). An exception to this can be made for COVID-19 reasons.

Multiple LOA's may be granted in any 12-month period with a minimum increment of thirty (30) days, not to exceed 180 days within the 12-month period. The student's contract period will be extended by the same number of days taken in the LOA – an Addendum must be signed and dated by the Student & School Official. The LOA timeframe does not involve any additional charges from the School.

To request a full 180-day Leave of Absence, complete documentation and certain conditions will be needed to support said request (i.e., jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under the family Medical Leave Act of 1993, personal injury/illness).

A Leave of Absence has no effect on the Satisfactory Academic Progress Standard**. If a student is deemed maintaining Satisfactory Academic Progress prior the LOA, the student, upon return, is deemed in good standing and may continue the program of study from the point of interruption.

A Leave of absence may affect financial aid, therefore, before final consideration is given to grant, he requested LOA, an appointment with a Financial Aid Administrator is essential in order to provide information regarding the following:

- Loan obligations
- Possible revisions in aid package
- Deferment options
- Notification to lending institutions
- Deferments may be canceled
- Benefits may be affected if receiving VA Benefits
- Grace periods exhausted
- Consequences of not returning to Michael's School at the expiration of the LOA

Failure to return from a Leave of Absence will result in a "withdrawn" status; the withdrawal date for the purpose of calculating a refund is the student's last day of attendance. The student will be considered withdrawn if he/she does not return to school the day after the LOA ends. The grace period for a Title IV program loan may be exhausted when withdrawal results.

Do note – the student may return to school at an earlier date provided he/she has notified the school; however, the time in between would be considered absentee time (i.e.: granted a 60-day LOA with end date of 3/19 yet returns early on 3/3 thus accruing 17 days of absentee time).

Should a student fail to meet the Policy requirements, the LOA will not be approved. The student may apply for an Unapproved Leave of Absence (in 30-day increments, not to exceed 180 days within a 12-month period, with written request as previously stated). Return calculations are required at the beginning of the Unapproved LOA, with all required refunds made within 45 days. Upon returning from the Unapproved LOA, all returned Title VI Funds will be recollected by the School. An Unapproved LOA does not have any effect on the Satisfactory Academic Progress; there are no additional charges assessed by the School during an Unapproved LOA; the student's contract period will be extended by the same number of days taken in the LOA (an Addendum is required).

The School may grant an approved Leave of Absence to a Student who does not provide written request prior to the LOA if the Student is unable to provide such documentation due to unforeseen circumstances – i.e.: immediate hospitalization. The written request is required to be submitted at a later date. The start date for these leaves will be the first date the student was unable to attend school. All decisions regarding Leaves of Absence will be documented in the student file.*

The Qualitative (grade point average) & Quantitative (time limit) measure of a student's progress toward completing a program of study.**

Appeal Procedure

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination.

A student may appeal the decision if they have a reason as to why they did not make satisfactory progress (i.e.: death of a relative, injury, or illness) and if they can document that the circumstances which caused them to have an unsatisfactory progress determination have in some way changed. The basis for filing an appeal must be documented in the student's file. The School must determine that Satisfactory Academic Progress standards can be met by the end of the subsequent evaluation period for the appeal to be approved. If the school grants the appeal, the student will be provided with an Academic Plan that, if followed, will ensure requirements are met within the designated time frame. Failure to follow the Academic Plan will result in less than Satisfactory Progress and will, ultimately, end in termination.

Appeal Procedure (continued)

The student must submit a written appeal (see Financial Aid Office for official Appeal Policy Form) to the school administration within five (5) business days of not making satisfactory progress or termination.

For students with a disability that appeal, the student's disability will be considered as a factor towards maintaining Satisfactory Academic Progress.

The student must include any supporting documentation of reasons why the determination should be reversed. If the student fails to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal using this form. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's Instructor, Director of Education, and/or other appropriate School personnel. A decision on the student's appeal will be within three (3) business days by the Director of Education and/or School Director and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his or her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.

All Appeals (approved or unapproved) and supporting documentation will be retained in the student's Financial Aid file.

Non-Credit & Remedial Courses

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution, therefore, have no effect upon the School's Satisfactory Academic Progress standards.

Academic Suspension

In some cases of noncompliance with School rules or regulations, the School may believe termination is too severe of a consequence and, rather, an Academic Suspension may be warranted. This includes incidents at school, at a school-related activity, or in any other circumstance where the student's behavior has a negative impact on the school climate. An Academic Suspension means a student is temporarily prohibited from going to regular classes. Students cannot take part in school activities or events while suspended.

The School Director will consider the severity of the offense and the effect of the offense on other students and Staff, when determining if an Academic Suspension is a reasonable consequence and in determining the length of the suspension. Grounds for Academic Suspension include, but are not limited to the following:

- Receipt of five (5) coaching sessions as outlined on the Student Advisory Form
- Insubordination
- Any action that negatively impacts the school climate

The School Director will meet with the student in person to sign the Student Advisory Form indicating the reason for suspension, length of the suspension, and reentry date. If the School Director is unable to meet with the student in person, the information may be delivered via telephone with a signature given at the time of return.

Upon return, a re-entry meeting will be conducted by the School Director to discuss conditions for return and consequences of future noncompliance.

The student will not be scheduled to attend school during the duration of the suspension, preventing any negative ramifications to the student's Attendance Percentage and/or Overtime Charges.

Suspended students are expected to return to school during their normal schedule at the end of the suspension. Should a student fail to return, he/she would be considered withdrawn*. The date of determination for withdrawal will be the date the student was due to return.

**If a student is unable to return from suspension on the required date, he/she must contact the School Director prior to the expected return date – supporting documentation may be required; the School must determine that there is a reasonable expectation that the student will return to school, otherwise termination will result.*

Re-Admission Policy

Students may reapply to be re-admitted to the institution after being dismissed after waiting a period of 3 months (90 days). In some cases, it may be required for the student to wait a minimum of 180 days before re-admission will be reviewed and approved or denied. Re-admission is not guaranteed.

Students who withdraw prior to completion of the course and re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

Re-entering students will be charged at the current tuition rates for newly entering students. Amounts paid during the first period of enrollment will be credited to this account. If the student re-enters within 12 months of the withdrawal, the administration fee will be waived.

School Rules & Regulations

The following policies/procedures/regulations are fully discussed the first day of school during Orientation Class:

- Campus Safety & Security Policy/Crime Report w/Emergency Evacuation Plan
- Drug & Alcohol Abuse Prevention Policy Program
- Business Office Policy
- Advertising Release Policy
- Student Rights under FERPA Policy
- Time Frame/Program Completion Policy
- Excused Time & Late Arrival Policy
- Grievance Procedure/Policy
- Video Surveillance Policy

Attendance & Absenteeism

The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock. To ensure proper credit for clock hours, students are required to clock in when they arrive at school and out when they leave at the end of the day.

As a back-up method, each class also records attendance in writing during Roll Call each morning and afternoon. Students are reminded that the written attendance records are extremely important, and therefore, attendance during Roll Call is required. Written attendance records are retained for one year in the Financial Aid Office.

Ten percent (10%) of your contract time is allowed for absenteeism and/or tardiness. This time allotment is calculated into your Anticipated Graduation Date. Once a student has used all time allotted for absenteeism, that individual must purchase additional training hours. At that time, payment arrangements must be made w/the Business Office, Financial Office or School Director prior to continuing attendance in school.

Daily attendance is important and one of the keys to your success as a student. As of 02/04—the Department of Education released its “14 Day Rule”. This rule states that the date of the institution’s determination a student withdrew would be no later than a week (calendar week) after the student’s last date of academic attendance meaning termination will occur after the student has not been in attendance for 14 days. Students should be in their class location approximately 5 minutes prior to starting class. At such time, the student should be completely prepared for class – all materials/tools needed should be in hand with hair and makeup done prior to arrival at school as well as properly dressed in the uniform of the school.

Additional Time Needed for Course Completion

Each student is required to complete the total number of hours (depending on course chosen) in the time frame allotted. However, an additional amount of hours (60 Esthetics, 150 Cosmetology and Barbering, 100 Instructor, 30 Barber Crossover) is allotted in the Anticipated Graduation Date to permit a reasonable amount of sick/personal time. Should the student fail to graduate by the Anticipated Graduation Date, the school agrees to sell the student an additional contract for the purpose of permitting the student to complete the required education.

Additional Time Needed for Course Completion (*continued*)

Cost per Hour: \$11.33 Barbering/Cosmetology, \$17.82 Esthetics, \$8.00 Instructor. Said absentee charges must be paid in full before graduation or diploma issuance. Emergency situations discussed and reviewed with School Director. (*Review Time Frame Completion Policy*)

Excused Time/Tardiness/Late Arrivals

Because the contract graduation date allots 10% of the program length for absenteeism, no Excused Time is granted. If you are going to be late, a *courtesy* phone call to the Front Desk is required. Student attending school during the day will not be permitted* to enter after 9:30am. **Students entering after the permitted time frame will only be allowed entry with a doctor's note, court documentation, State appointment note, etc....*

Acceleration

Students may not attend extra hours to "accelerate" their graduation date. The contract you sign shows an Actual and an Anticipated Graduation Date. This anticipated date allows for *150* extra hours to complete the course in the Barbering/Cosmetology Programs, *60* extra hours to complete the course in the Esthetics Program, *100* extra hours in the Instructor Program, and 30 extra hours in the Barber Crossover program. Should the student miss time, *Makeup Time* (see separate section) is permitted which allows students who have excessive absenteeism (for valid reasons) the opportunity to avoid overtime charges should the 150/60/100/30 hours be exceeded.

Title IV Federal Financial Aid Programs stipulate that a student must attend class at least a minimum of 28 weeks in an academic year to be eligible for full financial aid. At this institution, the full-time day program is 32.5 hours per week for Barbering/Cosmetology and Esthetics full time day program is 30 hours per week. (see enrollment contract page 1) *Should a student attend 40 hours per week, they would complete the academic year in less than the 28 weeks thus reducing their financial aid eligibility.* Due to the school's Non-Discrimination Clause (see Enrollment Contract), cash paying students fall under the same rules as financial aid students.

Doctor's Notes

Students are encouraged to bring in doctor notes for their files to show validity for absenteeism. However, due to the high allotment of absentee time calculated in the Contract Graduation Date, excused time is not granted. At the end of a student's program, the School Director may credit a student's Overtime Fees with a Director's Excuse, based on doctor's notes or court papers provided to the school by the student for those absences.

Inclement Weather

School may be canceled. Announcements are made on local radio stations as well as Channel 9/WMUR TV & School's Facebook page. At such time, the anticipated graduation date will be extended accordingly.

Breaks

Two Scheduled Breaks: One in the morning & the afternoon. Breaks do not have to be taken on school premises but can be out of the building. Refer to printed Class Schedule.

Phone Calls & Cell Phones

No personal calls are permitted on the school's telephone as it is a business phone. However, there are exceptions for emergencies: daycare, babysitter, grammar/high school, accidents, etc. Cell phones need to be turned off and placed in your locker. Cell phones are **not** allowed in the classroom or on the clinic floor. Cell Phones can be used only in the School Cafeteria or outside.

Personal Services/Supplies/Family Discounts

Students wishing to purchase supplies or services must have permission from their Instructor. All supplies/services need to be prepaid at the Reservation Desk *before* the service is received. See student Price List for reduced prices. Permission is needed from an Instructor to do another student's hair, nails, etc. Order of priorities - before a personal service would be classroom assignment, customer service, assignments from the Worksheet. The customer comes first, thus, should a customer need a service while the student is having their own personal service and no one else is available, the student must service the customer. Students refusing to service a guest, without just/valid reason, will be dismissed and sent home receiving no hours from the time of dismissal. A 30% product discount is given to all currently enrolled students.

Wash House

Students are responsible for properly sanitizing shampoo stations after each use as well as keeping a neat and clean Wash House.

Smoking

This is a smoke free campus. Smoking is permitted, however, outside the building on outskirts of the Mall—never in front of any Mall Stores.

Duties

The State of NH/Board of Barbering, Cosmetology & Esthetics requires all schools, salons, shops, spas to do daily sanitation—not janitor maintenance. Students are required to maintain a sanitary classroom environment and therefore, are required to clean their work area prior to leaving the classroom/station. These duties/chores are an assignment as part of your training with grades provided.

Food & Drinks

Sanitation Laws from the State of NH Health Department does not permit food and drinks in the classrooms/clinic floor. However, bottled water is permitted but must be capped bottle/container, otherwise, it is permitted in the lunch area only.

Personal Belongings & Kit

Store personal belongings in your LOCKER not in the classroom or on the clinic floor—safety reasons. Kits should be placed underneath or by the side of the workstations and put away in locker when not in use. The school *is not responsible* for missing items/belongings. Please remember, there are a lot of students enrolled that you do not know----- therefore, please do not leave your personal items, especially money, unattended. Please use your locker.

Conduct

It is essential for the students to attend class during the scheduled time, dress in the uniform style of Michael's School of Hair Design & Esthetics, depict cleanliness, be prompt, comply w/the State Board Rules/Regulations respecting sanitation, sterilization & personal hygiene; students caught cheating could result in suspension or termination; students must conduct themselves in a courteous, orderly manner w/a good attitude for learning, not disrupt Instructors, not create problems for Instructors or among students by circulation or rumor, scandal or demeaning remarks.

Makeup Time & Missed Work

Please know this allotted time is “a privilege not a right” and could cease when the student population becomes too large to accommodate the number of students requesting extra hours or if there is abuse of this time. Students are not allowed to makeup time whenever they wish. A student must have a minimum of 450 accrued hours in order to make up time. Students are responsible for completion of all missed theory and practical assignments. **THERE IS HOMEWORK!** Students need to make arrangements with their Instructor to complete all required assignments. Missed work is each student's responsibility. Missed Exams need to be made up at the discretion of the Instructor. Students should be in attendance on examination days as 10 points off the final grade is deducted if they are not. There are *no exceptions* to this rule unless the student is hospitalized, or immediate family death occurs.

Dress Code, Uniforms & Appearance

Proper attire in the school is compulsory to meet the Department of Education's standards. Violations result in students receiving lower practical grades and/or the possibility of being dismissed that day for unprofessional attire. The following must be followed daily:

Uniforms are required & registered w/the NH State Board of Barbering, Cosmetology & Esthetics

Uniform Dress Code:

- Solid black, grey and/or white (print is acceptable in black/grey/white)
- Pants, Slacks, or Capris with Shirts or Blouses – NO SWEATPANTS OR GYM ATTIRE ALLOWED
- Dresses, Skirts, or Shorts (professional length necessary) with Shirts or Blouses – CROP TOPS ARE NOT ALLOWED
- NOTE: Hats/baseball caps, etc. should be plain WITHOUT any Logos unless it is industry related, No doo rags, no logos such as Teams or brands.
- Gym attire is not acceptable (sweatpants, yoga pants, etc....)

Shoes:

- Shoes, Sneakers or Boots — Black/Grey/White, flip-flops are not allowed.

Dress Code, Uniforms & Appearance (continued)

Esthetics Only:

- Black or Gray Scrubs
- Hair pulled back or pinned up off face
- Jewelry not worn during Practicals/Services

Violations of these Rules/Regulations may result in disciplinary action up to and including suspension and termination from school. The school reserves the right to suspend or terminate any student whose personal conduct towards school, staff or fellow students is deemed unsatisfactory.

Grievance Procedure

Students who have a problem or grievance related to the operation of the school should use the following procedure to resolve the issue. Follow the steps in order to find a solution that is satisfactory to all person(s) involved. Only use the next step if it is apparent that the issue cannot be resolved at that level. Do not take steps out of sequence, as you will be referred back to the necessary steps before a solution can be attained. Records of complaints are retained in the School Director's Office – a copy is retained in the student file. Grievance Forms can be found in the School's Library.

- Step #1: Speak directly to the person(s) involved to resolve the issue
- Step #2: Speak to your Instructor.
- Step #3: Speak to the Educational Team Leader.
- Step #4: Submit a Grievance Form to the School Director. A written decision will be rendered within 14 days.
- Step #5: Send a written statement to the School Owner explaining the grievance. A written decision will be rendered within 14 days.
- Step #6: Contact the NH State Board of Barbering, Cosmetology & Esthetics at:
7 Eagle Square, Concord, NH 03301 ~ (603) 271-1062 www.oplc.nh.gov
- Step #7: Contact the Accrediting Body at: National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street, Alexandria, VA. 22314 ~ (703) 600-7600 www.naccas.org

Student Access to Records/Privacy Policy (FERPA)

The Family Educational Rights and Privacy act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA sets limits on the disclosure of personally identifiable information from school records and defines the rights of the parents and eligible students regarding the education records maintained by the school.

Recordkeeping

- All files are the property of Michael's School of Hair Design & Esthetics
- Students are encouraged to keep their own records of attendance and grades. It is the student's responsibility to maintain copies of important documents: enrollment agreements, financial aid documents, written requests, SAP reports, etc.
- A school representative must be present during the review of the files; their intent is to clarify questions concerning these records.

FERPA School Responsibilities

The School is required to:

- Annually notify students of their rights under FERPA
- Include procedure for exercising their rights to inspect and review education records
- Maintain a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest).

Rights under FERPA

FERPA gives students and parents or guardians of dependent minors the right to:

- Inspect and review the student's educational records within 45 days of the request.
- Request to amend inaccurate information on the student's records.
- Request a hearing (if the request for an amendment is denied), to challenge the contents of the education records on the grounds that the records are inaccurate, misleading, or violate the privacy rights of the student.
- Provide consent for the disclosure of the student's records.

These rights apply to all educational records maintained by the School, including admissions records (only if the student was admitted), academic records, and any financial aid records pertaining to the student.

Requesting Records

FERPA does permit a school to disclose a student's education records to his/her parents if the student is a Dependent student under IRS laws. Note that the IRS definition of a Dependent differs from that of a Dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

To request records, students or parents or guardians of dependent students should submit a written request to the School Director or other appropriate official identifying the record(s) the parent or student wishes to inspect. The school official will make arrangements for access and notify the parent or student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the parent or student of the correct person to whom the request should be addressed. The School will provide the parent or student with copies of education records within 45 days of the receipt of a request.

Education records, including transcripts and diplomas, will not be released to any student who has a delinquent financial obligation to Michael's School of Hair Design & Esthetics.

Requesting an Amendment

Students or parents or guardians of dependent students have the right to request that a school correct records, which they believe to be inaccurate, misleading, or in violation of the student's right to privacy. A student or parent or guardian of a dependent student seeking to amend a record should submit a written request to the institution official responsible for the record, clearly identifying the part of the record in question and specifying why it should be changed.

If the School decides not to amend the record as requested, the School will notify the student or parent or guardian of a dependent student in writing of the decision and of the right to a formal hearing regarding the request for amendment. Information regarding the hearing procedures will be provided to the student or parent or guardian of a dependent student when notified of the right to a hearing.

After the hearing, if the School still determines not to amend the record, student or parent or guardian of a dependent student has the right to place a statement with the record setting forth his or her view regarding the contested information.

Providing Written Consent for Disclosure

A student must provide written consent before the school may disclose personally identifiable information from the student's education records (except under the special conditions described below).

Written consent must:

- State the purpose of the disclosure.
- Specify the records that may be disclosed.
- Identify the party or class of parties to whom the disclosure may be made.
- Be signed and dated.

If the consent is given electronically, the consent form must:

- Identify and authenticate a particular person as the source of the electronic consent.
- Indicate that person's approval of the information contained in the request.

FERPA Disclosure Exceptions

FERPA regulations allow exceptions where the school may disclose personally identifiable information from the student's file without prior written consent to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate education interest
- US Comptroller General, US Attorney General, and US Department of Education
- State and local officials
- Authorized organizations conducting education research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

Disclosures to School Officials

The School discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for the institution.

Disclosures may be made to:

- School officials, including Instructors, who have legitimate education interests
- Officials of another school, where the student receives services or seeks to enroll

Disclosures to Government Agencies

Disclosures may be made to authorized representatives of the US Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department – such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Educational Statistics – as well as firms that are under contract to the Department to perform certain administrative functions or studies.

Disclosures regarding application for or receipt of financial aid may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

The School may release personally identifiable information regarding a nonimmigrant student classified as "F", "J", or "M" to US Immigration and Customs Enforcement in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

Disclosures in Response to Subpoenas and Court Orders

FERPA permits schools to disclose education records, without the student's consent, in order to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

The School may also disclose information from education records, without the consent or knowledge of the student, to representatives of the US Department of Justice in response to an *ex parte* order issued in connection with the investigation of crimes of terrorism.

Documenting the Disclosures of Information

Except as noted below, the School must keep a record of each request for access and each disclosure of personally identifiable student information. The record identifies the parties who requested the information and their legitimate interest in the information. This record is maintained in the student's file as long as the educational record itself is kept.

Transcripts will not be issued if the student has an outstanding balance.

Filing a Complaint

Students have the right to file a complaint with the US Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The Address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
6000 Independence Avenue, SW
Washington, DC 20202-4605

For additional information, call 1-800-USA-LEARN (1-800-872-5327).

Employment & Job Placement

Within all course programs, students are trained in writing Resumes & Cover Letters and educated on Seeking Employment—The Job Hunt & Interview Process, all for the purpose of securing a job interview and possible employment. No school can promise or guarantee jobs for its Graduates, however every possible effort is made to expose the students to the professional industry through the following:

- **Guest Artists:** Salon team members, as well as other industry professionals, are invited to share industry advice, game planning and career insight with the students during a guest artist class. Students are encouraged to ask questions and participate in the class.
- **Job Shadowing:** Students are encouraged to visit a salon, spa or barbershop to observe or shadow the stylists/barbers/estheticians. There is a form to be completed during the visit that will give the student valuable information on product lines, continuing education, compensation and benefits for that salon, spa or barbershop. This form must be completed during the visit with dates and times of attendance certified by a licensed professional via signature & date in order to receive hours.
- **Job Fairs:** The School holds an annual Job Fair. The Job Fair is promoted months in advance for maximum participation. Salons, Barbershops and Spas from the area are invited to assist students and Graduates in securing employment.
- **Professional Development Classes:** Each program offers Professional Development Classes. The classes include instruction and guidance on effectively writing a resume and cover letter and the interview process as well as various Salon Readiness classes.
- **Building a Portfolio:** Throughout the duration of enrollment, students are educated on how to build a portfolio, which is helpful in securing employment. Students are encouraged to build their portfolios while enrolled.
- **Job Opportunity Board:** Available job openings within the industry are posted to the Job Opportunity Board in the school providing access to students and Graduates to current employment opportunities.

All of the above listed resources are also available to Graduates in good financial standing with the school.

Withdrawal & Settlement/Refund Policy

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

Withdrawal & Settlement/Refund Policy (*continued*)

Any monies due the applicant or students shall be refunded within 45 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. The applicant shall be entitled to a refund of all monies paid.
- 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the Application Fee in the amount of \$100.00.
- 4 A student notifies the institution of his/her withdrawal in writing.
- 5 A student on an Approved Leave of Absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the Leave of Absence or the date the student notifies the institution that the student will not be returning.
- 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance daily).
- 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 notification is delivered to the school administrator or owner in person.

Tuition Adjustment

For all (regardless of payment methods) who enroll in, begin and subsequently withdraw from classes for any reason, by either party, by student decision, by course or program cancellation, or by School closure, the following Tuition Adjustment Schedule will be considered to meet the minimum standards for refunds mandated by the U.S. federal regulatory agencies (Percentage Completed is based on Actual Hours successfully completed by the student as of the last day of physical attendance):

Schedule of Tuition Adjustment

Percentage Actual Time Completed to Total Length of Program	Amount of Total Tuition Owed to School
0.01% - 4.9%	20.0%
5.0% - 9.9%	30.0%
10.0% - 14.9%	40.0%
15.0% - 24.9%	45.0%
25.0% - 49.9%	70.0%
50% & Over	100.0%

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 days of a determination that a student has withdrawn, whether officially or unofficially.

Non-Refundable Items

All extra costs, which are not included in the base tuition price, will become non-refundable only after three (3) business days of signing an Enrollment Agreement/Contract. These items include all books, supplies, equipment, State License Fee, iPad Application Codes, Uniform, Badge Fee, Registration Fee, and Application Fee.

Official Withdrawal

The cancellation date for the above-mentioned situations will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

Leave of Absence

Students who notify the school he/she will not be returning from a Leave of Absence (approved interruption of training for an extenuating circumstance—see “Satisfactory Academic Progress Policy” reviewed/explained during Orientation Class), will be considered to have Officially Withdrawn.

Withdrawal & Settlement Policy (*continued*)

Unofficial Withdrawal

Any student who does not provide official notification of his/her intent to withdraw and is absent for more than 14 consecutive calendar days or does not return from a Leave of Absence (and does not notify the school that he/she will not be returning) will be subject to termination and considered to have “Unofficially” Withdrawn. The School monitors attendance daily.

14 Day Rule

Good attendance is one of the keys to success as a student in a vocational program. As of February 2004, the U.S. Dept. of Education released its “14 Day Rule”. This rule states that the date of the institution’s determination that a student withdrew would be no later than two weeks (calendar weeks) after the student’s last date of academic attendance – meaning termination will occur after the student has not been in attendance for fourteen (14) consecutive days.

Grounds for Termination/Expulsion by the School

Grounds for Termination/Expulsion include but are not limited to the following list with any monies due the student refunded within forty-five (45) days of official cancellation or withdrawal:

- Failure to follow the Department of Education’s “14-Day Rule”
- Failure to meet Satisfactory Academic Progress as described in the “Satisfactory Academic Progress Policy”
- Failure to follow the School’s Rules and Regulations as outlined during Orientation
- Failure to return from a Leave of Absence
- Discrimination of any kind—ie: bullying, harassing, hazing
- Cheating
- Theft/Stealing
- Copyright infringement and unauthorized distribution of copyrighted materials

Return of Title IV Funds

The Federal government’s return of Title IV funds calculation/formula (R2T4) is based on scheduled hours. R2T4 determines a student’s earned and unearned Title IV aid based on the percentage of the enrollment period scheduled to be completed; and must be returned to the federal government or lending institution and only applies to students receiving Title IV Aid. A student who withdraws may be required to return unearned aid yet still owe a balance to the School and vice-versa. Any refunds due to the Department of Education as a result of R2T4 Calculations are returned within forty-five (45) days of the determination date of withdrawal, whether officially or unofficially.

Non-Title IV Returns

Upon completion of the School’s Withdrawal & Settlement Policy & Minimum Tuition Adjustment Calculations, a refund may be due to a student. Said refund is paid directly to the student within *forty-five (45) days* of the determination date of withdrawal, whether officially or unofficially. This time frame applies to all students.

Mitigating Circumstances

When situations of mitigating circumstances are in evidence, the School may provide a settlement/refund which exceeds the Withdrawal & Settlement Policy – one reasonable & fair to both (i.e.: *illness, disabling accident, immediate family death or other circumstances beyond the control of the student*).

Program/Course Cancellation Policy

If the course is canceled subsequent to a student’s enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall 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 OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

Withdrawal & Settlement Policy (*continued*)

School's Closure Policy

If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.

Collection Policy

As a small business, the School uses an outside professional collection agency, belonging to the Association of Credit & Collection Professionals, to recover unpaid accounts. Said agency must always adhere to the School's Withdrawal & Settlement Policy & Minimum Tuition Adjustment Schedule in any/all collection efforts. If a student defaults in his/her obligations including a default in payment of any sums provided for in the Enrollment Agreement/Contract, the School (the Seller) at its option and with notice to the student (the Purchaser) may declare the whole amount unpaid and immediately be due and payable. The student agrees that the School is entitled to reasonable attorney fees, costs and expenses incurred should this contract or any part of it be placed in the hands of an attorney for collection or other legal action. If promissory notes or contracts for tuition are sold or discounted to third parties, students must sign a statement authorizing such sales and the Purchaser must comply with the Cancellation & Settlement Policy of this School.

Financial Aid

Michael's School of Hair Design & Esthetics is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and approved to offer Federal Government Loan & Grant Programs to students that qualify. After Admissions acceptance, all students are scheduled for an appointment w/the Financial Aid Department to discuss the variety of ways in which they can finance their education as well as set up their Tuition Financing Plan. A full detailed consumer information description of each program is given to the student at their scheduled Financial Aid appointment. The school participates in Title IV Funding and the following programs:

- Federal Pell Grants
- Federal Supplemental Opportunity Grants (SEOG)
- Federal Direct Subsidized Stafford Student Loans
- Federal Direct Unsubsidized Stafford Student Loans
- Federal Direct Parent PLUS Loan

In addition to the above programs, the school participates in and/or is approved for training as follows:

- Veterans Administration
- Vocational Rehabilitation
- Social Security
- NH Employment Security

Scholarship Programs

High school graduates can take advantage of our \$300 & \$500 Scholarship Awards which are available when attending any New Hampshire, Vermont or Massachusetts high school or vocational institution. Students transferring hours from a High School Vocational Program are only eligible for \$300; all other High School graduates are eligible for \$500. A scholarship packet is available from any high school's Guidance Department, or by contacting an Admissions representative at the school. The necessary criteria for applying is enclosed in the packet.

Security Plan: Gramm-Leach-Bliley Act (GLBA)

The Gramm-Leach-Bliley Act (GLBA) requires financial institutions to protect and safeguard the security and confidentiality of customer information. The information is defined as any personally identifiable (PII), nonpublic information that the School maintains about an individual that can be used to distinguish/trace identity in the process of offering a financial aid service/product. Following is the information covered:

- Names & Addresses
- Social Security Numbers
- Date & Place of Birth
- Family Financial Information
- Credit Card Information

Security Plan: Gramm-Leach-Bliley Act (GLBA) (*continued*)

The goal of the GLBA is to ensure the security & confidentiality, to protect against anticipated threats or hazards to the security of such information, & to protect against unauthorized access to or use of data and information that could result in substantial harm or inconvenience to any customer/student.

The School's designated security program officer is the Business Office Administrator. This person is responsible for coordinating & overseeing the plan; and all questions should be directed to this office.

A full accounting of this Security Plan is discussed in detail in the School's Orientation Class.

Industry Physical Demands & Safety Requirements

Good health and hygiene are required to be successful in any of the four trades offered at Michael's School of Hair Design & Esthetics. In keeping with these professions, you need to be the example. This is very important because you work very closely with your guests. It is also important to be in good physical health because you are generally standing while working on guests.

Safety precautions should be taken at all times since the trades work with sharp implements such as shears and razors as well as hot implements such as curling irons. Also, great care must be exercised whenever chemicals are used.

Graduation Requirements

A student is considered "Graduated" and issued a Diploma/Certificate after meeting the following requirements:

- Complete the program's required clock hours of study: 1500, 600, 1000, or 300
- Complete all Written, Clinical & Practical Assignments
- Satisfy all Financial Obligations to the School (appropriate financing arrangements must be made for a ledger balance)

Licensing Requirements

After meeting all of the Graduation Requirements, a Graduate is ready for an Exit Interview with the School Director to complete the New Hampshire State Board Exam Application. Costs for this exam are paid directly by the Graduate to the examination agency (D.L. Roope Administrations Inc.). Upon successful passing results of all three (3) State Board Exams – Practical Exam, Written Theory Exam and Written State Law Exam – the Graduate will be issued a license to practice Barber, Cosmetology, Esthetics or Instructing in the state of New Hampshire.

**Students who have ever been convicted of any felony or misdemeanor, other than a traffic violation, which has not been annulled by a court are required to be approved by the New Hampshire State Board of Barbering, Cosmetology & Esthetics in order to obtain an Apprentice License (student license). If a conviction or felony occurs after enrollment, but prior to graduation, the Graduate will require State Board approval prior to receiving a Professional License.*

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