



## **Institutional Catalog and Student Handbook**

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**Effective July 1, 2013 to June 30, 2014**

**pivot point.**  
MEMBER SCHOOL



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## **Institutional Information**

### **ODE 4**

#### **Ownership**

Beau Monde College of Hair Design is privately owned by Dianna Martin-Peterson is the Chief Executive Officer. You may contact her via email at dianna@beaumontcollege.com.

#### **Location**

Beau Monde College of Hair Design is located at 1221 SW 12<sup>th</sup> Avenue in downtown Portland, Oregon. This location provides a maximum accessibility to public transportation with private paid to park lots in surrounding areas. The downtown location provides a convenient array of diverse eating establishments, a variety of economical housing opportunities, and is situated within walking distance of urban conveniences such as banks, a public library, and other post-secondary institutions.

### **ODE 6 Institutional Licensure, Accreditation Approvals and Memberships**

Beau Monde College of Hair Design is licensed, accredited by, and approved for participation and membership in the following programs, agencies, and associations:

- State of Oregon, Department of Education  
225 Capitol St. NE Salem, OR 97310 (503)947-5751
- National Accrediting Commission of Career Arts & Sciences  
4401 Ford Ave. Suite 1300 Alexandria, VA 22302 (703)600-7600
- United States Department of Education, Federal Student Financial Assistance Programs
- Federal Pell Grant Programs
- National Direct Student Loan Program
- Federal Family Education Loan Program
- United States Department of Justice, Immigration and Naturalization Service
- Oregon Health Licensing Agency
- National Cosmetology Association
- Association of Oregon Cosmetology Colleges
- Oregon Barber and Beauty School Scholarship program
- Association of Accredited Cosmetology Schools
- National Association of Student Financial Aid Administrators
- Oregon State Approving Agency
- Bureau of Indian Affairs
- Portland Public Schools Exploratory Program
- Trade Act & W.I.A
- Alaska Student Loan Program

### **ODE 7**

#### **Beau Monde College of Hair Design Mission Statement**

Beau Monde College of Hair Design's mission is to serve the needs of private, vocational education and to maintain a vocational learning environment, which stimulates training and the development of professional ethics and decorum, and academic excellence to secure gainful employment.

#### **Beau Monde College of Hair Design Philosophy**

In fulfilling its mission, all faculty and staff members are committed to the provision of a learning environment which fosters creativity, encourages the development of mature ethic values and development of the skills and knowledge needed for the graduate to lead a satisfying, productive professional career.

Each staff and faculty member of Beau Monde College of Hair Design is convinced that all persons are created equal, with potential skills and artistic abilities. These intrinsic skills and abilities need the proper guidance and training for disciplined development and transformation into a marketable skill. Based upon this philosophy the performance-based curriculums at Beau Monde College of Hair Design have been developed and refined to facilitate the growth of skill, knowledge and confidence which allows each student the opportunity to create a fulfilling and rewarding career within the cosmetology industry.

#### **History of Beau Monde College of Hair Design**

Beau Monde College of Hair Design was first established in 1960 by its former owner, Ms. Norma Loucks. Ms. Loucks was a licensed cosmetologist, educator and teacher. Her concern was not the quantity of students, but the professional quality and skill level of all completing students. In 1973, Dianna Martin-Peterson began her Cadet Instructor Training with Ms. Loucks, and worked to purchase Beau Monde College of Hair Design in order to continue the standards and philosophy articulated and adopted by Ms. Loucks. In 1975 Ms. Martin-Peterson acquired Beau Monde College of Hair Design, continuing the progressive ideas and techniques firmly established within the institution, and advancing in the areas of Hair Design, Barbering, Esthetics, and Nail Technology for both men and women. Ms. Martin-Peterson has endeavored to maintain a professional training and learning environment. Beau Monde College of Hair Design offers the most current training methods and technology in the rapidly changing cosmetology industry. Beau Monde's salon floor areas are designed to mimic the actual work environment, which a student should anticipate after completion and during their subsequent employment.

### **Statement of Non-Discrimination and Handicap Accessibility (USC-ADA)**

Beau Monde College of Hair Design does not discriminate on the basis of gender, age, race, ethnic or national origin, native language, color, financial status, marital status, height/weight ratio, disability, sexual orientation, or religion. "Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries". Our campus is handicapped accessible and provides handicap restroom facilities. However, Beau Monde will not knowingly enroll any student who could not reasonably be expected to benefit from training.

### **ODE 57**

### **Special Services and Facilities Available to Handicapped Students**

Beau Monde is handicapped accessible; however, there are no special services or facilities provided beyond handicapped accessibility and restroom accommodations.

### **ODE 12**

### **Facilities and Equipment**

Beau Monde is located at 1221 SW 12<sup>th</sup> Avenue, Portland, Oregon. Our campus measures approximately 12,000 square feet, designed for the specific training needs of students. The square footage includes classrooms, a large salon floor, reception area and administrative offices. The campus area contains 75 working stations, library / resource area, shampoo bowls, a facial area, three classrooms, copy room, student / lobby area, front lobby, dispensary / supply area and restroom facilities. The campus has an electronic learning system consisting of fifteen monitors located throughout the facility. These monitors are connected to a DVD system and Educational Module Training Programs that provide a continual learning environment to the student.

### **Library Facilities**

Beau Monde boasts an extensive student library and resource area. The library consists of textbook and reference volumes, periodicals, videotapes, DVD's, professional career information, a computer terminal and the most current industry publications. The library and resource area are currently located near the salon ready section of the salon floor. All students are strongly encouraged to make abundant use of these educational and reference materials. Library materials are updated on a continual basis in order to provide the most current information to our students.

### **Student Locker Room**

Beau Monde provides each student with an individual locker, in which the student may keep personal items, kits and textbooks. Beau Monde is not responsible for lost, stolen, or damaged items. A student is not allowed to store any type of hazardous chemicals in their locker. Should a student withdraw or fail to attend class for a period of 30 consecutive days without notifying the college, we reserve the right to open the locker and empty the locker of its contents. Also, we reserve the right to open the student's locker at anytime if necessary. Additional lockers are also available for a charge of \$10.00 per month.

### **Non-Smoking Environment**

Smoking is not permitted inside Beau Monde. The "Smoking Lounge" is located outside on 13<sup>th</sup> Avenue, to the rear of the building. Students are not allowed to smoke within 50 feet in any other area near the building.

### **Student Parking**

Beau Monde does not provide parking for student vehicles. Students may utilize available street or public parking lots, which are located within one block of Beau Monde. Students are personally responsible for the payment of parking fees.

### **Access to Public Transportation**

Beau Monde is located within walking distance of the Portland Street Car, TRI-MET bus services and TRI-MET light rail services. A helpful TRI-MET contact number is 503-238-RIDE.

### **Student Housing**

Beau Monde College of Hair Design does not provide housing. However, a list of local and affordable options are available in the administrative offices. Students are responsible for their personal housing arrangements.

### **Code of Ethics**

Beau Monde College of Hair Design earnestly strives to create the opportunity for all interested persons to obtain training as a cosmetology professional. Students are trained utilizing Pivot Point textbooks and training materials, and professional hair, skin, and nail products. Curriculum materials are updated constantly to provide the most current techniques, products, science, ideas, styles and applied skills to our student population. All administrative and faculty members are dedicated to the provision of a pleasant, safe and regulatory atmosphere that celebrates diversity, group effort and individual achievement. Current political and regulatory issues directly and indirectly affect the cosmetology industry and the license of further cosmetologists. Our staff and faculty members participate in these issues and on committees in order to keep abreast of all new developments and legislative changes.

## **ODE 5 Administrative Faculty and Staff**

Beau Monde College of Hair Design encourages the professional growth and development of its faculty and staff members. All faculty members are required to attend professional regulatory and training seminars. Staff and faculty members are encouraged to join and participate in various professional and cosmetology related organizations. Beau Monde supports community involvement, civic pride, and the professional growth of its employees.

<b>*Dianna Martin-Peterson</b>	Chief Executive Officer, President
<b>*Robert Peterson</b>	Vice President
<b>Renato Aliaj</b>	Admissions Representative/Assistant to Registrar
<b>Camille Peterson</b>	Admissions Representative/Marketing
<b>Cecily McClanahan</b>	Director of Student Financial Assistance and Registrar
<b>Christian Cook</b>	Marketing
<b>*Jennifer Kuehn</b>	Salon Floor Instructor
<b>*April Jett</b>	Salon Floor Instructor
<b>*Nonnie Gabbert</b>	Classroom Instructor
<b>* Farkhondeh Hurd</b>	Salon Floor Instructor
<b>*Linda Cordey</b>	Classroom Instructor and Salon Floor Instructor
<b>*Brittany Schonneker</b>	Front Desk Manager, Inventory, Teacher
<b>Rachel Fleetwood</b>	Front Desk Manager, Inventory
<b>*Sandy Hunt</b>	Classroom Instructor/Operations Facility Director
<b>*Anicia Fell</b>	Classroom Instructor
<b>Trevis Peterson</b>	Compliance
<b>Rebecca Anderson</b>	Classroom Instructor

### **Substitute Instructors**

In the instance that an instructor is needed, the following substitute instructors are available to train and supervise students. All substitute instructors are familiar with institutional curriculums, lesson plans, and institutional policies.

<b>*Dianna Martin Peterson</b>	Licensed Instructor
<b>*Robert Peterson</b>	Licensed Instructor
<b>*Julie Vaughn</b>	Licensed Instructor
<b>*Brittany Schoenecker</b>	Licensed Instructor

**\*=Licensed Instructor required by the State of Oregon to receive 30 continuing training hours each 2-year period**

# **CAREER CHOICES**

## **Diverse and Creative Career Avenues**

Great career opportunities lie ahead of the cosmetology student. Like any future career choice, the student will have to work hard at cosmetology, perfecting their skills in customer service, as well as practical abilities. Combined studies and talents in people skills, marketing, hair design, esthetics, nail technology, barbering and safety procedures can make each student a specialist within the cosmetology industry.

Beau Monde College of Hair Design has a demonstrated track record of successfully training students to launch careers in the cosmetology arts and sciences since 1960. In their professional career, our students chose a profession in which they could use their creative, artistic, and interpersonal skills. The list of career opportunities available to a cosmetology professional is very diverse. Some of the options that a student might consider are:

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| * Salon Owner                     | * Hairstylist                       |
| * Salon Coordinator               | * Image Consultant                  |
| * Nail Care Artist                | * Salon Sales Consultant            |
| * Hair Color Specialist           | * Photo and Movie Stylist           |
| * Makeup Artist                   | * Beauty Product Designer           |
| * Fashion Show Stylist            | * Beauty School Owner               |
| * Beauty Care Magazine Writer     | * Esthetician                       |
| * Beauty Care Marketing           | * Manufacturer Sales Representative |
| * Tradeshow Exhibitor             | * Platform Artist                   |
| * Beauty Care Product Distributor | * Beauty Business Consultant        |
| * Beauty School Instructor        | * Mortician Makeup and Hair Stylist |

For more information on career options visit [www.onetonline.org/crosswalk](http://www.onetonline.org/crosswalk)

## **Considering Professional Training and a Career in the Cosmetology Industry**

The training provided by Beau Monde College of Hair Design is career orientated. We believe that the professional success of each student is directly related and may be traced to their training. A part of this training includes the development of each student's professionalism, good work habits, confidence and skill level. One of the most important attributes that a student can provide to a future employer is a positive and responsible attitude. Development of a positive and responsible attitude is based upon the habits and skills that a student acquires during their training. Beau Monde College of Hair Design provides training that mimics the conditions and standards that a student will encounter in their future workplace; therefore, good work habits, reliability, and responsibility are required.

We are very proud of the level of professional skill, academic achievement, and responsibility that our students demonstrate throughout their attendance, completion, state board examination pass rates, and professional placement rates. Deciding to enroll in a post-secondary cosmetology program and to pursue a career in the profession is an important decision. In addition to the time and dedication you must devote to your training, there are additional considerations.

### **Safety and Health Considerations**

On a daily basis students and cosmetology professionals handle hazardous chemical solutions and products. If carelessly handled or improperly mixed and stored, these chemicals could cause allergic reactions, burn the skin or scalp, damage hair or skin or produce dangerous fumes. Electrical appliances are regularly used near sinks and water areas - these electrical appliances must be properly cared for and maintained so that an electrical shock, which could injure the cosmetologist or a patron, is not produced.

Cosmetology professionals are exposed to human skin, scalp, nails, body oils, and sometimes blood. A cosmetologist may encounter contagious diseases, parasites, or fungi while working on patrons. Self protective sanitation procedures must be followed at all times. In general, cosmetologists work on tile or linoleum floors. This requires the sensible and safe practice of wearing footwear with non-skid soles, closed toes and low heels to avoid slipping or accidents. Due to the physical "standing" position that the profession requires, a professional cosmetologist must ensure that their legs or feet are not injured. At all times, cosmetology professionals should wear smocks or lab jackets and provide a protective "apron" or cape to each patron in order to prevent the possibility of chemical splashing or spills and for general cleanliness purposes.

### **The Demands of the Cosmetology Profession**

Before a student enrolls, completes their course requirements, pays their student account in full, graduates, collects their transcripts, takes their state board examination, receives their license and obtains employment in the cosmetology industry, that prospective student needs to realistically consider the physical and mental demands of the cosmetology professional's work day.

Professional cosmetologists are on their feet for extended periods of time. The workday does not end until all appointments and services are completed. Politeness and professionalism are required and expected during all dealings with clients, coworkers and business contacts. A cosmetologist must be on time for work, reliable, and perform all services with a smile. A cosmetologist must always represent their employer in a manner that is appropriate and befitting a true professional. Although many of these items may

not be listed on a “job description” they are an intrinsic part of each cosmetologist’s job.

Due to the quickly changing nature of technology, techniques and products used in the cosmetology profession, all cosmetology professionals must plan to attend continuing education training and seminars after they have received their licenses in order to better serve their patrons.

Some of the traits that an individual must possess to be successful in the cosmetology industry are:

- Enjoy dealing with the public and be able to follow a client’s directions
- Keep abreast of the latest fashions, products, equipment and beauty techniques
- Have finger dexterity and a sense of form and artistry
- The ability to make a strong commitment to the educational process and complete their course of training
- A willingness to work long hours while building a clientele
- A willingness to learn business skills in addition to artistic and technical skills

All prospective students should take note:

- Training and employment work can be arduous and physically demanding due to long hours standing with your arms at shoulder level, sitting at a manicuring table, etc.
- A personal investment will be required for advertising and promotions, such as business cards, products and flyers.
- Methods of compensation within the cosmetology industry vary and may include a “straight” salary, salary plus commission, sliding scales, or independent contracting (self employment).

## **Training Information**

### **Beau Monde College of Hair Design – A Pivot Point Member School**

Using the Pivot Point approach to learning makes it possible for virtually every student to understand and learn easily. Students receive their own workbook library that works in conjunction with all instruction. Subjects include the scientific approach to hair sculpture, hair designs for classic styling and long hair styling, as well as perm and color techniques. At Beau Monde College of Hair Design we have established career development courses that include setting up a business, resume preparation, advertising and promotion, time management and salon success training program.



Leo Passage, the founder of Pivot Point, includes a welcome message from Pivot Point along with student identification card, lapel pin, certificates of achievement issued upon completion of the courses. With your Pivot Point training, you have the skills to work in the finest salons. The Pivot Point method is time-tested. These classic training methods undergo continual assessment, student, and development to ensure that students will possess the contemporary and professional “tools of success” upon completion of their course.

Beau Monde College of Hair Design has enjoyed a fine reputation, built in part upon the quality and skills of its students, and our commitment to progressive ideas. Faculty members regularly receive training in the areas of Hair Design, Esthetics, Nail Technology, and Barbering, enabling them to have the most current information directly with students. Courses are structured to enable students to discover, apply, and gain confidence in their professional knowledge and skills and to encourage and support diversity, personal achievement and professional pride.

### **Ability to Learn English**

All instruction and training is provided in the English language. All textbooks, videos, reference materials, training materials, product labels, and institutional publications are provided in the English language.

### **Performance and Competence Objectives**

All programs and levels/units of training, as described in the curriculum outlines, have clearly defined objectives. The objectives are designed to measure the level of each student’s skill or task ability and knowledge. The specific grades of competence demonstrated and achieved by each student are measured and recorded on both theory and practical tests and examinations. These grades are provided to the student in the format of a progress report.

### **Remedial Courses**

Beau Monde College of Hair Design does not offer non-remedial or remedial courses.

### **Student Progress by Increment / Class Level**

Courses of training include a balanced schedule of competencies and core components studies. The first eight weeks of a student's training program include "pre-clinic" components during which time the basic competencies and core components in all areas are taught. Practice of skills upon paying clients is not allowed during "pre-clinic" components.

#### **Class Distribution**

Pre-Clinic  
Clinic Level 1  
Clinic Level 2  
Clinic Level 3

#### **2300 Program Increment Requirement**

0 to 320 Clock Hours  
321 to 750 Clock Hours  
751 to 1575 Clock Hours  
1576 to 2300 Clock Hours

### **Teaching and Training Techniques**

All courses offered by Beau Monde College of Hair Design utilize a variety of teaching methods and techniques. Beau Monde is constantly updating educational and training equipment and teaching aids. Educational supplements from different sources, including professional product companies, are used to help broaden each student's knowledge and make the learning process more interesting. Training aids allow each student to progress and gain confidence at an excellent rate. Educational and training aids are available for student use at all times. These aids and teaching techniques include, but are not limited to:

Lecture  
Question and Answer Periods  
Audio Visual Aids  
Role Playing

Projects  
Demonstrations  
Written Tests  
Practical Tests

Guest Artists  
Guest Speakers  
Computers

### **Field Trips and Shows**

Field trips are scheduled during the course of study and training. A licensed instructor supervises all field trips and shows. Each participating student is required to sign and date a "Release Form" prior to the activity. It is Beau Monde's policy to allow students to observe professionals at work and in competition at trade and industry shows. Due to liability considerations, students are not allowed to travel back and forth to field trips or shows in an instructor or staff member's vehicle without signing a liability release form.

### **Overall Program and Training Objective**

As a part of overall training goals, this institution directs all students in the achievement of:

- Familiarity with and skill in the use of equipment
- Development of written and verbal skills
- Application of science, art, and chemistry
- Ability to research, use, interpret and design from assorted professional reference materials
- Development of awareness of orderliness, setting priorities, analysis of time and planning work
- Knowledge of the theoretical basis of each subject
- Experience in the care and maintenance of a salon
- Familiarity, respect, and awareness of and compliance with all applicable community and state regulatory agencies
- Development of personal and professional goals, which will ultimately assist in the achievement of positive results
- Not settling for mediocrity
- Graduation from their program of study, with the skills necessary to obtain employment

### **Equipment Provided by Beau Monde**

Beau Monde provides shampoo bowls, hair dryers, student stations, styling chairs, manicure tables, towels, cosmetics, skin products, nail polish, files, shampoos, conditioner, solutions, tints, bleaches, and all other inventory items necessary for the student to serve patrons and learn cosmetology skills.



# **Course Components Required by the State of Oregon**

## **State of Oregon Mandatory Program Components**

Pursuant to State of Oregon statute regarding content which is required in all cosmetology related training programs, the following state program components must be included in each program curriculum. The actual clock hour attendance and successful completion of these components shall be required for all students.

## **Core Component Curriculum Outlines**

### **Safety, Sanitation and Hygiene – 150 Clock Hours**

Dispensary	20 Clock Hours
Hazardous Chemical Awareness	8 Clock Hours
OSHA Regulation/MSDS Sheets	20 Clock Hours
Oregon Law/Oregon Rules and Regulations	20 Clock Hours
First Aid	8 Clock Hours
Safety/Sanitation; Decontamination and Infection Control; Bacteriology	74 Clock Hours

**Total** **150 Clock Hours**

### **Career Development – 100 Clock Hours**

Orientation	4 Clock Hours
Debt Management	4 Clock Hours
Professionalism	20 Clock Hours
Salaries/Taxes	16 Clock Hours
Setting Up a Business	10 Clock Hours
Resume Preparation/Interviews	6 Clock Hours
Salon and Reception Operations	20 Clock Hours
Advertising/Promotion	4 Clock Hours
Time Management	4 Clock Hours
Discretionary Hours	12 Clock Hours

**Total** **100 Clock Hours**

## **ODE 35 Academic and/or Practical Make-up Work**

Instructors are required to post all exam scores prior to the release of monthly progress /report cards. In the instance that a student needs to make-up practical or written exams the student is to schedule a time and day for their make-ups exams with their current academic or practical teacher prior to the teacher entering the monthly grades. All grades must be passed and posted prior to graduation.

**ODE 24 Course/Program Length, Charges and Cost**

Effective: July 2013

Course Name	Total Clock Hours	Hours Per Week	Number of Weeks Min/Max	Non-Refundable Application Fee	**Enrollment Fee	Tuition	Supply Fee	Starter Kits & Texts	Total Cost
Full Combination	2300	35	66/94	\$20	\$100	\$24,165	\$200	\$850	\$25,315
Full Combination	2300	24	96/137	\$20	\$100	\$24,165	\$200	\$850	\$25,315
Hair Design	1700	35	49/70	\$20	\$100	\$18,710	\$200	\$850	\$19,860
Hair Design	1700	24	71/102	\$20	\$100	\$18,710	\$200	\$850	\$19,860
Hair Design & Esthetics	1950	35	56/80	\$20	\$100	\$23,055	\$200	\$850	\$24,205
Hair Design & Esthetics	1950	24	82/116	\$20	\$100	\$23,055	\$200	\$850	\$24,205
Hair Design & Nail Technology	2050	35	59/84	\$20	\$100	\$23,585	\$200	\$850	\$24,735
Hair Design & Nail Technology	2050	24	86/122	\$20	\$100	\$23,585	\$200	\$850	\$24,735
Barbering / Hair Design	1350	35	39/56	\$20	\$100	\$18,710	\$200	\$850	\$19,860
Barbering / Hair Design	1350	24	57/80	\$20	\$100	\$18,710	\$200	\$850	\$19,860
Nail Technology & Esthetics	850	35	25/34	\$20	\$100	\$12,720	\$200	\$305	\$13,325
Nail Technology & Esthetics	850	24	36/50	\$20	\$100	\$12,720	\$200	\$305	\$13,325
Nail Technology	600	35	18/24	\$20	\$100	\$7,135	\$200	\$305	\$7,740
Nail Technology	600	24	25/36	\$20	\$100	\$7,135	\$200	\$305	\$7,740
Esthetics	500	35	15/20	\$20	\$100	\$6,330	\$200	\$305	\$6,935
Esthetics	500	24	24/30	\$20	\$100	\$6,330	\$200	\$305	\$6,935
Other					\$100				
Other					\$100				
Transfer or Restart					\$100				

TO QUALIFY for enrollment in the Intern/Cadet Instructor Course, the student MUST hold a valid Oregon Practitioner's License.

Intern/Cadet	1000	35	29/38	\$20	\$100	\$9,135	\$215	0	\$9,450
Intern/Cadet	1000	24	42/55	\$20	\$100	\$9,135	\$215	0	\$9,450

\*\*Enrollment fee is applied to the student's account upon official start at Beau Monde, and is refundable within 5 days of enrolling should the student decide to cancel.

**Copyright Infringement Policy**

Beau Monde College of Hair Design does not tolerate unauthorized distribution of copyrighted material including unauthorized peer to peer file sharing. In violating this policy you may be subject to civil and criminal liabilities.

Copyright infringement is the act of using, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States code).

Penalties for copyright infringement include civil and criminal penalties. Anyone found liable for copyright infringement may be ordered to pay actual damages or "statutory" damages and/or criminal penalties at the courts discretion, a court can also add cost of attorney's fees. For further details, see Title 17, United States code, sections 504 and 505.

Any one student or staff found in breach of the Copyright Infringement policy will be considered in violation and terminated according to the termination policy.

### **Independent Purchase of Student Kits and Textbooks**

A student may opt to purchase their textbooks and kit from a source other than Beau Monde, if available. A full student kit is offered to the student by Beau Monde. Prior to starting classes the student must notify the school if they plan to purchase a school kit. A basic starter kit will be provided for you.

### **Details of Student Kits and Textbooks**

The kit contents and textbooks listed are subject to change, depending upon manufacturer changes. These changes are in the form of substitutions that are of greater or equal value and are generally based upon equipment or product updates. Beau Monde College of Hair Design reserves the right to substitute items that are of greater or equal value to ensure that Kit contents, items, and textbooks are updated and current.

#### **Hair Design Kit and Textbooks**

Cosmetology Fundamentals Textbook and eBook access	Pivot Point Color Design
Cosmetology Fundamentals Workbook	Pivot Point Salon Success Textbook and Planner
Cosmetology Fundamentals Review Book	2 Mannequin Heads (Male & Female)
Pivot Point Sculpture	2 Packaged Hair Wefts
Pivot Point Hair Design	Lab Jacket and Name Tag
Pivot Point Texture	Artist Access Code

#### **Barbering/Accelerated Hair Design Kit and Textbooks**

Cosmetology Fundamentals Textbook and eBook access	Pivot Point Salon Success Textbook and Planner
Cosmetology Fundamentals Workbook	2 Mannequin Heads (Male & Female)
Cosmetology Fundamentals Review Book	2 Packaged Hair Wefts
Pivot Point Sculpture	Lab Jacket and Name Tag
	Artist Access Code

#### **Nail Technology Textbooks**

Cosmetology Fundamentals Textbook and eBook access  
Cosmetology Fundamentals Workbook  
Cosmetology Fundamentals Review Book  
Pivot Point Salon Success Textbook and Planner  
Lab Jacket and Name Tag  
Artist Access Code

#### **Esthetics Textbooks**

Cosmetology Fundamentals Textbook and eBook access  
Cosmetology Fundamentals Workbook  
Cosmetology Fundamentals Review Book  
Pivot Point Salon Success Textbook and Planner  
Lab Jacket and Name Tag  
Artist Access Code

#### **Cadet/Instructor**

Lab Jacket and Picture Identification/Name Tag  
Mindful Teaching Access Code

### **Itemization of Textbooks**

Cosmetology Fundamentals \$166.80  
ISBN: 978-1-934636

Salon Success \$123.20  
ISBN: 978-1-934636-24-4

Pivot Point Lab Books Bundle \$82.00 Per Book  
----Hair Design ISBN: 978-1-934636-09-1  
----Sculpture ISBN: 978-1-934636-06-0  
----Texture ISBN: 978-1-934636-29-9  
----Color ISBN: 978-1-934636-12-1

**ODE 8, 9, 10, 11 Program /Course Description, Curriculum and Requirements**  
**Hair Design ~1700 Clock Hours – CIP Code 12.0401 – SOC Code 39-5012.00**

35 Clock Hour per Week Schedule = 49 to 64 Weeks

24 Clock Hour per Week Schedule = 71 to 92 Weeks

**Course Description**

This course consists of 1700 clock hours of instruction regarding basic hair cutting, styling, coloring, perms, and other chemical services, sanitation requirements and occupational requirements.

**Course Goals and Objectives**

This course is designed to provide students with adequate preparation in Hair Design to take the OHLA examination and work as a licensed hair stylist in this state. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions and methods for career development in hair design and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development.

**Course Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry skills. Salon floor equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, fieldtrips, and other related learning methods are used in the course.

**Grading Procedures and Grading Scale / Qualitative**

Student grades will be based on theory assignments, theory tests, practical assignment, and practical tests. Students must achieve a grade of "C" (75%), or better for work to be considered acceptable, according to the following grading scale:

**Theory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

**Practical & Laboratory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

**1700 Clock Hour Hair Design Curriculum**

**Contents/Units of Instruction/Core Components-Mandated by the Oregon Department of Education**

In the course of study the student will receive THEORY instruction, classroom instruction demonstrations, guided PRACTICE and Salon experience while under the supervision of a licensed instructor.

History of Hair Design	5 Clock Hours
Properties and Disorders of the Scalp and Hair	50 Clock Hours
Draping, Shampooing, Rinsing and Conditioning	50 Clock Hours
Hair Cutting	400 Clock Hours
Hair Styling	450 Clock Hours
Chemical Services	350 Clock Hours
Artistry of Artificial Hair and Hair Pieces	10 Clock Hours
Shaving, Trimming & Cutting of Beard or Moustache	20 Clock Hours
Chemistry	10 Clock Hours
Anatomy and Physiology	10 Clock Hours
Implements, Tools and Equipment	25 Clock Hours
Electricity, Tools and Equipment	5 Clock Hours
Discretionary Hours	65 Clock Hours
Safety and Sanitation	150 Clock Hours
Career Development	100 Clock Hours

**Total Training Hours**

**1700 Clock Hours**

**Requirements / Quantitative**

The clock hour and practical requirements listed must be completed by each student – in each category – in order for the student to complete their course of training. The clock hours listed as "discretionary" are to be applied as needed in curriculum related areas, or if the student desires to specialize in a specific area.

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### **Practical Requirements for Hair Design/Core Competencies**

In order for a student to graduate from the 1700 clock hour Hair Design course of training, Beau Monde College of Hair Design requires that the student must complete no less than the number of practical operations listed.

<u>Name of Service</u>	<u>Number of Required Operations</u>
Shampoo/Condition	350
Hair Styles	250
Haircuts	350
Chemical Services	250
Dispensary/Safety	40
Retail	15

# **Program / Course Description, Curriculum and Requirements**

## **Esthetics ~ 500 Clock Hours – CIP Code 12.0409 – SOC Code 39-5091.00**

35 Clock Hour per Week Schedule = 15 to 20 Weeks

24 Clock Hour per Week Schedule = 21 to 28 Weeks

### **Course Description**

This course consists of 500 clock hours of instruction regarding basic massage, facial treatments, skin structure and skin disorders, cosmetic products and application, removal of unwanted hair, body treatments, sanitation requirements and occupational requirements.

### **Course Goals and Objectives**

This course is designed to provide students with adequate preparation in esthetics to take the OHLA examination and work as a licensed esthetician in Oregon. To ensure continued career success, the graduate will continue to learn new and current information related to career development in the esthetic industry and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development.

### **Course Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation and job entry skills. Salon floor equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

### **Grading Procedures and Grade Scale / Qualitative**

Student grades will be based on theory assignments, theory tests, practical assignment, and practical tests. Students must achieve a grade of "C" (75%), or better for work to be considered acceptable, according to the following grading scale:

#### **Theory work will be graded according to the following grade scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

#### **Practical & Laboratory work will be graded according to the following grade scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

### **500 Clock Hour Esthetics Curriculum**

#### **Contents/Units of Instruction/Core Components– Mandated by the Oregon Department of Education.**

In the course of study the student will receive theory instruction, classroom instructor demonstrations, guided practice and salon experience while under the supervision of a licensed instructor.

Massage	35 Clock Hours
Facials	45 Clock Hours
Facial Make-Up	35 Clock Hours
Skin and Disorders	40 Clock Hours
Removing Unwanted Hair	15 Clock Hours
Body Treatments	8 Clock Hours
Electricity and Light Therapy	5 Clock Hours
Chemistry	30 Clock Hours
Discretionary Hours	37 Clock Hours
Safety, Sanitation and Hygiene	150 Clock Hours
Career Development/Salon Success Program	100 Clock Hours

#### **Total Training Hours**

**500 Clock Hours**

### **Requirements / Quantitative**

The clock hours listed as discretionary are to be applied as needed in curriculum related areas, or if the student desires to specialize in a specific area.

**Practical Requirements for the Esthetics Course/Core Competencies**

In order for a student to graduate from the 500 clock hour esthetics course of training, Beau Monde College of Hair Design requires that the student must complete no less than the number of practical operations listed.

<u>Name of Service</u>	<u>Number of Required Operations</u>
Plain Facial and Facial Massage	20
Skin Treatments	12
Machine Facial	12
Color Analysis	5
Daytime Make-Up	12
Evening Make-Up	12
Corrective Make-Up	5
Lash Brown Tint	5
Artificial Lashes	2
Body Treatments	3
Removal of Unwanted Hair	
Facial Waxing	5
Tweezing/Brow Arch	5
Body Waxing	5
Dispensary	100
Retail	10

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# **Program / Course Description, Curriculum and Requirements**

## **Nail Technology ~ 600 Clock Hours – CIP Code 12.0499 – SOC Code 39-5092**

35 Clock Hour per Week Schedule = 18 to 23 Weeks

24 Clock Hour per Week Schedule = 25 to 33 Weeks

### **Course Description**

This course consists of 600 clock hours of instruction regarding basic manicuring, pedicuring, massage, artificial nails and tips, sanitation requirements and occupational requirements.

### **Course Goals and Objectives**

This course is designed to provide students with adequate preparation in nail technology to take the OHLA examination and work as a licensed nail technician in this State. To ensure continued career success, the graduate will continue to learn new and current information related to career development in the Nail Technology and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development.

### **Course Format**

The clock hour education is provided through a sequential set of learning steps, which addresses specific tasks necessary for state board preparation, graduation and job entry skills. Salon floor equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, fieldtrips and other related learning methods are used in the course.

### **Grading Procedures and Grade Scale / Qualitative**

Student grades will be based on theory assignments, theory tests, practical assignment, and practical tests. Students must achieve a grade of "C" (75%), or better for work to be considered acceptable, according to the following grading scale:

#### **Theory work will be graded according to the following grade scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

#### **Practical & Laboratory work will be graded according to the following grade scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

### **600 Clock Hour Nail Technology Curriculum**

#### **Contents/Units of Instruction/Core Components– Mandated by the Oregon Department of Education.**

In the course of study the student will receive theory instruction, classroom instructor demonstrations, guided practice and salon experience while under the supervision of a licensed instructor.

Manicuring	40 Clock Hours
Pedicuring	40 Clock Hours
Nail Wrap Systems	30 Clock Hours
Nail Tips	20 Clock Hours
Acrylic Nail Removal	10 Clock Hours
Artificial Nail Forms	50 Clock Hours
Artificial Nail Repairs	20 Clock Hours
Artificial Nail Fills	15 Clock Hours
Hand and Foot Massage	30 Clock Hours
Nail Disorders and Diseases	20 Clock Hours
Equipment, Implements, Cosmetic Chemistry and Materials	15 Clock Hours
Discretionary Hours	60 Clock Hours
Safety, Sanitation and Hygiene	150 Clock Hours
Career Development	100 Clock Hours

#### **Total Training Hours**

**600 Clock Hours**

### **Requirements / Quantitative**

The clock hours listed as discretionary are to be applied as needed in curriculum related areas, or if the students desires to specialize in a specific area.



**Practical Requirements for the Nail Technology Course/Core Competencies**

In order for a student to graduate from the 600 clock hour nail technology course of training, Beau Monde College of Hair Design requires that the student must complete no less than the number of practical operations listed.

<u>Name of Service</u>	<u>Number of Required Operations</u>
Massage Hand and Arm	25
Massage Foot and Leg	25
Reflexology of Hand	10
Reflexology of Foot	10
Pain Manicure	50
Hot Oil Manicure	25
French Manicure	10
Plain Pedicure	50
Hot Oil Pedicure	25
Spa Pedicure	15
Artificial Nail Application, Removal, Repairs and Fills	
Acrylic Nails	15
Fiberglass Nails	15
Gel Nails	1
Silk Nails	1
Dispensary	100
Retail	10

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# **Program / Course Description, Curriculum and Requirements**

## **Barbering/Accelerated Hair Styling ~ 1350 Clock Hours**

### **CIP Code 12.0401 – SOC Code 39-5011.00**

35 Clock Hour per Week Schedule = 39 to 51 Weeks

24 Clock Hour per Week Schedule = 57 to 74 Weeks

#### **Course Description**

This course consists of 1350 clock hours of instruction regarding basic barbering, hair cutting, hair styling, shaving, skin and scalp care, sanitation requirements and occupational requirements. This course does NOT include hair coloring or permanent waving.

#### **Course Goals and Objectives**

This course is designed to provide students with adequate preparation in barbering, to take the OHLA examination and work as a licensed barber in this state. To ensure continued career success, the graduate will continue to learn new and current information related to career development in Barbering and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development.

#### **Course Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation and job entry skills. Salon floor equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, fieldtrips, and other related learning methods are used in the course.

#### **Grading Procedures and Grade Scale / Qualitative**

Student grades will be based on theory assignments, theory tests, practical assignment and practical tests. Students must achieve a grade of "C" (75%), or better for work to be considered acceptable, according to the following grading scale:

##### **Theory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

##### **Practical & Laboratory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

#### **1350 Clock Hour Barbering/Accelerated Hair Design Curriculum**

##### **Contents/Units of Instruction/Core Components– Mandated by the Oregon Department of Education.**

In the course of study the student will receive theory instruction, classroom instructor demonstrations, guided practice and salon experience while under the supervision of a licensed instructor.

History of Barbering	5 Clock Hours
Implements, Tools and Equipment	25 Clock Hours
Properties and Disorders of the Skin, Scalp and Hair	50 Clock Hours
Draping, Shampooing, Rinsing and Conditioning	50 Clock Hours
Facial Massage and Treatments	10 Clock Hours
Haircutting	580 Clock Hours
Hairstyling	300 Clock Hours
Shaving, Moustache and Beard Design	50 Clock Hours
Artificial Hair/Hairpieces	5 Clock Hours
Electricity and Light Therapy	5 Clock Hours
Chemistry	10 Clock Hours
Anatomy and Physiology	10 Clock Hours
Safety, Sanitation and Hygiene	150 Clock Hours
Career Development	100 Clock Hours

##### **Total Training Hours**

**1350 Clock Hours**

**Practical Requirements for the Barbering/Accelerated Hair Design Course/Core Competencies /Quantitative**

In order for a student to graduate from the 1350 clock hour barbering/accelerated hair design course of training, Beau Monde College of Hair Design requires that the student must complete no less than the number of practical operations listed.

<u>Name of Service</u>	<u>Number of Required Operations</u>
Shampoo	350
Conditioning/Hair and Scalp Treatments	350
Wet Hair Design	350
Haircutting	500
Beard Trims	20
Shaves/Facial Massage and Treatments	20
Air Waving/Iron Curl	200
Finger Waves	40
Dispensary	100
Retail	15

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# **Program / Course Description, Curriculum and Requirements**

## **Intern / Cadet Instructor ~1000 Clock Hours – CIP Code 12.0413 – SOC Code 25-1194.00**

35 Clock Hour Per Week Schedule = 29 to 38 Weeks

24 Clock Hour Per Week Schedule = 42 to 55 Weeks

### **Course Description**

This intern / cadet instructor course is designed to prepare the licensed cosmetology professional to become instructors in the cosmetology arts and sciences; and to prepare them for ODE instructor licensing requirements. Candidates for this course work directly with students under the supervision of a licensed Instructor. All enrollees are required to hold a valid State of Oregon practitioners license before they are accepted for enrollment. This course consists of 1000 clock hours of instruction regarding the principles of occupational teaching and learning, interaction with students, regulatory requirements, lesson planning, curriculum review, teaching techniques, sanitation requirements and occupational requirements and realities.

### **Course Goals and Objectives**

This course is designed to provide students who have previously received their state practitioner's license with adequate preparation and training hours to qualify for a State of Oregon instructor's license, and work as a licensed entry level cosmetology arts and sciences instructor in this state. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions and methods for career development in cosmetology teaching and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development.

### **Course Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state license preparation, graduation and job entry skills. Textbooks are comparable to those used by industry instructors. This course is designed to build upon the cadet instructor's self-confidence and familiarity with the position of a teacher. Assignments, ability to communicate well with students and to clearly articulate lesson goals, are evaluated daily, by a licensed instructor. Environment, implements, lesson plans, products, and interaction with students are actual and constantly supervised by a licensed instructor. Standards of the cadet instructor's professional conduct are highly scrutinized.

### **Grading Procedures and Grade Scale / Qualitative**

Student grades will be based on theory assignments, theory tests, practical assignment, and practical tests. Students must achieve a grade of "C" (75%), or better for work to be considered acceptable, according to the following grading scale:

#### **Theory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

#### **Practical & Laboratory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

### **1000 Clock Hours Intern/Cadet Instructor Curriculum**

#### **Contents/Units of Instruction/Core Components– Mandated by the Oregon Department of Education.**

In the course of study the student will receive theory instruction, classroom instructor demonstrations, guided practice and salon experience while under the supervision of a licensed instructor. The intern / cadet Instructor will also design and present both theory and practical lesson to students.

The instructor / cadet Curriculum is inclusive of instruction and actual practice in the following areas:

Principles of Teaching and Learning  
Teaching Methodology  
Lesson Plan Development  
Student Motivation and Learning  
Review of Academic and Practical Portions of the course to be taught by the cadet/instructor

Teaching and Presentation Techniques and Styles  
Development and Use of Teaching Aids  
Administering Tests, Grading Tests and Posting Grades  
Regulatory Requirements

Salon	750 Clock Hours
Classroom and Lab	125 Clock Hours
Classroom	125 Clock Hours

#### **Total Training Hours**

**1000 Clock Hours**

### **Requirements/Quantitative**

The clock hour requirements listed must be completed by cadet / instructor – in each category – on order for the student to complete their course of training.

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# **Program / Course Description, Curriculum and Requirements**

## **Combination Course // Cosmetology ~ 2300 Clock Hours**

### **CIP Code 12.0401 – SOC Code 39-5012.00**

35 Clock Hour per Week Schedule = 66 to 86 Weeks

24 Clock Hour per Week Schedule = 96 to 125 Weeks

#### **Course Description**

This course consists of 2300 clock hours of instruction regarding basic hair cutting, styling, coloring, perms, and other chemical services, esthetics, nail technology, sanitation requirements and occupational requirements.

#### **Course Goals and Objectives**

This course is designed provide students with adequate preparation in cosmetology to take the OHLA examination and work as a licensed cosmetologist in this state. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions and methods for career development in cosmetology and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development

#### **Course Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation and job entry skills. Salon floor equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, fieldtrips and other related learning methods are used in the course.

#### **Grading Procedures and Grade Scale / Qualitative**

Student grades will be based on theory assignments, theory tests, practical assignment, and practical tests. Students must achieve a grade of "C" (75%), or better for work to be considered acceptable, according to the following grading scale:

##### **Theory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

##### **Practical & Laboratory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

### **2300 Clock Hour Cosmetology Course**

#### **Contents/Components**

The 2300 cosmetology course is a "combination" program. The curriculum of this program is a combination of the non-repetitive units of the Hair Design (1700 Clock Hour), Esthetics (500 Clock Hour) and Nail Technology (600 Clock Hour) curriculums.

### **2300 Clock Hour Program of Study**

#### **Contents/Units of Instruction/Core Components– Mandated by the Oregon Department of Education**

In the course of study the student will receive theory instruction, classroom instructor demonstrations, guided practice and salon experience while under the supervision of a licensed instructor.

Hair Design	1450 Clock Hours
Esthetics	250 Clock Hours
Nail Technology	350 Clock Hours
Safety and Sanitation	150 Clock Hours
Career Development	100 Clock Hours

#### **Total Training Hours**

**2300 Clock Hours**

#### **Requirements/Quantitative**

The clock hour and practical requirements listed must be completed by each student – in each category – in order for the student to complete their course of training.

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**Practical Requirements for Cosmetology/Core Competencies**

In order for a student to graduate from the 2300 clock hour cosmetology course of training, Beau Monde College of Hair Design requires that the student must complete no less than the number of practical operations listed.

<b><u>Name of Service</u></b>	<b><u>Number of Required Operations</u></b>
Shampoo/Condition	350
Hair Styles	350
Haircuts	350
Chemical Services	250
Mani/Massage	50
Pedi/Massage	50
Spa Pedicures	20
Artificial Repair	5
Artificial Fills	5
Acrylic Removal	3
Acrylic Nails	15
Nail Wraps	5
Gel Nails	1
Basic Facials/Massage	20
Body Treatments	3
Machine Facials	12
Facial Makeup	20
Temp. Hair Removal	20
Dispensary/Safety/Sanitation	100
Retail Hair	30
Retail Skin/Nails	20

# **Program / Course Description, Curriculum and Requirements**

## **Combination Course // Hair Design and Nail Technology ~ 2050 Clock Hours**

**CIP Code 12.0401 - SOC Code 39-5012**

35 Clock Hour per Week Schedule = 59 to 77 Weeks

24 Clock Hour per Week Schedule = 86 to 112 Weeks

### **Course Description**

This course consists of 2050 clock hours of instruction regarding basic hair cutting, coloring, perms, and other chemical services, Nail Technology, sanitation requirements and occupational requirements.

### **Course Goals and Objectives**

This course is designed to provide students with adequate preparation in hair design and nail technology to take the OHLA examination and work as a licensed hair stylist and nail technician in this state. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions and methods for career development in hair design and nail technology and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development

### **Course Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation, and job entry skills. Salon floor equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, fieldtrips, and other related learning methods are used in the course.

### **Grading Procedures and Grade Scale / Qualitative**

Student grades will be based on theory assignments, theory tests, practical assignment, and practical tests. Students must achieve a grade of "C" (75%), or better for work to be considered acceptable, according to the following grading scale:

#### **Theory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

#### **Practical & Laboratory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

## **2050 Clock Hour Hair Design/Nail Technology**

### **Course Contents / Components**

The 2300 hair design/nail technology course is a "combination" program. The curriculum of this program is a combination of the non-repetitive units of the Hair Design (1700 Clock Hour) and Nail Technology (600 Clock Hour) curriculums.

### **2050 Clock Hour Program of Study**

#### **Contents/Units of Instruction/Core Components– Mandated by the Oregon Department of Education**

In the course of study the student will receive theory instruction, classroom instructor demonstrations, guided practice and salon experience while under the supervision of a licensed instructor.

Hair Design	1450 Clock Hours
Nail Technology	350 Clock Hours
Safety and Sanitation	150 Clock Hours
Career Development	100 Clock Hours

#### **Total Training Hours**

**2050 Clock Hours**

### **Requirements / Quantitative**

The clock hour and practical requirements listed must be completed by each student – in each category – in order for the student to complete their course of training.

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**Practical Requirements for Hair Design/Nails Course/Core Competencies**

In order for a student to graduate from the 2050 clock hour hair/nails course of training, Beau Monde College of Hair Design that the student must complete no less than the number of practical operations listed.

<b><u>Name of Service</u></b>	<b><u>Number of Required Operations</u></b>
Shampoo/Condition	350
Hair styles	350
Haircuts	350
Chemical Services	250
Mani/Massage	50
Pedi/Massage	50
Spa Pedicures	20
Artificial Repair	5
Artificial Fills	5
Acrylic Removal	3
Acrylic Nails	15
Nail Wraps	5
Gel Nails	1
Dispensary/Safety/Sanitation	80
Retail	20



# **Program / Course Description, Curriculum and Requirements**

## **Combination Course // Hair Design and Esthetics ~ 1950 Clock Hours**

### **CIP Code 12.0401 - SOC Code 39-5012**

35 Clock Hour per Week Schedule = 56 to 73 Weeks

24 Clock Hour per Week Schedule = 82 to 107 Weeks

#### **Course Description**

This course consists of 1950 clock hours of instruction regarding basic hair cutting, styling, coloring, perms, and other chemical services, Esthetics, sanitation requirements and occupational requirements.

#### **Course Goals and Objectives**

This course is designed to provide students with adequate preparation in hair design and esthetics to take the OHLA examination and work as a licensed hair stylist and esthetician in this state. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions and methods for career development in hair design and esthetics and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development

#### **Course Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation and job entry skills. Salon floor equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, fieldtrips and other related learning methods are used in the course.

#### **Grading Procedures and Grade Scale / Qualitative**

Student grades will be based on theory assignments, theory tests, practical assignment, and practical tests. Students must achieve a grade of "C" (75%), or better for work to be considered acceptable, according to the following grading scale:

##### **Theory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

##### **Practical & Laboratory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

### **1950 Clock Hour Hair Design/Esthetics**

#### **Course Contents / Components**

The 1950 hair design/esthetics course is a "combination" program. The curriculum of this program is a combination of the non-repetitive units of the hair design (1700 Clock Hours) and esthetics (500 Clock Hours).

#### **1950 Clock Hour Program of Study**

##### **Contents/Units of Instruction/Core Components– Mandated by the Oregon Department of Education**

In study the student will receive theory instruction, classroom instructor demonstrations, guided practice and salon experience while under the supervision of a licensed instructor.

Hair Design	1450 Clock Hours
Esthetics	250 Clock Hours
Safety and Sanitation	150 Clock Hours
Career Development	100 Clock Hours

#### **Total Training Hours**

**1950 Clock Hours**

#### **Requirements / Quantitative**

The clock hour and practical requirements listed must be completed by each student – in each category – in order for the student to complete their course of training.

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**Practical Requirements for the Hair Design/Esthetics/Core Competencies**

In order for a student to graduate from the 1950 clock hour hair design/esthetics course of training, Beau Monde College of Hair Design requires that the student must complete no less than the number of practical operations listed.

<b><u>Name of Service</u></b>	<b><u>Number of Required Operations</u></b>
Shampoo/Condition	350
Hair Styles	250
Haircuts	350
Chemical Services	350
Retail Hair	15
Basic Facial/Massage	20
Body Treatments	20
Machine Facials	12
Facial Makeup	20
Temp. Hair Removal	20
Dispensary/Safety/Sanitation	80
Retail Skin	10

# **Program / Course Description, Curriculum, and Requirements**

## **Combination Course // Nail Technology and Esthetics ~ 850 Clock Hours**

**CIP Code 12.0401 – SOC Code 39-5091**

35 Clock Hour per Week Schedule = 25 to 33 Weeks

24 Clock Hour per Week Schedule = 36 to 47 Weeks

### **Course Description**

This course consists of 850 clock hours of instruction regarding esthetics and nail technology basic sanitation requirements and occupational requirements.

### **Course Goals and Objectives**

This course is designed to provide students with adequate preparation in nail technology and esthetics to take the OHLA examination and work as a licensed hair stylist and esthetician in this state. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions and methods for career development in nails and esthetics and related fields. The graduate will consider this continuing education a fundamental part of professional growth and development

### **Course Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation, graduation and job entry skills. Salon floor equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, class discussion and projects. Audio-visual aids, guest speakers, fieldtrips, and other related learning methods are used in the course.

### **Grading Procedures and Grade Scale / Qualitative**

Student grades will be based on theory assignments, theory tests, practical assignment and practical tests. Students must achieve a grade of "C" (75%), or better for work to be considered acceptable, according to the following grading scale:

#### **Theory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

#### **Practical & Laboratory Work will be graded according to the following scale:**

90% to 100% = A = Excellent  
80% to 89% = B = Good  
75% to 79% = C = Satisfactory  
74.9% or less = F = Failing

### **850 Clock Hour Nail and Esthetics**

#### **Course Contents / Components**

The 850 nail and esthetics course is a "combination" program. The curriculum of this program is a combination of the non-repetitive units of the nail technology (600 clock hours) and esthetics (500 clock hours).

### **850 Clock Hour Program of Study**

#### **Contents/Units of Instruction/Core Components-Mandated by the Oregon Department of Education**

In the course of study the student will receive theory instruction, classroom instructor demonstrations, guided practice and salon experience while under the supervision of a licensed instructor.

Nail Technology	350 Clock Hours
Esthetics	250 Clock Hours
Safety and Sanitation	150 Clock Hours
Career Development	100 Clock Hours

#### **Total Training Hours**

**850 Clock Hours**

### **Requirements / Quantitative**

The clock hour and practical requirements listed must be completed by each student – in each category – in order for the student to complete their course of training.

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**Practical Requirements for the Nail/Esthetics Course/Core Competencies**

In order for a student to graduate from the 850 clock hour nail/esthetics course of training, Beau Monde College of Hair Design requires that the student must complete no less than the number of practical operations listed.

<b><u>Name of Service</u></b>	<b><u>Number of Required Operations</u></b>
Basic Facials/Massage	15
Body Treatments	15
Machine Facials	12
Facial Makeup	20
Temp Hair Removal	20
Retail Skin	10
Mani/Massage	50
Pedi/Massage	50
Artificial Repair	5
Artificial Fills	5
Acrylic Nails	15
Nail Wraps	15
Gel Nails	1
Acrylic Removal	3
Retail Nails	20
Dispensary/Safety/Sanitation	80

# ADMISSIONS INFORMATION

## ODE 13, 14

### **Admissions Requirements**

All students seeking admission to this institution are advised of the following requirements:

1. The applicant must have earned a high school diploma, or its recognized equivalent, a general equivalence diploma (GED), or be in possession of an Associate's Degree (Two-Year) from an accredited, degree-granting institution, and provide a copy of the academic credential, or a complete copy of academic transcripts indicating the date of graduation, to this Institution for retention in the student's permanent record. If the student cannot provide an English version of the diploma, a copy of the diploma must be provided, attached to a notarized statement from an interpreter, which clearly acknowledges and states that the non-English document indeed verifies the completion of a secondary educational program, and the date of its completion.
2. The applicant must be beyond the age of compulsory education in this state, which is at least 16.5 years of age.
3. The applicant must provide proof of identity and age in the form of a copy of their Social Security Card and a current State-issued Driver's License or State-issued Identification Card for retention in the student's permanent record. Your SSN will be stored in the Administrative Office using the highest level of security protocols. It will only be provided to regulatory agencies who are responsible for the over-sight of Private Career School's. Your SSN will not be printed or displayed in any public forum through any medium unless expressly required by state or federal law. Any other use or disclosure of your SSN will require your written authorization.
4. The applicant must provide satisfactory arrangements for payment of all tuition and institutional charges.
5. If the applicant is anticipating the receipt of agency sponsorship a letter or voucher which guarantees payment must be provided to Beau Monde.
6. If the applicant is anticipating the receipt of Federal or State Student Financial Assistance Funding they must complete all forms and applications and submit all requested documentation to this institution in a complete and timely manner.
7. The applicant must pay a \$20 non-refundable application fee.
8. If the applicant is not a citizen of the United States, the applicant must provide a copy of both the front and back of their Alien Registration Card for verification with the United States Department of Justice, Immigration and Naturalization Service.

### **Enrollment Process**

Students wishing to enroll at Beau Monde College of Hair Design can do so by:

1. Calling the college at 503.226.1427 and make an appointment with admissions.
2. Supply the college with all the necessary documents as listed under admissions requirements.
3. Pay the \$100 registration fee.
4. Complete an enrollment application.
5. Meet with the Financial Aid Officer if applying for federal funds or,
6. Make provision for cash payments with the admissions director.
7. Submit all prior official transcripts, if applicable.
8. Attend orientation day. (Done on first day of class).
9. Sign and complete the Enrollment Agreement/Contract for training.

Beau Monde College of Hair Design will not knowingly enroll any student already attending or admitted to another school offering a similar program of study.

Beau Monde College of Hair Design will not knowingly admit any prospective student with previously earned cosmetology hours from another institution and is wishing to transfer those hours without a transcript.

## ODE 19, 20

Students accepted for enrollment will receive an acceptance letter within ten (10) days of approval. Students denied entrance into the college will receive a letter within ten (10) days stating the reason for the denial and may reapply for enrollment thirty (30) days from the date of the letter.

## ODE 22 **Transfer Student Previously Enrolled at Another Post-Secondary Institution**

Any student seeking enrollment at Beau Monde, who has previously attended another post-secondary cosmetology school and wishing to transfer hours earned must request and present Official Academic Transcripts to us, from all previously attended schools. Students not providing a complete list of prior schools and transcripts will not be allowed to submit any other transcripts after 30 days of attendance for additional credits. Previously earned clock hours accepted for credit and institutional charge adjustments are solely at the discretion of Beau Monde. Credits transferred from another accredited cosmetology school will be accepted as credit earned at Beau Monde. Upon acceptance of transferred credit the student will be notified of the shortened length of the program and the calculation of charges. If previously earned clock hours are to be credited to the student's account, based upon the receipt of Official Academic Transcripts, institutional charge adjustments shall be based upon the number of clock hours accepted by this institution, divided by the full amount of scheduled hours in the program, to equal the percentage remaining for the student to

complete, in order to qualify for State Board Examinations. The resulting percentage shall be multiplied against the full tuition charge, to formulate the tuition and all other applicable charges due to Beau Monde. Any veteran receiving GI Bill benefits while attending Beau Monde College of Hair Design is required to obtain transcripts from all previously attended schools and submit them to the school for review of prior credit.

#### ODE 15

##### **Ability to Benefit**

Beau Monde College of Hair Design does not participate in Ability to Benefit (ATB)

##### **Vaccinations**

Beau Monde College of Hair Design does not require proof of vaccination.

##### **Additional Administrative Fees Associated with Training**

- **Late Payment** ~ A \$25.00 late charge will be assessed to the student account for each of the late payments. Should a scheduled tuition payment fall in arrears in excess of 15 days, the Institute will notify the student. Should the student fail to respond by rendering payment due to the school, or by written explanation and rescheduling of payments, the student may be automatically terminated from the school for non-payment of Institutional charges. Unpaid account charges will be turned over to a collection agency. Reasonable attorney, collection and court fees and costs will be awarded to the prevailing party in any action undertaken to collect upon the student's Contract or any part of it.
- **Attendance Late Fee** ~ Federal Student Financial Aid (Title IV) recipients who fail to satisfy scheduled Title IV disbursement benchmarks, due to the recipients failure to earn the actual number of clock hours required for the disbursement of Title IV funds, shall be charged a \$25.00 per month "late fee" until such time as the student has earned the actual number of clock hours required to enable the College to disburse Title IV funding to the students account. This "late fee" is applicable to all students scheduled disbursement of Title IV funds.
- **Bad Check Fee** ~ If at any time, a student's payment check is returned to this institution for "insufficient funds", "closed account" or for any other reason making the check non-negotiable, a fee in the amount of \$35.00 will be assessed to the student's account, each time the item is returned.
- **Unpaid Account Charges** ~ will be turned over to a collection agency. Reasonable attorney, collection and court fees and costs will be awarded to the prevailing party in any action undertaken to collect upon the student's contract, or any part of it.
- **Fees for Extra / Additional Items** ~ Personal items used by the student for personal services, or requested for self, need not be considered a part of the student's contract, or in the refund calculation, provided these fees have been itemized and separately charged to the student. The process for purchase of extra consumable supplies is located at the reception desk.
- **Overtime Charges** ~ students failing to complete their course of study on the scheduled graduation date per their contract, will incur overtime charges at the rate of \$11.00 per hour for the hours remaining in the program from the date of the scheduled contracted graduation date. Upon completion of the course hours, should a student have remaining requirements to complete, an additional charge of \$366 per week will be charged to the student account for each week the student attends to complete the requirements.
- **In Course Transfer** ~ Any student who wishes to change their course must be approved by the administrative office. A fee of \$100.00 is assessed.
- **Schedule Change** ~ changing weekly scheduled hours directly affects a student's anticipated completion date. A schedule change fee in the amount of \$25.00 is charged to each student at the time of each schedule change. The student must pay the schedule change fee prior to the schedule change. Student must provide documentation of why they need to change their schedule.
- **Withdrawal Fee** ~ A withdrawal fee in the amount of \$25.00 is assessed to the student account of all withdrawing students.

#### ODE 26

\*Beau Monde College of Hair Design does not waive fees.

##### **Saturday Attendance Requirements**

Students must attend classes on their scheduled Saturdays. Students must clock a minimum of three hours of attendance per day to be counted as attending on a Saturday.

- Consequences for missing Saturday sessions are:
  - 4 Saturday's: No Penalty
  - 5 – 10 Saturdays: \$25 fee per day missed
  - More than 10 Saturdays: Student may be terminated

### **Re-Entering/Restarting Student**

Any student who previously attended this institution, who is re-entering/restarting their program of study must fully re-execute a new enrollment agreement/contract. The new contract will be based upon the charges in effect and assessed at the actual date of re-entry. If previously earned hours are credited to the account, all prorated adjustments will be based upon the number of hours previously and actually earned, divided by the full amount of scheduled hours in the program, to equal the percentage remaining for the student to complete in order to qualify for the State Board Examination. The resulting percentage will be multiplied against current pro-rated charges to formulate the amount due to Beau Monde. At the time the enrollment agreement/contract is completed and signed, a \$100.00 registration fee is assessed.

Beau Monde College of Hair Design reserves the right to decline and deny re-entry to any student previously expelled from the college. Further, Beau Monde reserves the right to deny re-entry to any student previously withdrawn from our college on two occasions. In the instance of such a decision, the student will be notified.

### **Class Start Size**

Class start size is limited to 25 newly enrolling students, per institutional limit.

### **Full Time Status**

All students enrolled at Beau Monde College of Hair Design are considered FULL TIME (24+ hours scheduled per week), by statutory definition. Students are not scheduled for less than 24 clock hours per week.

### **Orientation Day Requirement**

All students are required to attend an orientation day prior to beginning training. There are no exceptions to this requirement. During orientation day the institutional catalogue, policies and procedures, and all program curriculums and requirements are explained. On orientation day all newly enrolled students complete, sign and date their enrollment agreements and admissions files.

ODE 23

## **Class Start Dates, College Calendar and Holidays**

### **Class Start Dates July 2013 – June 2014**

Course Class Start Dates	Esthetics Only Class Start Dates	Nail Technology Only Class Start Dates
July 2, 2013		July 2, 2013
July 16, 2013		
July 30, 2013		
August 6, 2013	August 6, 2013	
August 20, 2013		
September 3, 2013		September 3, 2013
September 17, 2013		
October 1, 2013	October 1, 2013	
October 15, 2013		
October 29, 2013		
November 5, 2013		November 5, 2013
November 19, 2013		
December 3, 2013	December 3, 2013	
January 7, 2014		January 7, 2014
January 21, 2014		
February 4, 2014	February 4, 2014	
February 18, 2014		
March 4, 2014		March 4, 2014
March 18, 2014		
April 1, 2014	April 1, 2014	
April 15, 2014		
April 22, 2014		
May 6, 2014		May 6, 2014
May 20, 2014		
June 3, 2014	June 3, 2014	

**Note:** Transfer and re-starting students may begin attending training after they have completed the admissions and financial assistance process.

### **Holiday and Calendar**

Beau Monde College of Hair Design is closed in observance of the following holidays:

Memorial Day  
Independence Day

Labor Day  
Thanksgiving Day

Christmas Day  
New Year's Day

**Note:** Beau Monde reserves the right to determine "early closure" on both Christmas Eve and New Year's Eve.

# **Hours of Operation, Weekly Schedules, Daily Schedules and Routines**

## **Hours of Daily Operation**

Beau Monde College of Hair Design is open for operations from 8:30 am until 9:30 pm, Tuesday through Friday, and from 8:30 am until 5:00 pm on Saturday. Students with a full time schedule of 35 clock hours per week will be given a half hour lunch period to be taken between 11:30am and 1:00pm.

Attendance on Saturdays is mandatory for all students, unless a "Monday Schedule" has been approved. A student who has been scheduled to "make up" training hours may be scheduled for supervised instruction on Mondays. Students missing Saturdays will be charged a \$25.00 fee.

## **Emergency Closure**

Snow and inclement weather conditions, during which time the safety of our students, staff and patrons could be endangered, force "emergency closure" of the school. Closure is announced over local radio and television stations prior to 8:30 a.m. Should threatening weather conditions occur while school is in progress, students may be dismissed early. During inclement weather conditions, please telephone the Oregon Department of Transportation "road conditions" toll free hotline for up-to-the-minute road condition reports: 1-800-997 ODOT.

## **Weekly Schedules Available to Students**

In order to accommodate each student's work schedule, training schedule options are available:

- Day Schedule Option: 9:30am to 5:00pm Tuesday through Saturday
- Evening Schedule Option: 5:30pm to 9:30pm Tuesday through Friday and Saturdays 8:30am to 5:00pm
- 3-Day Schedule Option: 9:30am to 9:30pm Wednesday through Friday
- Flex Schedule Further information available upon request

## **Day Schedule and Routine**

(Based upon a schedule of 35 clock hours per week)

9:30 am – 10:15 am: Related Studies and Career Development  
10:15 am – 4:00 pm: Class, Pre-Clinic, Salon Operations  
4:30 pm – 5:00pm: Sanitations

Lunch Period: A half hour lunch break may be taken between 11:30 a.m. and 1:00 pm  
Break Periods: Two 15-minute breaks are taken daily.

## **Evening Schedule and Routine**

(Based upon a schedule of 24 clock hours per week)

Tuesday through Friday  
5:30 pm – 9:00 pm: Class, Pre-Clinic and Academic  
9:00 pm – 9:30 pm – Sanitations

Saturday: 8:30 am – 5:00 pm: Follow normal daily schedule

Lunch Period: A half hour lunch break may be taken between 11:30 a.m. and 1:00 pm  
Break Periods: Two 15-minute breaks are taken daily.

## **3-Day Schedule and Routine**

(Based upon a schedule of 24 clock hours per week)

9:30 am – 10:15 am: Related Studies and Career Development  
10:15 am – 9:00 pm: Class, Pre-Clinic, Clinic Operations  
9:00 pm – 9:30 pm: Sanitations

Lunch Period: A one hour lunch break may be taken between 11:30 a.m. and 1:00 pm  
Break Periods: Two 15-minute breaks are taken daily.

## **Student Lunch Period**

The student lunch period may not be credited towards, nor counted as, accrued training hours. Students are not allowed to intentionally "skip" a lunch in order to receive clock hours.

## **Make-Up Time**

Students can make up hours on Mondays. They must sign-up for Monday make-up time by the previous Saturday. The student is to write the time they are going to be in attendance on the sign-up sheet located at the front desk.

## **Definition of a Clock Hour**



At this institution, a clock hour is defined as a 60-minute period of instruction in theory or practical training.

### **The Time Clock Accumulates Hours and Creates a Statutory Record**

The hours that are directly related to training attended by a student at Beau Monde form a legal record that when complete, entitles the student to make application for state licensure. The time clock is part of an automated, computerized attendance system. The time clock records and accumulates the actual time that each student earns in the following manner:

- When a student clocks in, the time of entry is automatically recorded under the student's identification number. If a student clocks in after 9:30 am, by even one minute, the clocked time will be void, unless the student can provide the school with adequate documentation for an excused tardy (re – a doctor's note).

Daily hours accrue from the start time, until the student "clocks out". Automated, cumulative clock hours are maintained in the system from the student's first clock-in on their start date, until the student's last day of attendance. As each clock hour accrues, the student creates a record that legally verifies that they have completed the clock hours necessary to fulfill the mandatory number of training hours required by the State of Oregon. For this reason only the student, or a duly authorized staff member, are allowed to enter student hours.

### **Maximum Hours of Attendance on a Weekly Basis**

In general terms, no student is scheduled to be in attendance in excess of thirty-five (35) clock hours per week. EXCEPTIONS to the maximum 35 clock hour week schedule are:

- A student who is completing institutionally approved makeup time to meet satisfactory attendance standards.
- A student needing to complete assignments of that day.

### **Maximum Time Frame for Course Completion**

Based upon Beau Monde's minimum Satisfactory Attendance Policy standard of 70%, the maximum time frame for completion of a student's course of training is 1.30% times the course length.

#### **EXAMPLE:**

A student enrolls in a 1700 clock hour program, and is scheduled for 35 clock hours per week:

- If the student maintains 100% attendance, they will complete the program in 49 weeks [1700 divided by 35 = 49 weeks]
- 49 weeks x 1.30=64

### **Transferability of Clock Hours Earned at Beau Monde College of Hair Design**

Beau Monde makes no guarantee of the transferability of the clock hours earned at this school to another postsecondary institution.

### **Student Professional Exit Packet**

Approximately 200 clock hours prior to a student's anticipated completion date, the student is provided with a "student exit packet". The exit packet provides the information, step-by-step procedure, forms, checklists, definitions and procedure that a student must follow in order to exit Beau Monde. The exit packet reiterates information that the student receives numerous times throughout their enrollment and training.

### **Completion Requirements**

In order to complete the course of training each student must:

- Complete all clock hours listed on their enrollment agreement / contract for training, as demonstrated by the students actual attendance at Beau Monde and maintain a cumulative attendance percentage of no less than 70%
- Take all required theory (academic) tests and maintain a cumulative theory test average of no less than 75%
- Take all required practical (hands-on) tests and maintain a cumulative theory test average of no less than 75%
- Actually complete all institutionally required practical operations
- Take and pass the institutionally administered theory and practical final examinations, achieving a grade of no less than 75%
- Complete all "employment seeking" forms
- Complete all required exit interviews

### **ODE 42,43 Graduation Requirements**

In order to graduate from Beau Monde College of Hair Design, and to be able to take the State of Oregon Board Examination, each student must:

- Actually complete all competencies in their program of study,
- Maintain a cumulative grade average of no less than 75%,
- Actually complete all practical/core competency requirements in their program of study,
- Maintain a cumulative practical/core competency average of no less than 75%,
- Maintain a cumulative attendance average of no less than 70%,
- Pass the state mandated, institutionally administered final exam that consists of theory and practical components referred to as the "baby boards" with a grade of no less than 75%, and
- Have no outstanding financial obligations to Beau Monde,
- Complete exit interview with financial aid and academic advisor two weeks prior to graduation.

When a student actually completes ALL clock hours, has maintained all cumulative satisfactory progress standards of no less than

75%, has successfully taken and passed their final examinations; and has paid their student account in full, a signed and dated diploma is issued by Beau Monde.

## **Oregon Health Licensing Agency Examinations – OAR Chapter 817**

### **General Examination Information**

State Board examination information, inclusive of necessary forms, directions to the examination site in Salem, Oregon administrative rules, and other particulars, are distributed to each student in the institutionally-published student professional exit packet. The exit packet is distributed to all students who are anticipated to complete their course of study within 200 hours.

The Oregon Board of Cosmetology administers a computerized, multiple choice examination at its office in Salem, Oregon. The examination is divided into several categories such as safety and sanitation, barbering, hair design, manicuring, and esthetics. Each section of the examination is scored separately. A student must achieve a grade of 75% or higher on each section in order to pass that particular section of the examination. In order to receive a license, the student must pass the “safety and sanitation” portion of the examination.

State Board Examination questions are based upon standard textbooks, Oregon Administrative Rules, and industry standards. All sections of the sanitation test the applicant’s knowledge of:

- Basic principles of safety and sanitation
- Sanitation rules as defined in OAR chapter 817
- Safe chemical use and storage
- Equipment, tools, implements, and articles
- Licensure requirements as defined in OAR chapter 817
- Standards of practice, such as worker’s compensation and OSHA requirements
- Practical applications and procedures
- Chemistry

### **Qualification and Training Requirements**

To obtain an Oregon License/Certificate the applicant shall complete all clock hours and pass all tests administered in an approved program, at a school approved by the Oregon Department of Education.

In addition to any one or more approved programs, the State of Oregon requires completion of both safety and sanitation (150 clock hours) and career development (100 clock hours) training.

### **Application for Examination**

Registration for the State Board examination must be completed prior to the examination. All required documents, such as official transcripts from Beau Monde and fees from the applicant, must be received by the State Board office prior to the examination. An applicant may not take the examination until certified as having met all Board of Cosmetology requirements necessary to take the examination. An applicant will not be allowed to sit for the examination if documentation is incomplete or incorrect.

### **Documentation that is required for the State Board Examination**

- Completed application
- Applicant’s name, address, and telephone number
- Applicant’s date of birth
- Examination categories
- Applicant’s signature and date of application
- If Applicable, licensure information for another state
- Completed and official academic transcript in an approved program, issued by an approved school. The official academic transcript will only be accepted if it is delivered directly from the school to the Board of Cosmetology
- Applicant photo identification, such as a state issued driver’s license
- Applicant social security card
- If the applicant is a non-citizen, the alien registration card

### **State Board Examination Schedule**

Examinations are held on a daily basis, at 9:00 AM and at 1:00 PM. The applicant must take the State Board examination at the Board of Cosmetology office located in Salem, Oregon or at an off-site location. Please call the Oregon Health Licensing Board at 503-378-8667

### **State Board Fee Schedule**

\*\*Complete Information available at [www.oregon.gov/OHLA/COS](http://www.oregon.gov/OHLA/COS)

### **Licensing Fees**

#### **Applications**

Per field of practice certification - **\$20**

(Barbering, Esthetics, Hair Design, Nail Technology)

Per field of practice certification by reciprocity - **\$100**

Facility - **\$100**

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### **Service Fees**

Application Packet - **\$10**

(includes Oregon laws and rules)

Independent Contractor - **\$50**  
Certificate of Identification (freelance) - **\$25**  
Demonstration Permit - **\$25**  
Temporary Facility - **\$50**

### **Examinations**

Per field of practice and Oregon Laws and Rules - **\$35**

### **Certification/Licenses/Registration**

Per field of practice certification (original & renewal) - **\$25** (valid for two (2) years)  
Per field of practice certification (online renewal) - **\$45** (valid for two (2) years)  
Facility License (original & renewal) - **\$110** (valid for two (2) years)  
Independent Contractor Registration (original) - **\$100** (valid for two (2) years)  
Independent Contractor Registration (renewal) - **\$100** (valid for two (2) years)  
Certificate of Identification/Freelance Authorization - **\$100** (valid for two (2) years)

### **Permits**

Temporary Facility - **\$100**  
Demonstration - **\$50**

### **Miscellaneous**

Affidavit of Licensure - **\$50**  
Delinquency (Late) Fees - **\$30** per year (up to two years)  
Replacement - **\$25**  
Non-sufficient funds (NSF) check returned for payment - **\$25**

All Applicants need to be aware that the State Licensing Boards of Oregon, Washington, and California will revoke or deny a license to practice on any person in DEFAULT on a Federal Student Loan.

### **ODE 57 Job Referral and Employment**

Beau Monde College of Hair Design does not guarantee any student employment, nor guarantee any student a starting wage scale.

Beau Monde College of Hair Design provides employment and placement assistance through referral only. Students are not guaranteed employment or a job. Employment opportunities are posted so that all students may have access to the information. As industry employers contact Beau Monde they are referred to our recent graduates. Graduates are required to provide Beau Monde with their written permission in order to be referred to potential employers. Upon request, we will deliver a current list of employer requests for employees to a student.

All students should bear in mind that the great majority of employers request a copy of, or the status of, a student's attendance and grades. Employers may ask for information regarding a student's reliability, or any disciplinary actions during enrollment. Information such as this may influence the decision of a future employer. A student must sign a release for Beau Monde to provide this type of information to a potential employer.

### **General Occupations for Which Graduates May Qualify**

In addition to the entry level positions described in each course outline, more specific examples of occupations for which graduates could reasonably qualify encompass several career areas related to training such as, but not limited to, product distributor, sales representative, platform artist, salon coordinator, and beauty care product marketing.

### **Online Job Banks and Classified Ads**

Students are encouraged to access and search online job banks and published classified advertisements.

Free on-line Job Banks include the Oregon Department of Employment Job Bank and the NACCAS Job Bank at:

<http://www.naccas.org>. Classified ads for cosmetology related employment can be found in the "Oregonian", "Portland Tribune", and trade periodicals such as "NW Stylist".

## **ODE 25, 27 Funding Your Training**

### **Student Payment Arrangements**

A student who makes cash payment arrangements with Beau Monde for their training is provided with a detailed schedule of the number of payments, payment amounts, and payment due dates, as a part of their enrollment agreement / contract for training. In many instances a co-signer is required. Beau Monde will charge interest on student cash payments. Default, or failure on the student's part to adhere to the terms of the cash payment agreement, may lead to separation from Beau Monde for non-payment of institution charges.

### **Institutional Aid/All Students**

Institutional aid is offered to all enrolling students. The amount of institutional aid varies on the contractual agreement per the course of study. For more information on amounts and application please call an admissions representative at 503.226.1427.

Please note, any aid a student may qualify for has the potential to affect the amount of estimated student federal aid.

### **Student Financial Assistance ~ Federal and State**

Student financial assistance is available for students who complete and submit all required applications and who qualify for participation. Beau Monde College of Hair Design participates in several types of Federal Title IV Student Financial Assistance Programs. These programs are administered by the United States Department of Education. The programs in which Beau Monde participates are the Federal Pell Grant Program and the Federal Direct Student Loan. Award amounts for these programs are determined by statutory maximums, availability of funds, student eligibility, and student need by the Federal Government.

In order to apply for and participate in these programs the student must complete and submit a Free Application for Federal Student Aid (FAFSA). The completed form is submitted to the United States Department of Education. The Department determines eligibility and need, using a special "needs analysis" formula. A copy of the completed "Student Aid Report (SAR)" is mailed directly to the student. Beau Monde receives an electronic version of this report. After the electronic report is received by our college, each student is provided with a written notice of eligibility that lists the amounts and types of student financial assistance for which they qualify and may apply. If a student qualifies for loan funds, the student must complete an additional and separate loan application.

Regulatory changes require current and cross-over financial aid award years to be looked at to see the better benefit for the student. Beau Monde College of Hair Design always checks to see the better benefit for the student; however, in 2010 it was an option to change eligibility to better benefit the student, and Beau Monde opted to keep it optional. However, beginning in the 2011-2012 financial aid award year, regulation mandates Beau Monde College of Hair Design to refund any prior award year funds if the current award year funds are a better benefit to the student.

The Federal Pell Grant is a form of federal student financial assistance that the student does not have to pay back, under most circumstances. If however, a student withdraws from their course of training prior to completing 60% of a payment period, all or a part of the Federal Pell Grant may need to be repaid. The withdrawing student may be liable for all or a portion of this repayment.

National Direct Student Loans are a form of student aid that must always be repaid, generally after a student has completed training. Repayment of these loans includes a default fee of 1%, interest, and accrued interest. In the case of a Direct Subsidized Loan the Federal government pays the interest while the student is in school, and during a 6-month grace period. Several times prior to repayment, the Lender will contact the student to discuss payment plan options, and the student will select the repayment plan of their choice.

Other forms of student financial assistance, such as the Oregon Barber's and Hairdresser's Grant and the Alaska Student Loan Program, require the completion of a FAFSA. In order to receive Agency assistance and other private student funding, the student must directly contact the Agency or source and follow their procedures to make application for assistance.

### **Financial Assistance Interview**

A clear understanding of the financial assistance application process and requirements is provided to each student. In order to assist, Beau Monde provides a financial assistance interview to each student and their family members. The Financial Aid Director is Cecily McClanahan; she can be reached via email at [Cecily@beaumondecollege.com](mailto:Cecily@beaumondecollege.com). During the financial assistance interview eligibility requirements, types of available funding, application forms, filing deadlines and required documentation are discussed. In some instances the students' ability to apply for a second award period is also explained. Published materials regarding the Pell Grant and Student Loans are provided to the student. The student is clearly advised that all offers of student financial assistance are estimates only.

Final amounts of student financial assistance that are received and disbursed to a student's account are based upon the length of the course and training, scheduled training hours, maintenance of satisfactory progress and continued student eligibility. The financial aid office hours are Monday-Friday from 10:00am to 6:30pm.

### **Student Loan Entrance Counseling/Title IV Students Only**

Please complete the entrance counseling at [www.studentloan.gov](http://www.studentloan.gov). At the time of the Financial Aid Assistance Interview, a student applying for Federal Students Loans will complete a required Direct Loan Application. The gross amount of the loan, indebtedness, obligation to repay the loan and interest rate, along with borrower privileges such as deferment and the conditions of deferment are reviewed. The student is advised of their need to attend an exit interview loan counseling prior to separation from Beau Monde.

### **Notice of Anticipated Financial Assistance/Award Letter/Title IV Students Only**

At the time of the financial assistance interview, or shortly thereafter, the student is provided with a printed "Notice of Anticipated Student Assistance". This notice details the award year, each program, delivery dates and the anticipated dollar amount of student financial assistance. The notice clearly advises the student that all funds are estimated and are first credited against the student's outstanding account balance for the payment of Institutional charges.

#### **ODE 17**

### **Verification Policy for Purposes of Student Financial Assistance**

Pursuant to Federal Regulations, Beau Monde will perform "verification" of all student aid reports that are "flagged" for verification with a "verification edit". This means that each student making application for student assistance, who also receives a "flagged" Student Aid Report, will be required to submit a federal tax transcript from IRS, their parent's federal tax transcript, if applicable, and any other documents requested by the Financial Aid Office, so that we can verify the information contained in the Student Aid Report. Beginning with award year 2012/2013 students and parents when completing a FAFSA application may opt to use the IRS data retrieval. This will directly transport the tax information needed to be verified from your federal tax transcript to the FAFSA application. Your tax transcript must have been filed for at least two weeks prior for the data to transfer over. Applicants who are successful in transferring the data from IRS will not need to supply the financial office with the federal tax transcript, however family size and food stamps, if applicable, are items that need to be verified in written form. Persons, who are unable to use the IRS data retrieval and need a tax transcript, see below.

### **Conflicting Information**

Beau Monde will verify and resolve all information contained on the Student Aid Report that conflicts with the documents submitted by the student. Financial assistance is withheld until such time as all verification documents requested are received, verification is complete and all conflicting information is resolved.

### **If You Need a Copy of Your Income Tax Transcript**

Persons needing official tax transcripts may go to the IRS Office and request the tax transcript. The Internal Revenue Service Office is located at: 1220 SW Third Avenue, Portland, Oregon 97205; Telephone: 1-800-TAX-1040. You may also order a tax transcript at <http://www.irs.gov/Individuals/Order-a-Transcript>. Tax transcripts must be signed by the student and by the parent, if applicable.

### **Satisfactory Progress Evaluations and Delivery of Federal Student Financial Assistance**

For the purpose of the delivery of financial assistance, satisfactory progress will be evaluated at the scheduled mid-point of each academic year and at the start of each "cross-over" period. The satisfactory progress evaluation schedule ensures that all students participating in the Title IV, Federal Financial Assistance Programs will receive a satisfactory progress evaluation prior to the delivery of each Title IV disbursement.

### **Method of Delivering and Applying Student Payments/All Students**

All payments, regardless of origin, are first credited against the student's outstanding financial obligations to Beau Monde. This policy is applied to all payment sources inclusive of Federal Loans and Grants. Remaining or "credit" balance funds may be available to assist with a student's "Cost of Living" (COL), such as child care costs, while the student is enrolled in training and maintaining satisfactory progress. In order to qualify for "cost of living" repayment funds the student must maintain satisfactory progress, must have completed 60% or more of the payment period, and a credit balance must occur on the student account. If these conditions are satisfied, the College will "repay" the exact amount of the credit balance directly to the student, within 14-days of posting the credit balance to the student's account. Beau Monde College of Hair Design does not provide "budgeted" or "partial" repayments of credit balance amounts.

### **Cost of Living**

Realizing the effects of the economy, currently attending students needing emergency Cost of Living assistance, please schedule an appointment with the Financial Assistance Office.

### **If Student Assistance Will Not Cover the Total Amount of Institutional Charges**

In the instance that a determination is made by the USDOE that the student does not have the eligibility to access enough funding to completely satisfy institutional charges, or if the student should lose eligibility for assistance during enrollment, the student is obligated to pay the difference between the financial assistance for which they are eligible and the actual institutional charges. This amount must be made in cash payment. Student eligibility for financial assistance is subject to change based upon changes in the student's income, crossover into a 2<sup>nd</sup> award year, failure to maintain satisfactory progress, course change, schedule change, conviction of a drug related crime or failure to complete verification. Beau Monde provides clear advisement and discloses to each student who falls, or has the potential to fall, into this category in order to attempt a pro-active resolution of this situation.

### **Suspension of Eligibility for Federal Student Financial Assistance Based Upon Conviction for Drug Related Offenses**

A student's eligibility for Federal Student Financial Assistance is suspended at the time that a student is convicted of any offense under Federal or State Law involving the sale, delivery, possession or manufacture of a controlled substance. This suspension is effective for a specified period based upon the type of offense and the number of offenses, for which the student is convicted. A student whose eligibility is suspended may seek to regain and resume eligibility only after the student successfully completes a drug rehabilitation program that meets Federal criteria. A student who has been convicted of any offense involving the sale, possession, or manufacture of a controlled substance must complete an additional worksheet in addition to the FAFSA Application.

## **Student Advisement, Disclosures, Surveys and Cosmetology Services**

Beau Monde College of Hair Design considers student advisement an on-going, continuous procedure that produces measurable outcomes such as enhanced levels of professional development and increased skill development and competency. All staff members attempt to be as helpful and supportive of students as possible. Sometimes a situation may arise which requires expertise that our staff is not trained to, nor able to, provide, since Beau Monde does not employ legal, medical or therapy experts. In a situation such as this a student is referred to the appropriate agency, support group or association for assistance. Beau Monde maintains a confidential record of these types of referrals. Referrals of this type are protected records under existing privacy laws.

Institutional advisement is provided for situations such as, but not limited to, the following:

- Enforcement of Institutional policies, procedures, rules and standards as pertaining to the student's academic standing
- Attendance
- Behavior
- Professional development
- Dress and personal appearance
- Overall health and safety of the academic community
- Institutional sanctions or disciplinary actions
- Proactive warnings or notices
- Student financial assistance
- Student complaints and appeals procedure
- Campus security and safety
- Evacuation and emergency procedures
- Anti-drug and Anti-alcohol policies
- Advisement referrals issued to students

### **Student Right to Know and Required Disclosures**

Beau Monde is required by Federal Regulation, Accreditation Body Standards and Oregon Law to disclose to all current and prospective students the accurate completion rate and State Board Examination Pass and Placement Rates of the school's first time, full time, diploma-seeking students. Beau Monde is also required to provide information and statistics regarding any and all reported crimes that occurred on campus in the past three years. This information is provided in published form to each prospective student during the admissions process, prior to execution of the enrollment agreement / contract for training. The student can also find the disclosures at [www.collegenavigator.gov](http://www.collegenavigator.gov).

### **Student Surveys and Interviews**

On a semi-annual basis Beau Monde conducts a survey of all enrolled students. The survey is in printed form and the student is not required to sign it. Completed surveys are collected and the results compiled and reviewed during staff meetings and our college's annual advisory committee meeting. Beau Monde considers the responses of our students as a "performance evaluation" which indicates our students' perceptions of how we are doing our jobs, and the effectiveness of the training provided by Beau Monde. Our college also performs an exit interview with each student who is preparing to leave Beau Monde. The exit interviews are collected and the results compiled and discussed in the same manner as the currently enrolled student surveys. Our accrediting agency requires these surveys, review and discussion of the "feedback" information provided by our students.

All students who receive student loan funds are required to attend a borrower exit interview, within 30-days of their last recorded date of attendance. At the borrower exit interview the student will review their amount of debt, read and complete the exit interview form, and receive additional information regarding repayment options and deferment. Exit interviews are conducted in person by the financial aid director weekly on Wednesdays and Fridays by appointment only, please check with the front desk coordinator to schedule an appointment.

### **Student Cosmetology Services**

Student cosmetology services are a privilege. In order to be considered for a student service, the student must be maintaining satisfactory progress and arrive on time for the service. Student services are allocated on the days of Tuesday and Wednesday. Three student services are permitted each day, on a first come, first served basis. A student must be maintaining Satisfactory Academic Progress, and must have 100% attendance for three scheduled days prior to the service date. Only one student service is permitted per student, per month.

The student must follow college procedures in order to receive a service. The student must complete the "student service form". A student desiring to make a service appointment must fill in their name, the name of the student who will be providing the service, and describe the type of service. Only the front desk coordinators are allowed to schedule student service appointments. All student services require institutional approval. If a student desires to have a service performed, and that service has not been approved, the student will need to have the service performed after they have completed their daily scheduled hours.



## **ODE 58 Student Records, Personally Identifiable Information and Transcripts**

### **Retention of Student Records**

All student records are maintained in locked, fireproof cabinets. Federal Student Financial Assistance records are maintained for a period of no less than 3 prior award years. Academic transcripts are maintained for a period of no less than 25 years.

### **Period of Enrollment Defined**

The term "period of enrollment" is defined as: the time elapsed between the student's first and last date of recorded physical attendance at Beau Monde.

### **Directory Information**

This institution does not release directory information.

### **Solomon Act**

Federal Law requires Beau Monde to release your name and personally identifiable information to the United States Military for recruitment purposes. If you would like your name withheld, you must submit a written request to the Registrar's Office.

### **Release of Academic Transcripts and Requesting Additional Academic Transcripts**

Academic transcripts contain the personally identifiable information of the student. In order to protect the personally identifiable information of each student, the following policy applies for the release of academic transcripts.

Beau Monde does not release Official Academic Transcripts until such time as a student's account is paid in full and the identity of the party requesting the academic transcript is verified.

In the instance of a student who is preparing to take the state board examination, Beau Monde releases academic transcripts directly to the State Board within 7 to 10 days of the date on which the student completes all institutional requirements and pays their student account.

In the instance of a student who has been separated from our college for a period of 30 days or longer, we will release academic transcripts within 45 days provided that the student account is paid in full, the student signs a release form and the required fee of \$25.00 is paid.

In the instance of third party requests for academic transcripts Beau Monde will release academic transcripts to a third party within 45 days, provided that the student account is paid in full, the third party has provided a written release from the student, and the required fee of \$25.00 is paid.

In the instance of a student requesting additional copies of their academic transcript, Beau Monde will release the additional transcript within 45 days, provided that the student account is paid in full, the student provides a \$25.00 payment for the additional transcript, along with a written request for the transcript, and the student provides the address to which the transcript is to be mailed.

### **Currently Enrolled Students**

Currently enrolled students may access their files by completing a student request form and scheduling a specific time to meet with a supervising administrative staff person.

## **ODE 46,48,49 Conduct, Institutional Rules, Dress Code, Anti-Drug Policies and Campus Security**

### **Conduct**

Each student is responsible for conducting themselves in an orderly, sensible, and professional manner while on institutional property. Professional decorum standards are inclusive of, but not limited to:

- Consideration and respect for fellow students, clients and school staff
- Reliable and punctual attendance
- Earnest pursuit of studies
- Cheerful and cordial relations with all members of the school community
- Willing compliance with all school rules and regulations

### **Institutional Rules**

- This institution strives to maintain an environment that is harassment-free. In order to achieve this goal, certain actions are prohibited. These actions include, but are not limited to: threatening language, gestures or actions that a reasonable person would agree could result in the intimidation of another person, bullying, cyber bullying (which is inclusive of social networking such as Facebook, Twitter, texting, and etc.), foul language, sexual harassment and physical and/or verbal abuse of any kind toward a person or a group of persons. If the incident is deemed to be a "Hate Crime" offenders will be prosecuted.
- Obscene, indecent or grossly inconsiderate behavior, exposure of others to highly offensive conditions, gossip, disregard for the privacy of self and others are prohibited.
- Disruption of class or training, failure to follow the reasonable request of a staff member, refusal to discontinue any behavior that is judged to be offensive, disruptive, hostile, or threatening is grounds for immediate dismissal.
- Students must attend all required scheduled classes, and must report to the classroom on time. Students may not be excused from the classroom to work on a client.
- Students are not allowed to loiter in the student lounge or the front entrance. If a student is not busy working on a client, the student must remain busy working on studies and practice related to their training, such as practical requirements or work that is assigned by their instructor.
- If a student leaves school during the day to attend to personal business, a staff member must be notified. When a student leaves the school, for any reason, that student must clock out on the time clock.
- Students are not allowed to receive personal telephone calls while in class or serving a client. Cell phones must be turned off, and remain off, at all times while on campus. Personal phone calls must be made from personal cell phones or from a payphone, outside of the school, and only during designated break times. The front desk will take emergency telephone calls and notify the student.
- Theft or malicious damage to the institution, its property, or the property of any staff member, student or client is grounds for immediate dismissal.
- Unauthorized use of institutional property or facilities, inclusive of unauthorized entry into school facilities, is grounds for dismissal.
- Deliberate or reckless endangerment, tampering with fire alarms or equipment, violations of safety regulations and laws and failure to render reasonable cooperation in an emergency situation are grounds for immediate dismissal.
- Possession of firearms, weapons of any sort, fireworks, explosives, or any item that might be utilized to threaten, harm or endanger the safety of another while on Institutional property, are grounds for immediate dismissal. Offenders will be prosecuted.
- Dishonesty, inclusive of but not limited to, provision of false information, alteration or misuse of a document, plagiarism and other forms of cheating, impersonation, misrepresentation, or fraud are grounds for dismissal.
- Failure to maintain this Institution's published standards of satisfactory progress in academic, theory and attendance is grounds for dismissal.
- Students are expected to arrive at school attired in a manner that is consistent with this Institution's published Dress Code.
- Clocking another student in or out is strictly prohibited.
- Students are to receive a student discount when receiving student services
- Workstations and work areas must be kept clean and orderly at all times. All sanitations and disinfections of implements and areas must be completed.



- A student is not allowed to leave a client during service, unless it is to get an instructor.
- A licensed instructor must check each service performed on a client.
- Failure to arrange for satisfactory payment of institutional charges is grounds for dismissal.
- Student's children are not allowed into the campus unless they have a valid appointment.
- For security reasons, all student's acquaintances, friends and family members are asked to check in at the front desk when entering the building. Guests are asked to wait in the lobby area unless they have a salon or spa appointment.
- In the instance of an emergency or illegal activity occurring at the school, a student is expected to immediately notify a staff member, or call "911" for emergency services.
- Deliberate incitement or encouragement of other to commit the acts listed in these institutional rules and regulations, or involvement as an accessory to commit any of the prohibited acts by provided assistance, encouragement, or covering-up for others so engaged, is grounds for dismissal.
- Smoking and loitering is strictly prohibited in the Century building, including but not limited to, the lobbies, hallways, restrooms, and exterior areas in the vicinity of the two main building entries. Smoking is restricted to designated smoking areas outside the building, which shall be mutually agreed to by Beau Monde College of Hair Design and landlord. The mutually agreed smoking area is located in the back of the building along the far wall facing 13<sup>th</sup> Avenue. The area must be kept free and clear of garbage, and must be part of the sanitation procedure for both the day and night programs.

### **Student Dress Code**

All students of Beau Monde College of Hair Design represent an image industry. Therefore, it is consistent with a student's training responsibilities to project an image which is clean, professional and fashionable. The institutional dress code has been developed based upon the input provided by salon owners, industry professionals and current State and federal safety laws. At the school's discretion, these dress code standards could be interpreted to be appropriate, reasonable and safe, and intended to prepare the student for a career in an image industry.

- All students other than barbering/accelerated hair design students are required to wear ***all*** black during attendance. Barbering/accelerated hair design students are required to wear a white button up shirt, a black tie, plant slacks, and black shoes.
  - Colored attire is permitted on Thursday **only**, with a \$1.00 donation to the Trendsetters fund.
- Lab jackets must be worn at all times that a student is in the school. The lab jackets must be of washable material and completely cover the underarms and chest. Lab jackets must also be removed upon exiting the school.
- Identification badges must be worn at all times.
- Footwear must be professional and designed to protect the student's feet. Lower heels and non-skid soles are recommended. Footwear must be of a professional appearance, and be all black. Beau Monde specifies: no sandals, no open heels, no open toes and no open sides on the footwear. "Flip-flop" sandals and "shower shoes" are not permitted.
- Socks must be worn at all times.
- Excessive bare skin is not permitted.
- Underwear cannot be visible or exposed above or below shirts, pants or skirts; pants must be worn at the waist, with a belt, if needed.
- Skirts and shorts must be no higher than three inches above the knee.
- "Exercise" clothes, including sweat suits, track pants and gym shorts are prohibited.
- Students must always project a professional image; be clean and neat and maintain personal hygiene.
- Hair, make-up and nails must be professional, and must be styled upon entering our school.
- Hats, head-coverings and scarves are not permitted.
- Colored denim (blue jeans or any other color) is prohibited. Black jeans may be worn, but must be in good repair and not faded.

Beau Monde anticipates that each student will exercise common sense, good judgment and good taste in compliance with the dress code. If a student is in doubt about their appearance, common sense dictates that the attire should not be worn to school. Based upon the discretion of the school, any student deemed not in compliance with the dress code will be asked to clock out and leave the school. Students are given the opportunity to change their attire, return to school, clock back in, and resume training and earning clock hours. Should a student not wish to change their attire, they are to clock out of school for the day, and will be required to make up the missed hours.

### **Sanitation and Disinfection Duties**

Each student is responsible for the maintenance, disinfection and sanitation of their workstations, work areas, implements and tools on a daily basis. Each student is required to maintain compliance with all applicable state laws requiring the disinfection of professional tools that are routinely used upon numerous clients. Health, safety and sanitation rules and procedures are intended to protect the student and clients. Students are required to do monthly sanitations and to cooperate in maintaining the general cleanliness of the school.

### **Official Notification of Legal Name and/or Contact Information Change**

All currently enrolled students are required to maintain accurate and current names, addresses, and telephone numbers with the administrative office. Any changes should be reported within 10 days of the change. Students are also advised to keep their emergency contact information updated so that a family member can be notified in a timely manner, should notification be necessary.

### **First Aid and Emergency Evacuation**

Should a first aid, emergency of evacuation situation occur, all students and staff are expected to follow the reasonable requests of an institutional representative or professional emergency service worker.

- First Aid ~ all students are advised of the location of the first aid kit and supplies on orientation day.
- Evacuation Routes ~ are posted on the bulletin board on the salon floor.
- Medical Emergency~ students and staff are instructed to dial "911" to request emergency assistance.
- Fire~ students and staff are instructed to dial "911" to request emergency assistance and evacuate the building.
- Earthquake ~ students and staff are instructed to remain inside the building and to place themselves under desks or other secure areas.
- Criminal Incident~ Students and staff are instructed to dial "911", when it is safe to do so.
- Hurricane ~ students and staff are instructed to remain inside the building and to place themselves under desks or other secure areas.

Beau Monde College of Hair Design, in order to protect our students, staff, and clients, deems it necessary to put into place an emergency plan should a situation arise that threatens the safety of our campus. In the event that there is such an emergency on campus, the college will make every attempt to notify students by text and/or call, or if the situation allows, make an announcement over the loudspeaker. Should you get the text or call you should not attempt to enter the building if you are outside of the facility until you receive notification that it is safe to do so. If you are in the building and receive a text or call, exit at the nearest exit possible. Do not attempt to retrieve personal items that may be in your locker as you may be putting yourself in harm's way. If you are servicing a client and need to evacuate, take the client with you and exit immediately. Spread the word. If you receive an emergency text, text any other classmates you know and inform them of the situation. **DO NOT RETURN TO THE CAMPUS UNTIL YOU RECEIVE NOTIFICATION FROM AN ADMINISTRATIVE STAFF MEMBER THAT IT IS SAFE TO DO SO.** Our mission is to keep you safe. If you have any questions regarding this policy please feel free to address any of your concerns to the administrator Ms. Peterson at [dianna@beaumondecollege.com](mailto:dianna@beaumondecollege.com).

### **Institutional Campus Policy and Procedure**

This law amended Section 486 of the Higher Education Act of 1965, by mandating the disclosure of institutional crime statistics and security policy provisions to all students. Pursuant to the Campus Sexual Assault Victim's Bill of Rights, all post-secondary institutions which participate in the Title IV, Federal Student Financial Assistance Programs are required by the United States Department of Education to develop these policies and enforce the provisions of this statute. Disclosure of crime statistics are available online at [www.collegenavigator.gov](http://www.collegenavigator.gov) and in the admissions office.

### **Current Institutional Policy Regarding Campus Security**

Beau Monde does not employ a private security force. In the event of any threatening criminal situation, this institution strongly

urges all students and staff members to remove themselves to a safe area, whenever possible, and immediately notify a staff member or dial "911", which will alert local law enforcement officials, and direct an immediate response and summon assistance to the scene. The City of Portland Police Department and the Multnomah County Sheriff's Office are the law enforcement agencies authorized by jurisdiction to respond to calls and critical emergencies at this institution. Students and staff members are expected to render reasonable assistance and cooperation with all law enforcement and emergency service professionals, including the provision of witness statements, if requested. The City of Portland Police Department is empowered to question, collect data, issue citations, detain or arrest offenders, should an arrest be warranted. Beau Monde, its student body, and all staff members shall cooperate fully with the police department in both the immediate and timely reporting and resolution of any criminal activity occurring on our property.

The facility located at 1221 SW 12<sup>th</sup> avenue is private property. Access to the facility is limited to staff, students, patrons and those parties conducting business with the school. Trespassers and loiterers will not be tolerated. All incidents of trespassing and/or loitering are to be reported immediately to a staff member. Security of the facility is maintained through controlled entry, via the front door. Institutional security procedures and practices, personal safety tips, prevention of sex offenses and crime prevention tips are reviewed during orientation day. A complete copy of this institution's campus security policy, procedure, and program is available upon request from the administrative office. Handouts regarding safety and crime prevention tips are available at the school, the City of Portland Police Department, and the Multnomah County Sheriff's Office.

### **Sexual Assault and Sexual Offense**

Beau Monde will immediately assist the victim of a sexual assault or offense by contacting local law enforcement. The victim will be referred to several specialized off-campus-counseling agencies. If the alleged offender is a student or staff member, this institution presumes no judgment of guilt or innocence, however in the best interests of all parties the alleged offender will immediately be placed on a non-punitive administrative leave, after an arrest has been made. The alleged perpetrator will remain on leave until such time as their right to due process has been satisfied and a final verdict regarding guilt or innocence has been reached through the court system. Upon completion of the court process, should the justice system render a verdict of "innocent" or charges are dropped, the student or staff member will be immediately re-admitted to the institution. Should the alleged offender be found guilty, re-entry to this Institution will be denied.

### **Records Pertaining to Alleged Criminal Misconduct Occurring on Institutional Property**

Any record of alleged criminal misconduct occurring on Institutional property is not considered a part of a student's educational record. Therefore, criminal allegations are not considered confidential, and are not protected under the Family Rights and Privacy Act (FRPA). All Institutional disciplinary proceeding and records regarding criminal allegations are required to be open. This institution will report all criminal offenses, openly disclose all disciplinary actions, and inform all staff members and students of any individual considered to represent a threat to them within a timely and open manner, and with the intention of aiding in the prevention of crime.

#### **ODE 18**

### **Drug, Controlled Substance and Alcohol Policy**

Pursuant to Federal Rules and Regulations, and in an effort to demonstrate this institution's insistence upon the provision of a drug and alcohol free training and work environment to students, staff, and patrons, this Institution has adopted, implemented and strictly enforces a Zero Tolerance Policy regarding any illegal drugs, controlled substances, or alcohol on school property, or while a student or staff member is representing the institution. In accordance with the guidelines set forth in the "Drug Free Workplace Act of 1988" [PL 100-690], and the "Drug Free Schools and Communities Act of 1989" [Public Law 101-226] [20 U.S.C. Section 1146g], this Institution has a strong commitment to provide a safe and healthy environment to all students, staff and patrons. This Institution also accepts its role within the larger community and expects all students and staff members to reflect the high standards it has set, outside, as well as within the Institution. The presence of illegal drugs, controlled substances, or alcohol on institutional property, and the influences of these substances upon individuals, is deemed inconsistent with these values and objectives.

The United States Department of Education mandates that all participating postsecondary institutions implement a Drug Prevention Program for all students and staff members. This program must include prohibited standards of conduct as they relate to the use, manufacture, possession, distribution or sale of illegal drugs, controlled substances and alcohol by students and staff members while on institutional property or when representing the institution. This program must be Inclusive of a description of Federal and State criminal penalties and sanctions, and description of the health risks associated with drug and alcohol use, and the availability of drug and alcohol counseling, treatment and rehabilitation programs. This Institution is required to impose disciplinary action on all violators of this Policy, up to and including, separation from this Institution. Final regulations also require that this institution review program effectiveness on a biennial basis, implement changes if needed, and ensure that disciplinary sanctions are put into place.

### **Policy**

The unlawful possession, use, distribution, sale, or manufacture of any illegal drug, narcotic, controlled substance or alcohol on school property or in connection with any school activity by students is strictly prohibited.

- Drug and alcohol abuse can lead to liver damage, heart disease, contraction of the AIDS virus, and other chronic and debilitating diseases, as well as death. In pregnant females, it can lead to infant birth defects, low birth weight, addiction at birth, and infant mortality.

- Beau Monde College is required to report all employees convicted of a criminal drug offense occurring in a work place to the United States Department of Education. Constant with federal regulation employees as a condition of employment, are required to report their conviction of a criminal drug offense within five days after the conviction period.
- A student receiving Federal Pell Grants who is convicted of a Federal Drug offense during the period of enrollment for which the Federal Pell Grant is awarded, is required by Federal Regulation to report the conviction in writing with in 10 days to: Director of Grants and Services, United States Department of Education, 400 Maryland Avenue SW, Room 3124, Regional Office Building #3, Washington DC 20202-4571
- Any student who is a drug or alcohol offender will have disciplinary action imposed by this institution. These disciplinary actions shall include:
  - Mandated treatment for the problem
  - Mandated attendance at a local treatment center
  - Mandated completion of a drug and/or alcohol rehabilitation program
  - Mandated probationary period, not to exceed one (1) month
  - Discharge from employment or expulsion from the school
- In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal penalties and criminal charges. These penalties could include loss of eligibility for Federal Student Financial Assistance, fines, imprisonment, and the seizure of drug related assets. [Reference: Appendix C: Federal and State Penalties]

### **Assistance Program**

Assistance is available for employees and students of Beau Monde. The "institutional abuse assistance program" is completely confidential. Should assistance be required, please see Mrs. Dianna Martin-Peterson/Director. Drug awareness programs, counseling, treatment, rehabilitation and other related services are available by contacting any of the following organizations – all listed agencies and programs work on a confidential basis.

### **Where Help Can Be Found?**

Alcohol/Drug Treatment Referral  
1-800-454-8966

Al-Anon/Alateen  
503-292-1333

Alcohol and Drug Helpline  
503-244-1611

AAAD Inc – The Family  
1-800-41-SOBER

AA Information  
503-223-8569

St. Vincent Hospital  
503-216-1234

Tuality Community Hospital  
503-681-1111

Recovery Resources  
503-222-5756

### **ODE 59 Family Rights and Privacy Act (FERPA)/Buckley Amendment**

Pursuant to State and Federal Regulations, each student's right to privacy is protected. This institution will not release any information regarding a student to an outside third party, unless the student's written consent is provided or in the case of a "dependent student", the written consent of that student's parents.

### **Exceptions to this Policy Are:**

- The United States Secretary of Education, or his duly authorized representatives
- The Controller General of the United States
- Outside parties, acting on behalf of the school's proper and accurate maintenance of institutional records
- Pursuant to the CFR Technical Amendments of 1993, the permanent employment or educational records of any employee or student whose actions are under investigation by a duly authorized law enforcement agency, acting within its

jurisdiction and in the public interest; shall be open to such law enforcement agency. Students or employees will be notified, in writing, should a request of this nature be made.

- Pursuant to the "Campus Security Act", and Beau Monde's requirement to report all criminal activity which occurs on this campus to the Secretary and to disclose such information to all prospective students: Any instance of criminal activity, occurring on institutional property will not be subject to the privacy protections afforded under the Family Rights and Privacy Act. In the instance of a legally defined -juvenile- student, information will not be disclosed to any other party, except as provided under State law, without prior written consent of the parent of the student.
- Pursuant to the Homeland Security Act, a student record may be reviewed by a duly authorized Federal Law Enforcement Agency.

### **Student and/or Parent Right Under FERPA**

Beau Monde informs students, prospective students and the parents of dependent students of their rights under the Family Rights and Privacy Act (FERPA) on an annual basis, and via the publication of this policy in its institutional catalogue.

- Each student has the right to inspect and review their educational records. In the case of a dependent student, that student's parents have the right to inspect their dependent child's records, and all other rights accorded under FERPA.
- Each student may request that such record be amended if they believe that it is inaccurate, misleading or otherwise in violation of their privacy rights.
- Beau Monde will obtain written consent prior to disclosing personally identifiable information about the student from their educational records, unless such consent is not required under the FERPA Regulations.
- Should any student feel that this institution has failed to comply with the regulations and requirements of FERPA, that student has the right to file a complaint with the Family Policy and Regulations Office of the United States Department of Education or with the National Accrediting Commission of Cosmetology Arts and Sciences.
- Each student may receive a copy of the Family Rights and Privacy Act, and a copy of Beau Monde's "Policy and Guidelines for Compliance" with the Act, upon request, from the administrative office.
- Each student may consent, in writing, to the release the disclosure of personally identifiable information which is retained in their record. An example of this would be the release of information, which would assist a student in obtaining employment.
- Any student may request and receive a complete copy of their student record. Beau Monde charges a reasonable fee of \$75.00 for full copies of student records, and will forward such records to a student's address within 30 days of the receipt of the \$75.00 fee.
- The parent(s) or guardian(s) of a dependent student are entitled to the same rights to privacy as their child. Further, parents of a dependent, by statutory definition, retain the right to request, review and obtain copies of their child's school records. Conversely, the dependent child is not allowed to review parental or guardian information, even if it is in the child's file, without the written consent of the parent. This policy is consistent with current FERPA requirement.

### **A Student Does Not Have the Right To**

- Review any information regarding or concerning any other student
- Receive contact information regarding any other student

### **ODE 34 Institutionally Approved Leave of Absence**

Pursuant to Student Aid Provisions of the Higher Education Amendments of 1998 (PL 105-244), November 1998, the following student aid provision, as it relates to this Institution's "Approved Leave of Absence Policy, is effective as of October 7, 2000. In order to request an institutionally approved leave of absence, the student must follow institutional policy and procedure:

- The student must make a written request for leave. In the instance that the student is unable to make the request in writing, their authorized representative, such as a spouse or parent, may make the written request.
- The written request must be approved by an authorized representative of Beau Monde.
- This policy allows a "personal" leave of absence for a period of 30 days. A documented "medical" leave of absence may not exceed 60 days. In documented extreme and unforeseeable emergency circumstances, the institution will allow a leave of absence for a period not to exceed six months.
- A student may not receive more than one six-month leave of absence per 12-month period.
- A student may not receive more than 180 days (six months) of "combined" leaves per 12-month period.

- In the instance that a student can document extreme related or unrelated emergency circumstances or unforeseeable emergency circumstances, and the six month Leave of Absence maximum time frame for the 12-month period has not expired, a leave of absence may be granted to the student, upon written request, and submission of all requested documents.
- During the leave of absence the student will not be considered "withdrawn".
- The leave of absence will not involve any additional charges from Beau Monde to the student.
- Federal Student Financial Assistance Funds of any type will not be delivered to the student's account while the student is in a "leave of absence" status. Should a student loan disbursement be scheduled during the period of the leave, Beau Monde will notify the student's FFELP Lender, in writing, and delay the disbursement, until such time as it may be delivered.
- Beau Monde College will grant a leave of absence only in the instances of medical, personal, crisis, or emergency situation(s) and with written confirmation from a medical professional. In all other circumstances, a written explanation from the student or the student's representative shall suffice.
- The student or the student's representative is required to utilize the Institution's "request for an institutionally approved leave of absence form", when requesting the leave. This form must be signed and dated.
- If the student fails to return from the approved leave of absence on their scheduled return date, the institution shall perform a refund calculation within 30 days of expiration of the leave, or within 30 days of the date the student notifies the school they are not returning.
- Upon return from an institutionally-approved leave of absence the student will resume the same progress and status as recorded prior to the leave.

### **ODE 32,33 Institutional Policy Regarding Absenteeism and Tardiness**

One of the questions most frequently posed by prospective employers when they are considering hiring one of our graduates is this: "How was the student's attendance while enrolled in training?" Why? Because your future employer will consider your attendance record at this institution as a demonstration of your professional responsibility and personal reliability. Part of your training is preparation for the workplace. Therefore, this institution cannot allow a student to form irresponsible attendance habits. For these reasons, the institution insists upon the following procedures on absenteeism and tardiness:

- **Tardiness** – Should a student anticipate arriving late to school, the student needs to call the front desk coordinator at least 15 minutes prior to their scheduled time. Students arriving past their scheduled time that have not called will not be permitted to clock in. The student will be allowed to make-up the missed time by attending approved make-up time outside their scheduled time or by attending approved Beau Monde College functions that take place outside of the college campus, supervised by Beau Monde College licensed instructors.
- **Absence** – A student is required to telephone the school on each day of absence. A student whose attendance drops below 70% of their scheduled hours will be counseled and required to make up the clock hours they have missed in order to bring their attendance percentage to the satisfactory attendance standards. Failure on the student's part to maintain a cumulative attendance percentage of no less than 70% will result in probation and may result in separation from the school.
  - **Pre-arranged Absence** - If a student is aware they will need time off from the scheduled training hours, such as a doctor appointment, they are to notify the school prior to the absence. At the time of notification, the student should be prepared to inform the school of the length of the absence. The student will still accrue absent hours and will affect their cumulative attendance percentage.
  - **Leave of Absence** – Refer to leave of absence policy
- **Fourteen Day (14) Consecutive Absence** - Unless a student has an institutionally-approved leave of absence, any student absent for 14 consecutive days **without contact to the school** is automatically terminated by the institution. The student will be notified in writing and their status shall be considered "withdrawn".
- **Excused vs. Unexcused Absence** - For purposes of determining a student's cumulative satisfactory attendance percentage, there is no difference between an unexcused and an excused absence. The only types of absences which would not affect attendance would be an institutionally approved leave of absence or a school closure such as inclement weather.

### **ODE 36 Grading Procedures and Grade Scale**

Student grades will be based on theory assignments, theory tests, practical assignments and practical tests. Students must achieve a grade of "C" (75%), or better for work to be considered acceptable, according to the following grading scale:

Theory Work Will be Graded According to the Following Grade Scale:

90 to 100% = A = Excellent  
 80 to 89% = B = Good  
 75 to 79% = C = Satisfactory  
 74% or less = F = Failing

**Practical and Laboratory Work Will be Graded According to the Following Grade Scale:**

**90 to 100% = 4 = Excellent**

**80 to 89% = 3 = Good**

**75 to 79% = 2 = Satisfactory**

**74% or less = F = Failing**

The student is required to maintain a cumulative "C" Grade Average (75%) in Theory Work, and a "2" in Practical Work in Order to be considered making satisfactory progress.



#### **ODE 40 Progress Reports/Report Cards-All Students**

Progress/Report Cards are delivered to all students once a month on the first Wednesday, after the 5<sup>th</sup> of the month. Progress/Report Cards are inclusive of grades, practical and theory, salon floor requirements, and attendance. The progress/report card is not used to evaluate satisfactory academic progress, but to serve as a tool for the student to see their progression of academic, salon floor requirements and attendance. A monthly history report of attendance is issued to the student along with the Progress/Report card. Students needing corrections to their Progress/Report Card must:

1. Submit their request in writing within 30 days of receiving the report.
2. Give the written request to their student advisor, who will then,
3. Turn the request into the Administrative office for corrections

No corrections allowed after 30 days from the date of issuance.

#### **ODE 31,38,39, 41 Satisfactory Academic Progress Policy/All Students**

As a condition of continuing enrollment all students are required to maintain satisfactory progress (SAP) throughout the duration of their enrollment. This policy applies to all students regardless of the method utilized to pay institutional charges. The term "satisfactory progress" includes three cumulative elements of measurements.

- Attendance – Minimum Satisfactory Standard = No less than 70% of all Scheduled Hours
- Academic - Theory ~ Minimum Satisfactory Standard = No less than 75% of All Academic Requirements
- Practical - Salon~ Minimum Satisfactory Standard = No less than 75% of all Practical Requirements

#### **Institutional Evaluations of Satisfactory Progress/All Students**

Satisfactory progress is evaluated no less than the "mid-point" of each academic year. The evaluation is cumulative in nature. The three elements of attendance, academic, and practical percentages are included on the satisfactory progress evaluation. The satisfactory progress evaluation is provided in the form of a published SAP evaluation and each student receives a copy. All students, regardless of payment method, receive no less than one written satisfactory progress evaluation prior to or at the time the mid-point of the academic year is reached. A student enrolled in a course that is longer than one academic year will be evaluated at the mid point of each academic year throughout the duration of the course. A student who meets and satisfies the minimum requirements for satisfactory progress shall be considered to be making satisfactory progress until the next scheduled evaluation.

#### **Schedule of SAP Evaluations and Evaluation Periods/All Students**

2300 Clock Hour Cosmetology Course	450, 900, 1350, 1800, 2050, and 2300 Scheduled Hours
2050 Clock Hour Hair and Nail Course	450, 900, 1350, 1800, 1925, and 2050 Scheduled Hours
1950 Clock Hour Hair Design and Esthetics	450, 900, 1350, 1800, 1875 and 1950 Scheduled Hours
1700 Clock Hour Hair Design Course	450, 900, 1300, and 1700 Scheduled Hours
1350 Clock Hour Accelerated Hair Design Course	450, 900, 1125, and 1350 Scheduled Hours
1000 Clock Hour Intern/Cadet Course	450 Scheduled Hours
850 Clock Hour Nail and Esthetics Course	425 Scheduled Hours
600 Clock Hour Nail Technology Course	300 Scheduled Hours
500 Clock Hour Esthetics Course	250 Scheduled Hours

Transfer students will be evaluated according to midpoint of the contracted hours, or established periods, whichever comes first.

#### **Student Failure to Maintain Satisfactory Progress Standards – Official Warning/All Students**

A student failing to meet the minimum satisfactory progress standards will be notified in writing and placed on an automatic official warning until the next evaluation period. During the warning period the student is expected to make up the clock hours and/or academic and practical work to regain satisfactory progress.

At the time a student is placed on official warning, the student receives written advisement that:

- States the reason(s) for the official warning.
- Shows the steps and actions that the student must take to regain satisfactory progress.
- A request to meet with an institutional representative to discuss the official warning and to sign the official warning notice.
- Informs them that the Official Warning becomes a part of their permanent student record. The student is advised that failure to regain satisfactory progress may result in termination from Beau Monde.

#### **ODE 47 Official Probation/All Students**

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.

#### **Return to Satisfactory Progress from Official Probation/All Students & Reinstatement of Eligibility for Title IV Students**

A student on Official Probation is determined to have regained satisfactory progress at the time the student:

- Regains no less than 70% cumulative averages in attendance and 75% theory work and practical work.
- Should the student achieve this goal prior to the expiration of the official probation period, the student may request re-evaluation before the next scheduled evaluation period.
- The re-evaluation will be in writing and a copy will be delivered to the student.
- Should the student regain satisfactory progress at the time of the re-evaluation, the Official Probation will be rescinded.
- Student financial assistance eligibility will be reinstated to a Title IV student who has re-established satisfactory progress.

#### **Financial Assistance Disbursement During Probation for Unsatisfactory Progress/Title IV Students**

A student who has been placed on official probation for failure to maintain satisfactory progress will be allowed a one-time disbursement of Title IV student assistance funds, and will be treated as if maintaining satisfactory progress standards only for the purpose of Title IV student assistance funds. Should the student fail to satisfy minimum satisfactory progress standards at the next scheduled evaluation, the student will be deemed ineligible for participation in the Title IV student assistance programs and the financial aid will be discontinued. The student may be suspended or terminated. The student will be advised in writing of the loss of eligibility. Students who have received a probationary disbursement and are still on probation at next evaluation may apply for disbursement for funds under mitigating circumstances. The student will need to supply documentation that validates the mitigating circumstances to the financial aid director who will then decide if mitigating circumstances apply. Student will receive notice in written form of the decision within ten (10) days.

#### **Loss of Eligibility for Participation in Title IV Student Assistance Programs at the Time of Re-Evaluation**

A student who has lost eligibility for disbursement of Title IV student assistance funds will be provided with a written "cash payment" schedule that specifies the payment dates, number of payments, and amount of each payment due to Beau Monde. Should the student regain satisfactory progress, thereby reinstating their eligibility for student financial assistance, the "cash payment" schedule created due to the loss of eligibility will be rescinded.

#### **Termination for Failure to Maintain Satisfactory Progress/All Students**

In the instance that a student is placed on official probation and that student demonstrates no, or minimal, effort to regain satisfactory progress, that student's demonstrated lack of effort shall be considered reasonable documentation to the college to terminate the student on the last day of the official probation.

#### **60 Day Waiting Period for Re-Enrollment Following Termination/All Students**

The student may opt to apply to re-enter Beau Monde and complete their course of training after a period of no less than 60 days from the original termination date. The minimum expulsion period of 60 days is intended to provide a non-achieving student with the time to reassess their commitment to their training program, and their ability to maintain satisfactory progress and complete the program. Beau Monde does insist upon the exercise of its discretion when considering approval of the re-entry of a student previously terminated for unsatisfactory progress. In the case of "circumstances beyond the student's control" they may appeal the 60 day waiting period.

#### **Student Progress at the Time of Withdrawal or Termination and Re-Enrollment Status/All Students**

Any student who withdraws from their contracted course, is terminated by Beau Monde, or who fails to complete their training will have notice placed in their student files as to their progress at the time of separation. If a student loses eligibility for failing to maintain satisfactory progress standards, that student does not regain satisfactory progress merely by dropping out and re-enrolling. At the time of re-enrollment the student will re-enter training, retaining the same status, cumulative averages and progress as the student had earned at the time of separation.

### **Appeal Process of Satisfactory Progress Probation or Termination/All Students**

Any student placed on probation, expelled or terminated for failure to maintain satisfactory progress may appeal the decision. The student must submit a written appeal to the Director, along with any supporting documentation. The appeal must state the reason(s) leading to the student being placed on probation, and should be reconsidered or reversed, and request a re-evaluation of the student's progress. Beau Monde must receive the student's written appeal within five (5) business days of termination. Should a student fail to appeal the decision, the College's decision to place the student on official probation or to terminate the student will stand.

In the instance that the student submits a written appeal, the appeal review will take place within three days of receipt of the student's written appeal. The staff will review the appeal and vote upon re-admission. Reasons for reinstatement vary on a case by case basis. Should the vote determine that the student will not be allowed re-admission; the student is entitled to an Appeal Hearing.

The Appeal Hearing will be attended by all concerned parties, inclusive of, but not limited to the student, the student's parent or spouse (if applicable), the student's instructor and the Director of the college. A decision regarding the outcome of the student's appeal will be made within seven (7) calendar days, and will be communicated to the student in writing. Should the student prevail upon their appeal and be determined to be making satisfactory progress, the student will be automatically re-entered into their course of study and financial assistance funds will be reinstated should the student be eligible for reinstatement, if applicable. (See page 49 for more information on loss of eligibility for participation in title IV student assistance programs)

### **ODE 45,48 Institutional Disciplinary Actions/All Students**

- **Verbal Warning** – Given to a student by a staff member. A verbal warning is intended to warn a student that performance or behavior is not acceptable. A note of the verbal warning may be made and placed in the student's permanent record.
- **Written Warning** – Given to a student when previous verbal warnings have failed. The student signs and receives a copy of the written warning. A written warning may be included on a counseling report. A copy is retained in the student's permanent record. This type of warning is intended to inform a student of unacceptable performance or behavior, so that the student can correct the situation, prior to an official probation action.
- **Official Probation** - This disciplinary action occurs only after all previous verbal and written warnings have failed. The probation notice is reviewed with the student. The reasons for and conditions of the probation are clearly listed. The student is allowed a maximum period of thirty (30) days in which to correct the listed behavior or performance problems. The student must sign the official probation notice and receives a copy. The original notice is retained as a part of the student's permanent record.
  - A student on probation is expected to attend all scheduled clock hours of training. Failure on a student's part to satisfy the terms and conditions of official probation within the stated time frame may lead to an extension of the student's probationary period, or separation from the school.
  - A student, who satisfies the terms and conditions of their official probation, prior to the expiration of the probation action, will be automatically reinstated to a "satisfactory progress" status, and the probation action will cease.
- **Notice of Suspension** – generally this type of disciplinary action is utilized based upon behavioral issues. However, Beau Monde reserves the right to issue a notice of suspension, pending an investigation of the issues presented to the school. A student reviews and signs the notice of suspension with a staff member, and receives a copy. The reason(s) for, and terms of, suspension are clearly listed on the notice. The original notice of suspension is retained in the student's permanent record. The length of suspension will not exceed ten (10) business days. During the period of suspension the student does not accrue hours or practical operations. Suspended students are not allowed on school property, unless they have the prior consent of a staff member. Failure on the part of the student to resolve the issue(s) related to the notice of suspension may lead to termination from the school.
- **Expulsion/Termination** – This disciplinary action occurs when all other mechanisms and warnings have failed. A copy of the expulsion/termination Notice is reviewed or delivered to the student. A copy is retained in the student's permanent record. The reasons for expulsion/termination are clearly listed, and an institutional earnings/refund calculation is attached. All appropriate regulatory parties are notified that the student is no longer enrolled. The notice advises the student that they retain the right to appeal their expulsion/termination. A student who has been expelled from this institution is not allowed on school property unless they have received the prior permission of a staff member.

### **ODE 50, 52, 53 Student Appeals Process for Disciplinary Actions**

Any student seeking to appeal an administrative or disciplinary action by this institution must deliver a written appeal within ten (10) calendar days to the administrative office. The school will review the student's appeal within thirty (30) calendar days and arrange a meeting with staff members and witnesses if applicable, to issue a written decision. A copy of the written decision will be issued to the appealing student. The School's written decision is considered final. Copies of all associated documents will be retained in the student's permanent record.

### **ODE 54, 55, 56 Student Grievance and Complaint Policy (Inclusive of Fee Disputes)**

A student aggrieved by the actions of Beau Monde College of Hair Design, its employees, or students should first attempt to resolve these issues with the appropriate school officials. This policy also includes any fee disputes and discriminatory behavior which may occur. If this procedure does not resolve the problem a person may file an internal complaint.

Internal complaint procedure:

1. Students may file a complaint within 3 days of the incident in writing addressed to the school director and/or owner including a summary of the complaint outlining all of the allegations. The complaint must be signed and dated by the student and may also include eye witness of the incident.
2. Within 10 days the school official will meet with the individual and make a good faith effort to resolve the complaint.
3. If the student's complaint is not satisfied, the complainant may request that the complaint be reviewed by a committee comprised of the staff
4. The staff committee will review the summary of the complaint and may request additional information.
5. The staff committee will send the student the results of their findings within 10 school days after they have reviewed and made a decision addressing the steps to correct the problem or document that the complaint was not warranted or factual. The staff committee will consist of the college director, the student's advisor, and the owner(s). This staff person or group of persons shall not include the same that evaluated and ruled on the initial grievance.

Should this procedure fail, the student may contact in writing either of the following agencies:

Accreditation:	NACCAS 4401 Ford Avenue, Suite 1300 Alexandria, VA 22302 (Ph) 703-600-7600+
State:	Department of Education 256 Capital Street NE Salem, OR 97310 (Ph) 503-947-5751

## **ODE 30 Withdrawal from Training**

### **Withdrawal Requirement, Unofficial Withdrawals, Assignment of Last Day of Attendance and Fee**

Any student seeking to withdraw from, or otherwise terminate, their contracted program of study must provide a written, signed and dated notice of withdrawal to the college. Failure to provide said notice of withdrawal will result in the assignment of an official withdrawal date after fourteen (14) days of non-attendance has elapsed. Written notices should be turned into the administrative office, or emailed to [admissions@beaumondecollege.com](mailto:admissions@beaumondecollege.com). A withdrawal fee of \$25.00 will be charged to the student's account, regardless of whether the withdrawal is an official withdrawal from the student, or enrollment is terminated by Beau Monde. A withdrawn student will receive a refund / earnings calculation via U.S. Mail, no later than thirty (30) days after the withdrawal date.

### **Circumstances Beyond the Student's Control**

In the instance of documented life threatening personal illness, personally disabling accident or illness, death in the immediate family or other extreme circumstances beyond the student's control, Beau Monde will arrange a settlement that is reasonable and fair to both parties.

### **Expelled or Terminated Students**

A student who is terminated or expelled by Beau Monde will be provided with written notice of termination. A terminated student's last day of attendance is assigned on the official termination date. The terminated student will receive a refund / earnings calculation via U.S. Mail, no later than thirty (30) days after the official termination date. Any student who is terminated or expelled by the college for disciplinary, academic, attendance, or other violations will not be entitled to a refund other than as specified in the college's published refund and settlement policy.

## **ODE 28,29 Refund Policy**

### **The Buyers Right to Cancel – Refund and Settlement**

- An applicant not accepted by Beau Monde shall be entitled to a refund of all monies paid.
- If the student cancels within five (5) business days of signing their contract, all monies collected by the institution shall be refunded
  - The student must cancel in writing
  - U.S. Mail postmark determines cancellation date, or by the date the notification of cancellation is delivered in person
- This policy applies whether or not the student has begun training
- If a student cancels after five (5) business days, but prior to starting class, the student is entitled to a full refund less the \$100.00 registration fee
- If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall provide, at its option, either:
  - A full refund of all monies paid
  - Completion of the course

### **Refund Priority Policy**

- Monies that are refunded in a priority manner, within forty-five (45) days of formal cancellation, withdrawal or termination.
- Pursuant to Federal Regulations, funds that are credited to outstanding loan balances when calculating a refund, for the payment or payment period of enrollment for which a return of the unearned funds is required, are refunded in the following order:
  - Unsubsidized Federal FFELP / Direct Stafford Loan
  - Subsidized Federal FFELP / Direct Stafford Loan
  - FFELP/ Direct Plus Loan
  - Federal Pell Grant
  - State Loan
  - State Grant
  - Agency
  - Student Cash Payment

### **Supply Fee/Starter Kit and Textbook Credit at the Time of Withdrawal**

Supply/Lab Charges are pro-rated items. The amount that a student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last recorded day of attendance by the student. If a student retains their kit and textbooks at the time of withdrawal, these items will not be considered for credit to the student's account.

Starter kit and textbook credit is available only if these items were purchased from Beau Monde

- Our college reserves the right to determine the health and sanitary condition of all items returned for account credit.
- Textbooks are not returnable once a student has written in them or highlighted sections of the texts.

- Equipment and implements are not returnable if items cannot be reused due to health and safety reasons, or if damaged.

Beau Monde reserves the right to refuse return of the starter kit and textbooks, if the following conditions apply:

- More than 20 days have elapsed since the student's last recorded day of attendance.
- Equipment or starter kit items have been exposed to human blood.
- Product seals are broken, items are damaged or equipment does not operate.
- The item or equipment is not in a condition in which it could be safely utilized by our college.
- Completing and graduating students are not allowed to return their starter kits, equipment or textbooks for account credit.

### **School Closure/Teach Out Plan**

In the event that this institution should close, or otherwise cease to offer training, enrolled students will be entitled to a refund as specified in this institution's refund and settlement policy, as published herein, and as set forth in the Oregon Administrative Rules. Beau Monde's teach-out plan offers the student a reasonable opportunity to promptly resume and complete their cancelled course, or a similar course at an institution with no business connection to this institution, within the same geographic area as this school.

- In the event that a teach-out would be offered, the teach-out school cannot charge student more than the original school would have been entitled for the period covered by the teach-out, and for which the student has not paid.
- Beau Monde's teach-out plan must be approved by the United States Secretary of Education and the State Department of Education. Should a teach-out be necessary, written notification of the need for a teach-out, a list of available local teach-out institutions, academic transcripts and refund/settlement calculations will be delivered to all affected students.
- Pursuant to the approved teach-out plan, each individually affected student would have sixty (60) days in which to contact their institution of choice and enroll for the completion of their program.
- After the 60 day period has elapsed, student records will be made available through the State Department of Education.

### **State of Oregon - 50% Pro-Rata: Scheduled Hours Until the Student's Last Day of Recorded Attendance**

If a student withdraws prior to the completion of 50% of the contracted instructional program, the student shall be entitled to a pro-rata refund of the total tuition charged for the instructional program of scheduled hours up to the students' last day of recorded attendance.

If a student withdraws upon completion of 50%, or more of their contracted instructional program, the student shall be obligated for the entire instructional program, and shall NOT be considered entitled to a refund.

"Pro-Rata", as used in this section, is defined as: a refund of not less than the portion of tuition assessed the student by the school equal to that portion of the period of enrollment that remains on the last recorded day of attendance, less registration fees, supply fees, and any other unpaid charges owed by the student for which the student has been charged.

In calculating a pro-rata refund, for schools measuring the period of enrollment in clock hours; the student shall be charged based upon the scheduled clock hours attended, divided by the total clock hours in the program.

The "published class schedule" is equal to the number of scheduled clock hours that this Institution has made available and provided to the student, had the student maintained 100% attendance.

A withdrawal fee in the amount of \$25.00 is charged to the account of a withdrawing student.

### **State of Oregon Pro-Rata Schedule**

<u>Scheduled Hours of Enrollment Period</u>	<u>% Earned by the College</u>
.01% to 49.99% =	Use Actual Percentage
50% to 100%	100% of Institutional Charges Earned by the College

### **United States Department of Education = Refund of Title IV Funds Methodology**

The United States Department of Education requires an additional calculation to be made for a student who has received Federal Title IV Assistance, such as a Pell Grant, for the period. If the clock hours actually completed by the student are less than 60% of the payment period or total course hours, a portion of the assistance awarded to the student is considered unearned and must be returned to its source, the appropriate Title IV program. This may create a larger than expected gap between the amount the college may charge the student and the amount of Federal Financial Aid available to pay institutional charges. The student is liable for payment to our college of charges earned, but not provided for under this required formula. Title IV Funds considered unearned by the student must be returned to the appropriate Title IV program.

<u>Percentage Remaining in Period</u>	<u>Percentage of Title IV to be Returned</u>
40% or Less Remains	= 0% of FA is earned and may be attributed toward Institutional Charges
40.1% to 100% Remains	= Actual Percentage is Earned



# **General “Good Consumer” Information**

## **Additional Expenses Associated With Your Training**

Institutional charges, such as tuition and the registration fee, do not include all the expenses each student must consider while pursuing his or her training goal. Additional out of pocket expenses associated with training include, but are not limited to, the following items and their estimated cost. Estimates are based upon the average information provided through local newspapers and student feedback.

- Housing Costs - approximately \$600.00 to \$900.00 per month
- Transportation Costs - approximately \$110.00-\$120.00 per month
- Reliable Child Care Costs vary, but are generally no less than \$100.00 per week.
- Food - approximately \$80.00 per week, for a single person
- Utility and Telephone Bills - approximately \$260.00 per month
- Pens, pencils, notebooks and paper that are additional training needs, approximately \$225.00 during the length of the entire course.

## **Tax Credits for Education**

The Taxpayer Relief Act of 1997 (TRA) created a number of options to assist families meet the cost of post-secondary education. Among the tax and savings options are two educational tax credits: the Hope Scholarship tax credit and the Lifetime Learning Tax Credit. A form 1098-T will be mailed by February 1<sup>st</sup>, of each year, to each student who was billed in the previous calendar year, and who had a social security number on file. The form will indicate enrollment status and total institutional charges that may qualify for an educational tax credit.

## **Voter Registration Forms**

Beau Monde is required to distribute voter registration forms to any student who requests a voter registration form. Your vote gives you a voice and participation in our democracy. If you would like to register to vote, please request an application from the administrative office.

## **Student Comments and Suggestions**

Student comments and suggestions are encouraged at Beau Monde. Comments and suggestions may be addressed directly to a staff member. Should a student prefer, the comment and/or suggestion can be written and placed in the “suggestion box”, located outside the door of the front office. Any student with a written comment or suggestion is not required to sign the paper.

## **Course/Curriculum Revisions**

Beau Monde reserves the right to vary the sequence of instruction and to revise curriculum content for the purpose of upgrading material, enhancing the educational quality of the program, and maintenance of state of requirements.

## **Catalogue Changes, Definitions, and Revisions**

Due to the changes and disclosure requirements, which occur both in technology and regulations on a frequent basis, it is sometimes impossible to guarantee long-standing particulars. Therefore, this institution reserves the right to add or delete from certain programs, courses and areas of study; to make faculty changes, modify tuitions and institutional charges between enrollment periods, and amend institutional policies and procedures as circumstances may require. Students who are enrolled and have previously executed a complete enrollment agreement with Beau Monde will be “grandfathered” or otherwise protected from any changes that may occur.

Definition of term: “notified in writing” - the student is notified by email, by phone, in writing, through text, or any other form of communication.

## **Do You Have Additional Questions?**

Please contact the administrative office. We will be happy to answer any further questions you may have. Admissions and Financial Assistance questions should be directed to the FA Office at 503.226.1427, or visit our website at [www.beaumontecollege.com](http://www.beaumontecollege.com). Also, visit College Navigator at [www.collegenavigator.gov](http://www.collegenavigator.gov). Request to receive consumer disclosures and crime stats through the mail in written form can be made by calling 503.226.7355 or by email at [admissions@beaumontecollege.com](mailto:admissions@beaumontecollege.com).