

unlimited beauty

INSTITUTE

27170 GRAND RIVER - REDFORD, MI 48240

CATALOG
Vol.4 FEB. 2022 Revised

Table of Contents

PAGE 1	COVER PAGE/ DATE OF PUBLICATION
PAGE 2	CONTENTS PAGE
PAGE 3	OWNERSHIP, NAME OF SCHOOL & ADDRESS, LICENSING AND ACCREDITATION AGENCY INFORMATION PARKING INFORMATION
PAGE 4	MISSION STATEMENT/ VISION STATEMENT
PAGE 5	PROGRAM START DATES /HOLIDAY SCHEDULE
PAGE 6	DESCRIPTION OF FACILITY
PAGE 6	ADMISSION REQUIREMENTS, STATEMENT OF NON-DISCRIMINATION, STUDENTS RE-ENTRY PROGRAM.
PAGE 7	TRANSFER STUDENT , COURSE LANGUAGE
PAGE 7	COURSE OF STUDY: COSMETOLOGY COURSE, MANICURING COURSE, INSTRUCTOR COURSE LIMITED SPECIALIST INSTRUCTOR COURSE
PAGE 7	LENGTH OF EACH COURSE/PROGRAM
PAGE 8	PHYSICAL DEMANDS
PAGE 8	GRADING SYSTEM/ GRADUATION REQUIREMENTS
PAGE 8	TYPE OF DOCUMENT AWARDED UPON GRADUATION
PAGE 9	EMPLOYMENT ASSISTANCE
PAGE 9-10	INSTITUTION REFUND POLICY
PAGE 10	FORMS OF PAYMENTS
PAGE 10	POLICIES REGARDING STUDENT RECORDS
PAGE 11	RELEASE OF INFORMATION (FERPA)
PAGE 11	ATTENDANCE
PAGE 11-12	RULES AND REGULATIONS, TERMINATION, CONDUCT, TARDINESS, EXCUSED/UNEXCUSED ABSENCES & MAKE- UP WORK
PAGE 12-13	UNIFORMS
PAGE 13	LOCKER SPACES
PAGE 13	COUNSELING
PAGE 13-16	SATISFACTORY ACADEMIC PROGRESS (SAP) COSMETOLOGY COURSE, MANICURING COURSE, INSTRUCTOR COURSE
PAGE 17	LEAVE OF ABSENCE
PAGE 18	GRIEVANCE PROCEDURE POLICY
PAGE 19-20	TUITION /PAYMENT PLAN AND OTHER PAYMENTS
PAGE 21-38	COSMETOLOGY COURSE OUTLINE, MANICURE COURSE OUTLINE, INSTRUCTOR COURSE OUTLINE, LIMITED INSTRUCTOR COURSE OUTLINE.
PAGE 39	OUTCOME RATES
PAGE 40	PRE-ENROLLMENT CHECKLIST/ SIGNATURE PAGE

Unlimited Beauty Institute
27170 Grand River
Redford, MI 48240
313-974-5452
unlimitedbeautyinstitute@yahoo.com

Management

Valerie Steele-McQueen Founder, Owner & General Manager
Donald McQueen, Maintenance Supervisor

Staff

Valerie Steele-McQueen Manicure Instructor
Kimbery Barksdale, Alicia Jenrette, Cosmetology Instructors
Catherine McQueen Administrative Assistant
Minerva Ross COS Instructor

The Michigan State Board of Cosmetology P.O. Box 30670, Lansing MI 48909 (517)373-8068, licenses Unlimited Beauty Institute is Licensed through the Michigan State Board of Cosmetology. Unlimited Beauty Institute is a candidate of NACCAS (National Accrediting Commission of Career Arts & Sciences).

PARKING: Parking is available. The Institute cannot be held responsible for damage, fire, or theft of parked vehicles.

Mission Statement

Unlimited Beauty Institute's Mission is through Quality Post Secondary education students will be prepared for graduation, licensure and placement in the beauty industry.

Vision Statement

Our goal is to provide a high tech and quality experience for all our students: [Following the latest trends, while having basic education as the base foundation of our institute.]

Class Starting Dates

A student may apply for enrollment any day of the school calendar year with classes beginning the first Tuesday of every month. Full time Day- Tues-Sat 9am- 2:30pm & 9am-4pm, Evening Part time, Tuesday-Thursday 5pm - 9pm and one weekend day (Friday or Saturday) 9am-2:30pm. In some months the first Tuesday is the second week of the month.

Register before the entrance date.

Unlimited Beauty Institute Class/Holiday Schedule

No school on the schedule dates listed below:

November 24, 2022 Thanksgiving

Unlimited Beauty Institute Start Dates

First Tuesday of each month

January 4, 2022

February 1, 2022

March 1, 2022

April 5, 2022

May 3, 2022

June 7, 2022

July 5, 2022

August 2, 2022

September 6, 2022

October 4, 2022

November 1, 2022

December 6, 2022

*Graduation - Tuesday, October 4, 2022

Description of Facilities

UNLIMITED BEAUTY INSTITUTE IS A SMOKE FREE ENVIRONMENT

The school is located @ 27170 Grand River, Redford, MI 48240

The facility occupies 9,300 square feet. It has an open floor plan with a reception area, one office and office area, classrooms, one clinic floor area, lockers, one shampoo area, breakroom area, and spa area (pedicure chairs and facial/waxing area).

Admission Requirements

Unlimited Beauty Institute requirements for admission are:

- High School Diploma or Transcript, GED or equivalency,
- Seventeen (17) years of age,
- State Issued Identification card and/or Driver's License.
- Social Security Card
- 500 Word Essay
- Down Payment

Unlimited Beauty Institute does not admit “Ability to Benefit” students.

Admission Requirements for Instructor Course Students also includes:

- A current Cosmetology/Manicuring License,
- Eighteen (18) years of age,

Essay Topic:

- What inspired you to want to enter the beauty industry?
- What uniqueness will you bring to the beauty industry?
- What are you hoping to achieve through your training?
- Why do I want to attend Beauty School?

Statement of Non-Discrimination

Unlimited Beauty Institute does not discriminate on the basis of race, ethnic origin, national origin, handicap, sex, age or religion in admission or access or employment in its education programs and activities. Mrs. Valerie Steele McQueen has been designated to coordinate the school compliance with the nondiscrimination requirements under Section 504 of rehabilitation Act of 1973 and title IX of the education Amendments of 1972 which prohibit discrimination on the basis of handicap, sex and age respectively. Mrs. Valerie Steele-McQueen may be contacted at the school address and/or telephone number. Unlimited Beauty Institute accommodates handicapped students.

STUDENTS RE-ENTRY PROGRAM POLICY

Students may re-enter the program with a State fee of \$15.00, the required registration fee, and also any past due financial obligations.

Transfer Hour Student

Credit is given for previous training when a certified letter is presented from the Michigan State Board for schools that are closed, a transfer of hours form is required from schools that are currently open. A \$15.00 State fee will be required. Also the required registration fee must be paid. All transfer students are required to take an entrance examination. The entrance examination and all other transfer documentation are submitted to the administrative office for calculation of previous hours. Note: Cosmetology students may receive up to 1000 clock hours for previous training. Hours between the amount received and 1500 clock hours will be contracted time. Course work will be shortened accordingly. Tuition cost is calculated based upon the hours required to complete the program multiplied by the current charge divided by the total hours in the program plus the registration fee and any required equipment.

Course of Study

All courses are being taught in English.

Cosmetology Course- Cosmetology Course is a 1500 hour course. This program will prepare you for the State Board Exam and an exciting career in the Beauty Industry.

Manicuring Course- Manicuring Course is a 400/600 hour course. This program will prepare you for the State Board Exam and an exciting career in the Beauty Industry. You will learn the basic techniques as well as new and trendy techniques.

Instructor Course- Instructor Course is a 600 hour course. This program will prepare you with the skills and techniques needed to instruct Cosmetology Course students in Theory & Practical as well as passing the State Board Exam, and are ready to instruct in a classroom setting.

Limited Specialist Instructor Course- Instructor Course is a 300 hour course. This program will prepare you with the skills and techniques needed to instruct manicuring students in Theory & Practical as well as passing the State Board Exam, and ready to instruct in a classroom setting.

All courses provide educational DVD's , demonstrations, various textbooks and Industry Professional Speakers. A licensed Instructor that is renowned in the beauty industry. These courses will prepare students to work in the beauty industry as salon professionals, owners, platform artist, product distributors and more

Junior Students will start off on the grasshopper level in the Classroom. As students advance they will spend more time working on the clinic floor mastering skills. This is called the mastery level.

Physical Demands

Must be able to lift up to twenty (20) pounds and stand/sit for six (6) to seven (7) hours in a work day.

Grading System

Students are obligated to show progress during the course and to maintain passing grades. Students who are not maintaining minimum satisfactory academic progress at the time of evaluation will be put on attendance/academic review and have until the end of the review period to correct the problem.

Grading students is accomplished by written and oral examinations in both theory and practical experience. All operations performed in the student clinics are graded.

Please see Satisfactory Academic Progress Policy.

Graduation Requirements

- A diploma will be issued to graduate students who have met the following requirements:
- Completed required minimum hours for the course
- Completed all minimum practical application assignments, theory assignments and test
- Passed ALL written and practical tests
- Financial obligations met or payment arrangements made

Employment Assistance

Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes. An employment service is continuously maintained to help graduates find employment. As long as graduates remain in the beauty industry or return to it, the employment service is available to them. This service is obtained by calling the Administrative Office for either a phone review of jobs available or an appointment may be made. However, placement is not guaranteed.

Refund Policy

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 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.
 2. A student (or legal 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, 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 registration fee in the amount of \$195.00.
 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, and instruction has begun, 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. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and 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.
- No refunds for scholarship students. Credit for 1 year only.

Forms of Payments

We accept all credit cards, cash, money orders, cashier's checks, cash app, and zelle. Sorry no personal checks.

Policies Regarding Students Records

RIGHT TO ACCESS STUDENT RECORDS/PRIVACY ACT

Unlimited Beauty Institute Guarantees to protect the privacy of all student files unless specifically directed by the student in accordance with the Privacy Act of 1974 – PL 93.579. The School guarantees the student (parent or legal guardian if the student is under legal age or a dependent) access to their cumulative record and to provide proper supervision and interpretation of records when they are being reviewed by students (parent or legal guardian of a dependent minor if the student is under legal age or a dependent). The records shall be made available to the student (parents of dependent minors or legal guardian of a dependent minor if the student is under legal age or a dependent) upon written request, at a time convenient to the School but no more than five (5) days after the receipt of request.

RELEASE OF INFORMATION (FERPA)

Unlimited Beauty Institute provides adequate safeguarding of student records by complying with the Family Education Right to Privacy Act (FERPA) and by observing the following procedures.

- a. Requiring written legally authorized request from third parties desiring information per occurrence;
- b. Protecting the privacy rights of students, parents of dependent minors, or guardians, and staff members; and
- c. Providing for copies of any information sent out of the school.

The School guarantees to protect the privacy of all student files unless specifically directed by the student or a parent/guardian of a minor student in accordance with the Privacy Act of 1974 – Public Law 93.579. Authorization To Release Information Forms are available in the School Office and signed by the student or a parent/guardian of a minor student for a specific need. All staff members are advised and knowledgeable of the procedure for release of information on students. All students are advised on the procedure for Right to Privacy/Release of information at the admissions interview and on orientation day. Before publishing “directory information” such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, the institution allows the student or guardian to deny authority to publish one or more of these items. The institution provides and permits access to student and other school records as required by the National Accrediting Commission of Career Arts and Sciences and other Governmental Agencies as required. Unlimited Beauty Institute provides for the cumulative educational records of students to be maintained for a period of seven years.

Attendance

Regular Day Schedule: Full-Time 9am- 2:30pm & 9am- 4pm Tuesday-Saturday.

Regular Evening Schedule: Part - Time 5pm - 9pm Tuesday-Thursday and Saturday 9am-2:30pm

RULES AND REGULATIONS

Conduct-Termination

May terminate a student's enrollment for noncompliance with General Policies, the contract, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or an employee of the school, willful destruction of school property; theft or any illegal act. Students will be dismissed for actions or conduct that disrupts the school program or reflects negative in any way upon the school. Students dismissed because of unsatisfactory progress or misconduct will not be reinstated unless the administration is assured the misconduct or unsatisfactory conduct has been addressed and corrected. Zero tolerance to misconduct and vulgar language.

- Each demerit (A Pink Slip) will be given and will result in a 1- 2 days suspension. A total of 3 (Pink Slips) will result in Termination.

- Tardy/ Absent
- Disorderly Conduct
- Dress Code - Out of uniform/ no name tag, kit & books this includes the Public Acts booklet.
- Not Completing Task
- Academic Progress

Student:

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that if he/she is a Title IV financial aid recipient,* minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

Absenteeism-Excused and Unexcused Absences

Students absent for more than two days must report the reason to the school's manager. The only absence excused is a 2 week day leave of absence, all other absences are unexcused and hours missed must be made up. Students who are absent for more than 30 calendar days are discontinued. If a student is discontinued and wishes to return to school, the student must re-enroll and will be allowed to complete the course.

Tardiness

If a student is unable to check in at the beginning of the morning session, they will be docked for each half an hour until 10:00am. At 10:15am, there is a cut off time for student entry to the building. If a student is unable to check in at the beginning of the evening session, they will be docked for each half an hour until 6:00pm. At 6:15pm, there is a cut off time for student entry to the building.

Make- up work

At the Instructor's discretion.

Uniforms

Cosmetology Course and Manicuring Course students are required to wear the proper uniform according to their program. Uniform requirement is listed below for each program. Must have visible name Tags

COSMETOLOGY COURSE- 1 SCRUB UNIFORM TOP/BOTTOM PROVIDED BY SCHOOL. THE STUDENT IS RESPONSIBLE FOR ALL BLACK SHOES NO OPENING TOE OR HEEL.

MANICURING COURSE- 1 SCRUB UNIFORM TOP/BOTTOM PROVIDED BY THE SCHOOL. THE STUDENT IS RESPONSIBLE FOR ALL BLACK SHOES NO OPENING TOE OR HEEL.

INSTRUCTOR COURSE - PROFESSIONAL DRESS, WHITE LAB COAT WITH SCHOOL LOGO.
LIMITED SPECIALIST INSTRUCTOR COURSE-PROFESSIONAL DRESS WHITE LAB COAT

Locker Spaces

Locker space is provided for all students in attendance.

Counseling

Students may at any time discuss personal problems that may affect their schooling or future employment with the school manager. Regular evaluation periods for academic and practical work are listed under Satisfactory Progress. (Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school).

Satisfactory Academic Progress Policy (SAP)
--

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.

**This school is not currently approved to participate in Federal Title IV Funding.*

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology Course: 450, 900, 1200 clocked (actual) hours

Manicuring Course 400: 200, clocked (actual) hours

Manicuring Course 600: 300, clocked (actual) hours

Instructor Course: 300, clocked (actual) hours

Limited Specialist Instructor Course: 150, clocked (actual) hours

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

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

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours

scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 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 Course (17 hrs/wk) -1500 Hours	132.5 Weeks	2250
Cosmetology Course (25 hrs/wk) – 1500 Hours	90 Weeks	2250
Cosmetology Course (30 hrs/wk) - 1500 Hours	75 Weeks	2250
Manicuring Course(17 hrs/wk)- 400 Hours	23 Weeks	900
Manicuring Course(25 hrs/wk)- 400 Hours	16 Weeks	900
Manicuring Course(30 hrs/wk)- 400 Hours	13.5 Weeks	900
Manicuring Course (17hrs/wk) - 600 Hours	52.94 Weeks	900
Manicuring Course(25 hrs/wk)- 600 Hour	36 weeks	900
Manicuring Course (30 hrs/wk) – 600 Hours	30 Weeks	900
Instructor Course (17 hrs/wk)- 600 Hours	52.94 Weeks	900
Instructor Course (25 hrs/wk) – 600 Hours	36 Weeks	900
Instructor Course (30 hrs/wk) – 600 Hours	30 Weeks	900
Limited Specialist Instructor Course (17 hrs/wk)-350 Hours	52.94 Weeks	900
Limited Specialist Instructor Course (25 hrs/wk)-350 Hours	36 Weeks	900
Limited Specialist Instructor Course (30 hr/wk)- 350 Hours	30 Weeks	900

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

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to 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. Numerical grades are considered according to the following scale:

95 - 100
85 - 94
75 - 84
74 and BELOW

EXCELLENT
VERY GOOD
SATISFACTORY
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.

APPEAL PROCEDURE

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

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

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

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.

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is considered a temporary interruption in a student's program of study, specifically, the time period when a student is not in attendance. The leave of absence will extend the student's contract period by the same number of days taken in the LOA. These changes must be signed and dated by all parties with the new contracted completion date on the Leave of Absence/Contract Addendum. Any student wishing to request an LOA must notify an instructor or other authorized official in writing prior to when the scheduled leave is to take place, unless under extreme or unforeseen circumstances. Extreme or unforeseen circumstances include, but are not limited to: death in the family, illness, hospitalization, etc. An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

The written request must include the reason for the LOA. The School Director has authority to either grant approval or denial based on the circumstances and must do so within 2 business days. The student must give reasonable expectation that he/she will return from the LOA for approval from the School Director.

While the student is on an approved LOA, the School will not assess any additional charges. The LOA together with any additional approved leaves of absence must not exceed a total of 180 days in any 12- month period. The student may return early from the LOA to review material previously covered.

At an institution that is not required to take attendance, if a student does not return to the institution at the expiration of an approved LOA

Upon return of a leave of absence the student will re-enter the program with the exact same status as when he/she left with regards to satisfactory academic and attendance progress. Unless the above criteria are met, the LOA will not be approved and if the student ceases to attend, he/she will be considered a withdrawal. At a school required to take attendance, such as this school, if a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date for the purpose of calculating a refund is always the student's last date of attendance.

Unlimited Beauty Institute Grievance Policy

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. 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 following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

If the student wishes to pursue the matter further, contact the accrediting agency: NACCAS 3015 Colvin Street, Alexandria, VA 22314. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable. You may also contact the Michigan Department of Licensing and Regulatory Affairs (LARA), P.O. Box 30244, Lansing, MI 48909, 517-241-9202.

Tuition

Cosmetology Course 1500 hours

Tuition \$8,090 \$5.39/per hour*
Registration Fee \$195
State Fee \$15.00
Kit and Book \$300
Total \$8,600

Manicuring Course 600 hours

Tuition \$2,790 \$4.65/per hour*
Registration Fee \$195
State Fee \$15.00
Kit and Book \$300
Total \$3,300

Manicuring Course 400 hours

Tuition \$2,790 \$4.98/per hour*
Registration Fee \$195
State Fee \$15.00
Kit and Book \$300
Total \$3,300

Instructor Course 600 hours

Tuition \$2,940 \$4.90/per hour*
Registration Fee \$195
State Fee \$15.00
Kit and Book \$150
Total \$3,300

Limited Specialist Instructor Course 300 hours

Tuition \$2,940 \$4.90/per hour*
Registration Fee \$195
State Fee \$15.00
Kit and Book \$150
Total \$3,300

*School will charge additional tuition for hours remaining after the contract ending date at the rate of mentioned above, per hour, payable in advance until graduation.

PAYMENT PLAN

Cosmetology Course (1500 hours)

\$247.00 First Down Payment

\$716.66 per month

\$179.16 per week

Total: \$8,600

Manicuring Course (600 hours)

\$247.00 First Down Payment

\$660.00 per month

\$165.00 per week

Total: \$3,300

Manicuring Course (400 hours)

\$ 247.00 First Down Payment

\$ 660.00 per month

\$ 15.00 per week

Total: \$3,300

Instructor Course (600 hours)

\$247.00 First Down Payment

\$660.00 per month

\$165.00 per week

Total: \$3,300

Limited Specialist Instructor Course (300 hours)

\$247.00 First Down Payment

\$660.00 per month

\$165.00 per week

Total: \$3,300

OTHER PAYMENTS

Cost of Uniforms: \$55.00

Name Tag: First one is free, After \$ 2.00 each.

COSMETOLOGY COURSE OUTLINE

Program Level – Undergraduate Certificate

COURSE PURPOSE. For the student to acquire a broad knowledge of both the science and art of Cosmetology, and be able to use the knowledge as a foundation to be successful in the profession of Cosmetology. For the student to develop his/her physical dexterity and manipulative skills and develop loyalty and enthusiasm for the profession. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and to be able to use his or her initiative to produce professional results. To prepare students to take the Board of Cosmetology examination and obtain entry-level employment.

COURSE DESCRIPTION. Cosmetology is the cosmetic treatment of the skin, hair and nails. The art of cosmetology is the actual performance of the many beauty cultural practices. To derive the utmost benefit from Cosmetology; practical performance, demonstration and practice are employed in conjunction with the study of theory.

INSTRUCTIONAL METHODS. Methods of lecture, demonstration, drill, role-play, discussion, handouts, assignment sheets – job sheets, audio//visual aids, student participation, question and answer, and textbook/workbook will be used.

TEACHING STRATEGY. Use of the chalkboard, audio visual aids, and live models whenever possible. Presenting new material in a manner to which the student may relate. Giving special attention to slow learners. Encouraging questions, explaining new words, terms, techniques, implements, and equipment. Requiring that students take notes. Using demonstrations that include student participation. Listing new words on the chalkboard.

COURSE OBJECTIVES.

Upon completion of the Cosmetology course the student will be able to:

1. Analyze hair and scalp problems and administer corrective treatments
2. Have a thorough knowledge of anatomy hair structure and chemistry
3. Administer cold/acid waving techniques
4. Administer chemical and physical techniques of hair straightening
5. Care for and style wigs
6. Give a professional shampoo
7. Administer hair coloring
8. Create hair styles through the use of roller placement, thermal waving/curling, finger waves, pin curls and blow curling/waving
9. Administer a facial with make-up and remove superfluous hair
10. Give a professional manicure, pedicure and nail extensions
11. Operate/open a salon and employ the principles and practices of salon management
12. Employ basic first aid measures

13. Practice good hygiene and good grooming
14. Practice professional ethics and personality development
15. Drape for a cosmetology service
16. Employ rules of sanitation and sterilization
17. Employ safety precautions
18. Practice and employ the board of Cosmetology rules, regulations, and laws
19. Give a professional hair shaping
20. Practice good salesmanship
21. Seek and obtain employment

OCCUPATIONAL OBJECTIVES. Once the student has completed the course and passed the Board of cosmetology examination for license and has been licensed, he/she will be qualified to obtain employment as a Cosmetologist in a salon, as a demonstrator for a cosmetic firm or a Cosmetologist in a department store salon to name a few occupational titles. (See “Careers in Cosmetology” for further opportunities. Milady Cosmetology Textbook)

SOC CODE: 39-5012.00 - Hairdressers, Hair Stylists, and Cosmetologists CIP CODES: 12.0401/12.0407
<http://www.onetonline.org/link/summary/39-5012.00>

GRADING PROCEDURES

Academic progress will be reviewed and evaluated at the end of each evaluation period (see Satisfactory Progress Policy) and is based upon theory, practical grades, and number of services completed. Theory grades are made up of quizzes and chapter exams. Practical grades are based upon completion of established number of Laboratory/Clinic services and manikin assignments. Theory exams and practical grades will be on the following scale:

<u>THEORY</u>	<u>GRADE</u>	<u>OVERALL</u>	<u>PRACTICAL</u>	<u>GRADE</u>
PERCENTILE RANKING			PERCENTILE RANKING	
90% - 100%	A	EXCELLENT	90% - 100%	A
80% - 89%	B	GOOD	80% - 89%	B
75% - 79%	C	AVERAGE	75% - 79%	C
Below 75%	D	FAILING	Below 75%	D

All failing or incomplete grades must be made in accordance with make-up policy. Instructors will advise students when make-up exams and assignments will be scheduled and review with the students on the following monthly review of progress. Students must maintain a minimum of 75% in theory and in practical/laboratory work in order to be considered making satisfactory progress. All students are required to achieve 75% or better (theory) and (practical) grades on the course final exams to be considered satisfactory. (See Satisfactory Progress Policy for more details.)

REQUIREMENTS:

ATTENDANCE: 1500 hours (theory, practical, and laboratory/clinic services). After successful completion of basic training program (350 hours) to include theory and practical the student will be evaluated to determine their level of competency to perform the practical laboratory/clinic services in the advanced levels (Senior and Intermediate)

STUDENT MATERIALS: Cosmetology supplies, manikins, stand, pencil, pen and notebook. etc. (student must purchase kit material separately).

EXAMINATIONS:

- a) Examinations are given at the completion of each lecture and/or chapter. All subjects have theory written examinations. All subjects that emphasize practical skills have a practical examination.
- b) A final examination is given the week of completion of the course to include theory and practical written and practical performance and also State of Michigan Cosmetology Laws and Rules.
- c) Students are counseled and advised of their progress at the scheduled evaluation periods. (See Satisfactory Progress Policy for evaluation periods.)

Training schedules for theory, practical, and examinations are posted in each class.

EVALUATION STANDARDS

- a) Written examinations are based on material taught in the classroom
- b) Practical/Performance are based on procedure and material taught in the classroom. The instructor will observe each phase of the procedure while the student is performing the skill.
- c) The student's progress will be observed and evaluated during each class session.
- d) The student will be counseled and advised of their progress at the scheduled evaluation periods. (See Satisfactory Progress Policy for further details).

COSMETOLOGY COURSE CURRICULUM-1500 HOURS

COURSE OBJECTIVE: Through classroom Instruction and hands on experience, the Cosmetology course will prepare the student to take the state of Michigan licensing examination

SUBJECT	THEORY HOURS	PRACTICAL HOURS	UNASSIGNED HOURS	TOTAL HOURS	MINIMUM PRACTICAL Applications
Sanitation/patron protection, law and rules, Personal hygiene, salon management, mechanical and electrical equipment safety	90	40	0	130	585 (Sanitation and patron protection shall be included in all services)
Facials- Skin analysis and care Manipulation, massage electricity Removal of hair by the use of wax, tweezers or depilatories Make-up and eyebrow arch	35	80	0	115	40 (A minimum of 5 services in each category)
Hairdressing- Arranging, cutting, dressing, curling, pressing, artificial hair, and finger waving, natural cultivation	125	400	0	525	300 (A minimum of 20 services in each category)
Scalp and Hair treatment	10	15	0	25	30
Hair Coloring- Temporary Semi permanent, Permanent, Bleaching and dimensional coloring, color mixing	40	170	0	210	80 (A minimum of 8 services in each category)
Chemical Hair restructuring Permanent Waving Straightening and relaxing.	40	180	0	220	80 (A minimum of 15 services in each category)
Applied chemistry/occupational safety and health administration as related to skin, hair, nails, and scalp	20	10	0	30	5
Applied anatomy, physiology, and histology of the human head, hands, nails, skin and hair	45	0	0	45	0
Manicure/ Pedicure	15	55	0	70	35
Artificial nails	5	15	0	20	5
Unassigned Hours	0	0	110	110	0
Total	425	965	110	1500	1160

LIMITED SPECIALIST INSTRUCTOR COURSE OUTLINE

Program Level – Undergraduate Certificate

GOAL/OBJECTIVE. The school's goal/objective for this course is to provide basic training to men and women who desire to enter the world of Cosmetology. Teaching and to effectively prepare these men and women for their State Board examination for an instructor license as well as prepare them for an entry level position in cosmetology teaching or job related field.

COURSE BEGINS AND ENDS. The course operates continuously, beginning Tuesday of each week of the school calendar year (unless otherwise scheduled) and continues until 600 hours of theoretical, written assignments, practice teaching, and all teacher requirements have been satisfactorily completed.

COURSE PURPOSE. To prepare licensed cosmetologists to become effectively trained Cosmetology Instructors. To provide well planned basic materials to train competent individuals to teach in schools of Cosmetology. To prepare the licensed Cosmetologist to meet the State Board requirement for examination for the Instructor License as well as educational and industry requirements to teach Cosmetology.

COURSE DESCRIPTION. The Instructor Course is presented as the art and practice of teaching to help the individual identify resources and to stimulate through a process by which teaching can be made effective and stimulating. Instruction in public speaking, audio visual aids, Board of Cosmetology Rules and Regulations, teaching methods, lesson planning, and testing/grading is emphasized.

COURSE OBJECTIVES. The Instructor Trainee will learn to:

1. Teach the practical and theory of Cosmetology
2. Analyze how people learn
3. Develop lesson Plans and training procedures
4. Use visual aids appropriately
5. Develop tests, measure student's learning
6. Acquire speaking techniques
7. Motivate students
8. Manage classroom/laboratory
9. Teach Board of cosmetology Laws, Rules and Regulations
10. Keep accurate records of students
11. Teach Sanitation, Sterilization and Safety Precautions of the Industry

OCCUPATIONAL OBJECTIVES. Once the Instructor Trainee has completed the course, he/she will be qualified to seek employment as a Cosmetology instructor in Schools of Cosmetology, as an educator for a product line, manufacturers' Educational Director, School Director, to name a few occupational titles. (See "The world of Cosmetology" for further opportunities. Milady Textbook.)

SOC CODE: 25-1194.00 - Vocational Education Teachers, Postsecondary CIP CODES: 12.0413
<http://www.onetonline.org/link/summary/25-1194.00>

REQUIREMENTS

TRAINING PARTICIPATION TIME. 300 hours in the participation of theory, written assignments and practice teaching under the direct supervision and tutelage of the Director of Education.

READING.

- Milady Publishing Cosmetology Teacher – Textbook and Workbook ISBN-13: 9781428321519 Retail \$150.

APPRAISAL OF INSTRUCTOR TRAINEE PROGRESS. Workbook to be completed on each chapter. Written assignments completed on designated topics and practice teaching performed on designated topics. A final written examination and practical performance evaluation at end of the course (covers complete Instructor Course of theory, written assignments and practice teaching). The Instructor Course student will be observed during each class session and appraised of progress at the conclusion of each class.

MATERIALS. Cosmetology tools, supplies and implements (provided by School for use in training), pen, (red and black) pencil, notebook, Lab Jacket, Standard Textbook of Cosmetology, Teacher Training Manual and Workbook.

SPECIAL ASSIGNMENTS. Assignments; Lesson plans to be constructed on assigned subjects. Develop and construct tests and/or evaluation on assigned subjects. Written performance procedures with safety precautions on assigned subjects. Create visual aids for lesson plans on assigned subjects.

GRADING PROCEDURES

Academic progress will be reviewed and evaluated at the end of each evaluation period (see Satisfactory Progress Policy) and is based upon theory, practical grades, and number of services completed. Theory grades are made up of quizzes and chapter exams. Practical grades are based upon completion of established number of Laboratory/Clinic services and manikin assignments. Theory exams and practical grades will be on the following scale:

<u>THEORY</u>	<u>GRADE</u>	<u>OVERALL</u>	<u>PRACTICAL</u>	<u>GRADE</u>
PERCENTILE RANKING			PERCENTILE RANKING	
•				
90% - 100%	A	EXCELLENT	90% - 100%	A
80% - 89%	B	GOOD	80% - 89%	B
75% - 79%	C	AVERAGE	75% - 79%	C
Below 75%	D	FAILING	Below 75%	D

All failing or incomplete grades must be made in accordance with make-up policy. Instructors will advise students when make-up exams and assignments will be scheduled and review with the students on the following monthly review of progress. Students must maintain a minimum of 75% in theory and in practical/laboratory work in order to be considered making satisfactory progress. All students are required to achieve 75% or better (theory) and (practical) grades on the course final exams to be considered satisfactory. (See Satisfactory Progress Policy for more details.)

EVALUATIONS

1. Written examination based on material taught in the course.
2. Practical evaluation (performance based). The Director of Education will use evaluation sheets and observe each phase of the procedure while the instructor trainee is performing the skill.
3. The Instructor Trainee's progress will be observed and evaluated during each class session.
4. Instructor Course students are counseled and advised on their progress, to include academic and attendance. (See Satisfactory Progress Policy for evaluation periods).

TEACHER ACTIVITY

1. Required note taking
2. Drill, homework and reading assignments
3. Role-play. Discussion
4. Hands on practical sessions
5. Evaluations/examinations

INSTRUCTIONAL TRAINING METHODS

1. Lecture
2. Demonstration
3. Drills
4. Role Play
5. Discussion
6. Handouts, Assignment Sheets, Job Sheets
7. Audio/Visual Aids
8. Teacher participation
9. Question and Answer
10. Textbook
11. Board of Cosmetology Rules and Regulations handbook.

INSTRUCTIONAL/TRAINING STRATEGY FOR INSTRUCTOR COURSE

1. Use the chalkboard
2. Use the Audio Visual Aids
3. Present new materials in a manner to which the Instructor Trainee can relate
4. Give special attention to slow learners
5. Encourage questions
7. Explain new words, terms, techniques and equipment
8. Require that Instructor Trainee take notes
8. Use demonstration that includes Instructor Trainee participation
9. List new words on chalkboard

LIMITED SPECIALIST INSTRUCTOR COURSE CURRICULUM-300 HOURS

COURSE OBJECTIVE: Through classroom Instruction and hands on experience, the Cosmetology Instruction course will prepare the student to take the state of Michigan licensing examination.

SUBJECT	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Orientation and review of the curriculum	60	50	75	20
Introduction to teaching	30	0	30	0
Course outlining development Lesson planning Teaching techniques, Teaching aids, Developing, administering, and grading exams	100	110	165	20 (A minimum of 5 services in each category)
Law and rules, record keeping, School administration	15	10	25	70
Teaching & assisting in the clinic and theory classrooms	10	75	175	15
Practicing teaching in the clinic and theory classrooms	10	130	130	25
Total	225	375	300	150

MANICURING COURSE OUTLINE

Program Level – Undergraduate Certificate

COURSE BEGINS AND ENDS. The course operates continuously, beginning on Tuesday of each week of the school calendar year (unless otherwise scheduled) and continuing until curriculum requirements have been satisfactorily completed and 400/600 hours have been achieved.

COURSE PURPOSE. For the student to acquire a broad knowledge of both the science and art of Manicuring, and be able to use the knowledge as a foundation to be successful in the profession of Manicuring. For the student to develop his/her physical dexterity and manipulative skills and develop loyalty and enthusiasm for the continuous study, hard work and perseverance, and to be able to use his or her initiative to produce professional results. To prepare students to take the Board of Cosmetology examination for Manicuring, and obtain entry-level employment.

COURSE DESCRIPTION. Manicuring is the cosmetic treatment of the hands, feet, legs, arms and nails. The purpose of the cosmetic treatment is to improve the appearance of the hands, legs, arms, feet and nails. The actual performance of the many techniques employed by the Manicurist is referred to as the art of Manicuring. Practical performance demonstration and practice are employed in conjunction with the study of theory.

INSTRUCTIONAL METHODS. Methods of lecture, demonstration, drill, role-play, discussion, handouts, assignment sheets – job sheets, audio/visual aids, student participation, question and answer, and textbook/workbook will be used.

TEACHING STRATEGY. Use of the chalkboard, audio visual aids, and live models whenever possible. Presenting new material in a manner to which the student may relate. Giving special attention to slow learners. Encouraging questions, explaining new words, terms, techniques, implements, and equipment. Requiring that students take notes. Using demonstrations that include student participation. Listing new words on the chalkboard.

STUDENT ACTIVITY. Requires note taking drills, role-play, discussion, homework, and reading assignments. Hands on practice sessions and performance of laboratory services. Examinations/Evaluations in practical and theory

COURSE OBJECTIVES.

Upon completion of the Manicuring course the student will be able to:

1. Analyze nail and foot problems and administer corrective treatments.
2. Recognize nail and skin disorders, irregularities and diseases of the foot and hand.
3. Identify the anatomy and physiology of the arm, hand, foot, leg, and nail structure.
4. Select and use correct equipment, implements, materials and cosmetics for a manicure/pedicure.
5. Prepare a manicure/pedicure table for the service.
6. Administer the physical techniques of the massage.

7. Perform a plain and oil manicure/pedicure.
8. Perform men's manicures.
9. Perform nail polish applications.
10. Perform nail wraps, nail repairs, and nail extensions (tips, caps, press-on artificial nails).
11. Perform nail sculpturing and fill-ins.
12. Employ basic first aid measures.
13. Practice hygiene and good grooming.
14. Practice professional ethics and personality development.
15. Employ rules of sanitation and sterilization.
16. Employ safety precautions.
17. Practice and employ the Board of Cosmetology, rules, regulations, and laws.
18. Practice good salesmanship.
19. Seek and obtain employment.

OCCUPATIONAL OBJECTIVES.

Once the student has completed the course and received his/her Manicuring License, he/she will be qualified to obtain employment as a Manicurist in a salon, as a demonstrator for a cosmetic firm or a Manicurist in a department store salon to name a few occupational titles.

SOC CODE: 39-5092.00 - Manicurists and Pedicurists
<http://www.onetonline.org/link/summary/39-5092.00>

CIP CODES: 12.0410

GRADING PROCEDURES

Academic progress will be reviewed and evaluated at the end of each evaluation period (see Satisfactory Progress Policy) and is based upon theory, practical grades, and number of services completed. Theory grades are made up of quizzes and chapter exams. Practical grades are based upon completion of established number of Laboratory/Clinic services and manikin assignments. Theory exams and practical grades will be on the following scale:

<u>THEORY</u>	<u>GRADE</u>	<u>OVERALL</u>	<u>PRACTICAL</u>	<u>GRADE</u>
PERCENTILE RANKING			PERCENTILE RANKING	
90% - 100%	A	EXCELLENT	90% - 100%	A
80% - 89%	B	GOOD	80% - 89%	B
75% - 79%	C	AVERAGE	75% - 79%	C
Below 75%	D	FAILING	Below 75%	D

All failing or incomplete grades must be made in accordance with make-up policy. Instructors will advise students when make-up exams and assignments will be scheduled and review with the students on the following monthly review of progress. Students must maintain a minimum of 75% in theory and in practical/laboratory work in order to be considered making satisfactory progress. All students are required to achieve 75% or better (theory) and (practical) grades on the course final exams to be considered satisfactory. (See Satisfactory Progress Policy for more details.)

REQUIREMENTS:

ATTENDANCE: 400/600 hours to include theory, practical, and laboratory. After successful completion of the basic training program, to include theory and practical the student will be evaluated to determine their level of competency to perform laboratory/clinic services in the advanced level.

BOOKS/ READING:

- Milady Standard Nail Technology ISBN-13: 978-1-4354-97689
- Milady Nail Technology Workbook ISBN-10:1-4354-9764-3 \$150 for set

STUDENT MATERIALS: Manicuring/ Pedicuring tools, supplies, implements, etc, Pen, pencil, notebook and small lock for locker.(Student will purchase these additional supplies)

EXAMINATIONS:

- d) Examinations are given at the completion of each lecture and/or chapter. All subjects have theory written examinations. All subjects that emphasize practical skills have a practical examination.
- e) A final examination is given the week of completion of the course to include theory and practical written and practical performance and also State of Michigan Cosmetology Laws and Rules.
- f) Students are counseled and advised of their progress at the scheduled evaluation periods.(See Satisfactory Progress Policy for evaluation periods.)

Training schedules for theory, practical, and examinations are posted in each class.

STANDARDS

- a) Written examinations are based on material taught in the classroom
- b) Practical/Performance are based on procedure and material taught in the classroom. The instructor will observe each phase of the procedure while the student is performing the skill.
- c) The student's progress will be observed and evaluated during each class session.
- d) The student will be counseled and advised of their progress at the scheduled evaluation periods. (See Satisfactory Progress Policy for further details)

MANICURING COURSE CURRICULUM 400 HOURS

COURSE OBJECTIVE: Through classroom instruction and hands on experience, the Nail Technology/ Manicuring course will prepare the student to take the State of Michigan Licensing examination.

SUBJECT	THEORY HOURS	PRACTICAL HOURS	UNASSIGNED HOURS	TOTAL HOURS	MINIMAL PRACTICAL APPLICATIONS
Sanitation, Patron protection, salon, management, laws and rules, mechanical and electrical equipment safety	50	50	0	100	100 (Sanitation and patron protection shall be included in all services)
anatomy and disorders	25	0	0	25	0
Artistic principle	10	0	0	10	0
Manicure/Pedicure Techniques	20	50	0	70	40
Chemistry/ OSHA (Occupational Safety/ and Health administration)	15	0	0	15	0
Artificial Nails/Extensions/Repairs	25	105	0	130	50
Unassigned Hours	0	0	50	50	0
TOTAL	125	250	25	400	190

MANICURING COURSE CURRICULUM 600 HOURS

COURSE OBJECTIVE: Through classroom Instruction and hands on experience, the Nail Technology/Manicuring course will prepare the student to take the state of Michigan licensing examination.

SUBJECT	THEORY HOURS	PRACTICAL HOURS	UNASSIGNED HOURS	TOTAL HOURS	MINIMAL PRACTICAL Applications
Sanitation, patron protection, salon management, laws and rules, mechanical and electrical equipment safety.	100	100	0	200	100 (Sanitation and patron protection shall be included in all services)
Anatomy and disorders	25	0	0	25	0
Artistic principal	10	0	0	10	0
Manicure/ pedicure techniques	20	100	0	120	40
Chemistry/OSHA (Occupational safety & health administration)	20	0	0	20	0
Artificial nails/extensions/repair	25	150	0	175	50
Unassigned hours	0	0	50	50	0
TOTALS	200	350	50	600	190

INSTRUCTOR COURSE OUTLINE

Program Level – Undergraduate Certificate

GOAL/OBJECTIVE. The school's goal/objective for this course is to provide basic training to men and women who desire to enter the world of Cosmetology. Teaching and to effectively prepare these men and women for their State Board examination for an instructor license as well as prepare them for an entry level position in cosmetology teaching or job related field.

COURSE BEGINS AND ENDS. The course operates continuously, beginning Tuesday of each week of the school calendar year (unless otherwise scheduled) and continues until 600 hours of theoretical, written assignments, practice teaching, and all teacher requirements have been satisfactorily completed.

COURSE PURPOSE. To prepare licensed cosmetologists to become effectively trained Cosmetology Instructors. To provide well planned basic materials to train competent individuals to teach in schools of Cosmetology. To prepare the licensed Cosmetologist to meet the State Board requirement for examination for the Instructor License as well as educational and industry requirements to teach Cosmetology.

COURSE DESCRIPTION. The Instructor Course is presented as the art and practice of teaching to help the individual identify resources and to stimulate through a process by which teaching can be made effective and stimulating. Instruction in public speaking, audio visual aids, Board of Cosmetology Rules and Regulations, teaching methods, lesson planning, and testing/grading is emphasized.

COURSE OBJECTIVES. The Instructor Trainee will learn to:

1. Teach the practical and theory of Cosmetology
2. Analyze how people learn
3. Develop lesson Plans and training procedures
4. Measure student's learning
5. Use visual aids appropriately
6. Develop tests
7. Acquire speaking techniques
8. Motivate students
9. Manage classroom/laboratory
10. Teach Board of cosmetology Laws, Rules and Regulations
11. Keep accurate records of students
12. Teach Sanitation, Sterilization and Safety Precautions of the Industry

OCCUPATIONAL OBJECTIVES. Once the Instructor Trainee has completed the course, he/she will be qualified to seek employment as a Cosmetology instructor in Schools of Cosmetology, as an educator for a product line, manufacturers' Educational Director, School Director, to name a few occupational titles. (See "The world of Cosmetology" for further opportunities. Milady Textbook.)

SOC CODE: 25-1194.00 - Vocational Education Teachers, Postsecondary CIP CODES: 12.0413
<http://www.onetonline.org/link/summary/25-1194.00>

REQUIREMENTS

TRAINING PARTICIPATION TIME. 600 hours in the participation of theory, written assignments and practice teaching under the direct supervision and tutelage of the Director of Education.

READING.

Milady Publishing Cosmetology Teacher – Textbook and Workbook ISBN-13: 9781428321519
Retail \$150.

APPRAISAL OF INSTRUCTOR COURSE TRAINEE PROGRESS. Workbook to be completed on each chapter. Written assignments completed on designated topics and practice teaching performed on designated topics. A final written examination and practical performance evaluation at the end of the course (covers complete Instructor Course of theory, written assignments and practice teaching). The Instructor Course student will be observed during each class session and appraised of progress at the conclusion of each class.

MATERIALS. Cosmetology tools, supplies and implements (provided by School for use in training), pen, (red and black) pencil, notebook, Lab Jacket, Standard Textbook of Cosmetology, Teacher Training Manual and Workbook.

SPECIAL ASSIGNMENTS. Assignments; Lesson plans to be constructed on assigned subjects. Develop and construct tests and/or evaluation on assigned subjects. Written performance procedures with safety precautions on assigned subjects. Create visual aids for lesson plans on assigned subjects.

GRADING PROCEDURES

Academic progress will be reviewed and evaluated at the end of each evaluation period (see Satisfactory Progress Policy) and is based upon theory, practical grades, and number of services completed. Theory grades are made up of quizzes and chapter exams. Practical grades are based upon completion of established number of Laboratory/Clinic services and manikin assignments. Theory exams and practical grades will be on the following scale:

<u>THEORY</u>	<u>GRADE</u>	<u>OVERALL</u>	<u>PRACTICAL</u>	<u>GRADE</u>
---------------	--------------	----------------	------------------	--------------

PERCENTILE RANKING

PERCENTILE RANKING

90% - 100%	A	EXCELLENT	90% - 100%	A
80% - 89%	B	GOOD	80% - 89%	B
75% - 79%	C	AVERAGE	75% - 79%	C
Below 75%	D	FAILING	Below 75%	D

All failing or incomplete grades must be made in accordance with make-up policy. Instructors will advise students when make-up exams and assignments will be scheduled and review with the students on the following monthly review of progress. Students must maintain a minimum of 75% in theory and in practical/laboratory work in order to be considered making satisfactory progress. All students are required to achieve 75% or better (theory) and (practical) grades on the course final exams to be considered satisfactory. (See Satisfactory Progress Policy for more details.)

EVALUATIONS

1. Written examination based on material taught in the course.
2. Practical evaluation (performance based). The Director of Education will use evaluation sheets and observe each phase of the procedure while the instructor trainee is performing the skill
3. The Instructor Course Trainee's progress will be observed and evaluated during each class session.
4. Instructor Course students are counseled and advised on their progress, to include academic and attendance. (See Satisfactory Progress Policy for evaluation periods).

TEACHER ACTIVITY

1. Required note taking
2. Drill, homework and reading assignments
3. Role-play. Discussion
4. Hands on practical sessions
5. Evaluations/examinations

INSTRUCTIONAL TRAINING METHODS

1. Lecture
2. Demonstration
3. Drills
4. Role Play
5. Discussion
6. Handouts, Assignment Sheets, Job Sheets
7. Audio/Visual Aids
8. Teacher participation
9. Question and Answer
10. Textbook

11. Board of Cosmetology Rules and Regulations handbook.

INSTRUCTIONAL/TRAINING STRATEGY FOR INSTRUCTOR COURSE TRAINEE

1. Use the chalkboard
2. Use the Audio Visual Aids
3. Present new materials in a manner to which the Instructor Course Trainee can relate
4. Give special attention to slow learners
5. Encourage questions
6. Explain new words, terms, techniques and equipment
7. Require that Instructor Course Trainee take notes
8. Use demonstration that includes Instructor Course Trainee participation
9. List new words on chalkboard

INSTRUCTOR COURSE CURRICULUM-600 HOURS

COURSE OBJECTIVE: Through classroom Instruction and hands on experience, the Cosmetology Instruction course will prepare the student to take the state of Michigan licensing examination.

SUBJECT	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Orientation and review of the curriculum	60	50	75	20
Introduction to teaching	30	0	30	0
Course outlining development Lesson planning Teaching techniques, Teaching aids, Developing, administering, and grading exams	100	110	165	20 (A minimum of 5 services in each category
Law and rules, record keeping, School administration	15	10	25	70
Teaching & assisting in the clinic and theory classrooms	10	75	175	15
Practicing teaching in the clinic and theory classrooms	10	130	130	25
Total	225	375	600	150

Outcome Rates

Pursuant to NACCAS Standard I Criterion 3 and 4, An institution must assess its achievement of its programs and students on a basis of pass rates for the State of Michigan licensing examination (70%min) Job Placement Rates for those who took the licensing exam (60%min) and program completion rates (50%min).

This institution is proud to announce that with 2019 Data Annual Report, submitted in 2020; it exceeds the required benchmarks set by NACCAS with the following rates:

- The percentage of those who took the licensing exam and passed was 80%.
- Those who are working in the field for a placement rate of 100%.
- The average percentage of program completers (Graduation)scheduled to complete in the calendar year 2019 and who completed by submission of the 2020 annual report was 81.25%.

UNLIMITED BEAUTY INSTITUTE PRE-ENROLLMENT RECEIPT OF INFORMATION
UNLIMITED BEAUTY INSTITUTE
PRE-ENROLLMENT CHECKLIST

Student Name

Program

I have received written information concerning the following topics prior to signing my enrollment agreement:

<input type="checkbox"/>	School Catalog
<input type="checkbox"/>	School's Graduation Rate
<input type="checkbox"/>	School's Licensure Rate
<input type="checkbox"/>	School's Job Placement Rate
<input type="checkbox"/>	Certification or Licensure Requirements
<input type="checkbox"/>	State-required Information
<input type="checkbox"/>	Prerequisites for Employment
<input type="checkbox"/>	Satisfactory Academic Progress Policy

Student Signature

Date