

**2024  
COURSE CATALOG**

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Hair Professionals Career College  
10321 S. Roberts Road  
Palos Hills, IL 60465  
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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, furthermore known in this document as "Hair Professionals".

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

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

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

## **MISSION STATEMENT**

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

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

## **STATEMENT OF NON-DISCRIMINATION**

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

## **EMPLOYMENT ASSISTANCE**

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

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# **PALOS HILLS**

## **ADMINISTRATIVE STAFF**

Palos Educators, Inc. d/b/a/ Hair Professionals Career College, 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 offers modern, well-equipped classrooms, locker facilities, student lounge and a laboratory (salon) area for practical experience. Full use is made of audio-visual aids and a supplemental computer lab. The school occupies approximately 4600 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:

<b><u>Attendance Hours Per Week</u></b>	<b><u>Schedule of Attendance</u></b>
30 Hours	Tuesday - Friday 9-5 or Tu & Th 1-9, W 1-5, Sat 9-5
23.5 Hours	Tuesday - Friday 9-1 & Saturday 9-5
30.5 Hours	Tuesday & Thursday 9-9, Wednesday 9-5
13.5 Hours	Tuesday & Thursday 6-9 & Saturday 9-5
19.5 Hours	Tuesday – Thursday 9-1 & Saturday 9-5
22.5 Hours	Tuesday – Thursday 9-5

## **STAFF**

Wanda Zachary, President  
Nick Zachary, Assistant & Creative Director  
Chauntelle Aguirre, Financial Aid Officer  
Michelle Claudio, Admissions Coach  
Jayla Smith, Admissions Coach  
Michelle Mattsey, Office Manager  
Lisa Fox, Cosmetology Coach  
Donita Mitchell, Esthetics Coach  
Crystal Zavala, Business Development Director/Esthetics & Cosmetology Substitute 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.
- Education Staff :** Responsible for implementing the Curriculum and assisting the students throughout their training.
- Financial Aid Director** Responsible for administering financial aid to the students and assisting them In the business office.
- Housing:** Students arrange for their own housing.
- Parking:** Off-street parking is available close to the school.
- Counseling:** If the need arises, students are referred to professional services as appropriate.

### **ADMISSIONS POLICY FOR COSMETOLOGY, ESTHETICS, NAIL TECHNOLOGY AND COSMETOLOGY REFRESHER**

#### **Requirements:**

1. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, proof of passing HiSet exam, proof of college completion diploma/transcript (Associate's degree or higher), or a certificate of attainment (only applicable for non-Title IV recipients), etc. The institution has procedures to evaluate the validity of a student's high school completion if there is reason to believe the high school diploma is not valid or was not obtained from an entity that provides secondary school education ; or
2. Have evidence of completion of home schooling that state law treats as a home or private school or
3. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
4. In the absence of a high school diploma or GED, the applicant may take and pass an approved ability-to-benefit test administered according to the test publisher's guidelines by an approved Independent Test Administrator (only meets requirements for financial aid if grandfathered in prior to 7/1/2012).
5. 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 the applicant meets the state requirements for admission, obtains permission in writing from

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the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation, as established by the institution. 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. As well as being beyond the age of compulsory school attendance in the State of Illinois (17 years old).

### **Interruption in Training:**

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

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

### **Transfer Students:**

This school accepts transfer students and out-of-state students who are required to complete a minimum of 500 hours of attendance in Cosmetology, 250 hours of attendance in Esthetics, Esthetics Instructor, and Cosmetology Instructor (1000 hour program) programs upon presentation of transcripts of hours from their previous school. This minimum hour requirement may be waived if the previous school is going through a school closure. The following admissions requirements must be met:

1. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, proof of passing HiSet exam, proof of college diploma/transcript, or a certificate of attainment (only applicable for non-Title IV recipients), etc. The institution has procedures to evaluate the validity of a student's high school completion if there is reason to believe the high school diploma is not valid or was not obtained from an entity that provides secondary school education. ; or
2. Have evidence of completion of home schooling that state law treats as a home or private school or
3. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
4. If attending under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
  - a. Presenting to the Admissions Office proof of completion of an eighth-grade elementary education or its equivalent.

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## ADMISSIONS PROCEDURE

1. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, proof of passing HiSet exam, proof of college completion diploma/transcript (Associate's degree or higher), or a certificate of attainment (only applicable for non-Title IV recipients), etc. The institution has procedures to evaluate the validity of a student's high school completion if there is reason to believe the high school diploma is not valid or was not obtained from an entity that provides secondary school education. ; or
2. Have evidence of completion of home schooling that state law treats as a home or private school or
3. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
4. In the absence of a high school diploma or GED, the applicant may take and pass an approved ability-to-benefit test administered according to the test publisher's guidelines by an approved Independent Test Administrator (only meets requirements for financial aid if grandfathered in prior to 7/1/2012).
5. Applicant will complete Enrollment Agreement prior to class starting date.
6. Applicant will pay Registration Fee. This may be waived if the previous school is going through a school closure

## ADMISSIONS POLICY COSMETOLOGY INSTRUCTOR AND ESTHETICS INSTRUCTOR:

### Requirements:

1. Copy of High School Diploma or Official Transcript showing high school completion or General Education Development Certificate (GED), or proof of passing HiSet exam, or proof of college completion diploma/transcript (Associate's degree or higher). The institution has procedures to evaluate the validity of a student's high school completion if there is reason to believe the high school diploma is not valid or was not obtained from an entity that provides secondary school education. ; or
2. Have evidence of completion of home schooling that state law treats as a home or private school or
3. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
4. Copy of current Illinois Cosmetology or Esthetics License
5. Be at least 18 years of age

### 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.

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

### **Transfer Students:**

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

1. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, proof of passing HiSet exam, proof of college diploma, or a certificate of attainment (only applicable for non-Title IV recipients), etc. The institution has procedures to evaluate the validity of a student's high school completion if there is reason to believe the high school diploma is not valid or was not obtained from an entity that provides secondary school education. ; or
2. Have evidence of completion of home schooling that state law treats as a home or private school or
3. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
4. In the absence of a high school diploma or GED, the applicant may take and pass an approved ability-to-benefit test administered according to the test publisher's guidelines by an approved Independent Test Administrator (only meets requirements for financial aid if grandfathered in prior to 7/1/2012).
5. Copy of current Illinois Cosmetology or Esthetics License

### **SCHOOL CLOSURE**

The school is closed on the following legal holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas break from Dec 24-1<sup>st</sup> Tuesday in January. During severe weather conditions the school may cancel classes and will notify the students via social media.

### **TRANSCRIPTS**

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

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## PROFESSIONAL JUDGMENT

Students may request an adjustment to their financial aid if they have special or unusual circumstances. Examples of special circumstances may be; change in employment, income, housing status (e.g., homelessness). Unusual circumstances refer to a change in dependency status due to things such as; human trafficking, refugee or asylee status, parental abuse or abandonment, incarceration. All professional judgment require a written request from the student detailing the situation. The FAA will then review and request documentation based on the scenario. The FAA will determine if circumstance and documentation are eligible for approval. An FAA's decision regarding adjustments is final and cannot be appealed to the Department.

## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in all programs and schedules at the school. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Federal regulations established by the United States Department of Education. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

Satisfactory academic progress is defined by the following criteria:

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

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

Standard rounding principals will apply to minimum percentages.

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

### Official Evaluation Periods:

Satisfactory Academic Progress (SAP) is determined according to Official Evaluation periods for each course. Official Evaluation periods are based on actual time completed versus scheduled hours. The amount of clock hours in each payment period varies according to the course as noted below. Since we are a clock-based institution and not term based, we do not have a summer term. An academic year equals 900 clock hours and 30 weeks for all programs. Evaluations occur when the student successfully completes both the actual hours and weeks.

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<b>Program</b>	<b>Official Evaluation Periods</b>	<b>Total Length of Program</b>
Cosmetology:	At 450hours/15weeks, 900hours/30weeks, and 1200hours/weeks	1500 clock hours
Esthetics & Esthetics Instructor	At 375 hours/13 weeks	750 clock hours
Cosmetology Instructor	At 450 hours/15 weeks and 900 hours/30 weeks	1000 clock hours
Cosmetology Refresher	At 125/5 weeks actual hours	250 clock hours

Students will receive a written notice of their official SAP determination including a description of actions required should the student be deemed to be below the SAP standards.

### **Financial Aid Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **Re-Establishment of Satisfactory Academic Progress:**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **Financial Aid Probation:**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation without an academic plan. If it is determined based on the appeal the student cannot meet the standards by the next evaluation period but can by the following evaluation period, they may be put on an academic plan and still be considered to be making progress. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period (with academic plan), the student has still not met both the attendance and academic requirements required for satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress and, ineligible to receive additional Title IV funds.

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### **Appeal Procedure:**

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

### **Re-Establishment of Financial Aid Eligibility**

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

### **Withdrawals**

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

### **Course incompletes/repetitions/non-credit remedial courses:**

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

### **Transfer Hours**

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

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## MAXIMUM TIME FRAME

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

Students who are unable to complete the course within the maximum timeframe are not eligible for Title IV funds. However, they may continue as a student at the institution on a cash pay basis with the status of being passed max time. If there are mitigating circumstances a student may appeal a determination of exceeding maximum time frame but that will be done on a case-by-case 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

## 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:

### Cosmetology

# 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	16 months	11 months

### Esthetics

# of hours per week	length of 1st year loan period
19.5	9 months
13.5	13 months
22.5	8 months

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

## REINSTATEMENT OF FINANCIAL AID RESPONSIBILITY

Improving their attendance average to the designated standard of the Satisfactory Academic Progress definition, that is, 67% of all scheduled class time, can reinstate students who have lost eligibility for financial aid by reason of low attendance. Students who have lost eligibility for financial aid by reason of failing to maintain the minimum grade average of 75% can be reinstated by improving their academic

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average to 75%. In cases of mitigating circumstances, an appeal may be submitted to school officials. These will be handled on an individual basis.

### **RELATED THEORY**

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

### **PRACTICAL WORK**

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

### **TUITION REFUND POLICY**

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

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

- A. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.
- B. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing within five (5) business days of signing an enrollment agreement or contract, all monies collected by the school shall be refunded. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
- C. If a student cancels his/her enrollment after the 5 business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid the school, minus \$100 non-refundable Registration Fee.
- D. For students who enroll in and begin classes, the following policies apply:

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## STATE REFUND POLICY

Percentage of a scheduled course completed at notice of cancellation compared to total time of the period of enrollment for which the student is charged	Percentage of tuition and other instructional charges which school may retain
Notice of Cancellation given within 5 days after date of enrollment or if school cancels a course.	0%
Notice of Cancellation given after 5 days after date of enrollment but prior to completion of the first day of class attendance	\$100 Non-Refundable Registration Fee
Notice of cancellation given after student completed first day of class attendance but prior to completion of 5% of course	Non-Refundable Registration Fee and 10% of tuition or \$300.00 whichever is less, plus the cost of the student kit
Percentage of a Scheduled Course Completed	Amount of 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/applicants last day of physical attendance in the school. Absence from school for more than thirty (30) days shall constitute notice of cancellation. Student/ Applicants not accepted by the school shall receive a refund of all tuition and fees paid. Deposits or down payments become part of the tuition.

The school shall email a written acknowledgement of a student's cancellation or written withdrawal within fifteen (15) calendar days of the notification or withdrawal.

If the school is permanently closed and no longer offering instruction after a student/applicant has enrolled; the student shall be entitled to a pro-rata refund of tuition. The School may make refunds that exceed requirements of this section. Students who have acquired 750 or more clock hours before their school

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closes shall be allowed to transfer all accumulated hours to another licensed cosmetology school. If the school cancels or discontinues a course, the student shall be entitled to receive from the school such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student. Each student shall be given a refund prorated to at least reflect the percentage of time remaining to complete the course of instruction. The school may, at its option, make refunds that exceed those required by this section. If the school closes, students who are enrolled are entitled to a transcript.

## **RETURN TO TITLE IV POLICY**

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

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

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

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

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

The percentage of the payment period completed is calculated by dividing the hours scheduled in the payment period as of the withdrawal date by the total scheduled hours in the payment period:  $\text{scheduled hours at withdrawal} / \text{scheduled hours in payment period} = \text{percentage completed}$ .

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

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell

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funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account. The federal loan funds will be offered to the student/parent within 30 days. The student/parent then has 14 days to either accept or decline the funds. If accepted, the loans will first be applied to the student's accounts. Any credit balances left over will be paid to the student within 14 days of the completion of the R2T4.

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

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

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

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

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

If a student reenrolls in the same program within 180 calendar days, the student remains in the same payment period they were in at the time of their drop. The student is then eligible to receive the title IV funds they were eligible for prior to withdrawal, including funds that were returned by the institution or student.

## **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. 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. Any behavior that is unacceptable in a salon or spa environment is not acceptable in

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school and may be grounds for discipline, suspension and/or termination. 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 apron, solid black pants or skirt, Hair Professionals Spirit Wear, 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, coats, or scarves 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 apron, solid black pants or skirt, Hair Professionals Spirit Wear, 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, coats & scarves 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 using FAME attendance. Student will need to clock 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. Unless student has received prior approval. When the clock reads 9:06 he/she is considered late and cannot be admitted to Theory class. For students who at 90% attendance or above, their start time will adjust to 10 am. Students below 90% attendance will not be permitted to stay. 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 cannot 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. Kits will stay at the school until graduating to the student salon floor.

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.

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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. Students and staff are prohibited from making audio and/or video recordings at any time without permission. This restriction is not meant to prohibit a student from taking pictures or video of a hairstyle, hair color or makeup application of another student or guest in the student salon for purposes of advertising on social media or for the student's portfolio.
10. Students must notify the School if they will be absent for any reason. Students may use up to 10% of the program length as excused absences. Any absence over 10% will be unexcused and may result in overtime charges. Students absent, without notice, for a period of (14) 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 or staff'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 objecting to or refusing a guest ticket for services may be sent home for the day and risks being suspended from School and/or Terminated.
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 thirty (30) days 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

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becoming eligible to take the School Board Examination. Student must have an 80% or higher grade on the practical as well as written School Board Examination in order to be qualified for the State of Illinois Examination.

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

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

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

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

23. The school is required to follow up with graduates to gather and report information concerning where the graduate is employed and what their title, salon/spa name, address, phone number, and Manager's name.

## **PROFESSIONAL CONDUCT AND TERMINATION OF STUDENT BY SCHOOL**

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

## **METHOD OF PAYMENT**

Tuition, Kit, and registration fee may be paid by cash, credit card, money order, check, Title IV, loan, etc. The student is responsible for any amounts not paid by Title IV funds and will make personal payments on any balance due.

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**Registration Fee:** Payable upon enrollment  
**Class Kit:** Payable prior to the first day of attendance if purchased from the school. Unless financial aid is being utilized.  
**Tuition:** Monthly payment schedule is available (1<sup>st</sup> payment is due before or on 1<sup>st</sup> day of school.)

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. Any overpayments are refunded to the student.

Hair Professionals offers scholarships to graduating seniors of area high schools, for certain start date. Application forms are available through the Admissions Office and are mailed to High School Counselors each spring. We also may 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 defined as the art and science of beautifying and improving the skin, nails and hair.

**Course Goals**

Each student after successful completion of the above 1500 hours in cosmetology training will be able to demonstrate technical skills and professional work standards in required subject areas. The students will be able to take a school examination in both theoretical and practical testing skills. After graduation, the student will be eligible to take the Illinois examination with the state to obtain an Illinois Cosmetology license and entry-level employment.

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, then 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 |
| Wedding Hair & Makeup | Manicurist             |                |

**PROGRAM OUTLINE**

1500 HOURS

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## Units of Instruction

### **I. Basic Training**

150 hours of classroom instruction in general theory and practical hands on application including the following: tools and their use, shampooing, understanding chemicals and use, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy and physiology, electricity, ethics, nail technology, and esthetics.

### **II. Practical Chemical Application/ Hair Treatments**

500 hours of instruction which shall be a combinations of classroom instruction and hands-on experience, shall be provided in the following subject areas: chemical safety, permanent waving, hair coloring, tinting and bleaching, hair relaxing, hair and scalp conditioning, shampooing, toning and rinsing.

### **III. Hair styling/Hair Dressing**

475 hours of instruction in hairstyling, which shall be a combination of classroom instruction and hands-on experience, shall be provided in the following subject areas: cutting, thinning, shaping, trimming, application of electrical/mechanical equipment, curling, hair treatments and marcelling.

### **IV. Shop Management, Sanitation and Interpersonal Relations**

200 hours of classroom instruction shall be provided in the following subject areas: labor law, workers compensation, client relations, bookkeeping, marketing and merchandising, emergency first-aid, right-to-laws, pertinent state and local laws and rules, business ethics, sanitation, electrical devices, personal grooming and hygiene.

### **V. Esthetics**

85 hours of instruction shall be provided

### **VI. Nail Technology**

55 hours of instruction shall be provided

### **VII. Electives**

35 hours

Internship program is an optional part of the curriculum. Each licensed cosmetology school may choose to set up an internship program and shall follow the guidelines set forth in this subsection (h):

1. An internship program:
  - a. May be substituted for 150 hours of the 1500 hours as set forth in this section.
  - b. May be part of the curriculum of a licensed cosmetology school and shall be an organized pre-planned training program designed to allow a student to learn hairdressing, sanitation, safety and shop management, hair treatment, nail technology and esthetics under the direct supervision of a licensed cosmetologist in a registered salon.
2. A student in the internship program:
  - a. May participate in an internship program only after completing 750 hours of training with a minimum average grade of 80. A school may, however, set the average grade higher and set other standards that a student must meet to participate in the internship program.
  - b. May not spend more than 150 hours in an internship program.
  - c. May not be paid while participating in this internship program as it is a part of the Cosmetology curriculum of the school.
  - d. May work a maximum of eight hours a day and shall be required to spend one day a week at the school.
  - e. Shall be under the direct onsite supervision of a licensed cosmetologist. Only one student shall be supervised by one licensed cosmetologist.

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3. A licensed Cosmetology shall state clearly in the student contract That the school offers an internship program.
4. The licensed Cosmetology School shall enter into a contract with the student, the registered salon and licensed Cosmetologist. The contract shall contain all the provision set forth in Subsection (h) (2) of this section and any other requirements of the internship established by the school. The contract shall be signed by the student, the school, and the licensed Cosmetologist. Any party to the contract may terminate the contract at any time.

**Course Format**

The instructor shall use varied methods of teaching instruction to ensure a thorough understanding by all students. The course shall integrate theory, practical use of lecture, hands on, audio-visual aids, demonstrations and student workshops will be used in the classroom. Pivot Point LAB is utilized by students and staff.

**Grading Scale**

Hair Professionals utilizes the following grading scale:

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

Students are given written tests and are graded on each unit of study. Practical work is graded utilizing models that students recruit.

School board final exam requires a passing grade of 80.

**GRADUATION REQUIREMENTS**

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

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

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

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## **ESTHETICS**

Esthetics is the study of maintaining and improving the skin.

### **Course Goals**

Each student after successful completion of the above 750 hours in Esthetics training will be able to demonstrate technical skills and professional work standards in required subject areas. The students will be able to take a school examination in both theoretical and practical testing skills. After graduation, the student will be eligible to take the Illinois examination with the state to obtain an Illinois Esthetics license and entry-level employment.

This 750 hour course is designed to instruct the students in techniques for maintaining and improving healthy skin. The units of study will prepare the students to do facials, body treatments, hair removal, make-up and related services. The Esthetics course offers an in-depth study of these techniques to enable the student to become a specialist in this field.

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

- Make-Up Artist, Salon, Spas, Dermatologist Office
- 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 offering facial services
- Day Spa services doing waxing, aromatherapy and body treatments

## **PROGRAM OUTLINE**

750 HOURS

### **Units of Instruction**

#### **I. Basic Training**

75 hours of classroom instruction in general theory and practical application shall be provided which shall be divided into the following subject areas: history of skin care, personal hygiene and public health, professional ethics, sterilization and sanitation, introduction to skin analysis and skin care and facial treatments.

#### **II. Scientific Concepts**

150 hours of classroom instruction shall be provided in the following subject areas: 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.

#### **III. Practices and Procedures**

500 hours of instruction, which shall be a combination of classroom instruction and clinical application, shall be provided in the following subject areas: non-therapeutic massage, excluding the scalp, nutrition and health of skin, skin analysis, cleansing the skin, masque therapy and facial treatments, facial treatments without the aid of machines, electricity, machines and apparatus, facial treatments with the aid of machines,

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hair removal; including tweezer method, depilators, waxing and their use, professional makeup techniques, product knowledge as it relates to esthetics.

#### IV. Business Practices

25 hours of classroom instruction shall be provided in the following subject areas: Illinois Barber, Cosmetology, Esthetics and Nail Technology Act and rules management and OSHA standards relating to chemical use.

#### V. Internship Program

Internship program is an optional part of the curriculum. Each licensed esthetics school may choose to set up an internship program and shall follow the guidelines set forth in this subsection (a)(5):

1. an internship program:
  - a. May be substituted for 75 hours of the 750 hours as set forth in this section.
  - b. May be part of the curriculum of a licensed esthetics school and shall be an organized pre-planned training program designed to allow a student to learn esthetics under the direct supervision of a licensed Cosmetologist or licensed Esthetician in a registered salon.
2. a student in the internship program
  - a. may participate in an internship program only after completing 375 hours of training and have a minimum average grade of 80. A school may set the average grade higher and set other standards that a student must meet to participate in the internship program.
  - b. may not spend more than 75 hours in an internship program.
  - c. May not be paid while participating in this internship program as it is a part of the Esthetics curriculum of the school.
  - d. May work a maximum of eight hours a day and shall be required to spend one day a week at the school.
  - e. Shall be under the direct onsite supervision of a licensed cosmetologist or licensed esthetician. Only one student shall be supervised by one licensed cosmetologist or licensed esthetician.
3. A licensed Esthetics school shall state clearly in the student contract that the school offers an internship program.
4. The licensed Esthetics School shall enter into a contract with The student, the registered salon and licensed Cosmetologist or licensed Esthetician. The contract shall contain all the provisions set forth in Subsection (a) (5) of this section and any other requirements of the internship established by the school. The contract shall be signed by the student, the school, and the licensed Cosmetologist or licensed Esthetician. Any party to the contract may terminate the contract at any time.
5. An esthetics student is not permitted to practice on the public until the successful completion of 75 hours of basic training specified in subsection (a) (1)

### **Course Format**

The instructor shall use varied methods of teaching instruction to ensure a thorough understanding by all students. The course shall integrate Theory, Practical, Use of Lecture, Audio-Visual Aids, Demonstrations, Guest speakers and Student Workshops will be used on a regular basis in the classrooms. Pivot Point LAB is utilized by students and staff.

### **Grading Scale**

Hair Professionals utilizes the following grading scale:

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

Students are given written tests and are graded on each unit of study. Practical work is graded utilizing models that students recruit or guests of the student salon.

### **GRADUATION REQUIREMENTS**

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

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

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

### **COSMETOLOGY INSTRUCTOR**

This 1000 hour training program is designed to assist and instruct a cosmetologist to become a 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
Advanced Training in Hair Salon	Product Manufacturer Rep	CE Educator

Each student after successful completion of the above 1000 hours in Teacher training will be able to demonstrate technical skills and professional work standards in required subject areas. The students will be able to take a school examination in both theoretical and practical testing skills. After graduation, the student

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will be eligible to take the Illinois examination with the state to obtain an Illinois Teacher license and entry-level employment.

This 1000 hour course is designed to instruct the students to become a licensed Cosmetology Teacher. The student will learn to prepare lesson plans, teach effectively as evidenced by student's success, using teaching aids utilizing a variety of methods. The student will learn to evaluate students and properly record grades.

## **PROGRAM OUTLINE**

1000 HOURS

### **Units of Instruction**

#### **I. Post-Graduate School Training – 500 hours**

Covers all theory subjects taught in the basic theory program. Designed to master practical skills in the classroom and clinic environment.

#### **II. Educational Psychology – 20 hours**

Relating to students and understanding their differences during the educational process is as important as cosmetology knowledge. Students will have an opportunity to utilize their skills within the classroom as well as the clinic.

#### **III. Teaching Methods – 20 hours**

Student will learn varied methods and techniques of teaching to reach the diverse student populations that the school serves. Visual aids, videos, overheads, and a variety of training methods will be utilized to maintain student interest and motivate all students, particularly high-risk individuals.

#### **IV. Application of Teaching Methods – 150 hours**

Student is to organize the units in the basic Cosmetology course preparing lesson plans and presentations utilizing a variety of methods including lectures, demos, testing and assignment. Presentation should include teaching objectives, correlating theory with practical application.

#### **V. Business Methods – 50 hours**

Participate in the functioning of the reception desk and assigning of clients to students. Know where all supplies are kept and assist with inventory and ordering of supplies. Proper recordkeeping and computer training will be utilized. Knowledge of federal, state, and local laws with regard to safety, sanitation, and the Illinois Beauty Culture Act.

#### **VI. Supervised Student Teaching – 260 hours**

To gain experience as an instructor the student will teach both Theory and Practical classes under the guidance and supervision of a licensed instructor. Responsibilities will include all those of an instructor to include grading, progress reports, and counseling students.

### **Course Format**

This course will be a combination of theory and practical instruction. Most teaching skills will be taught by modeling and observing a licensed instructor. The student instructor will be expected to prepare lesson

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Palos Hills, IL 60465  
May 28, 2024**

plans and student teach under the supervision of a licensed instructor. Pivot Point LAB is utilized by students and staff.

### **Grading Scale**

Hair Professionals utilizes the following grading scale:

A – Above Average	90-100
B – Average	80-89
C – Below Average	75-79
F – Failing	74 & below

Students are given written tests and graded on each unit of study. Progress reports are given out monthly. Student teachers will be evaluated at 500 hours. The evaluation will be based upon attendance, attitude, interaction with the students, teaching presentations, and written tests.

### **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.

### **ESTHETICS INSTRUCTOR**

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

Skin Care Instructor	Salon Owner or Manager	Platform Artist
Advanced Training in Spa/Salon	Product Manufacturer Rep	CE Educator

This 750 hour training program is designed to assist and instruct a Esthetician to become an Esthetics Instructor.

Each student after successful completion of the above 750 hours in Esthetics Instructor training will be able to demonstrate technical skills and professional work standards in required subject areas. The students will be able to take a school examination in both theoretical and practical testing skills. After graduation, the student will be eligible to take the Illinois examination with the state to obtain an Illinois Esthetics Instructor license and entry-level employment.

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This 750 hour course is designed to instruct the students to become a licensed Esthetics Instructor. The student will learn to prepare lesson plans, teach effectively as evidenced by student's success, using teaching aids utilizing a variety of methods. The student will learn to evaluate students and properly record grades.

## PROGRAM OUTLINE

750 HOURS

### Units of Instruction

**I. Post-Graduate School Training – 250hours**

Covers all theory subjects taught in the basic theory program. Designed to master practical skills in the classroom and clinic environment.

**II. Educational Psychology – 20 hours**

Relating to students and understanding their differences during the educational process is as important as cosmetology knowledge. Students will have an opportunity to utilize their skills within the classroom as well as the clinic.

**III. Teaching Methods – 20 hours**

Student will learn varied methods and techniques of teaching to reach the diverse student populations that the school serves. Visual aids, videos, overheads, and a variety of training methods will be utilized to maintain student interest and motivate all students, particularly high-risk individuals.

**IV. Application of Teaching Methods – 150 hours**

Student is to organize the units in the basic Esthetic course preparing lesson plans and presentations utilizing a variety of methods including lectures, demos, testing and assignment. Presentation should include teaching objectives, correlating theory with practical application.

**V. Business Methods – 50 hours**

Participate in the functioning of the reception desk and assigning of clients to students. Know where all supplies are kept and assist with inventory and ordering of supplies. Proper recordkeeping and computer training will be utilized. Knowledge of federal, state, and local laws with regard to safety, sanitation, and the Illinois Beauty Culture Act.

**VI. Supervised Student Teaching – 260 hours**

To gain experience as an instructor the student will teach both Theory and Practical classes under the guidance and supervision of a licensed instructor. Responsibilities will include all those of an instructor to include grading, progress reports, and counseling students.

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## Course Format

This course will be a combination of theory and practical instruction. Most teaching skills will be taught by modeling and observing a licensed instructor. The student instructor will be expected to prepare lesson plans and student teach under the supervision of a licensed instructor. Pivot Point LAB is utilized by students and staff.

## Grading Scale

Hair Professionals utilizes the following grading scale:

A – Above Average 90-100

B – Average 80-89

C – Below Average 75-79

F – Failing 74 & below

Students are given written tests and graded on each unit of study. Progress reports are given out monthly. Student instructor will be evaluated at 375 hours. The evaluation will be based upon attendance, attitude, interaction with the students, teaching presentations, and written tests.

## **GRADUATION REQUIREMENTS**

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

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

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

## **NAIL TECHNOLOGY**

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

Nail Technician

Nail Salon Owner/Manager

Product Manufacturer Rep

CE Educator

Platform Artist/Education

## **CURRICULUM**

350 HOURS

**Basic Training**

50 hours

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

**Related Concepts**

15 hours

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

**Practices and Procedures**

255 hours

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

**Business Practices**

30 hours

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

**GRADUATION REQUIREMENTS**

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

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

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

**COSMETOLOGY REFRESHER**

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

**CURRICULUM**

250 HOURS

**Basic Training**

25 Hours

Personal hygiene and public health, professional ethics, sterilization and disinfection and bacteriology.

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**Practical Chemical Application/Hair Treatment**

100 Hours

Hair color, permanent wave, chemical relaxing and hair treatments.

**Hair Styling/Hair Dressing**

100 Hours

Hair cutting and blow-drying, hair styling, including braids and updos, men's cutting and styling.

**Shop Management;**

13 Hours

OSHA standards, worker's compensation act and Illinois Law.

**Esthetics;**

8 Hours

Spa services to include facials and waxing.

**Nail Technology.**

4 Hours

Manicures and Pedicures including no-chip polish.

**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.

**TRANSFER STUDENTS/OUT-OF-STATE STUDENTS**

This school accepts transfer students and out-of-state students for a minimum of 500 hours of attendance in Cosmetology, Cosmetology Instructor or Esthetics Instructor and 250 hours 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. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, proof of passing HiSet exam, proof of college diploma, or a certificate of attainment (only applicable for non-Title IV recipients), etc. The institution has procedures to evaluate the validity of a student's high school completion if there is reason to believe the high

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- school diploma is not valid or was not obtained from an entity that provides secondary school education.; or
2. Have evidence of completion of home schooling that state law treats as a home or private school or
  3. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
  4. If attending under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
    - a. Presenting to the Admissions Office proof of completion of an eighth-grade elementary education or its equivalent.

**PALOS HILLS TUITION AND SCHEDULE**

**TUITION AND FEES**

**COSMETOLOGY \***

**For start dates July 16, 2024 and prior**

Registration Fee	\$100.00
Class Kit (if purchased from school)	\$3,100.00
Tuition	\$20,162.00
<b>Total</b>	<b>\$23,362.00</b>

**COSMETOLOGY \***

**For start dates August 20, 2024 and after effective 5/28/24**

Registration Fee	\$100.00
Class Kit (if purchased from school)	\$3,100.00
Tuition	\$21,162.00
<b>Total</b>	<b>\$24,362.00</b>

**ESTHETICS\***

Registration Fee	\$100.00
Class Kit (if purchased from school)	\$1,100.00
Tuition	\$12,219.00
<b>Total</b>	<b>\$ 13,419.00</b>

**COSMETOLOGY INSTRUCTOR\***

Registration Fee	\$100.00
Class Kit (Instructor Books, etc.)	\$1,100.00
Tuition	\$9,850.00
<b>Total</b>	<b>\$11,050.00</b>

**ESTHETICS INSTRUCTOR\***

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

**NAIL TECHNOLOGY\***

Registration Fee	\$100.00
Class Kit	\$400.00
Tuition	\$3,450.00
<b>Total</b>	<b>\$3,900.00</b>

**TRANSFER/COSMETOLOGY REFRESHER\***

Registration Fee	\$100.00
Class Kit	Cost will be determined based on individual student needs
Tuition (Actual Hours x Rate)	\$13.44 per hour cosmetology \$16.29 per hour esthetics \$9.86 per hour nail technology \$9.85 per hour Cosmetology Instructor \$9.00 per hour Esthetics Instructor HP may price match tuition rate of a school closing

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

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## Cosmetology Program Start & Ending Dates 2024

COSMETOLOGY	Sch edul ed Hou rs	<u>1500 Hours</u> Ending Date	<u>1650 Hours</u> Ending Date
Start Date			
<b>January 23, 2024</b>	30 hrs-FTD	January 17, 2025	February 21, 2025
	30.5 hrs-3 Day	January 15, 2025	February 19, 2025
	23.5 hrs-PTD	April 24, 2025	June 7, 2025
	13.5 hrs-PTN	March 31, 2026	June 18, 2026
	30.5 hrs-FTN	January 14, 2025	February 15, 2025
<b>February 27, 2024</b>	30 hrs-FTD	February 21, 2025	March 28, 2025
	30.5 hrs-3 Day	February 19, 2025	March 26, 2025
	23.5 hrs-PTD	May 29, 2025	July 15, 2025
	13.5 hrs-PTN	May 5, 2026	July 25, 2026
	30.5 hrs-FTN	February 18, 2025	March 22, 2025
<b>April 2, 2024</b>	30 hrs-FTD	April 2, 2025	May 7, 2025
	30.5 hrs-3 Day	March 27, 2025	May 1, 2025
	23.5 hrs-PTD	July 9, 2025	August 23, 2025
	13.5 hrs-PTN	June 20, 2026	September 8, 2026
	30.5 hrs-FTN	March 28, 2025	May 1, 2025
<b>May 7, 2024</b>	30 hrs-FTD	May 7, 2025	June 11, 2025
	30.5 hrs-3 Day	May 1, 2025	June 5, 2025
	23.5 hrs-PTD	August 13, 2025	September 27, 2025
	13.5 hrs-PTN	July 28, 2026	October 13, 2026
	30.5 hrs-FTN	May 2, 2025	June 5, 2025
<b>June 11, 2024</b>	30 hrs-FTD	June 11, 2025	July 17, 2025
	30.5 hrs-3 Day	June 5, 2025	July 10, 2025
	23.5 hrs-PTD	September 17, 2025	November 1, 2025
	13.5 hrs-PTN	September 1, 2026	November 17, 2026
	30.5 hrs-FTN	June 6, 2025	July 11, 2025
<b>July 16, 2024</b>	30 hrs-FTD	July 16, 2025	August 20, 2025
	30.5 hrs-3 Day	July 9, 2025	August 13, 2025
	23.5 hrs-PTD	October 21, 2025	December 6, 2025
	13.5 hrs-PTN	October 3, 2026	December 22, 2026
	30.5 hrs-FTN	July 10, 2025	August 14, 2025

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<b>August 20, 2024</b>	30 hrs-FTD 30.5 hrs-3 Day 23.5 hrs-PTD 13.5 hrs-PTN 30.5 hrs-FTN	August 20, 2025 August 13, 2025 November 25, 2025 November 7, 2026 August 14, 2025	September 24, 2025 September 17, 2025 January 23, 2026 February 6, 2027 September 18, 2025
<b>September 24, 2024</b>	30 hrs-FTD 30.5 hrs-3 Day 23.5 hrs-PTD 13.5 hrs-PTN 30.5 hrs-FTN	September 24, 2025 September 17, 2025 January 13, 2026 December 15, 2026 September 18, 2025	October 29, 2025 October 22, 2025 February 27, 2026 March 13, 2027 October 23, 2025
<b>October 29, 2024</b>	30 hrs-FTD 30.5 hrs-3 Day 23.5 hrs-PTD 13.5 hrs-PTN 30.5 hrs-FTN	October 29, 2025 October 22, 2025 February 17, 2026 January 30, 2027 October 23, 2025	December 4, 2025 November 26, 2025 April 3, 2026 April 17, 2027 November 28, 2025
<b>December 3, 2024</b>	30 hrs-FTD 30.5 hrs-3 Day 23.5 hrs-PTD 13.5 hrs-PTN 30.5 hrs-FTN	December 3, 2025 November 25, 2025 March 21, 2026 March 6, 2027 November 26, 2025	January 20, 2026 January 13, 2026 May 7, 2026 May 22, 2027 January 13, 2026

## Esthetics Program Start & Ending Dates 2024

ESTHETICS	Scheduled Hours	<u>750 Hours</u> Ending Date	<u>825 Hours</u> Ending Date
Start Date			
<b>January 23, 2024</b>	22.5 hrs-3 Day 9-5 30.5 hrs-3 Day Flex 19.5 hrs-PTD 13.5 hrs-PTN	September 11, 2024 July 11, 2024 October 19, 2024 February 25, 2025	October 3, 2024 July 31, 2024 November 14, 2024 April 5, 2025
<b>February 27, 2024</b>	22.5 hrs-3 Day 9-5 30.5 hrs-3 Day Flex 19.5 hrs-PTD 13.5 hrs-PTN	October 16, 2024 August 15, 2024 November 23, 2024 April 1, 2025	November 7, 2024 September 4, 2024 December 21, 2024 May 10, 2025
<b>April 2, 2024</b>	22.5 hrs-3 Day 9-5 30.5 hrs-3 Day Flex 19.5 hrs-PTD 13.5 hrs-PTN	November 20, 2024 September 19, 2024 January 11, 2025 May 10, 2025	December 17, 2024 October 9, 2024 February 8, 2025 June 21, 2025

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<b>May 7, 2024</b>	22.5 hrs-3 Day 9-5 30.5 hrs-3 Day Flex 19.5 hrs-PTD 13.5 hrs-PTN	January 9, 2025 October 24, 2024 February 15, 2025 June 14, 2025	February 4, 2025 November 13, 2024 March 15, 2025 July 26, 2025
<b>June 11, 2024</b>	22.5 hrs-3 Day 9-5 30.5 hrs-3 Day Flex 19.5 hrs-PTD 13.5 hrs-PTN	February 13, 2025 December 3, 2024 March 22, 2025 July 19, 2025	March 11, 2025 December 19, 2024 April 19, 2025 August 30, 2025
<b>July 16, 2024</b>	22.5 hrs-3 Day 9-5 30.5 hrs-3 Day Flex 19.5 hrs-PTD 13.5 hrs-PTN	March 19, 2025 January 16, 2025 April 26, 2025 August 23, 2025	April 10, 2025 February 5, 2025 May 22, 2025 October 2, 2025
<b>August 20, 2024</b>	22.5 hrs-3 Day 9-5 30.5 hrs-3 Day Flex 19.5 hrs-PTD 13.5 hrs-PTN	April 23, 2025 February 20, 2025 May 31, 2025 September 27, 2025	May 15, 2025 March 12, 2025 June 26, 2025 November 6, 2025
<b>September 24, 2024</b>	22.5 hrs-3 Day 9-5 30.5 hrs-3 Day Flex 19.5 hrs-PTD 13.5 hrs-PTN	May 28, 2025 March 27, 2025 July 5, 2025 November 1, 2025	June 19, 2025 April 16, 2025 July 31, 2025 December 13, 2025
<b>October 29, 2024</b>	22.5 hrs-3 Day 9-5 30.5 hrs-3 Day Flex 19.5 hrs-PTD 13.5 hrs-PTN	July 2, 2025 May 1, 2025 August 9, 2025 December 6, 2025	July 24, 2025 May 21, 2025 September 4, 2025 January 29, 2026
<b>December 3, 2024</b>	22.5 hrs-3 Day 9-5 30.5 hrs-3 Day Flex 19.5 hrs-PTD 13.5 hrs-PTN	August 5, 2025 June 4, 2025 September 11, 2025 January 24, 2026	August 27, 2025 June 24, 2025 October 8, 2025 March 3, 2026

## COSMETOLOGY

Salon Fundamentals Textbook

Salon Fundamentals Workbook

Pivot Point LAB *"Learn About Beauty"* online social learning environment

Student Tool Kit

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

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## **ESTHETICS**

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

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

## **COSMETOLOGY INSTRUCTOR/ESTHETICS INSTRUCTOR**

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

## **NAIL TECHNOLOGY**

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

## **TRANSFER STUDENT/COSMETOLOGY REFRESHER**

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