

2017
COURSE CATALOG

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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 SCHOOL OF COSMETOLOGY, 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, 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, (703) 600-7600.

MISSION STATEMENT

Our highly skilled staff of instructors, combined with a spacious well-equipped facility, is dedicated to EXCELLENCE in Cosmetology, Cosmetology Instructor Training and Cosmetology Refresher education. 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.

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Oswego

ADMINISTRATIVE STAFF

HAIR PROFESSIONALS SCHOOL OF COSMETOLOGY, INC. is an Illinois Corporation, owned and operated by Carol Westphal, President and Wanda S. Zachary, Sec-Treasurer. All decisions regarding operation, policies and practices are made solely by the aforementioned.

FACILITIES AND EQUIPMENT

HAIR PROFESSIONALS SCHOOL OF COSMETOLOGY, INC offers modern, well-equipped classrooms, locker facilities, student lounge and a fine laboratory (salon) area for practical experience. Full use is made of audio-visual aids and a supplemental library. The school occupies approximately 6000 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 |
| 23.5 Hours | Tuesday - Friday 9-1 & Saturday 9-5 |
| 13.5 Hours | Tuesday & Thursday 6-9 & Saturday 9-5 |

Beginning classes in each course are limited to twenty students.

STAFF

Wanda Zachary, Sec-Treasurer
Nick Zachary, Assistant & Creative Director
Kathy Bahr, Financial Aid Officer
Megan Frankfother, Admissions Coach
Joanna Newman, Cosmetology Coach
Blanca Smith, Cosmetology Coach
Tanisha King, Cosmetology Coach

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GENERAL INFORMATION

STUDENT SERVICES

- Admissions:** Aids students in enrollment, selecting schedule of attendance and suitable financial arrangements. Also aids in job placement.
- Instructional Staff:** Aids in improving students' learning skills, preparing for examinations and establishing working relationships with other students, customers and staff.
- Secretary:** Aids students in daily attendance records and financial records.
- Housing:** Students arrange for their own housing.
- Parking:** Off-street parking is available close to the school.
- Counseling:** Students are counseled regarding their training and career at checkpoint periods. Our staff is also available for counseling at any time during a student's training as the need arises.

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 \$50.00, 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.

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. The school also reserves the right to close periodically for maintenance, severe weather conditions, educational events, or any other purpose, as necessary.

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.

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SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) Eff. 12.16.13

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled 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.

| | |
|-------------------------|------------------------------------|
| Cosmetology: | At 450, 900, and 1200 actual hours |
| Cosmetology Instructor: | At 450 and 900 actual hours |
| Cosmetology Refresher | At 125 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 Status:

Students not achieving SAP at the midpoint of an academic year are notified and automatically placed on Financial Aid Warning Status until the end of the next payment period. During the Financial Aid Warning Status, a student may continue to receive federal assistance under Title IV programs. If the student does not regain SAP by the end of the next payment period, they will be notified and lose eligibility for federal assistance under the Title IV programs. A student may file an appeal and if granted may be placed on Financial Aid Probation.

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Financial Aid Probation:

The student may be granted an appeal to their unsatisfactory determined status by following the appeal procedure. If the appeal is approved the student will be notified and placed on Financial Aid Probation until the end of the next payment period. If at the end of the next payment period, the student is not making SAP, they will lose eligibility for federal financial assistance under the Title IV programs and may be terminated.

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 appeal and decision documents will be retained in the student file.

Reinstatement 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 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 will return in the same satisfactory academic progress status as at the time of withdrawal.

Course incompletes/repetitions/non-credit remedial courses:

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

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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. SAP evaluation periods are based on actual contracted hours at the school.

MAXIMUM TIME FRAME

To remain eligible for federal funds, students must complete their program within one and one-half times the course length according to their specified completion time. Course length is defined as the period of time required to complete the course based upon the enrollment status and allowing for no absences.

Students who have not completed the course within the maximum timeframe 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 6 - 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 |
| 13.5 | 15 months | 11 months |

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For example: If a student starts on 1/21/10 and attends 16.0 hours per week, the first year loan period would be 1/21/10 to 2/24/11 and the second year loan period would be 2/25/11 to 11/12/11.

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 \$50 non-refundable Registration Fee.
- D. For students who enroll in and begin classes, the following policies apply:

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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 | \$50 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 Time to Total Time of Course | Amount of total 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. 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

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instruction impossible, the student/applicant or his or her parent or guardian should contact the Admission 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

For any Title IV aid recipients terminating their program of study after entering the institution and before completing at least 60% of the payment period, the law specifies how a school must determine the amount of Title IV Federal Funds that a Student earns. The Policy is called Return to Title IV.

The School will calculate the amount of Title IV aid that was earned based on a payment period basis.

Institutional refunds will continue to be calculated by the enrollment period as required by the State Refund Policy. The Student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds.

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. 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

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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 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.

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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 suspended from School immediately.
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 85% 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 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.

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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

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.

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.

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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 | Salon Owner or Manager | Hair Designer |
| Color/Perm Specialist | Platform Artist | Make-Up Artist |
| TV/Movie Studio Artist | Manicurist | |

ADMISSION REQUIREMENTS

1. Must have high school diploma or general education development certificate (GED) or
2. Must be a student in a high school which has contracted its Vocational Cosmetology Program with HAIR PROFESSIONALS; or
3. 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.

This school accepts transfer students and out-of-state students for a minimum of 500 hours of attendance in Cosmetology, 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:

4. Applicant must have a high school diploma or general development certificate (GED) or
5. Applicant must be a student in a high school which has contracted its Vocational Cosmetology Program with HAIR PROFESSIONALS or
6. Applicants not having a high school diploma or general education development certificate (GED) may be admitted on a case-by-case basis. Applicant shall demonstrate the ability to benefit from the training offered by this institution by:
 - a. Presenting to the Admissions Office proof of completion of an eighth grade elementary education or its equivalent and
 - b. Must pass an admittance examination, if such an examination is available at any given time. See the Admissions Counselor for details.

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January 2017

ADMISSION PROCEDURE

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

TUITION AND FEES

See Page 21

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.

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

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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. Completed all practical goals and required projects.
4. Taken and passed a written and practical School Board Exam with a minimum of 85%.
5. 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.

COSMETOLOGY INSTRUCTOR

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

| | | |
|----------------------------|------------------------|--------------------------|
| Beauty and Hair Instructor | Salon Owner or Manager | Platform Artist |
| Hair Designer | Color/Perm Specialist | Product Manufacturer Rep |
| Make-up Artist | TV/Movie Studio Artist | Manicurist |

ADMISSION REQUIREMENTS AND PROCEDURES

1. Copy of High School Diploma or General Education Development Certificate (GED)
2. Copy of current Illinois Cosmetology License

This school accepts transfer students and out-of-state students for a minimum of 500 hours of attendance in Cosmetology, 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. Applicant must have a high school diploma or general development certificate (GED) or
2. Applicant must be a student in a high school which has contracted its Vocational Cosmetology Program with HAIR PROFESSIONALS or
3. Applicants not having a high school diploma or general education development certificate (GED) may be admitted on a case-by-case basis. Applicant shall demonstrate the ability to benefit from the training offered by this institution by:
 - a. Presenting to the Admissions Office proof of completion of an eighth grade elementary education or its equivalent and
 - b. Must pass an admittance examination, if such an examination is available at any given time. See the Admissions Counselor for details.

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TUITION AND FEES

See Page 21

CURRICULUM

1000 HOURS - Approximately 6 months of attendance

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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COSMETOLOGY REFRESHER

Cosmetology is defined as the art and science of beautifying and improving the skin, nails and hair.

The Cosmetology Refresher Course is 250 hours as determined by the State of Illinois.

ADMISSION REQUIREMENTS

1. Must have high school diploma or general education development certificate (GED); and
2. Must have previously been licensed with the State of Illinois.

ADMISSION PROCEDURE

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

TUITION AND FEES

See Page 21

CURRICULUM

250 Hours

Classroom/student salon experience in theory and practical education including the following: hair color, hair cutting and blow drying skills, spa services to include facials, waxing, manicures and pedicures and the proper use of relaxing and perming as needed.

Shop management, sanitation and interpersonal relations is also included.

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. Made satisfactory payment arrangements on any financial obligations to the school.

If the student returns to school for the purpose of retaking the Illinois state board exam, the student will be required to attend theory and practical classes, online study and exam. Students are given written tests and are graded on each unity of study.

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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 both Cosmetology upon presentation of proper credit hours from their school and by approval of the Illinois Department of Professional Regulations.

Admission Requirements and Procedures:

1. Applicant must have a high school diploma or general development certificate (GED) or
2. Applicant must be a student in a high school which has contracted its Vocational Cosmetology Program with HAIR PROFESSIONALS or
3. Applicants not having a high school diploma or general education development certificate (GED) may be admitted on a case-by-case basis. Applicant shall demonstrate the ability to benefit from the training offered by this institution by:
 - a. Presenting to the Admissions Office proof of completion of an eighth grade elementary education or its equivalent and
 - b. Must pass an admittance examination, if such an examination is available at any given time. See the Admissions Counselor for details.

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OSWEGO TUITION AND SCHEDULE

DATE OF BEGINNING CLASSES – COSMETOLOGY, COSMETOLOGY INSTRUCTOR COURSE AND COSMETOLOGY REFRESHER:

| | | | |
|--------------------|-------------------|-------------------|-----------------|
| January 17, 2017 | February 21, 2017 | March 28, 2017 | |
| May 2, 2017 | June 6, 2017 | July 11, 2016 | August 15, 2017 |
| September 19, 2017 | October 24, 2017 | November 28, 2017 | |

TUITION AND FEES

| | |
|--------------------------------------|-------------|
| Registration Fee | \$50.00 |
| Class Kit (if purchased from school) | \$2,500.00 |
| Tuition | \$18,450.00 |

COSMETOLOGY * (Effective January 15, 2013)

| | |
|------------------------------------|---------------------|
| Total | \$ 20,000.00 |
| Registration Fee | \$50.00 |
| Class Kit (Instructor Books, etc.) | \$1,100.00 |
| Tuition | \$9,850.00 |

COSMETOLOGY INSTRUCTOR**

| | |
|------------------|---|
| Total | \$11,000.00 |
| Registration Fee | \$50.00 |
| Class Kit | Cost will be determined based on individual student needs |

TRANSFER/COSMETOLOGY REFRESHER* (Effective January 15, 2013)

| | |
|----------------------------------|--|
| Tuition (Actual Hours x Rate) | \$11.63 per hour cosmetology \$9.85 per hour cosmetology 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 \$11.63/cosmetology and \$9.85/cosmetology Instructor.

** Includes Milady Student Teacher Books, Name Tag & Apron.

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Program Ending Dates 2017

| COSMETOLOGY | Hrs. | <u>1500 HRS</u> Ending Date | <u>1650 HRS</u> Ending Date |
|---------------------------|----------|--------------------------------|--------------------------------|
| Start Date | | | |
| January 17, 2017 | 30 hrs | January 3, 2018 | February 7, 2018 |
| | 30.5 hrs | December 29, 2017 | February 1, 2018 |
| | 23.5 hrs | April 10, 2018 | May 25, 2018 |
| | 15 hrs | December 27, 2018 | March 12, 2019 |
| | 13.5 hrs | March 12, 2019 | May 30, 2019 |
| February 21, 2017 | 30 hrs | February 7, 2018 | March 14, 2018 |
| | 30.5 hrs | February 2, 2018 | March 8, 2018 |
| | 23.5 hrs | May 15, 2018 | June 29, 2018 |
| | 15 hrs | February 5, 2019 | April 16, 2019 |
| | 13.5 hrs | April 16, 2019 | July 6, 2019 |
| March 28, 2017 | 30 hrs | March 14, 2018 | April 18, 2018 |
| | 30.5 hrs | March 9, 2018 | April 12, 2018 |
| | 23.5 hrs | June 19, 2018 | August 4, 2018 |
| | 15 hrs | March 12, 2019 | May 21, 2019 |
| | 13.5 hrs | May 21, 2019 | August 10, 2019 |
| May 2, 2017 | 30 hrs | April 18, 2018 | May 23, 2018 |
| | 30.5 hrs | April 13, 2018 | May 17, 2018 |
| | 23.5 hrs | July 25, 2018 | September 8, 2018 |
| | 15 hrs | April 16, 2019 | June 25, 2019 |
| | 13.5 hrs | June 25, 2019 | September 14, 2019 |
| June 6, 2017 | 30 hrs | April 18, 2018 | June 27, 2018 |
| | 30.5 hrs | May 18, 2018 | June 21, 2018 |
| | 23.5 hrs | August 29, 2018 | October 13, 2018 |
| | 15 hrs | May 21, 2019 | August 1, 2019 |
| | 13.5 hrs | August 1, 2019 | October 19, 2018 |
| July 11, 2017 | 30 hrs | June 26, 2018 | August 1, 2018 |
| | 30.5 hrs | June 21, 2018 | July 26, 2018 |
| | 23.5 hrs | October 2, 2018 | November 16, 2018 |
| | 15 hrs | June 20, 2019 | September 3, 2019 |
| | 13.5 hrs | September 3, 2019 | November 21, 2019 |
| August 15, 2017 | 30 hrs | August 1, 2018 | September 5, 2018 |
| | 30.5 hrs | July 26, 2018 | August 30, 2018 |
| | 23.5 hrs | November 6, 2018 | December 22, 2018 |
| | 15 hrs | July 30, 2019 | October 8, 2019 |
| | 13.5 hrs | October 8, 2019 | December 28, 2019 |
| September 19, 2017 | 30 hrs | September 5, 2018 | October 10, 2018 |
| | 30.5 hrs | August 30, 2018 | October 4, 2018 |
| | 23.5 hrs | December 12, 2018 | January 29, 2019 |

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| | | | |
|--------------------------|--|--|--|
| | 15 hrs 13.5 hrs | September 3, 2019 November 12, 2019 | November 12, 2019 February 1, 2020 |
| October 24, 2017 | 30 hrs 30.5 hrs 23.5 hrs 15 hrs 13.5 hrs | October 10, 2018 October 4, 2018 January 18, 2019 October 8, 2019 December 19, 2019 | November 14, 2018 November 8, 2018 March 5, 2019 December 19, 2019 March 7, 2020 |
| November 28, 2017 | 30 hrs 30.5 hrs 23.5 hrs 15 hrs 13.5 hrs | November 13, 2018 November 7, 2018 February 21, 2019 November 7, 2019 January 21, 2020 | December 19, 2018 December 13, 2018 April 6, 2019 January 21, 2020 April 9, 2020 |

CLASS KITS

COSMETOLOGY

Salon Fundamentals Textbook
 Salon Fundamentals Workbook
 Salon Fundamentals Artist Access
 Student Tool Kit (see School Manager or Admissions Coach for current details)

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.

COSMETOLOGY INSTRUCTOR

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

TRANSFER STUDENT/COSMETOLOGY REFRESHER

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

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