

2017  
**COURSE CATALOG**

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Hair Professionals Career College, Inc.  
2245 Gateway Drive  
Sycamore, IL 60178  
January, 2017

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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, 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, Esthetics and Nail 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.

# 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 fine laboratory (salon) area for practical experience. Full use is made of audio-visual aids and a supplemental library. 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
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, President  
Nick Zachary, Assistant & Creative Director  
Kathy Bahr, Financial Aid Officer  
Megan Frankfother, Admissions Coach  
Laruen Heinrich, Cosmetology Coach  
Tiffany Chamber, Cosmetology Coach  
Sharon Anderson, Esthetics/Cosmetology Coach

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January, 2017

## **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.

## **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
Esthetics & Esthetics Instructor	At 375 actual hours
Cosmetology Instructor:	At 450 and 900 actual hours
Nail Technology	At 175 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.

**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.

## 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

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:

## 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*
	<b>* Plus Non-Refundable Registration Fee and Class Kit</b>

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/applicant's 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 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.

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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.

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. 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 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 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 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

**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.

## **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.

### **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.

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**Sycamore, IL 60178**  
**January, 2017**

## TUITION AND FEES

See Page 24

## 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

## 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.

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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**

(Offered at the Palos Hills & Sycamore locations only)

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.

## **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 Esthetics, 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

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- 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.

## ADMISSION 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.

## TUITION AND FEES

See page 24

## 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. 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 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.

## **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.

## TUITION AND FEES

See Page 24

## 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.

## **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

## **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:
  - c. 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 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 admission 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.

## **TUITION AND FEES**

See Page 24

## **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. 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 Examination for an Illinois Cosmetology 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 both Cosmetology and Esthetics and 250 hours in Nails, 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.

**SYCAMORE TUITION AND SCHEDULE**

**DATE OF BEGINNING CLASSES – COSMETOLOGY, COSMETOLOGY INSTRUCTOR COURSE, ESTHETICS, NAIL TECHNOLOGY:**

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

**TUITION AND FEES**

**COSMETOLOGY \* (Effective January 15, 2013)**

Registration Fee	\$50.00
Class Kit (if purchased from school)	\$2,000.00
Tuition	\$16,950.00
<b>Total</b>	<b>\$ 19,000.00</b>

**ESTHETICS\***

Registration Fee	\$50.00
Class Kit (if purchased from school)	\$325.00
Tuition	\$10,425.00
<b>Total</b>	<b>\$ 10,800.00</b>

**COSMETOLOGY INSTRUCTOR\*\***

Registration Fee	\$50.00
Class Kit (Instructor Books, etc.)	\$1,100.00
Tuition	\$9,850.00
<b>Total</b>	<b>\$11,000.00</b>

**NAIL TECHNOLOGY\***

Registration Fee	\$50.00
Class Kit	\$400.00
Tuition	\$3,450.00
<b>Total</b>	<b>\$3,900.00</b>

**TRANSFER\* (Effective September 1, 2011)**

Registration Fee	\$50.00
Class Kit	Cost will be determined based on individual student needs
Tuition (Actual Hours x Rate)	\$11.63 per hour cosmetology \$15.33 per hour esthetics \$9.86 per hour nail technology \$9.85 per hour cosmetology instructor \$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 \$11.63/cosmetology, \$15.33/esthetics, \$9.86/nail technology, \$9.85/cosmetology Instructor.

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

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## Cos Program Ending Dates 2017

COSMETOLOGY	Hrs.	<u>1500 HRS</u> Ending Date	<u>1650 HRS</u> Ending Date
Start Date			
<b>January 17, 2017</b>	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
<b>February 21, 2017</b>	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
<b>March 28, 2017</b>	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
<b>May 2, 2017</b>	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
<b>June 6, 2017</b>	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
<b>July 11, 2017</b>	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
<b>August 15, 2017</b>	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
<b>September 19, 2017</b>	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
	15 hrs	September 3, 2019	November 12, 2019
	13.5 hrs	November 12, 2019	February 1, 2020

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<b>October 24, 2017</b>	30 hrs	October 10, 2018	November 14, 2018
	30.5 hrs	October 4, 2018	November 8, 2018
	23.5 hrs	January 18, 2019	March 5, 2019
	15 hrs	October 8, 2019	December 19, 2019
	13.5 hrs	December 19, 2019	March 7, 2020
<b>November 28, 2017</b>	30 hrs	November 13, 2018	December 19, 2018
	30.5 hrs	November 7, 2018	December 13, 2018
	23.5 hrs	February 21, 2019	April 6, 2019
	15 hrs	November 7, 2019	January 21, 2020
	13.5 hrs	January 21, 2020	April 9, 2020

## Est Program Ending Dates 2017

<b>ESTHETICS</b>	<b>Hrs.</b>	<b><u>750 HRS</u></b>	<b><u>825 HRS</u></b>
<b>Start Date</b>		<b>Ending Date</b>	<b>Ending Date</b>
<b>January 17, 2017</b>	30 hrs	July 11, 2017	July 27, 2017
	30.5 hrs	July 8, 2017	July 26, 2017
	23.5 hrs	August 29, 2017	September 20, 2017
	15 hrs	January 4, 2018	February 8, 2018
	13.5 hrs	February 10, 2018	March 24, 2018
<b>February 21, 2017</b>	30 hrs	August 15, 2017	August 31, 2017
	30.5 hrs	August 12, 2017	August 30, 2017
	23.5 hrs	October 3, 2017	October 25, 2017
	15 hrs	February 8, 2018	March 15, 2018
	13.5 hrs	March 17, 2018	April 28, 2018
<b>March 28, 2017</b>	30 hrs	September 19, 2017	October 5, 2017
	30.5 hrs	September 16, 2017	October 4, 2017
	23.5 hrs	November 7, 2017	November 30, 2017
	15 hrs	March 15, 2018	April 19, 2018
	13.5 hrs	April 21, 2018	June 2, 2018
<b>May 2, 2017</b>	30 hrs	October 24, 2017	November 9, 2017
	30.5 hrs	October 21, 2017	November 8, 2017
	23.5 hrs	December 13, 2017	January 4, 2018
	15 hrs	April 19, 2018	May 24, 2018
	13.5 hrs	May 26, 2018	July 7, 2018
<b>June 6, 2017</b>	30 hrs	November 29, 2017	December 15, 2017
	30.5 hrs	November 28, 2017	December 14, 2017
	23.5 hrs	January 17, 2018	February 8, 2018
	15 hrs	May 24, 2018	June 28, 2018

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	13.5 hrs	June 30, 2018	August 11, 2018
<b>July 11, 2017</b>	30 hrs	January 2, 2018	January 18, 2018
	30.5 hrs	December 30, 2017	January 17, 2018
	23.5 hrs	February 20, 2018	March 14, 2018
	15 hrs	June 26, 2018	July 31, 2018
	13.5 hrs	August 4, 2018	September 13, 2018
<b>August 15, 2017</b>	30 hrs	February 6, 2018	February 22, 2018
	30.5 hrs	February 3, 2018	January 17, 2017
	23.5 hrs	February 18, 2017	March 14, 2017
	15 hrs	July 31, 2018	September 4, 2018
	13.5 hrs	August 4, 2018	October 18, 2018
<b>September 19, 2017</b>	30 hrs	March 13, 2018	March 29, 2018
	30.5 hrs	March 10, 2018	March 28, 2018
	23.5 hrs	May 1, 2018	May 23, 2018
	15 hrs	September 4, 2018	October 9, 2018
	13.5 hrs	October 13, 2018	November 24, 2018
<b>October 24, 2017</b>	30 hrs	April 17, 2018	May 3, 2018
	30.5 hrs	April 14, 2018	May 2, 2018
	23.5 hrs	June 5, 2018	June 27, 2018
	15 hrs	October 9, 2018	November 13, 2018
	13.5 hrs	November 17, 2018	December 29, 2018
<b>November 28, 2017</b>	30 hrs	May 18, 2018	June 6, 2018
	30.5 hrs	May 17, 2018	June 5, 2018
	23.5 hrs	July 10, 2018	August 1, 2018
	15 hrs	November 8, 2018	December 18, 2018
	13.5 hrs	December 22, 2018	February 2, 2019

## **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.

### **ESTHETICS**

Salon Fundamentals Textbook  
Salon Fundamentals Workbook  
State Board Review Book  
Student Tool Kit (see School Manager or Admissions Coach for current details)

### **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.

### **NAIL TECHNOLOGY**

Milady Textbook of Nail Technology  
Milady Workbook of Nail Technology  
State Board Book  
Student Tool Kit (see School Manager or Admissions Coach for current details)

### **TRANSFER STUDENT**

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.