

Christina and  
Company  
Education Center  
Student Catalog

2023

This catalog contains the policies and operating procedures for  
Christina and Company Education Center.

Volume I  
published 05-2023

**Christina and Company Education Center**

220 Meijer Drive  
Lafayette, IN 47905  
765-446-1811

[www.ccedcenter.com](http://www.ccedcenter.com)

Hours of operation: Monday-Saturday 8:00 am -5:00 pm

Christina and Company Education Center is licensed and approved by the:

Indiana Professional Licensing Agency  
402 West Washington Street  
Room W072  
Indianapolis, IN 46204-2298  
317-232-2980

Christina and Company Education Center is accredited by:

The National Accrediting Commission of Career Arts and Sciences (NACCAS)

[www.naccas.org](http://www.naccas.org)  
3015 Colvin Street  
Alexandria, VA 22314

\*This catalog is written in the language in which the programs will be taught.

## **Administrative Staff**

### **Owner**

Christina Cheek

### **Staff**

#### **Director**

Erin Witherow

#### **Esthetics Instructor**

Kelly Capitanio

Viviana Barjas

#### **Theory Instructor**

Isela Gaeta

#### **Clinic Floor Instructors**

Kelly Capitanio

Tracey Claxton

Isela Gaeta

#### **Student Instructors**

Allie Boehle

Wendy Soto

#### **Substitute Instructor**

Taylor Kerr

#### **Front Desk Staff**

Kiley Corbin

Cynthia Masood

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## **Introduction**

Christina and Company Education Center strives for excellence and quality of education. This is evidenced by our graduates who have achieved success in many different aspects in the professional field, including salon stylists, hair designers, salon owners, cosmetology instructors, school management personnel, technicians, sales representatives, and other key positions for major beauty products and cosmetic manufacturers.

Christina and Company Education Center is a Matrix school, along with being a part of OPI National School Program. We use and sell only professional products from leading manufacturers such as Matrix and Morgan Taylor. Our students experience these professional products through both retail and practical use. Matrix and Morgan Taylor also provide education for our educators and students. With these leading cosmetic manufacturers, Christina and Company Education Center is able to incorporate its own innovative cosmetology, esthetic, and Nail Tech curriculum, with up-to-date, leading-edge methodology from the industry.

## **Mission Statement**

Our mission for our future professionals as a provider of industry education is to empower our students to create a beautiful future by giving them support and knowledge to ensure their success and prepare graduates for employment in the Cosmetology industry.

## **School Facility & History**

Christina and Company Education Center has been training students in the field of cosmetology, esthetics, and nail technology since 2000.

Our facility is over 10,000 square feet with salon-quality styling stations, shampoo stations, manicure tables, European pedicure thrones, esthetic beds, and machines, plus two makeup areas and a full retail center. Our classrooms are equipped with all the educational tools you need to succeed. We use computers throughout the school to track student success. Students use the computers to check their daily appointments and to work toward their goals. Computer readiness is important in the salon world of today. There is free on-site parking available for students and clients. There are also special facilities for handicapped students. Our school is within easy access to major highways and public transportation.

## **Class Start Dates 2023\*** \*Class start dates are subject to change

Cosmetology: 2023 Dates January 16, April 3, June 12, August 21, October 23,

**2024** Dates January 8, March 11, June 10

Esthetics: 2023 Dates January 17, April 4, May 16, August 22, October 24

**2024** Dates January 9, March 12, May 7

Nail Tech: TBA

Instructor: TBA

## **2022 /2023 Holiday and School Closings**

New Years Day

Memorial Day

July 4<sup>th</sup>

Labor Day

Thanksgiving

Christmas Eve

Christmas Day

November 25, 26 2022

December 27-31 2022

March 27, 2023-April 1, 2023

November 24, 25 2023

December 26-30 2023

## **Unexpected Closures**

In case of bad weather watch Lafayette and/or Indianapolis news stations for delay or closing instructions.

We also use the Remind App which helps us to reach out to students directly.

High school students are not required to attend Christina and Company Education Center if their high school is closed due to weather. If there is any type of delay for the student's high school the student must contact Christina and Company Education Center to make an instructor aware they will not be here for the normal start time due to a change in class schedule. This will be excused. Private students are required to attend unless Christina and Company Education Center is closed, or unless a snow emergency is declared in your area.

## **Course Descriptions and Schedules**

### **Cosmetology**

According to Webster's dictionary, cosmetology can be defined as the cosmetic treatment of the skin, hair and nails. The cosmetology program at Christina and Company Education Center is 1500 hours, as required by the Indiana State Board of Cosmetology. A student who completes this program and passes the state board exam will be prepared to enter the beauty industry as a cosmetologist, hairstylist, hair designer, or hairdresser.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communications skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive resource center of references, texts, audio, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING METHODS: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Student salon equipment implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lectures demonstrations and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

GRADING PROCEDURES: Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set forth in the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a written grade average of 75 percent and pass a final written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93–100 EXCELLENT  
 85–92 VERY GOOD  
 75–84 SATISFACTORY  
 74 and BELOW UNSATISFACTORY

Students in the cosmetology program are required to meet the following curriculum set forth by the Indiana State Board of Cosmetology. These are the minimum requirements, and our school may require more actual performances than those required by state board.

Subject	Theory & Demonstration	Sanitation & Actual Practice	Total Hours
Haircutting	100	175	275
Sanitation	40		40
Statutes & Rules	10		10
Salesmanship	5	5	10
Management	10		10
Nail Tech	5	25	30
Pedicuring	5	15	20
Hair Removal (Waxing: brow, lip & chin)	5	10	15
Anatomy & Physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp Performances	10	10	20
Facials & Make-up	20	45	65
Hair coloring	40	150	190
Texture services	70	250	320
Hairstyling (Includes wet and thermal sets, hair waving, hair pressing, hair braiding, and finger waves)	70	210	280
Discretionary	150		150
<b>Totals:</b>	<b>575</b>	<b>925</b>	<b>1500</b>

### Cosmetology Schedule

Students will attend the *Basics* portion of the program for the first 8 weeks. The schedule will be required as follows: Monday-Friday 8:00 am-4:00 pm.

### Full-Time

After the first 8 weeks, the student will then attend Tuesday-Saturday with the choice of the following full-time time schedules: 8:00 am-4:00 pm, 8:30 am-4:30pm, or 9:00 am-5:00 pm. The full-time schedule is 37.5 hours per week. Students attending on this schedule should complete the program in approximately 10 months.

## Part-Time

Our school does not offer a part-time schedule.

\*Schedules are subject to change

## Cosmetology Program Cost

Application/Registration Fee:	\$100
Books/Kit:	\$2200
Tuition:	<u>\$13,000</u>
<b>Total Cost:</b>	<b>\$15,300</b>

\*Prices are subject to change.

\*\*The kit fees and application fees are non-refundable.

## Cosmetology Payment Options

**Financial Aid is available for the Cosmetology Program. Payment plans depend on financial aid award amounts. Cash payment plans are available.**

## Payment Methods

Program costs can be paid by cash, check, credit card, or money order.

## Esthetics

Esthetics can be described as the nature of beauty, art, taste and the creation and appreciation of beauty. A variety of skills are taught including skin analysis, total body skincare, European facials, chemical peels, Swedish massage, stone massage, facial and body waxing, make-up, and eyelash techniques. The esthetics program at Christina and Company Education Center is 700 hours, as required by the Indiana State Board of Cosmetology. A student who completes this program and passes the state board exam will be prepared to enter into the beauty industry as an Esthetician.

**EDUCATIONAL OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.



4. Perform basic manipulative skills in the areas of facial massage, effective use of implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
5. Perform basic analytical skills to determine appropriate skincare makeup services to achieve the best look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.

**REFERENCES:** A comprehensive resource center of references, texts, audio, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Student treatment room equipment implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstrations, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

**GRADING PROCEDURES:** Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set forth in the Practical Skills Competency Evaluation Criteria. Students must maintain a written grade average of 75 percent and pass a final written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Students in the esthetics program are required to meet the following curriculum set forth by the Indiana State Board of Cosmetology. These are the minimum requirements, and our school may require more actual performances than those required by state board.

<u>Subject</u>	<u>Theory &amp; Demonstration</u>	<u>Sanitation &amp; Actual Practice</u>	<u>Total Hours</u>
Chemistry of Skin Care	15	25	40
Physiology & Dermatology	30	30	60
Bacteriology, Disinfection, Sterilization, & Sanitation	15	20	35
Introduction & Operation to Skin Care Machinery	20	30	50
Introduction to Skin Care	15	30	45
Skin Care	35	120	155
Make-Up	15	40	55
Hair Removal	15	55	70
Introduction to Advanced Spa Techniques	10	15	25
Safety Precautions	5	15	20
Professional & Personality Development	20		20
Salesmanship, Marketing, Salon Management, & Retailing	25	20	45
State Statutes	10		10
Discretionary Hours	70		70
<b>Totals:</b>	<b>300</b>	<b>400</b>	<b>700</b>

### **Esthetics Schedule**

The esthetics program is 30 hours per week with the schedule of: Tuesday, Wednesday, Friday and Saturday from 8:00 am-4:00 pm. Students should complete the program in approximately 6 months.

\*Schedules are subject to change

### **Esthetics Program Cost**

Application/Registration Fee:	\$100
Books/Kit:	\$2000
Tuition:	<u>\$10,000</u>
<b>Total Cost:</b>	<b>\$12,100</b>

\*Prices are subject to change.

\*\*The kit fees and application fees are non-refundable.

**Financial Aid is available for the Esthetics Program. Payment plans depend on financial aid award amounts. Cash payment plans are available.**

### **Payment Methods**

Program costs can be paid by cash, check, credit card, or money order.

### **Nail Tech**

The Nail Tech program teaches services performed on nails, hands, arms, legs, and feet for cosmetic purposes. The basics of Nail Tech and pedicuring will be taught along with several types of artificial nail techniques. It is our goal to educate our future professionals in all aspects needed, including business skills to provide a well-rounded course for nail technicians. The Nail Tech program at Christina and Company Education Center is 450 hours, as required by the Indiana State Board of Cosmetology. A student who completes this program and passes the state board exam will be prepared to enter the beauty industry as a nail technician/manicurist.

#### **EDUCATIONAL OBJECTIVES:**

1. Project a positive attitude and sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform basic manipulative skills in the areas of manicures, pedicures, and nail tips and nail enhancements.
5. Perform the basic analytical skills to determine proper nail services and nail shaping's for the client's overall image and needs.
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.
7. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in nail technology and related fields.

**REFERENCES:** A comprehensive library of reference texts, and audio DVD's is available to support the course of study and supplement student training. Students may also use <http://www.miladycima.com>

**TEACHING AND LEARNING METHODS:** The clock-hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lectures, demonstrations, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in this course.

**GRADING PROCEDURE:** Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Skills Competency Evaluation Criteria. Students must maintain a theory 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:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Students in the Nail Tech program are required to meet the following curriculum set forth by the Indiana State Board of Cosmetology. These are the minimum requirements, and our school may require more actual performances than those required by state board.

Subject	Theory & Demonstration	Sanitation & Actual Practice	Total Hours
Sanitation	40		40
Anatomy & Disorders	25		25
Statutes & Rules	10		10
Nail Techniques with			
Sanitation	30	160	190
Nail Tech	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15
Electric Drill/File	10	10	20
Discretionary Hours	45		45
<b>Totals:</b>	<b>195</b>	<b>255</b>	<b>450</b>

### Nail Tech Schedule

The Nail Tech program is 30 hours per week with the schedule of: Tuesday, Wednesday, Friday and Saturday from 8:00 am-4:00 pm. Students should complete the program in approximately 4 months.

\*Schedules are subject to change

### Nail Tech Program Cost

Application/Registration Fee: \$100

Books/Kit:	\$800
Tuition:	\$5200
<b>Total Cost:</b>	<b>\$6100</b>

\*Prices are subject to change.

\*\*The kit fees and application fees are non-refundable.

## **Nail Tech Payment Options**

### **Payment Methods**

Program costs can be paid by cash, check, credit card, or money order.

### **Instructor**

The Instructor program teaches teaching methodology, learning philosophy, and professional development for aspiring cosmetology educators. The Instructor program at Christina and Company Education Center is 1000 hours, as required by the Indiana State Board of Cosmetology. A student who completes this program and passes the state board exam will be prepared to enter the beauty industry as a licensed Instructor.

**EDUCATIONAL OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

**GRADING PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills performance evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale. Students must maintain a theory grade average of 75% and pass a final written and teacher performance evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are assigned according to the following scale:

### **WRITTEN AND PRACTICAL**

93–100 EXCELLENT  
 85–92 VERY GOOD  
 75–84 SATISFACTORY  
 74–0 UNSATISFACTORY

**INSTRUCTIONAL METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery. **REFERENCES:** A comprehensive library of references texts, and audio is available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

Students in the Instructor program are required to meet the following curriculum set forth by the Indiana State Board of Cosmetology. These are the minimum requirements, and our school may require more actual performances than those required by state board.

<u>Subject</u>	<u>Theory &amp; Demonstration</u>	<u>Sanitation &amp; Actual Practice</u>	<u>Total Hours</u>
Orientation and review of the pertinent curriculum	50	100	150
Introduction to Teaching Course outline and development	60	170	330
(1) Lesson planning (2) Teaching techniques (3) Teaching aids (4) Developing, administering, and grading examinations	160		
School administration (1) Record keeping (2) Law and rules	30	20	50
Teaching (1) Assisting in the clinic and theory classrooms (2) Practice teaching in the clinic and theory classrooms		150	150
<b>Totals</b>	<b>300</b>	<b>700</b>	<b>1,000</b>

### **Instructor Schedule**

The student will attend Tuesday-Saturday with the choice of the following full-time time schedules: 8:00 am-4:00 pm, 8:30 am-4:30pm, or 9:00 am-5:00 pm. The full-time schedule is 37.5 hours per week. Students attending this schedule should complete the program in approximately 6 months.

Part-Time: Tuesday, Wednesday, Saturday 9-5 pm, 22.5 hours. This should take approximately 12 months.

### **Instructor Program Cost**

Application/Registration Fee:	\$100.00
Books/Kit:	\$600.00
Tuition:	\$6800.00
<b>Total Cost:</b>	<b>\$7500.00</b>

### **Instructor Payment Options**

#### **Payment in Full**

\$7000.00

### **Payment Methods**

Program costs can be paid by cash, check, credit card, or money order.

### **Graduation Requirements**

The following are the graduation requirements for all programs offered:

- Complete clock hours of training (1500 for Cosmetology, 700 for Esthetics, 450 for Nail Tech, 1000 for Instructor).
- Complete the State practical book requirements.
- Satisfactorily pass all written tests with a 75% or higher.
- Pass all practical exams with a 75% or higher.
- Pass the school final written exam with a 75% or higher.
- Successfully take and pass the State Board Exam with a 75% or higher.
- Satisfy all financial responsibilities to the school.

### **Career Opportunities**

There are a wide variety of professional careers you can pursue after earning a degree from a cosmetology school. Some opportunities include Hairstylist, Hair Color Specialist, Perm Specialist, Esthetician, Nail care Artist, Manicurist, Salon Owner, School Instructor, Salon

Manager, Salon Coordinator, Salon Sales Consultant, Manufacturer Sales Representative, and Makeup Artist.

## **Student Financial Aid**

Christina and Company Education Center offers financial aid such as Pell Grants and/or student loans through the Department of Education. You can apply for financial aid/ Pell Grants at [www.studentaid.gov](http://www.studentaid.gov)

## **Admissions Policy**

All students applying to Christina and Company Education Center must complete all the required pre-enrollment paperwork and provide all the required documents to the school before signing the enrollment agreement. A student requesting enrollment in the school must have a high school diploma, GED certificate, or official high school transcripts\*, and be at least 16 years old (for cosmetology), 17 ½ years old (for esthetics and Nail Tech). The school verifies the validity and equivalence of a high school diploma for foreign students through an outside agency (verified member of the National Association of Credential Evaluation Services) that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma. They must also provide a copy of their Driver's License or other state identification. A \$100.00 non-refundable application fee for each course enrolled is due at the time of enrollment. Financial payments, either the total amount due (tuition, kit fee, application fee) must be received by the school no later than 2 weeks prior to the start date of your preferred enrollment.

If a student has voluntarily withdrawn from the program and was at satisfactory academic and attendance standards, he or she may re-enter this school at any time. Please refer to the re-entry policy on page 29.

Christina and Company Education Center subscribes to the policy of nondiscrimination. This institution does not discriminate in any way in its admission qualifications, instructional methods, or graduation policy. Qualified students regardless of race, color, ethnic origin, national origin, religion, sex, disability, and age are admitted, given equal consideration in instruction and are graduated upon successful completion of requirements stated here within.

\*Transcripts must be received directly from the high school in a sealed envelope. They must be mailed; faxed or emailed transcripts will not be accepted. Transcripts must show that the student completed all required courses for graduation or be accompanied with letterhead from the high school stating that the student completed the courses required for graduation from that institution. CCEC reserves the right to use a professional agency to check the validity of the students' high school credentials in any event it deems is necessary.



## **Student Transfer Policy**

A transfer student from another institution may be accepted after careful evaluation of the student's academic and attendance records. Each transfer must be evaluated on an individual basis. Christina and Company Education Center must receive a sealed official transcript from the institution attended. Transfer students pay the current hourly rate for tuition. Transfer students may begin at the basic phase of training. All transfer hours accepted are applied at the end of training. The following outlines how transfers will be accepted: No more than 33% of the program can be credited from another institution for students who have not completed a program. Christina and Company Education Center accepts 1200 transfer hours from anyone who is already licensed as a cosmetologist. Christina and Company Education Center will accept 100% of transfer hours for students already licensed in another State and need to complete additional hours of training.

## **Our Commitment to You**

We will provide you with a top-quality education to ensure that when you leave our education center you will have the knowledge and ability to begin a successful career in your chosen field. We will provide you with quality equipment and products equal to those used in the most successful salons in our area. Many of the instructors used at Christina and Company Education Center are currently or have previously been employed by Christina & Company salon, as well as other salons throughout the surrounding area. At the Christina and Company Education Center we strive to produce graduates who are fully qualified to work in any salon or spa immediately after graduation.

## **Student Right to Privacy**

In compliance with the Family Educational Rights to Privacy Act of 1974, Christina and Company Education Center will not release any personal information unless there is written consent or instruction (each time of a request) from the student. A parent or guardian has the right to see the student's information if they are still a dependent minor and/or they graduate high school. All inquiries regarding a student's record should be directed to the Director. All inquiries will be verified for each inquiry. The school provides access to student and other school records to its accrediting agency, NACCAS.

## **Rules and Regulations**

### **Our Expectation**

At Christina and Company Education Center we expect all students to be respectful of all rules, equipment, instructors and fellow students. Our rules were implemented for both safety and

orderly operation of the school. All students will be responsible for Christina and Company Education Center's equipment, furniture and products, while in their use. Students can and will be charged for negligent destruction of the above. Students are to always conduct themselves in a respectful manner toward their instructors and peers. Foul language is not permitted. Students are to be respectful of others and keep conversations professional. Students are not to be in unassigned areas such as offices or at or behind the front desk unless approved by an instructor. Any student whose behavior is deemed disruptive to the learning environment will receive written disciplinary action and ultimately termination. Submitting someone else's work as your own, plagiarism, cheating or forging is unacceptable and prohibited. Supplying false or misleading information to the school or a staff member is prohibited. Always follow all state laws and regulations. State law forbids a student to practice cosmetology, nail technology, or esthetics without a license unless under the direct supervision of a licensed instructor.

### **Nondiscrimination**

It is hereby the express written policy of the Christina and Company Education Center that any form of discrimination or bullying including but not limited to color, religion, age, sex, creed, ethnic origin, race or disability will be strictly prohibited.

### **Sexual Harassment**

The administration of Christina and Company Education Center believes that each student deserves a learning environment, free of both verbal and physical harassment. Harassment in any form will not be tolerated. Any student who believes they have been harassed should report the conduct to a staff member in writing. An investigation of all complaints will be conducted in a timely manner. Any student who has been found, after appropriate investigation, to have harassed another student will be subject to disciplinary action up to and including termination.

### **Drugs & Alcohol**

All forms of illegal drugs and/or paraphernalia are strictly prohibited. Knowingly possessing, using, having on one's body (smelling) or being under the influence of any narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, lookalike substances, alcoholic beverage, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to spice and K2, and/or the possessing of drug paraphernalia are strictly prohibited. Any student found with either will be terminated immediately. There is no smoking/vaping inside/outside on school property. If smoking, the student should be within their vehicle to do so.

### **Dress Code**

All **Cosmetology** students must abide by the following dress code daily without exception.

A. Tops

- Must be Christina and Company Education Center shirts or a plain black shirt \*
  - Two shirts will be provided in the student kit.
  - You may purchase more shirts from the front desk
- No hooded sweatshirts or jackets allowed on clinic floor.
- Clean smocks must be always worn. \*\*
- Name tags must be worn every day. \*\*\*

B. Pants

- Solid clean, black pants.
- No faded or distressed pants.
- No holes or see-through workout pants.
- Pants must not drag on the ground.
- No capri pants.

C. Shoes

- Clean solid black shoes.
- Closed-toed and closed-back shoes.

D. Hair/Make-up

- Hair must be always clean and neat.
- Hair care is to be done prior to arriving at school.
- Hair ornaments cannot cover more than ½ the head (not baseball or sock hats).
- Make-up should be tactfully applied prior to arriving at school.

NOTE: *Repair of hair, make-up or nails, as needed, must be done in the restroom during break, lunch or after student has clocked-out.*

All **esthetics** students must abide by the following dress code daily without exception.

- Clean solid black nurse-style uniforms.
- Clean black closed-toed shoes with no markings.
- Students' name tags must be worn at all times. \*\*

All **Nail Tech and Instructor** students must abide by the following dress code daily without exception:

E. Tops

- Must be black and/or white shirts with sleeves.
- No hooded/sweatshirts or jackets allowed on clinic floor.
- Clean aprons must always be worn. \*\*
- Name tags must be worn every day. \*\*\*

F. Pants

- Solid clean, black pants.
- No faded or distressed pants.
- No holes or see-through workout pants.
- Pants must not drag on the ground.
- No capri pants.

G. Shoes

- Clean solid black shoes.
- Closed-toed and closed-back shoes.

H. Hair/Make-up

- Hair must be always clean and neat.
- Hair care is to be done prior to arriving at school.
- Hair ornaments cannot cover more than ½ the head (not baseball or sock hats).
- Make-up should be tactfully applied prior to arriving at school.

All students must be wearing their uniform with their hair and makeup on prior to clocking in each day. Any student in violation of the dress code is subject to the disciplinary guidelines and may be asked to leave and return in proper uniform.

\*If the student is not wearing the Christina and Company Education Center approved uniform, they will be written up, after three write-ups, they will be sent home and it will be counted as an unexcused absence.

\*\*If the uniform or smock becomes stained to the point that it does not look professional, it is the student's responsibility to replace it. The fee to replace a smock is \$27. If the student's smock is misplaced, the school will provide a smock for a fee of \$3.00 per day. If the student does not pay the \$3.00, they will be asked to leave for the day, and it will count as an unexcused absence.

\*\*\* If the student loses their name tag, the school will reissue a temporary name tag until a new name tag can be ordered.  
The cost of a new name tag will be \$13.00.

### **Time Cards**

Due to state board regulations no timecards can be corrected. Any problems need to be reported immediately, and you will have 24 hours to fill out a timecard correction form and have it signed by an instructor.

### **Cleaning Responsibilities**

As any future employer will expect, each student is responsible for a reasonable portion of the daily upkeep of the school. Such responsibilities may include but are not limited to laundry, sweeping, cleaning stations and mirrors, stocking restrooms and cleaning the break room. Common courtesy and respect for one's surroundings are basic to one's future success.

### **Personal Phone Calls and Visits**

Personal phone calls will be greatly discouraged. Such interruptions can be highly disruptive to the learning process and will be restricted to emergencies only. Should someone need to contact you our front desk staff will take their name and phone number and you may call them back during a break. Cell phones will be permitted in the student breakroom. Cell phone use in the classroom will be decided by the instructor. Cell phones will not be permitted on the clinic floor. Friends and family are welcomed and encouraged to come to the school for services. They are to be given the same courtesy and respect as our walk-in customers. However, they are not to loiter in the school. Personal visits should be kept to a minimum. As a courtesy, no one other than students should eat lunch in the break room.

### **Inventory**

Many products will be under the locked supervision of Christina and Company Education Center staff at all times. Please do not remove any items; an instructor will retrieve any item needed upon request.

### **Health and Safety Rules**

It is essential to the health and safety of all students and clients that each student abides by prescribed precautions. It is each student's duty to report an accident to Christina and Company Education Center staff immediately.

Keep all equipment in safe, sanitary, working order.

Keep floors clear of debris and chemicals or damaged materials. Promptly dispose of garbage, chemicals or damaged materials. Note where all fire exits and extinguishers are in case of a fire. Respect electricity. Do not touch unknown breakers, outlets or wires.

Each student is responsible for sanitation. A sanitation duty list will be assigned and checked daily. An Instructor will check sanitation. Signatures will be received when the assigned sanitation is completed. If a student does not perform their assigned duty, no signature will be given. Implements are to be cleaned and disinfected after each client. It is mandatory to store disinfected implements in a clean, closed container. Check handout for procedure on disinfecting implements. Remember, sanitation is part of your grade.

### **Vandalism and Theft**

A frequent inventory list will be made of all equipment and products. If a student removes any equipment or product owned by the school without staff permission the student will be held financially responsible and will be subject to termination. Any student found responsible for vandalism or neglect of Education Center equipment, furniture, or products will be responsible for any replacement or repairs and will be subject to termination. As a part of our career development plan we will expect and require all students to conduct themselves with moral character and sound judgment.

### **Kit and Other Personal Belongings**

Each student is responsible for his/her own kit, equipment, products and personal belongings. Lockers and locked storage compartments in the student cart are provided to prevent loss or theft. Christina and Company Education Center is not responsible for any items that are lost, stolen or broken at the school. Although we try to provide securely locking compartments, we cannot guarantee their effectiveness. Lockers are to be used for all personal items or students should lock personal items in their car. Purses, bags, book bags, are not allowed anywhere in the school except in student lockers or cars. Coats and jackets are to be hung up in appropriate

areas. If these items are found in the school, students will be written-up and discipline action will result according to discipline guidelines. The best way not to have items stolen is to not give others the chance to steal.

Students are not allowed to borrow equipment or supplies from other students without first receiving permission from that student.

All brushes and combs should be kept in zip lock bags in your cart. All dirty brushes should be labeled dirty, and all clean bags should be labeled clean. Students are required to have all the equipment and products with them each day. Failure to come prepared will result in disciplinary action.

**Christina and Company Education Center Crime Report From January 1 2020- May 31 2023**

<u>Offense</u>	<u>number of incidents</u>
Murder/non/negligent manslaughter	0
Sex offenses	0
Robbery	0
Assault	1
Burglary	0
Motor vehicle theft	0
Arson	0
Dating/domestic violence	0
Stalking	0

<u>Offense</u>	<u>number of arrests</u>
Liquor law	0
Drug law violations	0
Weapon law violations	0

There are no hate crimes to report.

## **Parking**

For the convenience of our customers, we ask that all students park behind the school, on the center island or the side of the school. Do not park in front of the building. Students will enter the school at the student entrance where the computer is. Do not come in through the reception area or any back doors please. This is for students' safety as well as convenience. Please help keep the parking lot and/or around your cars trash free. Let's help the environment as well as the appearance of the school. Do not loiter in front of the school for breaks or lunches.

## **Student Services**

After students have been on the clinic floor for 2 full weeks, the 3<sup>rd</sup> week they may earn a student service day. The following is how the student will be able to earn this privilege. Student service day is on Tuesday and Thursday only unless an instructor specifies.

### **Student Service Requirements**

- Student must receive 100% for a sanitation grade that week.
- Student must have not received any discipline write-up that week.
- Students must not be behind in theory or the practical program.
- Student must have the required amount of mannequin work done based on grading period.
- One service per student. Please respect this earned service. If we have too many discrepancies, we will have to discontinue this privilege.

When a student earns a student service workday, the student will receive a slip verifying this privilege. Students must obtain permission from the clinic floor instructor, pay the required fee at the front desk, and give the receipt to the instructor. There will be an expiration date on the slip. The student may receive their service the day they are given (if Tuesday or Thursday) or the following Tuesday/ Thursday. After that another service has to be earned.

Any student wishing to receive services who did not earn student workday tickets must book their appointment off the clock and outside of their normal scheduled time. The student must pay full price. If there is a special event: prom or school dance, a student may receive a hair styling service outside of student workday at no cost to the student provided the student



attends school that day and fulfills their shift. All special event service will be done the last 2 hours of students normal shift.

### **Mannequin Work**

Minimum requirements are set forth for the students benefit. Instructors are required to approve the quality of the work before giving credit and may ask the student to redo unacceptable work.

Only one mannequin may be shown to an instructor at a time. After approval of work, students will wet the mannequin down at a shampoo bowl and comb out the style prior to showing an instructor. At this time students may continue on to the next mannequin. Students must be productive at all times. It is important to keep busy at all times and not get behind in practical or theory work. This is your education; we would like to ensure students are well trained for their exciting new career. Set goals and be proud of your achievements.

### **Client Services**

Students are not allowed to turn down a client. If there is a reason you feel you cannot service a client, contact an instructor. Refusal to accept a client, without proper cause, will result in immediate dismissal for that day. Students will perform needs assessment consultation with an instructor present. Proceed to drape client and start the service upon approval of the instructor. Students must have each service checked by an instructor before departure of the client. If a student does not perform needs assessment with an instructor and/or have instructor check end result, no signatures will be given. This will assist in client satisfaction. Instructors must monitor and check services being performed consistently throughout the service. All chemical services must be recorded on a client service card during the client consultation. All client service record cards are to be signed by the client.

The instructor will discuss and price all chemical tickets before services are performed. Students must use the closing script and escort their client to the front and assist the client in any sales they may be interested in and use.

### **Appointment Book**

Students may not ask the front desk to book them out in the computer for anything other than missing a day or class. Appointments will not be moved.

### **Schedule Change**

All changes to the students' schedule must be approved by the Director. There is a one-time change you may make after graduating to the floor and setting your floor schedule. Any additional changes will be \$5.00 as the graduation date must be changed with each schedule change made. High school students will not be charged for schedule changes resulting from school activities. Also, no students will be charged for a schedule change that Christina and Company Education Center has requested them to make or for job shadowing. However, these changes must keep the students' hours per week the same as to not change their contracted graduation date.

\*These rules and regulations may be changed at any time at the discretion of the Christina and Company Education Center staff. Any changes will be posted for the attention of the students. By signing the rules and regulations, I agree to abide by the rules set forth by Christina and Company Education Center. I understand that if I do not follow these rules, I am subject to termination.

## **Student's Personal File**

Each student, or parent or guardian if the student is a dependent minor, can have access to their student file. Any student that would like to see their personal files may request to do so with an instructor or the director. Student files are maintained for a period of six years, as required.

## **Absent Policy**

As any future employer will require, all students are expected to arrive at the school on time and to remain at school for the entire length of the day. The administration of Christina and Company Education Center takes our attendance policy very seriously as we know that issues such as these can greatly affect future employment. As a part of our effort to prepare each student for a career in our industry, we will emphasize all areas, including responsible attendance, which might impact future success.

It is mandatory for all high school students to attend Christina and Company Education Center full-time during high school vacations.

**Unexcused Absences:** Students will be permitted 75 unexcused hours for cosmetology and 37.5 unexcused hours for esthetics, nail tech, and student instructor of absent hours during their contract period, only 22.5 hours (cosmetology) 7.5 hours (nails and esthetics) of which can be used on Saturdays. These hours are factored into your graduation date. Any hours missed over the allotted amount will need to be made up. A penalty fee of \$3.50 per hour will be charged once the student has gone over their allotted 75 hours.

**Excused Absences:** Doctors excuses only excuse the student for the time specified on the note and are not applied to your excused time until the note is turned in. The note must specify the time and all dates to be excused on the documentation and be handed in upon returning to

school for excused time to be documented. Students will be excused three days for the death of a parent, spouse, partner, child, grandparent, or sibling; two days for an aunt, uncle, or cousin and one day for a friend or acquaintance. Proof needs to be presented in the same timeliness as a doctor's excuse for an excused absence. This time is not figured into the anticipated graduation date. This means that any time missed still needs to be made up so as not to go over graduation date. This does not include maternity leaves, medical leaves or leaves of absence. The graduation date will change based on how long the doctor deems necessary for the time spent out of the program. High school students involved in extracurricular school-related activities must have a note on the school letterhead and with the contacts name and number. The letter must include dates and a time frame that the student needs to be excused. Any disputes must be settled within 30 days.

**Scheduled Absences:** Any student who knows in advance he/she will not attend Christina and Company Education Center, must inform an instructor and fill out absence request form. The student will submit the absence form to the front desk. The front desk will book the student out on the computer with proper comments.

### **Saturdays**

You are allowed to miss 22.5 hours (Cosmo) or 7.5 hours (nails/est.) on Saturdays within your 37.5/75 excused hours. If you leave early for any amount of time less than 4 hours you will be charged \$12.50 and for any amount of time over 4 hours the charge will be \$25.00.

### **Leave of Absence Policy:**

Christina and Company does not offer a Leave of Absence.

### **Graduation Fees**

Any student who does not complete the course requirements by the contracted graduation date will be charged \$10 per hour until graduation requirements are met. The student must attend until all coursework is complete to meet graduation requirements.

The student must attend school adhering to their regular schedule and abide by all school rules until all the requirements are met.

### **Calling In**

If you will not be attending school, students must contact the school before their scheduled start time. High school students must have a parent call in before scheduled start time. High school students are not permitted to attend Christina and Company Education Center if they were absent from their high school. No call no shows will not be tolerated. Students will be charged a \$25.00 fee for each day they no call no show.

## **School Tardy Policy**

If you know you will be tardy to school it is required that you call in before your start time. You will be given a 30 minute leeway for unavoidable tardiness. If student does not clock in before 30 minutes of their scheduled time, the student will be sent home and the occurrence will be treated as an absence. Tardy time is not excused.

## **Lunch breaks**

Students attending 4-5 hours will be eligible to receive one 15-minute break. Students that attend 6 hours will be eligible to receive a 30-minute lunch and one 15-minute break. Students attending 7-10 hours will be eligible to receive two 15-minute breaks and one 30-minute lunch. Lunch will be scheduled ahead of time if possible.

Students should check their schedule often so that they know the lunchtime is , in fact,available to them. Students are not to leave the school premises during lunch break. Students are allowed to walk down to Subway or Salon Centric or sit outside during break. Excessive lunch/break overages will be documented. Discipline action will result, and minutes/hours will be given accordingly. No unearned minutes/hours will be received. If you leave Christina and Company Education School property during your scheduled hours, you will be sent home and it will be counted as an unexcused absence.

## **Breaks**

The Department of Professional and Financial Regulations leaves the breaks up to the Education Center to document them on the time clock or off the time clock. At Christina and Company Education Center, we prefer off-the-clock until breaks are abused. All breaks will be documented. Students are not to leave the school premises during the break. Students are allowed to walk down to Subway or Salon Centric or sit outside during break. When a student is not where they are supposed (class, clinic floor, etc.) after a short search, the student will be signed-out on break and signed in upon their return. If a student is late for break, hours will be earned accordingly. Breaks must be recorded by the clinic floor instructor only. Students must be monitored at all times unless clocked out for their safety. Keeping students safe and educated is a job we do not take lightly.

## **Mondays**

After students enrolled in the cosmetology program have completed the basics section of the course, Mondays are optional days for Cosmetology students only to obtain extra hours to

catch up on missed time or to graduate early. Students who attend on Monday must stay for a minimum of 4 hours. Any student staying longer than 4 hours must let the receptionist know. Students must sign up by 1:00 pm on the Friday before the Monday they would like to come in.

## **Standards of Progress**

Student progress books, weekly progress sheets, and test grades are kept for each student. 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 satisfactory or better by an instructor.

## **Grading System**

Grading for theory tests is based on a percentage of correct answers to the number of questions on the exam. Students are tested in each subject following instruction. Student must pass each test with a 75% or better prior to taking the final theory exam. If a student has failed to get a 75% on any of the tests, he/she may retake the exam.

### **Grading System**

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

### **Make-up Work**

Students with excessive absent hours are encouraged to make up missed hours on Mondays. When a student is absent, a missed exam is to be made up.

## **Certificates**

Upon completing graduation requirements of Christina and Company Education Center, each student will receive a certificate declaring all requirements have been met.

## Housing

Christina and Company Education Center does not have any school-owned housing facilities. Public housing is available just minutes away from the school.

## State Requirements for Licensure

Any student shall be qualified to receive a certification of registration to practice as a registered beauty culturist who:

- Is at least 18 years of age.
- Has a high school diploma or GED certificate.
- Must have obtained 1500 hours of education and graduated within 3 years from the date of enrollment from an approved cosmetology school. This requirement may be waived by the board if the applicant can prove a hardship such as an emergency, documented illness, or military service.
- Has not been convicted of an act that would constitute grounds for disciplinary sanction or a felony that has a direct bearing on his or her ability to practice competently.
- Has satisfactorily passed a practical examination (approved by the board) at the approved school of beauty culture.
- Has satisfactorily passed a written examination at an approved PSI Exams test center to determine fitness to practice beauty culture.
- Has paid the fee of issuance for a beauty culture license.

## Licensing Fees

**The following fees are your responsibility:**

For written examination of an applicant for certification to practice as a:

Cosmetologist:	\$52.00
Esthetician:	\$52.00
Nail Tech:	\$52.00
Instructor:	\$52.00

For the issuance of a four year license to practice as a:

Cosmetologist:	\$50.00
Esthetician:	\$50.00
Nail Tech:	\$50.00
Instructor:	\$50.00

Renewal of a four year license to practice as a cosmetologist, esthetician, and manicurist; cost is \$40.00.

## **Placement Services**

Christina and Company Education Center has contact with local salons and job postings, or availability will be posted on the bulletin board in the student break room. Christina and Company Education Center does not guarantee employment. Services both of a personal and business nature are provided through the director upon request.

## **Advising**

Advising and coaching is available to help students with problems concerning their education. Assistance with respect to personal matters will be referred to the proper agency.

## **Termination Procedure**

Each student agrees to conduct him or herself in a proper manner and to perform conscientiously the work and studies scheduled by this school. Christina and Company Education Center may terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Once you are terminated from the Cosmetology program at Christina and Company Education Center, you will no longer be considered a current student. If you wish to re-enroll you must wait 30 days from your termination date. Once your 30 days are up you will be able to contact the Director to set up a meeting to see if you are eligible to return to Christina and Company Education Center and complete the program. This meeting will be set up with the Director and an instructor. During this meeting, the student will be reviewed, and a decision will be made within 5 days on whether the student will be eligible to return. Financial obligations will then be discussed. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$150. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, non-refundable application fee or registration fee paid at time of signing agreement with balance paid prior to start date, or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

## **Re-Entry Policy**

If a student has voluntarily withdrawn from the program and was at satisfactory academic and attendance standards, he or she may re-enter this school at any time. If there is a tuition increase during the period the student was away, the student must re-enter at the new rate for all remaining hours. The student will proceed with the curriculum at the point where he or she ended. Students who withdraw prior to completion of the course and wish to re-enroll will return to the same satisfactory academic progress status as at the time of withdrawal.

If a student was terminated, he or she may not re-enter the program until three months have passed.

## **REFUND POLICY – NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid except a non-refundable application fee.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, except a non-refundable application fee, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the application/registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is



delivered to the school administrator or owner in person.

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students' last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is

canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time.

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees, excluding those fees previously stated as non-refundable and kit fees, charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If a course and/or program is canceled subsequent to a student's enrollment and before instruction in the course and/or program has begun; the school shall at its option:
  - a. Provide a full refund of all monies paid; or
  - b. Provide completion of the course and/or program.
- If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, and before instruction in the course and/or program has begun; the school shall at its option:

- a. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or;
  - b. Provide completion of the course and/or program, or;
  - c. Participate in a Teach-Out Agreement, or;
  - d. Provide a full refund of all monies paid.
- If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option:
  - a. Provide a pro rata refund; or
  - b. Participate in a Teach-Out Agreement.

**\*The School is currently eligible to participate in federal Title IV Financial Aid Programs for the Cosmetology and Esthetics program only. The School is not currently eligible to participate in federal Title IV Financial Aid Programs for the Nail Tech or Instructor programs.**

## **R2T4 Policy**

### **Official Withdrawals**

The process for withdrawing from the school is as follows:

- A. Student must complete an official withdrawal form
- B. Student has the option to call, email or turn in a withdrawal form to the Financial aid office
- C. The date of the student notification is the official date of withdrawal or (DOD)

### **Unofficial withdrawal**

The process for unofficial withdrawal from the school is as follows:

- A. The date of determination for withdrawal is no later than 14 days from the student's last date of attendance according to the school's attendance records.
- B. The determination of enrollment time and a student's withdrawal date is used to comply with R2T4 requirements.
  - 1. For all withdrawals, the amount of Title IV aid earned is determined. NOTE: Any student who withdraws at any point after the 60% point in the payment period has earned 100% of their Title IV aid.
  - 2. The amount of Title IV aid that must be returned is determined.
  - 3. The amount of unearned Title IV aid that must be returned by the school is calculated. The following list contains the types of Title IV aid that are subject to being refunded according to the Return of Title IV Funds policy, either by the school, the student, or both (in this order):
    - Federal Direct Unsubsidized Loan
    - Federal Direct Subsidized Loan
    - Federal PLUS Loan

Federal Pell Grant  
FSEOG

4. Funds must be returned within 45 days of the student withdrawal.
5. Finally, the amount of unearned Title IV aid that must be returned by the student is determined. NOTE: If it is determined that a student must return a portion of the Title IV aid received, the school will notify the appropriate agency or student within 30 days of the determination that the student withdrew from school.
5. If it is determined that that the amount of aid disbursed to the student is less than the amount of aid the student has earned, then a post withdrawal disbursement is

made to the student. If the student is entitled to post-withdrawal disbursement, it must be disbursed to the student in 45 days. if it is grant funds. If it is loan funds it must be offered to the student 30 days from the date R2T4 calculation was performed. Students must be notified that they have 14 days to accept or reject the loan. If a student rejects the loan, the funds must be returned to the department of education. If the student is entitled to a post withdrawal disbursement it will applied to the student account first. If the applied funds create a credit balance, it must be sent to the student within 14 days.

NOTE: The Return of Title IV calculation may result in funds that have already posted to the student account being returned. Students then assume the responsibility for payment to the school on their account balance. Generally, a withdrawal from a program will result in an outstanding balance with the school; balances unpaid after a student leaves a program may be submitted to a collection agency for further collection of debt. Please see the Financial Aid Office for examples of refunds.

2. ENROLLMENT TIME IS DEFINED AS THE TIME ELAPSED BETWEEN THE ACTUAL STARTING DATE AND THE DATE THE STUDENT NOTIFIES THE SCHOOL OF THEIR TERMINATION OR THE DATE, THE SCHOOL DETERMINES THE STUDENT WITHDREW.

The student as defined above, or the last day of physical attendance, or in the case of a leave of absence, the documented date of return, shall refund all monies due the applicant within 30 days of formal cancellation. The school defines enrollment time as the clock hours scheduled to have been completed as of the withdrawal date in the payment period or period of enrollment. The date of determination for withdrawal is no later than 14 days from the student's last date of attendance according to the school's attendance records. The determination of enrollment time and a student's withdrawal date is used to comply with R2T4 requirements.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

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

- **EVALUATION PERIODS**

- Students are evaluated for Satisfactory Academic Progress as follows:
- Cosmetology 500, 1000 clocked (actual) hours
- Esthetics 350 clocked (actual) hours
- Nail Tech 200, 400 clocked (actual) hours
- Instructor 500 (actual) hours
  
- \*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.
  
- Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.
  
- Evaluations must be completed within seven school business days following the established evaluation points.
  
- Students are given their Satisfactory Progress Reports to review with an instructor. The student signs that they are aware of their progress and the report is kept in their student file.
  
- Christina and Company Education Center is not term based and therefore does not have a summer term.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED
	HOURS	

Cosmetology (Full time, 37.5 hrs/wk) - 1500 Hours	60 Weeks	2250
Cosmetology (Part time, 20 hrs/wk) – 1500 Hours	112 Weeks	2250
Esthetics (Part time, 30 hrs/wk) – 700 Hours	35 Weeks	1050
Nail Tech (Part time, 30 hrs/wk) – 450 Hours	15 Weeks	675
Instructor (Full time 37.5 hrs/wl) – 1000 Hours	40 Weeks	1500

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. Students who exceed the maximum time frame will be terminated from the program. Periods that a student does not receive Title IV Aid must be counted towards maximum time frame.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. 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. Students are not allowed to receive incomplete grades for any program. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

**DETERMINATION OF PROGRESS STATUS**

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

**WARNING**

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

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of

the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

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

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

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

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. If a student chooses to enroll in one program and then decides to withdraw from that program and enroll in a different program, Satisfactory Academic Progress will start over from the beginning, as hours are not transferred from one program to another.

#### **APPEAL PROCEDURE**

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

#### **RE-ADMISSION POLICY**

Students may reapply to be re-admitted to the institution after being dismissed after waiting a period of 3 months (90 days). Such students will be enrolled on a probationary status.

With respect to financial aid, a student must complete a period of 2 months with at least a 75% grade average and maintain attendance at 67% for that period, as well as comply with all regulations of the school, before financial aid awards will be made. This procedure applies only to dismissals caused by lack of Satisfactory Academic Progress and will never be granted more than once. It does not apply to voluntary withdrawals.

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.

Students re-entering after 180 days will be charged at the current tuition rates for newly entering students.

Students returning within 180 days will have amounts paid during the first period of enrollment credited to this account. If the student re-enters within 12 months of the withdrawal, the administration fee will be waived.

**NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards. SAP evaluation periods are based on actual contracted hours at the institution.

**TRANSFER HOURS**

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

**SATISFACTORY ACADEMIC PROGRESS REPORT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ Evaluation Period \_\_\_\_\_

Scheduled Hours: \_\_\_\_\_

Actual Hours: \_\_\_\_\_

Attendance: \_\_\_\_\_ %

Cumulative Academic Grade: \_\_\_\_\_ %

Student is making satisfactory academic progress: \_\_\_\_ Yes \_\_\_\_ No

Notice of Warning/Probation for non-compliance with requirements for Satisfactory Academic Progress: \_\_\_\_\_

Reason for Warning/Probation: \_\_\_\_ Attendance \_\_\_\_ Academics

**Warning:**

You have until the next evaluation period to bring up your grades and/or attendance up to minimum requirements.

**Probation:**

If the student has still not met progress requirements at the end of the warning period, the student will be considered not making satisfactory academic progress. In order for the student to be placed on probation and continue to receive federal financial aid, the student MUST APPEAL the satisfactory academic progress decision within the next 10 days and prevail upon appeal. You have until the next evaluation period to bring your grades and/or attendance up to minimum requirements, or up to the requirements set forth in an agreed upon academic plan. If satisfactory performance is not achieved by the end of the probationary period according to satisfactory academic progress requirements or your academic plan, your financial aid will be interrupted and you will be responsible for payment of all tuition balances. You will then be required to bring your grades and/or attendance up to satisfactory levels in order to have financial aid reinstated.

Additional Comments:

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Student Signature

Date

School Official Signature

Date

**I have read and understand and agree to adhere to the Christina and Company Education Center policies. *I understand policies are subject to change at anytime deemed necessary. In the event of a rule change, a handout will be given at a student pow-wow explaining the change. Then take the handout home for the parents (guardian) to be signed and brought back if the student is a dependent minor. So that the parents (guardian) will also know what action Christina and Company Education Center is taking to ensure a better environment and learning facility for our students.***

**I fully understand the above Student Catalog and its policies. I agree to abide by the Practice of Professional Ethics and good judgment. I also agree that if I do not abide by Christina and Company Education Center policies disciplinary action will be taken and hours will be received accordingly. This could result in**

**a delay in graduation, additional fees, probation, suspension or expulsion from from the school.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

If under 18 years of age, or a vocational student:

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_



*Director Signature* \_\_\_\_\_ *Date* \_\_\_\_\_