



Main Campus

**630 North Avenue, Suite J
Macon, Georgia 31211
478.741.0030
478.741.0033-Fax**

Augusta Campus

**1325 Augusta West Pkwy., C
Augusta, Georgia 30909
706.854.0010
706.650.9513-Fax**

2009-2010 CATALOG

VOLUME III
DATE OF PUBLICATION 10/2008
Table of Contents

	PAGE
DIRECTOR’S MESSAGE4
HOW TO USE THIS CATALOG5
MISSION STATEMENT6
ABOUT THE SCHOOL6
LICENSURE.7
ACCREDITATION.7
FACILITIES AND EQUIPMENT.7
HANDICAPPED POLICY.7
SCHOLARSHIP7
ADMISSIONS /DUAL ENROLLMENT8
NON-DISCRIMINATION STATEMENT8
ADMISSIONS REQUIREMENTS FOR COSMETOLOGY PROGRAM.8
ADMISSIONS REQUIREMENTS FOR INSTRUCTOR TRAINEE PROGRAM.9
TRANSFER STUDENTS9
SCHOOL RULES AND REGULATONS9
SCHEDULE OF CLASSES9
SCHOOL CALENDAR.9
ORIENTATION SCHEDULE10
JOB PLACEMENT10
PROGRAM COST10
INSTALLMENT PAYMENT PLAN/COLLECTION POLICY10
REFUND POLICY/FINANCIAL AID POLICY11-13

TABLE OF CONTENTS

POLICY OF EXTRA INSTRUCTIONAL CHARGES13
CAMPUS SECURITY/GRADING SYSTEM13
RE-ESTABLISHMENT OF STATUS14
PROBATION/ INTERRUPTION POLICY/MAKE-UP POLICY.14-15
STUDENT RIGHTS15
STUDENT RESPONSIBILITIES.16
ATTENDANCE POLICIES16
WITHDRAWAL/ TERMINATION/ RE-ADMITTANCE17
LEAVE OF ABSENCE17
STUDENTS RECORDS/RE-ADMITTANCE.17
PERSONAL ITEMS AND EQUIPMENT18
COURSE DESCRIPTION AND GOALS18-22
GEORGIA STATE BOARD OF COSMETOLOGY REQUIREMENTS23
CAREER OPPORTUNITIES23
HOUSING23
ADVISEMENT.23
SCHOOL RULES & REGULATIONS24-25
ADMINISTRATION AND STAFF26
GRADUATION REQUIREMENTS27
INTERNAL SCHOOL COMPLAINT PROCEDURE27-28
SATISFACTORY PROGRESS POLICY29-31
SEXUAL HARASSMENT POLICY31-32

Director's Message

With pride and enthusiasm, let me welcome you to Michael's School of Beauty (MSB). Indeed, please think of this catalog as a letter of introduction to the challenges and rewards of a higher education at **MSB**.

In this world of educational enlightenment, the future belongs to those who strive to be different, those who long for knowledge, and those who insist on perfection. At Michael's, we take pride in the high standards that we have set for you out of deep respect for the high expectations you have set for yourself.

If you are one of these unique individuals, then I invite you, through this catalog, to consider Michael's School of Beauty as the road to a successful future for you.

MICHAEL'S SCHOOL OF BEAUTY

How to Use This Catalog

A school catalog (sometimes called a record, bulletin or calendar) is an official publication providing a comprehensive, detailed listing of programs, services, rules, requirements, courses, administrators, and faculty for one academic year. A catalog is an authoritative document, yet may not be taken as a contract between the school and a student. As a general rule, the catalog for the academic year during which you are first enrolled will determine the requirements for your program completion and graduation.

Students sometimes use the school catalog solely as a reference—a much-needed guide to course requirements and deadlines. School catalogues—and the Michael's School of Beauty Catalog is no exception—may have other uses as well.

The many hours you spend earning a diploma at Michael's make the school your academic hometown. Browsing through this catalog may yield information as varied as the following:

1. Evening classes offer flexible scheduling.
2. Information about the school and its programs.
3. Services for students range from academic advisement to placement.

The catalog is organized into the following sections: an overview of the school and its programs; admissions, financial, student's services, and academic information; course descriptions; and last, faculty and administration listings. A table of contents is available to help you locate information quickly. The current academic calendar is located in the catalog to help you plan your year, and "Where to Write or Call", to help you find the fastest way to get your questions answered accurately.

The catalog can be an invaluable tool in planning your time at Michael's School of Beauty. Keep it handy and use it often.

MICHAEL'S SCHOOL OF BEAUTY

Mission Statement

To prepare graduates for successful careers in the fields of Cosmetology arts and Sciences, massage, and/or other related/unrelated fields and to help motivate students to develop maximum potential.

Goals

- To prepare each student to receive his or her license by passing the State Board Examination.
- To provide good training instruction.
- To provide placement services to help insure graduates are gainfully employed in their fields of study.

Objectives

- To promote each student's individual growth and knowledge.
- To prepare students to utilize skills learned in training to successfully promote the industry.
- To prepare students to market skills and to build a successful clientele.

About The School

The school was founded in 1999 under the name of Michael's School of Beauty. The school is license by the Georgia State Board of Cosmetology. The school is owned and operated by The Macon Educational Group, Inc., 2151 Eatonton Road, Madison, Georgia 30650. The main Campus in Macon, Georgia received its accreditation in February 2003 from NACCAS. In September 2006, MSB open a branch campus in Augusta, Georgia.

Quality training provided to students in make-up artistry, skin care (facials), nail technology, extensions, styling of hair, hair coloring, hair shaping, chemical waving, straightening and relaxing, hair removal, sanitation, salon management and Georgia Law and Teacher Training. The school offers programs that will equip the student to meet all requirements necessary to test for licensure.

MICHAEL'S SCHOOL OF BEAUTY

Licensure

Michael's School of Beauty in Macon, Augusta, is licensed by; The Georgia State Board of Cosmetology, 237 Coliseum Drive, Macon, Georgia 31217-3858. Telephone 478.207.1430. Macon License number is COSC000165, Augusta number is COSC000189

Accreditation

Michael's School of Beauty is accredited by the National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS) 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302. Phone 703-600-7600.

Facilities and Equipment

The main campus is conveniently located at 630 North Avenue, Suite J, Macon, Georgia 31211. All Campuses occupies approximately 4,200 square feet of space, with 2,500 square feet for demonstrations and instruction. Equipment includes 20 styling stations, 20 styling chairs, 5 shampoo bowls, 5 shampoo chairs, 3 facial chairs, 2 pedicure spa stations, 10 dryers, 4 manicure tables, classroom tables/chairs, television/VCR, handicapped facilities, adequate locker space, filing cabinets, washer/ dryer facility, fire extinguishers, copier, computers/internet, microwave, and refrigerator. The school is air-conditioned, and parking is available on site. The break area provides for those who prefer to bring their lunch or dinner.

Handicapped Policy

Michael's School of Beauty complies with the Rehabilitation Act of 1973 (Section 504) in that no qualified, handicapped person, will be excluded from enrolling in a program of instruction. MSB Cosmetology School has restroom and classroom facilities to accommodate handicapped persons. The location of the school is easily accessible to the handicapped person.

Scholarship & Fee Waiver Policies

At the present time, the school offers no scholarships or fee waiver policies.

MICHAEL'S SCHOOL OF BEAUTY

Admissions

Michael's School of Beauty (MSB) welcomes students who wish to pursue a Post-Secondary-level program of study. The Office of Admissions, work hard, to make the admissions process an easy one to follow. Service to students is our priority, and academic achievement is expected, nurtured, and rewarded. We look forward to hearing from you and wish you well in your school studies. MSB has the following admissions policy: MSB only admits students who hold a high school diploma or equivalent and minimum of seventeen (17) years of age. This is in line with the Georgia State Board of Cosmetology. The following are considered the equivalent of a high school diploma: GED certificate, certificate of completion of a home school high school program that is acceptable in the state in which home schooling took place and a self-certification by a student from a foreign country from which a high school transcript cannot be obtained due to current political conditions. MSB will not recruit students from other schools. Therefore, if the school fine that a student has dual enrollment, that student shall lose his /her credits at Michael's and remove from enrollment, this is a part of the student right to know

Non-Discrimination Statement

MSB does not discriminate because of sex, age, religion, race, color, creed or ethnic origin in its education programs, admissions, instruction, graduation policies and other activities in accordance with the laws of the United States of America. This practice and requirement of nondiscrimination extends to employment by the administration of student programs and activities operated by the school.

Admissions Requirements

An applicant must have a personal interview with an admissions representative to evaluate the applicant's qualifications and aptitude to pursue a career in cosmetology. The general admissions policy is as follows:

Cosmetology

- Prospective students must be the minimum age of 17 years old.
- High school transcript or diploma.
- Passing GED scores or Certificate
- Picture ID and Social Security card with number or other documentations

MICHAEL'S SCHOOL OF BEAUTY

Teacher Training:

An applicant must have a personal interview with an admissions representative and The Director to evaluate the applicant's qualification and aptitude to pursue a career in the Teacher Training Program. The general admissions policy is as follows:

- The applicant must have a current Masters License.
- High school diploma or GED
- Picture ID and Social Security card with number or other documentations

Credit for Previous Education/Training (Transfer)

When transferring from another State of Georgia school to this institution, and upon the receipt of all proper education and financial aid documentation, **MSB** will accept a maximum of 500 documented transfer hours from another accredited school and a maximum of 150 documented hours from any high school program. Students transferring from out-of-state programs must provide proper educational transcript.

School Rules and Regulations

School rules and regulations are on page 23 of this Catalog. Any violation of these rules and regulations may subject a student to the process of corrective action and may lead to suspension for a period determined by a member of the senior staff. The school reserves the right to dismiss any student whose personal conduct is unsatisfactory by the school's faculty and/or administration.

Schedule of Classes

All sessions (full-time and part-time) starts the first Monday in every month. For students attending classes during the day, the schedule is Monday through Friday from 9:00 a.m. to 4:00 p.m. For evening classes, the schedule is Monday through Friday 5:00 p.m. to 10:00 p.m. Students must be accepted for enrollment 2 business days before the start of class.

School Calendar

The school is closed on Saturdays and Sundays for students and the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day (4th July), Labor Day, Thanksgiving Day, and Christmas.

In the event of emergency closing due to inclement weather or natural disaster (flood, tornado, etc.), the school will close as determined by the local School System.

MICHAEL'S SCHOOL OF BEAUTY

Orientation Schedule

Orientation is given on or before the first day of class, staff or instructors will conduct orientation.

Job Placement

The school makes every effort to assist its graduates in obtaining employment, which will fully utilize their skills. The skills of resume' review and interviewing covered in our study of "Seeking Employment". Students hold mock interviews, interview appointment, suitable dress and appropriate behavior to help them better prepare for the world of work. **However, the school does not guarantee, nor does it promise employment to any student/ graduate.** The school's Placement Director is responsible for assisting students with job placement. The Placement Director assists students by posting available jobs as well as calling and setting up interview appointments for students. Placement assistance is available without charge. The school maintains a placement file listing current job openings in the area. .

Tuition Financial Aid Payment Plan:

Basic Cosmetology (1500 Clock Hours)

Tuition	\$ 14,400.00
Enrollment Fee	100.00
Kit, Supplies & Books	1,500.00
Total Cost	\$ 16,000.00

Instructor Training (750 Clock Hours)

Payment Period 1	0-375	clock hours-months	0-6	\$ 3750.00(plus400+100) =4250.00
Payment period 2	375-750	"	6-12	<u>3750.00</u>
			Total	\$ 8,000.00

Tuition	\$7,500.00
Enrollment Fee	100.00
Book/Supplies	400.00
Total Cost	\$8,000.00

Installment Payment Plan

Michael's School of Beauty offers the following "Installment Payment" terms for students who have the ability to make monthly payments from personal income. Other plans are offered, from the Financial Aid office:

Basic Cosmetology & Instructor Training
 \$ 100.00/ Enrollment Fee
 1,500.00/ Books & Kit
 1,600.00/Total due on first day
 \$14,400/Balance due and payable on the first day of each month in 12 monthly
 payments of \$1,200.
 \$16,000.00/Total amount due

MICHAEL'S SCHOOL OF BEAUTY

COLLECTION POLICY

In any legal action or arbitration between the parties arising out of this agreement, the school, if it prevails, shall be entitled to recover its reasonable attorney fees in addition to any relief to which it may be entitled. Further, the school shall be entitled to recover any attorney's or collection fees and interest associated with the collection of delinquent account of the student.

A \$ 50.00 late fee is charge on monthly payments received after the fifth of the month.

Refund Policy

An applicant not accepted by the school shall be entitled to a refund of all monies paid. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and requests his/her money to be refunded, in writing, within three business days of the signing of the enrollment agreement contract, all monies collected by the school will be refunded, with the exception of the non-refundable application fee. The cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has started training.

If a student cancels his/her enrollment after the three (3) business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less the registration or enrollment fee of \$ 100.00.

For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

Percentage Time to Total Time of Course	Refund	Amount of Total Tuition owed to the School
0.01% to 4.9%	80%	20%
5% to 9.9%	70%	30%
10% to 14.9%	60%	40%
15% to 24.9%	55%	45%
25% to 49.9%	30%	70%
50% and over	0%	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within thirty (30) days of formal cancellation by the student as defined above or formal termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance. A student on a leave of absence notifies the school that he or 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.

Any monies due the student who unofficially withdraws from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school must monitor each students' completion of class participation in learning activities, such as class, examinations,

MICHAEL'S SCHOOL OF BEAUTY

tutorials, computer-assisted instruction, and participation in academic counseling or advisement or other academically related activities or if a student is expelled by the school.

When situations of mitigating circumstances are in evidence, the school may provide a refund, which exceeds this refund policy.

The cost of the kit and supplies is not included in tuition adjustment computations. These items become the property of the student when issue and are non-refundable except as stated above. **NON-REFUNDABLE ITEMS:** Enrollment fee of \$100.00; Textbooks/workbooks that have notes or highlighted on pages or within the text; kits that have been used and cannot be redistributed due to health and sanitation rules and regulations.

Financial Aid Application Procedure

To apply for grants and loans, the students must complete the (applicable aid year) Free Application for Federal Student Aid (FAFSA). This can be completed on line at www.fafsa.ed.gov. Student's loans application are located in the school's financial aid office.

Financial Aid Application Deadlines

It is extremely important that you begin the application process as early as possible to ensure that you meet applicable deadlines as established by the Financial Aid Office. In order to be guaranteed that a student's financial aid is in place at the beginning of the month, the financial aid office must have a complete and accurate file on record by the following deadlines: **The 25th of every month.**

Financial Aid Policy

- For financial aid purposes, students enrolled in the day program are classified as enrolled full-time; students enrolled in the night program are classified as enrolled $\frac{3}{4}$ -time. Loans require a minimum of half-time.
- Any financial assistance a student expects to receive from any outside source must be reported to the financial Aid Office. This includes scholarships, grants, loans, and veteran's benefits. The receipt of additional aid may result in the reduction or cancellation of existing financial aid awards.
- The Financial Aid Office uses the student's permanent home address that is on record with the Admission's Office for all correspondence.
- Students using financial aid to pay tuition and fees are required to appear on the date specified by their contract start date to activate payment. Students failing to follow the outlined procedure will have their schedules cancelled.
- To receive financial aid, a student must: (1) be enrolled at the school, (2) maintain satisfactory academic progress according to the standards of the school; (3) not owe a refund on any grant or be in default on any educational loan; (4) not have borrowed in excess of the loan limits under the title IV programs any institution.
- Students receiving financial aid who find it necessary to withdraw from school or drop must notify the Financial Aid Office of this action. Refund and repayment policies for

MICHAEL'S SCHOOL OF BEAUTY

- financial aid recipients established by the U.S. Department of Education the school will apply.

FINANCIAL ASSISTANCE

Students may apply for grants and loans through the Financial Aid Office. Some of the more common forms of financial assistance are briefly described below. Contact the Financial Aid Office for more information on the aid program available to students. Loans are grants for the student's education amount only.

- **Federal Pell Grant**
The Federal Pell Grant is available to undergraduate U.S. citizens (or eligible non-citizens) who demonstrate financial need as determined by a Congressional formula. The total amount of the grant is determined by the cost of attendance, expected family contribution and enrollment status. When a student qualifies for the Pell Grant the grant does not guarantee full payment of classes. If the student has a balance after receiving their grant, they are responsible for paying the balance. If the Pell Grant does not pay full tuition, the student may apply for student loans.
- **Federal Supplemental Educational Opportunity Grant**
The Federal Supplemental Educational Opportunity Grant (FSEOG) is available to undergraduate students who show exceptional financial need. Federal funding for this grant is limited.
- **Federal Subsidized Stafford Loan**
The Federal Subsidized Stafford Loan is a long-term, low interest loan that is available to undergraduate and graduate students. For new borrowers the loan is guaranteed at a variable interest rate. Eligibility for this loan is based on financial need, academic level, and prior indebtedness as determined by the school Financial Aid Counselor. The federal government subsidizes the interest before the loan repayment period.
- **Federal Unsubsidized Stafford Loan**
The Federal Unsubsidized Stafford Loan is not based on financial need. For new borrowers the loan is guaranteed at a variable interest rate. The borrower is responsible for the interest for the life of the loan, as the federal government does not subsidize it.
- **Federal Parent Loans for Undergraduate Students**
The federal government sponsors Federal Parent Loans for Undergraduate Students (FPLUS) for families needing additional loan assistance. FPLUS funding is limited to the parents of dependent students. Financial need is not required.

MICHAEL'S SCHOOL OF BEAUTY

Veterans' Benefits

The Financial Aid Office will assist veterans who are eligible for federal educational benefits by facilitating the process of applying for the federal educational benefits and by maintaining proper liaison with the Veterans Administration (VA).

The student veteran must provide a copy of the DD214 (Certificate of Release or Discharge from Active Duty) or DD2384 (selected Reserve Educational Assistance Program Notice of Basic Eligibility) to the Financial Aid Office for evaluation.

The student is responsible for paying fees directly to the school and meeting deadlines applicable for all students. A student veteran or dependent receiving compensation that withdraws from the school is required by the Veterans Administration to report such action promptly to the Financial Aid Office.

School Closure Policy

If the school permanently closes with out a teach-out plan and will not offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.

1. The institution will arrange for students to continue their education at an institution that offers the course or one with the same educational objectives.
2. The institution will arrange for a teach-out at an institution in the area. With comparable tuition cost.
3. The institution will notify affected students individually of the availability of all arrangements.
4. A list of all affected students will be sent to NACCAS at the time of closure along with arrangements made for each student to complete his or her education.
5. The institution shall dispose of school records in accordance with state laws.

If a course is canceled, subsequent to a student's enrollment, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide for completion of the course.
3. Tuition adjustment guidelines

MICHAEL'S SCHOOL OF BEAUTY

Policy of Extra Instructional Charges

The institution reserves the right to charge students for extra instruction needed in order to complete the course of study at a rate of \$6.00 per hour for any of the following reasons:

1. The student has had more than 5 unexcused absences during any one month period.
2. The student has been tardy more than 10 times during any one-month period.
3. The student has exceeded 1-1/2 the length of all programs in Basic Cosmetology and instructor trainee.

Equity in Athletics

MSB do not offer athletically related student aid.

Campus Security Report/Drug & Alcohol Abuse Prevention

Please see the Admission Director for these report; they are given during enrollment.

Grading System

The student progress report is reviewed regularly by the instructor. Examinations are taken by the student, after each textbook chapter. Both theory and practical work have a minimum grade of 70% for satisfactory work. The scale below is used for both theory and practical work. Progress reports are done monthly. Georgia State Board of Cosmetology requires all freshman students to complete 250 hours of classroom theory and practical work before entering the clinic floor. An additional evaluation will be performed "monthly" regardless of the clock hours of attendance as a requirement of the Georgia State Board of Cosmetology. Michael's will not add or deduct attendance hours as a penalty and rounds actual attendance hours to no more than the nearest quarter hour.

A = 100 to 90	Excellent	B = 89 to 80	Good
C = 79 to 70	Satisfactory	Below 70	Unsatisfactory

Cosmetology	Instructor Trainee
250 Hrs. Completion of Basics	150 Clock Hours
500 Clock Hours	400 Clock Hours
750 Clock Hours	750 Clock Hours
1500 Clock Hours	

Progress reports are maintained for each student and recorded on an attendance report. The student's record is available to the student for explanation/clarification from the school office where Students' records are kept. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Graduates may receive copies of grades, hours, and any other paper work at .25 per copy. Transfers, Drops, and Terminations may receive copies of grades, hours, and any other paper for a 10.00 fee, providing all other obligations have been met, and all documented information has been given to the school.

Maximum time to complete our programs is 1-1/2 the length of all programs offered.

MICHAEL'S SCHOOL OF BEAUTY

Minimum requirements for Satisfactory Progress:

- Academic – Student must maintain a 70% minimum test score average.
- Students must maintain a 70% minimum average on all practical work.
- Attendance – Students must maintain at least 67% of their contracted schedule hours. Students, who do not maintain 67% of their contracted schedule hours, will be placed on probation.

Re-establishment of Status

Students are evaluated at the end of the probationary period. If attendance is 67%, Theory is 70% and Practical is 70%, student will be placed back in satisfactory status. Unless there is Dual enrollment

Probation/Interruption Policy and Make-up Policy

If a student fail to take his/her test on the schedule test date, then he/she have one week from the return date to re-test. If not taken in that period of time he/she will receive a zero grade. This is the responsibility of the student. Students not achieving 67% attendance, 70% in theory and Practical work, will be handled as follows:

Cosmetology & Instructor Trainee

1st month requirement not achieved-30 day probation.

2nd month requirement not achieved-30 day suspension.

After 30 days suspension is up, the student shall return to school. Upon returning to school, the student will be on 30 days probation. *All work miss from school is the responsibility of the student.*

Student Rights to Know

You have the right to ask a school:

- The names of its accrediting/licensing organizations.
- About its programs, facilities and faculty.
- The cost of attending and the school policy on refunds to students who drop out.
- What financial assistance is available, including federal, state, local, private, and institutional aid programs and the procedures and deadlines for applying for available financial programs?
- What criteria are used in selecting financial aid recipients?

MICHAEL'S SCHOOL OF BEAUTY

How your financial need is determined and how much of your financial need has been met, as determined by the school.

- To explain each type and amount of assistance in your financial aid package and how and when you will receive it.
- To reconsider your aid package, if you believe a mistake has been made.
- How the school determines whether you are making the satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped?
- What the interest rate is on the loan that you have, the total amount you repay, the length of the time you have to repay, when you must start repaying, and cancellation and deferment provisions that apply.
- If you will be affected by any tuition increase once you officially enrolled by signing the Enrollment Agreement.
- Dual enrollment

This Catalog is current at the time of printing. The institution reserves the right to make changes in policy, tuition, and equipment as circumstances dictate subsequent to publication.

Student Consumer Rights and Responsibilities

Education after high school represents a significant investment of both time and money. To help in making a good choice of school, information of the academic programs of a school, facilities, cost of education, refund policy, financial assistance programs, and other relevant information should be considered. Information for students is available at www.studentaid.ed.gov

Student Responsibilities and Conduct Policy

A student has the responsibility to:

- Review and consider all aspects of a school's program before enrolling.
- Provide all additional documentation, verification, corrections, etc., requested by either the school or the agency to which the financial aid application was submitted.
- Read, understand, and keep copies of all forms signed.
- Comply with the provisions of any promissory note and all forms signed in conjunction with financing.
- Notify the school of a change in name, address, or attendance status.
- Know and meet the deadlines for applications for financial aid.
- Understand the school's refund policy.
- Be aware that failure to attend school the day that payments are due does not excuse non-payment.

MICHAEL'S SCHOOL OF BEAUTY

- Pay for any authorized products used or services performed on themselves, other students, or clients.
- Be responsible for all supplies and/or equipment that are checked out to him/her. Unreturned, stolen, abused, or broken items will be billed to the student, and must be cleared before graduation.
- A student terminated for misconduct can not be readmitted under any condition. Misconduct is defined as: Fighting, stealing, drug possessing or selling, terroristic threats and possessing of fire arm.

Attendance Policies

Absences

All students are expected to attend school regularly. If a student is ill or an emergency arises, the student must notify the school before the day ends. No more than 15% of the total length of the program is permitted in absences that do not have to be made up. If the student requires a leave of absence for medical reason, or for circumstances beyond his/her control, the school will permit up to 90 days leave. The student must request the leave in writing to the Director. If the student fails to return to the school from a leave of absence, he/she will then be terminated. Late arrivals and early departures will count against the student.

Tardiness

Tardiness is defined as more than 1 minute late for regularly scheduled class. Tardiness may be excused at the discretion of the instructor. Once a student has three (3) unexcused tardies, the student must be formally advised. This advisement session will determine what actions should be taken by the student and the school to reduce tardiness. Habitual tardiness may lead to suspension. In the event the student requires extra hours beyond his/her scheduled date for graduation to complete the program, a charge of \$5.00 per hour will be assessed to the student's tuition charges.

Withdrawal / Termination / Re-Admittance Termination Policies

Students may be placed on probation or terminated from enrollment for the following reasons:
Tardy more than ten (10) times during one month: Absent **"UNEXCUSED"** five (5) days in any one month grading period: Failure to comply with the rules and regulations of the school catalog requirements

If a student has to discontinue his/her program of study temporarily, the following procedure must be followed:

MICHAEL'S SCHOOL OF BEAUTY

Withdrawing from the School

Withdrawing from the school means that a student drops all courses for the current enrollment period. Any student who finds it necessary to withdraw should begin the withdrawal process in the Administration Department. Formal withdrawal from the school is required to ensure that the student is eligible to return to Michael's School of Beauty at a future date. Any refund to which a student is entitled will be considered on the basis of the date and clock hours earned at the time of withdrawal.

Withdrawal – Involuntary

A student may be administratively withdrawn from the school when in the judgment of the Director after consultation with the student's parents and personal physician, it is determined that the student suffers from a physical, mental, emotional or psychological health condition which (a) poses a danger or threat of physical harm to the student or to person or property of others; or (b) causes the student to interfere with the rights of other members of the school.

Except in emergencies, a student shall, upon request, be accorded a hearing before a final decision concerning his or her continued enrollment at Michael's.

Leave of Absence

A leave of absence must be requested in writing to the Director of the school, and may not exceed (90) days. However, some extenuating circumstances may apply which may go beyond this period, and in some cases, financial aid (if applicable) may be affected. If a student does not return to school as scheduled, the student will be **TERMINATED**. The tuition computation will be based on a student's last day of attendance.

Re-admittance

On occasion, due to unusual circumstances, a student must withdraw from school. A former student, in good standing, may reapply by meeting with the Admissions Representative, who will consult with the Director of Education and Financial Aid Officer, and then complete the necessary paperwork. A student who is not in good standing may be accepted on a probationary basis dependent on an interview with the Director of Education and the Financial Aid Officer or the School Director.

Student Records

The school maintains permanent student records and guarantees the right of students to gain access to their files. A written request is required, in order to guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records. An appointment must be scheduled with the Director to review the records with the student. All grades, services, and hours are recorded and kept on file.

MICHAEL'S SCHOOL OF BEAUTY

The school recognizes the right to privacy; therefore, no information on a student will be released without the written permission of the student or his or her guardian of minor in the event the student is less than 18 years old. Third Party Access from Law enforcement, Court Officials, and Attorneys must have a subpoena or court order before student record information can be released. The school will not publish directory information such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and award received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items. Signing of this catalog gives permission to the school to provide and permit access to your school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission or any other Federal or State order. All student records are kept in lockable filing cabinet and will be maintained for five years.

Personal Items and Equipment

Michael's School of Beauty assumes no responsibility for loss or damage to any personal items belonging to the students, including student kit, supplies and books after original issue.

Cosmetology kit

▪ 1 Nylon Bag-Black/large	1	Shaper Blades 5/box
▪ 1 Hair Shaper with 1 Blade	1	Roller rooster 144 pcs
▪ 1 Mannequin w/Holder	1	Steri-Dri ½ oz
▪ 1 Hair Lift	1	Manicure Kit 7 Items
▪ 1 Nail Odorless Kit Finger	1	Manicure Brushes
▪ 1 8oz Applicator Bottle/ Cap	1	8 oz Bottle & Sprayer
▪ 1 Double Prong Clips Box	1	Shampoo Cape
▪ 1 Combout Cape	1	Butterfly Clips 12/Pk
▪ 1 Dye Brushes	1	Single Prong Clips 80/Pcs
▪ 1 Long White Rods 12/Pk	1	Short Blue Rods 12/Pk
▪ 1 Long Blue Rods 12/Pk	1	Long Gray Rods 12/Pk
▪ 1 Short Gray Rods 12/Pk	1	Short White Rods 12/Pk
▪ 1 #500 Advance Brush	1	# 120 30 Tooth Thinning Shears
▪ 1 Rat Tail Comb Box	1	Styling Comb Box
▪ 1 Vent Brush	1	#480 Brush
▪ 1 Marcel Iron	1	Blow Dryer
1 Ninja Titanium Shears	1	Wahl Essentials Kit

Textbook: Milady's Standard Textbook, Exam Review, Study Guide and Student CD-ROM

MICHAEL'S SCHOOL OF BEAUTY

Course Description and Goals

Cosmetology

Course Description: This course offers a study of the practices and principles of skills needed to be successful in cosmetology and related fields. It provides knowledge of the structure and chemistry of the hair, scalp, and skin. Skills will be gained in the proper use of products and techniques in providing cosmetology related services. Practical classes are taught to all beginning students, covering sanitation, shampooing, hair shaping, hairstyling, hair coloring, permanent waving, hair relaxing, facials, make-up, manicuring, and hair removal. Training includes completion of basic curriculum and tests. In this portion, students work on mannequins. Computer assisted instructions are given to all students. After completing the basic procedures, students begin practicing on patrons. Upon completion of the program the student is awarded a diploma.

Course Goals: To educate students in men and women haircutting, styling, perming and coloring, with care and various new techniques in the field of Cosmetology.

- To insure an understanding of the theory and practice necessary for professional hair care.
- To teach the principles of the care of the health, condition and appearance of the hair, skin and nails.
- To educate students to be successful through personal motivation and the understanding of the financial aspects of hairstyling and cosmetology.
- To provide the necessary information for students to successfully pass the Georgia State Board of Cosmetology exam.
- To provide students the skills needed to become gainfully employed in a cosmetology related field.
-

Course Length: 1500 hours can be completed in 12 months for day students and 14 months for night students.

Course Format: This course will be taught utilizing the following teaching/learning approaches: lectures, demonstrations, classroom participation, clinical practice, and audio-visual presentations. Theory classes are taught, Monday through Thursday for 1 hour per day for full-time students. Night class theory is taught Monday for 5 hours a night. Theory class consists of lectures, practical demonstration, audiovisuals, and participation.

Course Content:

ORIENTATION

- The History and Career Opportunities
- Life Skills
- Your Professional Image
- Communicating for Success

GENERAL SCIENCES

- Infection Control: Principles and Practice
- General Anatomy and Physiology
- Skin Structure and Growth
- Nail Structure and Growth
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity

HAIR CARE

- Principles of Hair Design
- Shampooing, Rinsing, and Conditioning
- Haircutting
- Hairstyling
- Braiding and Braid Extensions
- Wigs and Hair Enhancements
- Chemical Texture Services
- Hair coloring

SKIN CARE

- Skin Diseases and Disorders
- Hair Removal
- Facials
- Facial Makeup

NAIL CARE

- Nail Diseases and Disorders
- Manicuring
- Pedicuring
- Nail Tips, Wraps, and No-Light Gels
- Acrylic (Methacrylate) Nails
- UV Gels

BUSINESS SKILLS

- Seeking Employment
- On the Job
- The Salon Business
- Georgia State Law

Grading Procedure: Students will have written oral, and performance exams. Exams will be given after each unit of study to assess the student's knowledge in theory. Practical and Clinical work will be graded based on the services performed. **Each student will be required to pass an exit exam before graduating.**

Theory work will be graded according to the following scale:

90-100	A	Excellent
80- 89	B	Good
70- 79	C	Satisfactory
Below 70	F	Unsatisfactory

MICHAEL'S SCHOOL OF BEAUTY

Practical and laboratory work will be graded as follows:

90-100	A	Excellent
80- 89	B	Good
70- 79	C	Satisfactory
69-Below	F	Unsatisfactory

Breakdown of Cosmetology Hours

	First 250 Hours	Total Hours
▪ Theory.....	50	150
▪ Charm, Reception, Deskwork, Art, Ethics.....		50
▪ Laboratory.....		50
▪ Hairdressing, Shampooing, Styling and Comb-out.....	60	390
▪ Hair Cutting and Shaping.....	30	155
▪ Permanent and Cold Waving.....	20	200
▪ Chemical Hair Relaxing		100
▪ Hair Coloring and Bleaching.....	45	170
▪ Hair and Scalp Treatments and Conditioning.....	20	70
▪ Facials, Make-up, Arching, Manicuring and Pedicuring.....	25	135
▪ Business Skills and Additional Instructions.....		30
▪ Total Hours.....	250	1500

Practical	Credit Hours
▪ Style Mannequin	1
▪ Mock Perm	1
▪ Shampoo/Set or Press/curl and Comb-out	1.5
▪ Clean and Set Wig	1.5
▪ Comb-out Only	.5
▪ Shampoo Only	.25
▪ Hair Cut	.75
▪ Scalp Treatment/PPT/Heat Cap	.75
▪ Sea Breeze/Medication Remover/Hairspray Remover	.25
▪ Lash and Brow Tint	.50
▪ Temporary Color Rinses	.25
▪ Color and Toner (Including Shampoo/Set)	2
▪ Bleach (Including Shampoo/Set)	2.5
▪ Cold Waving (Including Shampoo/Set)	3
▪ Chemical Relaxer (Including Shampoo/Set)	2
▪ Arch	.25
▪ Facial	1
▪ Manicure	1

MICHAEL'S SCHOOL OF BEAUTY

Program Objective and Requirements Instructor Training

Course Description: This course of study is designed to instruct a student teacher in basic methods and techniques. It provides an opportunity for each student teacher to observe and assist experienced teachers in the performance of their duties to perform skill demonstrations.

Course Goals:

- To teach the principles necessary for a licensed cosmetologist to become a licensed instructor.

- To train student instructors to create an environment for learning for students.

Course Format: This course will be taught by utilizing the following teaching/learning approaches: Lectures, demonstrations, classroom participation, clinical practice, and audiovisual presentations.

Course Content:

- Orientation
- Fundamental Principles of Teaching
- Teacher Maturity
- Personality and Professional Conduct
- Development of Cosmetology Course
- Teaching Principles
- Student Learning Principles
- Lesson Planning
- The Four-Step Teaching Plan
- Basic Teaching Methods
- Teaching Aids
- Testing
- Classroom Management
- State License Laws and Business Skills
- Teaching Adults
- Classroom Problems
- Teacher Evaluation

MICHAEL'S SCHOOL OF BEAUTY

Grading Procedure: Students will have written and oral performance exams. Exams will be given after each unit of study to assess the student's knowledge in theory. Practical and clinical work will be graded on demonstrations and lectures. Each student will be required to pass an exit exam before graduating. **This exit exam will consist of hands on lecture before the school's exit committee.**

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

90-100	A	Excellent
80- 89	B	Good
70- 79	C	Satisfactory
69-Below	F	Unsatisfactory

Requirements: Must possess an active cosmetology license in the State of Georgia and have worked at least 12 months in the field of cosmetology.

Course Length: 750 hours plus 12 months. Upon completion of the program, student is awarded a diploma.

Breakdown of Teacher Trainee Hours

<u>Subject</u>	<u>Total Hours</u>
▪ General Education/Milady's Instructor Book	225
▪ Cosmetology Laws (Georgia) and Rules	25
▪ Principles of Teaching	100
▪ Teaching Techniques	225
1. Curriculum Development	
2. Lesson plans and Presentations	
3. Classroom Management and Discipline	
4. Demonstrations and Theory Lectures	
5. Various Methods of Evaluation	
▪ Practice Teaching	175
▪ Total Hours	750

MICHAEL'S SCHOOL OF BEAUTY

<u>Practical</u>	<u>Credit Hours</u>
▪ Lesson Plans	1
▪ Demonstrations	1
▪ Test Exams	1
▪ Practicing Teaching	1

Required Textbooks: Milady's Professional Instructor for Cosmetology, Barber-Styling, and Nail Technology.
Milady's Workbook for the Professional Instructor

Georgia State Board of Cosmetology Requirements

Each Cosmetologist or Instructor Trainee must successfully pass a State Board examination after completing the program of training in a state licensed school. Upon passing the State Board written and practice examination, a license is issued, after paying the necessary fees, which enables the student to work in a Beauty Salon or teach at a school in Georgia for Instructor Trainee.

Career Opportunities

Education

State Board Member	Esthetics Teacher
Cosmetology Teacher	Barber Instructor
Beauty School Magazine Columnist	School Director
Beauty Editor/Barber Editor	State Board Inspector
Make-up Teacher	

Private, Chain or Department Store Salons

Manicurist	Platform Stylist
Permanent Wave Specialist	Esthetician
Make-up Artist	Hair Colorist
Salon Owner	Style Director
Theatrical Hairstylist	Beauty Supply Salesperson

Industrial and Scientific Areas

Manufacturer's Representative	Beauty Products Salesperson
Beauty Products Supervisor	Research Assistant

Some of these areas may require additional training.

MICHAEL'S SCHOOL OF BEAUTY

Housing

Michael's School of Beauty does not provide housing facilities for students.

Advisement

The school maintains an "open door" policy for the welfare of the student. Positive and/or corrective issues, is encouraged to be discussed during the advisement meeting whether requested by the student, instructor, or administrator. All advisement forms are required to be signed by both the student and the school. During Evaluation, students are given the opportunity to make comments on their evaluation form. All information will be kept confidential.

RULES AND REGULATIONS

1. Day students-9-4:00 p.m., Monday-Friday, Night students-5-10:00 p.m., Monday-Friday. Classes' starts at 9:00am, all students are expected in class at that time. The main school door closes at 9:01am, no students are allowed in the school at this time. A student tardiness is 9:01am
2. Cell Phones and Blue Tooth are not permissible in the classroom
3. Any student with more than five (5) unexcused absences, within a month will be put on probation. Students must talk with an instructor when calling in about absenteeism.
4. Lap top computers are permissible in the class room
5. Any student who is found to be in possession or under the influence of alcohol or any controlled substances on school property will be terminated.
6. No student will at any time instruct another student in his or her work, unless advised to do so by the instructor.
7. No profanity or gossip will be permitted on school property. Students should limit their conversation with one another while working on patrons.
8. Students will follow any instructions given to them by their instructors or any other member of the faculty or staff.
9. Students must have the permission of their instructor to work on other students.
10. No smoking or usage of tobacco products is permitted inside the school.
11. The school's telephone is to be used for school business only.
12. Prices charged for services are set by school management

MICHAEL'S SCHOOL OF BEAUTY

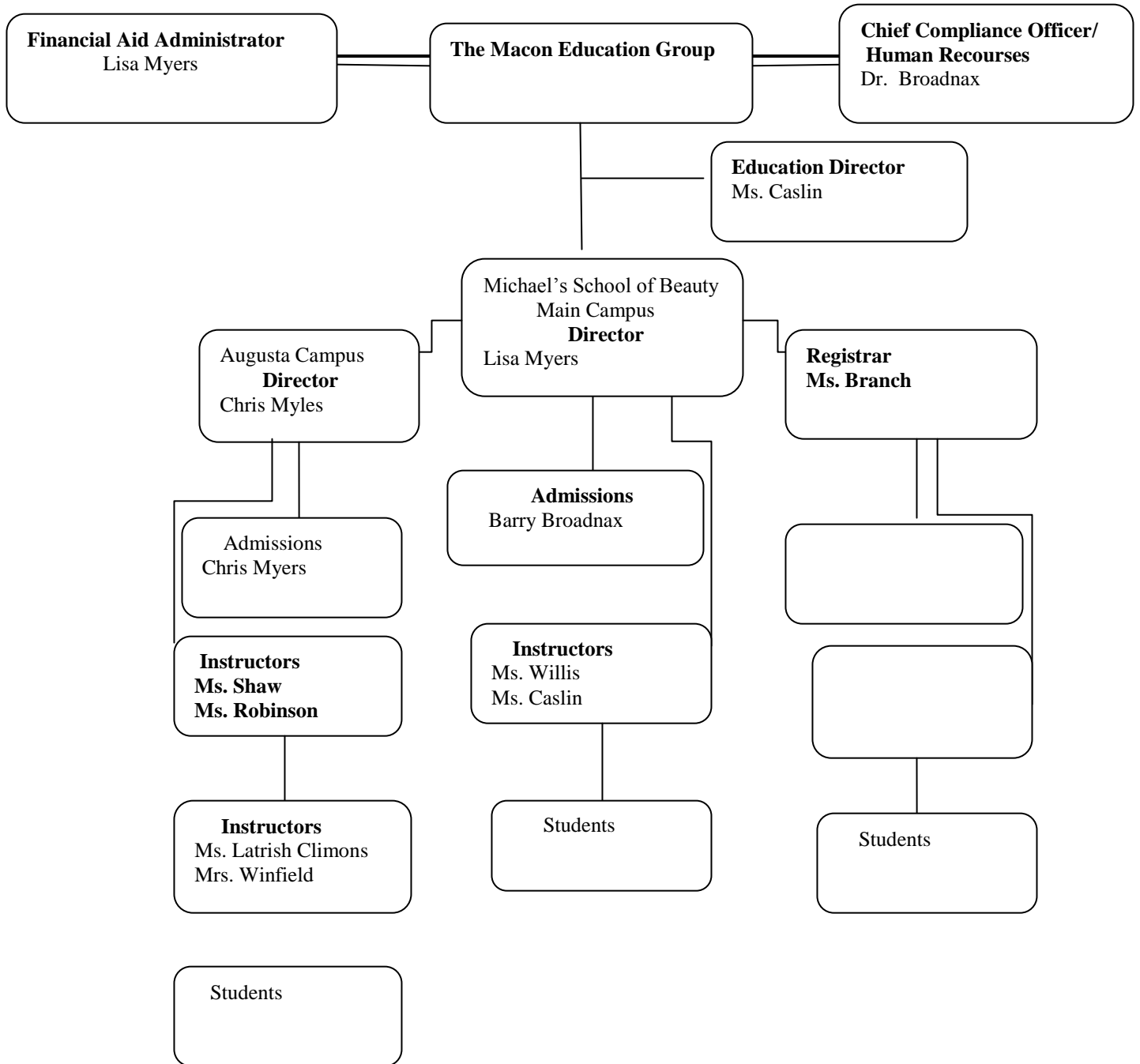
13. Students are to perform ONLY services stated on the ticket.
14. Students are expected to behave in a professional manner at all times.
15. Students are responsible for items issued to them by the school.
16. Students are not allowed in the stockroom without the instructor's permission.
17. Students are expected to keep clean their work area and any area they mess up.
18. Students will be assigned a clean up duty in addition to regular cleaning duties.
19. Students who leave early must check out with their instructor.
20. Students need permission from their instructor to leave the premises during school hours.
21. NO EATING OF CHEWING GUM IS ALLOWED ON THE CLINIC FLOOR.
22. Students must be willing of work on other students and patrons.
23. Students may not have visitors in the classroom or on the clinic floor.
24. Students must bring complete kit, Lab Jacket and books to school daily.
25. Students need their instructor's permission before changing appointment (client ticket).
26. Each student will be assigned to the reception area. Duties will include answering telephones, making appointments, taking payments from the clients, cleaning the reception area and balancing the money at the end of the day.
27. Lunch breaks (60 minutes/day) will be taken during designated periods unless you have special permission from the instructor.
28. Any violations of these rules will result in disciplinary action up to and including termination. Any complaints should be taken to the instructor.
29. Students who wish to appeal the administrative findings on a grievance may do so, in writing, to the Director of the school within five (5) days of the incident.
30. All students are required to adhere to the school dress code. Any student in violation of this dress code will be required to clock out and leave the premises.

THE DRESS CODE IS:

- LAB JACKET (Buttoned at all times)
- CLEAN SHOES (CLOSED IN HEELS, SIDES, and TOES)
- HOSE OR SOCKS
- NO SHORTS OR SKORTS
- NO HALTER TOPS
- NO HATS OR SCARVES

MICHAEL'S SCHOOL OF BEAUTY

ORGANIZATIONAL CHART



MICHAEL'S SCHOOL OF BEAUTY

Graduation requirements

All students graduating from Michael's School of Beauty must complete 1,500 clock hours in Cosmetology and 750 hours in Instructor Training instruction with a minimum overall grade of 70%. Upon satisfactory completion of the course, each qualifying student will receive a Diploma for Cosmetology or Instructor Trainee. Upon completion, the student will be deemed eligible to take the licensing examination provided by the Georgia State Board of Cosmetology.

Note: The maximum time allowable for "Satisfactory Progress" in order to receive a diploma from Michael's School of Beauty is 18 (day) & 21 (night) months for the Basic Cosmetology Course and for the Instructor Training Course.

Full payment of all tuition, fees and costs must be met before any unit of "clock or credit" hours can be released.

Note: This school does not guarantee employment upon completion of any course work and graduation. Individual career advisement is available to all students.

INTERNAL SCHOOL COMPLAINT PROCEDURE

In accordance with the institution's mission statement Michael's School of Beauty will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation, school catalog and posted in the classroom, thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Written records of all complaints will be maintained through two (2) complete accreditation cycles. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process.

1. Students having complaints or grievances should first discuss the matter with the Instructor within three (3) working days of the incident. The Instructor and the grievant will make every effort to resolve the complaint at this point. If a mutually satisfactory adjustment is not reached within three (3) working days from the time of notification or if the complaint is regarding the instructor, the student may proceed to the next step.
2. The student should register the complaint in writing on the designated form provided by the institution within three (3) working days of the date that the act, which is the subject of the grievance, occurred to the Director of Education. The Director of Education will review the complaint and a response will be sent to the student within ten (10) working days of receiving the complaint. If the outcome is still not satisfactory or if the complaint lies with the Education Department the student may proceed to the next step.
3. The student should register the complaint in writing on the designated form to the Director. The Director will render a decision within ten (10) working days. The Director may elect to hold an additional review before rendering a final decision. If a satisfactory adjustment cannot be reached or if the complaint is in relation to the Director, the student may proceed to the next step.

MICHAEL'S SCHOOL OF BEAUTY

4. The Student should register the complaint in writing on the designated form and then mail it to the Corporate Office. The address is listed in the current student catalog. Corporate Management will review the complaint and a response will be sent in writing to the student within fifteen (15) days of receiving the complaint. If the complaint is regarding the school, the student may proceed to the next step.
5. The student should register the complaint in writing on the designated form and then mail it to one or both places. If the complaint is of state level, then the student should address the Georgia State Board of Cosmetology, the address is located in the school catalog. If the student wish he/she may register the complaint with NACCAS the school accrediting body, also, the address can be found in the school catalog. Afterward, the following steps must be taken; Instances in which students are accused of committing infractions of the school rules and regulations will be referred to the director. The director shall conduct a careful and thorough investigation of the alleged infraction. In the event the investigation shows that there is no substantial evidence to support the allegations of wrong doing on the part of the student, the director shall drop the charges.

If the finding indicates sufficient evidence to support the allegation of wrongdoing, the director shall set a date to meet with the student to discuss the charges. Within five (5) calendar days of the conference with the student, the director shall render a decision to dismiss the charges, to impose an administrative reprimand or to place the student on probation. The decision of the director will be presented in writing to the student, Financial Aid and Admission Director. The student may, within five (5) calendar days of the receipt of this notice from the director appeal this decision, in which case, an appeals committee shall be established.

If the student appeals the decision of the director or if the decision of the director is for disciplinary suspension, an appeal committee will be formed. The director shall, within five (5) calendar days after making a decision to suspend the student or after receipt of the written appeal, select a committee of five (5) disinterested persons from the student body, faculty and staff. The director shall designate a chairperson for the committee, who shall set a time and place, for the hearing and notify the student and director. The hearing shall begin ten (10) calendar days after the committee has been designated. The committee shall make its decision by simple majority vote and communicate its finding in writing to the director within (5) calendar days after the hearing is completed. The committee may recommend to the director to drop the charges, or a reprimand be issued or disciplinary probation be imposed for a period not to exceed one month or disciplinary suspension be imposed for a specified time or a student be dismissed from the school.

Within ten (10) calendar days of receipt of the committee report, the director will communicate a final decision to the student. The director shall impose a sanction equal to or less than that recommended by the committee, but he/she may not increase the severity of the decision. The director shall provide a copy of the written decision including the committee report to the student. If the decision includes probation, suspension or dismissal, a copy of the decision shall be provided to the Financial Aid and Admission Directors. If the complainant wishes to pursue the matter further, a complaint form is available through NACCAS, 4401 Ford Avenue #1300, Alexandria, Va. 22302. If not, the decision of the director shall be final and binding on all parties.

MICHAEL'S SCHOOL OF BEAUTY

SATISFACTORY PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at Michael's School of Beauty and complies with regulations applicable to the school. All students are evaluated on a monthly basis.

ATTENDANCE PROGRESS

FULL-TIME STUDENTS

Maximum Time

The maximum time a student has to complete the cosmetology and instructor training course is 1-1/2 the length of all programs offered.

Attendance

Full-time students must attend at least 67 % of the time in a given month, in order to make satisfactory progress and complete the course within the maximum period. The contracted length of the 1500-hour cosmetology and 750-hour instructor training course for students attending 30 hours per week is 12 months for cosmetology students and 15 hours per week is 12 months for instructor training. This provides the student with two (2) weeks of absences for he/she will not be charged. However, any student (cosmetology) not completing the course within the maximum time period will be charged \$ 6.00 per hour and \$ 5.00 per hour for instructor training, of additional instruction needed to complete the course.

PART-TIME STUDENTS

Maximum Time

The maximum time a student has to complete this course is 1-1/2 the length of all programs offered.

Attendance

Part-time students must attend at least 67 % of the time in a given month, in order to make satisfactory progress and complete the course within the maximum time. The contracted length of the 1500-hour cosmetology course for student attending 25 hours per week is 14 months. However, any students not completing the course within the maximum time period will be charged \$ 6.00 per hour of additional instruction needed to complete the course.

The instructor training course has no part-time student.

ACADEMIC PROGRESS

The following factors will be measured to determine academic progress:

- Theory work (test grades, homework, etc.)
- Practical work, Laboratory work
- See grading scale on page 20 of the school catalog.

DETERMINATION OF PROGRESS

Evaluation of progress will be conducted by, the Director, on the first business day of each month.

Satisfactory:

All students are evaluated monthly on the following: minimum of 70% average in theory and practical/clinic work, and at least 67% in hours for all students. Attendance is evaluated on a cumulative basis.

MICHAEL'S SCHOOL OF BEAUTY

SATISFACTORY PROGRESS

The attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time- period established in this policy.

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course mid-point, he/she must meet both attendance and academic minimum requirement on at least one evaluation by the mid-point of the course.

Students failing to meet minimum progress requirement will be placed on probation for one month with the opportunity to meet requirement for the next evaluation period. Grades of theory tests and practical work are used to evaluate the student's academic progress. During probation, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students. At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirement, he/she will be determined to be making satisfactory progress. If the student fails to meet minimum requirement, he/she will be suspended for thirty days with the opportunity to return to school after the suspension.

APPEAL PROCESS

Students who are terminated after failing to achieve minimum requirement may appeal this determination. The student must submit a written appeal to the Director, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. The Director, within five (5) business days of termination, must receive this appeal. Should a student fail to appeal this decision, the decision to terminate will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing shall be attended by the student, parent/guardian (if student is a dependent minor), the student's instructor, and the Director. A decision on the student's appeal will be made within three (3) business days by the Director and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his/her appeal and is 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.

LEAVES OF ABSENCE

Students returning from a leave of absence (LOA) or other interruption of training must return to school in the same satisfactory progress status they had before their departure. When a student go on an (LOA) all funds from the Department of Education, will be put on hold until the student returns. The schools length of (LOA) policy is up to ninety **days** and only one leave per ward year.

WITHDRAWALS/COURSE INCOMPLETE

Any student who withdraws from his/her contracted course or fails to complete his/her training will have a notice placed in his/her student file as to progress at the point of withdrawal.

MICHAEL'S SCHOOL OF BEAUTY

SATISFACTORY PROGRESS

REPETITION

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment.

SEXUAL HARASSMENT POLICY

Sexual harassment of employees or students of Michael's School of Beauty is prohibited and shall subject the offender to dismissal or other sanctions after due process.

Sexual Harassment most often occurs when a person with authority over another exploits that authority for sexual purposes. However, this policy also applies to sexual harassment directed against others of the same status in the School, i.e. student against student, faculty against faculty, and staff against staff.

Consenting romantic or sexual relationships between faculty and students or between a supervisor and an employee may fall within this policy if a power differential exists in the relationship and a charge of sexual harassment is subsequently filed. Such romantic or sexual relationships are officially discouraged by Michael's. Faculty, staff and students who engage in such relationships are hereby notified that they will not be able to have a charge of sexual harassment against them dismissed by pleading mutual consent.

Definition of Sexual Harassment

Unwelcome sexual advancement, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
3. such conduct unreasonably interferes with an individual's work or academic performance or academic environment.

MICHAEL'S SCHOOL OF BEAUTY

Examples of Sexual Harassment

The following examples of sexual harassment are for illustrative purpose only. They are not intended to represent an exhaustive list.

1. Unwanted teasing, jokes, remarks, or questions of sexual nature
2. Unwanted pressure for dates
3. Unwanted letters or phone calls of a sexual nature
4. Unwanted sexually suggestive looks or gestures
5. Unwanted deliberate touching, leaning over, cornering or pinching
6. Unwanted pressure for sexual favors
7. Actual or attempted rape or sexual assault

Procedures for Handling Complaints of Sexual Harassment

Students should follow the same complaint procedure outlined in this catalog. Faculty and Staff should follow the same complaint procedure outlined in the employee manual.

Owner's Statement on Sexual Harassment

Sexual harassment, in any of its many guises, is a threat to the academic community. Everyone has the right to learn, teach, or work in an environment free from sexual behavior which is intimidating, hostile, or offensive. Such behavior cannot be tolerated because it imperils the purpose and spirit of Michael's School of Beauty.