

# Institutional Catalog and Student Handbook

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of Barbering and Cosmetology  
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Disclaimer: From here on out whenever “the academy” is used it is in reference to Beau Monde Academy of Barbering and Cosmetology. Anytime “Beau Monde” is used it is in reference to Beau Monde Academy of Barbering and Cosmetology. Also, wherever course names are listed such as Cosmetology, Hair Design, Barbering, Nail Technology, and Esthetics we are referring to the “Hybrid Clock Competency Hour” program.

## **INSTITUTIONAL INFORMATION**

### **OWNERSHIP**

Beau Monde Academy of Barbering and Cosmetology is privately owned by Miss Dianna Martin-Peterson, who is the Chief Executive Officer.

### **LOCATION – FACILITIES AND EQUIPMENT**

Beau Monde Academy of Barbering and Cosmetology is located at Lloyd Center Mall unit 2032 Portland, OR 97232 on the 3<sup>rd</sup> floor next to the food court. The mall location provides students with free parking, quick and easy breakfast, lunch, and dinner choices, and a wide variety of public transportation. The 6,500-square footage includes a reception area, clinic training area, three classrooms, facial room, dispensary, and a library/resource area. Restroom facilities, student break areas, and smoking areas are conveniently located throughout the mall. The academy is located in the Lloyd Center Mall which has handicap parking on every level and elevators to get to the third floor where the academy is located. The academy is one level and fully accessible by wheelchair. There is a handicap restroom located in the facility as well. Students with disabilities should contact the Registrar for further information.

### **LIBRARY FACILITIES**

Our student library consists of textbook and reference volumes, periodicals, videotapes, professional career information, computer terminal and the most current industry (trade) publications. These materials are available upon request.

### **NON-SMOKING ENVIRONMENT**

Smoking is not permitted inside Beau Monde Academy. Students must use the designated smoking areas provided by Lloyd Center.

### **STUDENT PARKING**

Students are allowed to park in the Lloyd Center designated mall parking free of charge.

## **ACCESS TO PUBLIC TRANSPORTATION**

Beau Monde Academy of Barbering and Cosmetology is located within walking distance of TRI-MET bus services and TRI-MET light rail services. Helpful TRI-MET contact numbers are: (bus) 503-238-RIDE and (light rail/MAX) 503-238-5811.

## **STUDENT HOUSING**

Beau Monde Academy of Barbering and Cosmetology does not provide student housing. However, Beau Monde Academy has a list of affordable, nearby housing that we can provide the student upon request.

## **INSTITUTIONAL HISTORY**

In October of 2002, Robert and Dianna Martin-Peterson established Beau Monde Academy of Barbering and Cosmetology with the purpose of serving the needs of students interested in the cosmetology industry. The Peterson's have endeavored to create programs of quality, content, and duration that are based on specific industry standards.

## **INSTITUTIONAL LICENSURE AND PARTICIPATION**

- Health Licensing Office - (503)-378-8667
- National Cosmetology Association
- Association of Oregon Cosmetology Colleges
- Oregon Barber and Beauty School Scholarship Program
- Association of Accredited Cosmetology Schools
- Oregon State Approving Agency
- Bureau of Indian Affairs
- Portland Public Schools Exploratory Program
- Trade Act
- W.I.A
- SEVIS – (703)-603-3400
- Oregon Employment Department
- NAFTA AND VISTO
- Better Business Bureau
- *Accredited by:* National Accrediting Commission of Career Arts and Sciences

3015 Colvin St. Alexandria, VA 22314 – (703)-600-7600

- *Licensed by:* Higher Education Coordinating Commission  
3225 25<sup>th</sup> St. SE Salem, OR 97302 - (503)-947-5761

## **INSTITUTIONAL MISSION STATEMENT**

Beau Monde Academy of Barbering and Cosmetology's mission is to serve the needs of private, vocational education and to maintain a professional decorum, which stimulates training and the development of professional ethics and academic excellence to secure gainful employment.

## **STATEMENT OF NON-DISCRIMINATION & HANDICAP ACCESSIBILITY (USC-ADA)**

Beau Monde Academy of Barbering and Cosmetology does not discriminate on the basis of sex/gender, age, race, place of national origin, native language, ethnic origin, color, financial status, marital status, height/weight ratio, disability, sexual orientation, or religion (ORS 659.850). 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". Inquiries regarding any situation in which the equal opportunity standards or values of this institution may have been violated, should be documented and reported directly and immediately to the Director or the Chief Executive Officer.

## **EQUAL OPPORTUNITY**

It is a violation of Beau Monde Academy's published policy for any manager, supervisor, faculty member or student to engage in the harassment of, or discrimination against, any member of the community based on sex/gender, age, race, place of national origin, native language, ethnicity, color, financial status, marital status, height/weight ratio, disability, sexual orientation, or religion. Inquiries regarding any situation in which the equal opportunity standards or values of this institution may have been violated should be documented and reported directly and immediately to the Director or the Chief Executive Officer.

## **CODE OF ETHICS**

Beau Monde Academy of Barbering and Cosmetology earnestly strives to create the opportunity for all interested persons to obtain training as a cosmetology professional. Students are trained utilizing the Pivot Point curriculum, textbooks and training materials with industry partners such as Sebastian, Nioxin, Dermalogica, OPI, MUD Makeup, and Wella Professional hair color and 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 professional atmosphere that celebrates diversity, group effort, and individual achievement. Current political and regulatory issues directly and indirectly affect the Cosmetology industry and the licensing of future cosmetologists.

## **STUDENT UNIFORM CODE**

All students at Beau Monde Academy of Barbering and Cosmetology 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 student uniform 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. Failure to follow the student uniform code will result in the student being sent home, who may return in dress code.

- Students are required to wear all black during attendance. Colored attire/blue jeans are permitted (though not mandatory) on Fridays only with a \$1.00 donation to the design team fund.
- Lab jackets/Apron are to be worn at all times that the student is in the school unless wearing a Beau Monde Academy t-shirt which may be worn in lieu.
- Identification badges must be worn at all times.
- Footwear must be all black professional and designed to protect the student's feet. Lower heels and non-skid soles are OSHA recommended. Beau Monde Academy specifies: no sandals, no open heels, no open toes and no open sides on the footwear. Flip-flops 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.



- Hair, make-up and nails must be professional and must be styled upon entering Beau Monde Academy.
- Denim jeans are prohibited; black jeans may be worn, but must be in good repair and not faded.
- Purchased Beau Monde Academy shirts are also acceptable.

**ADMINISTRATION AND FACULTY**

Beau Monde Academy of Barbering and Cosmetology encourages the professional growth and development of its faculty and staff members. All faculty members are required to attend a minimum of 12 approved hours of continuing education on an annual basis. Staff 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 Academy supports involvement, civic pride and the professional growth of its employees.

|                            |                                 |
|----------------------------|---------------------------------|
| Dianna L. Martin-Peterson* | Owner, CEO, Director            |
| Robert Peterson*           | Assistant Director              |
| Camille Peterson           | Assistant Director / Admissions |
| Trevis Peterson            | Fiscal                          |
| Cecily McClanahan          | Financial Aid / Registrar       |
| Jeremiah West              | Instructor                      |
| Nonnie Gabbert*            | Instructor                      |
| Sharon Ray                 | Instructor                      |
| Vincent Alarid             | Instructor                      |

\*=Licensed Instructor required by the State of Oregon to receive 30 continuing training hours each 2-year period. Also, 12 continuing training hours per year, 4 of which must be devoted to teaching methodology are required by NACCAS.

|                           |                       |
|---------------------------|-----------------------|
| Dianna L. Martin-Peterson | Substitute Instructor |
| Robert Peterson           | Substitute Instructor |
| Farkhondeh Hurd           | Substitute Instructor |
| Julie Vaughn              | Substitute Instructor |

**CAREER CHOICES**

**DIVERSE AND CREATIVE CAREER AVENUES**

Great career opportunities lie ahead for cosmetology students. Like any future career choice, the student will have to work hard at the cosmetology profession, 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 professional beauty industry. Beau Monde Academy of Barbering and Cosmetology has a demonstrated track record of successfully training students to launch careers in the cosmetology arts and sciences. In their professional careers our students chose a profession in which they could use their creative, artistic, and interpersonal skills. Listed are diverse career opportunities for the cosmetology professional:

- Cosmetologist
- Salon Owner
- Salon Coordinator
- Hair Stylist
- Barber
- Nail Technician
- Esthetician
- Hair Color Specialist

- Makeup Artist
- Artistic Director
- Fashion Show Stylist
- Beauty School Instructor
- Beauty School Owner
- Product Designer
- Platform Artist
- Photo Stylist
- Mortician
- Retail Sales Specialist

## **CONSIDERING PROFESSIONAL TRAINING AND A CAREER IN THE INDUSTRY**

The training provided by Beau Monde Academy of Barbering and Cosmetology is “career oriented” based on fast track training. 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 Academy of Barbering and Cosmetology provides performance-based 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 the professional skill, academic achievement, and responsibility that our students demonstrate through their attendance, completion, state board examination pass rates, and professional placement rates. Deciding to enroll in a postsecondary cosmetology program and to pursue a career in the beauty industry is an important decision. In addition to the time and dedication you must devote to your training, there are additional considerations. You may visit our website at [beaumondeacademy.com](http://beaumondeacademy.com) for more information.

## **SAFETY AND HEALTH CONSIDERATIONS**

Daily students and cosmetology professionals handle hazardous chemical solutions and products. If carelessly handled these chemicals could cause allergic reactions, burn the skin or scalp, damage hair or skin, or produce dangerous fumes if not properly mixed and stored. Electrical appliances are used near sinks and water areas. These electrical appliances must be properly cared for and maintained so that an electrical shock that could injure the cosmetologist or salon model 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 salon models. Self-protective sanitation procedures must be followed at all times. In general terms, 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 salon model 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 the 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 workday.

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, co-workers and business contacts. A cosmetologist must be on-time for work, reliable, and prepared for the daily schedule. A cosmetologist is asked to take “walk-in” clients and to perform those services with a smile. A cosmetologist must always represent their employer in a manner that is appropriate and befitting of a true

professional. Although many of these items will not be listed on a job description, these 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 license in order to better serve their salon clients. Some of the traits that an individual must possess to be successful in the cosmetology industry include:

- Enjoy dealing with the public and be able to follow a client's direction.
- Keep abreast of the latest fashions, products, equipment, and beauty techniques.
- Having finger dexterity and a sense of artistry and form.
- 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 desire 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. Also, sitting at a manicuring table or behind an esthetics chair.
- Cosmetology is a highly regulated industry; knowledge of health and public safety laws and practices is required.
- 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 commissions or independent contracting (self-employment).

## **COURSE / PROGRAM TRAINING INFORMATION**

Beau Monde Academy of Barbering and Cosmetology utilizes a comprehensive system that integrates all aspects of student learning experiences using a fast-track training program. The Pivot Point/performance-based curriculum is a worldwide educational network that enhances the training experience through a step-by-step modular learning system that is divided into simple units. The structured division of training units enables each student to grasp concepts and develop the skills required to excel in a professional cosmetology environment. Each student receives their own professional reference Pivot Point books in conjunction with e-books. Leo Passage is the founder of the Pivot Point method of cosmetology instruction. The Pivot Point method of training is intended to prepare students with the skills required for employment at the finest salons and spas. The Pivot Point method of training is time-tested. These classic training methods undergo continual assessment, study, and development to ensure that students will possess the contemporary and professional "tools of success" upon completion of their course of training. Beau Monde Academy of Barbering and Cosmetology is building a great reputation, based in part upon quality and skills of its students and Beau Monde Academy's commitment to progressive ideas. Faculty members regularly receive training in the areas of hair styling, esthetics, and nail technology and barbering, enabling them to share the most current information directly with students. Courses are structured to enable students to discover, develop, apply and gain confidence in their professional knowledge and skills, and to encourage support and diversity, personal achievement, and professional pride.

### **ABILITY TO LEARN IN ENGLISH**

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

## **PERFORMANCE OBJECTIVES**

All programs and units of training, as described in the instructional curriculum outlines, have clearly defined performance 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 form of a grade/progress report.

## **DEFINITION OF A FAST TRACK PROGRAM**

Clearly defined student performance standards that measure levels of training required for students to successfully pass the appropriate practitioner certificate examination and successfully and safely perform on members of the public all services allowed in the certification classifications for barbering, hair design esthetics, and nail technology.

## **DEFINITION OF A COMPLETED LESSON**

A completed lesson may be either theory/qualitative (academic) or practical/qualitative (hands-on) training. Each completed lesson matches to a lesson or practical operation that is required in the course curriculum. At the time the student successfully completes the theory or practical lesson, documentation of completion is delivered to the administrative office and the student receives credit for the successfully completed lesson or requirement. Each student receives a student lesson record book in which each requirement is recorded and logged-off by an instructor at the time it is completed by the student.

## **INDIVIDUAL PRESCRIPTIVE TRAINING COURSE/PROGRAM**

Beau Monde Academy of Barbering and Cosmetology offers individual prescriptive training course/program. Courses are taught in a series of sequential training steps. The student must pass all theory/qualitative (academic) and practical/qualitative (hands-on) training administered throughout their program in order to demonstrate mastery. Courses are divided into PRE-CLINIC, CLINIC LEVEL 1, CLINIC LEVEL 2, and SALON READY LEVELS. Students are allowed to complete each level as quickly as the student is assessed and demonstrates mastery.

## **TRANSFERABILITY OF PROGRAMS AT BEAU MONDE ACADEMY**

Beau Monde Academy makes no guarantee of the transferability of the core competencies earned at this school to another postsecondary institution. For further clarification of fast-track training program refer to the Higher Education Coordinating Commission rule 715-045-0220.

## **WEEKLY ATTENDANCE**

In general terms, no student is scheduled to be in attendance in excess of thirty-five (35) hours per week.

## **RECORDING THE LENGTH OF TIME A STUDENT IS ENROLLED IN A FAST TRACK PROGRAM**

The hours that each student attends are recorded and accumulated each time the student clocks in or clocks out on the time clock. The time clock is part of an automated, computerized attendance system. Daily hours accrue from the students start time until a student clocks out. The recorded hours accrue and create a cumulative hour total from the first time a student clocks in on the start day until the students last day of attendance. This system creates a complete record and history that verifies the number of training hours a student has attended for purpose of creating an official transcript (715-045-0220).

## **DAILY START TIME**

Students clock in automatically recording the entry. Students must clock in by their scheduled time.

## **TEACHING AND TRAINING TECHNIQUES**

All courses offered by Beau Monde Academy of Barbering and Cosmetology utilize a variety of performance-based teaching methods and techniques. Beau Monde Academy is constantly updating educational and training equipment, as well as teaching aids. Educational materials from different sources, such as Wella, Sebastian, Nioxin, Dermalogica, OPI, and MUD Makeup, 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
- Projects
- Guest Artists
- Demonstrations
- Question and Answer Periods
- Tests
- Role Playing
- Online Training

## **OVERALL PROGRAM AND TRAINING OBJECTIVES**

The curriculum outlines for each course/program contain clearly defined performance objectives. Lessons and tests that are designed to measure each student in each level or unit are recorded on tests, examinations, and grade reports. As a part of overall training goals, Beau Monde Academy directs all students in the achievement of:

- Industry Standards.
- Familiarity with and skill in the use of tools and equipment.
- Development of verbal and written skills.
- Application of science, art and chemistry.
- Knowledge of theoretical basis of each subject.
- Experience in the care and maintenance of a salon and individual work areas.
- Client protection.
- Familiarity, respect, 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 and teach the student not to settle for mediocrity.
- Obtaining the skills and confidence necessary to seek and secure employment related to their training program.
- When Beau Monde Academy informs a student when he/she has passed the program the student may elect to leave the school with a diploma at that time or stay in school until he/she has been trained for the amount of time equal to the required hours listed on page 16 under *Clock Hour Equivalent* and no additional tuition is charged. The student shall notify Beau Monde Academy of his or her decision within 14 days (715-045-0200).

## **EQUIPMENT PROVIDED BY BEAU MONDE ACADEMY OF BARBERING AND COSMETOLOGY**

Beau Monde Academy provides shampoo bowls, stations, styling chairs, manicure tables, towels, cosmetics, skin creams, nail polish, files, shampoos, crème rinses, solutions, tints, bleaches, mannequin styling heads, along with other equipment, materials, supplies and tools necessary to perform daily operations in a beauty salon.

## **TOUR, CATALOG, AND INTRODUCTORY FOLDER**

At any time a prospective student may contact Beau Monde Academy and arrange a tour of the facility. They may also request an institutional catalog or an introductory folder be mailed to them. Requests for an introductory folder and catalog may also be made on a drop-in basis. Other useful information is available on our website: [beaumontcollege.com](http://beaumontcollege.com)

## **ENROLLMENT AND ADMISSIONS REQUIREMENTS**

- Fully complete and submit the “Student Inquiry” form
- Be beyond the age of compulsory education in the State of Oregon, which is 16.5 years of age. The student must be no less than 18 years old at the time the student takes the State Board Examination.
- Must provide proof of identity and age in the form of their birth certificate, social security card or a current State issued driver’s license or identity card, U.S. Passport (not expired for more than 5 years), U.S. Passport Card (not expired for more than 5 years) U.S. Territory passport not expired more than five years, Resident Alien card, Tribal ID card from a federally recognized tribe located in Oregon or a federally recognized tribe with an Oregon affiliation, Military or Armed Forces ID card. 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.
- The prospective student must provide or make arrangements for the provision of the \$150 registration fee. Also, upon submitting the enrollment application a \$20 application fee (non-refundable) will be due.
- Students are required to provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion and provide a copy of the academic credential or complete copy of the academic transcripts indicating the date of graduation to this institution for retention in the students 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 translates the document and clearly acknowledges and states that the non-English document indeed verifies the completion of a secondary education program which is equivalent to an Oregon secondary education program and the date of its completion.
- If agency sponsored, a letter or voucher that guarantees payment must be provided to Beau Monde Academy.
- The prospective student must provide satisfactory payment arrangements of all tuition and institutional charges.
- If the prospective student is not a citizen of the United States that prospective student must provide a copy of both the front and back of their Alien Registration Card.
- Beau Monde Academy of Barbering and Cosmetology will not knowingly enroll any student already attending or admitted to another school offering a similar program of study.
- Beau Monde Academy of Barbering and Cosmetology will not knowingly admit any prospective student with previously earned cosmetology hours from another institution wishing to transfer those hours, until such time Beau Monde Academy is in receipt of official academic transcripts from the transfer student’s previously attended Cosmetology school. 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.
- The prospective student must complete the enrollment/admissions process, prior to their scheduled start date.
- 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 required documentation to this institution in a complete and timely manner.

## **ADMISSIONS POLICIES AND TIPS**

- Upon submittal of the enrollment application Beau Monde Academy will notify the student of acceptance or denial of admission within 7 to 10 business days by mail, email, or phone call.
- Should one be denied for enrollment the applicant may submit a letter of appeal. Upon the review of the appeal the student will be notified within 7 to 10 days. All decisions of the administrator are final.
- At no time shall Beau Monde Academy waive any application or registration fees.
- You are responsible for the accuracy of choosing your course of training and your schedule. Students are responsible for the provision of written notification to the Registrar and the payment of fees in order to change their course of training or their weekly schedule.
- Recognizing that students do change their minds, Beau Monde Academy offers all students a FIVE DAY GRACE PERIOD based upon their actual start date to notify the Registrar’s Office in writing and without financial penalty in

which the student may opt to change their course of training or schedule. In order to facilitate this type of change the student must complete and sign and date the course/schedule change form provided by the Registrar's Office. Students are advised that course and schedule changes are not automatic. Each change must be requested in writing and approved by the CEO and provide required notarized documentation.

- A student may elect to waive a diagnostic evaluation before completing the enrollment process and agree to begin training in pre-clinic level. Students may proceed through the program as quickly as their programs allows. Such program of instruction shall meet the description given of a prescriptive program listed. (715-045-0200 6E)

## **INSTITUTIONAL AID / ALL STUDENTS**

Please check with the Registrar for further details.

## **ADDITIONAL ADMINISTRATIVE FEES ASSOCIATED WITH TRAINING**

- Late Payment – Payments are due and payable the 1<sup>st</sup> day of the month. Payments received after the 5<sup>th</sup> day of the month will be charged a \$25 fee. Should a student fail to respond by rendering payment due to the school or by way of written explanation and rescheduling payments, the student may be automatically terminated from the school for non-payment of the institutional charges. Unpaid account charges will be turned over to a collection agency. Reasonable attorney charges, 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.
- Return Check Fees – 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 will be assessed to the student's account each time the items are returned.
- Unpaid Account Charges – Will be turned over to a collection agency. Reasonable attorney, collection, and court fees will be awarded to the prevailing party in any action undertaken to collect upon the student's contract or any part of it. This is including a co-signer, if applicable.
- Fees for Additional Items - Personal items used by the student for personal services, or requested services for self, need not be considered 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 – In the unlikely event, students will incur overtime charges from the point the student completes the State of Oregon clock hour equivalent of their course at the rate of \$240 per week.
- Course Change – A student at Beau Monde Academy of Barbering and Cosmetology is not allowed to transfer programs unless they have met with and have been approved by an administrator. Course changes are allowed upon approval for 30 days from the students actual start date. Course changes are not allowed after 30 days from the students actual start date. Upon approval, the student will put their request into writing, provide documentation, and fill out the proper paperwork. The student will be required to execute a new Enrollment Agreement/Contract for Training and will be charged an administrative transfer fee in the amount of \$100 to \$500 at the time of each course transfer. The sole exception to this policy is applicable only to a student who desires to transfer before five days have elapsed from their contractual start date. A student wishing to transfer their course of training is herein advised that in some instances, not all requirements will be transferable.
- Schedule Change Fee- A student at Beau Monde Academy of Barbering and Cosmetology is not allowed to change schedules unless they have met with and have been approved by an administrator. Upon approval, the student will put their request into writing, provide documentation, and fill out the proper paperwork. A schedule change fee will be charged in the amount of \$100 at the time of each schedule change. A student wishing to change their schedule is

herein advised that each schedule change directly affects and changes the date of completion, listed in an addendum to the contract.

- Withdrawal Fee – A withdrawal fee in the amount of \$25 is assessed to the student account of all withdrawing students.
- Early Final Exam Retake Fee/Alternate Date Fee - A fee ranging from \$25 to \$150 will be assessed to student.
- Last Scheduled Day Requirements - Students must attend classes on their last scheduled day of the week. Students must clock a minimum of five hours of attendance per day to be counted as attending. Consequences for missing your last scheduled sessions are:
  - 4 absences: no penalty
  - 5 – 10 absences: \$50 fee per day missed
  - 10+: May be terminated

### **ABILITY TO BENEFIT**

Beau Monde Academy does not participate in Ability to Benefit (ATB).

### **TRANSFER STUDENT PREVIOUSLY ENROLLED AT ANOTHER POST SECONDARY INSTITUTION**

Beau Monde Academy does not typically accept credit for prior training and reserves the right to review requests for transfer of credit. If the request is approved, a student previously enrolled at another postsecondary cosmetology institution or seeking to re-start their training course who desires credit for previously earned core competencies must request and present an Official Academic Transcript to Beau Monde Academy prior to enrollment. The determination of previously earned core competencies accepted for institutional training credit and institutional charge adjustments is made solely at the discretion of Beau Monde Academy of Barbering and Cosmetology. Previously earned core competencies earned by the student that are 10 years or older shall NOT be considered for transfer or re-starting student credit. Previously earned out-of-state core competencies for “Health Safety and Sanitation” shall NOT be considered for transfer as these core competencies VARY from state to state, and do not reflect current Oregon statutes or Administrative Rules. A diagnosis of each student’s beginning level and a prescriptive instructional program for specific core curriculum completion with projected timelines resulting in an estimated program completion date; a copy to be given to the student on commencement of the program and on file in the student’s personal file. Revisions to the prescriptive program must be based on recorded performance evaluations and as a result of school/student negotiation. Copies of revisions must be given to the student and on file in the student’s academic file.

### **RE-ENTERING / RE-STARTING STUDENT**

Any student who has previously attended Beau Monde Academy of Barbering and Cosmetology, who re-enters / re-starts their course of training is required to execute a new Enrollment Agreement / Contract for Training. The new contract will be based upon the charges and course lengths in effect, and assessed on the date of re-entry. If previously earned core competencies are credited to the account all prorated adjustments will be based upon the number of core competencies actually earned divided by the full amount of scheduled core competencies in the course to equal the percentage remaining for the student to complete in order to qualify for HLO exams. The resulting percentage will be multiplied against current prorated charges and fees to formulate the amount due to Beau Monde Academy. At the time the Enrollment Agreement / Contract for Training is completed and signed a \$150 registration fee is charged. Beau Monde Academy of Barbering and Cosmetology reserves the right to decline and deny re-entry to any student previously expelled from Beau Monde Academy. Furthermore, Beau Monde Academy reserves the right to deny re-entry to any student previously withdrawn from Beau Monde Academy on two occasions. In the instance of such a decision the student will be notified.

### **TIME FRAME FOR COMPLETION**

Each student has the opportunity to individually excel and accelerate during training thereby completing their educational objectives prior to, but no later than the clock hour equivalency timeframe listed on the Enrollment Agreement / Contract for



Training. Regardless of a student's pace, each student must successfully complete all educational objectives that are required for completion and graduation.

### CLASS START SIZE

Class start size is limited to 15 newly enrolling students in each program, per institutional limit.

### 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 catalog, and policies and procedures are reviewed and all program curriculums and requirements are explained. All newly enrolled students complete, sign, and date their enrollment agreements with the start date and ending date and complete all documents for admissions files.

### CLASS START DATES CALENDAR 2022

|  |   |
|--|---|
| January 4 <sup>th</sup> 11 <sup>th</sup> 18 <sup>th</sup> 202                    | July 5 <sup>th</sup> 12 <sup>th</sup> 19 <sup>th</sup> 2022                     |
| February 1 <sup>st</sup> 8 <sup>th</sup> 15 <sup>h</sup> 2022                    | August 2 <sup>nd</sup> 9 <sup>th</sup> 16 <sup>th</sup> 30 <sup>th</sup> 2022   |
| March 1 <sup>st</sup> 8 <sup>th</sup> 15 <sup>th</sup> and 29 <sup>th</sup> 2022 | September 6 <sup>th</sup> 13 <sup>th</sup> 20 <sup>th</sup> 2022                |
| April 5 <sup>th</sup> 12 <sup>th</sup> 19 <sup>th</sup> 2022                     | October 4 <sup>th</sup> 11 <sup>th</sup> 18 <sup>th</sup> 2022                  |
| May 3 <sup>rd</sup> 17 <sup>th</sup> and 31 <sup>st</sup> 2022                   | November 1 <sup>st</sup> 8 <sup>th</sup> 15 <sup>th</sup> 29 <sup>th</sup> 2022 |
| June 7 <sup>th</sup> 14 <sup>th</sup> and 19 <sup>th</sup> 2022                  | December 6 <sup>th</sup> 13 <sup>th</sup> 20 <sup>th</sup> 2022                 |

### Course/Program Offerings, Length and Description of Charges

| Course Name                     | Number of Est. Weeks | Clock Hour/ Week | Tuition Fee | Reg. Fee | Salon Tool Kit | Learn About Beauty* Starter Kit | Classroom Supply Fee | Total Cost |
|---------------------------------|----------------------|------------------|-------------|----------|----------------|---------------------------------|----------------------|------------|
| Hair Design                     | 24/35                | 851-24/35        | 12,117      | 150      | 1,188          | 1,675                           | 200                  | 15,330     |
| Barbering                       | 22/33                | 786-22/33        | 12,117      | 150      | 1,188          | 1,675                           | 200                  | 15,330     |
| Hair Design and Esthetics       | 29/43                | 1038-29/43       | 16,018      | 150      | 1,617          | 1,675                           | 200                  | 19,660     |
| Hair Design and Nail Technology | 29/42                | 1025-29/42       | 14,952      | 150      | 1,293          | 1,675                           | 200                  | 18,270     |
| Cosmetology                     | 35/51                | 1232-35/51       | 18,223      | 150      | 1,712          | 1,675                           | 200                  | 21,960     |
| Esthetics and Nail Technology   | 12/17                | 425-12/17        | 7,429       | 150      | 1,608          | 893**                           | 200                  | 10,280     |
| Nail Technology                 | 8/12                 | 281-8/12         | 1,551       | 150      | 106            | 893**                           | 200                  | 2,900      |
| Esthetics                       | 7/10                 | 250-7/10         | 4,319       | 150      | 1,503          | 893**                           | 200                  | 7,065      |
| Teacher Training                | 29/41                | 1000-29/41       | 9,135       | 150      | 0              | 225                             | 0                    | 9,510      |
| Transfer/Re-Start/Other         |                      |                  |             | 150      |                |                                 |                      |            |

\*Pivot Point LAB (Learn About Beauty) requires a compatible device that can include a smart phone, tablet, and computer. For more information on specifications please inquire.

\*\*Esthetics and Nail Technology students will receive textbooks instead of Learn About Beauty (LAB)

See "Additional Administrative Fees Associated with Training" for any possible extra charges including our Last Scheduled Day of Attendance fee.

### HOLIDAY CLOSURES

- Memorial Day
- Labor Day
- Christmas Day
- Independence Day
- Thanksgiving Day
- New Year's Day

Please note that Beau Monde Academy has the right to determine closures for in-house training, teacher workshops, as well as early closures.

## **EMERGENCY CLOSURES**

Snow, ice, and inclement weather conditions during which time the safety of our students, staff, and clients could be endangered may force emergency closure of Beau Monde Academy. Emergency closures are announced over the local radio and television stations, prior to 8:30 am. Should threatening weather conditions develop while school is in progress, students may be dismissed early. During inclement weather conditions students may contact the Oregon Department of Transportation Hot Line at 1-800-997-ODOT. ODOT'S Hot Line provides up to the minute road condition reports. Also, Beau Monde Academy may post updates on its social media pages.

## **HOURS OF OPERATION, DAILY SCHEDULES, AND STUDENT LUNCHES**

Beau Monde Academy of Barbering and Cosmetology is open for operations from 10:00 am until 8:00 pm Tuesday through Friday and 9:30 am until 6:00 pm Saturday. Students with a full time schedule of 35 clock hours per week will be given a 45-min lunch period to be taken between 11:30am and 1:00pm Tuesday through Friday and 30-min on Saturday.

## **SCHEDULES**

- Day Schedule: 10:30am to 6:00pm Tuesday through Friday and 9:30am to 6:00pm Saturday
- Night Schedule: 4:00pm to 8:00pm Tuesday through Friday and 9:30am to 6:00pm Saturday
- Part Time: 10:30am to 7:00pm Thursday through Friday and 9:30am to 6:00pm Saturday

Lunch periods: 45 min lunch period may be taken between 11:30 am and 1:00 pm during week and 30 on Saturday

Students on a 24-hour schedule are not eligible for a lunch break.

Break periods: two 15-minute breaks are taken daily.

Students are not allowed to intentionally skip a lunch to earn hours.

## **TIME CLOCK**

All students are required to punch-in upon arrival for training and to punch-out when leaving. Students are not allowed to punch in or out for each other. Any student found handling another student's time card is subject to immediate termination and separation from Beau Monde Academy. Also, students are required to sign out for breaks. Students are not allowed to sign out for other students.

## **FUNDING YOUR TRAINING**

### **PAYMENT OPTIONS**

- Option 1: Pay in full at time of enrollment
- Option 2: Monthly payments
- Option 3: Outside funding
- Option 4: Financial Assistance to those who qualify

### **MONTHLY PAYMENT PLAN**

The monthly payment option offered to the student is detailed on the contract/agreement for training. Details of the monthly payment plan include the total amount of training and equipment charges less 50% down payment, the remaining number of payments, the date on which those payments are due, and the date the final payment is due. Approved monthly payments must be secured with a credit/debit card. Payments are due and processed the 1<sup>st</sup> day of the month. Payments received after the 5<sup>th</sup> day of the month (declined card) will be charged a \$25 fee. The cash payment plan is offered to students at a 0% interest rate.

Should a student fail to respond by rendering payment due to the school or by way of written explanation and rescheduling payments, the student may be automatically terminated from the school for non-payment of the institutional charges. Unpaid account charges will be turned over to a collection agency in as little as 30 days. Reasonable attorney charges, 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.

## **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 Academy 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 Academy 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. Beau Monde Academy 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 and schedule an appointment with the financial aid officer.

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.

Federal Direct Student Loans (FDSL) is 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 1.069% (PLUS Loan 4.276%), interest, and accrued interest. In the case of a Direct Subsidized Loan the Federal government pays the interest while the student is in school. 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 Academy 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@beaumontcollege.com](mailto:Cecily@beaumontcollege.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 hours, maintenance of satisfactory progress and continued student eligibility. The financial aid office hours are Tuesday-Friday from 10:30am to 6:00pm.

## **STUDENT LOAN ENTRANCE COUNSELING (TITLE IV ONLY)**

Please complete the entrance counseling and master promissory note at [www.studentloans.gov](http://www.studentloans.gov). At the time of the Financial Aid Assistance Interview the gross amount of the loan, indebtedness, obligation to repay the loan and interest, 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 Academy.

## **NOTICE OF ANTICIPATED FINANCIAL ASSISTANCE / AWARD LETTER (TITLE IV 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.

## **VERIFICATION POLICY FOR PURPOSES OF STUDENT FINANCIAL ASSISTANCE**

Pursuant to Federal Regulations, Beau Monde Academy 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 the 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. Students and parents 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 the 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.

## **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>.

## **CONFLICTING INFORMATION**

Beau Monde Academy 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.

## **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 students outstanding financial obligations to Beau Monde Academy. This policy is applied to all payment sources inclusive of Federal Loans and Grants. In order to qualify for "cost of

living” repayment funds the student must maintain satisfactory progress, and a credit balance must occur on the student account at the end of the academic year period. If these conditions are satisfied, Beau Monde Academy will refund 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 Academy does not provide “budgeted” or “partial” repayments of credit balance amounts. The student may also opt to send the credit balance back to reduce student debt.

### **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. The academy 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.

## **POLICIES, PROCEDURES, AND RULES**

### **RETENTION OF STUDENT RECORDS**

All current student records are maintained in lockable, fire-retardant cabinets. 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 actual starting date and the date of that student’s last day of recorded physical attendance at the academy.

### **DIRECTORY INFORMATION**

The academy does not release directory information.

### **ACADEMIC TRANSCRIPTS**

Academic transcripts contain the personally identifiable information of the student, in order to protect this information the following policy applies for the release of academic transcripts:

The academy 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, the academy releases academic transcripts directly to the State Board within 7 to 14 days of the date on which the student completes all institutional requirements and pays their student account. In the instance a student has been separated from the academy for a period of 30 days or longer, the academy will release academic transcripts within 45 days provided that the student account is paid in full, after verification of the student's identity, and the academy receives an administrative fee of \$25. Each time a third party requests for academic transcripts the academy will release academic transcripts within 45 days provided that the student account is paid in full and the third party has provided a written release from the student and/or the parent/guardian of a dependent minor and the academy is in receipt of the \$25.00 administrative fee. In the instance of a student requesting additional copies of their academic transcript, the academy 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 provides the address to which the transcript is to be mailed.

## **CONDUCT, CAMPUS SECURITY, AND INSTITUTIONAL RULES**

Each student is responsible to conduct 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; and compliance with all academy rules and regulations. These rules and regulations are as follows:

- This institution is 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, 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, and disregard for the privacy of self and others is 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 in a prompt fashion. Pre-clinic students may not be excused from class to work on a paying client; live models are acceptable.
- Students are not allowed to loiter in the student locker room or the front entrance. If a student is not busy working on a client the student must remain busy working on practice and/or studies related to their training, such as practical requirements or work that is assigned by their instructor.
- "Class cuts" are not allowed. If a student leaves the school during the day to attend to personal business, a staff member must be notified. The student's name will be deleted from the appointment schedule. When a student leaves the school for any reason that student must punch out on the time clock.
- Students are not allowed to receive personal telephone calls while working on a client or in class. Cellular telephones must be turned off while in class. A student is not allowed to talk on a cellular telephone while performing a service on a client. Personal telephone use must be made off premise from personal cellular telephone on breaks or at lunch only. The front desk will take emergency telephone calls and notify the student. Students should schedule all appointments through the front desk and not via their personal cellphone.
- Theft or malicious damage to the institution, its property or any staff member, student or client is grounds for dismissal.
- Unauthorized use of institutional property or facilities, inclusive of unauthorized entry to school facilities is ground 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 termination.
- 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 termination. Offenders will be prosecuted.
- Gambling or games of chance are not allowed on school property.
- This is a non-smoking environment. Smoking is allowed in designated areas only.

- Possession of, or being under the influence of illegal drugs, non-prescribed controlled substances, or alcohol on school property or while representing the school is grounds for dismissal. Offenders will be prosecuted
- Dishonesty, inclusive of but not limited to: provision or 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.
- Clocking in or out on another student's time card is not permitted. Students are not allowed to punch in or out for each other. Also, they are not allowed to sign in or out for breaks for another student.
- Free services are not allowed. 50% discount for immediate family members.
- 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 a service unless it is to get an instructor.
- A licensed instructor must check each service performed on a client. There are no exceptions to this rule.
- A student wishing to purchase specialty items that the school does not provide or order must be approved.
- Non-payment of institutional charges or failure to arrange for satisfactory payment of institutional charges is grounds for dismissal.
- Student's children do not belong in school unless they are scheduled for a service and have a valid appointment.
- A student's acquaintances, friends and family members do not belong in the academy unless they are scheduled for a service or have a valid 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 contact "911" for emergency services. The student is not to engage a perpetrator and should not place themselves or others in danger.
- Deliberate incitement or encouragement of others to commit the acts listed in these institutional school rules and regulations, or involvement as an accessory to commit any of the prohibited acts by providing assistance, encouragement or covering up for others engaged, is grounds for dismissal.
- Students are not allowed to change or refuse salon floor appointments.
- Students are not allowed to solicit anything not approved by the administration.
- Students are not allowed to use outside products for insurance purposes.
- All students must make their salon service appointments through the front desk.

### **INSTITUTIONAL ANTI-DRUG, CONTROLLED SUBSTANCE, AND ALCOHOL ABUSE POLICY**

The unlawful possession, use, distribution, sale or manufacture of any illegal drug, narcotics, controlled substance or alcohol on school property, or in connection with any school activity by employee or 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 disease as well as death. In pregnant females it can lead to infant birth defect, low birth weight, addiction at birth and infant mortality. The academy is required to report all employees convicted of a criminal drug offense occurring in the workplace to the Higher Education Coordinating Commission. Employees, as a condition of employment, are required to report their conviction of a criminal drug offense within five days after the conviction.

### **WHERE HELP CAN BE FOUND**

Alcohol Drug Treatment Referral 1-800-454-8966  
 AL-Anon/Alateen 503-292-1333  
 Alcohol and Drug Helpline 503-232-8083  
 AAAB Inc-The family 1-800-41-SOBER

AA Information 503-223-8569  
 St Vincent Hospital 503-291-2067  
 Tuality Community Hospital 503-648-1766  
 Recovery Club 503-641-2070

## INSTITUTIONAL DISCIPLINARY ACTIONS

Failure to abide by the above listed institutional rules will result in the following disciplinary actions:

- **DISCIPLINARY 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 verbal warning may be made and placed in the student's permanent record.
- **DISCIPLINARY WRITTEN WARNING-** Given to a student when previous warnings have failed. The student signs and receives a copy of the written warning. A written warning may be included on an advisement 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 a student can correct the situation prior to an official probation action.
- **DISCIPLINARY OFFICIAL PROBATION-** This disciplinary action only occurs 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 days in which to correct the listed behavior or performance problems. The student must sign the official probation notice and receive a copy. The original notice is retained as part of the student's permanent record. A student on probation is expected to attend their contracted, scheduled time. Failure on a student's part to satisfy the terms and conditions of official probation within the stated timeframe may lead to an extension of the student's probationary period or separation from the academy. A student who satisfies the terms and conditions of their official probation prior to the expiration of the probation action will be automatically reinstated.
- **DISCIPLINARY NOTICE OF SUSPENSION** – Generally this type of disciplinary action is utilized based upon behavioral issues. However, the academy reserves the right to issue a notice of suspension pending an investigation of the issue presented to the school. A student reviews and signs the notice of suspension with a staff member and receives a copy. The reason for and terms of the 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 10 business days. During the period of suspension the student does not accrue time 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 issues related to the notice of suspension may lead to separation from school.
- **DISCIPLINARY 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 is clearly listed. An institutional earning/refund calculation is sent to the student within 40 days. The notice advises the student that they retain the right to appeal their expulsion/termination. A student who has been expelled or terminated from this institution is not allowed on school property unless they have received prior permission of a staff member.
- **DISCIPLINARY APPEAL PROCESS / ALL STUDENTS-** Any student placed on probation, expelled or terminated for failure to follow rules of conduct, anti-drug policies, and campus security 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, reason(s) to reconsider or reverse, and request a re-evaluation of the students' progress. The academy must receive the student's written appeal within five (5) business days of termination. Should a student fail to appeal the decision, the academy's decision to place a 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 (3) days of receipt of the student's written appeal. The staff will review the situation and vote upon re-admission. 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 academy. A decision regarding the outcome of the students 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 in compliance, 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.

## **FAMILY RIGHTS AND PRIVACY ACT (FERPA) / BUCKLEY AMENDMENT**

### **FERPA**

Pursuant to Oregon Statutes, each student's right to privacy is protected. The academy 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 minor student", the written consent of that student's parents or guardian.

### **EXCEPTIONS TO THIS POLICY**

- Outside parties acting on behalf of the school's proper and accurate maintenance of institutional records.
- 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 this institution's requirement to report all criminal activity that occurs on this campus. 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.
- Any student may request and receive a complete copy of their student record. Beau Monde Academy charges a reasonable fee of \$75 for full copies of student records, and will forward such records to the student's address within 30 days of the receipt of the written request and \$75 fee.
- A student may request, in writing, to look through their student file at any time under supervision.
- It will only be provided to regulatory agencies who are responsible for the oversight of private career schools, including NACCAS who has access to institutional records.

### **• STUDENT AND PARENT/GUARDIAN RIGHTS UNDER FERPA**

- The academy informs students and all prospective students of their rights under the Family Rights and Privacy Act (FERPA) via the publication of this policy in its institutional catalog.
- Each student, and in the case of a dependent minor student the student's parents or guardian, have the right to inspect and review their personally identifiable education records. In the case of a dependent minor student, that student's parents and guardian have the right to inspect the dependents 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.
- This institution 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.
- Each student may consent in writing to the release/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 obtaining employment.

- Any student may request and receive a complete copy of their student record. This institution charges a reasonable fee of \$75 for full copies of a student's record. And will forward such records to a student's address within 30 days of the receipt of a written request from the student and payment of \$75.
- Any student who feels they have been denied access to their records, or that this institution has failed to comply with the requirements of FERPA, has the right to file a complaint with the Higher Education Coordinating Commission.
- The parents or guardian of a dependent minor student are entitled to the same rights to privacy as their child. Further, parents of a statutory defined dependent minor student retain the right to request, review and obtain copies of their child's school records. Conversely, the dependent minor is not allowed to review parental or guardian information, even if it is in the student's file, without the written consent of the parent. This policy is consistent with current FERPA requirements.

## **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.

## **A STUDENT DOES NOT HAVE THE RIGHT**

- If a dependent minor student, the student may not review their parent's information unless they have written consent of their parents.
- To review any information regarding or concerning any other student.
- To receive contact information regarding any other student.

## **ABSENTEEISM AND TARDINESS**

Perhaps the question most frequently asked 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 the academy as a demonstration of your professional responsibility and reliability. A part of your training is preparation for the workplace. Therefore, the academy cannot allow a student to form irresponsible attendance habits. For this reason, the academy insists upon the following absence and tardy procedures:

### **TARDY**

If a student will be late they are required to telephone the academy 30 minutes prior to their schedule and advise a staff member they will be late and their approximate time of arrival. A student who accumulates excessive tardies will be counseled by a staff member. A written memorandum of tardy counseling will be maintained in the student's permanent record. If you do not call the campus prior to your scheduled time you may not be allowed to attend school for the day.

### **ABSENCE**

A student is required to telephone the school on each day of absence. A student whose attendance drops below 70% of their schedule will be counseled and required to make up what they have missed in order to bring their percentages to the satisfactory attendance standard. Failure on the student's part to maintain satisfactory progress could result in probation and may result in separation from the academy. Students wishing to make up work may be requested in writing to a supervising licensed instructor.

## **EXCEPTIONS TO THIS POLICY**

- Pre-arranged- If a student is aware they will need time off from their scheduled training hours, such as a doctor appointment, they are to notify the academy in a written request prior to the absence. At the time of notification, the student should be prepared to inform the school of the length of the absence.
- Leave of Absence – Refer to the leave of absence policy.

## **FAILURE TO CALL IN ABSENT FOR THREE CONSECUTIVE DAYS**

The academy reserves the right to automatically terminate any student who fails to notify the school of absence for a period of three consecutive days. Notification of termination will be delivered to the student in writing. This policy parallels current employer policies and employment laws. This policy is intended to prepare students for the workplace.

## **THIRTY CONSECUTIVE DAYS ABSENT**

Unless a student has an institutionally approved leave of absence, any student absent for 30 consecutive days (no call/no show) is automatically terminated by the academy. The student will be notified and considered to be in a withdrawn status.

## **CLASS CUTS**

If a student leaves school during the day for personal business a staff member must be notified and the student's name deleted from the appointment schedule. When a student leaves school for any reason they must punch out on the time clock.

## **AN ABSENCE IS AN ABSENCE**

All students need to be aware of the following: AN ABSENCE IS AN ABSENCE

For purpose of determining a student's cumulative Satisfactory Attendance Percentage (SAP) there is no difference between an excused absence and an unexcused absence. The only types of absences which would hold a student's attendance percentage static would be an institutionally approved leave of absence or a school closure, such as an emergency weather condition day. Students are asked to pre-arrange absences or to call in if they are going to be out for the day in the same manner they would need to contact and advise an employer were they to miss a day of work. The academy will need to shift all of the student's scheduled appointments to other students.

## **INSTITUTIONALLY APPROVED LEAVE OF ABSENCE POLICY (ALL STUDENTS)**

The academy will grant a student leave of absence, which is no less than 30 days and does not exceed 180 days (approximately 6 months), in any 12-month period. An institutionally approved leave of absence is permitted under a formal policy, which allows no more than a 180-day leave of absence based upon medical, emergency, crisis or other personal mitigating situations. In order to receive an institutionally approved leave of absence the student must request the leave in advance in writing according to the following policy and procedure. The academy must approve the request for a leave of absence in accordance with this published policy and procedure:

- The student must make a written request for the leave in advance and must include the student's reason for the request and the student's signature. In the instance the student is unable to make the request in writing their authorized representative, such as spouse or a parent, may make the written request.
- The student must make the request for an LOA in advance unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance.
- The academy may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request and other necessary

documentation from the student at a later date. The start date of the LOA, in this example, would be the first date the student was unable to attend the institution because of the accident.

- The academy must approve the written request.
- There must be a reasonable expectation that the student will return from the LOA.
- This policy does not allow an institutionally approved leave of absence to exceed 180 days.
- Should the student require additional leave of absence time, and the 180-day time frame has not elapsed during the 12-month period, the student may apply for additional leave time. However, this policy clearly demands that the maximum allowable time frame of 180 days may not be exceeded within any 12-month period.
- During the period of the approved leave of absence the student shall not be considered withdrawn.
- The leave of absence does not involve any additional charges from the institution to the student.
- This academy will approve the written leave of absence request only in the instance of medical emergency, crisis or personal mitigating circumstances, which the student can document. In the instance of a medical condition written documentation from a health care professional is required. 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 our request form for institutionally approved leave of absence when requesting the leave. This form must be signed and dated.
- If a student takes an unapproved leave of absence, or does not return at the end of the expiration of their approved leave of absence Beau Monde Academy is required to calculate the refund based upon the student's last date of physical attendance in the school. If a student fails to return without notifying the school of a need for extension, the withdrawal determination date is the date they were supposed to return but did not.
- The student's contract period will be extended by the same number of calendar days taken in the leave of absence. The contract and/or the addendum will be initialed by both the school and the student to reflect the change in the contract period.
- Upon return from an institutionally approved leave of absence the student will assume the same status and progress as held prior to the leave.
- Approved leave of absence students must keep their accounts current.

## TEMPORARY INTERRUPTIONS OF TRAINING

A student returning from an institutionally approved leave of absence or other interruption of training must return to the school in the same satisfactory progress status as prior to their departure.

## REPETITIONS AND NON-REMEDIAL COURSES

A student making satisfactory progress at the point of withdrawal may apply for re-entry in the school and will be considered to be making satisfactory progress at the point of re-entry. Non-credit remedial courses have no effect upon a student's satisfactory progress in this school. Students who withdrawal prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## GRADE SCALES, PROGRESS REPORTS, AND SATISFACTORY PROGRESS

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 scale:

| THEORY WORK/QUALITATIVE:      | PRACTICAL & SALON FLOOR/<br>QUALITATIVE WORK: |
|-------------------------------|---|
| 90% to 100% = A = Excellent   | 90% to 100% = A = Excellent                   |
| 80 % to 89% = B = Good        | 80 % to 89% = B = Good                        |
| 75% to 79% = C = Satisfactory | 75% to 79% = C = Satisfactory                 |
| 74.9%, or less = F = Failing  | 74.9%, or less = F = Failing                  |

The student is required to maintain a cumulative “C” grade average (75%) on theory and a “C” grade average (75%) in practical work in order to be considered making satisfactory progress.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

As a condition of the students continuing enrollment the student is required to maintain Satisfactory Academic Progress (SAP) through the duration of enrollment. This policy applies to all students. The term Satisfactory Academic Progress complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Federal Regulations established by the United States Department of Education. SAP includes two cumulative elements of measurement:

- ATTENDANCE (Quantitative) – Minimum Satisfactory Standard = no less than 70% of all scheduled time.
- ACADEMIC/PRACTICAL (Qualitative) – Minimum Satisfactory Standard = no less than 75% of all academic requirements.

**ATTENDANCE PROGRESS EVALUATIONS**

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

**ATTENDANCE PROGRESS EVALUATIONS (ALL STUDENTS)**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as 100% rating). If the performance does not meet satisfactory requirements, it is counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the academy. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must make-up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

| THEORY WORK/QUALITATIVE:      | PRACTICAL & SALON FLOOR/QUALITATIVE: |
|-------------------------------|--------------------------------------|
| 90% to 100% = A = Excellent   | 90% to 100% = A = Excellent          |
| 80 % to 89% = B = Good        | 80 % to 89% = B = Good               |
| 75% to 79% = C = Satisfactory | 75% to 79% = C = Satisfactory        |
| 74.9%, or less = F = Failing  | 74.9%, or less = F = Failing         |

**SCHEDULE OF SAP EVALUATIONS AND EVALUATION PERIODS (ALL STUDENTS)**

Academic Year is 900 Clock Hours with 26 Weeks of Instruction: FT= 35 hours/week; PT=24 hours/week  
 Students are evaluated for satisfactory academic progress as follows:

**Cosmetology (1232 Clock Hours)**

- 450 scheduled hours and 13 weeks
- 900 scheduled hours and 26 weeks
- 1066 scheduled hours and 30 weeks

**Hair Design and Nail Technology (1025 Clock Hours)**

450 scheduled hours and 13 weeks

900 scheduled hours and 26 weeks

**Hair Design and Esthetics (1038 Clock Hours)**

450 scheduled hours and 13 weeks

900 scheduled hours and 26 weeks

**Barbering (786 Clock Hours)**

393 scheduled hours and 11 weeks

**Hair Design (851 Clock Hours)**

425.5 scheduled hours and 13 weeks

**Esthetics and Nail Technology (425 Clock Hours)**

212.5 scheduled hours and 6 weeks

**Nail Technology (281 Clock Hours)**

140.5 scheduled hours and 5 weeks

**Esthetics (250 Clock Hours)**

125 scheduled hours and 4 weeks

**Teacher Training (1000 Clock Hours)**

450 scheduled hours and 13 weeks

900 scheduled hours and 26 weeks

All students/transfer students will be evaluated according to midpoint of the contracted weeks, or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress.

**MAXIMUM TIME FRAME**

The maximum time frame (which does not exceed 143% of the course length) allowed for students to complete each course at Satisfactory Academic Progress is stated below (clock hour is identified per the Higher Education Coordinating Commission):

Cosmetology 1232 Hours-Max hours 1762

1762/35 = 51 weeks

1762/24 = 74 weeks

Hair Design and Nail Technology 1025 Hours-Max hours 1466

1466/35 = 42 weeks

1466/24 = 61 weeks

Barbering 786 Hours-Max hours 1124

1124/35 = 33 weeks

1124/24 = 47 weeks

Nail Technology and Esthetics 425 Hours-Max hours 608

608/35 = 18 weeks

608/24 = 26 weeks

Hair Design 851 Hours-Max hours 1217

1217/35 = 35 weeks

1217/24 = 51 weeks

Nail Technology 281 Hours-Max hours 402

402/35 = 12 weeks

402/24 = 17 weeks

Hair Design and Esthetics 1038 Hours-Max hours 1485

1485/35 = 43 weeks

1485/24 = 62 weeks

Esthetics 250 Hours-Max hours 358

358/35 = 11 weeks

358/24 = 15 weeks

Teacher Training 1000 Hours- Max Hours 1430

1430/35= 41 weeks

1430/24= 60 weeks

The maximum time allowed for transfer students who need less than the full course requirements or part time students will be determined based on 70% of the scheduled time. Students are not allowed to exceed the maximum time frame. Any student who does will be withdrawn from Beau Monde Academy and will be able to re-enroll as a cash pay student.

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics (75%) and attendance (70%) at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluations. Students will receive a hard copy of their Satisfactory Academic Progress determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their financial assistance interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making Satisfactory Academic Progress during the warning period. The student will be advised in writing on the actions required to attain Satisfactory Academic Progress by the next evaluation period. If at the end of the warning period the student has still not met both the attendance and academic requirements, federal financial assistance is terminated. He/she may be placed on probation after successful appeal.

### **PROBATION**

Students who fail to meet the minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making Satisfactory Academic Progress during the probationary period, if the student appeals the decision and prevails upon appeal. Additionally, only the 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 students 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, be ineligible for federal financial assistance and may be terminated from the academy.

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

Students may re-establish Satisfactory Academic Progress and federal financial assistance, as applicable, by meeting minimum attendance (70%) and academic (75%) requirements by the end of the warning or probationary period.

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

If enrollment is temporarily interrupted for a leave of absence the student will return to the academy in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend to students contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the students cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

## **APPEAL PROCEDURE**

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

## **NON-CREDIT, REMEDIAL COURSES, REPETITIONS**

Non-credit, remedial courses, and repetitions do not apply to the academy. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards.

## **TRANSFER HOURS**

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

## **STUDENT FAILURE TO MAINTAIN SATISFACTORY PROGRESS STANDARDS (OFFICIAL PROBATION)**

At the time a student is placed on official probation, the student receives written advisement that states the reasons for the official probation and the steps and actions that the student must take to regain satisfactory progress. The student must meet with their advisor to discuss the official probation and sign the official probation notice. The student is informed that the official probation become a part of their permanent student record. The student is advised that failure to regain satisfactory progress may result in separation and termination from the academy and become ineligible for Federal Financial Assistance.

## **STUDENT RETURN TO SATISFACTORY PROGRESS FROM PROBATION**

Through make-up attendance and/or completion of required material; regains no less than a 70% cumulative average in attendance and 75% theory work and practical work. Should the student regain satisfactory progress at the time of the next evaluation, the student will be removed from probation and considered making Satisfactory Academic Progress until the next evaluation period. The evaluation will be in writing and a copy delivered to the student.

## **TERMINATION FOR FAILURE TO MAINTAIN SATISFACTORY PROGRESS**

In the instance that a student is placed on official probation and that student demonstrates no or minimal effort to regain satisfactory progress the student shall provide reasonable documentation to the academy on the students last day of the official probation or the student may be subject to termination.

## **60 DAY WAITING PERIOD FOR RE-ENROLLMENT AFTER TERMINATION**

The student may opt to apply to re-enter the academy 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. The academy does insist upon the exercise of its discretion when considering approval of the re-



entry of a student previously terminated for unsatisfactory progress. Any student placed on probation, expelled, or terminated may appeal the decision. Refer to appeal and due process policy.

## **STUDENT PROGRESS AT TIME OF WITHDRAWAL, TERMINATION, OR COURSE INCOMPLETE AND RE-ENROLLMENT STATUS**

Any student who withdraws from their contracted course or is terminated by the academy, or who fails to complete their training, will have notice placed in their student file as to the 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.

## **ADDITIONAL INFORMATION**

Students are provided the Satisfactory Academic Progress Policy prior to enrollment via a Student Handbook/Catalog.

## **STUDENT GRIEVANCE AND COMPLAINT POLICY (INCLUSIVE OF FEES)**

In accordance with 715-045-0019(21) (e) – Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Higher Education Coordinating Commission, 3225 25<sup>th</sup> Street SE Salem, OR 97302. After consultation with appropriate staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the commission's executive director will begin the complaint investigation process as defined in 715-045-0023, Appeals and Complaints.

## **INTERNAL COMPLAINT PROCEDURE**

- Students may file a complaint within 10 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 eyewitness of the incident. A copy will be provided to the student, a copy will be kept in the student file, and a final copy will be maintained in the school's permanent records.
- Within 10 days the school official will meet with the individual and make a good faith effort to resolve the complaint.
- If the student's complaint is not satisfied, the complainant may request that the school's staff committee review the complaint.
- The staff committee will review the summary of the complaint and may request additional information.
- The staff committee will notify the student of 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 academy 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: Higher Education Coordinating Commission, Private Career Schools, 3225 25<sup>th</sup> Street SE Salem, OR 97302.

# **STUDENT ADVISEMENT DISCLOSURES, SURVEYS, AND COSMETOLOGY SERVICES**

## **STUDENT ADVISEMENT SERVICES**

Beau Monde Academy of Barbering and Cosmetology considers student advisement an on-going, continuous procedure that produces measurable outcomes such as enhanced levels of professional development, increased skill development, and mastery. All staff members attempt to be as helpful and supportive of students as possible. Sometimes a situation occurs which requires expertise that our staff is not trained in, nor able to provide, since the academy 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. The academy maintains a confidential record of these types or referrals. Referrals of this type are protected records under existing privacy laws. Institutional advisement is provided for, but not limited to, situations that are similar to the following: Enforcement of institutional policies, procedure, rules and standards as these relate to student academic standing, attendance, behavior, professional development, dress, and the overall health and safety of the academic community

- Institutional sanctions or disciplinary actions
- Proactive warnings or notices
- Student complaints and appeals procedure
- Campus security and safety, evacuation and emergency procedure, anti-drug and anti-alcohol policies
- Advisement referrals Issued to students

## **STUDENT RIGHT TO KNOW AND REQUIRED DISCLOSURES**

Upon request, student right to know and disclosures are available. Disclosures include, but are not limited to, diversity of campus, crime stats, and Title IX.

## **STUDENT SURVEYS AND INTERVIEWS**

On no less than an annual basis the academy 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 annual Advisory Committee Meeting. The academy considers the responses of our students as a performance evaluation that indicates our students' perceptions of how we are doing our jobs and the effectiveness of the training provided by the academy. The academy also performs an exit interview with each student who is preparing to complete the program. The exit surveys are collected, results compiled and discussed in the same manner and in the same forums as the currently enrolled student surveys.

## **STUDENT COSMETOLOGY SERVICES**

Students are not allowed to get a *Student Service* during their scheduled hours. Our accrediting agency, the National Accrediting Commission of Career Arts and Sciences (NACCAS), does not recognize *Student Services* as eligible for earning time. It defines the amount of time a student spends in educational or training activities. Due to this, students wishing to get salon services must do so during non-scheduled hours. We will require appointments to be scheduled ahead of time if you are wishing to get a specific stylist. Students receive 50% off of their services. Students may not be clocked in while getting a salon service.

## **WITHDRAWAL, EXPULSION, TERMINATION**

### **WITHDRAWALS AND PROGRAM INCOMPLETES**

Any student who withdraws from their contracted course of study or who fails to complete training will have notice placed in their student file as to the progress of the student at the time of withdrawal.

## **WITHDRAWAL REQUIREMENT, UNOFFICIAL WITHDRAWALS, ASSIGNMENT OF LAST DAY ATTENDED, AND FEES**

A student seeking to withdraw from or otherwise terminate their contracted course of study is requested to provide a written, signed, and dated notice of withdrawal from the academy. In the instance of a student who does not return from an institutionally approved leave of absence, the student's scheduled date of return will be used as the withdrawal date. A withdrawal fee in the amount of \$25.00 is charged to the student's account. A withdrawn student will receive a refund/earnings calculation via mail, e-mail, or in person no later than 30 days after the withdrawal date.

## **CIRCUMSTANCES BEYOND THE STUDENTS CONTROL**

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

## **EXPELLED OR TERMINATED STUDENTS**

A student who is terminated or expelled by the academy will be provided with a notice of termination. A terminated student's last day of attendance is assigned to the official termination form. The terminated student will receive a refund/earnings calculation no later than 30 days after the official termination date. Any student who is terminated or expelled by the academy for disciplinary, academic, attendance or other violations will not be entitled to a refund other than as specified in the academy's published Refund and Settlement policy.

## **SALON TOOL KIT, LAB LICENSE, AND TEXTBOOK CREDIT AT THE TIME OF WITHDRAWAL**

Learn About Beauty license fees and starter kits are not considered for credit. The amount that a student will be charged is determined by dividing the total number of scheduled weeks since the student's start date into the total number of days accrued by the student according to the published class schedule 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. During orientation the student signs a statement acknowledging receipt of any books, LAB, supplies, kits, or any other substantial materials required to participate in the instructional program that are issued to the student subsequent to enrollment.

The academy reserves the right to refuse return of salon tool 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 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 any sort of condition in which it could be safely utilized.
- Completing and graduating students are not allowed to return their kits, equipment, or textbooks for account credit.

## **REFUND POLICY**

### **BUYERS RIGHT TO CANCEL**

- An applicant not accepted by this institution shall be entitled to a refund of all monies paid.
- If the student cancels within five business days of signing their contract, all monies collected by the institution shall be refunded.
- The student must cancel in writing.
- The cancellation date is determined by the date the notification of cancellation is delivered in person.
- This policy applies whether the student has begun training.
- If a student cancels after 5 business days, but prior to starting class, the student is entitled to a full refund less the \$150 registration fee.

- If a course is cancelled after a student's enrollment, and before instruction in the program/course has begun, the school shall at its option: Provide a full refund of all monies paid or provide completion of the program/course.
- If the institution is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund.

### **STATE OF OREGON – 50% PRO-RATA: SCHEDULED WEEKS UNTIL THE STUDENT'S LAST DAY OF ATTENDANCE – 715.045.0036**

A student's period of enrollment is defined as the period of time that begins on the student's first day of training (start date), and accrues until the student's last day of attendance at the school. If a student withdraws prior to completion of 49.99% of the contracted program, the student shall be entitled to a pro-rata refund of the tuition charged and paid for such instructional program less registrations fees and any other legitimate charges owed by the student. If a student withdraws upon completion of 50% or more, of their scheduled and contracted instructional program, the student shall be obligated for the entire instructional program, and shall not be considered entitled to a refund. The term pro-rata refund means a refund of tuition paid for that portion of the program beyond the last recorded date of attendance. In calculating a pro-rata refund, the fast track based program's measuring the period of enrollment in scheduled training days; the amount the student will be charged is determined by dividing the total number scheduled weeks accrued by the student according to the published class schedule as of the last day of attendance by the student. The published class schedule is equal to the number of scheduled training days the academy has made available and provided to the student had the student maintained 100% attendance.

The number of days that the student was scheduled to complete is divided by the number days scheduled in order for the student to complete the course/program. The result is the percentage of the course/program that the student completed. The resulting percentage is used to determine the student's tuition debt to the academy.

The number of scheduled training hours in each respective course is:

- Safety, Sanitation, and Hygiene – 20 clock hours
- Career Development – 20 clock hours
- Hair Design – 851 clock hours
- Nail Technology – 281 clock hours
- Esthetics – 250 clock hours
- Cosmetology – 1232 clock hours
- Hair Design and Nail Technology – 1025 clock hours
- Hair Design and Esthetics – 1038 clock hours
- Esthetics and Nail Technology – 425 clock hours
- Barbering – 786 clock hours
- Teacher Training – 1000 clock hours

A withdrawal fee in the amount of \$25 is charged to the account of a withdrawing student. Refunds are due within 40 days.

Beau Monde Academy has the financial resources to ensure continuity of operation, educational programs, and services and to fulfill its obligations to students and staff by meeting the requirements set forth by the US Department of Education, NACCAS, and our State, HECC.

### **UNITED STATES DEPARTMENT OF EDUCATION – RETURN OF FEDERAL STUDENT FINANCIAL ASSISTANCE PROGRAM FUNDS**

The United States Department of Education requires an additional calculation to be made for a student who has received Federal Title IV Assistance for the period of enrollment. If the 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 the appropriate Title IV program. This may create a larger than expected gap between the amount the school may charge the student and the amount of financial aid available to pay institutional charges. The student is liable for payment to the

school of charges earned but not provided for under this required formula. Title IV funds, such as Federal Pell Grants that are considered unearned by the student must be returned to the appropriate Federal Program. Refunds are due within 45 days.

| <u>% Remaining in Period</u> | <u>% of Title IV Program Funds to be Returned</u> |
|------------------------------|---|
| 40% or less remains          | 0%  |
| 40.1% to 100% remains        | Actual Percentage                                 |

## Federal Student Aid Disclosure

Students receiving Title IV Federal Financial Aid funds, please be advised that graduating prior to completion of 60% of the current payment period may result in a Return of Title IV Funds, and unearned financial aid that creates a balance owing on the student account. (See examples below) Should this occur, a Return of Title IV Funds refund calculation will be performed, (See refund policy Pg. 35 in the Student Handbook) and placed in the student's permanent academic file. Student will be notified at the required Exit Interview with the financial aid office, which should take place at least **two weeks prior** to completion of the program. Written notice will also be given in the form of letter and/or email.

**Example 1:** Student enrolled in Cosmetology has 3 payment periods.

Payment Period 1: 0- 450 hours.

Payment Period 2: 451 – 900 hours.

Payment Period 3: 901 – 1232 hours.

Student graduates at a total of 1000 hours, or completes only 100 hours of the 332 payment period.

$100/332 = 30.12\%$ , therefore, only 30.12% of the aid received in the payment period can be retained and 69.88% must be returned to the U.S. Department of Education, and may result in a balance owing on the student account.

**Example 2:** Student enrolled in Cosmetology has 3 payment periods, same as above in example 1.

Student graduates at a total of 1101 hours, or completes only 201 hours of the 332 payment period.

$201/332 = 60\%$ , therefore, all Title IV funds received in the payment period are earned and no refund of aid required.

## REFUND PRIORITY POLICY

Pursuant to federal regulations, Return of Title IV Funds that are credited to outstanding loan balances when calculating a refund, for the payment period or period of enrollment as applicable, for which a return of the unearned funds is required, are refunded in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal Perkins Loans
- Direct Plus Loans
- Federal Pell Grants for which a Return is required
- FSEOG for which a return of funds is required
- TEACH Grants for which a Return is required
- Iraq and Afghanistan Service Grant, for which a return is required

## SCHOOL CLOSURE / TEACH OUT PLAN

In the event that the academy should close or otherwise cease to offer training, enrolled students will be entitled to a refund as specified in this institution's published refund and settlement policy, as published herein, and as set forth in the Oregon Administrative Rules. The academy'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.

In the event that a teach-out would be offered, the teach-out school cannot charge any 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. 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 individual affected student would have 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 Higher Education Coordinating Commission.

## **THE WHY**

We are serious about our rules and regulations. Attendance, dress code, satisfactory academic progress, and schedules are some of the most regularly addressed. Many students ask why we enforce these rules. Beau Monde Academy is strictly regulated by NACCAS, the US Department of Education, and HECC. Each regulatory agency has their own set of rules that we are required to follow. Not following these rules could jeopardize our ability to give our students access to financial aid. So, every time you break a rule a future students opportunity to obtain their career path is in question. Please don't break the rules.

## Instructional Program / Hair Design

CIP Code 12.0407 – SOC Code 39-5093.00 / 35 hour schedule = average 24 weeks / 24 hour schedule = average 35 weeks

### Hair Design Program/Course Description

This program consists of instruction regarding basic hair cutting, coloring, perms, and other chemical services, sanitation requirements, occupational requirements, and industry standards.

### Program/Course Goals and Objectives

This course is designed to provide students with the necessary training to take the HLO Examination and work as a licensed, entry level hair stylist or colorist. To ensure continued 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 shall consider continuing education a fundamental part of professional growth and development.

### Program Format

Training is provided through a sequential set of learning steps, which address specific tasks that are necessary for state board preparation, graduation, and job entry skills. Clinic equipment and the training environment, implements and products used are comparable to those used in the industry and within a professional work environment. Each student shall receive instruction that is related to the industry and within a professional work environment. Each student shall receive instruction that relates to the performance of confidence building, useful, creative and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, demonstration, student participation, role-playing, class discussion, and projects. Audio-Visual aids, guest speakers, competitions, and other related learning methods are utilized as instructional tools throughout the duration of enrollment.

### Hair Design Curriculum/Core Competencies and Abilities

| Unit                           | Contents   | Core Competencies  |
|--------------------------------|--|--|
| Anatomy and Physiology         | Building Blocks of the human body<br>Basic body systems  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Microbiology                   | Salon Ecology<br>Infection Control<br>First Aid  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Hair Cutting                   | Clipper Haircutting<br>Long Hair   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Hairstyling                    | Shampoo<br>Hair Sculpting<br>Thermal Styling<br>Wet Construction<br>Comb Out                         | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Chemical Services              | Color Theory<br>Texture<br>Chemical Application  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Shaving                        | Mustaches and Beards   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Implements/Tools               | Razor<br>Clippers  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Product Knowledge/Chemistry    | Chemistry of Cosmetics<br>The pH scale   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Safe Usage/Federal Regulations | Safety & Sanitation  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Career Development             | Professional relationships<br>Salon Ownership<br>Salon Retailing<br>The Salon Industry<br>Job Search | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Oregon Laws and Rules          | Safety & Sanitation<br>Professional Conduct  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |

The institution assesses students as they move through each phase of the program: Pre-Clinic, Salon Level 1, Salon Level 2, and Salon Ready. The student must demonstrate mastery and competency through evaluations performed by instructors and completion of curriculum packets.

### **Hair Design Program/Course Practical Requirements**

The practical requirements listed below are minimum expectations of industry standards. In order for the student to demonstrate mastery a performance evaluation can be executed by the school:

#### **Type of Service/Amount**

**Hairstyling 105**

**Haircuts 160**

**Chemical Services 180**

**Barbering 10**

**Retail 20**

### **GRADING THEORY WORK / QUALITATIVE PROCEDURE**

A theory lesson that is required in the course curriculum is completed when a passing grade of 75% is achieved on the written exam. The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

### **GRADING PRACTICAL WORK / QUALITATIVE PROCEDURE**

A practical exam is given to the students and is considered complete once a 75% or better is achieved on the practical grading form, such as a rubric. The exam is given at the completion of each required practical evaluation (ex: pre-clinic level, level 1, level 2, and Salon Ready). The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

For full disclosure of consumer information visit our website at <http://beaumontcollege.com/disclosures/hairdesign/hairdesigndisclosure.php>



# Instructional Program / Esthetics

CIP Code 12.0408 – SOC Code 39-5094.00 / 35 hour schedule = average 7 weeks / 24 hour schedule = average 10 weeks

## Esthetics Program/Course Description

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

## Program/Course Goals and Objectives

This course is designed to provide students with the necessary training to take the HLO Examination and work as a licensed, entry-level esthetician. To ensure continued success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related fields. The graduate shall consider continuing education a fundamental part of professional growth and development.

## Program Format

Training is provided through a sequential set of learning steps, which address specific tasks that are necessary for state board preparation, graduation, and job entry skills. Clinic equipment and the training environment, implements, and products used are comparable to those used in the industry and within a professional environment. Each student shall receive instruction that relates to the performance of confidence building, useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, demonstration, student participation, role-playing, class discussion and projects. Audio-visual aids, guest speakers, competitions and other related learning methods are utilized as instructional tools throughout the duration of enrollment.

## Esthetics Curriculum/Core Competencies and Abilities

| Unit                           | Contents   | Competencies   |
|--------------------------------|--|--|
| Anatomy & Physiology           | Building Blocks of the human body<br>Basic body systems                                  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Microbiology                   | Salon Ecology<br>Infection Control<br>First Aid  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Esthetic Service               | Basic Facial/Cleansing<br>Body Treatment<br>Lashes                                       | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Facial Makeup                  | Basic Makeup Application   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Hair Removal                   | Brow Tweezing<br>Brow Waxing/Arching<br>Waxing   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Implements/Tools               | Multifunction Machine<br>Wax<br>Tweezers   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Product Knowledge/Chemistry    | Dermologica<br>Face Mapping<br>Cosmetic Chemistry  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Safe Usage/Federal Regulations | Safety & Sanitation  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Career Development             | Building a Clientele<br>Professional Development<br>Professional Communication<br>Retail | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Oregon Laws and Rules          | Safety & Sanitation<br>Professional Conduct  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |

The institution assesses students as they move through each phase of the program: Pre-Clinic, Salon Level 1, Salon Level 2, and Salon Ready. The student must demonstrate mastery and competency through evaluations performed by instructors and completion of curriculum packets.

## **Esthetics Program/Course Practical Requirements**

The practical requirements listed below are minimum expectations of industry standards. In order for the student to demonstrate mastery a performance evaluation can be executed by the school.

### **Type of Service/Amount**

**Skin Care Services 140**

**Facial Make-up 20**

**Hair Removal 60**

**Retail 10**

### **GRADING THEORY WORK / QUALITATIVE PROCEDURE**

A theory lesson that is required in the course curriculum is completed when a passing grade of 75% is achieved on the written exam. The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

### **GRADING PRACTICAL WORK / QUALITATIVE PROCEDURE**

A practical exam is given to the students and is considered complete once a 75% or better is achieved on the practical grading form, such as a rubric. The exam is given at the completion of each required practical evaluation (ex: pre-clinic level, level 1, level 2, and Salon Ready). The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

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# Instructional Program / Nail Technology

CIP Code 12.0410 – SOC Code 39-5092 / 35 hour schedule = average 8 weeks / 24 hour schedule = average 12 weeks

## Nail Technology Program/Course Description

This program consists of instruction regarding basic manicure, pedicure, massage, artificial nails, and tips, sanitation requirements and occupational requirements.

## Program Goals and Objectives

This program is designed to provide students with the necessary training to take the HLO Examination and work as a licensed, entry level nail technician. To ensure continued success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in nail technology and related fields. The graduate shall consider continuing education a fundamental part of professional growth and development.

## Program Format

Training is provided through a sequential set of learning steps, which address specific tasks that are necessary for State Board preparation, graduation, and job entry skills. Clinic equipment and the training environment, implements, and products used, are comparable to those used in the industry and within a professional work environment. Each student shall receive instruction that relates to the performance of confidence building, useful, creative and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, demonstration, student participation, role-playing, class discussion and projects. Audio-visual aids, guest speakers, competitions and other related learning methods are utilized as instructional tools throughout the duration of enrollment.

## Nail Technology Curriculum/Core Competencies and Abilities

| Unit                           | Contents   | Competencies   |
|--------------------------------|--|--|
| Anatomy & Physiology           | Building Blocks of the human body<br>Basic body systems                                  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Microbiology                   | Salon Ecology<br>Infection Control<br>First Aid  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Manicuring                     | Nail Theory<br>Natural Nail<br>Manicure<br>Polish  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Pedicuring                     | Nail Theory<br>Natural Nail<br>Pedicure<br>Polish  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Artificial Nails               | Tip Application<br>Sculpture Nails<br>Polish   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Implements/Tools               | Nail Clippers<br>Cuticle Pusher<br>Nail Brush<br>Nail Tools                              | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Product Knowledge/Chemistry    | OPI Polish<br>Gel Polish<br>pH Scale   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Safe Usage/Federal Regulations | Safety & Sanitation  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Career Development             | Building a Clientele<br>Professional Development<br>Professional Communication<br>Retail | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Oregon Laws and Rules          | Safety & Sanitation<br>Professional Conduct  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |

The institution assesses students as they move through each phase of the program: Pre-Clinic, Salon Level 1, Salon Level 2, and Salon Ready. The student must demonstrate mastery and competency through evaluations performed by instructors and completion of curriculum packets.

### **Nail Technology Program/Course Practical Requirements**

The practical requirements listed below are minimum expectations of industry standards. In order for the student to demonstrate mastery a performance evaluation can be executed by the school.

#### **Type of Service/Amount**

**Manicures 20**

**Pedicures 20**

**Artificial Nails 30**

**Retail 10**

#### **GRADING THEORY WORK / QUALITATIVE PROCEDURE**

A theory lesson that is required in the course curriculum is completed when a passing grade of 75% is achieved on the written exam. The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

#### **GRADING PRACTICAL WORK / QUALITATIVE PROCEDURE**

A practical exam is given to the students and is considered complete once a 75% or better is achieved on the practical grading form, such as a rubric. The exam is given at the completion of each required practical evaluation (ex: pre-clinic level, level 1, level 2, and Salon Ready). The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

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# Instructional Program / Barbering

CIP Code 12.0402 – SOC Code 39-5011.00 / 35 hour schedule = average 22 weeks / 24 hour schedule = average 33 weeks

## Barbering Program/Course Description

This program consists of instruction regarding basic barbering, hair cutting, hair styling, shaving, skin and scalp care, sanitation requirements and occupational requirements for both men and women. This course does not include chemical hair services.

## Program Goals and Objectives

This program is designed to provide students with the necessary training to take the HLO Examination and work as a licensed, entry-level barber or hair stylist. To ensure continued success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in barbering, hair styling and related fields. The graduate shall consider continuing education a fundamental part of professional growth and development.

## Program Format

Training is provided through a sequential set of learning steps, which address specific tasks that are necessary for state board preparation, graduation, and job entry skills. Clinic equipment and the training environment, implements and products used are comparable to those used in the industry and within a professional work environment. Each student shall receive instruction that is related to the industry and within a professional work environment. Each student shall receive instruction that relates to the performance of confidence building, useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, demonstration, student participation, role-playing, class discussion, and projects. Audio-visual aids, guest speakers, competitions, and other related learning methods are utilized as instructional tools throughout the duration of enrollment.

## Barbering Curriculum/Core Competencies and Abilities

| Unit                           | Contents   | Competencies   |
|--------------------------------|--|--|
| Anatomy & Physiology           | Building Blocks of the human body<br>Basic body systems                                  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Microbiology                   | Salon Ecology<br>Infection Control<br>First Aid  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Hair & Scalp Treatments        | Scalp Treatment<br>Finger Waves  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Facial Massage/Treatments      | Tonic Facial   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Haircutting                    | Sculpture/Clipper Cut<br>Draping   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Hairstyling                    | Thermal Style<br>Shampooing<br>Draping   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Shaving                        | Draping  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Mustache and Beard             | Beard Trim   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Implements/Tools               | Razor<br>Clippers  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Product Knowledge/Chemistry    | Dermalogica Product  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Safe Usage/Federal Regulations | Safety & Sanitation  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Career Development             | Building a Clientele<br>Professional Development<br>Professional Communication<br>Retail | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Oregon Laws and Rules          | Safety & Sanitation<br>Professional Conduct  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |

The institution assesses students as they move through each phase of the program: Pre-Clinic, Salon Level 1, Salon Level 2, and Salon Ready. The student must demonstrate mastery and competency through evaluations performed by instructors and completion of curriculum packets.

### **Barbering Program/Course Practical Requirements**

The practical requirements listed below are minimum expectations of industry standards. In order for the student to demonstrate mastery a performance evaluation can be executed by the school

#### **Type of Service/Amount:**

**Scalp and Hair Treatments 20**

**Facial Massage and Treatment 20**

**Haircutting 160**

**Hairstyling 105**

**Shaving 40**

**Mustache and Beard Design/Detail 120**

**Retail 15**

### **GRADING THEORY WORK / QUALITATIVE PROCEDURE**

A theory lesson that is required in the course curriculum is completed when a passing grade of 75% is achieved on the written exam. The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

### **GRADING PRACTICAL WORK / QUALITATIVE PROCEDURE**

A practical exam is given to the students and is considered complete once a 75% or better is achieved on the practical grading form, such as a rubric. The exam is given at the completion of each required practical evaluation (ex: pre-clinic level, level 1, level 2, and Salon Ready). The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

<http://beaumontcollege.com/disclosures/barbering/barberingdisclosure.php>

# Instructional Program / Cosmetology

## Hair Design, Nail Technology and Esthetics

CIP Code 12.0401 – SOC Code 39-5012.00 / 35 hour schedule = average 35 weeks / 24 hour schedule = average 51 weeks

### Program/Course Description

The cosmetology program consists of instruction regarding basic haircutting, barbering, coloring, perms, and other chemical services, esthetics, nail technology, sanitation requirements and occupational requirements.

### Program Goals and Objectives

Training is provided through a sequential set of learning steps, which address specific tasks that are necessary for state board preparation, graduation, and job entry skills. Clinic equipment and the training environment, implements, and products used are comparable to those used in the industry and within a professional work environment. Each student shall receive instruction that relates to the performance of confidence building, useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, demonstration, student participation, role-playing, class discussion, and projects. Audio-visual aids, guest speakers, competitions, and other related learning methods are utilized as instructional tools throughout the duration of enrollment.

The cosmetology program is a “combination” program. The student will receive theory and practical instruction, classroom instructor demonstrations, guided practice and clinic experience while under the supervision of a licensed instructor.

### Cosmetology Curriculum/Core Competencies and Abilities

| Unit                  | Contents   | Competencies   |
|-----------------------|--|--|
| Anatomy & Physiology  | Building Blocks of the human body<br>Basic body systems                                  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Microbiology          | Salon Ecology<br>Infection Control<br>First Aid  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Esthetics             | Basic Facial/Cleansing<br>Body Treatment<br>Lashes<br>Makeup<br>Hair Removal             | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Hair Design           | Haircutting<br>Hairstyling<br>Chemical Services  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Barbering             | Hair & Scalp Treatments<br>Facial Treatments<br>Haircutting<br>Hairstyling<br>Shaving    | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Nail Technology       | Manicuring<br>Pedicuring<br>Artificial Nails   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Career Development    | Building a Clientele<br>Professional Development<br>Professional Communication<br>Retail | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Oregon Laws and Rules | Safety & Sanitation<br>Professional Conduct  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |

The institution assesses students as they move through each phase of the program: Pre-Clinic, Salon Level 1, Salon Level 2, and Salon Ready. The student must demonstrate mastery and competency through evaluations performed by instructors and completion of curriculum packets.

### Cosmetology Program Practical Requirements

The practical requirements listed below are minimum expectations of industry standards. In order for the student to demonstrate mastery a performance evaluation can be executed by the school

#### Type of Service/Amount

**Haircutting 160**

**Hairstyling 105**  
**Chemical Services 180**  
**Shaving 10**  
**Skin Care Services 140**  
**Facial Makeup 20**  
**Hair Removal 60**  
**Manicures 20**  
**Pedicures 20**  
**Artificial 30**  
**Retail Hair 30 / Retail Skin Nails 20**

#### **GRADING THEORY WORK / QUALITATIVE PROCEDURE**

A theory lesson that is required in the course curriculum is completed when a passing grade of 75% is achieved on the written exam. The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

#### **GRADING PRACTICAL WORK / QUALITATIVE PROCEDURE**

A practical exam is given to the students and is considered complete once a 75% or better is achieved on the practical grading form, such as a rubric. The exam is given at the completion of each required practical evaluation (ex: pre-clinic level, level 1, level 2, and Salon Ready). The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

For full disclosure of consumer information visit <http://beaumontcollege.com/disclosures/cosmetology/cosmetologydisclosure.php>



# Instructional Program / Hair Design and Nail Technology

CIP Code 12.0401 – SOC Code 39-5012 / 35 hour schedule = average 29 weeks / 24 hour schedule = average 42 weeks

## Program/Course Description

This course consists of instruction regarding basic haircutting, coloring, perms, and other chemical services, nail technology, sanitation requirements and occupational requirements.

## Program Goals and Objectives

Training is provided through a sequential set of learning steps, which address specific tasks that are necessary for state board preparation, graduation, and job entry skills. Clinic equipment and the training environment, implements, and products used are comparable to those used in the industry and within a professional work environment. Each student shall receive instruction that relates to the performance of confidence building, useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, demonstration, student participation, role-playing, class discussion, and projects. Audio-visual aids, guest speakers, competitions, and other related learning methods are utilized as instructional tools throughout the duration of enrollment.

The hair design & nail technology program is a “combination” program. In the course of study the student will receive theory and practical instruction, classroom instructor demonstrations, guided practice and clinic experience while under the supervision of a licensed instructor.

## Hair Design and Nail Technology Curriculum/Core Competencies and Abilities

| Unit                  | Contents   | Competencies   |
|-----------------------|--|--|
| Anatomy & Physiology  | Building Blocks of the human body<br>Basic body systems                                  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Microbiology          | Salon Ecology<br>Infection Control<br>First Aid  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Hair Design           | Haircutting<br>Hairstyling<br>Chemical Services  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Barbering             | Hair & Scalp Treatments<br>Facial Treatments<br>Haircutting<br>Hairstyling<br>Shaving    | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Nail Technology       | Manicuring<br>Pedicuring<br>Artificial Nails   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Career Development    | Building a Clientele<br>Professional Development<br>Professional Communication<br>Retail | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Oregon Laws and Rules | Safety & Sanitation<br>Professional Conduct  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |

The institution assesses students as they move through each phase of the program: Pre-Clinic, Salon Level 1, Salon Level 2, and Salon Ready. The student must demonstrate mastery and competency through evaluations performed by instructors and completion of curriculum packets.

## Hair Design and Nail Technology Program Practical Requirements

The practical requirements listed below are minimum expectations of industry standards. In order for the student to demonstrate mastery a performance evaluation can be executed by the school.

### Type of Service/Amount

**Haircutting 160**

**Hairstyling 105**

**Chemical Services 180**

**Shaving 10**  
**Manicures 20**  
**Pedicures 20**  
**Artificial 30**  
**Retail 20**

#### **GRADING THEORY WORK / QUALITATIVE PROCEDURE**

A theory lesson that is required in the course curriculum is completed when a passing grade of 75% is achieved on the written exam. The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

#### **GRADING PRACTICAL WORK / QUALITATIVE PROCEDURE**

A practical exam is given to the students and is considered complete once a 75% or better is achieved on the practical grading form, such as a rubric. The exam is given at the completion of each required practical evaluation (ex: pre-clinic level, level 1, level 2, and Salon Ready). The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

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# Instructional Program / Hair Design and Esthetics

CIP Code 12.0401 – SOC Code 39-5012 / 35 hour schedule = average 29 weeks / 24 hour schedule = average 43 weeks

## Program/Course Description

This course consists of instruction regarding basic haircutting/barbering, coloring, perms, and other chemical services, esthetics, sanitation requirements and occupational requirements.

## Program Goals and Objectives

Training is provided through a sequential set of learning steps, which address specific tasks that are necessary for state board preparation, graduation, and job entry skills. Clinic equipment and the training environment, implements, and products used are comparable to those used in the industry and within a professional work environment. Each student shall receive instruction that relates to the performance of confidence building, useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, demonstration, student participation, role-playing, class discussion, and projects. Audio-visual aids, guest speakers, competitions, and other related learning methods are utilized as instructional tools throughout the duration of enrollment.

The hair design & esthetics program is a “combination” program. In the course of study the student will receive theory and practical instruction, classroom instructor demonstrations, guided practice and clinic experience while under the supervision of a licensed instructor

## Hair Design and Esthetics Curriculum/Core Competencies and Abilities

| Unit                  | Contents   | Competencies   |
|-----------------------|--|--|
| Anatomy & Physiology  | Building Blocks of the human body<br>Basic body systems                                  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Microbiology          | Salon Ecology<br>Infection Control<br>First Aid  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Esthetics             | Basic Facial/Cleansing<br>Body Treatment<br>Lashes<br>Makeup<br>Hair Removal             | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Hair Design           | Haircutting<br>Hairstyling<br>Chemical Services  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Barbering             | Hair & Scalp Treatments<br>Facial Treatments<br>Haircutting<br>Hairstyling<br>Shaving    | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Career Development    | Building a Clientele<br>Professional Development<br>Professional Communication<br>Retail | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Oregon Laws and Rules | Safety & Sanitation<br>Professional Conduct  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |

The institution assesses students as they move through each phase of the program: Pre-Clinic, Salon Level 1, Salon Level 2, and Salon Ready. The student must demonstrate mastery and competency through evaluations performed by instructors and completion of curriculum packets.

## Hair Design and Esthetics Practical Requirements

The practical requirements listed below are minimum expectations of industry standards. In order for the student to demonstrate mastery a performance evaluation can be executed by the school.

**Type of Service/Amount**  
**Haircutting 160**  
**Hairstyling 105**  
**Chemical Services 180**  
**Shaving 10**  
**Skin Care Services 140**  
**Facial Makeup 20**  
**Hair Removal 60**  
**Retail 20**

#### **GRADING THEORY WORK / QUALITATIVE PROCEDURE**

A theory lesson that is required in the course curriculum is completed when a passing grade of 75% is achieved on the written exam. The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

#### **GRADING PRACTICAL WORK / QUALITATIVE PROCEDURE**

A practical exam is given to the students and is considered complete once a 75% or better is achieved on the practical grading form, such as a rubric. The exam is given at the completion of each required practical evaluation (ex: pre-clinic level, level 1, level 2, and Salon Ready). The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

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# Instructional Program / Teacher Training

CIP Code 12.0413 – SOC Code 25-1194.00 / 35 hour schedule = 29 weeks / 24 hour schedule = 41 weeks

## 1000 Clock Hour Program/Course Description

This teacher training course is designed to prepare the licensed cosmetology professional to become instructors in the cosmetology arts and sciences and to prepare them for State of Oregon 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 in hair design, nails, esthetics, and barbering 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. (715-045-0200)

### Program Goals and Objectives

This program 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 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.

### Program 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 teacher trainee'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 teacher trainee's professional conduct are highly scrutinized.

### Grading Procedures and Grade Scale

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 / Qualitative 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 / Qualitative 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 Hour Teacher Training Curriculum Contents/Units of Instruction – Mandated by Higher Education Coordinating Commission.

In the program of study the student will receive theory instruction, classroom instructor demonstrations, guided practice and clinic experience while under the supervision of a licensed instructor. The teacher trainee will also design and present both theory and practical lesson to students.

The teacher training curriculum is inclusive of instruction and actual practice in the following areas:

|   |  |
|---|--|
| Foundations – 15 classroom hours  | Results Orientated Classroom Management-15 classroom hours 15 lab hours                            |
| Developing a Dynamic Program of Study – 15 classroom hours 15 lab hours                     | Industry Needs – 10 classroom/lab hours 25 clinic hours  |
| Creating & using educational aids – 5 classroom hours 10 lab hours 20 clinic hours          | Teaching a dynamic clinic – 15 classroom/lab hours 470 clinic hours                                |
| Teaching skills and presentation techniques-15 classroom hours 15 lab hours 70 clinic hours | Student Evaluation and Testing Methods – 15 classroom hours 10 classroom/lab hours 50 clinic hours |
| Teaching to Diverse learning styles – 15 classroom hours 15 lab hours 35 clinic hours       | Powerful teaching and learning methods – 10 classroom hours 20 lab hours 75 clinic hours           |
| Professional Performance Evaluation – 5 classroom hours 5 clinic hours 5 lab hours          | Preparing for Licensure and Employment – 10 classroom hours  |

**Clinic: 750 clock hours; Classroom and Salon floor: 125 clock hours;**

**Classroom: 125 clock hours = Total Training Hours 1000 Clock Hours**

**Career Choices-** For occupations see list in catalog. For further course disclosure information, please visit our website at [www.beaumontacademy.com](http://www.beaumontacademy.com)

# Instructional Program / Esthetics and Nail Technology

CIP Code 12.0499 – SOC Code 39-5091 / 35 hour schedule = average 12 weeks / 24 hour schedule = average 17 weeks

## Program/Course Description

This program consists of instruction regarding basic massage, facial treatments, skin care, body treatments and skin disorders, cosmetic products and application, removal of unwanted hair, basic manicure, pedicure, massage, artificial nails and tips, sanitation requirements and occupational requirements.

## Program Goals and Objectives

Training is provided through a sequential set of learning steps, which address specific tasks that are necessary for state board preparation, graduation, and job entry skills. Clinic equipment and the training environment, implements, and products used are comparable to those used in the industry and within a professional work environment. Each student shall receive instruction that relates to the performance of confidence building, useful, creative, and productive career orientated activities. Subjects are presented in the form of lecture, class assignments, demonstration, student participation, role-playing, class discussion, and projects. Audio-visual aids, guest speakers, competitions, and other related learning methods are utilized as instructional tools throughout the duration of enrollment.

The esthetics & nail technology course is a “combination” program. The student will receive theory and practical instruction, classroom demonstrations, guided practice and clinic experience while under the supervision of a licensed instructor.

## Esthetics and Nail Technology Curriculum/Core Competencies and Abilities

| Unit                  | Contents   | Competencies   |
|-----------------------|--|--|
| Anatomy & Physiology  | Building Blocks of the human body<br>Basic body systems                                  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Microbiology          | Salon Ecology<br>Infection Control<br>First Aid  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Esthetics             | Basic Facial/Cleansing<br>Body Treatment<br>Lashes<br>Makeup<br>Hair Removal             | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Nail Technology       | Manicuring<br>Pedicuring<br>Artificial Nails   | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Career Development    | Building a Clientele<br>Professional Development<br>Professional Communication<br>Retail | Demonstrate mastery through a minimum of 75% on theory and practical assessments |
| Oregon Laws and Rules | Safety & Sanitation<br>Professional Conduct  | Demonstrate mastery through a minimum of 75% on theory and practical assessments |

The institution assesses students as they move through each phase of the program: Pre-Clinic, Salon Level 1, Salon Level 2, and Salon Ready. The student must demonstrate mastery and competency through evaluations performed by instructors and completion of curriculum packets.

## Esthetics and Nail Technology Practical Requirements

The practical requirements listed below are minimum expectations of industry standards. In order for the student to demonstrate mastery a performance evaluation can be executed by the school.

### Type of Service/Amount

**Manicures 20**

**Pedicures 20**

**Artificial Nails 30**

**Skin Care Services 140**

**Facial Make-up 20**

### **GRADING THEORY WORK / QUALITATIVE PROCEDURE**

A theory lesson that is required in the course curriculum is completed when a passing grade of 75% is achieved on the written exam. The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

### **GRADING PRACTICAL WORK / QUALITATIVE PROCEDURE**

A practical exam is given to the students and is considered complete once a 75% or better is achieved on the practical grading form, such as a rubric. The exam is given at the completion of each required practical evaluation (ex: pre-clinic level, level 1, level 2, and Salon Ready). The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

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### **List of Equipment Per Course**

Beau Monde Academy of Barbering and Cosmetology and/or the manufacturer has the ability to change the prices and contents of the listed equipment.

Beau Monde Academy provides students in pre-clinic with a loaner tool box while in the classroom.

\*denotes items that are mandatory and proprietary to either Beau Monde Academy or Pivot Point International

#### **HAIR DESIGN (LEARN ABOUT BEAUTY AND STARTER KIT LIST)**

\*Cosmetology Fundamentals Textbook – Pivot Point eBook with Pivot Point LAB

\*Cosmetology Fundamentals Workbook – Pivot Point eBook and hard copy

\*DA Sculpture Workbook – eBook with LAB

\*DA Hair Design Workbook - eBook with LAB

\*DA Texture Workbook - eBook with LAB

\*DA Color Workbook - eBook with LAB

\*DA Salon Success Book - eBook with LAB

\*1-Male Mannequin – in starter kit

\*1-Female Mannequin - in starter kit

\*1-Rectangular Weft - in starter kit

\*T-Shirt

#### **BARBERING (LEARN ABOUT BEAUTY AND STARTER KIT LIST)**

\*Cosmetology Fundamentals Textbook - eBook with LAB

\*Cosmetology Fundamentals Workbook - eBook with LAB and hard copy

\*DA Sculpture Workbook - eBook with LAB

\*DA Hair Design Workbook - eBook with LAB

\*DA Salon Success Book - eBook with LAB

\*1-Male Mannequin - in starter kit

\*1-Female Mannequin - in starter kit

\*1-Rectangular Weft - in starter kit

\*T-Shirt

#### **NAIL TECHNOLOGY (STARTER KIT LIST)**

\*Cosmetology Fundamentals Textbook

\*Cosmetology Fundamentals Workbook

\*DA Salon Success Book

## **ESTHETICS (LEARN ABOUT BEAUTY AND STARTER KIT LIST)**

- \*Salon Esthetics Fundamentals Textbook - eBook with LAB
- \*Cosmetology Fundamentals Workbook
- \*Salon Success Book - eBook with LAB

## **REQUIRED MATERIALS:**

### **HAIR DESIGN / BARBERING**

- \*Medium size carrying case
- \*2 plastic shampoo cape
- \*1 cloth comb out cape
- \*1 flat iron
- \*All-purpose clips 3" or longer pack of 6 or more
- \*Curling iron (marcel type no spring 3/4" barrel)
- \*Cutting shears 5 1/2 "
- \*Set of Shark Fin shears and thinning shears
- \*Basic styling razor for haircutting
- \*Clippers and trimmers for barbering with guards
- \*Thinning shears 5 1/2 "
- \*Blow dryer 1500-watt min
- \*Mannequin head stand
- \*1 apron
- \*1 hand mirror
- Salon Floor Provided Items
- \*Styling Combs
- \*Styling Brushes
- \*Texture Perms Rods
- \*Double and Single prong clips

### **NAIL TECHNOLOGY**

- \*Small Carrying Case
- \*Nail Brush
- \*Cuticle Pusher
- \*Cuticle Scissors
- \*Toe and Finger Nail Clippers
- \*Paddle Board (Foot File)
- \*Nail Polish (must have top coat, base coat, and red color)
- \*Nail Files any size
- \*Finger bowl

### **ESTHETICS (student kit)**

- \*Brushes (Make-up cosmetic)
- \*Small Carrying Case
- \*Disposable Mascara Wands
- \*Disposable Eye Make up applicators
- \*Disposable Lip brushes
- \*Disposable Sponges
- \*Individual Artificial Lashes that includes Adhesive and Adhesive Remover\*
- \*Make-up Kit



\*Tweezers

\*Cape (Cloth, Comb out style)

**GENERAL** (will need first day)

Pivot Point LAB (Learn About Beauty) compatible device (inquire for details)

Pen

Pencils

Erasers

Highlighters

Pencil Sharpener

3 Ring Binder

Dividers

Notebook Paper

**ITEMIZATION OF TEXTBOOKS/eBooks:**

\*Salon Success \$149.20

\*Pivot Point Books Bundle \$662.35

-Hair Design, Sculpture, Texture, Color

## **CORE 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 related training programs, the following state program components must be included in each program curriculum. Successful completion of these components shall be required of all students (715-045-0210).

### **CORE COMPONENT CURRICULUM OUTLINES**

#### **Safety, Sanitation, and Hygiene – 20 hours**

Dispensary

Hazardous Chemical Awareness

OHSA / MSDS

Oregon Law / Oregon Rules and Regulations

First Aid

Safety, Sanitation, Decontamination/Infection Control, Bacteriology

#### **Career Development – 20 hours**

Debt Management

Professionalism

Salaries and Taxes

Setting up a Business

Resume/Interview Preparation

Salon and Reception Operations

Advertising and Promotion

Time Management

## **COMPLETION, GRADUATION, ACADEMIC CREDENTIAL, AND STATE BOARD EXAMINATION**

Beau Monde Academy of Barbering and Cosmetology follows an institutional policy and procedure that is consistent with the exit procedures followed by college and universities regarding student completion and the release of official academic transcripts.

### **GRADUATION REQUIREMENTS**

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

- Complete all core curriculum requirements and show mastery, listed in the student catalog/handbook, 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 practical test average of no less than 75%.
- Complete all practical requirements and demonstrate mastery in practical operations.
- Take and pass the institutionally administered theory and practical final examinations (referred to as the "Baby Boards"), achieving a grade of no less than 75%.
- Complete all employment seeking forms.
- Complete all exit interviews.
- Have no outstanding financial obligations to the academy. The student account must be settled prior to graduation.

A student who satisfies the requirements listed above is considered a graduate and is issued their diploma. Within 7 to 10 calendar days the academy will release the student's official academic transcripts directly to the HLO. When the school informs a student that he/she is competent, the student may elect to leave the school with a diploma at that time or stay in school until he/she has been trained for an amount of time equal to the training hours listed and no additional tuition may be charged. The student shall notify the school of his/her decision within two weeks of notice of completion.

### **ACADEMIC CREDENTIAL**

At the time a student completes all course completion requirements a signed and dated diploma is issued by Beau Monde Academy of Barbering and Cosmetology.

### **STATE BOARD EXAM SCHEDULE**

The applicant must take the State Board examination at the HLO office located in Salem, Oregon. Please call the Health Licensing Office at 503-378-8667 for the most current information on testing and times.

## **GRADING**

### **GRADING THEORY WORK / QUALITATIVE PROCEDURE**

A theory lesson that is required in the course curriculum is completed when a passing grade of 75% is achieved on the written exam. The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

## **GRADING PRACTICAL WORK / QUALITATIVE PROCEDURE**

A practical exam is given to the students and is considered complete once a 75% or better is achieved on the practical grading form, such as a rubric. The exam is given at the completion of each required practical evaluation (ex: pre-clinic level, level 1, level 2, and Salon Ready). The school keeps individual progress reports and hand-deliver them to the students on monthly progress report day. The student progress reports are also available to each student for review upon request.

## **ATTENDANCE / QUANTITATIVE**

A minimum attendance of 70% is required for all courses/programs.

## **STATE BOARD LICENSING FEES**

### **APPLICATIONS**

Certificate - \$30 per field  
Certificate by Reciprocity - \$100 per field  
Facility - \$140  
Independent Contractor - \$70  
Freelance - \$35  
Temporary Facility - \$70

### **EXAMINATIONS**

Written - \$45 per field  
Oregon Law - \$45

### **AUTHORIZATION TO PRACTICE**

Original Certification - \$35 per field (valid for 2 years)  
Original Certification by Reciprocity - \$65 per field (valid for 2 years)  
Renewal of Certification - \$65 per field (valid for 2 years)  
Renewal - \$65 per field (valid for 2 years)  
Facility License (original and renewal) - \$155 (valid for 1 year)  
Independent Contractor (original and renewal) - \$140 (valid for 1 year)  
Freelance (original and renewal) - \$140 (valid for 1 year)

## **GENERAL “GOOD CONSUMER” INFORMATION**

### **JOB REFERRAL AND EMPLOYMENT**

Beau Monde Academy of Barbering and Cosmetology does not guarantee any student employment, nor guarantee any student a starting wage scale. Beau Monde Academy of Barbering and Cosmetology 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 Academy they are referred to our recent graduates. Graduates are required to provide Beau Monde Academy 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 Academy to provide this type of information to a potential employer.

### **APPLIED EFFORT POLICY**

Beau Monde Academy requires students to apply effort while clocked in. Any student deemed to not be applying effort will be verbally warned. If they are again deemed to not be applying effort they will receive a written warning. Finally, if the student does not comply with the verbal and written warning they will be asked to clock out and go home for the day.

### **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 to \$900 per month.
- Transportation Costs – approximately \$110 to 120 per month.
- Reliable Child Care Costs vary, but are generally no less than \$100 per week.
- Food – approximately \$80 per week, for a single person.
- Utility and Telephone Bills – approximately \$260 per month.
- Pens, pencils, notebooks and paper that are additional training needs, approximately \$225 during the length of the entire course.

### **STUDENT COMMENTS AND SUGGESTIONS**

Student comments and suggestions are encouraged at Beau Monde Academy. 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". Any student with a written comment or suggestion is not required to sign the paper.

### **COURSE CURRICULUM REVISIONS**

Beau Monde Academy 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 requirements.

### **CATALOG CHANGES 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 the academy will be protected from any changes that may occur involving tuition.

### **CONSTITUTION DAY**

Beau Monde Academy of Barbering and Cosmetology observes Constitution Day on September 17<sup>th</sup>. If 9/17 falls on a Sunday or Monday the academy will observe on the Saturday prior. A lesson plan of education regarding the US Constitution will be followed and includes student activities, lessons, and more.

### **VOTER REGISTRATION**

All Oregon Elections are vote by mail. To vote in the upcoming elections you must be registered. If you need to register please go to [registertovote.org](http://registertovote.org) and follow the instructions. You may go to <http://elections.mytimetovote.com/dates/oregon.html#cdate> for important voting dates.

### **ADDITIONAL QUESTIONS**

Please contact the administrative office. We will be happy to answer any further questions you may have. Admissions and financial questions should be directed to 503.226.1427. If you have additional questions about policy and procedures please contact our regulatory agencies listed in this catalog.

July 1st, 2022