

www.hair-masters.com

506 South McClun Street

Bloomington, Illinois 61701

309.827.6971(phone) or 309.532.1517 (text)

(Admissions); admissions@hair-masters.com

Celebrating 32 years; 1987 - 2019

2019 Catalog

Updated November 2018



Hairmasters Institute of Cosmetology, Inc.

506 S. McClun St.

Bloomington, IL 61701

309-827-6971/309-828-1884 (phone)

309-532-1517 (text)

Fax: 309-827-5800

Dear Future Cosmetologist,

 We invite you to take a few moments to discover Hairmasters Institute of Cosmetology, Inc. We are pleased that you have expressed interest in Hairmasters Institute of Cosmetology, Inc. and are excited to share with you our College and the programs we have to offer. After taking a look, we think you will be excited with what you find! You will enjoy a fulfilling and complete education during your college years and graduate in a field with many, many opportunities.

 In addition to the Cosmetology and Barber education, knowledgeable and caring staff, we are especially proud of our Pivot Point International, Inc. specialized Cosmetology curriculum: Hair Sculpture, Hair Design, Long Hair Design, Hair Texture, Hair Color; and our Salon Management instruction. We feel this curriculum will provide you with the cutting edge in your career!

 Please take advantage of all the materials provided. We have explained in detail our cosmetology and barber programs and the types of financial assistance available. If you have any questions at all, please call or stop in for a visit and we will be happy to assist you.

Sincerely,

Julie A. Fritzsche

President, Hairmasters Institute of Cosmetology, Inc.

www.hair-masters.com

Mission Statement

Hairmasters Institute of Cosmetology, Inc., believes in providing a quality education and as many opportunities as possible for our graduates in the cosmetology field. We encourage our students to develop a professional manner and a personal code of ethics in their relationships with their employers, co-workers and their vocation in cosmetology. Our primary objective is to provide a pleasant atmosphere and a staff of qualified instructors who are prepared to give assistance to all students. We dedicate ourselves to the individual care and attention that it takes to fulfill the goals of each of our students.

GOALS

1. To strive continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in hair design.
2. To establish a comprehensive curriculum, that is both rigorous and relevant, to prepare a student to compete in this highly competitive field.
3. To prepare each student with the knowledge of all subjects required passing the State of Illinois licensing exam.
4. To educate each student in the most current and up to date skills in the many areas of cosmetology and barbering that will enable the student to enjoy a profitable and rewarding career.
5. To instill in the student the professional standards and desire for improvement that will make each graduate and asset in their chosen field as well as their community.

CODE OF PROFESSIONALISM

As a student of Hairmasters Institute of Cosmetology, Inc., I subscribe to the following:

1. That the best interests of the client shall always receive the first consideration in my conduct.
2. That I dedicate myself to assist in maintaining the integrity and competence of the beauty industry.
3. That I shall assist in preventing the unauthorized practice of cosmetology and barbering.
4. That I shall preserve the confidences of a client and other students and associates.
5. That I shall work toward exercising independent judgment on rendering professional services to a client under the guidance of my instructors.
6. That I shall strive to give competent professional services to the best of my ability and that I shall strive to improve my abilities ALWAYS.
7. That I shall assist in improving the professional community.
8. That I shall avoid even the appearance of professional impropriety in speech, writing or conduct.

LOCATION

Hairmasters Institute of Cosmetology Inc.

www.hair-masters.com

506 South McClun Street

Bloomington, Illinois 61701

Appointments: 309-828-1884

Admissions: 309-827-6971

Fax: 309-827-5800

Text: 309-532-1517

SCHOOL HOURS OF OPERATION

9:00am to 9:30pm Tuesday – Thursday

9:00am to 4:00pm Friday and Saturday

ABOUT THE SCHOOL

The college has 6,000 square feet with three classrooms, clinic floor, dispensary, skin care and make up room, student lounge, reception area and office space – all facilitated with fresh, new modern equipment.

Hairmasters Institute of Cosmetology, Inc. is located in the heart of Bloomington, Illinois, population 57,707. The school was founded in 1987. In 1993, the college moved to its new and spacious facility in an excellent location, which is one block north of Oakland Ave. 2003 opened with the renovation of the school with all new, updated equipment installed.

Hairmasters Institute of Cosmetology, Inc. is a legally registered Illinois subsidiary corporation.

Board of Directors:

 Julie A. Fritzsche President / Treasurer

 Gary W. Fritzsche Vice President / Secretary

FACULTY AND STAFF

 Julie Fritzsche, President Instructor (hairon@aol.com)

 Gary Fritzsche Vice President

 Kyle Sisco Financial Assistance(hmicfinancialaid@gmail.com)

 Ashley Frasier Admissions Director(admissions@hair-masters.com)

 Nicole Sisco Creative Director(admissions@hair-masters.com)

Patty Hardman Educational Director/Instructor

Linda McVey Instructor

 Jenna Dennis Instructor

 Susan C. Shawgo Instructor

Tiffani Cremean Instructor

PROGRAMS

Cosmetology (Full Time, 1500 Hours) …………..….…………………13 Months to Complete

Cosmetology (Part Time, 1500 Hours).………….…….………………24 Months to Complete

Barber (Full Time, 1500 Hours) …………………………………………..13 Months to Complete

Barber (Part Time, 1500 Hours) …………………………………………24 Months to Complete

Instructor (1000 Hours) …………………….........................................8-14 Months to Complete

Barber Teacher (1000 Hours) ...……………………………………….8-14 Months to Complete

STARTING DATES

The school calendar begins the second week in January. Classes begin every 5-6 weeks for full time days and every 10-12 weeks for part time nights. Please see the schedule on the next page for specific enrollment information.

SCHOOL CLOSINGS

The school will be closed in observance of Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Year’s Day. Other closings will be posted in advance. In case of an emergency closing, the school will announce the closing on WBNQ – 101.5 Radio station and the schools’ official FACEBOOK page. [www.facebook.com/hairmastersbloomington](http://www.facebook.com/hairmastersbloomington)

CLASS SIZE

Usual class size for practical classes is 20 students and 30 students in theory classes.

SCHOOL HOURS

Full Time Days:

 9:00am to 4:00pm Tuesday – Saturday

Part Time Nights:

 4:30pm - 9:30pm Tuesday – Thursday

 9:00am – 4:00pm Saturday (Optional)

ACCREDITATION & LICENSING

Hairmasters Institute of Cosmetology, Inc. is accredited by

National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street

Alexandria, VA 22314

703-600-7600

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage.

The Cosmetology and Barber courses are also licensed by

Illinois Department of Professional Regulation

320 W. Washington St., 3RD Floor

 Springfield, IL 62786

217-527-7600

Hairmasters Institute of Cosmetology, Inc. participates in the Cosmetology Internship Program as per the Illinois Department of Professional Regulation. Interested parties may view the accreditation, licenses and approval notifications during regular business hours.

MEMBERSHIPS

Hairmasters Institute of Cosmetology, Inc. has membership in the following associations:

 Illinois Association of Cosmetology Schools

 National Cosmetology Association

 American Association of Accredited Cosmetology Schools

FINANCIAL AID APPLICATION

www.fafsa.gov, free application for financial aid

School Code for Hairmaster's Institute of Cosmetology, Inc. - 030020

www.studentloans.gov, Direct Student & Parent Loan

Scheduling and Hours

Tuesday – Saturday Tuesday - Thursday

9:00am – 4:00pm 4:30pm - 9:30pm

13 Month Program 24 Month Program

Orientation Date Day Schedule Orientation Date Night Schedule

January 16, 2019 January 22, 2019 January 16, 2019 January 22, 2019

Feb. 20, 2019 Feb. 26, 2019 March 27, 2019 April 2, 2019

March 27, 2019 April 2, 2019 June 5, 2019 June 11, 2019

May 8, 2019 May 14, 2019 August 14, 2019 August 20, 2019

June 12, 2019 June 18, 2019 Oct. 23, 2019 Oct. 29, 2019

July 24, 2019 July 30, 2019 Jan. 29, 2020 Feb. 4, 2020

Aug. 28, 2019 Sept. 3, 2019

Oct. 9, 2019 Oct. 15, 2019

Nov. 20, 2019 Dec. 3, 2019

Jan. 15, 2020 Jan. 21, 2020

Your class orientation will be invaluable to the time that you spend at Hairmasters Institute of Cosmetology, Inc. At the class orientation, you will receive important information about the schools’ policies and procedures, satisfactory academic and attendance progress and professional ethical conduct. ALL STUDENTS MUST ATTEND THIS ORIENTATION BEFORE BEGINNING CLASSES. Students will also receive a copy of the schools’ Policy and Procedure Manual. If you have any questions or cannot attend the scheduled orientation, you must contact the school at 309-827-6971. ORIENTATION IS MANDATORY FOR ALL STUDENTS BEFORE BEGINNING CLASSES. We look forward to seeing you!

Below is a list of things you need to bring to your first day of class (not orientation). We have compiled this list and hope it will be helpful to you.

1. TWO large three ring binder notebooks with lined paper (bring only ONE to the first day)
2. Pens and highlighters
3. Dividers for your binder
4. A happy smile
5. A padlock or combination lock for your locker

ANNUAL SECURITY REPORT, CAMPUS SECURITY AND CRIME STATISTICS

The school distributes its’ Annual Security Report to all enrolled students and current employees by October 1 of each year. Any interested party may view the report at the schools’ website: [www.hair-masters.com](http://www.hair-masters.com)

Also, any person requesting a paper copy of this report may do so in person at the school admissions office located on the campus of Hairmasters Institute of Cosmetology, Inc.

506 S. McClun Street, Bloomington, Illinois 61701

ADMISSION REQUIREMENTS and POLICIES

It is recommended that the applicant and parents or spouse visit the College. The applicant should call or write the Director of Admissions in advance to set up an appointment. Those who cannot visit the college are urged to call the Admissions office for a telephone interview.

Applicants who cannot visit the campus may request that an Admissions representative meet with the High School Guidance Counselor to arrange an interview at the applicants’ school. Prospective students should apply for admission as early as possible since the size of each class is limited to 25 students. The following information must be provided in order to enroll.

1. Application for enrollment
2. Proof of high school diploma or G.E.D., current legal photo ID, Social Security card
3. Student must be 16 years of age by class enrollment date.
4. Be a U.S. citizen or show proof of plans to become a naturalized citizen.
5. Foreign Students: You must complete immigration forms pertaining to your student visa in the U.S. to keep on file at Hairmasters Institute of Cosmetology, Inc. English translation of your high school diploma or its equivalent must be on file at Hairmasters Institute of Cosmetology, Inc. This translation must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
6. Student Instructors: In addition to the above listed items, a current license is required. Once the College receives your application, it will be reviewed promptly. All student instructors are considered on an individual basis. Student instructors must be 18 years of age or older.

TRANSFER STUDENTS

Each transfer student is considered on an individual basis. Transfer services are provided to our students at no cost. It is our policy that at least 900 hours be completed at our school. The student will not be admitted until we have received a Certified Transcript of all records of your training at your previous school. In addition, you will be required to purchase all items needed to complete the course. All transfer students will be placed through our Pivot Point Training, including but not limited to, Hair Design, Hair Texture, Hair Sculpture, Hair Color, People Skills, and Long Hair Design. The transfer student at Hairmasters Institute of Cosmetology, Inc. must complete all exams, both written and practical. If you are accepted for admittance, we will credit you for your previous training in accordance with the regulations of the Illinois State Board of Cosmetology. In addition to a registration fee, a transfer student’s tuition is based on the total number of hours needed to complete the program. Hairmasters Institute of Cosmetology, Inc. does not recruit from other schools offering similar programs.

Re-entry Policy

If a student withdraws from the course, a $150.00 withdrawal fee will be added to their ledger. If a student wishes to re-enroll, there is a $100.00 re-enrollment fee and the following pricing will be used. All students are required to use standard equipment; textbooks and materials supplied by the school, purchased by the student

2nd Enrollment: Remaining hours needed to complete the course will be charged at $9.50 per hour. Any remaining bad debt will also be added. Withdrawal and re-enrollment fees will be applied.

3rd Enrollment: Remaining hours needed to complete the course will be charged at $9.50 per hour. Any remaining bad debt will also be added. Withdrawal and re-enrollment fees will be applied.

There are no 4th enrollments allowed.

As stated in the original contract, each student has a contract end date. Any hours remaining after the end date will be charged at $250.00 per week and assessed withdrawal and re-enrollment fee.

Pivot Point International

When you enroll in Hairmasters Institute of Cosmetology, Inc., a Pivot Point Legacy School, you get the competitive edge you need to succeed. You have the benefit of proven training techniques that have been developed and tested. If you have a flair for hair, you’ll love being a hair designer. But first, you will need to understand the basic concepts behind cutting, perming, coloring and designing. Pivot Point developed its own training method; a system of learning that completely revolutionized hair and beauty education. You learn by seeing, hearing and doing with our advanced training techniques. This step-by-step process is one reason why Pivot Point Legacy Schools are so special.

Hair Sculpture (Ladies & Men) Hair Design/Long Hair Design

Students will learn to sculpt and carve Students will learn to mold, scale and set

straight and curly hair using shears, hair with rollers, pin curls, finger waves,

texturizing tools, razors, and electric air forming and iron curl techniques using

clippers for the desired look of the a variety of tools. Also, pressing and curling

client. The “repetition to perfection” the hair using current design principles

method is taught to master skills and needed for contemporary styling. Braids,

to instill confidence for our students. chignons, rolls, twists, and bridal looks are

The history of barbering and shaving taught for high fashion and classic looks.

is incorporated in this area of study.

Beauty Care Hair Color

The study of esthetics including skincare, The hair color program is the best product

skin disease and disorders, face shape, neutral, comprehensive coloring program

facial massage, make-up application, available. Its methodical step-by-step approach

depilatories, cleansing, toning, and at- educates thoroughly in the theory and practice

home maintenance. Students will learn of all types of hair color. We update our

basic manipulative and analytical skills curriculum to reflect the beauty industry changes

in the areas of skin care, skin health, and trends while building a better understanding

hygiene, and makeup. of color chemistry and placement.

Hair Texture Professional Product Line

Students learn to create curl in straight At Hairmasters, your training isn’t about one

hair with a wide variety of perming tools product line or personality, it’s about elevating

and remove curl for existing curl patterns your skills to the highest level of creativity. However,

Multi-cultural techniques are also explored 100% of the beauty industry involves a product of

through the use of relaxers and reformation some type and facilitate many different lines.

curls. The chemistry and ingredients of Our current product lines that we use are Wella,

products are taught including home-care Sebastian, OPI, Morphe, MAC, and Murad

for the client.

Salon Management

We know the importance for stylists to be

versatile and business-minded. This course

teaches students the business behind the

art of hairstyling. Topics covered include

resume building, job applications, ownership/

management, bookkeeping and salon

layout and design.

COSMETOLOGY & BARBER EDUCATIONAL OBJECTIVES & GOALS

1500 Hours of Total Training

Students enrolled in our Cosmetology and Barber programs will receive an education in both theory and practical experience and gain knowledge in all phases of cosmetology and/or barbering to prepare them to work in a professional salon or barber shop as licensed Cosmetologists and Barbers. Graduates may even specialize in other areas of our industry. The Cosmetology/Barber Courses are taught in English.

CURRICULUM FOR COSMETOLOGY STUDENTS

1,500 Minimum Hours of Training

Basic Training………………………………………………………………………………......150 Hours

150 hours of classroom instruction in general theory and practical application shall be provided which shall include a minimum of the following subject areas: tools & their use, shampooing, chemicals & their use, types of hair, sanitation & hygiene, skin diseases & conditions, anatomy & physiology, electricity, ethics, nail technology and esthetics.

Practical Chemical Application / Hair Treatment………………………………….......500 Hours

Permanent waving, hair coloring, tinting, bleaching, hair relaxing, hair & scalp conditioning, shampooing, toning & rinsing.

Hairstyling / Dressing……………………………………………………………….………....475 Hours

Cutting, thinning, shaping, trimming, application of electrical / mechanical equipment, curling hair treatments, marcelling.

Salon Management, Sanitation & Interpersonal Relationships.…………….............200 Hours

Labor laws, workers compensation, client relations, bookkeeping, marketing, merchandising, emergency first aid, right-to –know laws, pertinent State and local laws and rules, business ethics, sanitation, electrical devices, personal grooming & hygiene.

Esthetics……………………………………………………………………………………….......85 Hours

Nail Technology………………………………………………………………….……………....55 Hours

Electives…………………………………………………………………………………….…….35 Hours

13 – 24 Months (Cosmetology)………………………………………..........………………………….......…1500 Hours

CURRICULUM FOR BARBER STUDENTS

1,500 Minimum Hours of Training

Salon Management and Sanitation..............................................................................200 Hours

Infection control & safe work practices, state board preparation & licensing, job search, barbershop management, workers' compensation act

General Theory................................................................................................................150 Hours

Study skills, history of barbering, professional image, implements, tools and equipment, microbiology/bacteriology, anatomy and physiology, chemistry, electricity and light therapy

Practical Chemical Application/Hair Treatment.........................................................300 Hours

Treatment of hair and scalp, chemical texture services, hair coloring and lightening

Shaving and Facial Designs...........................................................................................100 Hours

Men's facial and scalp massage, shaving and facial hair design

Cutting..............................................................................................................................535 Hours

Men and Women's haircutting and styling

Styling................................................................................................................................165 Hours

Men's hairpieces, properties and disorders of the hair and scalp, men's and women's styling

Esthetics..............................................................................................................................50 Hours

Properties and disorders of the skin, massage therapy

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13-24 Months.................................................................................................................1,500 Hours

(Barber)

INSTRUCTOR or BARBER TEACHER PROGRAM EDUCATIONAL OBJECTIVES & GOALS

1,000 Hours of Total Training

Licensed cosmetologists and/or barbers enrolled in our student instructor program will receive training and experience in all phases of instructors training. Once licensed, they will be ready to assist cosmetology and/or barber students with the knowledge and training to pursue their careers.

The Instructor and Barber Teacher programs are taught in English

Instructors will be required to purchase textbooks from the school in order to complete their curriculum. Student instructor textbook charge is $300.00.

CURRICULUM FOR INSTRUCTORS PROGRAM

1,000 Minimum Hours of Training

 Review of Cosmetology school training that includes all subjects in the basic cosmetology curriculum in section 1175.530; including both theory and practical. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education…………………………………………………500 Hours

Supervised Basic Principles of Teaching………….………………………………….….260 Hours

1. Knowledge and preparation of subject matter
2. Lesson plans for Hairmasters Institute of Cosmetology, Inc. Curriculum
3. Principles of teaching as applied to cosmetology
4. Presentation of subject matter
5. Check accomplishments of achievement test

Educational Psychology……………………………………………….…………………….20 Hours

Theory of Teaching Methods………………………………………….…………………….20 Hours

Application of Teaching Methods………………………………………………………...150 Hours

Business Methods……………………………………………………………………………....50 Hours

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8 to 14 months of Teachers Training…………………………………...........................1,000 Hours

(Cosmetology)

CURRICULUM FOR BARBER TEACHER PROGRAM

1,000 Minimum Hours of Training

Review of Barber school training that includes all subjects in the basic barber curriculum in section 1175.530; including both theory and practical. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education………………………………………………………………………….500 Hours

Supervised Basic Principles of Teaching………….………………………………….….260 Hours

1. Knowledge and preparation of subject matter
2. Lesson plans for Hairmasters Institute of Cosmetology, Inc. Curriculum
3. Principles of teaching as applied to barbering
4. Presentation of subject matter
5. Check accomplishments of achievement test

Educational Psychology……………………………………………….…………………….20 Hours

Theory of Teaching Methods………………………………………….…………………….20 Hours

Application of Teaching Methods………………………………………………………...150 Hours

Business Methods……………………………………………………………………………....50 Hours

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8 to 14 months of Teachers Training…………………………………...........................1,000 Hours

(Barber)

If a student withdraws from the course, a $150.00 withdrawal fee will be added to their ledger. If a student wishes to re-enroll, there is a $100.00 re-enrollment fee and the following pricing will be used. All students are required to use standard equipment; textbooks and materials supplied by the school, purchased by the student

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There are no 4th enrollments allowed.

As stated in the original contract, each student has a contract end date. Any hours remaining after the end date will be charged at $250.00 per week and assessed withdrawal and re-enrollment fee.

**Hairmasters Institute of Cosmetology, Inc.**

**Equipment List, Cosmetology**

### Orientation Manual

# Pivot Point Pin/Card

#  Cosmetology Fundamentals-

# "A Designer's Approach to Career

# Success" Textbook & Study Guide

# Men’s and Women Sculpture Book

# Hair Design Book

Color Book

Texture Book

Salon Success- A Learning Guide

For Career Advancement

Viola Mannequin

Viola Mannequin

Ethnic Mannequin

Male Mannequin

Rectangle Base

# Mannequin Stand

Large Box Tote, Tote on Wheels

Medium Tote

Marcel Iron ¾”

Marcel Iron 1 ¼”

Flat Iron

Blow Dryer (with attachments)

Dz. Clamps

Spray Bottle

Timer

Mirror

Plastic Shampoo Capes, 2

1 Dz. Rattail Combs

1 Dz. Styling Combs

###### Package Comb Set

Small, Med. and Large Round Brush

1 Carbon Comb

1 Large Tooth Comb

Jumbo Round Brush

Silver Vent Brushes, 3

Denman Brush

Small Totes, 6

# Butterfly Clips

3 Pkg. Control Clips

1 foiling comb and Color Apron

Razor with blades

2 pairs Shears

Trimmer

Clippers (With Attachments) and bag

###### 16 and 32 Texturizing Shears

# 1 Neck Duster

# 3 medium cases

# Alcohol Spritzer

1 Nylon Cape

Cuticle Scissors and Nippers

Make-up Tote

Toe Nail Clippers

1 Bottle Pure Acetone

Manicure Brush

Gel Nail Kit and Acrylic Nail Kit

2 synthetic brushes

Brow Defining Kit

Contour Palette

3 Dampen Dishes

White Buffing Block

3 Way Buffer

2 Sani-Block

Pedicure Foot File

Toe Separators

Primer

Round Sable Nail Brush

Makeup Shadow and Blush Collection

Makeup Brushes

###### Makeup Wedge Sponges

2 Way Pencil Sharpeners

2 Tweezers

Brush Cleaning Jar

Translucent Powder

Mascara

Lip Contour Pencil and Lipstick

2 Liquid Foundation

Duo Concealer

Eye Dropper

1 pkg. Orangewood Sticks

Black and Brow Liner

Eyelash Curler

30 day warranty on all student equipment.

The School reserves the right to substitute items of equal value as deemed necessary for the completion of the course. Students may purchase additional equipment if needed.

***Please see Educational Director for individual pricing.***

**Hairmasters Institute of Cosmetology, Inc.**

**Barber Equipment List**

### Orientation Manual

# Pivot Point Pin/Card

#  Cosmetology Fundamentals-

# "A Designer's Approach to Career

# Success" Textbook & Study Guide

# Men's and Women's Sculpture

# Hair Design Book

Hair Color Book

Hair Texture Book

Salon Success- A Learning Guide

For Career Advancement

Viola Mannequin

Viola Mannequin

Ethnic Mannequin

Male Mannequin

Rectangle Base

# Mannequin Stand

Detailer Trimmer

5 Star Clipper

Wahl Shaver

Marcel Iron ¾”

Collar Clips

Two 8" Barber Combs

Blow Dryer (with attachments)

Flat Top Comb

Spray Bottle

Club Brush

Mirror

Plastic Shampoo Cape

7 Row Brush

5 Row Nylon Brush

###### 2 Vent Brushes

Neck Duster

Nylon Cape

1 All-Purpose Comb

1 Tail Comb

Comb Set

Butterfly Clamps

Magic Shears

# Large Tote

# Butterfly Clips

2 Pkg. Control Clips

Satin Edge Kit

Small Tote

Timer

Buff Block

Flat Iron

###### Detangle Comb

2 Round Brushes

# Safety Razor

# Barber Kit

Pick

COUNSELING

The change from high school to the demands of college is sometimes abrupt and difficult. Therefore, counseling and advising are vital services at Hairmasters Institute of Cosmetology, Inc. Assistance is available to students to help with housing, part-time employment, financial aid and employment opportunities after graduation. Each student is assigned to a member of the faculty who serves as that student’s advisor. Drug prevention and counseling referrals are available. Individuals seeking assistance may speak with his/her counselor at the college for guidance and reference. Complete details of the Drug Prevention Program are explained in the Orientation Manual, which is given to the student before the first day of class.

LIFE TIME JOB PLACEMENT ASSISTANCE

Hairmasters Institute of Cosmetology, Inc. maintains a job placement services for graduates at no charge, in order to assist in locating employment. Upon successful completion of a course, students are counseled for employment assistance and the school will use its best effort to successfully place students. However, the student is advised that laws prohibit any college for guaranteeing placement after graduation.

DISCRIMINATION

Discrimination is against the law. Our school does not discriminate on the basis of race, color, religion, financial status, age, sex or country/ethnic origin or residence in our admittance, instruction, graduation policies or other activities that may occur at Hairmasters Institute of Cosmetology, Inc. The practice and requirements of non-discrimination also extends to employment by the school in programs and activities operated by the school.

POLICY OF PRIVACY

Hairmasters Institute of Cosmetology, Inc. shall not release any information about the student unless the student and/or parent or guardian, of a dependent minor, authorize them to do so in writing. Hairmasters Institute of Cosmetology, Inc. complies with the Family Education Right-of-Privacy Act (FERPA). Absolutely NO information will be released unless we are authorized to do so in writing by the appropriate party (parties). It is our policy not to publish a Student Directory.

STUDENT FILE ACCESS

Any student or parent, if a minor, shall be guaranteed the right to have access to their grades and records accumulated in the student’s file(s). At the time of such access, an instructor shall be present for interpretation of the records when being reviewed by the student. All students will be advised that state and government agencies, including: USDOE, NACCAS and ILDPR, will have access to the students’ files for the purpose of conducting program reviews and inspections.

HAIRMASTERS INSTITIUTE OF COSMETOLOGY, INC. LEGACY SCHOLARSHIP

Children of our previous graduates will receive a $1,000.00 Legacy Scholarship when they enroll for the 1,500 Barber or Cosmetology Program. The scholarship will be pro-rated if fewer hours are completed.

FINANCIAL AID PROGRAMS

There are various financial aid programs through government agencies to help students pay for their educational needs. Each financial aid program has specific eligibility requirements that must be met in order to qualify for assistance. The following is a list of programs available.

Pell Grant: Through this federal program, students may obtain Pell Grants for the 1500-hour Cosmetology course and the 1000 Cosmetology Instructor course. The grant may not exceed half the cost of the education budget of the student at the college and it need not be repaid. Pell Grants are considered “gift aid”. Eligibility is sought by using the Free Application for Federal Student Aid (FAFSA).

Stafford Student Loans: Through this program, a student may borrow up to $9500 to use towards the expenses of training at Hairmasters. Money for a Guaranteed Student Loan is usually made available through a local bank, savings and loan or credit union. After graduation, there is a six-month grace period before the individual must begin payment on the principal and interest starting the first day of the seventh month after leaving school. Repayment is made to the lender at a minimum rate of $50.00 per month, plus interest. There will be simple interest calculated each month on the balance due. An origination fee, plus a guarantee fee will be deducted for processing the loan by the lender. More information can be found at www.studentloans.gov.

PLUS Loans: This loan is for parents of dependent students who may borrow up to the cost of tuition for each eligible student in any academic year. Repayment starts sixty days after disbursement, however, the variable interest rate may accrue and payments may be deferred if the parent qualifies. More information can be found at www.studentloans.gov.

FINANCIAL AID REQUIREMENTS

Student responsibilities are as follows:

1. Report accurately parents, students and or spouses’ financial information.
2. Keep the Financial Aid Office informed of any change in financial situation, which would affect the amount of aid received. This includes outside employment, inheritances, aid from other sources, etc.

SCHOOL FINANCIAL AID POLICY

1. Make effective use of many resources to meet the needs of students within the context of these institutions priorities and within the guidelines of the donors of the funds made available.
2. Recognize the uniqueness of each student’s background and to use consistent methods of need analysis, recognize special needs and circumstances of the students.
3. Be consistent as to the types of students when “packaging” financial aid awards; to be fair and sensitive to the needs of the individual student.
4. Make awards in such a manner that students with lesser resources have a greater claim on gift aid.

PROCEDURE FOR APPLICATION FOR STUDENT FINANCIAL AID

Ask the financial aid office for a Free Application for Federal Student Aid. When this is completed, schedule an appointment with the Financial Aid Officer to determine all the facts in your case, upon which he/she will base his decisions to the kinds and amount awarded from each program. The financial aid office is open during all normal school hours and there is always a person there to help you.

CRITERIA FOR AMOUNT OF FINANCIAL AID Award

A consistently applied method of need analysis is applied so that the neediest students receive the most amount of financial aid. The Financial Aid Officer will take into account the special needs and circumstances of each applicant. Generally, the financial aid will include monies from several programs; i.e.: Pell Grant, Student Loans, and Plus Loans. This combination is called a “financial aid package”. Students with the greatest need will receive more “gift” and less “self-help” or loan aid.

GRADUATION REQUIREMENTS

Students may contact their advisor at any time during the year to determine their expected date of graduation. This allows the college to check if the student has fulfilled all requirements to graduate. A student who has successfully completed a prescribed course of study may be recommended by the faculty for a diploma and to take the Illinois State Board examination once completing the following requirements:

1. Complete hour requirements for the course.
2. 85% Final GPA; theory and practical
3. Pay all charges due to the school.
4. Complete operation schedule.
5. Written and practical final examinations must be passed with an 80%.

DIPLOMAS

Each student who graduates from Hairmasters Institute of Cosmetology, Inc. will receive:

1. Hairmasters Institute of Cosmetology, Inc. Diploma
2. Pivot Point Program Diplomas

GRADING SYSTEM

Theory examinations will be given for each chapter. Students will also be assigned a minimum number of requirements in each practical service area. Students will be given daily grades based on practical experiences on mannequins and actual services performed on mannequins and clients in the clinic or workshop classroom.

Grading Scale:

 Practical and Theory

 95 - 100 A Excellent

 94 - 90 B Very Good

 85 - 89 C Satisfactory

 80 - 84 Failing

 0 - 79 Failing

To determine students’ final GPA, the following system will be used:

 Theory Examination: 25%

 Final Written Exam: 25%

 Daily Practical Evaluations: 25%

 Final Practical Evaluation: 25%

Every unit or as deemed appropriate, an academic progress evaluation of each student will be issued. A written Satisfactory Progress Policy will be given to each student by the first class session. No student will be given a diploma until all exams (theory and practical) have been passed and all monetary obligations have been fulfilled.

STATE BOARD EXAMS

State Board Examinations are held at several locations throughout Illinois weekly. The closest exam site is ISU, Normal, Illinois. The 1500-hour cosmetology/barber course will take approximately 13 – 24 months to complete and the instructor/barber teacher class will take 8-14 months to complete.

STATE BOARD PREPARATION

The final written and practical examinations are given quarterly to students who have 1250 or more hours of training. There will be no additional charge for these examinations. After the completion of all graduation requirements, the student will be registered to take the State of Illinois Board Examination. To be registered for the state board examination, the student must have a grade of 85% in theory and practical along with a passing score on the final practical examination that complies with the Illinois Cosmetology Practice Act. The school will provide necessary papers and give instructions for filing for the Cosmetology Examination given by the testing agency.

TUITION & FEES

Cosmetology or Barber Course Tuition:

1500 Hours, $9.50 per Hour……………………………………………………........$14,250.00

Enrollment Fee………………………………………………………………………...$ ....100.00

Classroom Supplies…………………$ 2,500.00(Cosmetology).............$1,500.00(Barber)

 Total Tuition: (Cosmetology) $16,850.00

 (Barber) $15,650.00

Student Instructor or Barber Teacher Course Tuition:

1000 Hours, $9.50 per Hour……………………………………………………….... $ 9,500.00

Classroom Supplies…….………………………………………………...…………...$ 300.00

Enrollment Fee…………………………………………………………………….......$ 100.00

 Total Tuition (1000 Hours) $ 9,900.00

PAYMENT POLICIES

 Upon enrollment, the total cost of training can be paid in full. However, the student, at the School’s option, may pay the balance due in eight monthly payments. The schedule for payments to be followed:

 Total Tuition: $16,850.00

 Due First Day of Class $5,400.00 (20% of tuition, kit & enrollment fees)

 8 Monthly Payments $1,425.00 ($10,800.00 divided into 8 pmts.)

The following payments are accepted by the school: cash, personal or cashier’s check, money order, credit or debit card, federal or private loans.

Other payment plans are available. Please contact the school for details.

**Additional costs that may be incurred by the student**

Schedule Change Fee; from days to nights or vice versa:

All students are allowed 1 schedule change at no charge. However, all additional changes are accessed a $100.00 fee.

Classroom supply fee to repeat hair design, hair sculpture, hair color, hair texture and/or beauty care.

Each unit will be assessed a $500.00 fee to repeat said unit.

Hours research fee: $100.00

Duplicate Transcripts that are requested after graduation hold a fee of $10.00.

The final exam, both written and practical, are given to our graduates at no charge to the student. However, if you fail or no-show for the exam(s); the following charges apply.

Practical final exam retake: $200.00

Written final exam retake: $50.00

COLLECTION POLICY

Collection procedures will reflect good taste and sound, ethical business practices.

Any student who does not make a monthly payment will be charged a fee of $1.00 for each day that the payment is late. If a student withdraws from the School with a balance of tuition owed and does not pay that balance within 30 days, the account will be turned over to our collections agency and the student will be responsible for paying all of the collection fee accrued plus the balance due.

Collection Agency:

Financial Recovery Services, 802 North Clinton Street, Bloomington, Illinois 61701

(309) 827-6000.

Attorney Fees: In the event the student breeches any of the terms and conditions of enrollment and as a result thereof it is necessary to institute court proceedings, then, in addition to any damages that are due to the school, it shall also be awarded its attorney fees, court costs, and any other costs associated with litigation.

REFUND POLICY; HAIRMASTERS INSTITUTE OF COSMETOLOGY, INC.

An applicant not accepted by the school shall be entitled to a refund of all monies paid.

If a student (or parents, if student is a minor) cancels the contract and demands money back in writing with five business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training. The cancellation date will be determined by the post mark on written notification or the date said information is delivered to the school administrator/owner in person.

When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain no more than the enrollment fee, plus the cost of any books or materials which have been provided by the school.

When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the enrollment fee and an amount not to exceed 10% of the tuition and other instructional charges or $300.00, whichever is less, plus the cost of any books or materials which have been provided by the school.

When a student has completed in excess of 5% of the course of instruction, the school may retain the enrollment fee and the cost of any books or materials which have been provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the following schedule:

% of Completion % of Tuition & Fees School May Retain

 0.01 – 4.9 % 10%

 5 - 9.9% 30%

 10 – 14.9% 40%

 15 – 24.9% 45%

 25 – 49.9% 70%

 50% or More 100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the school. Any monies due to the applicant or student will be refunded within 45 days of formal cancellation by the student or formal termination by the school, which will occur no more than 10 days from the last day of physical attendance, or in the case of withdrawals; a fee of $150.00 will be assessed to the student.

An unofficial withdrawal shall occur if a student is absent for 10 days. The school will use the students' last day of attendance as their withdrawal date or date of determination. This school does use and maintain daily attendance records. Any Return to Title IV refund shall be returned within 45 days after the date of determination.

Title IV refunds shall be applied in this order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grants for which is a Return is required, Other Title IV Programs.

Post-Withdrawal Disbursements are for students who withdraw or complete the payment period or period of enrollment. They must be considered if the Department processed an ISIR before the student became ineligible. In addition, for Direct Loans, the loan was originated before the student became ineligible. A signed promissory note must exist. For withdrawals only, the promissory note must be signed before the school performs a R2T4 calculation. The school must contact student and/or parent to confirm that they will accept the loan disbursement. The school will disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account. Moreover, the school will make the disbursement as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew.

In case of a disabling accident, death in the immediate family or other mitigating circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to both.

There will be no refund to the student on books, supplies and equipment as they are non-institutional charges, unless the official withdrawal date is within 5 days of enrollment.

If the school permanently closes and no longer offers instruction after a student begins classes; the student will be entitled to a prorated refund.

If a course is canceled after the student begins the school may either refund all monies paid or provide for the completion of the course.

As institutional refund for tuition charges to a student who withdraws before completion of the course shall have refunds applied in this order:

Unsubsidized Direct Student Loan, Subsidized Direct Student Loan, Federal Pell Grant Program, Other Title IV programs and Student.

Hairmasters Institute of Cosmetology, Inc. Scholarships and tuition waivers are not honored in calculating refunds upon termination.

If a student is expelled from the institution, the last day of attendance shall be their last physical day on the premises. This student will be treated as any other withdrawn student and the same policies shall apply.

If a student on an approved leave of absence notifies the school that he/she will not be returning; the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning to class.

CAREER OPPORTUNITIES

Many career opportunities are available to the well-trained cosmetologists. Acquiring a license to practice cosmetology gives you access to a great variety of lucrative careers. The following areas of concentration are available in the field of cosmetology:

COSMETOLOGY:

Cosmetologist, Textural Reformation Technician, Stylist, Extension Specialist, Colorist, Esthetician, Nail Technician, Make-up artist, Electrologist, etc.

SALON MANAGEMENT:

Salon Owner, Salon Manager/Supervisor, Concessionaire

EDUCATIONAL OPPORTUNITIES:

School Owner/Director, Department Head, Supervisor or Dean, Cosmetology Teacher, Teacher Trainer, Guidance Counselor

GOVERNMENT:

State Board Member, Inspector or Examiner

MISCELLANEOUS:

Educator for Industry Manufacturers, Merchandising, Industry Author, Buyer/Assistant Buyer, Salesperson, Direct Seller

SCIENTIFIC/MANUFACTURING:

Manufacturer's Rep., Researcher, Trade Technician

WRITING:

Beauty Editor/Assistant, Promotional Writer, Free-Lance Writer

VETERANS COMPLAINTS

Veterans who have complaints about the quality of training or administration of veterans’ benefits provided by Hairmasters Institute of Cosmetology, Inc. are encouraged to share their concerns with Hairmasters Institute of Cosmetology, Inc. school officials. Veterans can also contact the Illinois State Approving Agency for Veterans Benefits at 217-557-4604.

SCHOOL POLICIES

TARDINESS:

Students must be in full attendance by 15 minutes past their scheduled arrival time. Day students must punch in before 9:15am and evening students must punch in before 4:45pm. All students are given 10 late days. These late days should be used when the student finds it impossible to arrive within the 15-minute grace period. After these late days are used, the student will not be allowed to attend classes if they arrive past the 15-minute grace period.

ABSENCES:

Students must phone the school office if they will be absent: (309) 828-1884. All students are given 20 personal days at the beginning of their training that they are not charged for. Students should note that anyone absent for 10 consecutive school days would be withdrawn. If you will be absent for an extended period of time, please contact the FA office about qualifications for a Leave of Absence.

MAKE-UP:

The student must complete all assignments and tests, both theory and practical, for each unit before being allowed to progress to the next unit. Make up test dates or study hall will be posted at the discretion of the instructor. It is the student's responsibility to complete all assignments. Students are to make a sincere effort to maintain satisfactory attendance and academic progress.

TERMINATION:

Any student found to be involved in stealing from another student or from the school will be dismissed immediately. Any student guilty of willful destruction of the school or property will be dismissed. Profanity and/or violence are grounds for immediate dismissal without re-admittance. Students will be dismissed for not adhering to the Satisfactory Academic and Attendance Policy.

CONDUCT:

The student will maintain at all times a high level of professionalism, which includes:

* 1. Professional Appearance - Clothing
	2. Proper Attitude
	3. Good Work Ethic - Attendance and Academic

Students must obey all rules of personal hygiene, sanitation and sterilization while in school. The student agrees to prepare all assignments and perform all duties as required. The student agrees to pursue the course of instruction diligently. Students must conform to the dress code at all times while in school. Students are to be polite and friendly at all times with clients, school officials and fellow students. The school conforms to the "Anti-Drug Abuse Act" of 1988 and the "Drug Free Schools and Campuses Act" of 1989.

Gainful Employment Disclosures

Program Information Cosmetology

Name and Standard Occupational Hairdressers, Hairstylists and Cosmetologists

Classification (SOC) for this program 39-5012.00

U.S. Dept. of Labor O\*Net for this program

 <http://www.onetonline.org/link/summary/39.5012.00>

Types of jobs graduates can achieve: Hair stylist, hair designer, hair color specialist, Permanent waving and chemical relaxing

 Specialist, skin care and facial expert, makeup

 Artist, scalp specialist, nail technician, and salon

 Owner/manager.

Program length 50 weeks (full time) or 83 weeks (part time)

Graduation rate for this program (1) 70%

Job Placement rate for this program (2) 79%

State Board Pass rate for this program (2) 84%

Median Title IV Federal Student loan

Debt incurred (3) $9,500.00

Median private loan student debt incurred (3) $0

Median institutional student loan debt

Incurred (3) $0

Tuition and fees $14,350.00

Books and supplies $ 2,500.00

Room and Board $0

Program Information Barber

Name and Standard Occupational Barbering, Barber

Classification (SOC) for this program 39-5011.00

U.S. Dept. of Labor O\*Net for this program

<http://www.onetonline.org/link/summary/39.5011.00>

Types of jobs graduates can achieve: Shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels.

Program length 50 weeks (full time) or 83 weeks (part time)

Graduation rate for this program (1) 0% (no enrollments for 2017)

Job Placement rate for this program (2) 0% (no enrollments for 2017)

State Board Pass rate for this program (2) 0% (no enrollments for 2017)

Median Title IV Federal Student loan

Debt incurred (3) $9,500.00

Median private loan student debt incurred (3) $0

Median institutional student loan debt

Incurred (3) $0

Tuition and fees $14,350.00

Books and supplies $1,5000.00

Room and Board $0

Program Information Cosmetology/Barber Educator Training

Name and Standard Occupational Vocational Education Teacher, Post-Secondary 25-1194.00

Classification (SOC) for this program

U.S. Dept. of Labor O\*Net for this program

 <http://www.onetonline.org/link/summary/25-1194.00>

Types of jobs graduates can achieve: Platform artist or lecturer, school owner/manager, public or

Private school instructor, manufacturer’s representative, State Board member.

Program length 32 weeks (full time) or 56 weeks (part time)

Graduation rate for this program (1) 100%

Job Placement rate for this program (2) 100%

State Board Pass rate for this program (2) N/A

Median Title IV Federal Student loan debt incurred (3) $0

Median private loan student debt incurred (3) $0

Median institutional student loan debt incurred (3) $0

Tuition and fees $9,600.00

Books and Supplies $ 300.00

Room and Board $0

Federal regulation 34 CFR 668.6 (b) (2) requires educational institutions to disclose this information to prospective students with the following guidelines:

1. Rate calculated for the period January 1, 2017 to December 31, 2017.
2. Rates are as reported on the National Accrediting Commission of Career Arts and Sciences (NACCAS) annual report submitted in November 2018 for the period of the 2017 year.
3. Median amount calculated for all students who completed the program between January 1, 2017 to December 31, 2017.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology and Barber 450, 900, 1200, 1500 clocked (actual) hours

Instructor and Barber Teacher (1000-hour course) 450, 1000 clocked (actual) hours

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

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

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

**COURSE MAXIMUM TIME ALLOWED**

**WEEKS SCHEDULED HOURS**

Cosmetology and Barber (Full time, 32.5 hrs./wk.) - 1500 Hours 60 Weeks 2145

Cosmetology and Barber (Part time, 18 hrs./wk.) – 1500 Hours 112 Weeks 2145

Instructor and Barber Teacher (Full time, 32.5 hrs./wk.) – 1000 Hours 24 Weeks 1430

Instructor and Barber Teacher (Part time, 18 hrs./wk.) – 1000 Hours 45 Weeks 1430

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 85% and pass a FINAL written and practical exam prior to graduation. The minimum acceptable grade point average is a 70% for Financial Assistance. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

95 – 100 A EXCELLENT

94 - 90 B VERY GOOD

85 – 89 C SATISFACTORY

**80 - 84 D FAILING**

**0 - 79 F FAILING**

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

**WARNING**

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

**PROBATION**

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

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

**APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

**TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

**ITEMS NOT APPLICABLE TO HAIRMASTERS INSTITUTE OF COSMETOLOGY, INC.**

**--**There are no periods when a student doesn’t receive Financial Assistance.

--There are no changes allowed in majors or degrees.

--There are no first or second degrees offered at this Institution.

--The school calendar is continuous with no summer only terms.

REFUND POLICY

Return of Unearned Title IV Funds:

Federal regulations stipulate that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

1. Received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) program funds. AND
2. Who withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment.

Students will be considered to have withdrawn from their program of study on the date of their official notification to the school of their intent to withdraw, or for unofficial withdrawals, after 14 consecutive calendar days of absence unless the student is on an approved leave of absence as otherwise stated in the institution’s policies. Eligible Title IV federal aid recipients whose last recorded date of attendance, per the institution’s attendance records, is within the first 60% of a payment period or period of enrollment are considered to have earned federal aid only in an amount equal to the percentage of time that the student was enrolled during the payment period or period of enrollment rounded to the nearest 1/10 of one percent (Example: 33.333 % = 33.3%, 66.666% = 66.7%). Accordingly, a required calculation will be performed to determine if federal aid that has not been earned by the student has not yet been disbursed, in which case the student may be entitled to a post-withdrawal disbursement of earned federal aid. This calculation will be done before a tuition refund calculation is performed in accordance with the institutions’ refund policy and will result in a determination of the amount of unearned aid that must be returned to the USDE by the institution, as well as the amount to be returned by the student. The institution will notify the student upon completion of this calculation if the student has any responsibilities to repay any federal funds beyond the scope of the student’s existing student loan repayment obligations. In many cases, any return of unearned Title IV funds will result in adverse financial consequences including the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid.

 Unearned Title IV, HEA funds that must be returned to the U. S. Department of Education will be returned first to Unsubsidized Direct Loans, followed by Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grant awards and lastly, to any Federal SEOG awards. Unearned funds to be returned to the U. S. Department of Education by the institution, and any unearned grant funds owed by the students, must be repaid within 45 days of the date the institution determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student’s loan.

In the event a student has earned federal aid in excess of the amount disbursed at the time of withdrawal, and is eligible to receive those funds, the school will process a post-withdrawal disbursement of such earned funds to the student in accordance with federal regulations and allowances.

A separate refund calculation by the institution will be performed once the Title IV refund calculation is completed and refunded if necessary.

STUDENTS RECEIVING VETERANS BENEFITS (GI BILL)

Students’ receiving veterans’ educational benefits must maintain an 85% in BOTH attendance and GPA at all times. The 70% minimum doesn’t apply to students that receive any type of veterans’ assistance.

**COURSE MAXIMUM TIME ALLOWED; WEEKS AND SCHEDULED HOURS.**

 **(FOR STUDENTS RECEIVING GI BILL ONLY)**

Cosmetology and Barber (Full time, 32.5 hrs./wk.) - 1500 Hours 52 weeksS; 1,650

Cosmetology and Barber (Part time, 18 hrs./wk.) – 1500 Hours 91 Weeks; 1,650

Instructor and Barber Teacher (Full time, 32.5 hrs./wk.) – 1000 Hours 35 Weeks; 1,085

Instructor and Barber Teacher (Part time, 18 hrs./wk.) – 1000 Hours 64 Weeks; 1,085