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WELCOME

Welcome and congratulations for choosing a career in Hair Design – Esthetics – Nail Technology. This is an exciting profession with endless possibilities for a career that can last a lifetime.

THE COLLEGE

Roseburg Beauty College was established in 1959. It is located at 700 SE Stephens in downtown Roseburg. The college has two offices, a reception desk and waiting area. The clinic floor – where services are performed - has 30 stations; the freshman area has 10 stations. All stations have hydraulic chairs. Also located within the college are a shampoo and dryer area, mannequin bars, dispensary, laundry room, facial room and three restrooms. The college has available for its students a small library of cosmetology related textbooks, classroom with audiovisual equipment and student lounge with private student lockers. We welcome visitors to the college at any time we are open.

ACCREDITING AND LICENSING

Roseburg Beauty College is accredited by the National Accrediting Commission of Career Arts and Sciences which is recognized by the US Department of Education as a National Accrediting Agency for Private Cosmetology Schools. By attending our accredited college, students are eligible to participate in two government financial aid programs – Pell Grant and Direct Student Loans. To receive accreditation, the college must be examined by an outside team of experts and the college must file a written report every year. We must meet standards covering faculty qualification, curriculum, instructional material, practical class work, space and facilities. We must also meet high standards of college administration, tuition policies, refund policies and advertising.

Our college is bonded to guarantee the completion of your course. The college is licensed by the Oregon Higher Education Coordinating Commission and is under the direction of the Private School Section. Our facilities, equipment, curriculum and course of study meet or exceed the requirements as set forth by this agency.

A student may request from the Administration office, documents describing the institution accreditation approval and State Licensing documentation.

National Accrediting Commission
Of Career Arts and Sciences
4401 Ford Avenue, Suite 1300
Alexandria, Virginia 22302
(703) 600-7600

Oregon Higher Education
Coordinating Commission
Private Career Schools
775 Court Street, NE
Salem, Oregon 97301
(503) 947-5751

MEMBERSHIPS

Roseburg Beauty College belongs to the following associations:

Association of Oregon Cosmetology Colleges
National Federation of Independent Business
Roseburg Area Chamber of Commerce

ADMINISTRATION

The college is under the administrative direction of Kathy Pruitt. She is an owner of the college. She received her instructors' license in April of 1987 and has been in the profession for 35 years.

MANAGER

James Pruitt is an owner and manager of Roseburg Beauty College. He has been in the profession of cosmetology for 36 years. He graduated from Roseburg Beauty College, managed a salon and completed his instructor training at Roseburg Beauty College.

FINANCIAL AID ADMINISTRATOR

Kathy Pruitt is the financial aid administrator for Roseburg Beauty College.

INSTRUCTION SUPERVISORS

Our staff includes Kathy and James Pruitt, registered instructors of Hair Design, Esthetics and Nail Technology, and Ray George, registered instructor of Hair Design. All instructors must complete 12 clock hours of advanced training in Oregon's institutions of higher education every year in order to maintain their instructors license. Attendance of seminars, trade shows, and classes educate instructors with new and changing methods of our industry.

Our instructors first teach by lecturing, answering questions, demonstrating and having students perform and practice under their supervision. Visual aids and workbook assignments are also part of the instructors teaching methods. Qualified guest speakers are brought into the college to enhance the course of study.

EDUCATIONAL OBJECTIVES

We maintain a training program that is committed to providing an educational experience in the basic fundamentals of Hair Design – Esthetics – Nail Technology. We strive to impart professional skills and attitudes into each individual student.

NONDISCRIMINATION STATEMENT

The college complies with Title VI of the Civil Rights Act of 1964 and all requirements imposed by, or pursuant to, the regulation of the Department of Education, that no person in the United States shall, on the ground of sex, race, religion, color, ethnic origin, age, or handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program for which the applicant receives federal financial assistance from the department. Any person who believes they have been discriminated against may file a complaint under ORS 659A.820 with the commissioner of the Bureau of Labor and Industries or follow the Internal Complaint procedure of the college as stated on page 21.

NON-HARASSMENT POLICY

Harassment of employees/students of this company will not be tolerated. We want all employees/students to know that they can work/train in security and dignity and are not required to endure insulting, degrading or exploitive treatment.

Examples of harassment include:

- Unwelcome sexual advance
- Requests for sexual favors
- Suggestive or lewd remarks
- Verbal/physical/visual conduct of a sexual or violent nature
- Unwelcome sexual jokes or banter
- Name calling

Harassment is evidenced when:

- The conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating or hostile training environment.
- The conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating or hostile work environment.

If you encounter such abuses from supervisors, employees, students or clients, report it immediately to a supervisor or instructor. You may also make a written report by following the Internal Complaint Procedure, please refer to page 21 of this catalog.

DISCLOSURE OF EDUCATIONAL RECORDS

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. A student should submit to the director a written request that identifies the records the student wishes to inspect. The director will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the institution to amend a record should write the director, clearly identify the part of the record the student wants changed and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in administrative, supervisory, academic or support staff position; a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor or collection agent), or a person serving on an official committee, or assisting another school official in performing his or her tasks. An institutional official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office – US Department of Education – 400 Maryland Avenue, SW – Washington, DC 20202-5901.

Educational records are defined as files, materials and documents which contain information directly related to a student and are maintained by the college.

Student records shall include:

Contract	Excused Leave of Absence Request
Financial Aid Information	Warning – Probation – Suspension Notices
Time/Progress Sheets	Counseling Notations
Rating Forms	Final Transcripts

Student records will be maintained for a minimum of three years after the last date of attendance per OAR 715-045-0018(10)(b). Final transcripts are kept for 25 years after graduation. There is no charge to a student of this college requesting to obtain their school records.

SCHOLARSHIPS

Scholarships are awarded to graduating seniors. Scholarship applications are sent to the high schools. Application must be completed by student and counselor and returned to us along with a transcript and two personal references. The deadline for returning application is May 10. Scholarship awards are based on financial need and grade point average. Notice of awarded scholarship will be sent to both student and high school. Scholarships are for courses of 1700 clock hours and above, they are applied toward tuition only. Equipment, books and supplies are not included.

FINANICAL ASSISTANCE

Roseburg Beauty College participates in State and Federal Grant and Loan Programs, which include Basic Educational Opportunity Grants (Pell Grants) and the Direct Loan Program. If you qualify for assistance in meeting your college costs contact the college and we will set an appointment with our financial aid department. Financial assistance is awarded under the following conditions:

1. Students must meet satisfactory full time attendance, practical and academic progress to maintain their awards. Full time attendance is not less than 67% of cumulative available training hours. Academic progress requires an 80%. Practical progress requires an 80%.
2. Students must report any aid from sources not previously reported.
3. Students must report any change in residence status during the time of attendance.
4. Student's personal obligation for tuition must be kept in current status.

Grants and/or loans may be withdrawn for unsatisfactory attendance, academic or practical progress. They may also be withdrawn if there is evidence that the conditions of need and merit are not accurately represented in the original financial aid statement. If a student discontinues or is dismissed, he/she may be responsible for paying back to the grant or scholarship account any portion due as a refund.

CLASS CALENDAR

New classes for Hair Design – Esthetics – Nail Technology begin:

Five times per calendar year*

New classes for Esthetics – Nail Technology begin:

January and May*

New classes for Nail Technology begin:

January and May*

New classes for Esthetics begin:

January and May*

The college enrolls only full time students. Class size is limited. The college is open Tuesday through Friday, 8:00 AM to 5:00 PM, Saturday 8:00 AM to 12:00 PM. The college is closed Sunday and Monday and the following legal holidays – New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. The college is closed for the following breaks – Saturday prior to Memorial Day and Labor Day, Week containing Fourth of July Holiday, Thanksgiving Holiday Break (Friday and Saturday following Thanksgiving Day) and Christmas Holiday Break (December 24 through January 1).

***Please see insert at back of catalog for actual start date for calendar year.**

APPLICATION AND ENROLLMENT REQUIREMENTS

Application to attend must be achieved prior to course start date by completing the following.

1. Personal/financial interview at college – receive college application
2. Return application and financial information, pay \$25.00 non-refundable application fee
3. Attend scheduled orientation, approximately two weeks prior to start date

Enrollment as a regular student in the course of Hair Design – Esthetics – Nail Technology, the applicant must at orientation:

1. Be 18 years of age or older on start date of class
2. Submit original birth certificate
3. Submit proof of education – official high school transcript stating graduation date, or official general equivalency certificate (GED) stating completion date
4. Submit drivers license, Oregon ID card or photo ID
5. Sign college contract, rules and regulations and satisfactory progress policy
6. Meeting all above requirements at scheduled orientation indicates (signifies) notification of acceptance
7. Failure to complete the above will result in denial of admission. Student may transfer registration to next scheduled course. Student must attend scheduled orientation and meet the requirements for admission into college. College will require student to reapply after one year
8. Transfer student hours will be applied as stated in Transfer Policy on page 16

RECRUITMENT POLICY

This institution does not recruit its students from any other institution in this field nor from any other institutions offering a similar course of study.

CURRICULUM AND EDUCATIONAL STANDARDS

Hair Design, Esthetics and Nail Technology courses are established to instruct students through the use of theory, lecture, demonstration and practical application in the fundamental skills and principle knowledge required to successfully enter the work force upon certification.

The skills needed by the professional stylist, esthetician and nail technologist are best learned on live models. Training is carefully supervised and guided by our instructional staff.

Services of hair design include the following:

Shampoo and conditioning, scalp treatments, hair shaping (cutting), styling – wet setting or thermal, braiding and finger waving. Chemical services include permanent waves, chemical relaxers and coloring – frosting, weaving, tinting and bleaching.

Services of esthetics include the following:

Cleansing, stimulating, manipulating, and exfoliating the skin. Applying lotions, creams and make up. Temporary removal of facial and body hair and body wraps.

Services of nail technology include the following:

Cut, trim, clean and polish the natural nails on hands and feet. Massage, cleanse and beautify the hands, arms (below elbow), feet and legs (below the knee). Application of artificial nails (sculptured or tips and overlays). Repair and removal of artificial nails, and the application of silk wraps.

You can begin your career as a hair stylist, esthetician and/or nail technologist. Additional career opportunities include a specialist in your field, manage or own a salon. Become a sales representative for a beauty supply or department store, travel as a product representative, platform artist or on a cruise line.

A list of the courses offered, the curriculum taught and the amount of hours required are listed on the following pages.

CURRICULUM AND EDUCATIONAL STANDARDS FOR SAFETY AND SANITATION

ACADEMIC SUBJECTS	Required Hours
Your Professional Image	2
Infection Control	10
Basics of Electricity	3
Oregon Administrative Rules	6
LAB	
Material Safety Data Sheets	3
Fire Safety	3
Drug Awareness	3
First Aid	3
Dispensary	50
PRACTICAL AND ACADEMIC EVALUATION	
Station Inspection	12
Assigned Sanitation	15
Practical Procedure Evaluation	12
Chemical Safety	10
Material Safety Data Sheets	3
Summaries of Practical Safety and Sanitation Measures	5
Care of Implements	10

Total Clock Hours: Academic/Lab/Practical – 150 Hours

CURRICULUM AND EDUCATIONAL STANDARDS FOR CAREER DEVELOPMENT

ACADEMIC SUBJECTS	Required Hours
Communication for Success	2
Salon Business	9
LAB	
Desk Training	30
Product Knowledge	3
Salon Retailing	3
Payroll Deductions	3
Job Search	3
PRACTICAL AND ACADEMIC EVALUATION	
Student – Client Communication	12
Pride in Work	10
Review of Client Evaluation	12
Retailing	8
Cover Letter and Resume'	5

Total Clock Hours: Academic/Lab/Practical – 100 Hours

Safety and Sanitation of 150 hours and Career Development of 100 hours are completed within your chosen course of study as listed on pages 8 through 13.

**CURRICULUM AND EDUCATIONAL STANDARDS FOR
HAIR DESIGN – ESTHETICS – NAIL TECHNOLOGY
(SOC CODES – 39.5010 – 39.5012 – 39.5092 – 39.5094)**

THEORY SUBJECTS		Required Hours		
	Properties of the Hair and Scalp		3	
	Draping		2	
	Shampooing, Rinsing and Conditioning		3	
	Haircutting		15	
	Finger Waving		3	
	Hairstyling		15	
	Wiggery		1	
	Thermal Hair Pressing		3	
	Permanent Waving		15	
	Hair Relaxing		3	
	Hair Color		18	
	Hair Removal		5	
	Facials		6	
	Facial Make-up		6	
	Manicuring and Pedicuring		7	
	Artificial Nails		3	
	Nail Structure and Growth		3	
	Nail Diseases and Disorders		3	
	Skin Structure and Growth		3	
	Skin Diseases and Disorders		3	
	Anatomy		15	
	Theory of Massage		3	
	Chemistry		6	
PRACTICAL APPLICATION	MINIMUM OPERATIONS REQUIRED	CLINIC HOURS	LAB HOURS	
Shampoo	200	35	3	
Scalp Treatments	2	5	3	
Hair Shaping	350	350	24	
Finger Waving	40	20	3	
Hairstyling	200	300	12	
Braids	20	20	3	
Thermal Styling	100	65	9	
Modern Formal	30	60	6	
Permanent Waving	60	125	15	
Hair Color	50	90	24	
Hair Relaxing	1	4	6	
Wiggery	5	8	3	
Make-up Application	40	40	5	
Skin and Facial Treatments	40	45	5	
Facial Massage	40	20	5	
Body Wraps	3	10	3	
Lash and Brow Tint	0	5	2	
Eye Tabbing	0	5	2	
Hair Removal	50	30	2	
Hand/Arm Massage	20	6	1	
Manicure	50	35	1	
Polish Change	20	5	1	
Leg/Foot Massage	20	6	1	
Pedicure	50	50	1	
Artificial Nails - Full Sculpture	250	125	3	
Artificial Nails - Tips and Overlays	50	25	3	
Artificial Nail Fills	50	15	3	
Nail Wraps	50	10	3	
Nail Repair	10	5	2	
Nail Removal	10	5	2	

Total Clock Hours: Safety and Sanitation/Career Development/Freshman/Lab
Theory/Practical – 2300

**CURRICULUM AND EDUCATIONAL STANDARDS FOR
HAIR DESIGN – NAIL TECHNOLOGY
(SOC CODES – 39.5010 – 39.5012 – 39.5092)**

THEORY SUBJECTS		Required Hours	
	Properties of the Hair and Scalp		3
	Draping		2
	Shampooing, Rinsing and Conditioning		3
	Haircutting		15
	Finger Waving		3
	Hairstyling		15
	Wiggery		1
	Thermal Hair Pressing		3
	Permanent Waving		15
	Chemical Hair Relaxing		3
	Hair Color		18
	Manicuring and Pedicuring		7
	Artificial Nails		3
	Nail Structure and Growth		3
	Nail Diseases and Disorders		3
	Skin Structure and Growth		3
	Skin Diseases and Disorders		3
	Anatomy		15
	Theory of Massage		3
	Chemistry		6
PRACTICAL APPLICATION	MINIMUM OPERATIONS REQUIRED	CLINIC HOURS	LAB HOURS
Shampoo	200	35	3
Scalp Treatments	2	5	3
Hair Shaping	350	350	24
Finger Waving	40	20	3
Hairstyling	200	300	12
Braids	20	20	3
Thermal Styling	100	65	9
Modern Formal	30	60	6
Permanent Waving	60	120	15
Hair Color	50	90	24
Hair Relaxing	1	4	6
Wiggery	5	8	3
Hand/Arm Massage	20	10	1
Manicure	50	35	1
Polish Change	20	5	1
Leg/Foot Massage	20	10	1
Pedicure	50	50	1
Artificial Nails - Full Sculpture	250	108	3
Artificial Nails - Tips and Overlays	50	25	3
Artificial Nail Fills	50	15	3
Nail Wraps	50	15	3
Nail Repair	10	5	2
Nail Removal	10	5	2
Total Clock Hours:	Safety and Sanitation/Career Development/Freshman/Lab Theory/Practical – 2050		

CURRICULUM AND EDUCATIONAL STANDARDS FOR
HAIR DESIGN – ESTHETICS
(SOC CODES – 39.5010 0 39.5012 – 39.5094)

THEORY SUBJECTS	Required Hours
Properties of the Hair and Scalp	3
Draping	2
Shampooing, Rinsing and Conditioning	3
Hair Shaping	15
Finger Waving	3
Hairstyling	15
Wiggery	1
Hair Pressing	3
Permanent Waving	15
Hair Relaxing	3
Hair Color	18
Hair Removal	5
Facials	6
Facial Make-up	6
Skin Structure and Growth	3
Skin Diseases and Disorders	3
Anatomy	15
Massage	3
Chemistry	6

PRACTICAL APPLICATION	MINIMUM OPERATIONS REQUIRED	CLINIC HOURS	LAB HOURS
Shampoo	200	25	3
Scalp Treatments	2	5	3
Hair Shaping	350	350	24
Finger Waving	40	20	3
Hairstyling	200	300	12
Braids	20	20	3
Thermal Styling	100	65	9
Modern Formal	30	60	6
Permanent Waving	60	120	15
Hair Color	50	100	24
Hair Relaxing	1	4	6
Wiggery	5	12	3
Make-up Application	40	40	5
Skin and Facial Treatments	40	45	5
Facial Massage	40	27	5
Body Wraps	3	10	3
Lash and Brow Tint	0	5	2
Eye Tabbing	0	5	2
Temporary Hair Removal	50	30	2

Total Clock Hours: Safety and Sanitation/Career Development/Freshman/Lab
Theory/Practical – 1950

CURRICULUM AND EDUCATIONAL STANDARDS FOR
HAIR DESIGN
(SOC CODES – 39.5010 – 39.5012)

THEORY SUBJECTS	Required Hours
Properties of the Hair and Scalp	3
Draping	2
Shampooing, Rinsing and Conditioning	3
Haircutting	15
Finger Waving	3
Hairstyling	15
Wiggery	1
Thermal Hair Pressing	3
Permanent Waving	15
Hair Relaxing	3
Hair Color	18
Skin Structure and Growth	3
Skin Diseases and Disorders	3
Anatomy	15
Theory of Massage	3
Chemistry	6

PRACTICAL APPLICATION	MINIMUM OPERATIONS REQUIRED	CLINIC HOURS	LAB HOURS
Shampoo	200	35	3
Scalp Treatments	2	5	3
Haircutting	350	350	24
Finger Waving	40	20	3
Hairstyling	200	300	12
Braids	20	20	3
Thermal Styling	100	65	9
Modern Formal	30	60	6
Permanent Waving	60	120	15
Hair Color	50	97	24
Chemical Hair Relaxing	1	3	6
Wiggery	5	8	3

Total Clock Hours: Safety and Sanitation/Career Development/Freshman/Lab
Theory/Practical – 1700

**CURRICULUM AND EDUCATIONAL STANDARDS FOR
ESTHETICS – NAIL TECHNOLOGY
(SOC CODES – 39.5012 – 39.5092 – 39.5094)**

THEORY SUBJECTS	Required Hours
Hair Removal	5
Facials	6
Facial Make-up	6
Manicuring and Pedicuring	7
Artificial Nails	3
Nail Structure and Growth	3
Nail Diseases and Disorders	3
Skin Structure and Growth	3
Skin Diseases and Disorders	3
Anatomy	15
Theory of Massage	3
Chemistry	6

PRACTICAL APPLICATION	MINIMUM OPERATIONS REQUIRED	CLINIC HOURS	LAB HOURS
Make-up Application	40	40	5
Skin and Facial Treatments	40	34	5
Facial Massage	40	30	5
Body Wraps	3	10	3
Lash and Brow Tint	0	5	2
Artificial Lashes	0	5	2
Temporary Hair Removal	50	30	2
Hand/Arm Massage	20	10	1
Manicure	50	25	1
Polish Change	20	5	1
Leg/Foot Massage	20	10	1
Pedicure	50	50	1
Artificial Nails - Full Sculpture	250	125	3
Artificial Nails - Tips and Overlays	50	25	3
Artificial Nail Fills	50	15	3
Nail Wraps	50	15	3
Nail Repair	10	5	2
Nail Removal	10	5	2

Total Clock Hours: Safety and Sanitation/Career Development/Freshman/Lab
Theory/Practical – 850

CURRICULUM AND EDUCATIONAL STANDARDS FOR NAIL TECHNOLOGY
(SOC CODES – 39.5012 – 39.5092)

THEORY SUBJECTS		Required Hours	
	Manicuring and Pedicuring		7
	Artificial Nails		3
	Nail Structure and Growth		3
	Nail Diseases and Disorders		3
	Skin Structure and Growth		3
	Skin Diseases and Disorders		3
	Anatomy		15
	Theory of Massage		3
	Chemistry		6
PRACTICAL APPLICATION	MINIMUM OPERATIONS REQUIRED	CLINIC HOURS	LAB HOURS
Hand/Arm Massage	20	5	1
Manicure	50	25	1
Polish Change	20	5	1
Leg/Foot Massage	20	6	1
Pedicure	50	50	1
Artificial Nails - Full Sculpture	250	88	3
Artificial Nails - Tips and Overlays	50	20	3
Artificial Nail Fills	50	15	3
Nail Wraps	50	10	2
Nail Repair	10	3	2
Nail Removal	10	3	2

Total Clock Hours: Safety and Sanitation/Career Development/Freshman/Lab
Theory/Practical – 600

CURRICULUM AND EDUCATIONAL STANDARDS FOR ESTHETICS
(SOC CODES – 39.5012 – 39.5094)

THEORY SUBJECTS		Required Hours	
	Hair Removal		5
	Facials		6
	Facial Make-up		6
	Skin Structure and Growth		3
	Skin and Its Disorders		3
	Anatomy		15
	Theory of Massage		3
	Chemistry		6
PRACTICAL APPLICATION	MINIMUM OPERATIONS REQUIRED	CLINIC HOURS	LAB HOURS
Make-up Application	40	40	5
Skin and Facial Treatments	40	40	5
Facial Massage	40	32	5
Body Wraps	3	10	3
Lash and Brow Tint	0	5	2
Eye Tabbing	0	5	2
Temporary Hair Removal	50	30	2

Total Clock Hours: Safety and Sanitation/Career Development/Freshman/Lab
Theory/Practical – 500

STUDENT ADVANCEMENT

Under direct supervision our freshman class is instructed from 38 – 266 hours, depending upon course of enrollment. Throughout freshman training theory classes are taught in sanitation and safety measures, along with Oregon Laws and Rules. Freshman class includes theory and lab in fundamental practical skills for course of enrollment. (Refer to Curriculum and Education Standards) Evaluation of theory and practical skill will be performed prior to student advancing to junior level. Junior and senior level student will attend weekly scheduled academic and lab classes. Any other time student will perform clinic floor operations. Students are required to perform an average of clinic assignments daily, depending upon clock hour of enrollment. 0 – 450 hours require four, 451 – 900 hours require five, 901 – 1350 hours require six, 1351 and over require seven.

GRADING SYSTEM

Grades are determined through examination of written and practical application. Measurable satisfactory progress of 80% or above is required. Refer to Satisfactory Progress Policy on page 18 for complete grading criteria.

FULL TIME ATTENDANCE REQUIREMENTS

Full time attendance means you are attending a minimum of 67% of cumulative available training hours. Sixty-seven percent meets satisfactory progress policy requirements. The minimum clock hour attendance does not fulfill your obligation under your contract with the college. The college contract requires attendance of not less than 80% of each months available training hours. Refer to Satisfactory Progress Policy on page 18 for complete attendance requirements.

LEVELS FOR GRADUATION

In order to receive college diploma and become eligible for State Board Exam student must successfully complete the required number of hours for course of enrollment as specified on contract, school requirements, pass final exam tests, both practical and written/oral, with an 80% or above in each subject and satisfy all financial obligations to the college.

STATE EXAM FEES

State Board Exams are available Monday through Friday each week, excluding holidays. The state exam is written. Fees are paid to the Oregon Board of Cosmetology.

Application Fee (nonrefundable)(each field of practice) \$20.00

Examination Fee:

Oregon Laws and Rules \$35.00

Hair Design \$35.00

Esthetics \$35.00

Nail Technology \$35.00

Certificate (each field of practice) \$25.00

EMPLOYMENT ASSISTANCE

Roseburg Beauty College does not guarantee jobs for its graduates. We do assist them in finding job. Many salons in the area contact the college when they are in need of Hair Stylists, Esthetician, or Nail Technicians. We, in turn, have the students apply for the position.

STUDENT HOUSING

Roseburg Beauty College does not maintain student housing. Housing requirements will have to be met by the student. Housing cost will vary depending upon location and availability.

ADVISING

We, at the college, have the welfare of each individual student as a number one priority. Therefore, should the student ever feel the need for advising, for any reason, the faculty is ready to assist the student through any difficult period.

TUITION AND FEES

Hair Design – Esthetics – Nail Technology – 2300 Hours – 76 Weeks

(SOC CODE – 39.5010 – 39.5012 – 39.5092 – 39.5094)

Registration Fee	\$ 100.00	Down Payment - \$1950.00
Books	350.00	
Equipment	1500.00	14 monthly payments – \$1035.00
Tuition	<u>14490.00</u>	
TOTAL	\$16440.00	

Hair Design – Nail Technology – 2050 Hours – 67 Weeks

(SOC CODE – 39.5010 – 39.5012 – 39.5092)

Registration Fee	\$ 100.00	Down Payment - \$1600.00
Books	350.00	
Equipment	1150.00	12 monthly payments - \$1076.25
Tuition	<u>12915.00</u>	
TOTAL	\$14515.00	

Hair Design – Esthetics – 1950 Hours – 64 Weeks

(SOC CODE – 39.5010 – 39.5012 – 39.5094)

Registration Fee	\$ 100.00	Down Payment - \$1600.00
Books	350.00	
Equipment	1150.00	11 monthly payments - \$1116.85
Tuition	<u>12285.00</u>	
TOTAL	\$13885.00	

Hair Design – 1700 Hours – 56 Weeks

(SOC CODE – 39.5010 – 39.5012)

Registration Fee	\$ 100.00	Down Payment - \$1100.00
Books	350.00	
Equipment	650.00	10 monthly payments - \$1071.00
Tuition	<u>10710.00</u>	
TOTAL	\$11810.00	

Esthetics – Nail Technology – 850 Hours – 28 Weeks

(SOC CODE – 39.5012 – 39.5092 – 39.5094)

Registration Fee	\$ 100.00	Down Payment - \$1450.00
Books	350.00	
Equipment	1000.00	5 monthly payments - \$1190.00
Tuition	<u>5950.00</u>	
TOTAL	\$ 7400.00	

Nail Technology – 600 Hours – 20 Weeks

(SOC CODE – 39.5012 – 39.5092)

Registration Fee	\$ 100.00	Down Payment - \$2000.00
Books	350.00	
Equipment	500.00	3 monthly payments - \$1050.00
Tuition	<u>4200.00</u>	
TOTAL	\$ 5150.00	

Esthetics – 500 Hours – 17 weeks

(SOC CODE – 39.5012 – 39.5094)

Registration Fee	\$ 100.00	Down Payment - \$1825.00
Books	350.00	
Equipment	500.00	3 monthly payments - \$875.00
Tuition	<u>3500.00</u>	
TOTAL	\$ 4450.00	

Those students not completing in allotted time will pay additional tuition of \$5.50 per hour until hours and requirements are completed.

When a student completes his/her course of study, graduates and pays all school costs the equipment that is issued becomes his/her property.

Course tuition and fees subject to change prior to enrollment.

TRANSFER - PREVIOUSLY TRAINED STUDENTS

Transfer or previously trained students are accepted with the following:

1. A certified transcript of previous training hours, requirements if available
2. Payment receipts for all outstanding indebtedness for previous training
3. Veterans receiving GI Bill benefits while attending Roseburg Beauty College are required to submit transcripts for any previous education or training for evaluation, granting of prior credit, and shortening the length of the program
4. Assessment of student skills and knowledge, there is no fee for assessment

Credit is transferred as follows:

1. Full credit will be given for hours and operations completed from any licensed college of cosmetology in Oregon
2. From any licensed college of cosmetology out of the state of Oregon full credit will be given for hours and requirements completed

Costs for transfer or previously trained students include \$25.00 application fee and \$100.00 enrollment fee. Tuition for transfer or previously trained student is based on current per clock hour fee for same course of enrollment. For students who have dropped out, discontinued or were dismissed from our college, hourly tuition is based on current per clock hour fee for same course of enrollment.

COURSE CHANGE FEE

A \$25.00 fee will be charged for any course change during enrollment period. Fee payable upon signing of course change on contract.

APPLICATION FEE

The college application fee is \$25.00. This is payable upon completion and return of the college application.

REFUND POLICY

If a student's attendance is terminated, for any reason and by either party, prior to the scheduled completion date, the student shall be obligated for only the tuition payments listed below.

- (1) An applicant not accepted by the college shall be entitled to a refund of all monies paid
- (2) An applicant may cancel enrollment by giving written or verbal notice to the college. If cancellation occurs within five business days of enrollment, all monies shall be refunded; or after five business days and prior to commencement of class, the college may retain the published registration fee. Such fee shall not exceed 15 percent of the total tuition cost or \$100.00, whichever is less.
- (3) Withdrawals/Termination after the commencement of classes
 - a.) A student may withdraw from training by giving verbal or written notice to the college
 - b.) College may terminate student for failure to follow rules and regulations of college; and/or failure to meet satisfactory progress policy; and/or any behavior deemed inappropriate or unprofessional by college management

- (4) If training is terminated by the student or the college after commencement of classes, unless the college has discontinued the program of instruction, the student is financially obligated to the college according to the following formulas or maximum charges:
 - a.) Prior to completion of 50 percent of the contracted instructional program, the student shall be entitled to a pro-rata refund of the total tuition charged for such instructional program
 - b.) Upon completion of 50 percent or more of the contracted instructional program, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to any refund. Enrollment time is defined as the time elapsed between the actual starting date and the students last day of physical attendance in the college. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in item three (a), or formal termination by the college, which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.
- (5) In case of illness, disabling accident, death in the immediate family, or any other circumstances beyond the control of the student, the college makes a settlement which is reasonable and fair to both parties.
- (6) Student kits and books are non-refundable.
- (7) If a course is canceled subsequent to a students enrollment, the college shall, at its option; provide a full refund of all moneys paid; or provide completion of the course,
- (8) Fees for extra items, such as instructional supplies or equipment, service charges, student activity fees, deposits and rentals, need not be considered in refund computations provided these fees have been itemized separately for the student prior to enrollment.

RULES AND REGULATIONS

The following rules pertain to all students of Roseburg Beauty College in enrolled in the course(s) of Hair Design – Esthetics – Nail Technology.

College Calendar – The college is open Tuesday through Friday, 8:00 AM to 5:00 PM, Saturday 8:00 AM to 12:00 PM The college is closed Sunday and Monday and the following legal holidays – New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. The college is closed for the following breaks – Saturday prior to Memorial Day and Labor Day, Week containing Fourth of July Holiday, Thanksgiving Holiday Break (Friday and Saturday following Thanksgiving Day) and Christmas Holiday Break (December 24 through January 1).

Attendance – Students schedule is 38 clock hours per week, Tuesday through Saturday. Saturday is mandatory excluding prearranged absence. Any other schedule must be approved by the college prior to acceptance. Students must clock in by 8:05 and not out before closing time. Student lunch break is one half hour. You must clock out and in for lunch and notify receptionist of lunch break. Any student leaving the college campus during the day must notify college personnel in person or by phone if not returning to training that day. Students attending after closing time, when serving a client, will be granted time in whole quarter hour increments.

Absence/Tardies – For excused absence/tardies student must report by phone to college personnel no later than 8:05. Students are considered tardy when clocked in at 8:06. Students arriving to school later than 8:06 will not be allowed in theory class or lounge. Students are considered tardy when lunch break exceeds 35 minutes. Student must report in person or by phone to college personnel when exceeding half hour lunch break. Any absence/tardies not reported as required are unexcused. Any Saturday absence not prearranged or medically excused, or any tardies, will result in three day suspension. All continued absences of illness require a doctor's excuse.

Failure to follow the clock in and out procedure will result in disciplinary action. All time cards must be signed by college personal when not clocked. The clock in and out procedure is necessary to meet the requirements for documenting the number of hours you are in training. Clocking in or out for another student is forgery and clocking in when you are not actively engaged in training is fraud, therefore forgery and/or fraud will result in termination. (Example – a student of Hair Design cannot be clocked in for training if receiving a service in Esthetics or Nail Technology)

Dress Code – The dress code is as follows for all students – **PROFESSIONAL**. All clothing must be kept clean. Acceptable dress is as follows; tops are to cover shoulders, armpits, cleavage and entire mid-section, tops must touch waistband of pants when arms are extended to the side; pants, slacks, and capris (capris must hit below the knee). Appropriate jeans may be worn (no holes or worn areas, no frayed hems). Solid leggings with top, dress or skirt. Dresses/skirts must be of appropriate length when bending over. Shoes – closed. Shoes must cover foot. Lab coat (provided with kit) must be worn when providing Nail Technology services. Lab coat must be worn if top or pants are too revealing of skin. Management has final authority on PROFESSIONAL attire. If you are not in accepted dress code you will be issued a warning, clocked out and sent home.

Sanitation – Assigned sanitation duty to be thoroughly completed daily. Should you share sanitation with a fellow student, their absence requires you are responsible for completion. Daily sanitation includes maintaining a clean station or work area. Mop when necessary. Monthly sanitation list at front desk

Conduct – Students are expected to conduct themselves in a professional manner. Students are expected to maintain classrooms, equipment and clinic floor at a level comparable to professional industry standards. Respect and courtesy is expected among students and staff. The following reflect a level of conduct you are expected to maintain throughout your training.

A.) No drugs or alcoholic beverages allowed on premises. Students found under the influence of drugs or alcohol will be terminated immediately.

B.) Students guilty of willful destruction of college property will be terminated immediately.

C.) Students found to be involved in stealing from the college or another student will be terminated immediately.

D.) Students refusing a client ticket for services may be suspended from training immediately, unless approved by staff for safety and well-being of student.

E.) Student not obtaining required models for lab class will not be allowed to attend. You will remain on clinic floor.

F.) Students are not allowed to gather in front or behind desk

G.) **PERSONAL CELL PHONE USE IS NOT PERMITTED ON CLINIC FLOOR.** Texting only allowed during breaks and lunch in student lounge. Calls are not allowed within school building.

- H.) No eating or drinking by students permitted on the clinic floor.
- I.) Student record book to remain at station at all times.
- J.) Visitors are not allowed in lounge.
- K.) Unprofessional behavior is strongly discouraged when using social media.

The following is the disciplinary action for violation of above stated Rules and Regulations (unless rule itself specifies disciplinary action):

- 1st offense – written warning
- 2nd offense – written warning (alike or different)
- 3rd offense – written warning (alike or different)
- 4th offense – written warning and suspension (alike or different)
- 5th offense – termination

Suspension – Suspensions equal three school days. Students who are suspended will, upon returning to training, continue to meet clock hours, academic and practical requirements for the remainder of their training.

Termination – All financial obligations to the college will be settled at time of termination according to college refund policy stated in college brochure and contract. Student college transcript will be withheld until all financial obligations are paid in full.

Although the school has established a progressive notification process, any behavior deemed inappropriate and/or unprofessional will be dealt with by the management accordingly. The authority is retained to impose immediate probation, suspension and/or termination when appropriate.

SATISFACTORY PROGRESS POLICY

Student attending this institution are required to meet satisfactory theory, practical and attendance progress throughout their course of training. NOTE: Students receiving funds under any Federal Title IV financial aid program (Pell Grant and/or Stafford Loan) must maintain satisfactory progress in order to continue eligibility for such funds.

Theory Progress – Satisfactory theory progress requires 80% or above in all subject matters studied. College final examinations require an 80% or above in all subjects studied in order to receive college diploma and be eligible for State Board Exam.

Practical Progress – Satisfactory practical progress requires 80% or above average in services performed on clients or manikins. Students must meet minimum requirements for course enrolled. 0 – 450 hours, average four requirements per day; 451 – 900 hour, average five requirements per day; 901 – 1350 hours, average six requirements per day; 1351 hours and over, average seven requirements per day. Students who complete all minimum practical requirements for course of study will not be required to meet average requirements per day but must continue to meet practical progress of 80% or above in services performed on clients or manikins. Hair Color, permanent waves and artificial nails are equivalent to three requirements.

Students must make up failed or missed tests and incomplete assignments.

Theory and practical scores are averaged for cumulative grade. This grade is used to determine the standing of your satisfactory academic progress. Cumulative score must be 80% or above. Student minimum practical requirements are cumulative throughout training.

Grading System – The following grading system is used at this institution to measure academic progress:

GRADE	ACADEMIC
A – Superior	94% - 100%
B – Above Average	87 % - 93%
C – Average	80% - 86%
Unsatisfactory	79% or below

Attendance - Satisfactory attendance is defined as 67% of cumulative available training hours. Students must maintain a cumulative minimum of 67% or greater record of attendance. Transfer hours from another institution that are accepted towards student's program are counted as both attempted and completed hours.

Clock Hours	Course of Enrollment	Minimum Time Frame in Weeks	Maximum Time Frame in Weeks
2300	Hair Design – Esthetics – Nail Technology	61	91
2050	Hair Design – Nail Technology	54	81
1950	Hair Design – Esthetics	52	78
1700	Hair Design	45	68
850	Esthetics – Nail Technology	23	35
600	Nail Technology	16	24
500	Esthetics	14	21

Evaluation – Criteria for evaluation listed above. Students theory/practical and attendance progress will be reviewed according to clock hours of course for which student is enrolled. Students will be counseled and receive a written evaluation form as part of the review process.

(1) Evaluation review for those enrolled in course(s) 1700 hours or above will be scheduled according to actual clock hour accumulation, freshman level, 450 hours, 900 hours, 1350 hours, 1800 hours and final review.

(2) Evaluation review for those enrolled in course(s) under 1700 hours will be monthly.

At each evaluation students meeting minimum requirements in theory/practical and attendance progress as noted above, will be considered making satisfactory progress until next scheduled evaluation.

Students not meeting minimum requirements will be placed on warning until next scheduled evaluation. Students will be counseled throughout warning period and reviewed at end of warning/evaluation period. Students placed on warning are considered to be making satisfactory progress.

At end of warning period if a student has not achieved satisfactory progress all Title IV funds will be terminated. Student will be placed on probation and counseled until next scheduled evaluation. Student must be able to meet satisfactory progress by end of probation. Student may re-establish satisfactory progress by meeting minimum academic and attendance progress. Student may regain eligibility for Title IV funds if satisfactory progress has been achieved at next scheduled evaluation. Student who does not achieve the minimum standards is no longer eligible for Title IV funding. Student may request review of progress at any time.

Appeal Process – Student may appeal negative progress determination (probation) based on satisfactory progress. This appeal must be made in writing, state why an exception should be made, contain necessary documentation of extenuating circumstance for appeal (death in family, illness, physician note, etc.), and state what has changed in students situation that will allow achievement of satisfactory progress at next scheduled evaluation. This appeal must be made within five business days of negative progress determination and addressed to the director of the school.

The director shall meet with the student and instructors within ten business days. Student will receive written notification of decision within ten business days after meeting; copy of notification of decision will be retained in student's permanent file.

Should student prevail upon appeal of probation and be determined as able to achieve satisfactory progress student will automatically be reentered into the course. Student may regain eligibility for Title IV funds if satisfactory progress has been achieved at next scheduled evaluation.

Leave of Absence - A student may request a leave of absence. A student on leave is considered by the college as enrolled. No charges or fees are assessed during an authorized leave of absence. A student requesting a leave of absence shall return to the college in the same status as prior to their leave. A leave of absence will extend student's contract period and maximum time frame by the same number of days taken in the leave of absence. A student not returning to training on the documented date of return is subject to termination. A leave of absence must not exceed a total of 180 days in any 12 month period.

Withdrawals/Course Incompletes - Any student who withdraws from contracted course or fails to complete training will have notice placed in their file as to progress at point of withdrawal. Course incompletes have no effect on satisfactory progress.

Reentry - A student making satisfactory progress at the point of withdrawal may apply for re-enrollment into the college and will be considered to be making satisfactory progress at point of reentry.

A student failing to meet satisfactory progress at the point of withdrawal/termination will be placed on a probational period of one month when accepted for re-enrollment.

Noncredit Remedial Courses - Noncredit remedial courses have no effect on satisfactory progress.

INTERNAL COMPLAINT

A student, teacher or any interested party may file complaint against the college. This complaint must be in writing and addressed to the director of the school.

Director shall meet with student, teacher or interested party within ten business days. Resolution to complaint will be received by complainant within ten business days.

Should party request further action a meeting of the complaint committee, comprised of staff members of the college, shall be held. Resolution of complaint will be received by complainant within ten business days.

Students aggrieved by action of the school should attempt to resolve problems with appropriate school officials. Should this procedure fail students may contact:

Oregon Higher Education Coordinating Commission
Private Career Schools
775 Court Street, NE
Salem, Oregon 97301
503-947-5751

NACCAS
4401 Ford Avenue
Suite 1300
Alexandria, Virginia 22302
703-600-7600

CLASS CALENDAR START DATES

Hair Design – Esthetics – Nail Technology:

July 19, 2016

September 6, 2016

October 11, 2016

January 24, 2017

March 28, 2017

July 12, 2017

September 5, 2017

October 10, 2017

Hair Design – Nail Technology:

July 19, 2016

September 6, 2016

October 18, 2016

January 24, 2017

March 28, 2017

July 12, 2017

September 5, 2017

October 17, 2017

Hair Design – Esthetics:

July 19, 2016

September 6, 2016

October 11, 2016

January 24, 2017

March 28, 2017

July 12, 2017

September 5, 2017

October 10, 2017

Hair Design:

July 19, 2016

September 6, 2016

October 25, 2016

January 24, 2017

March 28, 2017

July 12, 2017

September 5, 2017

October 24, 2017

Esthetics – Nail Technology:

January 10, 2017

May 9, 2017

Nail Technology:

January 17, 2017

May 16, 2017

Esthetics:

January 10, 2017

May 9, 2017

Class dates subject to change.

