



*Evolve Beauty Academy
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<https://www.evolvebeautyacademy.edu/home>

Student Handbook & Program Catalog

Revised January 31, 2022

*Evolve Beauty Academy provides
outstanding cosmetology training
for motivated students to become
proficient with entry level skills
demanded by employers in the
cosmetology industry*

Erin Bohannon Weiss

Welcome to Evolve Beauty Academy. We thank you for selecting our program to begin your training in the exciting industry of cosmetology.

We are proud to offer you a program of excellence. The degree of your success in our program, and in your future career goals, will depend on your own effort. The industry has many exciting opportunities available for highly motivated individuals.

It is our pleasure to help you train to meet your goals.

The accompanying catalog has information about our program.

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Program Overview

Evolve Beauty Academy offers a 1500 clock-hour program: ***Class CA-Hairdressing and Manicuring.*** Students accumulate the actual number of clock hours they spend receiving instruction and guidance in the classroom and working with clients in the clinic salon to amass the total 1500 hours requirement. English is the teaching language of the program and the written language of textbooks and supporting documents. Students' completing this program will receive a diploma. After successfully completing the Licensing Exam for the State of Missouri, students will receive a Missouri CA License. A CA License allows the cosmetologist to perform hair, skin, and nail services to clients in Missouri.

The completion of the Class CA-Hairdressing and Manicuring program requires the student's attendance and participation in 1500 scheduled clock hours. The school offers a total of 54 scheduled clock hours each week, Monday thru Friday, along with an additional 7 hours on alternate Saturdays. These sessions are normally offered according to one of the following two program schedules:

34 hours each week	Days:	Monday – Thursday Friday	9:00 a.m. – 4:00 p.m. 9:00 a.m. – 3:00 p.m.
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23.5 hours each week (averaged)	Evenings:	Monday – Thursday Alternate Saturdays:	4:00 p.m. – 9:00 p.m. 9:00 a.m. – 4:00 p.m.
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The curriculum is identical in either format.

To provide additional flexibility, the school allows students to submit an individualized schedule for approval that combines hours from both the day and evening programs. For example, a student might propose a customized program based on the following 30 clock hour schedule:

Days & Evenings:	Monday – Wednesday Friday	1:00 p.m. – 9:00 p.m. 9:00 a.m. – 3:00 p.m.
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The maximum number of hours that may be combined each week into a customized program is 34; the minimum is 23.5 (based on the weekly average in the evening program). All individualized requests must be approved by the Director. Fulltime enrolment is 30 or more scheduled hours each week; students attending fewer than 30 hours are considered part-time. By making multiple, customized schedules available, the school can offer its program to a wider audience who might otherwise be unable to attend. Taking into consideration holidays, vacations, and unanticipated (such as weather related) school closings, the 1500 clock hour requirement at Evolve Beauty Academy can be completed in 12 to 14 months on a fulltime schedule, or 15 to 16 months attending part-time, utilizing evenings and weekends

A break and holiday schedule may be found on page 13 of this catalog.

Mission and Educational Objectives

Evolve Beauty Academy will provide training in skills necessary for licensure and entry level employment, as well as developing business, customer service, retailing, and communication skills for success in the workplace.

History and Ownership

Evolve Beauty Academy was originally established in 2005 by Judy Elder under the name Cosmetology College of Franklin County. The current owner, Erin Weiss, is Judy's daughter. Under Erin's ownership,

Evolve Beauty Academy continues to provide its students with a modern approach to building strong cosmetology, professional and personal skills. Students are taught to apply these skills to current trends and future advances in style and client demands.

By limiting our enrollment numbers, instructors are involved with student success in all aspects of our program. Students train with confidence, knowing that instructors are available during the entire daily instruction period.

Erin Weiss is the owner and fulltime director and instructor. Erin has been an instructor and has enjoyed a successful salon career since 2002.

Approval Disclosure Statement

Evolve Beauty Academy was granted its approval and licensure from the State of Missouri Board of Cosmetology and Barber Examiners (hereinafter also referred to as the State Board), 3605 Missouri Boulevard, P.O. Box 1062, Jefferson City, Missouri, 65102, (573) 751-1052, toll free (866) 762-9432, FAX (573) 751- 8167, <http://pr.mo.gov/cosbar.asp>, E-mail: cosbar@pr.mo.gov.

The State Board's approval for license means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the State or by the State Board. Institutions must be reapproved every two years and are subject to continuing review.

The Missouri State Board of Cosmetology and Barber Examiners has approved the following courses offered by Evolve Beauty Academy:

Class CA-Hairdressing and Manicuring

1500 clock hours

Health and Physical Considerations

Generally, the professional in the cosmetology industry must be in good physical health since he or she will be working in direct contact with the public. In most aspects of the industry there is a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations if these students (with parental and/or physician approval) believe they can fulfill the training and subsequent career demands.

Student Dress Code

For students who pursue a career in the field of cosmetology, performance evaluations will not end with graduation. To build a clientele, licensed cosmetologists must convey poise, confidence, and the ability needed to perform technical applications, and they must do this primarily through their attitude and personal appearance. At Evolve Beauty Academy, students are expected to foster a public image in which personal appearance is critical. Achieving the look of a qualified professional has a psychological impact on the people being served and influences how they judge the outcome of their experience. And it will often determine whether they become repeat customers. The goal of a professional cosmetologist is to enhance the appearance of the clients they serve. making them feel good about the way they look. What does it say to those same clients when the "professional's" own appearance doesn't seem to matter?

Evolve Beauty Academy enforces a dress code that we expect our students to follow during their entire program of study, in order to instill a habit that will follow them throughout their careers. Since appearance plays such an important part in this profession, appearance will be evaluated and included in the student's status report cards.

An outline of the complete dress code policy appears on page 22 of this catalog.

Career Counseling

The school counsels the students individually as often as deemed necessary, or at the student's request. Career counseling takes place in the classroom, in daily discussions, and during scheduled satisfactory progress reviews. Salon owners and stylists are invited to the school regularly to give demonstrations and discuss career goals with students. This activity supplements the daily counseling carried out by the instructors.

Information regarding careers in cosmetology and expected salaries will be discussed throughout the program. General information is included in this catalog, and on the websites listed under Careers in Cosmetology (page 35).

Placement

Evolve Beauty Academy does not guarantee placement for any student. However, students are made aware of opportunities available in all areas in which they have an interest. Salon business classes will instruct students in resume writing and interviewing skills. Students will be encouraged to research and visit salons that are of interest to them. Our school enjoys an excellent relationship with salons, which are always interested in our students. We continue to build our relationship with salons, not only in our local area, but in outlying areas of our region. Most of our graduates have interviewed for and chosen a salon before they graduate. However, limited job placement assistance is provided to graduates who request it. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Placement assistance is provided by reviewing the listing of salons seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

Administration Business Hours

The school administrative offices are open during all scheduled school operations, Monday – Thursday from 9:00 a.m. to 9:00 p.m., Friday from 9:00 a.m. to 3:00 p.m., and alternate Saturdays from 9:00 a.m. to 4:00 p.m. Arrangements for other appointments may be made by calling (636) 231-5913.

You may leave a message after normal hours; we will return your call as soon as possible. Please make sure to state your phone number clearly and slowly.

Facilities

Our campus is clean with adequate room (3140 sq. ft.) provided for a comfortable learning experience. Students will have available a sanitary break area, safe parking, and separate lockable storage for their salon and personal belongings.

Students are provided with the opportunity to learn using modern equipment and professional supplies. The clinic is furnished with modern granite top stations, and new chairs. It is well lit by natural and artificial light.

It is decorated to reflect the atmosphere of an upscale salon, and provide a pleasant atmosphere for students and clients

Textbooks, Equipment and Supplies

It is mandatory that students purchase a kit, which contains equipment for use on the clinic floor, and their required textbooks from the school. All other supplies and equipment needed for completion of the program of study will be furnished by the school at no additional charge to the student.

The Milady Standard Cosmetology textbook (13th ed.), with Theory Workbook, Practical Workbook, and access to Cengage Online Testing, will be issued on or before the first day of class.

The school library includes a wide variety of industry publications and resource materials. The extensive DVD library provides students with current training in business, practical and theory skills from leaders in the industry. These resources are continually updated and available for students use at any time. Students are encouraged to view and study these resources and are given the opportunity and hardware resources to do so.

All needed supplies and equipment necessary for completion of the freshman program will be available in the classroom. A kit will be issued containing all equipment necessary before beginning the clinical portion of our program. Students are expected to maintain the kit by replacing lost or broken articles. ***Once issued the college is not responsible for a student's equipment, either lost, or stolen. Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable upon withdrawal from the course of enrollment. The equipment, therefore, becomes the property and responsibility of the student.***

Admissions Policy

New Students:

The school accepts applicants for admission as regular students once the following criteria have been met:

- The student must provide a copy of his/her High School Diploma or GED, which will be verified during the license application process by the Missouri State Board of Cosmetology and Barber Examiners. Similar verification applies to both home schooled and foreign student applications.
- The student must provide a copy of proof of age (17 years or older), either a driver's license or birth certificate.
- The school is provided with two 2x2 pictures to be included with the enrollment application to the Missouri State Board of Cosmetology and Barber Examiners.
- The required \$75.00 application fee and \$5.00 licensure fee are paid.

Transfer Students:

Evolve Beauty Academy may accept students from other cosmetology programs. Up to 900 clock hours registered and accepted by the Missouri State Board of Cosmetology and Barber Examiners will be accepted by our program. For especially qualified applicants, up to an additional 300 Board approved transfer hours may also be considered for acceptance. The transfer applicant will complete a modified contract with adjusted fees and tuition charges based on textbook and kit requirements and the number of clock hours that remain to complete the program. The student will be responsible for contacting the Missouri State Board of Cosmetology and Barber Examiners to provide our school with a release form and earned clock hours. The student will be responsible for obtaining and/or having any previous enrollment transcripts sent to our school.

Barring exceptions, transfer students must complete a minimum of 600 hours at Evolve Beauty Academy to meet minimum graduation standards. The tuition cost per hour of attendance is \$10.33.

Reentry Students:

All students who withdraw in good standing may reenter the course of study without the loss of credit earned during prior enrollment, retaining the same status of academic progress they had at the time they withdrew. Limits imposed on the maximum number of hours accepted, which affect incoming transfer students, do not apply to reentry. If the student transferred to another institution before returning to Evolve Beauty Academy, those hours/credits may also be approved and credited, but the status of academic progress will be reevaluated. Each reentry is treated on an individual basis and Evolve Beauty Academy reserves the right to reject students that have withdrawn from its program. Reentering students execute the same modified contract used for incoming transfer students. The student will be responsible for an additional \$75 application fee before reenrollment.

Statement of Non-Discrimination

Evolve Beauty Academy does not discriminate on the basis of race, ethnic origin, color, religion, sex, handicap, financial status, age, area of origin or residence in its admissions, staffing, instruction, and/or graduation policies.

Statement of Non-Recruitment

Evolve Beauty Academy does not recruit students from other schools of similar study.

Student Fee Schedule and Program Costs

Program: Class CA-Hairdressing and Manicuring

Student Fees:	\$	220.00	
Application Fee	\$	75.00	(nonrefundable*) ---*will be refunded for perfect attendance
State Board License Fee:	\$	5.00	(money order made payable to Missouri State Board of Cosmetology and Barber Examiners)
State License Exam Fee:	\$	140.00	(due and payable to PSI upon graduation when exit paperwork is completed for the State Board License Exam. This fee may change before the student graduates and will need to be paid at the effective rate at graduation.)
Textbooks & Kit:	\$	2225.00	(payable in 4 installments: hours 1-450 at \$600.00, hours 451-900 at \$600.00, hours 901-1200 at \$400.00, hours 1201-1500 at \$625.00)
Textbooks:	\$	425.00	
Kit: { Evolve Academy:	\$	1575.00	
State Board:	\$	225.00	(billed in the final program installment)
Tuition:	\$	15,500.00	(payable in 4 installments: hours 1-450 at \$4650.00, hours 451-900 at \$4650.00, hours 901-1200 at \$3100.00, hours 1201-1500 at \$3100.00)
Total:		<u>17,945.00</u>	

Extra Instruction Charges

For all students, the contracted date of graduation calculated by Evolve Beauty Academy is based on maintaining consistent attendance toward fulfilling the full 1500 clock hour requirement. Occasional absences from class are to be expected, as the result of sick leave, vacation, or other personal needs. In recognition of this, Evolve Beauty Academy will extend a courtesy period of 90 hours (amounting to approximately 13 or 14 additional fulltime class days, depending on the scheduled program format) for non-transfer students with no penalty and no charge to make up for missed sessions. Transfer student courtesy hours will be prorated. ***Note: The contracted training end date does not factor in these additional courtesies hours.*** Students who require additional time beyond this courtesy period will accrue additional tuition charges (overtime) to be assessed at \$11.00 per hour for every hour past the contracted graduation date and the extended courtesy period. A contract addendum will reflect the new charges on all students' contracts that have exceeded their contracted scheduled graduation date.

Method of Payment

Students are expected to contribute from their own family resources toward the cost of their attendance. Tuition and fees owed to Evolve Beauty Academy may be paid in cash, by check or by money order, but the school does not currently accept credit cards. For eligible students, Evolve Beauty Academy is approved by the Department of Education to participate in financial aid funding, and accepts Veteran's Administration Benefits, if they are available to the student. Students not eligible for Department of Education funding or other forms of assistance will be responsible for all program costs at the time of enrollment. Scholarships may be available from local institutions, churches, and places of employment. Evolve Beauty Academy has no extended monthly payment plan in place currently.

Graduation/termination forms sent to the Missouri State Board of Cosmetology and Barber Examiner's offices will reflect a paid or unpaid balance for student tuition. Students with an unpaid balance will not be allowed to take the State Licensure Examination until a signed affidavit stating that the balance has been paid in full is prepared and mailed to the Missouri State Board of Cosmetology and Barber Examiners. There will be a \$25.00 charge for the preparation of this paperwork.

Attendance

Students record their attendance by time clock at the beginning and end of the day. Students who forget to clock in will receive only the hours recorded in the time clock system. Should a student need to be dismissed from class for a period longer than their break time, they will be required to clock in and out for that period missed.

Evolve Beauty Academy offers standard day and evening class schedules, as well as customized individual student schedules approved by the Director. School hours for standard day students are Monday – Thursday, 9:00 a.m. – 4:00 p.m. and Friday, 9:00 a.m. – 3:00 p.m. For standard evening and weekend students, school hours are Monday – Thursday, 4:00 p.m. – 9:00 p.m. and alternate Saturdays, 9:00 a.m. – 4:00 p.m. Customized schedules may offer alternative starting and ending times on any given day. Students who arrive after their scheduled start time without contacting the office will be deemed tardy and students arriving more than fifteen minutes after their scheduled start time will not be allowed to clock in for the day.

Students who anticipate being absent or arriving late due to unforeseen circumstances must notify the school via messaging or Facebook prior to their scheduled arrival time or face the prospect of suspension for non-compliance with standards of professional conduct.

Contract Cancellation Policy

1. Students may cancel their contract with the school within three business days of signing without incurring a penalty (except for the nonrefundable \$75.00 application fee). Students may also cancel without penalty after three business days provided they have not begun classes. Refer to the Notice of Cancellation form that is given on the first day of class. The Notice of Cancellation form contains an explanation of the student's cancellation rights and responsibilities
2. After the end of the cancellation period, students also have a right to stop school at any time and have the right to receive a commensurate refund of paid tuition and costs for the portion of the course that was not taken. Refer to the following student [Withdrawal](#) and [Refund](#) policies for information regarding withdrawal procedures and refund percentages.
3. If the school closes before a student graduates, the student may be entitled to a refund.
4. An explanation of the student's refund rights is also contained in the student's contract.
5. It is important that enrollees keep a copy of the enrollment agreement, contract, tuition receipts or cancelled checks to document the total amount of tuition paid, and records which will document the percentage of the course which has been completed. For any complaints, questions, or problems that cannot be worked out with the school, students may write or call:

State of Missouri Board of Cosmetology and Barber Examiners,
3605 Missouri Blvd., P.O. Box 1062, Jefferson City, Missouri 65102
(573) 751-1052 or Toll Free (866) 762-9432

Student Withdrawal Policy

The following policies apply to all withdrawal/terminations for any reason, by either party, including student decisions, course or program cancellations, or school closure.

The school Director of Evolve Beauty Academy is designated as the contact point for students who wish to withdraw. Inter-office email or written memoranda may be used to communicate that information to faculty, bookkeeping, and the Financial Aid Coordinator. The school's Director determines the withdrawal date and reports it to other institutional offices and the Department of Education. The Office of Financial Aid calculates the return of any Title IV funds using the appropriate federal formulas, notifies the student of his or her obligation to repay funds if applicable, tracks the repayment, and refers overpayments to the Department of Education. It also offers the student any earned post-withdrawal disbursement, performing follow-up procedures and applying any additional policies pertaining to this disbursement, as indicated in the award notification portion of the school's catalog. For students whose status changes from fulltime to part-time during the payment period, the award package must be revised based on the revised enrollment status, and the student must be notified about the changed award amounts and status.

Determining the date of a student's withdrawal by Evolve Beauty Academy is accomplished through faculty input, a lack of attendance, a student's failure to return from an approved leave of absence, or the student's verbal or written notification to the school.

In the event of any unofficial withdrawals, the R2T4 (Return to Title IV) refund must be done within 45 days from the date of determination of such withdrawal. The date of determination must occur within two weeks from the last day of attendance.

All enrolled students are notified through Evolve Beauty Academy's catalog concerning the withdrawal process and the student's rights and responsibilities, including how a student reports the intent to withdraw and how the student begins the withdrawal process.

Withdrawal Date

The school Director monitors attendance of all enrolled students. The faculty is required to take attendance

and notify the school Director if a student has stopped attending class without any notice for three (3) consecutive scheduled class days. The Director will attempt to contact delinquent students via email, phone call and/or letter. If the absence continues and no response is received within 12 additional scheduled class days (15 in total), the school will assume the student has unofficially withdrawn and will be dismissed. The school Director will determine the withdrawal date, which would be no later than two weeks from the last day of attendance. However, if the student does respond, the official withdrawal date will be the date on which the student notifies the school verbally, in writing, or by some other form of communication (for example, by email or text message). All refunds due will be paid within 45 days of the date the student is considered to have withdrawn. A student who wishes to withdraw from school for compelling personal reasons should notify the Director in writing, stating the reasons for withdrawal and whether the student intends to return at a later date to pursue a program of study. All documentation for a withdrawn student will be kept in the student's file in the Office of Financial Aid.

Return of Title IV Funds

Evolve Beauty Academy is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

Formula Calculation

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

- Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.
- If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.
- If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent earned. The percentage of aid to be returned is determined using the following formula:

- Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges.
- If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds.

All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to them, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are allocated in the following order:

Unsubsidized Federal Stafford Loan
Subsidized Federal Stafford Loan
Federal Parent (PLUS) Loan
Federal Pell Grant
Federal Supplemental Opportunity Grant
Other Title IV assistance
State Tuition Assistance Grants (if applicable)
Private and Institutional Aid
The student

The following is a step-by-step process that is followed in all R2T4 calculations:

- Step 1: Determine the percentage of aid earned by calculating the percentage of the scheduled Hours that the student completed.
- Step 2: Determine the amount of earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed.
- Step 3: Determine the amount of unearned aid by subtracting earned aid from disbursed aid or determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid.
- Step 4: If unearned funds must be returned, determine the schools and the student's shares; or if a post-withdrawal disbursement is due, determine the sources from which it will be funded.
- Step 5: If unearned funds must be returned, allocate unearned aid to programs from which student was funded; or if a post-withdrawal disbursement is due, send student applicable notification.
- Step 6: Return the institution's share and any funds repaid by the student or refer the student to Department of Education or make the post-withdrawal disbursement.

The Department of Education provides return of Title IV funds worksheets in Volume 2, Chapter 6 of the FSA Handbook. These worksheets are used to perform all R2T4 calculations. A copy of the worksheet, reflecting a manual calculation, and a computer printout, reflecting an automated calculation, is placed in the student's file. The Office of Financial Aid performs all R2T4 calculations; it has all the information related to Title IV awards and institutional charges that are required in the calculations.

Post-Withdrawal Disbursements

In the event a student is eligible for a post-withdrawal disbursement based on the student's budget, awarded financial aid and Title IV funds, and the R2T4 calculations, a post-withdrawal disbursement must be made, but only after the following conditions are met.

1. Student and parents were in most cases verbally notified of the availability of post-withdrawal disbursements by the Office of Financial Aid within one week from the date of R2T4 calculation was performed.
2. Student and parents in most cases verbally notified the Office of Financial Aid within a reasonable time indicating their acceptance of available post-withdrawal disbursement amounts. Reasonable time refers to allowing the school sufficient time to process a post-withdrawal disbursement within the deadlines set by the Department of Education.
3. Student has outstanding institutional charges that are due and wants to pay off those charges by

applying his or her post-withdrawal disbursement.

4. Student/Parents completed all necessary paperwork related to such post-withdrawal disbursement within a reasonable time.

The Office of Financial Aid must track the notification and authorization to make the disbursement and meet deadlines as prescribed by the Department of Education. A school must process Title IV aid within 120 days from the last day of the enrollment period.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Refund Policy

1. Any moneys due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that
 - a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all moneys paid to the school except for a \$75.00 application fee;
 - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his or her contract and demands money back in writing within three business days of the signing of the enrollment agreement or contract. In this case, all moneys collected by the school shall be refunded except for the application fee of \$75.00. This policy applies regardless of whether or not the student has actually started training;
 - c. A student cancels his or her contract more than three business days after signing, but prior to entering classes. In this case, he/she shall be entitled to a refund of all moneys paid to the school less the application fee of \$75.00;
 - d. A student notifies the institution of his or her withdrawal;
 - e. A student on an approved leave of absence notifies the school that he or she will not be returning or fails to return at the conclusion of the leave of absence without notifying the school. 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; or
 - f. A student is expelled by the school.
 - g. In official cancellation or withdrawal under policies b, c, d, or e above, the termination date will be determined by the postmark or written notification, or the date said information is delivered to the school administrator/owner in person.
 - h. If a program or course is canceled after a student's enrollment, but before instruction in the program or course has begun, the school shall at its option:
 - 1) Provide a full refund of all moneys paid; or
 - 2) Provide completion of the program or course.
 - i. If a program or course is canceled after a student's enrollment and instruction has begun, the school shall at its option:
 - 1) Provide a full refund of all moneys paid; or
 - 2) Provide completion of the program or course.
 - j. If a school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school will provide a pro rata refund.
2. Any moneys due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days), and the faculty is required to notify the school's Director if a student has stopped attending class without any notice for three (3) consecutive scheduled class days. The Director will attempt to contact delinquent students, but lacking any response, students will be considered to have unofficially withdrawn when they fail to attend classes for 15 scheduled class days without notification to the school. In such cases, the

date of withdrawal will be the last day of academic attendance as determined by the school's attendance records.

3. Evolve Beauty Academy is considered to be a clock hour school for accreditation purposes. For clock hour schools, the refund is calculated based on the student's last day of attendance.
4. When situations of mitigating circumstances are in evidence, Evolve Beauty Academy may elect to extend a refund to the student which exceeds the Cancellation and Settlement Policy and Minimum Refund Guidelines.
5. Once issued, books and equipment are non-refundable items.
6. For students who enroll in and begin classes, the following schedule of tuition adjustments will be considered to meet minimum standards for refunds:

* PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM OR SEMESTER OR TERM			AMOUNT OF TOTAL TUITION, OWED TO THE SCHOOL
0.01%	to	4.9%	20%
5%	to	9.9%	30%
10%	to	14.9%	40%
15%	to	24.9%	45%
25%	to	49.9%	70%
50%	and	over	100%

7. For students who enroll in and begin classes, the following schedule of adjustments covering kit fees, textbooks, and associated materials will be considered to meet minimum standards for refunds:

† PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM OR SEMESTER OR TERM			AMOUNT OF TOTAL MATERIALS COSTS OWED TO THE SCHOOL
0.01%	to	9.9%	\$425.00 (Cost of Textbooks)
10%	to	24.9%	\$818.75 (Textbooks plus ¼ Kit Fee)
25%	to	49.9%	\$1212.50 (Textbooks plus ½ Kit Fee)
50%	and	over	\$2000.00 (Textbooks plus Full Kit Fee)

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS FROM THE DETERMINATION DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO ARRANGE TO PAY THE BALANCE DUE.

Hypothetical Refund Example

A student enrolling in a 1500 clock hour program is responsible for \$15,500.00 in tuition, the \$5.00 State Board Student License fee, the \$75.00 application fee, \$425.00 for books, and a \$1,575.00 kit and supplies fee. (The \$140.00 License & Exam Fee is due upon completion of the program, and the \$225.00 State Board kit fee is required when the student reaches 1200 scheduled hours.) Charges for tuition and fees are prorated and billed over four program segments: 1-450 hours, 451-900 hours, 901-1200 hours. and 1201-1500 hours. Assume the student withdraws from the program in the second segment after 643 scheduled hours of instruction, which is roughly 43% of the total (643/1500). The refund to the student will be based on the calculation below.

Total Due	\$17,580.00
.....	
Less State License Fee	5.00 (payable to the Missouri State Board of Cosmetology and Barber Examiners; not refundable)

Less Application Fee	75 .00	(not refundable)
Less cost of Books	425.00	(items are nonreturnable)
Less cost of Kit/Supplies	787.50	(items are nonreturnable †)
Less cost of Instruction	10,850.00	(70% of 15,500.00 *)

† 43% of instruction completed –school may retain ½ of the full \$1575.00 kit fee (explanation of terms in 7)

* 43% of instruction completed – school may retain 70% of tuition (explanation of terms in 6)

Refund due = \$5,437.50

In determining the amount, that the student owes for the period of time attended, the time elapsed includes the hours of training offered to the student that may not have been attended by the student, from the first date of classes to the last date of recorded attendance. The student shall be deemed to have withdrawn from the course when any of the following occurs:

- Date when you notify the school of your withdrawal.
- Date when the school terminates your enrollment.
- Date when you failed to attend classes for a total of 15 consecutively scheduled sessions without notification to the school.
- Date when you failed to return as scheduled from an approved leave of absence.

Termination Policy

Violations of school [rules and regulations](#), or of the standards for professional conduct ([dress code policy](#), [drug and alcohol policy](#)) may result in the violator's termination. This also extends to students who violate the provisions for [Saturday time off](#) (students on the evening and weekend schedule) or who repeatedly fail to provide prior notification of absence or late arrival. Students committing violent acts against other students or school employees will be terminated immediately. A list of the rules and regulations, and the school policies regarding conduct will be provided with the student's enrollment agreement and are also part of this catalog. Students in violation will be counseled before termination. Students on suspension will be required to meet with the Director in order to receive reinstatement.

- 1st warning, depending on the offense, will be a verbal warning. After the first verbal warning student will receive written warning, which will include a one day out of school suspension and one day of no student services
- 2nd written warning will receive three days out of school suspension, and one week of no student services
- 3rd written warning will receive five days out of school suspension and three weeks of no student services

After a 4th offence, the student will meet with the Director to show cause why they should not be terminated.

Individuals who are terminated will be assessed an administrative fee of \$100.

Right to Withhold Transcripts and Grades for Non-Payment of Tuition:

Evolve Beauty Academy will withhold a student's transcripts or grades if the student is in default on a student contract until the tuition is paid in full.

Transferability of Credits and Degrees Earned

Subject to the policies and procedures of the other institution, clock hours earned at Evolve Beauty Academy may be transferable to another cosmetology school.

Evolve Beauty Academy's hours will probably not be transferable to another college or university at which you can earn a higher-level degree, for example a Bachelor's or Master's Degree.

Institutional Effectiveness

(Annual Rates Reported for 2019)

Graduation Rate	75.00%
State Board Licensure Pass/Fail Rate	77.78%
Placement Rate	83.33%

Class Schedule and Holidays

The school offers a total of 54 scheduled clock hours each week, Monday thru Friday, along with an additional 7 hours on alternate Saturdays. These sessions are normally offered according to one of the following two program schedules:

34 hours each week	Days:	Monday – Thursday Friday	9:00 a.m. – 4:00 p.m. 9:00 a.m. – 3:00 p.m.
23.5 hours each week (averaged)	Evenings:	Monday – Thursday Alternate Saturdays:	4:00 p.m. – 9:00 p.m. 9:00 a.m. – 4:00 p.m.

To provide additional flexibility, the school allows students to submit an individualized schedule for approval that combines hours from both the day and evening programs. For example, a student might propose a customized program based on the following 30 clock hour schedule:

Days & Evenings:	Monday – Wednesday Friday	1:00 p.m. – 9:00 p.m. 9:00 a.m. – 3:00 p.m.
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The maximum number of hours that may be combined each week into a customized program is 34; the minimum is 23.5 (based on the weekly average in the evening program). All individualized requests must be approved by the Director. Fulltime enrolment is 30 or more scheduled hours each week; students attending fewer than 30 hours are considered part-time. Once an individualized schedule has been approved, the student will remain on that timetable for the duration of their program.

There is no scheduled lunch or evening downtime, but breaks are available for all students during class. A break room containing a refrigerator/freezer, microwaves, and supplies is available for food preparation.

Holidays / Vacation / Breaks

Students will be provided with a current schedule for the period of their program enrollment, at the time of their registration. Evolve Beauty Academy will normally be closed for the following holidays/vacations/breaks:

Easter break	2 Days	(Friday/Monday)
Memorial Day Break	1 Day	(Tuesday)

Summer Break	1 Week	(the week of July 4th)
Labor Day Break	2 Days	(Friday/Tuesday)
Fall Break	2 Days	(Thanksgiving Thurs/Friday)
Winter break	2 Weeks	(Christmas/New Year)

All federal holidays will be observed. Days scheduled for staff training will be added to the schedule as they are needed.

Students will find school closings due to inclement weather on the news or radio. Evolve Beauty Academy will be closed on all days that the School District of Washington, Missouri, is closed for inclement weather.

Start Dates

In 2020, program start dates will be scheduled on the following dates, provided there is sufficient enrollment to proceed: By maintaining consistent scheduled attendance, and barring any unforeseen (such as weather related) events, day students may be expected to complete the program in 12 months. Evening and weekend students can be expected to complete the program in 16 months.

Start Dates

5/17/2020
7/19/2020
9/20/2020
11/29/2020
2/22/2021

Attendance Status

Scheduled clock hours are available Monday through Friday and on alternate Saturdays. Fulltime students are enrolled in a maximum of 34 hours per week. Part-time students are enrolled for fewer than 30 hours, with a minimum, on average, of 23.5. Students record their attendance by timecard at the beginning and end of their day's session. Students who forget to clock in must submit a punch time request to the Director. Should a student need to be dismissed from class for a period longer than their break time, they will be required to clock in and out for that period missed. Students will be considered tardy if they arrive after their scheduled start time and will not be allowed to clock in if they are tardy by more than 15 minutes and have not informed the office that they will be late. Students who anticipate being absent or arriving late due to unforeseen circumstances must notify the school via messaging or Facebook prior to their scheduled arrival time, or face the prospect of suspension for non-compliance with standards of professional conduct,

Policies Regarding Saturday Time Off

Students participating in a program that includes alternate Saturdays in the weekly schedule may request a Saturday off or ask permission for a Saturday late arrival {1 hour} or early Saturday dismissal (up to 2 hours). Notice of this request using the appropriate form must be provided the school no later than 2 weeks prior to the time-off date being requested. To facilitate this process, students will be provided with an appropriate number of green "Saturday Slips," based on the length of the program. Fulltime students will receive 6 at the time of enrollment; transfer and re-enrolling students will receive a prorated number based on the scheduled hours they have remaining. A Saturday Slip must be attached and submitted with the

written time-off request. Once all the supplied slips have been used up, students needing a Saturday off must meet with the Director to work out alternative arrangements.

Make up Work

Apart from the extended courtesy period, Evolve Beauty Academy does not schedule make-up hours. When special projects (proms, weddings, group projects) become available, students who wish to participate in these events will be able to earn hours for these events. These hours are usually available following scheduled class times or on Saturdays. These hours are not guaranteed or required.

Leave of Absence

Students must arrive in physical and mental condition to complete all assignments for the day. Students arriving sick will be sent home. Evolve Beauty Academy does not discriminate against students with special needs who are otherwise capable of participating in classes and performing services in the clinic. However, students who encounter physical or mental limitations or experience personal issues not present at the time of enrollment that impede their ability to fully participate may be offered a minimum of 15 class days (longer if necessary), as a Leave of Absence until daily assignments can again be completed. *Note: A student may be granted a leave of absence with a positive Covid test and/or a note from the doctor stating the student has Covid. As in all cases, granting the leave of absence is at the discretion of the Director. The student will not be given a leave of absence without positive test papers bearing their name or a form from a doctor stating they have Covid and need to quarantine. The 15 day minimum requirement is waived, and the length of the absence will typically correspond with the number of days in quarantine.*

There must be a reasonable expectation that the student will return to classes once the leave is concluded. Students who require a leave of absence from the program must submit a signed written request in advance and have their request approved by the Director prior to leaving school. The request must list the reason for the leave of absence, and a medical leave should be accompanied by applicable test results or a note from the doctor. In the event of unforeseen circumstances requiring a leave of absence, for example, the student is injured in an automobile accident, Evolve Beauty Academy may offer such leave without prior written notification by documenting the approved reason in the student's file, and subsequently accepting the student's written request, submitted in person or by mail at a later date. *The request for a Covid leave of absence qualifies as an unforeseen emergency.* In this illustration, the beginning date of the approved leave of absence would be the first date the student is unable to attend classes due to their circumstances.

A student granted a leave of absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. Evolve Beauty Academy will extend the student's contract period by the same number of days taken in the leave of absence. The revised training end date will be entered onto the approved leave of absence request form and will supersede any previously contracted training end date. This form becomes a part of the student's record as an addendum to the executed enrollment agreement. Changes to the contracted period on the student's enrollment agreement must be signed and dated or initialed and dated by all parties.

The maximum time frame for the leave of absence is one-hundred-eighty (180) calendar days (6-months) during any 12-month period. Students may be permitted more than one leave of absence over the duration of the program, but the total number of leave of absence days taken during any 12-months may not exceed the stated maximum of 180-days. (In the event that the 180th day of the leave of absence would fall during a scheduled school closing, the expiration date for the leave of absence will be the last scheduled class day prior to the break.) Students will not be assessed additional fees or tuition charges while on their leave of absence, and the students' contract period will be extended by the same number of days taken on the leave of absence. Students returning from an authorized leave of absence will retain all credit for attendance, and work

completed. Students who fail to return from an authorized leave of absence without notifying the school will be considered dismissed as of the date of their last day of attendance. Students who do notify the school may request an extension of their original leave of absence, up to the 180-day maximum, and will not be dismissed. In the event of a dismissal, the Office of Financial Aid will be notified, beginning the withdrawal process. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. The Office of Financial Aid will complete the R2T4 procedures as per the regulations described in the catalog. Students receiving federal student loans who do not return will be subject to immediate loan repayment.

Satisfactory Academic Progress Policy

Satisfactory progress in attendance and academic work (*SAP*) is a requirement for all students enrolled at Evolve Beauty Academy. Federal regulations require all schools participating in state and federal financial aid programs to establish a policy and monitor for SAP. This institution's SAP policy has been established under the guidelines of the National Accrediting Commission of Career Arts and Sciences (NACCAS). The standards apply to all students, regardless of the source of their funding, or of their status (fulltime or part-time). A copy of this policy will be made available to all applicants prior to enrollment.

Students enrolled in Class CA-Hairdressing and Manicuring must complete 1500 clock hours of instruction and clinical practice, scheduled over 12 or 16 months, depending on the teaching format (mornings and afternoons versus evenings and alternate Saturdays), and must meet the stated cumulative attendance and cumulative academic percentages to remain in compliance with this policy. Students are also expected to conduct themselves in a professional manner, as befits someone entering a career path in the cosmetology industry. The curriculum encourages technical mastery of the cosmetology arts including hair, skin, and nails. Classic techniques and styles are taught, as well as modern advanced styles and procedures. Building business and personal skills required to meet everyone's career goals are also emphasized. Student progress toward these goals is evaluated based on written tests, clinical practical experiences, daily quotas, and a final practical and written examination and projects.

Evaluation and Grading

Qualitative Standards:

All students must maintain a cumulative academic average of 70% (a Grade Point Average or GPA of "C", or better) on all tests, work projects, and other required course work.

Theory and practical work will be graded according to the following scale:

90 – 100	A	Excellent
80 – 89.9	B	Good
70 – 79.9	C	Satisfactory
69.9 or below	F	Failing

Quantitative Standards:

All students must complete the program within one and one-half (1½) or 150% of the normal length of time required to complete the program as defined in the enrollment agreement. This time frame is measured in scheduled clock hours made available to the student. By way of example, the full 1500 clock hour program (including grace time for school closings) must be completed within 2250 scheduled hours. For transfer students, the 150% requirement is based on the number of approved transfer hours accepted. All clock hours and accepted transfer hours count toward the 150% progress requirement whether or not the student receives Title IV federal student aid. Students utilizing an authorized leave of absence will have their contract period and maximum time frame extended by the same number of days taken in the leave of absence. Students' transfer hours from another institution that we accept toward the student's educational program

are counted as both attempted and completed hours, for the purposes of the maximum time frame. Students who exceed the 150% maximum requirement will be automatically terminated. Satisfactory Academic Progress evaluation periods for transfer students are based on the actual contracted hours needed to complete the program of study.

Students must maintain a cumulative average attendance level of at least 66.67% ($\frac{2}{3}$) of the scheduled hours indicated on their enrollment contract. Day students are scheduled to complete 34 hours per week, Monday – Thursday, 9 a.m. – 4 p.m. and Friday, 9 a.m. – 3 p.m. Evening and weekend students are scheduled to complete 20 hours per week, Monday – Thursday, 4 p.m. – 9 p.m. and alternate Saturdays, 9 a.m. – 4 p.m. Apart from holidays, vacation schedules, and weather related closings, day students must maintain an average weekly attendance of between 22 and 23 hours: $\frac{2}{3} \times 34 = 22:40$, while evening and weekend students should maintain a weekly average between 15 and 16 hours per week: $\frac{2}{3} \times 23.5 = 15:40$.

Regardless of the average level of attendance, those students who have more than 14 consecutive (scheduled) days of absence (equivalent to three consecutive weeks of scheduled class and/or clinic sessions, including scheduled Saturdays) and have not contacted the Director of Evolve Beauty Academy will be assumed to have unofficially withdrawn and will be dismissed. This standard shall apply to all students, except those on an approved leave of absence. Students who expect to be absent 15 or more days are encouraged to request a leave of absence. Students reentering the course of study after taking a leave of absence will reenter in the same progress status as when they left.

Students who wish to reenroll after having withdrawn from the program in good standing may be accepted without loss of credit earned during their prior enrollment and will maintain the same status of academic progress as when they left. If the student transferred to another institution before returning to Evolve Beauty Academy, the status of academic progress will be reevaluated. Each reentry is treated on an individual basis and Evolve Beauty Academy reserves the right to reject students that have withdrawn from its program. Reentering students execute the same modified contract used for incoming transfer students. The student will be responsible for an additional \$75 application fee before reenrollment.

In addition to the attendance standards related to SAP, students are also required to abide by certain other general instructional policies relating to attendance and tardiness as outlined in the Rules portion of the school catalog.

For Title IV purposes an academic year is 900 hours and 30 weeks. For Title IV payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for satisfactory progress before they can receive further Title IV payments. Students who meet the minimum requirements for attendance and academic progress will remain eligible for financial aid assistance until reviewed at the next scheduled evaluation.

Students will be evaluated at the increments in which they are scheduled to reach 450, 900, and 1200 scheduled (available) clock hours. Students who meet the minimum requirements for attendance and academic performance are regarded as making satisfactory progress until the next scheduled evaluation. In the event a student reaches their scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations, either at the time the student is scheduled to reach each additional 375 scheduled clock hours, or at the time of actual completion of the remaining hours, whichever comes first.

Students who accumulate more than 1800 scheduled clock hours (equivalent to two academic years) before completing the program of study must have a GPA of "C" or better, or academic standing consistent with Evolve Beauty Academy requirements for graduation.

Each student's academic record shall be reviewed by the school's director. Qualitative and quantitative measures carry equal weight. Once the review has been completed, the student will receive a printout with the results of their evaluation and shall be notified of any evaluation that impacts the student's eligibility for financial aid. Students who do not achieve the minimum standards (due to lack of attendance and/or low grades) are no longer eligible for Title IV program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. The financial aid administrator will be advised of any students who fail to meet one or both of the SAP guidelines and have for that reason been issued a warning or come under consideration for dismissal, subject to an appeal by the student for academic probation.

Warnings are issued when a student falls below the standards for satisfactory academic progress and the school has sufficient reason to believe that this outcome will be reversed over the next evaluation period. As the term "warning" suggests, this action is intended to call the students' attention to the deficiency that they may self-correct their attendance or level of academic performance going forward. A warning remains in effect until the conclusion of the following evaluation period, and for purposes of financial aid eligibility, students under a warning are considered as if they were making satisfactory academic progress and will continue to receive financial assistance until the next evaluation plateau.

Students who are subject to a warning who again fail to meet satisfactory academic progress at the next evaluation period may be subject to termination or lose their eligibility for financial assistance. Students who question this decision, or feel that there are mitigating circumstances, may initiate an appeal of the decision, which will allow them to be considered for academic probation. If the appeal prevails, the school will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the requirements for satisfactory academic progress within the subsequent evaluation period. Students on probation may be required to complete additional assignments, work one-on-one with an instructor on specific clinical skills, or maintain perfect attendance to reestablish their SAP status. Academic probation remains in effect until the next scheduled evaluation point, and for purposes of financial aid eligibility, students on probation are considered as if they were making satisfactory academic progress and continue to receive financial assistance until the next evaluation plateau.

Appeals for probationary status must be submitted in writing within five (5) business days of the unsatisfactory determination and must document the nature of any perceived error or describe in detail the extenuating circumstances (for example, a death in the family, injury or illness). Additionally, the appeal should indicate what is expected to change in the student's situation which will allow them to achieve satisfactory academic progress at the next evaluation. Upon submission, the student will be scheduled to meet with the Evolve Beauty Academy appeals board, consisting of three school representatives who may include but are not limited to the school director, student services coordinator, school standards coordinator, and instructors. The appeals board will evaluate the appeal within an additional five (5) business days and notify the student of the decision in writing. Each case will be documented and kept in the student's permanent file. Students whose appeal is granted by the appeals board will be placed on academic probation for a specified period during the next evaluation cycle.

Students whose appeal is denied, or who fail to meet SAP guidelines by the conclusion of the probationary period, will be considered as not making satisfactory academic progress, and will be terminated. Students receiving Department of Education Funding will lose eligibility to receive further funding. If a student is dismissed for failure to maintain satisfactory academic progress, all provisions regarding the school's refund policy will apply.

Students making satisfactory academic progress by the conclusion of a warning or academic probationary period will have the warning voided or be removed from probationary status and will retain eligibility for Title IV aid.

Course incompletes, withdrawals from individual subjects, repetitions, and remedial courses are not a part of this institution's form of instruction, and as such have no impact on the institution's SAP standards. All hours attended are considered attempted. Students withdrawing from school will receive credit for all work successfully completed and all clock hours earned.

Students will receive a copy of their attendance and academic evaluations at least two times during their program period. Students are encouraged to document all pertinent information, i.e., test scores, attendance, practical assignments, and clinical services, for their own records.

Practice for State Licensure Examination will be encouraged and evaluated throughout the program. At least two final exams will be given and graded before the student graduates. Students will be encouraged to utilize these tests to study for the State Licensure Exam.

Early Completion

Students receiving financial aid who complete the program earlier than the projected completion date stated in this agreement may have their financial aid award recalculated. As a consequence of any adjustments, the student or the school may be liable for the amount of any overpayments that were distributed.

Graduation / Diploma

Graduation requirements include the completion of 1500 clock hours of cosmetology training, 34 hours of participation each week for day students, spanning a minimum attendance period of 45 weeks, but scheduled over 12 months to accommodate holiday breaks, vacations, and unanticipated school closings. Participation for evening and weekend students consists of 20 hours per week, with 7 additional hours on alternate Saturdays, spanning 64 weeks but scheduled over 16 months to make similar accommodations.

The contracted training end date identified in the executed Enrollment Agreement, or revised and initialed in a superseding addendum, is based on these projected time frames. A student must be in physical and mental condition to complete all assignments scheduled for the day. Students experiencing physical or mental limitations not present at the time of enrollment will be offered a leave of absence until daily assignments can be completed. The student on leave remains enrolled and the additional time will be added to the training end date. Please review the policies covering [Leave of Absence](#) for additional details.

Students must also complete theory, laboratory, and clinical assignments and maintain Satisfactory Academic Progress during their program of study to be eligible for graduation. Satisfactory Academic Progress is outlined beginning on page 16. A student syllabus will be provided to each student on their first day of class. The syllabus will include a list of all clinical and practical testing required, as well as a list of all laboratory and clinical assignments to be completed.

Students are expected to abide by all rules and regulations set by the school. A list of rules and regulations will be made available with our contract and in our catalog (see below). Students may be terminated for non-compliance with these rules and regulations.

A diploma will be awarded when the student has met the minimum clock hour, testing and assignment requirements. Evolve Beauty Academy will withhold a student's transcripts or grades if the student is in default on a student contract until the tuition is paid in full.

School Rules and Regulations

- Evolve Beauty Academy offers standard day and evening class schedules, as well as customized individual student schedules approved by the Director. School hours for standard day students are Monday – Thursday, 9:00 a.m. – 4:00 p.m. and Friday, 9:00 a.m. – 3:00 p.m. For standard evening and weekend students, school hours are Monday – Thursday, 4:00 p.m. – 9:00 p.m. and alternate Saturdays, 9:00 a.m. – 4:00 p.m. Customized schedules may offer alternative starting and ending times on any given day. Students who arrive after their scheduled start time without contacting the office will be deemed tardy and students arriving more than fifteen minutes after their scheduled start time will not be allowed to clock in for the day. Please notify the director if you will be late or need to leave early on our scheduled clinic days.
- Students must personally clock in and out of school on their own. No student shall clock another student in or out of school.
- Students must call in to report his/her absence during the day when the absence occurs.
- It is the student's responsibility to make arrangements with the instructor in charge for any make-up assignments or tests while absent.
- Any student absent more than 14 consecutive days without contacting the instructor will be terminated.
- Leaves of absence will be at the discretion of the director.
- Students will be expected to maintain a minimum of 70% grade average.
- Students will arrive at the start of the school day with a clean, professional appearance. Evolve Beauty Academy does not have a dress code, or a required school uniform. Shoes will be clean and appropriate for the salon setting. Open toe shoes may be worn if the feet and toes are properly manicured. The school director retains the right to counsel any student not maintaining a proper appearance. Lab coats are provided, as well as aprons, for all students.
- Smoking is not allowed in or in front of the building. A smoking area is provided behind the building. Cigarettes, and all related trash will be immediately and properly disposed of in the proper containers. Smokers will be responsible for the daily clean up and disposal of litter in the smoking area. Non-smokers will be exempt from this area's sanitation. Failure to comply with the sanitation portion of this guideline will remove the smoking area privilege for all students.
- No unauthorized visitors are permitted in the classroom, clinic, or lounge areas of the school.
- College phones may not be used for personal calls. Emergency calls made on college phones will be limited to three minutes.
- Personal cell phones are not to be used in any way that will detract from the learning experience of other students. Personal calls will not be made or taken while working on a client. Cell phones will be turned to silent during class hours. Phone calls may be returned in an appropriate area during break times.
- Students will always conduct themselves in a professional manner when on the clinic floor.

- Rules of the clinic floor apply to all students. The instructor in charge will make decisions based on the clinic needs as necessary. No discussion of clinic rules is acceptable on the clinic floor or at the reception desk. Students will defer any problem to the instructor in charge in a professional manner.
- School property and equipment will be maintained and cleaned immediately after its use. Stations, chairs, and the surrounding area will be cleaned and left empty of all equipment and supplies after the student's use. Credit will not be recorded for a service until the area is properly sanitized and returned to its original condition.
- Every student will be provided with a lockable locker. It is the student's responsibility to maintain their personal and professional possessions.
- Students are expected to be prepared for class with the proper equipment, supplies, books, etc. needed for their assignments.
- The school kit is not to be removed from the school property. It is not the responsibility of the college to replace lost or stolen supplies or equipment.
- A minimum of ½ hour of sanitation will be completed by each student daily. Sanitation duties will include the sanitation and maintenance of personal equipment as well as school owned equipment and facilities. Students not completing their sanitation will not receive credits for that portion of the program.
- Students will personally maintain all areas they utilize. Trash, soda bottles/cans, food containers, etc. will be placed in the proper containers and the area cleaned immediately after use. NO dirty dishes or utensils will be left in sinks.
- The provided refrigerator will be cleaned every Friday, nothing will be left in the refrigerator that is not dated with the owner's name.
- Students may not use alcohol or drugs while on school property. Students may not be under the influence of alcohol or drugs while on school property. Students will be dismissed or not admitted for the day if under the influence of drugs or alcohol. Determination of a student's ability to attend class or work on clients will be at the discretion of the director.
- Students are to park in the designated area.
- Students are welcome to inform the director of any areas of concern. However, a new rule will not be posted for every concern.
- ***The director retains the right to deal with all concerns on an "as needed" basis.***

If you have complaints, questions, or problems, you cannot work out with the school you may contact:

- Missouri State Board of Cosmetology and Barber Examiners at (866)762-9432, or by mail at 3605 Missouri Blvd, Jefferson City, MO 65109.

Student Dress Code Policy

Evolve Beauty Academy enforces a dress code that we expect our students to follow, starting with the first day of training and continuing throughout their program of study. Since appearance plays such an important part in this profession, appearance will be evaluated and included in the student's status report cards.

Most cosmetology schools expect students to wear all black; we do not like to limit our student's creativity with colors and trends.

First and foremost, students are expected to be concerned with DAILY habits of good hygiene and good grooming.

CLASSROOM DRESS CODE:

Purple, Maroon, Gray or Black Scrubs. Must be clean and stain free! Any shoes except flip flops if they are clean and stain free.

The top and bottom of the outfit worn must be scrubs, no T shirt.

Hair must be groomed- Makeup Optional, unless we have a guest speaker.

You may wear a long sleeve shirt under your scrubs if you tend to get cold.

You may purchase a plain Zip up jacket to wear that we adhere the school logo onto for a fee of \$6. No sweatshirts or coats.

CLINIC FLOOR DRESS CODE

- ***SHOES***

Shoes must be professional in appearance. Beach type flip-flops are ALWAYS unacceptable. There are a variety of summer sandals, and it is important that students wear a more business casual/professional shoe. Between-the-toe shoes are allowed if not too casual. Feet and toes must be pedicured and polished to wear opened toed shoes.

ALL SHOES MUST BE CLEANED AND POLISHED-if you have a white sole on the shoe and its brown, clean it with some cleaner and a toothbrush!

Running shoes are not allowed on the clinic floor. If a student has a doctor's order to wear special orthopedic footwear there must be a note for the file. Canvas shoes must be clean, in good repair and look nice. No scuffs, tears or bad repair is acceptable. Tom's, Converse, Sperry's, and Vans are acceptable if you follow the other rules.

- ***PANTS, SHORTS and SKIRTS***

Spandex and other form fitting pants can only be worn with appropriate tops reaching mid- thigh and flattering to the student's body type, if the pants have back pockets you do not have to wear a top that reaches mid- thigh.

Jeans may be worn if dressed up

Shorts and skirts must be appropriate length, mid-thigh (approximately reaching the end of fingertip when arm is by the side). All pants, shorts and skirts must be worn no lower than the hips, no sagging or dragging the ground. Undergarments must be covered.

No pj pants, sweatpants, or jogging pants of any style on the clinic floor.

- *DRESSES*

Dresses must be appropriate length, mid-thigh (approximately reaching the end of fingertip when arm is by the side).

No low-cut dresses.

- *BLOUSES AND SHIRTS*

Any shirt or blouse worn should completely cover the stomach. Any top that allows midriff, cleavage and undergarments to be exposed is unacceptable.

No low-cut blouses or shirts.

Hoods on sweaters and sweatshirts are not allowed. No jackets or winter coats are allowed on the clinic floor unless they are a zip up with the school logo.

If a T-shirt material is worn, it should be a dressier style of T-shirt.

- *HEADWEAR FASHION*

Hats and scarves are acceptable. No ball caps or winter caps or hats are allowed.

- *UNDERCLOTHES*

Female students must wear bras. This does not include T-shirts or camisoles as a substitute. Underwear must be worn by both male and female students.

- *HAIR*

Prior to arriving at school, all students should dry and style their hair!

- *MAKEUP*

Makeup is not mandatory on Mondays and Tuesdays if there is no guest speaker. On clinic floor days, makeup is mandatory unless you never wear makeup; then please speak with the director. Any makeup applied is to be done BEFORE arriving at school, unless we are having a makeup class or service.

- *NAILS*

Should be well trimmed and manicured.

Drug and Alcohol Policy

It is the Policy of Evolve Beauty Academy to promote and maintain a drug-free environment at all times. Accordingly, Evolve Beauty Academy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students, as well as employees on the school's property or as part of any school activities. If you have knowledge of any prohibited activity, please notify the Director, Erin Weiss.

If you are caught with drugs or alcohol on school property or during a school sponsored activity, you may be subject to applicable legal sanctions under state, local, and federal law.

Students may not be under the influence of alcohol or drugs while on school property. Students will be dismissed, or not admitted for the day, if there is reasonable suspicion that they are under the influence of drugs or alcohol. "Reasonable suspicion" is a conclusion based on sufficient, verifiable indicators that a

student is under the influence of drugs or alcohol or in any other manner in violation of any provision of this Policy. Any of the following, alone or in combination, may constitute reasonable suspicion:

- Slurred speech;
- Alcohol or odor of drugs on the student's breath, clothing or possessions;
- Inability to walk a straight line;
- An accident involving Evolve Beauty Academy property;
- An accident that results in the injury of a person;
- Physical altercation;
- Verbal altercation;
- Behavior which is so unusual that it warrants summoning an instructor, staff or administration member or anyone else with authority;
- Use or possession of alcohol or drugs;
- Information on use or possession of alcohol or drugs provided either by a reliable and credible source or independently corroborated;
- Arrest or conviction for a substance abuse offense or being the subject of a criminal investigation into illegal drug possession, use, or trafficking;

This list is not intended to be all inclusive of conduct which constitutes reasonable suspicion. Determination of a student's ability to attend class or work on clients will be at the discretion of the Director. If you need help with drug or alcohol addictions there is available counseling, treatment, rehabilitation at Intervention Services, Inc. (877) 834-3257 or at West County Psychological Associates (314) 485-4928.

Notice of Federal Student Aid (FSA) Penalties for Drug Law Violations

Loss of eligibility

Federal or state drug convictions can make you ineligible to receive Federal Student Aid funds, including grants and loans. Convictions, including possession or sale of drugs, must be for an offense that occurred while you were enrolled in school and receiving federal student aid. Federal and state judges may also deny federal student aid to you if you are convicted of drug trafficking or possession. Not all drug convictions make you ineligible for federal financial aid. If the conviction was reversed, set aside, or removed from your record or if you received the conviction as a juvenile (and were not tried as an adult) you would not lose eligibility. Also, local or municipal convictions would not make you ineligible for federal financial aid.

Reporting

When you complete the FAFSA, you tell us if you have been convicted of a drug offense that would make you ineligible to receive financial aid (question 23c). If you were denied federal benefits by a federal or state judge due to a drug trafficking or possession conviction, a drug abuse hold may be placed on your eligibility according to the Anti-Drug Abuse Act of 1988. All FAFSA applicants are checked against these records. In some cases, we may request additional documentation to confirm your eligibility status.

Students with a drug conviction lose eligibility for federal student aid based on the type and number of convictions. This chart illustrates how long you would remain ineligible, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs.

Eligibility timelines for drug convictions

Offense number	Possession of illegal drugs	Sale of illegal drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period

Eligibility timelines for drug convictions

Offense number	Possession of illegal drugs	Sale of illegal drugs
3+ offenses	Indefinite period	Indefinite period

If you are convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the longer period will apply. If you lose eligibility, you will regain eligibility the day after the period of ineligibility ends.

If you are denied eligibility for an indefinite period, you can regain eligibility after completing any of the following options:

- Successfully completing a rehabilitation program. A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state, or local government program;
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company;
 - Be administered or recognized by a federal, state, or local government agency or court; or
 - Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.
- Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
- Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

The type and dates of the remaining convictions will determine when you regain eligibility. It is your responsibility to certify to the Office of Student Financial Services that you have successfully completed the rehabilitation program. Additional documentation may be requested to confirm your eligibility, and further drug convictions will make you ineligible again.

Required disclosures

The Higher Education Opportunity Act of 2008 requires that Evolve Beauty Academy provide each student, upon enrollment, a separate, clear, and conspicuous written notice that advises the student that a conviction for any offense, during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

If you become ineligible for federal student aid funds due to a drug conviction, we are required to provide you with a clear and conspicuous written notice of your loss of eligibility and the ways you can become eligible again.

No drug and/or alcohol related violations or fatalities have occurred on the school's campus.

Access to Files Policy

The student's right to privacy is protected under the guidelines of the Federal Department of Education Family Educational Rights and Privacy Act (page 42), which prohibits discrimination of student files and the

information contained therein without the express written permission of the student. The sole exception to this provision is access requested by school officials, including the Missouri State Board of Cosmetology and Barber Examiners and the NACCAS accreditation commission. Additionally, some information such as: age/race/fulltime/part-time/first time/etc. may be shared as directory information only, but the student has the right to refuse such discrimination by conveying denial in writing within 10 days.

Students will have access to their files within two working days of a written request submitted to the administrative office. Students have the right to review their records and request any amendments or verified corrections to the contents to ensure accuracy.

Students may request dissemination of their records in response to third-party requests by completing, signing and dating s Release of Student Information form (page 42) for each such individual request. This form is to be used each time the school wants or has a need to release information from the student file to a third party unless a class of parties has been identified. This form need not be used when releasing information from the student's file to the student or student's parent if the student is a dependent minor under IRS laws.

The terms of this policy, together with other student rights and responsibilities, and summarized in the following section.

Student Rights and Responsibilities

The student has the right to ask the school:

- The name of its licensing organizations.
- Information about its programs, physical facilities, and faculty.
- Tuition costs and refund policies.
- How the school determines satisfactory progress and the consequences if it is not met.
- What special facilities and services are available to the handicapped.
- Access to student files within two working days of request
- Privacy of Student Records-FERPA
- You have a right to review your educational records, and request amendments to your records. Your records will not be made available to anyone but you and the appropriate school officials (State Board/NACCAS are included) without written consent.
- Procedure for reviewing educational records and requesting amendments will be as follows: Student records will be made available to the student within 2 working days of a written request to the administrative office.
- Some information such as: age/race/fulltime/part-time/first time/etc. will be shared as directory information only
- You have a right to refuse to allow discrimination of any or all such information. You must inform the school in writing within 10 days.

Students Rights to Privacy

The school follows policies that:

- Guarantee each student access to that student's records;
- Require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law;
- Before publishing and/or selling "directory information" for either the student or guardian such as the name, address, phone number and e-mail address(es) of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school

attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items;

- Provide access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

It is the student's responsibility to:

- Review and consider all the information about the program before enrolling.
- Notify the school of any personal information that has changed since enrollment.
- Read, understand, and keep copies of all forms you are asked to sign.
- Keep track of tuition balances and make arrangements to have all balances paid in full before the graduation date.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy, and termination procedures as specified in the enrollment contract you will be asked to sign.

Grievance Policy

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

- The student should register the complaint in writing using the designated form (page 43) within 60 days of the date that the act which is the subject of the grievance occurred.
- The complaint form will be given to the school Director.
- The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
- Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
- Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Organizational Chart

Erin Weiss	Owner of Evolve Beauty Academy Director/Financial Aid Manager/ Licensed Instructor	2006026483 (MO)
Angel Stahlman	Licensed Instructor	2016040536 (MO)
Melea Osburn	Licensed Instructor	2007000111 (MO)
Cynthia Short	Licensed Instructor	2020032404 (MO)
Dena L Wells	Administrative Assistant	
Holly Bauer	Administrative Assistant/Financial Aid Coordinator	
Dr. Charles R Meyer	Financial Records Management /Accreditation Compliance	

COURSE DESCRIPTION: Class CA-Hairdressing and Manicuring

Cosmetology is the art and science of beauty care. During your course, you will learn the science of cosmetology, which will include anatomy, chemistry, and sanitation. You will learn and practice the cosmetology arts including hair cutting, coloring, styling, and chemical texturizing.

Objectives and Goals

After completion of the course the student should be proficient in entry level skills for employment in the cosmetology industry. The student should be well prepared to successfully complete the licensure exam.

Evaluations of students will be in the form of theory examinations, practical examinations, and rubrics.

Instructional Methods

The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstrations, cooperative learning, labs, student salon activities, and student participation. Audio visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

Grading Procedures

Students are assigned theory and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated according to textbook procedures and performance standards established by the state licensing agency as completed and counted toward course completion only when rated as satisfactory or better. The practical assignment will be repeated until the student receives a satisfactory outcome. At least two comprehensive practical skills, using evaluation data adopted by the school, will be conducted during the course of study. Students must maintain a minimum written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 – 100	EXCELLENT
80 – 89.9	VERY GOOD
70 – 79.9	SATISFACTORY
69.9 and below	UNSATISFACTORY

The Missouri State Board of Cosmetology and Barber Examiners have set the following criteria for the breakdown of hours:

Shampooing	40 hours
Hair Coloring, bleaches, and rinses	130
Hair cutting and shaping	130
Permanent waving and relaxing	125
Hair setting, pin curls, finger waves, thermal curling	225
Comb-outs and hair styling techniques,	105
Scalp treatments and scalp diseases	30
Facials, eyebrows, and arches	40
Manicuring, hand and arm massage and treatment of nails	110
Cosmetic chemistry	25
Salesmanship and shop management	10
Sanitation and sterilization	30
Anatomy	20
State Law	10
Curriculum defined by school	470 and up
	1500

The following Course Description will define Evolve Beauty Academy's breakdown of the above criteria.

EVOLVE BEAUTY ACADEMY
CURRICULUM – Class CA-Hairdressing and Manicuring

Educational Objectives: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills, and visible poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for chemical application/hair treatment/hair dressing, hair styling, hair cutting, esthetics, and nail technology to enter the professional beauty industry as an entry level cosmetologist.
5. Apply the theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.
6. Pass the Missouri State Licensing Exam To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

References: A comprehensive library of references, periodicals, books, texts, and audio DVDs, media outlets.

Instructional Methods: The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used within the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods may be used within the course.

Orientation

140 hours of classroom instruction in general theory and practical application shall be provided and will include a minimum of the following:

- Introduction to the cosmetology industry. Introduction to bacteriology, sanitation.
- Introduction to personal and professional development. Introduction, training and practice in all clinical procedures. Students will complete all theory and practical assignments for this session before proceeding to clinic floor.

Professional Development

8 hours

6 hour theory, review

2 one-hour testing and review

After this subject, the student will understand:

- Discussion and training for developing healthy habits for the mind and body, emphasizing those needed for the industry.
- Development of positive human relations i.e. attitude and personal and professional ethics.
- Effective communication, identifying verbal and non-verbal communication and its importance in dealing with clients and co-workers.

Salon Ecology

45 hours

9 hour theory, review

1 one-hour testing and review

35 hours of actual sanitation practice and assignments

After this subject, the student will understand:

- Basic microbiology and its relation to our industry needs. Instruction in sanitation, infection control, first aid and safety. Ongoing assignments throughout training in salon sanitation.

Anatomy and Physiology

20 hours

18 hour theory, review

2 one-hour testing and review

After this subject, the student will understand:

- Building blocks of the body i.e. cells, tissues, and organs. Basic body systems and their roles.

Electricity

7 hours

6 hour theory, review

1 one-hour testing and review

After this subject, the student will understand:

- Principles of electricity. Electricity in Cosmetology.

Chemistry

25 hours

24 hour theory, review

1 one hour testing and review

After this subject, the student will understand:

- Fundamentals of matter, the five elements of hair, and structure and behavior of atoms and bonds.
- pH scale. Understanding acids and alkalines, their uses in the salon. Product knowledge for salon and retail use.
- Identify precautions necessary for safe and effective use of cosmetic chemicals.

Salon Business

23 hours

22 hour theory, review, laboratory

1 one-hour testing, review

After this subject, the student will understand:

- Information about the industry. The development of short and long term goals.
- Career information, job search, interview skills.
- Develop and maintain professional relationships. Building and maintaining clientele.

Trichology

90 hours

18 hour theory, review, laboratory

2 one-hour testing, review

70 hours of hands on laboratory and clinic practice

After this subject, the student will understand:

- Formation, growth, structure, behavior, and color of hair.
- Client protection, hair cleansing and conditioning. Scalp Massage.
- Hair conditions and hair loss.

Design Decisions

37 hours

6 hour theory, review

1 one-hour testing and review

30 hours of hands on laboratory and clinic practice

After this subject, the student will understand:

- Creating designs for the body and face.
- Develop communication skills during the client consultation
- Basic artistic concepts used to complete a finished hair design.

Haircutting

210 hours

12 hour theory, review

1 one-hour testing and review

197 hours of hands on laboratory and clinic practice

After this subject, the student will understand:

- Haircutting tools, their use and maintenance.
- Areas of the head, sectioning.
- Basic cutting techniques. Proper procedure.

Hairstyling

420 hours

24 hour theory and review

9 hour testing and review

387 hours of hands on laboratory and clinic practice

After this subject, the student will understand:

- Hairstyling considerations, fundamentals, essentials.
- Infection control and safety. Client consultation guidelines.
- Instruction in the use and maintenance of thermal tools.
- Practical instruction for styling techniques using irons, dryers, and tools.
- Theory of wet hairstyling. Practical instruction for wet styling including rollers, finger waves, pin curls.
- Long Hair or special occasion styling.

Wigs and Additions

20 hours

6 hour theory and review

1 one-hour testing

13 hours of hands on laboratory

After this subject, the student will understand:

- History of wigs and hairpieces
- Composition, construction and types of wigs and hairpieces
- Client consultation, salon services and infection control.
- Methods of hair additions and attachments.

Chemical Texturizing

135 hours

24 hour theory and review

4 one-hour testing and review

107 hours of hands on laboratory and clinic practice

After this subject, the student will understand:

- Fundamental guidelines for chemically altering the texture of hair.
- Theory of perming, client consultation, perming procedures, perm problems and solutions.
- Fundamental theory of chemical texturizing. Chemical relaxing essentials. Procedures of chemical relaxing to include discussion of different products and their use.
- Curl reforming theory and essentials. Client consultation. Reforming procedures.

Hair Color

150 hours

18 hour theory and review

1 one-hour testing and review

131 hours of hands on laboratory and clinic practice

After this subject, the student will understand:

- Definition of color, and description and use of the color wheel as it applies to hair color decisions.
- Students will be able to identify existing hair color, understand melanin. Understand gray hair. Identify natural level and tone, identify artificial level, tone, and intensity.
- Explain additional color considerations.
- Changing existing hair color. Hair color chemistry, essentials, techniques, client consultation, product and application, hair color problems and solutions.

Study of Nails

100 hours

12 hour theory and review

1 one-hour testing and review

87 hours of hands on laboratory and clinic practice

After this subject, the student will understand:

- Provided fundamental guidelines for knowing the theory of nails plus procedures for natural and artificial nail care. Structure, growth, diseases, disorders, and conditions.
- Natural nail care, client consultation, infection control and safety, manicure, pedicures, and treatments.
- Artificial nail care, artificial nail techniques.

Study of Skin

60 hours

12 hours theory and review

1 one-hour testing and review

47 hours of hands on laboratory and clinic practice

After this subject, the student will understand:

- Function, composition, and types of skin. Causes and treatments for disorders and diseases of the skin. Basis facials and massage of the skin. Hair removal techniques.
- Basic steps of makeup application, facial shapes, color theory, techniques, and products.

State Law

10 hours

9 hours theory and review

1 one-hour testing and review

After this subject, the student will understand:

- Provided knowledge of the rules and regulations for the State of Missouri regarding cosmetology.
- Required test, as provided by the Cosmetology and Barbers Examiners of Missouri, is reviewed and tested before graduation.

The course will be taught utilizing the Milady Standard Cosmetology textbook (13th ed.), including Theory and Practical Workbooks and Exam Review, DVD series presentations, and other resources and handouts provided by your instructor.

Practical skills will be taught throughout the program. The ongoing demonstration and practice of these skills will provide our students with entry level skills that meet or exceed performance standards demanded by the industry.

Licensing and Accrediting Agency

Our institution was granted approval and licensure from:
The State of Missouri Board of Cosmetology and Barber Examiners
3605 Missouri Boulevard, P.O. Box 1062, Jefferson City, Missouri, 65102
(573) 751-1052 or toll free (866) 762-9432

Our institution is accredited by:
NACCAS, 3015 Colvin Street, Alexandria, Virginia, 22314
(703) 600-7600

Our institution's accreditation is currently on probation.:

Careers in Cosmetology

Source: <https://www.thebalancecareers.com/cosmetology-careers-524866>



By Dawn Rosenberg McKay
Career Planning Expert

Updated April 22, 2020

Cosmetologist:

Cosmetologists provide beauty services that include caring for the cosmetic condition of hair, skin and nails. Beauty Professionals employed in the cosmetology industry include hair stylists, barbers, and estheticians, also called skin care specialists.

Employment Facts:

More than 766,100 people worked in cosmetology careers in 2018. They typically work in hair salons and barbershops, although there are those who work in spas or resorts. Some cosmetologists are self-employed. Those who are either lease space in salons or own their own shops. Many jobs are part-time positions. Hours typically include evenings and weekends because that is when clients are available. Self-employed cosmetologists usually work long hours.

Educational Requirements:

Training and education requirements can vary depending on the cosmetology field you wish to pursue and state regulations.

- **Education:** A high school diploma might be required for some positions.
- **Training:** You must complete a state-approved barber or cosmetology program lasting at least nine months to become a hairstylist. Barbers must also attend a barber training program. A makeup artist usually attends cosmetology school for several months to a year. Estheticians must complete a two-year training program that has been approved by the state in which they want to work.
- **Licensure:** Every state in the U.S. requires that hairstylists be licensed. Barbers must also get state-issued licenses. You can get a barbering license by completing cosmetology school in some states, but in others, you must get specific training for barbering. Some states combine barbering and cosmetology licenses. Licensing requirements for makeup artists can vary considerably by state, but most do require that estheticians be licensed as well.

Other Requirements:

All personal appearance workers, including hairstylists, hairdressers, and cosmetologists, but not shampooers, must be licensed. Upon completion of a state-approved training program in cosmetology, one must take a state-administered licensing exam. There are generally separate exams for manicurists, pedicurists, and skin care specialists. Many states have reciprocity with one another, which means that if you are licensed in one state you can get a license to work in another without taking another exam.

Cosmetology Skills& Competencies:

If you enroll in cosmetology school, you will acquire all the technical skills needed to work in this field but there are qualities you must have that you won't necessarily pick up through formal training.

- **People skills:** An ability to interact well with others, and to be pleasant and friendly even under trying circumstances, can be invaluable.
- **Think outside the box:** Creativity and a willingness to adapt to new trends can be important.
- **Be a good listener:** People like to talk about themselves when they have time on their hands, such as when they're sitting still while you tend to them. You'll want to be able to provide appropriate feedback.
- **Physical stamina:** You'll spend a lot of time on your feet.
- **Tidiness:** This doesn't mean just your work station. Personal tidiness is very important as well. Remember, you're an example of your own work.
- **Time Management:** Good time management skills keep things running smoothly in a shop and are appreciated by owners as well as customers who don't want to be kept waiting.

Advancement:

As hairstylists and cosmetologists become more experienced and gain a following, they can expect their earnings to increase. Some manage salons or decide to open their own. Others become sales representatives or image consultants. Some decide to teach in barber and cosmetology schools.

Job Outlook:

As long as there are people, people will want to look their best. The U.S. Bureau of Labor Statistics expects employment in cosmetology careers to grow faster than the average for all occupations between 2018 and 2028, by about 8%.

Earnings:

These professions have slightly different pay thresholds.

Hair stylists and cosmetologists:

- **Median Annual Salary:** \$24,731 (\$11.89/hour)
- **Top 10% Annual Salary:** More than \$50,107 (\$2409/hour)
- **Bottom 10% Annual Salary:** Less than \$18,158 (\$8.65/hour)

Barbers:

- **Median Annual Salary:** \$27,955 (\$13.44/hour)
- **Top 10% Annual Salary:** More than \$52,603 (\$25.29/hour)
- **Bottom 10% Annual Salary:** Less than \$19,281 (\$9.27/hour)

Estheticians:

- **Median Annual Salary:** \$31,304 (\$15.05/hour)
- **Top 10% Annual Salary:** More than \$59,800 (\$28.75/hour)
- **Bottom 10% Annual Salary:** Less than \$19,323 (\$9.29/hour)

Work Environment

Employers include hair salons, nail salons, barber shops, spas, and resorts. Surroundings tend to be pleasant to attract customers and make them feel comfortable. But these positions often require interaction with various chemicals and sometimes equipment, so protective gloves and clothing can be important.

Work Schedule

About 44% of hairstylists and cosmetologists and 75% of barbers are self-employed, which typically means they work a lot of hours, promoting their own salons, shops, and businesses.

Employees in these fields often work fulltime, but part-time positions are available. Working evenings and weekends isn't uncommon and, in fact, these are typically the busiest times in these professions.

Comparing Similar Jobs

Cosmetology covers a wide range of skills. Some other common careers include:

Manicurist/Pedicurist: \$24,330

Esthetician: \$34,090

Vocational Education Teacher/Cosmetology: \$52,600

A Typical Day in a Cosmetologist's Life:

A cosmetologist might perform some of the following duties, depending on his or her specialization:

- Cutting, trimming, and shaping hair or hair pieces
- Applying bleach or color to hair
- Styling hair or wigs by brushing, combing, and spraying
- Attaching wigs or hairpieces to model heads
- Massaging and treating clients' scalps
- Administering therapeutic medication
- Advising patrons to seek medical treatment for chronic or contagious scalp conditions
- Recommending and applying cosmetics, lotions, and creams to patrons
- Shaping and coloring eyebrows or eyelashes
- Removing facial hair using wax, thread, or tweezers
- Cleaning, shaping, and polishing fingernails and toenails
- Updating and maintaining customers' information records

Additional Resources:

<http://money.usnews.com/careers/best-jobs/hairdresser>

<http://beautyschools.org/careers-in-beauty/>

<http://www.campusexplorer.com/careers/1C4D39E2/hairdressers-hairstylists-and-cosmetologists/>

New Student Orientation Checklist

Student Name _____

Program _____ Date _____

I have received information concerning the following topics during my pre-enrollment orientation to Evolve Beauty Academy policies and procedures:

- ___ Program Objectives counsel
- ___ Desired Student Characteristics
- ___ Job Opportunities in the Chosen Field
- ___ Program and/or Course Outlines
- ___ Course Lengths and Schedules
- ___ Licensure Requirements
- ___ Annual Report Outcomes
- ___ General School Policies
- ___ Clocking Procedures
- ___ Lockers
- ___ Kit Policy
- ___ Dress Code
- ___ Standards of Conduct/Rules
- ___ Campus Security and Crime Awareness
- ___ Drug Free Workplace Policy
- ___ Student Grievance Policy and Procedure
- ___ Leave of Absence
- ___ Disciplinary Policy
- ___ Counseling Resources and Procedures
- ___ Reference Materials/Media Center
- ___ Financial Aid Program Review
- ___ Consumer Information
- ___ Satisfactory Academic Progress
- ___ Safety, First Aid
- ___ Evacuation Procedures
- ___ Location and Use of Fire Extinguishers
- ___ Other Policies as applicable to the School

Counseling and Report Card

Student Status Report Date of Review _____

This form is used for recording academic counseling sessions with students whether performed routinely or as needed. In addition, it serves as a written Report Card to be issued at last two times during a program of study. Check the appropriate purpose(s) for each session.

___ Academic Counseling ___ Report Card

Student Name: _____ Course _____

Cumulative Attendance Percentage ___% Cumulative Written Grade Average ___%

Practical Skills Performance

___ Excellent ___ Very Good ___ Satisfactory ___ Development Opportunity

Professionalism/Attitude

___ Excellent ___ Very Good ___ Satisfactory ___ Development Opportunity

Identify Development Opportunities and Create an Action Plan for Improvement as follows:

___ Practice skills in _____

___ Attend academic and practical learning classes regularly and on time.

___ Complete more practical skills experiences in: _____

___ Adhere to Standards of Conduct and School Policies at all times.

___ Increase speed by completing time projects in: _____

___ Disciplinary Probation, Suspension, or Dismissal (explain in comments)

___ Other: _____

Comments: _____

Notice of Cancellation Form
EVOLVE BEAUTY ACADEMY

On this date _____

I, _____ will no longer attend classes at Evolve Beauty Academy. Please terminate me from enrollment at your college.

I understand that I am responsible for any tuition still owed to Evolve Beauty Academy.

Signature: _____ Date: _____

I have received this notice of cancellation form from
_____ on _____

Any tuition refund due to this student will be paid within thirty days of this cancellation date:

Directors Signature: _____

Date: _____

Release of Student Information Form

Authorization Form – Release of Information

I understand that I have the right to gain access to my records according to the school's Access to Files Policy by making an appointment with the appropriate school official.

I also understand that I have the right to authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in my student file.

I also understand that I have the right to rescind the authorization in writing at any time.

I hereby authorize _____ to have access to the following information:

Signature

Date

Note: This form is to be used each time the school wants or has a need to release information from the student file to a third party unless a class of parties has been identified.

This form need not be used when releasing information from the student's file to the student or student's parent if the student is a dependent minor under IRS laws.

Family Educational Rights and Privacy Act (FERPA)

A copy of the Federal Department of Education ***Family Educational Rights and Privacy Act (FERPA)*** is available at the Web site:

http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=11975031b82001bed902b3e73f33e604&rgn=div5&view=text&node=34:1.1.1.1.33&idno=34#se34.1.99_15

Student Grievance Form

NAME _____ ADDRESS _____

Student ID # _____ TELEPHONE _____

1. Please provide a one or two sentence description of your complaint.

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

4. Indicate what specific resolution you are seeking or recommending.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant

Date

Addendum to Enrollment Agreement
Request for a Leave of Absence
(Including leave granted due to Covid)

A student may be granted a leave of absence for circumstances beyond the control of the student. Granting the leave of absence is at the discretion of the Director. The leave of absence must be requested in writing to the Director and must be approved prior to leaving school. Emergency leaves of absence, without prior written request, may be granted provided the student completes the leave of absence request form and returns it to the school via mail or in person. In addition, the student is required to list the reason for the leave of absence. A medical leave should be accompanied by an appropriate test result note from the doctor.

The maximum time frame for the leave of absence is one-hundred-eighty (180) calendar days (6 months) during any 12-month period. A student may be permitted more than one leave of absence over the duration of the program, but the total number of leave of absence days taken may not exceed the 180-days over 12-month maximum. Students will not be assessed additional tuition charges while on their leave of absence. Students returning from an authorized leave of absence will retain all credit for attendance, and work completed. Students who fail to return from an authorized leave of absence, with or without notifying the school, will be considered dismissed as of the earlier of the expiration date for the leave of absence, or the notification date to the institution that the student will not be returning.

Date of Request: _____

I request a leave of absence from _____ to _____

Due to (reason): _____

I expect to return to school on _____

I understand that if I am on financial aid; no federal loan payments will be disbursed during this leave of absence. I further understand, that if I have federal student loans and do not return from the leave of absence within the 180-day cumulative maximum allowed, my loan will go into immediate repayment.

Student Name

Student Signature

School Section:

Approved: _____ Disapproved: _____ New Completion Date: _____ (supersedes any previously contracted
1500 Hour Training End Date)

Student Initials: _____

Comments: _____

School Administrator Signature

Date Approved

Evolve Beauty Academy Waiver of Liability

In consideration of being permitted to acquire access on site using my own personal computer, tablet or smart phone to Evolve Beauty Academy's online training materials via the school's Internet provider (hereinafter referred to as the "Activity") as coordinated by Evolve Beauty Academy of 2 Wainwright #100, Washington, MO 63090 - I acknowledge and agree to, on my own behalf, and on behalf of my personal representatives, heirs, assigns, executors, administrators and next of kin, as follows:

1. I am aware of and acknowledge that the Internet may prove to be a source of malicious intent designed to compromise personal and private information and inflict unintended removal or corruption of my installed computer software, including operating system and application components, and personal data files such as stored documents and images, and that these consequences may result from my participation in the Activity and from the use of the premises and facilities where the Activity is located or is to occur, (collectively the "Activity Premises").
2. Upon entering the Activity Premises, my engagement, participation and/or involvement in the Activity shall constitute an acknowledgement that I find and accept them to be safe and reasonably suited for their intended purpose.
3. I hereby release Evolve Beauty Academy of 2 Wainwright #100, Washington, MO 63090 and Judith Ann Elder, Owner and Director, (collectively, the "Releasees") from and against any and all liability for any loss, damage, injury, expense, demand or cause of action that I may suffer whether with respect to damage to or destruction of property, theft or otherwise, which may arise as a result of my participation in the Activity on or about the Activity Premises.
4. I will indemnify and hold harmless the Releasees, collectively and individually, from any and all losses, liabilities, damages, demands, costs, causes of action and expenses that they may incur, for any reason whatsoever, which may arise as a result of my participation in the Activity on or about the Activity Premises.

I acknowledge that I have read this Waiver of Liability and have been given reasonable opportunity to discuss this with my legal counsel. Further, I acknowledge that I fully understand the terms of this Waiver of Liability and that I have signed it freely and voluntarily without any inducement, assurance, guarantee, or oral representation being made.

Date: _____

Signature: _____

Print Name: _____

Address: _____

School Administrator Signature

Date

Request for Saturday Time Off

Saturday Slips

Students participating in the evening and Saturday attendance schedule may request a Saturday off, or permission to arrive up to 1 hour late (by 10:00 a.m.) or leave up to 2 hours early (no sooner than 2:00 p.m.). Use the form provided below to submit this request, which must be received by the school no later than 2 weeks prior to the time-off date being requested (no later than the date of the prior scheduled Saturday class). Students are allowed a limited number of requests. Once all the supplied slips have been used up, students needing a Saturday off must meet with the Director to work out alternative arrangements.

I, _____, hereby request permission to:
(Print Name)

- ☐ Miss the Saturday class session scheduled for _____
month day year
- ☐ Arrive by 10:00 a.m. for the Saturday class session scheduled for _____
month day year
- ☐ Leave prior to normal dismissal, but no earlier than 2:00 p.m.
for the Saturday class session scheduled for _____
month day year

Signature of Student: _____ Date: _____
«Renamed»

Request Approved: _____ Request Denied: _____
(Director's Initials) (Director's Initials)

Signature of authorized
agent of Evolve Beauty Academy: _____ Date: _____ 0
Erin Weiss, Director