

**2018
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**Hair Professionals Career College, Inc.
2245 Gateway Drive
Sycamore, IL 60178
January 2018**

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INTRODUCTION

Welcome to the world of beauty and hair design, that will open to you through your education at HAIR PROFESSIONALS CAREER COLLEGE, INC., furthermore known in this document as "Hair Professionals".

The sky's the limit. In the field of beauty and hair design, only your own talent and ambition limit you.

HAIR PROFESSIONALS will give you a solid foundation on which to build a successful and rewarding career. Our entire curriculum builds up from the basic concepts taking you on to the advanced levels, letting you in on the creative secrets of the beauty and hair design profession. HAIR PROFESSIONALS wants to work with you to ensure that you have a successful future.

HAIR PROFESSIONALS is licensed by the Department of Financial & Professional Regulation, State of Illinois, 320 W. Washington St., Springfield, IL 62786, (217) 785-0800. The school is accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin St, Alexandria, VA 22314, (703) 600-7600.

MISSION STATEMENT

Our staff of licensed instructors, combined with a state-licensed facility, is dedicated to job training for the beauty industry.

Each student, after completing their course of training, will be able to demonstrate job entry skills in required subjects, take and pass a final school examination in both theoretical and practical skills and qualify for examination to obtain an Illinois license, if applicable.

STATEMENT OF NON-DISCRIMINATION

This school does not discriminate on the basis of race, color, ethnic origin, creed, religion, financial status, sex or age. This practice and the requirements of non-discrimination also extend to employment by the school and the administration of students in programs and activities sponsored by the school.

EMPLOYMENT ASSISTANCE

HAIR PROFESSIONALS cannot guarantee employment for any student. Current job listings are made available to graduating students. The school extends every effort to aid graduates in finding suitable employment.

SYCAMORE

ADMINISTRATIVE STAFF

Hair Professionals Career College, Inc. is an Illinois Corporation, owned and operated by Wanda S. Zachary, President. All decisions regarding operation, policies and practices are made solely by the aforementioned.

FACILITIES AND EQUIPMENT

HAIR PROFESSIONALS CAREER COLLEGE, INC. offers modern, well-equipped classrooms, locker facilities, student lounge and a laboratory (salon) area for practical experience. Full use is made of audio-visual aids and a supplemental computer lab. The school occupies approximately 6800 square feet of floor space and meets all specifications and requirements as set forth by the Department of Financial & Professional Regulation of the State of Illinois.

SCHOOL HOURS

Tuesday 9:00 a.m. - 9:00 p.m.
Wednesday 9:00 a.m. - 5:00 p.m.
Thursday 9:00 a.m. - 9:00 p.m.
Friday 9:00 a.m. - 5:00 p.m.
Saturday 9:00 a.m. - 5:00 p.m.

ATTENDANCE SCHEDULES

Length and period to complete the required hours of training depends on the course and schedule selected to attend.

Schedules available and the hours of attendance are listed below:

<u>Attendance Hours Per Week</u>	<u>Schedule of Attendance</u>
30 Hours	Tuesday - Friday 9-5
30.5 Hours	Tu & Th 1-9, W & F 1-5 & Saturday 9-5
30.5 Hours	Tu & Th 9-9, Wed 9-5
23.5 Hours	Tuesday - Friday 9-1 & Saturday 9-5
15 Hours	Tuesday & Thursday 1-9
13.5 Hours	Tuesday & Thursday 6-9 & Saturday 9-5

STAFF

Wanda Zachary, President
Nick Zachary, Assistant & Creative Director
Kathy Bahr, Financial Aid Officer
Eutopia Knight, Admissions Coach/Cosmetology Coach
Carol Hood, Cosmetology Coach
Sarah Hay, Cosmetology Coach
Sharon Anderson, Esthetics/Cosmetology Coach

Hair Professionals Career College, Inc.
2245 Gateway Drive
Sycamore, IL 60178
January 2018

GENERAL INFORMATION

STUDENT SERVICES

- Admissions:** Aids students in enrollment, selecting schedule of attendance and suitable financial arrangements. Also aids in job placement.
- Education Staff :** Responsible for implementing the Curriculum and assisting the students throughout their training.
- Financial Aid Director** Responsible for administering financial aid to the students and assisting them In the business office.
- Housing:** Students arrange for their own housing.
- Parking:** Off-street parking is available in the private parking lot adjacent to the school.
- Counseling:** If the need arises, students are referred to professional services as appropriate.

ADMISSIONS POLICY FOR COSMETOLOGY, ESTHETICS AND NAIL TECHNOLOGY

Requirements:

1. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients), etc.; or
2. Have evidence of completion of home schooling that state law treats as a home or private school or
3. Have the ability to benefit from the training, according to the NACCAS [*Ability-To-Benefit Policy*](#) or
4. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.
5. If attending under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
6. May be a high school student enrolled without an agreement with their high school and meets the following criteria:
 - a. A limited number of secondary students who are not enrolled under a training agreement (no more than 10% of the number of students enrolled in a year) may be admitted if they successfully complete a pre-enrollment exam in compliance with the NACCAS Ability-to-Benefit Policy and obtain permissions in writing from the secondary school in which they are enrolled. These students will not be eligible for financial aid until they receive a high school diploma. These students must present proof of completion of an eighth grade elementary education or its equivalent per Illinois State Regulation.

Interruption in Training:

Should a Student find it necessary to be out of School for a significant period of time, they will be required to terminate the program and re-enter at a later date to complete. Upon return, the Student will have the same satisfactory progress status as when he/she left.

Upon application, the School may re-enter him or her to complete his or her training within 180 days at no additional charge. A non-refundable re-entrance fee of \$100.00, will be charged, if the Student is re-enrolling after 180 days from his or her last day of attendance. A new Enrollment Agreement must be executed by the Student at the current rates.

Transfer Students:

This school accepts transfer students and out-of-state students for a minimum of 500 hours of attendance in Cosmetology and Esthetics and 250 hours in Nail Technology, upon presentation of proper credit hours from their school and by approval of the Illinois Department of Professional Regulations. The following admissions requirements must be met:

1. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients), etc.; or
2. Have evidence of completion of home schooling that state law treats as a home or private school or
3. Have the ability to benefit from the training, according to the NACCAS [Ability-To-Benefit Policy](#) or
4. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.
5. If attending under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
 - a. Presenting to the Admissions Office proof of completion of an eighth grade elementary education or its equivalent.

ADMISSIONS PROCEDURE

1. Applicant will present copy/copies of most recent educational qualifications, i.e. Diploma, GED, or transcript.
2. Applicant will complete Enrollment Agreement prior to class starting date.
3. Applicant will pay Registration Fee.

ADMISSIONS POLICY TEACHER TRAINING AND ESTHETICS INSTRUCTOR:

Requirements:

1. Copy of High School Diploma or Official Transcript showing high school completion or General Education Development Certificate (GED)
2. Copy of current Illinois Cosmetology or Esthetics License

Interruption in Training:

Should a Student find it necessary to be out of School for a significant period of time, they will be required to terminate the program and re-enter at a later date to complete. Upon return, the Student will have the same satisfactory progress status as when he/she left.

Upon application, the School may re-enter him or her to complete his or her training within 180 days at no additional charge. A non-refundable re-entrance fee of \$100.00, will be charged, if the Student is re-enrolling after 180 days from his or her last day of attendance. A new Enrollment Agreement must be executed by the Student at the current rates.

Transfer Students:

This school accepts transfer students and out-of-state students for a minimum of 500 hours of attendance in Teacher Training or Esthetics Instructor programs upon presentation of proper credit hours from their school and by approval of the Illinois Department of Professional Regulations. The following admissions requirements must be met:

1. Copy of High School Diploma or Official Transcript showing high school completion or General Education Development Certificate (GED)
2. Copy of current Illinois Cosmetology or Esthetics License

SCHOOL CLOSURE

The school is closed on the following legal holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas break from Dec 25-31st. During severe weather conditions the school may cancel classes and will notify the students via social media..

TRANSCRIPTS

A \$2.00 fee for transfer and transcripts of records will be charged to the student for any transfer out of the school to another school. It is fully understood and agreed by the applicant that all monies due to the school must be paid in full before any transcripts are released.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in all programs and schedules at the school. 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. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

Satisfactory academic progress is defined by the following criteria:

A minimum cumulative grade average of 75%. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning.

A minimum cumulative attendance average of 67% of all scheduled class time.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. In order to be considered to be making SAP all students must meet the above minimum requirements at official checkpoints for each program as described below. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. 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.

Official Evaluation Periods:

Satisfactory Academic Progress (SAP) is determined according to Official Evaluation periods for each course. Official Evaluation periods are based on actual time completed versus scheduled hours.

The amount of clock hours in each payment period varies according to the course as noted below. Since we are a clock-based institution and not term based, we do not have a summer term.

Cosmetology:	At 450, 900, and 1200 actual hours
Esthetics & Esthetics Instructor	At 375 actual hours
Teacher Training	At 450 and 900 actual hours
Nail Technology	At 175 actual hours

Consultation with a school official will be scheduled at the end of each payment period. Students will receive a written notice of their official SAP determination including a description of actions required should the student be deemed to be below the SAP standards.

Financial Aid 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.

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.

Financial Aid Probation:

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation. If the student appeals the decision, and prevails upon appeal, the student is considered to be making satisfactory academic progress while during the probationary period. 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.

Appeal Procedure:

- I. The student must appeal in writing. The appeal will include the following:
 - a. The cause of the student not meeting minimum SAP standards.
 - b. The student must explain what circumstances have changed that will allow them to meet SAP at the end of the next payment period.
 - c. Attach medical or other official documentation to verify.
2. Hair Professionals must verify that the student could feasibly regain SAP by the end of the next payment period for both academic and attendance standards.
3. The following are acceptable examples to file an appeal:
 - a. death of a family member
 - b. injury or illness of the student
 - c. extenuating unusual circumstances
4. The school will notify the student of a decision within 30 calendar days. If an appeal is denied, the student has the option of continuing the program on a cash pay basis. The appeal and decision documents will be retained in the student file.

Re-Establishment of Financial Aid Eligibility

If applicable, Title IV financial aid will be re-instated to qualified students who have prevailed upon appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements.

Withdrawals

Students who withdraw prior to completion of the course and wish to re-enroll in the same program, will return in the same satisfactory academic progress status as at the time of withdrawal. Students who withdraw from a program to enroll in a different program at the institution will start over for establishing SAP, unless any hours from the first program are used as transfer hours, then the student would stay in the same SAP status as the first program. If a student finishes one program at the institution and then enrolls in a different program at the institution, their SAP status would start over in the second program.

Course incompletes/repetitions/non-credit remedial courses:

Course incompletes, repetitions, and noncredit and remedial courses do not apply and do not affect SAP.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the school.

MAXIMUM TIME FRAME

The time frame in which a student must complete the program may not be more than 150% of the published length of the program, based on 100% attendance schedule measured in clock hours completed. The periods during which a student doesn't receive Title IV aid will be counted toward maximum timeframe.

Students who are unable to complete the course within the maximum timeframe are not eligible for Title IV funds. However, they may continue as a student at the institution on a cash pay basis.

GRADING SCALE

Students are evaluated in the following areas: Theory, Practical and Laboratory (Clinic). The following grading system is used:

90 – 100	A	Above Average
80 – 89	B	Average
75 – 79	C	Below Average
Below 75		Failing

SATISFACTORY ACADEMIC PROGRESS FOR ELIGIBLE PERSONS RECEIVING VETERANS EDUCATION BENEFITS

To be eligible for Veterans' Educational Benefits, students attending under this program must meet the requirement of 75% grade average in both academic and attendance standards. The remainder of the probationary standards is the same for all students. (Refer to page 9 - Probation)

V.A. Students will not be certified when they fail to make Satisfactory Academic Progress.

LOAN PERIODS

First and second year loan periods are determined based on the schedule of attendance. The following is a list of each schedule and the length of each loan period:

# of hours per week	length of 1st year loan period	length of 2nd year loan period
30.0 & 30.5	7 months	5 months
23.5	9 months	6 months
15	14 months	10 months
13.5	15 months	11 months

For example: If a student starts on 1/16/18 and attends 23.5 hours per week, the first year loan period would be 1/16/18 to 10/11/18 and the second year loan period would be 10/12/18 to 04/12/18.

REINSTATEMENT OF FINANCIAL AID RESPONSIBILITY

Improving their attendance average to the designated standard of the Satisfactory Academic Progress definition, that is, 67% of all scheduled class time, can reinstate students who have lost eligibility for financial aid by reason of low attendance. Students who have lost eligibility for financial aid by reason of failing to maintain the minimum grade average of 75% can be reinstated by improving their academic average to 75%. In cases of mitigating circumstances, special arrangements may be made with school officials. These will be handled on an individual basis.

RELATED THEORY

A minimum standard of 75% is established in each subject. Tests are given after each chapter. If a student is retaking a failed test, the student receives the higher passing grade above 75%.

PRACTICAL WORK

A minimum accessible standard of 75% performance is established for all practical skills. Fail requires further practice to achieve a passing level (75%).

TUITION REFUND POLICY

Tuition refund requests are to be directed to the Executive Office. The following schedule of tuition adjustments is authorized:

If a student terminates his or her program, a state refund calculation will be done. For students eligible for Title IV Funds, the Return to Title IV calculation will be used to determine the amount of Federal Title IV funds that may be credited to the student's account. For any remaining balance due, the student will be personally responsible and the State Refund Policy will be used.

- A. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.

- B. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing within five (5) business days of signing an enrollment agreement or contract, all monies collected by the school shall be refunded. The postmark on written notification will determine the cancellation date, 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 actually started training.
- C. If a student cancels his/her enrollment after the 5 business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid the school, minus \$100 non-refundable Registration Fee.
- D. For students who enroll in and begin classes, the following policies apply:

STATE REFUND POLICY

Percentage of elapsed enrollment time at notice of cancellation compared to total time of the period of enrollment for which the student is charged	Percentage of tuition and other instructional charges which school may retain
Notice of Cancellation given within 5 days after date of enrollment or if school cancels a course.	0%
Notice of Cancellation given after 5 days after date of enrollment but prior to completion of the first day of class attendance	\$100 Non-Refundable Registration Fee
Notice of cancellation given after student completed first day of class attendance but prior to completion of 5% of course	Non-Refundable Registration Fee and 10% of tuition or \$300.00 whichever is less, plus the cost of the student kit
Percentage of a scheduled course completed:	Amount of tuition owed to the School:
5.0% - 9.9%	30% of tuition*
10% - 14.9%	40% of tuition*
15% - 24.9%	45% of tuition*
25% - 49.9%	70% of tuition*
50% and over	100% of tuition*
	* Plus Non-Refundable Registration Fee and Class Kit

Refunds will be made in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, PLUS Loan, Pell Grant, and Student. All refunds of monies due the student/applicant will be paid by the school within thirty (30) days after written notice to the school of termination or cancellation. Any sums of money, calculated as above, due the school at the time of termination shall be paid to the school by the student within thirty (30) days of termination.

Enrollment time is defined as the time elapsed between the actual starting date specified herein, and the date upon which the student/applicant terminates his or her enrollment. Termination shall occur upon the student's/applicants last day of physical attendance in the school. Unexplained absence from school for more than fifteen (15) days shall constitute notice of cancellation. If there is notification of extenuating circumstances student will be allowed a maximum of 30 days before termination. Student/ Applicants not accepted by the school shall receive a refund of all tuition and fees paid. Deposits or down payments become part of the tuition.

The school shall mail a written acknowledgement of a student's cancellation or written withdrawal with fifteen (15) calendar days of the postmark date of notification. In case of student/applicant illness, disabling accident, or other circumstances beyond the student's/applicant's control rendering a continuation of instruction impossible, the student/applicant or his or her parent or guardian should contact the Administrative Office for tuition adjustment. If the school is permanently closed and no longer offering instruction after a student/applicant has enrolled; the student/applicant shall be entitled to a pro-rata refund of tuition.

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

1. Provide a full refund of all monies paid; or
2. Provide completion of the course

RETURN TO TITLE IV POLICY

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Financial Aid Officer of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Financial Aid Officer must begin the withdrawal process. The withdrawal date would be the student's last day of physical attendance.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is 14 days after they cease attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

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The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 (calculation was performed). The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

MAKE-UP POLICY

Make-up hours are an earned privilege which allow students the ability to complete additional hours outside of their regular scheduled hours. A student may earn the opportunity to make up hours in a given week by having perfect attendance the previous week. Students are allowed to make up hours outside of regular scheduled hours as long as space is available, and with the permission of the school manager.

CODE OF PROFESSIONAL CONDUCT

Professional conduct is the only level of conduct we expect from our Students. A "professional" does not arrive 15 minutes late. He/she is constantly taking time to follow rules of good grooming and proper sanitation. The following rules are important. If a Student disobeys them, he/she may be dismissed from the School. The rules reflect the level of conduct Students will be expected to maintain throughout a professional career. The best way to begin that career is for the Student to act like the professional he/she desires to be.

1. The following "Hair Professionals uniform" for Cosmetology Students must be worn at all times: Hair Professionals black apron and nametag, solid black pants or skirt, a solid black top, and solid black closed toe, low heel professional shoes. Socks and hose are not required, but if worn, must be black. The following items are not acceptable within the dress code: hoodies, tank tops, midriiffs, sleeveless tops, jeans, shorts, overalls of any style or cut, cut-off's, pants with excessively wide legs or ragged bottoms, sweats or any other active wear, gym shoes. However, jeans may be worn on designated days. Hats or coats may not be worn in school. The dress code is regularly updated and may be modified at any time by the School.

1a. The following "Hair Professionals uniform" for Esthetics Students must be worn at all times: Hair Professionals white apron and nametag, solid black pants or skirt, a solid black top without logos, and solid black closed toe, low heel professional shoes. Socks and hose are not required, but if worn, must be black. The following items are not acceptable within the dress code: hoodies, tank tops, midriiffs, sleeveless tops, jeans, shorts, overalls of any style or cut, cut-off's, pants with excessively wide legs or ragged bottoms, sweats or any other active wear, gym shoes. However, jeans may be worn on designated days. Hats or coats may not be worn in school. The dress code is regularly updated and may be modified at any time by the School.

2. Student will be required to clock in and out of School by using our "handlink" time clock. Student will need to hand swipe in and out when entering and leaving the School and during the lunch period. Students have five minutes after 9:00 to clock in and be admitted to class. When the clock reads 9:06 he/she is considered late and cannot be admitted to Theory class. The Time Clock is the official documentation of clock hours received. Students are responsible for clocking in and out appropriately to receive credit for their hours. If a Student forgets to clock in or out, staff members of the School can not adjust hours. Any deliberate misuse of the time clock may result in termination of the program.

3. Any schedule other than the schedule shown on the Student's Enrollment Agreement must be approved by The Administrative Office. Student must submit request for schedule change in writing. If request for schedule change is approved by the School, the Student must pay a \$40 schedule change fee.

4. All Students must have a minimum of one-half hour of sanitation completed daily.

5. All Students must have approved equipment and textbooks with them at all times. It is recommended by the School that the Student mark all of his/her equipment and also personal belongings with Student's name or initials. The School assumes no responsibility for the loss of any personal or other property owned by the Student. Students are cautioned to keep their property secure and to respect the property and rights of others.

6. No Student is allowed to perform any services without a sales slip from the desk. No Student is allowed to transfer guests without permission. All Students pay Student prices for beauty supplies used for personal use and must have a teacher's permission in writing on the sales slip. Students have the privilege of receiving any of the School's guest services at one-half of the posted price.
7. No drugs or alcoholic beverages are allowed on the premises of any Cosmetology School in the State of Illinois. Any Student found in violation of this rule will be dismissed immediately.
8. No eating, smoking or drinking is permitted on the Student Salon floor or during classes.
9. Students may not use cell phones, except outside the School on breaks or lunch periods. Any electronic device that interferes with class instruction will not be allowed in the School or in the Student Salon area.
10. Students must notify the School if they will be absent for any reason. Students may use up to 10% of the program length as excused absences. Any absence over 10% will be unexcused and may result in overtime charges. Students absent, without notice, for a period of (15) calendar days may be dropped from the program.
11. If a Student drops from the program, he/she must vacate his/her station. Personal effects left in the School after fifteen (15) days will be removed. The School assumes no responsibility for those items and they will be disposed of in any way that is convenient.
12. Any Student found to be involved in stealing from another Student or from the School will be dismissed immediately.
13. Any Student guilty of willful destruction of School property or threats to the School, staff, or another Student will be dismissed immediately.
14. Any Student in direct violation of an instructor's direction may be suspended from School immediately.
15. The possession of firearms or other weapons on or near school property is prohibited.
16. Any Student guilty of refusing a guest ticket for services may be sent home for the day and risks being suspended from School.
17. Student's tuition must be paid promptly in accordance with the Enrollment Agreement. The School reserves the right to interrupt training whenever a Student is behind in the payment of tuition. All tuition and personal charges must be paid in full before total hours are completed or Student will not be eligible to file for the State Board Examination. If the last personal payment is made within two (2) weeks of the graduation date, it must be in the form of a Money Order, Cashier's Check or Cash. No personal checks will be accepted.

18. A test is given after each chapter or lesson of theory is completed. If a Student misses a test, a make-up test will be offered. A Student must have a passing grade of 75% or higher in all subjects before becoming eligible to take the School Board Examination. Student must have an 80% or higher grade on the practical as well as written School Board Examination in order to be qualified for the State of Illinois Examination.

19. In order to qualify for the State Board Examination, each Student must meet each of the following requirements: accrue the applicable hours in the correct areas as required by the State of Illinois, complete all School examinations with a 75% or higher score, perform required number of model demonstrations, as well as have a money order payable for the examination fee to be sent with the properly completed application. After passing the State Board Examination, a fee is paid to the State of Illinois for the State license.

20. The Student (and parents or guardians of dependent minors) has the right to access any information concerning his or her cumulative grade and attendance records. Reasonable notice must be given if a formal review is requested and such review must be conducted in the presence of an authorized representative of the School. Written authorization from the Student is required before the School will release information about the Student to prospective employers, etc. Authorization forms may be obtained in the School office. The law allows the School to disclose records without consent to certain agencies, including but not limited to Illinois Department of Professional Regulation, U.S. Department of Education, Veterans Administration and NACCAS. All Student records will be maintained for at least 7 years. School does not publish directory information.

21. Students are not to provide Cosmetology or Esthetics services at home in exchange for money. Solicitation of guests of the School to be serviced outside of the School is unethical and is grounds for termination. Unlicensed practice is a violation of Illinois State Law and may lead to discipline and affect future licensure.

22. The School reserves the right to make any changes in the above rules and regulations at any time without notice.

PROFESSIONAL CONDUCT AND TERMINATION OF STUDENT BY SCHOOL

Professional conduct is the only level of conduct expected from each of the students in the school. Repeated violations of the Code of Professional Conduct adopted by the school may result in termination of instruction for the student and expulsion from the school.

METHOD OF PAYMENT

Tuition, Kit, and registration fee may be paid by cash, credit card, money order, check, Title IV, loan, etc.

Registration Fee:	Payable upon enrollment
Class Kit:	Payable prior to the first day of attendance if purchased from the school.
Tuition:	Monthly payment schedule is available

Financial Aid disbursements are paid directly to the school. The student must sign appropriate papers so the school may credit their account for tuition, class kit, fees and supplies. When students' account is paid in full, any overpayments are refunded to the student.

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Hair Professionals offers scholarships to graduating seniors of area high schools. Application forms are available through the Admissions Office and are mailed to High School Counselors each spring. We also offer a Scholarship based upon attendance and grades and is payable upon graduation if the terms of the scholarship are met.

PURCHASE OF ADDITIONAL SUPPLIES

The cost of any additional items required by the student, such as instructional fees, deposits, rentals and other miscellaneous supplies are not considered in the "Tuition and Fees" charge. Such additional supplies are required to be purchased and maintained on hand by the student. When purchased at the school, the student at the time of receipt of such supplies must pay them for, in full.

COSMETOLOGY

Cosmetology is one of the most dynamic and creative professions with the need for creative, well-trained designers growing every day. If you love working with people and are willing to devote the time and energy that is necessary for real success, than this is the career field for you. Within the field of Cosmetology, there are many options that are available to you. Some of them are:

Haircutter
Color/Perm Specialist
TV/Movie Studio Artist

Salon Owner or Manager
Platform Artist
Manicurist

Hair Designer
Make-Up Artist

TUITION AND FEES

See Page 25

CURRICULUM

1500 HOURS

Basic Training

150 hours

Tools and their uses, shampoo; understanding chemicals and use, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy and physiology, electricity, ethics, nail technology, esthetics.

Practical Chemical Application/Hair Treatment

500 Hours

Chemical safety, permanent waving, hair coloring, tinting and bleaching, hair relaxing, hair and scalp conditioning, shampooing, toning and rinsing.

Hair Styling/Hair Dressing

475 Hours

Cutting, thinning, shaping, trimming, application of electrical/mechanical equipment; curling; hair treatments, marcelling.

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Shop Management, Sanitation and Interpersonal Relations

200 Hours

Labor Law, worker's compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws, pertinent state and local laws and rules, business ethics, sanitation, electrical devices, personal grooming and hygiene.

Esthetics

85 Hours

Nail Technology

55 Hours

Related Electives

35 Hours

GRADUATION REQUIREMENTS

A diploma is issued to each student who has met the following requirements:

1. Completed 1500 hours of training.
2. Maintained not less than a 75% average on all required written and practical examinations..
3. Taken and passed a written and practical School Board Exam with a minimum of 80%.
4. Made satisfactory payment arrangements on any financial obligations to the school.

A student becomes eligible for the State Board of Examination for an Illinois Cosmetologist License upon graduation. A fee is paid to the license testing service for the Examination. After passing the State Board Examination, a fee is paid to the Department of Professional Regulation of the State of Illinois by the applicant when registering for this license. If the student does not complete the required 1500 hours of instruction and all other schooling requirements before the calculated completion date, any hours missed can be made up at the hourly rate then applicable.

ESTHETICS

If you have an interest in the Health and Beauty of the Skin, Esthetics is one of the newest and fastest growing professions. With today's growing trend of Day Spas, the demand for Estheticians is growing just as fast. This will be just the career you are looking for.

Within the field of Esthetics you may choose one of the many options available for your career, such as:

- Make-Up Artist for TV, Movies, Salon, Spas, Dermatologist Office, Medical Spa
- Manufacturer's representative
- Retail sales for a department store make-up and skin care line
- Working in a doctor's office, plastic surgeon or dermatologist
- Camouflage Make-Up Artist working with accident or burn victims
- Day Spa services adding waxing, aromatherapy and body wraps.

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TUITION AND FEES

See page 25

CURRICULUM

750 HOURS

Basic Training

75 hours

History of skin care, personal hygiene and public health, professional ethics, sterilization and sanitation, introduction to skin analysis and skin care and facial treatments

Scientific Concepts

150 hours

Cells, metabolism and body systems, bacteriology, physiology and histology of the skin, human anatomy, chemistry – understanding chemicals and their use, disorders of the skin and special esthetics procedures

Practices and Procedures

500 hours

Non-therapeutic massage, excluding the scalp, nutrition and health of skin, skin analysis, cleansing the skin, mask therapy and facial treatments, facial treatments without the aid of machines, electricity, machines and apparatus, facial treatments with the aid of machines, hair removal: including tweezers method, depilators, waxing and their use, professional makeup techniques

Business Practices

25 hours

Illinois Barber, Cosmetology, Esthetics and Nail Technology Act and Rules management, OSHA standards relating to chemical use

GRADUATION REQUIREMENTS

A diploma is issued to each student who has met the following requirements:

1. Completed 750 hours training.
2. Maintained not less than a 75% average on all required written and practical examinations.
3. Taken and passed a written and practical School Board Exam with a minimum of 80%.
4. Made satisfactory payment arrangements on any financial obligations to the school.

A student becomes eligible for the State Board Examination for an Illinois Esthetics License upon graduation. A fee is paid to the license testing service for the Examination. The applicant when registering for this license pays a fee to the Department of Professional Regulation of the State of Illinois.

TEACHER TRAINING

Within the field of Cosmetology Teaching, there are many options that are available to you. Some of them are:

Beauty and Hair Instructor
Hair Designer
Make-up Artist

Salon Owner or Manager
Color/Perm Specialist
TV/Movie Studio Artist

Platform Artist
Product Manufacturer Rep
Manicurist

TUITION AND FEES

See Page 25

CURRICULUM

1000 HOURS

Post-Graduate School Training including all subjects in basic Cosmetology
500 Hours

Educational Psychology
20 Hours

Teaching Methods (Theory)
20 Hours

Application of Teaching Methods
150 Hours

Business Methods which include Recordkeeping
50 Hours

Student Teaching
260 Hours

GRADUATION REQUIREMENTS

A diploma is issued to each student who has met the following requirements:

1. Completed the required curriculum hours of the course.
2. Maintained not less than a 75% average on all required written and practical examinations.
3. Submit for approval all lesson plans before graduation.
4. Made satisfactory payment arrangements on any financial obligations to the school.

A student becomes eligible for the State Board Examination for an Illinois Cosmetology Instructor License upon graduation. A fee is paid to the license testing service for the Examination. The applicant when registering for this license pays a fee to the Department of Professional Regulation of the State of Illinois.

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ESTHETICS INSTRUCTOR

Within the field of Esthetics Teaching, there are many options that are available to you. Some of them are:

- Make-Up Artist for TV, Movies, Salon, Spas, Dermatologist Office, Medical Spa
- Manufacturer's representative
- Retail sales for a department store make-up and skin care line
- Working in a doctor's office, plastic surgeon or dermatologist
- Camouflage Make-Up Artist working with accident or burn victims
- Day Spa services adding waxing, aromatherapy and body wraps.

TUITION AND FEES

See Page 25

CURRICULUM

750 HOURS

Post-Graduate School Training including all subjects in basic Esthetics

250 Hours

Educational Psychology

20 Hours

Teaching Methods (Theory)

20 Hours

Application of Teaching Methods

150 Hours

Business Methods which include Recordkeeping

50 Hours

Student Teaching

260 Hours

GRADUATION REQUIREMENTS

A diploma is issued to each student who has met the following requirements:

1. Completed the required curriculum hours of the course.
2. Maintained not less than a 75% average on all required written and practical examinations.
2. Submit for approval all lesson plans before graduation.
3. Made satisfactory payment arrangements on any financial obligations to the school.

A student becomes eligible for the State Board Examination for an Illinois Esthetics Instructor License upon graduation. A fee is paid to the license testing service for the Examination. The applicant when registering for this license pays a fee to the Department of Professional Regulation of the State of Illinois.

NAIL TECHNOLOGY

Nail technology today has demand for creative people. If you have the desire, the energy, and the joy of working with people, you can achieve a career in the Nail Technology field. Within the field of Nail Technology, there are many options that are available to you. Some of them are:

Nail Technician
Salon Owner or Manager

Product Manufacturer Rep
TV/Movie Studio Artist

Platform Artist-Education

TUITION AND FEES

See Page 25

CURRICULUM

350 HOURS

Basic Training

50 hours

History of nail care, personal hygiene and public health, professional ethics, sterilization and disinfection, bacteriology, disorders of the nails, OSHA standards relating to material safety data sheets (MSDS) on chemicals, chemicals and their use, technical applications of chemicals

Related Concepts

15 hours

Cells, metabolism and body systems, theory of massage, people skills

Practices and Procedures

255 hours

Fabric procedures, sculpting procedures, light cured gels, machines or apparatus used in nail technology, manicures, pedicures, hand, arm and foot massage, other procedures as they relate to nail technology, product knowledge as it relates to nail technology

Business Practices

30 hours

Illinois Barber, Cosmetology, Esthetics and Nail Technology Act and Rules, Management, OSHA standards relating to chemical use and Workers' Compensation Act.

GRADUATION REQUIREMENTS

A diploma is issued to each student who has met the following requirements:

1. Completed 350 hours training.
2. Maintained not less than a 75% average on all required written and practical examinations.
3. Taken and passed a written and practical School Board Exam with a minimum of 80%.
4. Made satisfactory payment arrangements on any financial obligations to the school.

A student becomes eligible for the State Board Examination for an Illinois Nail Technology License upon graduation. The applicant when registering for this license pays a fee to the Department of Professional Regulation of the State of Illinois.

TRANSFER STUDENTS/OUT-OF-STATE STUDENTS

This school accepts transfer students and out-of-state students for a minimum of 500 hours of attendance in Cosmetology, Esthetics, Teacher Training or Esthetics Instructor and 250 hours in Nails, upon presentation of proper credit hours from their school and by approval of the Illinois Department of Professional Regulations. The following admissions requirements must be met:

1. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients), etc.; or
2. Have evidence of completion of home schooling that state law treats as a home or private school or
3. Have the ability to benefit from the training, according to the NACCAS [Ability-To-Benefit Policy](#) or
4. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.
5. If attending under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
 - a. Presenting to the Admissions Office proof of completion of an eighth grade elementary education or its equivalent.

SYCAMORE TUITION AND SCHEDULE

DATE OF BEGINNING CLASSES – COSMETOLOGY, TEACHER TRAINING, ESTHETICS, ESTHETICS INSTRUCTOR AND NAIL TECHNOLOGY:

January 16, 2018	February 20, 2018	March 27, 2018	
May 1, 2018	June 12, 2018	July 17, 2018	August 21, 2018
September 25, 2018	October 30, 2018	December 4, 2018	

TUITION AND FEES

COSMETOLOGY *

Registration Fee	\$100.00
Class Kit (if purchased from school)	\$2,800.00
Tuition	\$17,550.00
Total	\$ 20,450.00

ESTHETICS*

Registration Fee	\$100.00
Class Kit (if purchased from school)	\$1,100.00
Tuition	\$11,580.00
Total	\$ 12,780.00

TEACHER TRAINING*

Registration Fee	\$100.00
Class Kit (Instructor Books, etc.)	\$1,100.00
Tuition	\$9,850.00
Total	\$11,000.00

ESTHETICS INSTRUCTOR*

Registration Fee	\$100.00
Class Kit (if purchased from school)	\$1,100.00
Tuition	\$ 6,750.00
Total	\$ 7,900.00

NAIL TECHNOLOGY*

Registration Fee	\$100.00
Class Kit	\$400.00
Tuition	\$3,450.00
Total	\$3,900.00

TRANSFER*

Registration Fee	\$100.00
Class Kit	Cost will be determined based on individual student needs
Tuition (Actual Hours x Rate)	\$11.70 per hour cosmetology \$15.44 per hour esthetics \$9.86 per hour nail technology \$9.85 per hour teacher training \$9.00 per hour esthetics instructor

*If the student does not complete the required hours in the program and all other schooling requirements before the calculated completion date, any remaining hours will be charged at the hourly rates of \$5.00/cosmetology, \$5.00/esthetics, \$5.00/nail technology, \$5.00/teacher training & esthetics instructor.

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Cos Program Ending Dates 2018

COSMETOLOGY	Hrs.	<u>1500 HRS</u> Ending Date	<u>1650 HRS</u> Ending Date
Start Date			
January 16, 2018	30 hrs-FTD	January 10, 2019	February 14, 2019
	30.5 hrs-FTN	January 5, 2019	February 8, 2019
	30.5 hrs-3 Day	January 8, 2019	February 12, 2019
	23.5 hrs-PTD	April 17, 2019	June 1, 2019
	15 hrs-2 Day	January 9, 2020	March 19, 2020
	13.5 hrs-PTN	March 21, 2020	June 9, 2020
February 20, 2018	30 hrs-FTD	February 14, 2019	March 21, 2019
	30.5 hrs-FTN	February 9, 2019	March 15, 2019
	30.5 hrs-3 Day	February 12, 2019	March 19, 2019
	23.5 hrs-PTD	May 22, 2019	July 6, 2019
	15 hrs-2 Day	February 13, 2020	April 23, 2020
	13.5 hrs-PTN	April 25, 2020	July 18, 2020
March 27, 2018	30 hrs-FTD	March 21, 2019	April 25, 2019
	30.5 hrs-FTN	March 16, 2019	April 19, 2019
	30.5 hrs-3 Day	March 19, 2019	April 23, 2019
	23.5 hrs-PTD	June 26, 2019	August 10, 2019
	15 hrs-2 Day	March 19, 2020	May 28, 2020
	13.5 hrs-PTN	May 30, 2020	August 22, 2020
May 1, 2018	30 hrs-FTD	April 25, 2019	May 30, 2019
	30.5 hrs-FTN	April 20, 2019	May 24, 2019
	30.5 hrs-3 Day	April 23, 2019	May 28, 2019
	23.5 hrs-PTD	August 1, 2019	September 14, 2019
	15 hrs-2 Day	April 23, 2020	July 2, 2020
	13.5 hrs-PTN	July 11, 2020	September 26, 2020
June 12, 2018	30 hrs-FTD	June 6, 2019	July 12, 2019
	30.5 hrs-FTN	June 1, 2019	July 6, 2019
	30.5 hrs-3 Day	June 4, 2019	July 10, 2019
	23.5 hrs-PTD	September 12, 2019	October 26, 2019
	15 hrs-2 Day	June 4, 2020	August 13, 2020
	13.5 hrs-PTN	August 22, 2020	November 7, 2020
July 17, 2018	30 hrs-FTD	July 11, 2019	August 15, 2019
	30.5 hrs-FTN	July 6, 2019	August 10, 2019
	30.5 hrs-3 Day	July 9, 2019	August 13, 2019
	23.5 hrs-PTD	October 16, 2019	November 30, 2019
	15 hrs-2 Day	July 9, 2020	September 17, 2020
	13.5 hrs-PTN	September 26, 2020	December 12, 2020
August 21, 2018	30 hrs-FTD	August 15, 2019	September 19, 2019
	30.5 hrs-FTN	August 10, 2019	September 14, 2019
	30.5 hrs-3-day	August 13, 2019	September 17, 2019

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	23.5 hrs-PTD 15 hrs-2 Day 13.5 hrs-PTN	November 20, 2020 August 13, 2020 October 31, 2020	January 14, 2020 October 22, 2020 January 23, 2021
September 25, 2018	30 hrs-FTD 30.5 hrs-FTN 30.5 hrs-3 Day 23.5 hrs-PTD 15 hrs-2 Day 13.5 hrs-PTN	September 19, 2019 September 14, 2019 September 17, 2019 January 3, 2020 September 17, 2020 December 5, 2020	October 24, 2019 October 19, 2019 October 22, 2019 February 18, 2020 December 1, 2020 February 27, 2021
October 30, 2018	30 hrs-FTD 30.5 hrs-FTN 30.5 hrs-3 Day 23.5 hrs-PTD 15 hrs-2 Day 13.5 hrs-PTN	October 24, 2019 October 19, 2019 October 22, 2019 February 7, 2020 October 22, 2020 January 16, 2021	November 29, 2019 November 23, 2019 November 26, 2019 March 24, 2020 January 12, 2021 April 3, 2021
December 4, 2018	30 hrs-FTD 30.5 hrs-FTN 30.5 hrs-3 Day 23.5 hrs-PTD 15 hrs-2 Day 13.5 hrs-PTN	November 27, 2019 November 22, 2019 November 21, 2019 March 12, 2020 November 24, 2020 February 20, 2021	January 10, 2020 January 4, 2020 January 8, 2020 April 25, 2020 February 11, 2021 May 8, 2021

Est & Est Instructor Programs Ending Dates 2018

ESTHETICS	Hrs.	<u>750 HRS</u>	<u>825 HRS</u>
Start Date		Ending Date	Ending Date
January 16, 2018	13.5 hrs	February 16, 2019	March 30, 2019
February 20, 2018	13.5 hrs	March 23, 2019	May 4, 2019
March 27, 2018	13.5 hrs	April 27, 2019	June 8, 2019
May 1, 2018	13.5 hrs	June 1, 2019	July 13, 2019
June 12, 2018	13.5 hrs	July 16, 2019	August 24, 2019

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July 17, 2018	13.5 hrs	August 20, 2019	September 28, 2019
August 21, 2018	13.5 hrs	September 24, 2019	November 2, 2019
September 25, 2018	13.5 hrs	October 29, 2019	December 7, 2019
October 30, 2018	13.5 hrs	December 5, 2019	January 18, 2020
December 4, 2018	13.5 hrs	January 14, 2020	February 22, 2020

CLASS KITS

COSMETOLOGY

Salon Fundamentals Textbook
 Salon Fundamentals Workbook
 Pivot Point LAB *"Learn About Beauty"* online social learning environment
 Student Tool Kit

In addition, students will be required to purchase a Dry Sanitizer for combs and brushes, which is required by the State of Illinois Department of Professional Regulations. Students may use a zip lock bag, plastic box or any air tight container.

ESTHETICS

Salon Fundamentals Textbook
 Salon Fundamentals Workbook
 Pivot Point LAB *"Learn About Beauty"* online social learning environment
 Student Tool Kit

In addition, students will be required to purchase a Dry Sanitizer for combs and brushes, which is required by the State of Illinois Department of Professional Regulations. Students may use a zip lock bag, plastic box or any air tight container.

TEACHER TRAINING/ESTHETICS INSTRUCTOR

Student provides own equipment. Student teacher books provided by the school. This can be done through the purchase of a Class Kit from the school or purchasing the items separately elsewhere.

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NAIL TECHNOLOGY

Milady Textbook of Nail Technology
Milady Workbook of Nail Technology
Student Tool Kit

TRANSFER STUDENT

Student provides his or her own equipment and books. This can be done through the purchase of a Class Kit from the school or purchasing the items separately elsewhere.