

# Letter from the President Welcome to



## In San Antonio!

If your goal is to receive quality education and training in your chosen career, then Milan Institute of Cosmetology, furthermore, also known as Milan Institute, or Milan, is here to assist you. Our primary objective is to provide the education, training, and career assistance that you will need to succeed in your new field.

Our faculty members offer academic credentials with years of training and/or work experience in their areas of specialization. Our administrative staff is committed to providing the individual attention every student needs. Most importantly, our team has the enthusiasm to motivate our students to increase their knowledge, skill level and employability.

We invite you to make an appointment to visit our campus and talk to one of our Admissions Representatives. We are confident that Milan Institute of Cosmetology offers the training you need to reach your career goals.

Our reputation is based on your success.

A handwritten signature in black ink that reads 'Gary Yasuda'.

Gary Yasuda, President  
Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology

### Campus Catalog

**Milan Institute of Cosmetology  
Branch Campus  
605 SW Military Drive  
San Antonio, TX 78221  
(210) 922-5900**

***The program(s) listed in this catalog apply to only this campus. Please refer to the catalog designated for a particular campus for programs offered at other locations.***

### Additional Locations

Milan Institute of Cosmetology  
Main Campus  
4020 Kietzke Lane  
Reno, NV 89502  
(775) 784-7171

Milan Institute of Cosmetology  
Branch Campus  
1679 E. Monte Vista Avenue  
Suite 200  
Vacaville, CA 95688  
(707) 425-2288

Milan Institute of Cosmetology  
Branch Campus  
1580 George Dieter Drive  
Suite 207  
El Paso, TX 79936-7662  
(915) 857-4444

[www.milaninstitute.edu](http://www.milaninstitute.edu)

# CONTENTS

## **ABOUT MILAN INSTITUTE OF COSMETOLOGY..... 4**

- AN INVESTMENT IN BEAUTY PAYS
- MISSION STATEMENT
- PHILOSOPHY AND OBJECTIVES
- HISTORY
- GOVERNING BODIES
- APPROVALS, ACCREDITATION & AUTHORIZATION
- U.S. DEPARTMENT OF EDUCATION
- SPECIALIZED PROGRAM APPROVALS
- FACULTY
- STUDENT RATIO
- ADVISORY BOARD
- FACILITIES
- CATALOG INSERTS

## **ADMISSIONS INFORMATION ..... 7**

- ADMISSIONS POLICY
- ELIGIBLE CAREER PATHWAY PROGRAM (ECP)
- TECHNOLOGY REQUIREMENTS
- ENGLISH ONLY
- SCHOOL CALENDAR
- ENROLLMENT AGREEMENT
- TRANSFER OF CREDIT TO MILAN INSTITUTE OF COSMETOLOGY
- TRANSFER OF CREDIT TO OTHER SCHOOLS
- ARBITRATION
- ABILITY TO BENEFIT

## **FINANCIAL INFORMATION..... 12**

- FINANCIAL AID
- METHODS OF DISBURSEMENT
- TUITION POLICY
- SCHOLARSHIPS AND GRANTS
- STUDENT'S RIGHT TO CANCEL (Cancellation Policy)
- REFUND POLICY
- WITHDRAWAL DATE
- SCHOOL CLOSURE POLICY
- DELINQUENT TUITION
- RETURN OF TITLE IV FUNDS (R2T4)
- TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS
- ENROLLMENT TIME

## **STUDENT INFORMATION ..... 17**

- ORIENTATION
- CHANGES TO SCHOOL POLICIES
- STUDENT INFORMATION PORTAL
- NONDISCRIMINATION
- STUDENTS WITH DISABILITIES
- STUDENT RECORDS ACCESS, SECURITY AND RELEASE
- STUDENT HOUSING
- STUDENT DISCOUNT
- STUDENT PHOTO RELEASE
- CAMPUS SECURITY
- STUDENT GRIEVANCE POLICY
- ARBITRATION POLICY

- RULES OF CONDUCT
- GROUNDS FOR DISCIPLINARY ACTION
- CHEATING POLICY
- TITLE IX SEXUAL HARASSMENT POLICY
- STUDENT SEXUAL HARASSMENT POLICY (NON-TITLE IX)
- STUDENT SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE POLICY
- STUDENT SOCIAL MEDIA POLICY
- ANTI-BULLYING STATEMENT
- CAREER SERVICES/PLACEMENT
- COPYRIGHT INFRINGEMENT POLICY
- DRUG-FREE ENVIRONMENT
- CONTROLLED SUBSTANCE POLICY & NOTICE TO ALL EMPLOYEES AND STUDENTS
- DRUG-FREE STATEMENT

**ACADEMIC INFORMATION..... 30**

- PROGRAM MEASUREMENT
- LEARNING RESOURCES
- FORMAT
- EQUIPMENT
- EXPENDABLE SUPPLIES
- SATISFACTORY ACADEMIC PROGRESS POLICY
- CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS STANDARDS
- LEAVE OF ABSENCE POLICY
- ATTENDANCE POLICY
- ACADEMIC AND ATTENDANCE ADVISING POLICY
- MAKE-UP WORK
- GRADUATION REQUIREMENTS
- VERIFICATION OF ATTENDANCE/TRANSCRIPTS
- LICENSURE EXAMINATION
- FAILURE TO PASS LICENSURE EXAMINATION
- LICENSING REQUIREMENTS
- REFUSAL, REVOCATION OR SUSPENSION OF REGISTRATION OF LICENSE
- DISTANCE EDUCATION

**PROGRAMS OF STUDY AND COURSE OUTLINES**

- SECTION A COSMETOLOGY
- SECTION B ESTHETICIAN
- SECTION C MANICURIST
- SECTION D BARBERING
- SECTION E ADVANCED COSMETOLOGY
- SECTION F ADVANCED ESTHETICIAN (TX)

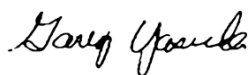
**CATALOG INSERTS**

- INSERT I STAFF
- INSERT II SCHEDULE OF TUITION/COSTS
- INSERT III CLASS START AND HOLIDAY CALENDAR

**CATALOG ADDENDA**

**Effective January 2025 – December 2025**

The information in this catalog is true and correct to the best of my knowledge.



Gary Yasuda, President  
 Amarillo College of Hairdressing, Inc.  
 d/b/a Milan Institute of Cosmetology / Milan Institute

# **ABOUT MILAN INSTITUTE OF COSMETOLOGY**

## **AN INVESTMENT IN BEAUTY PAYS**

If you are interested in pursuing a career in Cosmetology, this field might be a suitable choice. The dynamic and ever-evolving beauty industry can present professional and financial opportunities. The current trend of women seeking a well-rounded appearance and an increasing number of men engaging in salon services, such as style cuts, perms, manicures, and color services, contributes to the demand for beauty professionals. The work of cosmetologists is both challenging and rewarding, potentially influencing your income. Cosmetologists have the potential to set their own work schedule, making the income possibilities in your control. Additionally, there is potential for career growth, with opportunities to advance into management roles or even salon ownership, offering a sense of pride that small business owners enjoy.

## **MISSION STATEMENT**

The mission of Milan Institute is to meet the needs of students and employers by offering quality, short-term educational programs in career fields with solid growth potential.

## **PHILOSOPHY AND OBJECTIVES**

Milan Institute recognizes that people attend college for a variety of reasons—from increasing their knowledge to enhancing their skills and employability. The principal objective of Milan Institute of Cosmetology is to promote a high level of distinction in its faculty, students, and educational programs. Only through quality training will the school produce graduates of all courses who will not only be successful but will also be of service to their community. The course of study and activities are designed to provide a solid foundation from which our graduates may take advantage of the many opportunities available in the world of cosmetology and the corresponding specialty fields. We understand our obligation to our students, alumni, and community, and constantly seek more effective ways to meet these commitments.

## **HISTORY**

**May 1968:** Jess Prince purchased Amarillo College of Hairdressing.

**May 1988:** Amarillo College of Hairdressing moved to its current location at 2400 Southeast 27th Avenue, Amarillo, TX 79103. Mr. Prince was president of the Texas Association of Cosmetology Schools. He was a salon owner for 27 years and a school owner for 32 years.

**1993:** Robert and Mary Fikes opened Fikes Beauty Academy located at 8004 Crosscreek, San Antonio, TX 78218.

**1996:** Bich-Ha, Luan Nguyen, Ann Vasquez, and Rosie Vasquez-Moncada opened Texas Beauty College on Loop 410 in San Antonio, TX.

**November 1999:** Michael and Linda Gore purchased Everett Beauty Academy.

**January 2002:** Gary Yasuda and James M. Yasuda purchased Amarillo College of Hairdressing, Inc. from Mr. Prince. The Yasudas own and operate private postsecondary schools in Texas, Idaho, Washington, Nevada, and California. The Yasuda's changed the school's name from Amarillo College of Hairdressing to Amarillo College of Beauty.

**November 2003:** Amarillo College of Hairdressing, Inc. purchased Fikes Beauty Academy as a main campus.

**November 2003:** Amarillo College of Hairdressing, Inc. changed the school's name from Fikes Beauty Academy to Texas Beauty College.

**January 2004:** Amarillo College of Hairdressing, Inc. purchased Texas Beauty College on Loop 410 in San Antonio, TX as a main campus.

**January 2005:** Amarillo College of Hairdressing, Inc. purchased Everett Beauty Academy as a main campus.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school's name from Texas Beauty College located on Loop 410 in San Antonio, TX to Milan Institute of Cosmetology.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school's name from Everett Beauty Academy to Milan Institute of Cosmetology.

**March 2005:** Texas Beauty College moved from 8004 Crosscreek to its location at 5403 A Walzem Rd., San Antonio, TX 78218.

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school names from Amarillo College of Beauty and Texas Beauty College located on 5403 Walzem Rd., San Antonio, TX 78218 to Milan Institute of Cosmetology.

**December 2005:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 731 A West

Shaw Avenue, Clovis, CA 93612.

**October 2006:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 605 SW Military Drive, San Antonio, TX 78221.

**May 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BPPVE approval to operate campuses located at 934 Missouri Street, Fairfield, CA 94533 and 3328 S. Fairway, Visalia, CA 93277.

**August 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received BBC approval to operate the campus located at 934 Missouri Street, Fairfield, CA 94533, and the campus opened.

**December 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 934 Missouri Street, Fairfield, CA 94533.

**April 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received NACCAS approval for the school located at 3238 Fairway Street, Visalia, CA 93277.

**April 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1050 Matley Lane, Reno, NV 89502.

**September 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 2150 John Glenn Drive, Concord, CA 94520.

**January 2009:** James Yasuda, O.D. retired from Amarillo College of Hairdressing, Inc.

**May 2009:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 2822 "F" Street, Bakersfield, CA 93301.

**December 2009:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 47120 Dune Palms Suites C-2, D, E, La Quinta, CA 92253.

**August 2010:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 1021 W. Hemingway, Nampa, ID 83651.

**August 2010:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1580 George Dieter #207, El Paso, TX 79936.

**January 2012:** Golden State Business College, Inc. d/b/a Milan Institute and Academy of Court Reporting, Inc. d/b/a Milan Institute merged with Amarillo College of Hairdressing, Inc. d/b/a Milan Institute and Milan Institute of Cosmetology.

**February 2013:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the Concord, CA branch campus with students being taught out at Milan Institute of Cosmetology, Fairfield, CA.

**July 2013:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch at 1009 W. Hemingway, Nampa, ID 83651.

**March 2015:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the San Antonio (Walzem Road), TX branch campus with students being taught out at Milan Institute of Cosmetology, San Antonio (Military Drive), TX.

**December 2015:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology received approval to change the main campus location from Visalia, CA to Reno, NV.

**August 2016:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the Nampa, ID branch campus with students being taught out at Milan Institute, Nampa, ID.

**September 2019:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the Visalia, CA branch campus with students being taught out at Milan Institute, Visalia, CA.

**March 2020:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the Amarillo, TX branch campus with students being taught out at Milan Institute, Amarillo, TX.

**August 2021:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology closed the LaQuinta, CA. branch campus with students being taught out at Milan Institute, Palm Desert, CA.

## GOVERNING BODY

Amarillo College of Hairdressing, Inc., a Texas Corporation and Gary Yasuda, President owns Milan Institute and Milan Institute of Cosmetology.

## **APPROVALS, ACCREDITATION & AUTHORIZATION**

Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology is licensed by the:

### **Texas Department of Licensing and Regulation**

Physical Address: 920 Colorado, Austin, TX 78701

Mailing Address: PO Box 12157, Austin, TX 78711

Phone: (512) 463-6599

Amarillo College of Hairdressing, Inc., d/b/a Milan Institute of Cosmetology, is accredited by the:

### **National Accrediting Commission of Career Arts and Sciences (NACCAS)**

3015 Colvin Street, Alexandria, VA 22314

Phone: (703) 600-7600

This campus' accreditation status with NACCAS is "Additional Location Accreditation." The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

## **U.S. DEPARTMENT OF EDUCATION**

Milan Institute of Cosmetology is authorized to participate in Title IV programs for student financial aid assistance per the Higher Education Act of 1965, as amended by the U.S. Department of Education.

## **FACULTY**

Milan Institute of Cosmetology faculty members are experienced instructors. In addition to meeting the educational requirements for licensing, each instructor has been trained in the contemporary methods of competencies and skills within the scope of their Cosmetology, Manicurist, Esthetician, and/or Instructor license. A list of our faculty members can be found in the catalog insert.

## **STUDENT RATIO**

The student/teacher ratio does not exceed twenty-five students in attendance per instructor.

## **ADVISORY BOARD**

The advisory board is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in cosmetology and related specialty fields.

## **FACILITIES**

A Milan Institute of Cosmetology campus is located at 605 SW Military Drive, San Antonio, TX 78221. The facilities are comprised of 12,500 square feet. There are classrooms, a computer lab, esthetician lab, orientation room, dispensary, salon floor, kit storage room, administrative offices, an instructor office, and student breakrooms.

## **CATALOG INSERTS**

See the inserts for current information related to the school calendar, tuition, and fees, listing of staff and faculty.

# **ADMISSIONS INFORMATION**

## **ADMISSIONS POLICY**

Admission into the school's **Cosmetology, Advanced Cosmetology, Manicurist, Barbering, Esthetician, and Advanced Esthetician programs** requires that the prospective student have a high school diploma or have a High School Equivalency Diploma (HSED). Documents from HiSET and TASC are acceptable as High School equivalents but must be reviewed and approved by Senior Director of Admissions.

Admission into the school's programs requires the applicant to present a copy of the HS diploma, HSED certificate, or transcripts showing high school completion. A copy of the HS diploma, HSED certificate, or transcripts showing high school completion and/or an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree as equivalent to a high school diploma, must be provided.

Additionally, Milan Institute accepts the following as proof of eligibility:

- Passing a U. S. Department of Education approved Ability to Benefit Test (ATB). Please see the Ability to Benefit (ATB) Admissions Policies for further information.
- Enroll in the Eligible Career Pathway Program (ECP).

Admission to the **Advanced Cosmetology, Cosmetology, Esthetician, and Manicurist programs** requires completing the Texas Department of Licensure and Regulations Permit Application. Milan covers the nonrefundable \$25 fee for all students.

Prospective students interested in Barbering and Cosmetology related programs who have a record of crimes involving prohibited sexual conduct or crimes involving children as victims, or crimes of a physical nature against another person (such as homicide, kidnapping and assault) must complete the Texas Department of Licensing and Regulations ("TDLR") pre-approval process and pay the \$10 application fee. If TDLR does not approve the application, the prospective student is not qualified to enroll in the program.

Admission procedures include individual advising, explanation of course descriptions, appointment with financial aid, enrollment, a tour of the campus, and orientation to the school regarding the policies, regulations, and requirements for the various classes.

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. This agreement details the prospective student's and the school's obligations. The final decision to admit an applicant rests with the school's administration.

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

## **ECP ENROLLMENT PROCESS**

The ECP allows Ability to Benefit (ATB) Students to concurrently enroll in an Adult Education school, which may lead to a High School Diploma (or equivalent), and a post-Secondary school offering Career Pathway Programs.

Before enrollment, a prospective ATB student who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass an independently administered, nationally standardized test recognized and approved by the United States Department of Education (DOE) that measures basic skills in reading and arithmetic.

Students who pass the ATB and enroll in an ECP, must follow all the policies and procedures in this catalog.



# **Eligible Career Pathway Program (ECPP)**

## **ECPP OVERVIEW**

Milan Institute has developed ECPPs which:

1. Concurrently enroll students in connected adult education and eligible postsecondary programs.
2. Provides students with counseling and supportive services to identify and attain academic and career goals.
3. Provides structured course sequences that are articulated and contextualized and allow students to advance to higher levels of education and employment.
4. Provides opportunities for acceleration for students to attain recognized postsecondary credentials, including industry-relevant certifications.
5. It is organized to meet the needs of adults.
6. It is aligned with the education and skills needed for the regional economy.
7. Has been developed and implemented in collaboration with partners in business, workforce, and economic development.

## **CAREER PATHWAY PROGRAMS**

Milan Institute has identified the following Eligible Career Pathway Programs, which align with the needs of industries in the San Antonio geographic areas:

- Cosmetology
- Esthetician
- Manicurist
- Barbering
- Advanced Cosmetology
- Advanced Esthetician

## **ELIGIBLE CAREER PATHWAY PROGRAM (ECPP)**

Students enrolled in an ECPP will be concurrently enrolled in one of the college's qualified vocational training programs and the Adult Education Program offered through C4L Academy. The goal is for the student to be able to work towards earning an Adult Education high school diploma while being able to work towards completing a Milan Institute vocational training program concurrently. The Adult Education program is offered by an approved adult education service provider (C4L Academy) and not by Milan Institute.

The student is required to attend the Adult Education Program classes and is expected to participate in those classes. The Adult Education Program is offered remotely online. The ECPP Coordinator will monitor participation and partner with Education to meet with the student as needed to provide academic advising. See specific details below under ECPP Participation Requirements & ECPP Withdrawal.

Milan Institute does not guarantee ECPP students will receive a high school diploma (or its equivalent), earn any industry certifications that are part of their Vocational Program, or graduate from Milan Institute.

Completing the vocational component of the program is not a condition for receiving a high school diploma.

## **ECPP PARTICIPATION REQUIREMENTS & CONCURRENT DISMISSAL**

If a student does not log in to the C4L Academy portal to create a student account within 72 hours of enrolling with C4L, the student will automatically be canceled from the ECPP and Milan Institute's Vocational Program.

ECPP students who fail to participate in either the Adult Education or Vocational component of their ECPP program for 14 consecutive calendar days will be dismissed from their ECPP. Participation in the Adult Education Program is defined as completing any educational activity – where participation in the Vocational program is defined by Milan Institute's Satisfactory Academic Progress (SAP) and Attendance policies.

On the 14<sup>th</sup> consecutive calendar day missed, the student will be withdrawn from the Milan Institute.

During the program, if a student does not log into the Adult Education component for 7 consecutive calendar days, the student will be issued a documented ECPP participation advisement.

If a student fails to meet the college's Satisfactory Academic Progress Policies, they will be withdrawn from Milan Institute.



**Dismissal from the Adult Education component of the ECPP for any reason shall result in dismissal from the Vocational component of the program.**

**ECPP Withdrawal:** Upon withdrawal, the student will be held to the same catalog-defined refund policy as non-ECPP participating students.

**Receiving the earned High School Diploma:** Although Milan Institute has designed ECPP requirements to promote the completion of the Adult Education component and a Milan Institute Vocational Program, the college does not guarantee that the student will receive a high school diploma or its equivalent.

Completing the ECPP program's vocational component is not required to earn a high school diploma. Upon successful completion of the program's adult education component, the student may request a copy of their transcript directly from the adult education vendor.

#### **ECPP RE-ADMISSION AND LEAVE OF ABSENCE (LOA)**

Withdrawn ECPP students wishing to re-enroll are subject to Milan Institute's Re-Admission Policy in addition to an interview to evaluate the student's ability to continue the Adult Education component of the ECPP.

Active ECPP students who take a Leave of Absence (LOA) from Milan Institute's Vocational Program can still participate in the Adult Education component of the ECPP remotely if they can; however, if the student is unable to participate in the Adult Education component while on a Leave of Absence (LOA) they will be expected to continue participation when they return to Milan Institute from their LOA.

Inactivity in the adult education component during an approved LOA or scheduled calendar breaks will not cause the student to be withdrawn from the college.

#### **ECPP ADULT EDUCATION COMPUTER LAB**

Milan Institute provides ECPP Students with an on-campus space with WiFi and printer access to work through their Adult Education curriculum if they prefer to use our facility. The availability of this space is determined by campus operating hours.

The ECPP Adult Education component is offered online by an approved service provider and is self-directed. Students may work on the Adult Education curriculum off-campus via the internet.

#### **TECHNOLOGY REQUIREMENTS**

Milan Institute and Milan Institute of Cosmetology use digital technology to check in and out of classes. Students will use a smart phone for checking in and out of class on campus, distance education, and externship (if applicable). Students will need a laptop, Chromebook (part of most programs books and supplies), or a desktop computer to participate in distance education as well as campus activities and assignments. Curriculum and instruction utilize digital technology for student engagement and participation.

The following are the technology requirements for all programs (hardware and software) that will be required to successfully complete the program:

Device Options:

Chromebook that is no more than 4 years old from date of manufacture, has at least 4GB RAM, and must be able to run Chrome 79 or newer.

Windows device that is no more than 5 years old from date of manufacture, uses Windows 10 Version 1809 or newer, has at least 4GB RAM, and must be able to run Chrome 79 or newer.

Mac device that is no more than 5 years old from date of manufacture, uses MacOS Sierra or newer, has at least 4GB RAM, and must be able to run Chrome 79 or newer.

iOS device that is no more than 4 years old from date of manufacture, uses iOS 12 or newer, and must be able to run Chrome 79 or newer.

Android tablets and phones are not supported.

Internet Access must be at least 50Mbps download speed and at least 8Mbps upload speed. If using wireless internet access, it must be 802.11g or newer and have a RSSI signal strength no worse than -50.

## **ENGLISH ONLY**

We do not offer English as a Second Language instruction and do not require proof of English language proficiency; however, all instruction will occur in English. Therefore, all students must be able to read, write, speak, understand, and communicate in English at a high school level. We do admit students from countries other than the United States; however, visa services are not provided and the institution will not vouch for student status.

## **SCHOOL CALENDAR**

Qualified persons may enroll on any date the school's admissions office is open. New classes begin on a regularly scheduled basis. Actual start dates for the year may be obtained by contacting the school administration.

## **ENROLLMENT AGREEMENT**

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. Prospective students under the age of 18 must have a parent or guardian sign the agreement. This agreement details the prospective student's and the school's obligations. The final decision to admit an applicant rests with the school's administration.

## **TRANSFER OF CREDIT TO MILAN INSTITUTE OF COSMETOLOGY**

Transfer students will receive credit for certified hours received from other schools or states according to state law, and their program will be shortened and tuition will be adjusted accordingly. Milan Institute of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study. Milan Institute of Cosmetology does not accept prior experiential learning.

Milan Institute will accept a maximum of 75% of the program credits or hours in transfer from another institution. Students requesting credit for previous coursework or experience are asked to notify their admissions representative during the enrollment process. The request will be forwarded to the Education Leader or Director, who will review documentation or arrange for testing as appropriate. The procedure will be completed prior to the student's first start date. There are no fees charged for evaluating or granting transfer of credit. Once a determination for granting credit has been made, tuition and fees will be adjusted prior to the start of class. Each student will need to meet with financial aid to determine eligibility. A negative determination may be appealed by contacting the School Director, whose decision is final.

## **TRANSFER OF CREDIT TO OTHER SCHOOLS**

The transferability of credits for certified hours you earn at Milan Institute of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion earned in Cosmetology, Advanced Cosmetology, Manicurist, Barbering, Esthetician, and Advanced Esthetician programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate of completion that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Milan Institute of Cosmetology to determine if your diploma will transfer.

Milan Institute of Cosmetology has not entered into any articulation of training agreements with other educational entities.

## **ARBITRATION**

Milan Institute of Cosmetology seeks to resolve disputes or claims between any student and the school in a manner that addresses an individual student's complaint in an efficient, cost-effective, and quicker manner than traditional litigation. A student who enrolls at Milan Institute of Cosmetology agrees, as a condition of his or her enrollment, to resolve any dispute through mandatory arbitration that shall not be adjudicated as a class action or a consolidated class arbitration proceeding. However, the school cannot require a student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR 685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR 685.206(e)(6)(ii).

## ABILITY TO BENEFIT

In order to receive aid as an ATB student enrolling after July 1, 2012, the student must have previously established eligibility prior to July 1, 2012. For additional information on determining previously established eligibility for aid, please visit the Financial Aid office.

This school accepts the following tests with passing scores and an effective date after the date provided below. This list of examinations is prescribed by the United States Department of Education (USDE).

1. Test: Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2  
Quantitative Forms QS-1 & QS-2. There are paper and pencil versions and online versions.  
Effective Date: July 1, 2015.  
Passing Scores: Verbal (200), Quantitative (210).  
Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200, Vernon Hills, IL 60061.  
Contact: Mr. Chris Young.  
Telephone: (847) 247-2544, Fax (847) 680-9492.
2. Test: Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2  
Quantitative Forms QS-1 & QS-2. There are paper and pencil versions and online versions.  
Effective Date: July 1, 2015.  
Passing Scores: Verbal (200), Quantitative (200).  
Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200, Vernon Hills, IL 60061.  
Contact: Mr. Chris Young.  
Telephone: (847) 247-2544, Fax (847) 680-9492.
3. Test: \*\*ACCUPLACER Computer-adaptive tests and COMPANION ACCUPLACER Forms J and K: Reading Test, Writing Test, and Arithmetic Test  
Passing Scores: Reading Test (233)\*\*, Writing Test (235)\*\*, Arithmetic (230)\*\*.  
Publisher: The College Board, 250 Vesey Street, New York, New York 10281.  
Contact: ACCUPLACER Program.  
Telephone: (800) 607-5223, Fax (212) 253-4061.
4. Test: \*\*Texas Success Initiative (TSI) Assessment—Computer-adaptive tests and COMPANION TSI Forms T and V: Reading Placement Test, Writing Placement Test, Mathematics Placement Test  
Passing Scores: Reading Placement Test (336), Writing Placement Test (345), Mathematics Placement Test (326)  
Publisher: The College Board, 250 Vesey Street, New York, New York 10281.  
Contact: ACCUPLACER Program.  
Telephone: (800) 607-5223, Fax (212) 253-4061.

\*\* The ACCUPLACER test has been redesigned since it was listed as an approved test in the 2006 notice. TSI is a new addition to the list of approved ATB tests. These tests are provisionally approved. To move from provisional approval to full approval the test publisher must submit additional information as noted in the test agreement signed by the test publisher and the Department, no later than two years from the effective date of the agreement 6/26/2020. In the event the Department denies full approval, the Department will provide notice of this through publication in the Federal Register, pursuant to 34 CFR 668.150(c)(3).

# **FINANCIAL INFORMATION**

## **FINANCIAL AID**

Student Financial Aid is assistance which helps pay the cost of education. Funds included in this aid may be provided from several sources, including federal, state, and private agencies. Most financial aid recipients receive a combination “package” comprised of more than one type of assistance program.

### **How to Apply**

To begin the process of applying for most aid programs, including grants and loans, students must first complete the Free Application for Federal Student Aid (FAFSA). This document is considered the primary resource for establishing eligibility for need-based aid at this institution. Grant aid is money that does not have to be repaid. Loan assistance includes borrowed money that will be repaid by the applicant.

### **Financial Aid Programs**

The school participates in Title IV Federal Financial Assistance programs under authorization of the U.S. Department of Education, Office of Student Financial Assistance. Any student interested in obtaining Federal Aid should visit or call the financial aid office and request a Student Financial Aid Guide or visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) to view online federal assistance publications. All consumer information that is required to be disclosed pursuant to applicable financial aid programs is provided.

Title IV assistance may include grant aid from the Federal PELL Program and/or self-help aid in the form of Direct Loans. Federal Student Loans are required by law to provide a range of flexible repayment options, including but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

Some applicants may be selected for a process called verification. Initial notification is provided through the Student Aid Report created in response to the Free Application for Federal Student Aid (FAFSA). The verification selection may cover one or more aspects of your FAFSA information; including but not limited to, tax data, number in household, SNAP benefits, child support paid, high school completion, and identity. Be aware there are deadlines and consequences associated with this requirement. You should contact the campus Financial Aid Office for additional information and assistance, should your file be selected for verification.

### **Other Programs**

Tuition Options payment plans are considered a private loan with a fixed interest rate based on the plan you have selected. This program does not determine interest based on borrower’s credit rating.

Students have the right to research and secure additional loan options. Private loans can offer variable rates that can increase or decrease over time, depending on market conditions. Students should determine the interest rate and associated fees of a private loan prior to accepting the terms of the loan. In some cases, the interest rate on a Private Loan may depend on the borrower’s credit rating. Students should contact the lender of the private student loan or the campus Financial Aid Office with any questions or concerns regarding student loan debt.

The information provided above and in referenced materials is not a guarantee of financial assistance. Individual need and circumstance must be evaluated to determine aid program eligibility. This need will be determined with and comply by all applicable federal, state and accreditation regulations.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest and fees, less the amount of any refund.

## **METHODS OF DISBURSEMENT**

All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

## **TUITION POLICY**

All tuition payment arrangements, including Financial Aid (FA), Cash, and Payment Plans, must be finalized before the student begins classes. Failure to complete these arrangements may result in the student being unable to attend classes. It is the student's responsibility to ensure that all necessary payments and documentation are submitted and approved in a timely manner.

The school accepts payments in cash, check, MasterCard and Visa.

Books, materials, and supplies are provided at no charge to the student, unless otherwise indicated. For any materials that are an additional charge, the student may choose to opt-out on the Enrollment Agreement.

## **SCHOLARSHIPS AND GRANTS**

### **Alumni Scholarship**

Alumni from Milan Institute are eligible for a \$2000 tuition scholarship upon enrolling in a subsequent program with a minimum of 600 hours. A \$1000 tuition scholarship is available for Alumni who enroll in a program less than 600 hours. The scholarship is only available once for Alumni and is considered a discount towards tuition.

### **Follow Your Dreams Scholarship**

A \$1000.00 scholarship awarded to current or recent high school students who meet the necessary criteria and successfully complete their program.

Discounts may not be combined and students will receive only the best available discount, for which they qualify.

## **STUDENT'S RIGHT TO CANCEL – Cancellation Policy**

### **Cancellation Policy**

Milan Institute of Cosmetology advises each student that a notice of cancellation shall be in writing and that Milan Institute of Cosmetology shall refund 100 percent of the amount paid for institutional charges., if the notice of cancellation is made through attendance as of the first scheduled class session, or the seventh day after enrollment, defined by means of executing an enrollment agreement whichever is later. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. If an applicant accepted by Milan Institute of Cosmetology cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid.

The cancellation policy applies to a maximum of two enrollments per student.

## **REFUND POLICY**

Institutions are required to apply State, Licensing and/or Accreditation refund policies as applicable to the location and program attended. If more than one set of regulations applies, the calculation that best benefits the student will be the refund policy adopted.

The student has the right to withdraw from a course of instruction at any time. The student is obligated to pay only for educational services rendered and for unreturned equipment. If the student withdraws from a program of instruction after the period allowed for cancellation of the agreement, as listed above: "Student's Right to Cancel" the school will remit a refund within 30 days following the student's withdrawal whether officially or unofficially.

A "fair and equitable refund" will be computed based on scheduled hours of class attendance through the last date of attendance. Leaves of absence published scheduled breaks and school holidays will not be counted as part of the scheduled class attendance.

The school may not retain more than \$100 if:

- (A) tuition is collected before the course of training begins; and
- (B) the student fails to withdraw from the course of training before the cancellation period expires.

### **Refunds shall be calculated as follows:**

(a) If a student begins a course of training that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

- (1) may retain 100 percent of the tuition and fees paid by the student; and

(2) is not obligated to refund any additional outstanding tuition.

(b) If a student begins a course of training that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

(1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;

(2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;

(3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and

(4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

(c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

If the student obtains equipment, as specified in the enrollment agreement as a separate charge and returns it unused within 30 days following the date of the student's withdrawal, the school shall refund the charge for the unused equipment paid by the student. If the student fails to return the equipment within this 30-days period, the school may offset the documented costs to the school of that equipment against the refund due. The student shall be liable for the amount, if any, by which the documented costs for the equipment exceed the refund amount. For a list of these costs, please see the enrollment agreement addenda.

If the student has paid in more than the amount that the student owes for the time, he/she has attended, then a refund will be made within 30 days. If the amount that the student owes is more than the student has already paid, the student will be responsible for the balance.

## **WITHDRAWAL DATE**

Withdrawal: Is the termination of an enrolled student prior to successful completion of a program. Classifications of withdrawals include but are not limited to a drop, dismissal, and out-of-school transfer.

A student may officially withdraw by providing notification either orally or in writing to any school official. For purposes of an unofficial withdrawal and the date of determination for tuition refund and Return to Title IV purposes, the determination of withdrawal can be no more than 14 consecutive calendar days from the last date of attendance, except in those cases when a student fails to return from a scheduled leave. Milan Institute of Cosmetology is an institution that is required to take attendance, and, as such, is expected to have a procedure for routinely monitoring attendance of its students to determine, in a timely manner, when a student ceases to be enrolled and attending.

Milan Institute of Cosmetology states that the date of determination that the student withdrew is no later than 14 days after the student's last date of attendance as determined by its attendance records.

## **SCHOOL CLOSURE POLICY**

If a program or course is cancelled subsequent to a student's enrollment, and before instruction in the program has begun, the school shall provide a full refund of all monies paid.

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is cancelled after students have enrolled or instruction has begun, the school will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or if a student does not transfer to another school a full refund of all monies paid.



## **DELINQUENT TUITION**

The student may be charged a \$10.00 late fee for payments received 10 days after the due date. Any student who is delinquent in payments to the school may be suspended or terminated from school, at the discretion of the administration, until the school receives payment or the student makes written payment arrangements acceptable to the school. If an amount is due, a payment schedule is arranged. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collection.

## **RETURN OF TITLE IV FUNDS (R2T4)**

When a student withdraws from a program, a campus is required to determine the earned and unearned portions of Title IV aid. The determination is based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds.

If the amount that the student has paid is more than the amount that the student owes for the time, he/she has attended, then a refund will be made within 30 days. If a student who has received Title IV, HEA program assistance is owed a refund, the school will allocate the refund in the following order: Federal Direct Loan Program, Federal Parent Loan for Undergraduate Study (PLUS), Federal Pell Grant, any other Title IV Assistance, to student. If there is a balance due, the student is responsible for paying it.

## **TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq, and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must receive your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. The school must receive your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.



There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remain enrolled beyond the 30<sup>th</sup> calendar day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if the school did not retain this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. In addition, you may have exhausted all or a portion of your grace period and repayment of Direct Student Loans may begin immediately.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **ENROLLMENT TIME**

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within thirty (30) days from the withdrawal date, or in the case of a leave of absence, the earlier of the documented date of scheduled return or the date the student notifies the institution that he/she will not be returning.

# **STUDENT INFORMATION**

## **ORIENTATION**

New students are required to attend a “*Welcome to Milan*” orientation on the class start date, prior to the start of their course material. This meeting is to welcome new students and introduce them to the school’s policies and procedures. During orientation, many topics are discussed, including school rules, regulations, financial aid questions, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory academic progress, and project completions. Students are also given the opportunity to meet instructors, school staff, and other students and to ask questions about their training programs.

## **CHANGES TO SCHOOL POLICIES**

To maintain an innovative approach to continuing education, Milan Institute of Cosmetology reviews its policies and curriculum periodically and makes necessary revisions. Milan Institute of Cosmetology reserves the right to change the programs offered, start dates, tuition rates, fees, admission policies, attendance requirements, and other rules concerning the school. These changes will follow the regulations of government agencies which monitor the school. Milan Institute of Cosmetology reserves the right to conduct operations and instruction remotely as necessary. The school expects its students to have knowledge of the information presented in this catalog and in other school publications, notices, and updates.

## **STUDENT INFORMATION PORTAL**

The Student Information Portal provides students instant access to their academic information, attendance reports, student ledger, payment schedule, financial aid awards and more. The portal should be utilized to view and monitor a student’s progress throughout school. Students can access the portal at any time through the internet with a unique user ID and password inside or outside our network at <http://studentinfo.milaninstitute.edu>

## **NONDISCRIMINATION**

Milan does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its educational programs and activities. Nondiscrimination is required by Title IX and DOE regulations and extends to admissions activities and employment.

Inquiries about Title IX may be referred to the Title IX Coordinator, the Office of Civil Rights (OCR), or both.

The Title IX Coordinator for Milan can be reached at:

Address: Title IX Coordinator  
Milan Institute of Cosmetology  
2345 W. Beech Ave. #4139  
Visalia, CA 93277

Email: TitleIX@milaninstitute.edu

Phone: 559-707-8050

The OCR can be reached at <https://www2.ed.gov/about/offices/list/ocr/index.html>

Any other issues related to nondiscrimination policies and complaints of discrimination should be directed to the School Director or the Corporate Compliance Department. The School Director maintains an office on campus. He/she may be contacted by visiting the campus or via telephone (Complete campus contact information is provided on cover page of this publication). To reach the Corporate Compliance Department, please complete the Student Complaint form at <https://milaninstitute.edu/student-complaint-form> and a member of the department will respond via email.

For further information on notice of non-discrimination, visit:

<https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area or call 1-800-421-3481.

## **STUDENTS WITH DISABILITIES**

Milan Institute is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Milan Institute.

Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Director. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a professional. Delays in submission of all required documentation will delay a decision regarding the request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) business days of receipt of all requested documentation. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the website to complete the Student Complaint form at <https://milaninstitute.edu/student-complaint-form>. The Corporate Compliance department will respond via email.

## **STUDENT RECORDS ACCESS, SECURITY AND RELEASE**

The information in student files is confidential. A student's right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Generally, we must have written permission from the student or the parent or guardian of dependent minors before releasing any information from the student's financial aid record. However, the law allows us to disclose records, without consent, to the following:

A school MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities, the school's accrediting agency, those agencies auditing or enforcing Federal or State supported education programs, and those enforcing Federal laws which relate to those programs;
- The disclosure is to the parents or guardians of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or

The information disclosed has been appropriately designated as directory information by the school.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include the following:

- Name
- Home address
- Home telephone number
- Major field of study
- Dates of attendance
- Degrees and awards received

Students may withhold directory information by notifying the Office of the Registrar in writing in accordance with the procedures contained in the public notice designating directory information.

The school will provide the proper supervision and interpretation of the student records when they are being reviewed.

Milan Institute/Milan Institute of Cosmetology places a high emphasis on protecting confidentiality of student data. Employees are trained on confidentiality procedures. Data is secured either physically or in secured networks. Regular reviews of procedures and secured areas are made by staff. Any potential breaches are immediately investigated and promptly acted upon. Any questions regarding Milan's process of protecting confidentiality of student's data can be directed to [comments@milaninstitute.edu](mailto:comments@milaninstitute.edu).

## **STUDENT HOUSING**

Student housing is not available on campus. There are multiple housing units available in the community, and students will need to make their own housing and boarding arrangements.

## **STUDENT DISCOUNT**

Student may receive services at a 50% discount off the client price. Students are charged to cover the cost of products, utilities, towels, etc. Students will receive a 25% discount on retail products. All services and products must be paid for at the time of purchase.

## **STUDENT PHOTO RELEASE**

Students attending Milan Institute of Cosmetology give the school the absolute right and permission to take photographs and/or video of them in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

## **CAMPUS SECURITY**

Milan Institute of Cosmetology publishes an annual security report that contains information concerning policies and procedures relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement an access to campus facilities, The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three (3) most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual report may be obtained from the Campus Director's office during regular business hours.

Milan Institute of Cosmetology will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Milan Institute of Cosmetology reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

## **STUDENT GRIEVANCE POLICY**

When problems arise, students should make every attempt to resolve the issue by following the formal complaint procedure. The procedure is as follows:

1. Contact the Lead Instructor in charge to resolve the problem or complaint.
2. If the issue cannot be resolved with the Lead Instructor, contact the School Director to schedule a meeting to discuss the concern.
3. If a mutual solution cannot be reached with the School Director, the student should submit an appeal using the written complaint online at [milaninstitute.edu/complaint](http://milaninstitute.edu/complaint) form. A corporate mediator will facilitate review of the grievance within 10 days and a written response will be sent to the complainant with the decision and/or resolution.
4. The student has the right to submit a complaint letter to the school's state agencies and/or accrediting agency.
  - a. The school's accrediting agency is the National Accrediting Commission of Career Arts and Sciences (NACCAS) located at 3015 Colvin Street, Alexandria, VA 22314: Phone: (703) 600-7600.
  - b. The school's state agency in the Texas Department of Licensing and Regulation located at is 920 Colorado, Austin, TX 78701, Phone: (512) 463-6599.

The school maintains its complaint log for at least two years.

## **ARBITRATION POLICY**

Should a dispute arise, which could not be settled through the school's internal grievance procedures, students and the school have agreed to arbitration at the time of enrollment as the only means legal recourse. Any dispute a student may bring against Amarillo College of Hairdressing, Inc., and/or any of its wholly owned subsidiaries, Milan Institute, Milan Institute of Cosmetology, or any of its parents, subsidiaries, successors, officers, directors, or employees, without limitation, (hereinafter collectively and individually referred to as "ACH") or which ACH may bring against a student, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration pursuant to the Federal Arbitration Act and conducted by the American Arbitration Association ("AAA"), at the ACH location which the student attends or was attending, and under its Supplementary Rules for Consumer Related Disputes, and decided by a single arbitrator. Any dispute over the interpretation, enforceability or scope of this Arbitration Agreement shall be decided by the Arbitrator, and not by a Court. Both students and school explicitly waive any right to a jury trial and understand that the decision of the arbitrator will be binding, and not merely advisory.

Neither ACH nor student shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both ACH and school agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by ACH.

Any dispute or claim brought by ACH or student shall be brought solely in their individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Any remedy available from a court under the law shall be available in the arbitration.

To the extent a student has outstanding federal student loan obligations incurred in connection with their enrollment at ACH, any arbitration award providing monetary damages shall direct that those damages be first paid toward the student loan obligations.

Students and/or ACH may, but need not, be represented by an attorney at arbitration.

Information about the AAA arbitration process and the AAA Supplementary Rules for Consumer Related Disputes can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879. Students must disclose the Arbitration Agreement document they signed at the time of enrollment to the AAA.

We agree that neither we nor anyone else who later becomes a party to this pre-dispute arbitration agreement will use it to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained. We make the proceeding agreement only to the extent required by a valid regulation issue by the U.S. Department of Education.

## **RULES OF CONDUCT**

The school sets forth specific expectations for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance the graduate's potential for success.

**Students are expected to:**

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Theory class is a critical part of your training.
2. Arrive for all classes on time. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness may result in suspension.
3. Complete all assigned theory, practical and clinic assignments in the designated time frames. It is the student's responsibility to contact the instructor regarding makeup exams. The Final Transcript of Hours will not be released to the student or State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
4. Notify a staff member within one (1) hour of your start time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Notify a staff member when leaving the facility for any reason other than lunch time and closing.
6. Only perform services on clients after successfully completing the Phase One Requirements and have passed a written and practical competency evaluation.
7. Practice courtesy and professionalism at all times when dealing with other students, clients, instructors, staff and visitors.
8. Follow all state laws and regulations at all times during school.
9. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress may cause loss of or delays in funding, delay in graduation and additional tuition charges.
10. Park only in the designated areas for student parking. Front row parking is ALWAYS reserved for client use. The school does provide parking for its students.
11. Keep all student and client analysis and service records up to date.
12. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
13. Strive to continually improve abilities through education and practice.
14. Adhere to school-determined safety and social distancing requirements.

## **GROUNDS FOR DISCIPLINARY ACTION**

The following types of social behavior that keep you and your fellow students from learning are not acceptable and may result in a warning, probation, suspension and/or termination. *Milan Institute of Cosmetology reserves the right to take any disciplinary action it deems necessary and reasonable under the circumstances.*

- a. Refusing to service an assigned customer or refusing to comply with the instructor's assignment. Unprepared or refusal to perform a clinic service or practical assignment may result in the student leaving for the day. Excessive refusals may result in termination.
- b. Disrupting class or sleeping in class.
- c. Not involved in curriculum related activities at all times while clocked in. Students who are clocked in may not linger in the facility and distract other students from training responsibilities. Excessive time in the student lounge is not allowed.
- d. Unauthorized personal visitors to the school. Guests will be asked to leave unless they are scheduled for a service in the student salon.
- e. Using the business phone or personal cellular phone for incoming or outgoing calls without the express permission of a staff member.
- f. Cheating, dishonesty, or falsification of records.
- g. Not following scheduled breaks. The time for breaks will depend on the classes scheduled and the student salon floor services that are assigned. Students are required to clock out for a minimum of 30 minutes each day for a lunch break. Failure to do so may result in lost time and/or disciplinary action. As consideration to fellow students, clients, and instructors, please notify the school if you are not returning from a lunch break.
- h. Not following time clock procedures by not clocking in and out accurately to reflect hours in attendance. No student may clock in/out for others. If a student fails to clock in/ out, they will not receive credit for time in school.
- i. Not following sanitation requirements. Understand that training involves sanitation, cleanliness, and



equipment care. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.

- j. Non-compliance with the published dress code which includes students wearing the required name badge and practicing proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until in compliance.
- k. Violation of Student Social Media policy or Anti-Bullying policy.
- l. Criticizing another student's work.
- m. Cursing; using foul language or vulgar language; immoral or unprofessional conduct, discussing sexual activities or beliefs, unethical and unprofessional subject matter during school hours.
- n. Arguing with an instructor in the presence of another student or customer.
- o. Consuming or possessing alcoholic beverages and/or illegal substances during school time or on school grounds.
- p. No smoking, chewing gum, eating and/or drinking except in designated areas.
- q. Theft from a student, customer, or school (property and/or money) will result in immediate termination. Students are responsible for the security of their own property. The school is not responsible for lost, stolen, missing, and/or broken items.
- r. Behavior which creates a safety hazard to self, students, faculty, or staff including, but not limited to willful destruction of property and possession of weapons while on campus.
- s. Threats of violence, or the credible accusation of such, will result in IMMEDIATE suspension to allow for a thorough investigation of the situation. This investigation will be conducted within 3 business days and the student will be notified of the outcome by the Campus Director.
- t. Non-compliance with school-determined safety and social distancing requirements.
- u. Violation of the Title IX Sexual Harassment Policy, Student Sexual Harassment Policy (Non-Title IX), or Student Sexual Assault, Domestic and Dating Violence Policy.

A student who, upon violation of a conduct policy or other egregious behavior or incident, may be placed on a status of Conduct Probation due to conduct unbecoming of a student at Milan. This status is an official warning that the student's conduct is in violation of Milan Student Rules, but does not merit, at this point, an expulsion or suspension.

A student on conduct probation is deemed "not in good standing" with Milan. If there is a finding of responsibility for subsequent violations of the student rules during this period of time, more severe sanctions may be administered including immediate termination. Student who are subjected to Conduct Violations face actions to be determined based on the severity of the issue at hand and documentation of such will remain in the permanent student file.

Milan may remove a student who has been accused of committing a Title IX sexual harassment violation from campus on an emergency basis, provided an individualized safety and risk analysis is completed and a determination is made that there is an immediate threat to the physical health or safety of any individual. Once the student is removed from campus, the school will provide the student with written notice and guidance on how to immediately challenge the decision.

## **CHEATING POLICY**

Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false or misleading information to the school's Instructors or administrative staff. Students shall not engage in any of the following activities:

- Give or receive advance information about quizzes, tests, or examinations;
- Assist another student in dishonest practices
- Present someone else's work or ideas as your own;
- Have another person do work which is then submitted as their own;
- Include another person's work as part of their work, without proper acknowledgement or documentation.



When a student is charged with cheating or plagiarism, and the instructor has proof to back up the charges, or a student admits to the charges when confronted, the instructor may handle the situation in the following ways:

1. Issue an oral warning or a written warning that will be put in the student's permanent academic file.
2. Issue the student an "F" or "O" on the assignment or test in question.
3. Issue the student an "F" for the entire class.
4. Refer the student to the school director for disciplinary action, which may include suspension or dismissal from the school.

## **TITLE IX SEXUAL HARASSMENT POLICY**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
- an employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct; or
- sexual assault, as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim), to the Title IX Coordinator at any time by mail, by telephone, or by e-mail. Students (active or potential) or Employees (active or potential) who feel they are a victim of sexual harassment should be directed to contact the Title IX Coordinator.

The Title IX Coordinator can be reached at:

Title IX Coordinator  
Milan Institute of Cosmetology  
2345 W. Beech Ave. #4139  
Visalia, CA 93277  
TitleIX@milaninstitute.edu  
559-707-8050

Milan's obligations under Title IX are triggered upon having actual knowledge of alleged sexual harassment that occurred within its educational program or activity against a person in the United States. Milan may have obligations under Title IX even in absence of a formal complaint. Once these obligations are triggered, Milan will respond promptly and without deliberate indifference.

No employee of Milan may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

The presumption is that the person accused of being the perpetrator of conduct that could constitute sexual harassment conduct is not responsible for the alleged conduct until a determination is made at the end of the grievance process. This does not imply that the alleged conduct did not occur but rather ensures Milan staff do not take action against the alleged perpetrator as though the alleged conduct occurred prior to final determination. All Milan staff involved in the

Title IX process interact with both parties impartially throughout the grievance process without prejudice and without drawing inferences about credibility based on the person's role.

## **STUDENT SEXUAL HARASSMENT POLICY (NON-TITLE IX)**

### **Policy Overview**

It is the policy of Milan to ensure that students can learn in a safe and nondiscriminatory educational environment based on religious, racial, sexual harassment and violence. Milan strictly prohibits any form of religious, racial, sexual harassment and violence. It is a violation of college's policy for a student, faculty member, staff member, administrator, third party or other employee to harass a student, faculty member, administrator or other college personnel through conduct or communication of a sexual nature. It is a violation of college's policy for any student, faculty member, administrator, third party or other college personnel of Milan to inflict or threaten to inflict, or attempt to inflict sexual violence upon any student, faculty member, administrator, or other college personnel.

### **Definitions—Sexual Harassment**

Non-Title IX Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature that does not meet the requirements of Title IX sexual harassment when:

- submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Non-Title IX sexual harassment may also include but is not limited to:

- unwelcome verbal harassment or abuse;
  - unwelcome pressure for sexual activity;
  - unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by faculty members, administrators, college law enforcement, or other college personnel to avoid physical harm to persons or property;
  - unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
  - unwelcomed behavior or words directed at an individual because of gender.
- Of importance is to note that sexual harassment or violence does not have to occur between different genders. Same sex harassment and violence will be treated equally as sexual harassment or violence between same sex members.

### **Reporting**

Any person who believes he or she has been the victim of sexual harassment or violence by a student, faculty member, administrator or other college personnel of Milan should report the occurrence to either the School Director or the Corporate Compliance Department. To reach the Corporate Compliance Department, persons need to complete the Student Complaint form at <https://milaninstitute.edu/student-complaint-form> and a member of the department will respond via email.

### **Privacy**

Milan Institute will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible. The college will attempt to honor a student's request that his or her name be withheld if

this can be done consistently with the school's obligation to remedy the harassment and take steps to prevent further harassment.

### **Action**

Milan Institute is required to investigate all accusations of sexual harassment and violence and to take the appropriate actions which could include disciplinary proceedings against any individuals found to be in violation of this policy.

### **Anti-Retribution**

Any person who retaliates against another for testifying, assisting, or participating in an investigation or proceeding relating to harassment or violence shall be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, retribution, or harassment.

## **STUDENT SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE POLICY**

Milan Institute is committed to maintaining a safe and secure campus for all of its students **and** employees. Milan Institute's policy on Sexual Violence, Domestic Violence and Dating Violence specifically addresses procedures that must be followed when an incident of sexual assault, domestic violence, dating violence or stalking is reported.

For detailed information and a copy of our policy, awareness, and programs available, please visit: <https://milaninstitute.edu/consumer-and-clery-information>

## **STUDENT SOCIAL MEDIA POLICY**

Milan Institute recognizes that social media websites have become an important and influential means of communication for our current and former students. The objective of this policy is to help clarify how best to enhance and protect the personal and professional reputations of our students when participating in social media. It is important to keep in mind the privacy limitations when using social media websites. In some cases, information posted on them can be made public, even when that information has been deleted by the user. Therefore, Milan Institute expects and encourages all those participating to exercise caution and responsibility when using social media websites.

In accordance with Milan Institute's Conduct Policy, as published in the Catalog, students are expected to conduct themselves in a professional manner. Students who are not in compliance are subject to disciplinary action, probation, suspension, or termination at the discretion of the school administration. The policies and guidelines set forth below apply to any user who utilizes social media pages associated with Milan.

### **Types**

The social media applicable under this policy include, but are not limited to, the following: Facebook.com, Twitter.com, YouTube.com, MySpace.com, Pinterest.com, Google+.com, StumbleUpon.com, Delicious.com, Yelp.com, Instagram.com, Blogger.com, Typepad.com, WordPress.org, Wordpress.com, LinkedIn.com, imodules.com, Flickr.com, Foursquare.com, Gowalla.com, Scvngr.com and Tumblr.com.

### **Language/Behavior**

The following are considered unacceptable when using Milan social media websites:

- Vulgar or profane language.
- Obscene, defamatory, inaccurate, or hostile posts.
- Offensive terms/phrases or photographs that disrespect individuals or groups based on race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of person.
- Threats of physical or bodily harm.
- Posting of sensitive information; including that which could compromise public safety, intellectual property, etc.
- Posting of photographs of oneself or others that can be reasonably interpreted as condoning the irresponsible use of alcohol, substance abuse, or are of a sexual nature.

## **Requirements**

We look forward to the comments and conversations generated via social media. Any posts on the school's social media sites or tags of the school found to be inaccurate, false, inappropriate, hostile, obscene, or defamatory toward any individual, group or organization will be removed. If students of Milan violate other Milan policies on the school's social media sites, they may subject them to disciplinary action under appropriate judicial or other procedures. Students posting content in reflection of Milan (such as photos taken on grounds, "tags" with Milan in them, comments regarding Milan) are subject to the same guidelines set herein this policy.

Students with unresolved issues with campus administration or the educational program should follow the Grievance Policy to resolve those matters. Social media websites are not the venue to resolve such issues. Any inappropriate, obscene, or defamatory posts will not be tolerated.

Users who choose to post, comment, or link text and/or multimedia on Milan Institute's websites agree that such material may be reproduced, distributed, edited, and published in any form and on any media. Users agree not to violate copyright laws, post spam or advertisements, impersonate others, or partake in any type of hostile behavior, in any media.

## **ANTI-BULLYING STATEMENT**

Milan Institute of Cosmetology believes that all students have a right to a safe and healthy school environment in which mutual respect, tolerance, and acceptance are fostered. The school will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; threats either directly or indirectly or any other activities that create a hostile environment at school that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Milan Institute of Cosmetology expects students and/or staff to immediately report incidents of bullying to the Campus Director. Staff members who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity and during a school-sponsored activity. Students who bully are in violation of this policy and are subject to disciplinary action up to and including termination

## **CAREER SERVICES/PLACEMENT**

Milan Institute of Cosmetology offers career services to all graduates pursuing employment in their field of study. Services include assistance with creating resumes, guidance on how to conduct a job search, professionalism, and interview preparation. The Career Services faculty member develops and maintains close relationships with local businesses so that they may keep abreast of current employment opportunities to which graduates may be referred. Although no institution can guarantee employment, the Career Services faculty member at Milan Institute makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career.

## **COPYRIGHT INFRINGEMENT POLICY**

Compliance with federal copyright law is expected of all students. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or

over the school's networks or other computer resources may create liability for the school as well as the computer user.

Students who violate Copyright Infringement Policy are subject to disciplinary action, including suspension and termination.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

### **Legal Alternatives**

An extensive online list of legal downloading resources is available at <http://www.educause.edu/legalcontent>. EDUCAUSE, is a nonprofit organization committed to promoting the intelligent use of information technology to advance higher education. Resources on the list include websites such as Amazon MP3 Downloads, MediaNet and Best Buy.

## **DRUG FREE ENVIRONMENT**

Milan Institute of Cosmetology maintains a drug-free campus and workplace. Milan Institute of Cosmetology maintains a list of community drug rehabilitation centers that specialize in drug abuse treatment where, if help is needed, the student or employee may receive help. A copy of this list may be obtained from the Campus Director's office. Milan Institute of Cosmetology will not tolerate any illegal drugs or alcohol being used on the campus. The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a) (10) of the Higher Education Act Amendments of 1986 concerning drug abuse prevention programs for students.

## **CONTROLLED SUBSTANCE POLICY AND NOTICE TO ALL EMPLOYEES AND STUDENTS**

This statement is distributed to all new students and employees at the orientation session prior to commencing classes or employment and is updated each year of attendance or employment.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program. Drug free awareness program and detailed information regarding dangers of drug abuse, assistance with drug counseling and rehabilitation programs are available.

These local agencies can provide assistance to our employees, students and their families:

Alamo City Treatment Services  
12042 Blanco Road #101

Prevention Resource Center  
1222 N. Main Avenue

San Antonio, TX 78216  
(210)541-8400

San Antonio, Tx 78212  
(210) 354-3331

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed

by the school.

- A. Your continued schooling and/or employment is subject to:
  - 1. Abide by the terms of this statement, and
  - 2. Notify the administration of any criminal statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- B. The US Department of Education will be notified within 10 days after receiving notice under subparagraph A. 2. from an employee or student or otherwise a copy of such conviction will be submitted to the US Department of Education.
- C. The school will take the following actions within 30 days of receiving notice under subparagraph A. 2. with respect to any employee or student who is so convicted.
  - 1. Terminate employment of the employee or the schooling of the student, or
  - 2. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.
- D. Any student that is convicted of any offense, during a period of enrollment for which the student is receiving Title IV, HEA programs funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484 (r) (1)); (20 U.S.C. 1091 (r) (1)).

<b>Drug Information Hot Lines:</b>	(800) 662-HELP
National Institute on Drug Abuse	(800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept of Education, SouthWest Region	(213) 598-7661
U.S. Dept of Education Task Force	(202) 708-9069

**DRUG FREE STATEMENT**

In recognition of the problems associated with drug and alcohol abuse in society today, Milan Institute and Milan Institute of Cosmetology provides all students and employees with the following information:

- 1. The unlawful possession, use or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. This prohibition applies to all students and employees.
- 2. The following legal sanctions are applicable for the unlawful possession or distribution of illicit drugs and alcohol:
  - Local: Penalties vary based on the severity of the offense and the number of offenses. Sanctions for possession of an illegal substance for the first time could range from fines of \$40,000 and up but not limited to 40 years imprisonment.
  - State: Penalties vary based on the nature of the illegal substance, the offense and whether there is a repeat offense. First offenders may receive up to nine years with repeat offenders could receive life imprisonment. A schedule of fines up to but not limited to \$50,000 also is in place.
  - Federal: Penalties for unlawful manufacturing, distribute and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the amount of drugs or other substance involved, and the number of offenses.

Examples of Federal Drug Trafficking Penalties:

	First Offense	Second Offense
Marijuana (1,000 kg or more)	Not less than 10 years	Not less than 20 years
Heroin (100-999 grams)	Not less than 5 years	Not less than 10 years
	Not more than 40 years	Not more than life
- 3. There are various health risks associated with the use of illicit drugs and the abuse of alcohol. Some of the more common problems are cited below:
  - Marijuana—Use can lead to an increase in heart rate up to 50%, a sense of euphoria, acute anxiety, and tremendous mood swings. There is a potential for long term physical and psychological damage.
  - Cocaine—Use can affect the brain in seconds and result in heart or respiratory failure.



Crack—Use can lead to an intense high within seconds, deep depression, and an intense dependency in a short time.  
Amphetamines—Use increase heart and breathing rates, raises blood pressure while often causing blurred vision, dizziness, lack of sleep and anxiety. Body chemistry is upset and can lead to long term physical problems.

Alcohol—Use can lead to a feeling of confidence and control. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and may be fatal.

4. There is help available to our students and employees. Milan Institute offers a confidential referral program for employees and students. Further information is available in the school administrative office and in the Drug Awareness section of this publication.

5. Any student or employee who is a drug or alcohol offender will have disciplinary action imposed by the school. These sanctions may include any or all of the following:

- Mandated treatment for problem.
- Mandated attendance at local treatment center.
- Mandated completion of a drug rehabilitation program.
- Mandated probation period not to exceed one month.
- Expulsion from school or discharge from employment.

# **ACADEMIC INFORMATION**

## **PROGRAM MEASUREMENT**

An academic year is equivalent to 900 clock hours and is a minimum of 26 weeks. Each program is defined by its individual academic requirements, which are listed in the course description section of this catalog.

## **LEARNING RESOURCES**

Cosmetology students follow Today's Class e-curriculum, Esthetician students follow Milady's Standard Fundamentals for Estheticians, and Manicurist students follow Milady's Standard Nail Technology. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these materials.

## **FORMAT**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The programs are presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the programs.

## **EQUIPMENT**

All of Milan Institute of Cosmetology's students work with equipment applicable to the competencies required of their program such as; shampoo bowls and chairs, dryers, thermal hair straighteners, mannequins, manicure stations with chairs, facial chairs, various facial machines, manicure heater, paraffin wax heater, wax machine, pedicure tub and other equipment commonly found in salons and other locations where these services are performed. Classroom computers, LCD projector and screen and marker boards are also utilized.

## **EXPENDABLE SUPPLIES**

The school furnishes all expendable supplies used by the student for training. No outside product is allowed on campus to work on clients, mannequins, or self.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress ("SAP") is a requirement for all Milan Institute of Cosmetology students. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory academic progress in order to continue eligibility for such funds. Progress is measured in terms of both attendance and course work. The SAP policy is provided to students prior to enrollment.

All students are evaluated for Satisfactory Academic Progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year. An academic year in a clock hour program is a minimum of 900 clock hours AND 26 weeks. A week is considered any seven-day period from Sunday through Saturday in which at least one schedule class day occurs.

### **Clock Hour Program**

The student's academic progress is evaluated at the point the student is scheduled to complete the required clock hours for that payment period. Students must maintain (1) an accumulative grade point average of 2.0, and (2) an attendance rate of 67% of the scheduled hours. Students will be notified of all evaluation results.

To successfully complete a program, the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

If a student is granted credit for previous training, the granted courses will not be assigned a letter grade but will be recorded with a grade of “pass,” which will not count towards the student’s grade point average calculation and will not affect the grade point average element of satisfactory academic progress. Transfer hours are included as completed hours for purposes of measuring rate of progress.

Transfer hours are accepted toward completion of a student’s program as both hours attempted and hours completed for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods for transfer students are based on actual contracted hours at the institution

### **Grading**

To assess the qualitative measure of academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the skill does not meet satisfactory requirements, it is not counted and the skill must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and skill exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

### **Non-credit Remedial Courses**

Non-credit remedial courses have no effect upon the institution’s satisfactory academic progress standards as no such courses are offered.

### **Institutional Withdrawal**

Withdrawing from the institution has no effect upon the student’s satisfactory academic progress.

The school uses a four –point scale to determine academic standing according to the following grading chart:

Letter Grade	Numerical Percentage	Description	Quality Points
A	90 – 100%	Outstanding	4.0
B	80 - 89%	Above Average	3.0
C	70 – 79%	Average	2.0
D	60 – 69%	Below Average	1.0
Grad	N/A	Grad	N/A

**Grad (Grad):** A student who meets the requirements for graduation from that program will receive a grad grade (Grad) for the final grade of the program.

## **CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS STANDARDS**

**Financial Aid Warning (FA Warning)** – Students who fail to meet minimum requirements for completion or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the next evaluation.

**Financial Aid Probation (FA Probation)** – Students who fail to meet minimum requirements for completion rate or academic progress after the warning period will be notified of their termination of eligibility for Federal Student Aid funds. If the student files an appeal of academic progress and prevails, they will be placed on probation and considered to be

making satisfactory academic progress during the probationary period. Students on financial aid probation remain eligible for Federal Student Aid funds. Students must be placed on an academic plan and must be able to meet requirements set forth in the academic plan by the end of the probationary evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the next evaluation.

### **Financial Aid/Title IV Implications**

Students deemed not maintaining Satisfactory Academic Progress may have their Financial Aid/Title IV Funding interrupted, unless the student is on Warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

**Failed FA Probation and Have Not Exceeded 150% of the Program Length** - Students who fail probation will lose their eligibility for Federal Student Aid for the program in which they are enrolled. Within 5 business days the Campus Director will counsel the student and complete a "FA Ineligible Letter" to determine if student will continue their program on a cash payment plan or be dropped from the program. A signed copy must be emailed to Virtual Registrar group. A cash payment plan will need to be in place within 5 business days from the original notification of FA Ineligible status notification. If not received by the timeline outlined above, the Virtual Registrar will email a notification to the Executive Team for final decision to allow an extension or proceed with dropping immediately.

**Exceeding 150% of the Program Length** - Students who exceed 150% of the program length will lose their eligibility for Federal Student Aid for the program in which they are enrolled and will be withdrawn from the program. Students who choose to continue on a cash payment plan must petition to be allowed to re-enter and complete their program. Within 5 business days of exceeding 150% of the program length, the student will be withdrawn by the Registrar and the Campus Director will counsel the student. If the student wants to continue in the program on a cash payment plan, the student must complete a Petition for Re-Entry – Cash Pay form and a signed copy must be emailed to the Virtual Registrar group. A cash payment plan will need to be in place before the Petition form can be approved. As there is additional processing that must be completed, the time between the receipt of the signed Petition form and the student being allowed to return to school may be from two to four weeks.

**Maximum Timeframe (MTF)** – For a program measured in credits, MTF is defined as a period that is no longer than 150% of the published length of the educational program, as measured in credits. MTF includes all hours attempted, which include successfully completed credits, transfer credits, withdrawals, and repeated classes.

For a program measured in clock hours, MTF is defined as a period that is no longer than 150% of the published length of the educational program, as measured by the number of scheduled clock hours the student is required to complete and expressed in calendar time.

### **Re-Establishing SAP and/or Financial Aid Eligibility**

Students may re-establish SAP and Financial Aid Eligibility, as applicable, by meeting minimum attendance and academic requirements by the end of the evaluation period.

**Quantitative Evaluation** - Students are required to complete a minimum of 66.67% of the scheduled clock hours or financial aid credits required based on the applicable program requirements to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The completion percentage is determined by dividing the total clock hours or financial aid credits attended/earned by the total number of clock hours or financial aid credits scheduled in the evaluation period. At the end of each evaluation period, Milan will determine if the student has maintained at least 66.67% cumulative completion rate which indicates that, given the same progression rate, the student will graduate within the maximum time frame [150%] allowed. Transfer clock hours or financial aid credits and those for which a student received a grade of "W," "I" or "R" will also be included in the Quantitative Evaluation.

**Qualitative Evaluation** - The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned theory study and a minimum number of skill assignments as required for course completion. Academic progression is evaluated after each unit of study. Students must maintain an academic grade average of 2.0 or 70% and pass a final academic and skill exam prior to graduation. Students must make up failed or missed tests and/or courses. Grades for Transfer clock hours or financial aid credits and Withdrawal (W), Withdrawal Cancel (WC), Incomplete (INC) will not count towards Qualitative Evaluation. For Repeat classes, the latest grade will be included in the Qualitative Evaluation.

**Evaluation Periods** - Milan shall evaluate academic progress for all students at regular intervals (i.e., end of each payment period, academic year, or program completion). Evaluations must be performed when a student reaches the scheduled hours of a payment period. Students are notified of all evaluation results. Below are the evaluation periods by program:

Esthetician:

Satisfactory Academic Progress Evaluation Points, 25 Hour/30 Week Program:

1st Evaluation Point: 375 Hours/15 Weeks

2nd Evaluation Point: 750 Hours/30 Weeks

Satisfactory Academic Progress Evaluation Points, 20 Hour/38 Week Program:

1st Evaluation Point: 375 Hours/19 Weeks

2nd Evaluation Point: 750 Hours/38 Weeks

Cosmetology

Satisfactory Academic Progress Evaluation Points, 30 Hour/34 Week Program:

1st Evaluation Point: 450 Hours/15 Weeks

2nd Evaluation Point: 900 Hours/30 Weeks

3rd Evaluation Point: 1000 Hours/34 Weeks

Satisfactory Academic Progress Evaluation Points, 20 Hour/50 Week Program:

1st Evaluation Point: 450 Hours/22.5 Weeks

2nd Evaluation Point: 900 Hours/45 Weeks

3rd Evaluation Point: 1000 Hours/50 Weeks

Manicurist

Satisfactory Academic Progress Evaluation Points, 25 Hour/24 Week Program:

1st Evaluation Point: 300 Hours/12 Weeks

2nd Evaluation Point: 600 Hours/24 Weeks

Satisfactory Academic Progress Evaluation Points, 20 Hour/30 Week Program:

1st Evaluation Point: 300 Hours/15 Weeks

2nd Evaluation Point: 600 Hours/30 Weeks

Barbering

Satisfactory Academic Progress Evaluation Points, 30 Hour/34 Week Program:

1st Evaluation Point: 450 Hours/15 Weeks

2nd Evaluation Point: 900 Hours/30 Weeks

3rd Evaluation Point: 1000 Hours/34 Weeks

Satisfactory Academic Progress Evaluation Points, 20 Hour/50 Week Program:

1st Evaluation Point: 450 Hours/22.5 Weeks

2nd Evaluation Point: 900 Hours/45 Weeks

3rd Evaluation Point: 1000 Hours/50 Weeks

Advanced Cosmetology

Satisfactory Academic Progress Evaluation Points, 30 Hour/44 Week Program:

1st Evaluation Point: 450 Hours/15 Weeks

2nd Evaluation Point: 900 Hours/30 Weeks

3rd Evaluation Point: 1300 Hours/44 Weeks

Satisfactory Academic Progress Evaluation Points, 20 Hour/65 Week Program:

1st Evaluation Point: 450 Hours/22.5 Weeks  
2nd Evaluation Point: 900 Hours/45 Weeks  
3rd Evaluation Point: 1300 Hours/55 Weeks

#### Advanced Esthetician:

Satisfactory Academic Progress Evaluation Points, 20 Hour/45 Week Program:

1st Evaluation Point: 450 Hours/22.5 Weeks  
2nd Evaluation Point: 900 Hours/45 Weeks

#### **Appeal Procedure**

A student who loses aid eligibility due to failure to maintain satisfactory academic progress may appeal the status. The student must submit a written appeal of the dismissal within one week of the date the school took action. The appeal should be addressed to the School Director. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, death in the family, etc. Supporting documentation must accompany the written appeal. For example, an appeal based on illness of the student should include applicable medical documentation. After successful appeal, with an academic plan, the student will be placed on SAP Probation for the following evaluation/payment period. The student must be at satisfactory academic progress at the end of the probationary period or financial aid eligibility will be terminated.

The student's appeal must address the following:

- The basis for the appeal – description of the special circumstances and,
- The reason why the student failed to meet the SAP standard(s) and,
- What has changed in the student's situation so that he or she will now be able to meet SAP standards.

Students are allowed one appeal to remain eligible for financial aid in an academic program.

**Leave of Absence / Temporary Interruptions** – For students returning from an approved leave of absence, their contract period and maximum time frame will be extended by the same number of days taken in the leave of absence. Reasonable provisions will be provided for LOAs or other temporary interruptions, such as academic advising or review of material when resuming training.

**SAP Re-Entry** - Students who have violated FA Probation and have been dismissed shall not be eligible for financial aid in the same program of study. Students may have the opportunity to return in a different program of study and be eligible for financial aid with an additional Satisfactory Academic Progress appeal.

#### **Re-enrollment/Re-entrance**

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

#### **LEAVE OF ABSENCE POLICY**

Milan Institute of Cosmetology permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, that there is a reasonable expectation that the student will return, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, medical reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. A student may take multiple leaves of absence as long as the total leaves of absence do not exceed 180 days during any 12-month period.

However, an LOA will not be granted for any of the following reasons:

- The courses that the student needs are not available;
- The courses that the student needs are available, but the student declines to take them;
- An externship/internship site is not available for the student;
- A student is unable to pay tuition;
- The student is failing a course(s); or
- To delay the return of unearned federal funds.

Students requesting an LOA must submit a signed and completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- The school documents the unforeseen circumstances and the Education Leader, Dean or Director determines that these circumstances meet the exception requirements (i.e., “of an unusual nature and not likely to recur”), for example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance, and
- The student submits a signed and completed Leave of Absence Request Form. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

Students granted an LOA that meets these criteria are not considered to have withdrawn, and no refund calculation is required at that time.

### **Re-Admission Following a Leave of Absence**

- Upon return from leave, the student will be required to repeat the modules or class, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module or class from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a class or module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

A student's contract period will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

### **Extension of Leave of Absence**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Dean, Education Leader or Director provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules or classes required for completion of the program will be available to the student on the date of return. If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

### **Return from a Leave of Absence**

A student must return from a LOA on or prior to the scheduled date of return. Students in modular based programs may return prior to the scheduled return date as long as they return on the first day of any appropriate module.

### **Failure to Return from a Leave of Absence**

If the student takes an unapproved LOA or does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA) for purposes of calculating a refund. A Title IV refund calculation will be completed using the last date of attendance prior to the start of the LOA.

### **Possible Effects of Leave of Absence**

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module or class required to maintain the normal progress in their training program will be available at the time of reentry



- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
  - Loan repayment terms, including the exhaustion of some or all of the student's grace period
  - Rate of progress
  - Maximum time frame for completion

## **ATTENDANCE POLICY**

Attendance is valued and expected. Students are expected to arrive for classes at the scheduled time and remain on task until their scheduled departure time. Student performance and punctuality are important components of dependability and directly relate to employment options in the business world. To ensure the commitment to student success, Milan expects that attendance be taken in all classes, starting with the first day of the class.

Milan recognizes the correlation between attendance within the program of study and success defined as student achievement. Absences prevent students from receiving essential academic information, disrupt orderly course progress, and diminish the quality of group interaction in class. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Class attendance is monitored beginning with the first class meeting, and students are expected to attend all class sessions for which they are scheduled. It is the responsibility of the student to arrange to make up of any course work missed and to notify the instructor when an absence will occur. Milan Institute of Cosmetology does not differentiate between excused and unexcused absences. Students are expected to call in if absent, for courtesy and responsibility, as if they were in the work environment.

## **ACADEMIC AND ATTENDANCE ADVISING POLICY**

Any students falling below Satisfactory Academic Progress (SAP) at mid-point and end of contracted program will be advised of their academic and attendance standing by a designated school official. Students who are not meeting minimum expectations will be provided SAP notification and an Academic Plan to provide guidance on improving standing to achieve completion. The student portal is available to all students to check standing as needed. Instructors encourage students to utilize their portal. See SAP policy for additional information

Student's strengths and areas requiring improvement are identified and plans for improvement are discussed during the advising to provide a student the opportunity to achieve expectations. When professional assistance is needed students are provided contact information for those community resources (also posted on the Student Intranet page). Documentation will be signed by both the school official and the student. The signed documentation will be retained in the student's official academic file located in the Student Information System.

## **MAKE-UP WORK**

The school establishes well defined practical and theory course requirements for graduation. Due to the fact that the course is taught to adult students who have many other life responsibilities and who cannot attend class 100% of the scheduled time in most cases, the school has set forth a reasonable policy for making up missed tests or failed tests by re-taking tests to achieve a satisfactory score. Students must pass exams at 75% or higher to be eligible for completion.

Students who have failed or missed an exam, are encouraged to make up the exam as soon as possible during the designated make up exam session facilitated by a campus education official. Students must complete an outline of the chapter or similar assignment prior to making up the test to ensure the student has reviewed the chapter. All tests are similar to State Board format – no notes or open book allowed. Students will take the makeup test in a designated classroom or office with an education official proctoring the exam.

## **GRADUATION REQUIREMENTS**

Upon successful completion of the program students may be eligible to sit for the State licensing exam. Students in all programs must complete all subjects outlined in their designated program with no grade under 75% in any subject to be eligible for graduation. All students are required to pass the school's final examination with a grade of not less than 75% on both practical and written exams prior to graduation. Students who are in good standing with their financial obligations to the school will receive their Certificate of Completion and transcript.

## **VERIFICATION OF ATTENDANCE/TRANSCRIPTS**

Graduates requiring official verification of attendance or transcripts to be sent to other educational institutions must submit such a request in writing. Allow 30 days for the verification of attendance or the transcript to be sent.

A complete academic transcript and certificate of completion will not be sent if a student has not met his/her financial obligations with Milan Institute.

## **LICENSURE EXAMINATION**

Examination for licensure shall consist of both a practical and written examination for each of these principles. The Texas Department of Licensing and Regulation (TDLR) has contracted with PSI licensure: certification (PSI) to deliver its examinations.

Failure to appear for an examination, unless approved by the board, shall cause an immediate forfeiture of the application fee, and terminate the application.

## **FAILURE TO PASS LICENSURE EXAMINATION**

Applicants who fail to pass an examination shall cause an immediate forfeiture of the application fee and terminate the application.

Failure to appear for an examination, unless approved by the board, shall cause an immediate forfeiture of the application fee, and terminate the application.

## **LICENSING REQUIREMENTS**

The general requirements for obtaining a cosmetology license, barber license, esthetician specialty license, or manicurist specialty license are that all applicants must:

- pass the State Board Examination;
- pay the required fee; and
- not have committed an act that constitutes a ground for denial of the license.

In addition to the general requirements, an applicant for a cosmetology operator license is entitled to the license if the applicant:

- is at least 17 years of age;
- supplies proof of a high school diploma *or*;
- supplies proof of the equivalent of a high school diploma *or*;
- passes a valid examination administered by a certified testing agency that measures the person's ability to benefit from training
- completes 1,000 hours of instruction in a licensed beauty culture school

In addition to the general requirements, an applicant for a Class A Barber license is entitled to the license if the applicant:

- is at least 16 years of age;
- completes 1,000 hours of instruction in a licensed barber school

In addition to the general requirements, an applicant for an esthetician specialty license is entitled to the license if the applicant:

- is at least 17 years of age;
- supplies proof of a high school diploma *or*;
- supplies proof of the equivalent of a high school diploma *or*;

- passes a valid examination administered by a certified testing agency that measures the person's ability to benefit from training
- completes 750 hours of instruction in esthetics specialty through a commission approved training program

In addition to the general requirements, an applicant for a manicurist specialty license is entitled to the license if the applicant:

- is at least 17 years of age;
- supplies proof of a high school diploma *or*;
- supplies proof of the equivalent of a high school diploma *or*;
- passes a valid examination administered by a certified testing agency that measures the person's ability to benefit from training
- completes 600 hours of instruction in manicuring through a commission approved training program

The State Board Examination is administered in Austin, TX as scheduled by the Texas Department of Licensing and Regulation. The school will assist in scheduling the examination. A student permit is completed by the school certifying that the graduation requirements have been completed and the tuition has been paid. The student is responsible for all costs related to taking the exam.

### **REFUSAL, REVOCATION OR SUSPENSION OF REGISTRATION OF LICENSE**

The board may either refuse to issue or renew, or may suspend or revoke, any registration or license for any one (1) of the following causes:

- (1) Conviction of a felony evidenced by a certified copy of the record of the court of conviction;
- (2) Malpractice or in competency;
- (3) Continued practice by a person knowingly having an infectious or contagious disease;
- (4) Advertising by means of knowingly false or deceptive statements;
- (5) Habitual intoxication or addiction to the use of morphine, cocaine, or other habit-forming drugs;
- (6) Immoral or unprofessional conduct;
- (7) Where the application is fraudulently made or the registration or license fraudulently obtained;
- (8) The violation of any of the provisions of this chapter, or rules adopted pursuant thereto.

### **ELIGIBLE PERSONS RECEIVING EDUCATIONAL BENEFITS**

In addition to the standard policies in this catalog, eligible persons receiving education benefits. Refer to the appropriate sections of this catalog for complete Transfer of Credit Policy, Satisfactory Academic Progress, and Attendance policies.

#### **Transfer of Credit Policy**

During the enrollment process, eligible persons are required notify their admissions representative regarding their previous coursework and experience. The institution will evaluate all previous education and training and grant credit when appropriate. Credits allowed will be recorded on the enrollment record and the length of the program shortened proportionately. The student shall be notified, with record of the evaluation and supporting transcripts being kept of this process. Each student must provide the school with (1) an official transcript with all previous postsecondary education and training. Students should refer to the "Transfer of Credit" portion of this catalog for more detailed information specific to their program.

#### **Satisfactory Academic Progress**

Satisfactory Academic Progress ("SAP") is a requirement for all Milan Institute students. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory academic progress in order to continue eligibility for such funds. Progress is measured in terms of both attendance and course work. The SAP policy is provided to students prior to enrollment.

All students are evaluated for Satisfactory Academic Progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year.

**Academic Advising**

This section is the same for all students. See the appropriate catalog section for more information.

**Attendance Advising**

This section is the same for all students. See the appropriate catalog section for more information.

**Payment**

Regarding PL 115-407 Section 103 and 104 Compliance: Title 38 USC 3679 (e): Milan Institute/Milan Institute of Cosmetology does not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds while awaiting payment of VA funds under chapter 31 and 33.

Eligible students must submit a certificate of eligibility, a written request to use such entitlement, and any additional information needed to certify enrollment. Students will continue have access to classes, libraries, and other institutional facilities as outlined in our catalog. No late fees will be assed and student's accounts will be considered on hold, up to 90 days. Title 38 USC 3679 (e).

**DISTANCE EDUCATION**

Milan Institute offers traditional education programs and hybrid distance education programs. Traditional education is 100% on ground. Milan Institute offers some programs via hybrid distance education. Milan Institute utilizes synchronous distance education, using a Learning Management System coupled with a web-based attendance monitoring system, to facilitate academic education up to the total lecture and lab hours listed per course.

## Section - A

# COSMETOLOGY COURSE OUTLINE

1000 HOURS

INSTRUCTOR'S NAME: \_\_\_\_\_

### DESCRIPTION:

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into 2 sections – Phase 1 and Phase 2. Phase 1 is 360 hours taught in a minimum of 12 weeks for 30-hour students and 18 weeks for 20-hour students. Once a student completes the Phase 1 foundational education requirements including hours, technical skills, academic exams, and technical skills exams at 75% or higher the student may move to Phase 2 to practice technical skills on clients, mannequins, and models.

### OBJECTIVES:

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

### INSTRUCTIONAL METHODS:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on campus education. Students will receive distance education instruction via synchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

### PROGRAM RESOURCES:

- *Milady's Standard Cosmetology 14<sup>th</sup> Edition*
- *Milady's Standard Foundations 1<sup>st</sup> Edition*
- *Milady Advanced Services: Eyelashes 1<sup>st</sup> Edition*

## Section - A

- *State Board Rules and Regulations*

### REFERENCE MATERIALS:

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources, Reference Materials are subject to change.*

### GRADING PROCEDURES:

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with an academic assessment. All academic (theory) tests are completed and monitored on campus by a qualified instructor. Students participating in distance education will be required to be evaluated on campus at least once a month. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### GRADING SYSTEM:

#### WRITTEN AND PRACTICAL

90% – 100% **A**

80% – 89% **B**

70% – 79% **C**

60% - 69% **D**

Below 60% **F**

Below 70% **BELOW STANDARDS/NEEDS IMPROVEMENT\***

**\*All Assessments (academic and technical skills) must be passed with a 75% grade or higher**

### HOURS SUBJECT - UNIT

#### 700 THEORY AND RELATED PRACTICE

Anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory including haircutting; hairstyling; hair and scalp treatments, scalp massage, hair weaving, extensions, chemical textures and applications; skin care and related theory including makeup, face and neck massage and treatments; hair removal including facial hair removal, waxing, and removing body hair; nail care and related theory including manicuring, pedicuring, and artificial nails; business skills and establishment management including customer service and professional ethics.

***Distance Education Hours:230 hours***

#### 300 SPECIALTY PRACTICE AND RELATED THEORY

Eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices

***Distance Education Hours: 110 hours***

#### 1000 TOTAL HOURS

## Section - A

### *Distance Education Hours: 340 Hours*

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

#### **REQUIRED TECHNICAL SKILLS EXPERIENCES**

Policy and Regulatory agencies require students to complete an established number of technical skill practice experiences for satisfactory skills development and graduation. Technical skills may be completed on mannequins, models, or clients when attending on campus. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More technical skill practices may be scheduled BY THE INSTRUCTORS based on training NEEDS.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement.

Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Students enter the skill information into the Learning Management System (CIMA) per the instructions for each skill. The instructor then grades the skill at the time the student performs the skill for immediate student feedback and in CIMA as well. Technical skills are evaluated according to text procedures and industry performance standards. These criteria are stated in the Technical Skill Competency Evaluation Criteria. The criteria are explained to students and used uniformly when giving technical skill grades according to the following scale.

**A satisfactory grade is based on meeting the minimum requirements in the following categories:**

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements
3. Client Communications (if applicable)
4. Desired Results

#### **PRACTICAL REQUIREMENTS CATEGORY DEFINITIONS**

- 100 CLIENT COMMUNICATIONS/PROFESSIONAL DEVELOPMENT:** Evaluated presentations of student's ability to interact with the clients, build client retention, education clients on services and retail, client referrals, rebooking,
- 50 CHEMICAL FORMULATIONS:** Determining the proper use of chemicals; haircoloring, chemical waving and relaxing as it relates to the completed hair analysis and consultation. Advanced chemical mixing for hair color, chemical waving, and relaxing.
- 75 CHEMICAL TEXTURE SERVICES:** Restructuring, permanent waving straightening and relaxing. Advanced chemical texture service techniques to achieve multidimensional texture and design lines.  
*Please note: The shampoo is considered to be part of Chemical texture services and is not recorded separately.*
- 400 DISINFECTION AND SANITATION:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria. Includes client protection.
- 15 EYELASH EXTENSION APPLICATION:** Specialty related practice of the application of semi-permanent eyelash extensions. Demonstration of separation and isolation during application.
- 5 EYELASH EXTENSION REFILL APPLICATION:** Specialty related practice of a refill application of semi-permanent eyelash extensions. Demonstration of separation and isolation during application.



## Section - A

- 5 **EYELASH EXTENSION REMOVAL:** Specialty related practice of removal of semi-permanent eyelash extensions
- 15 **EYELASH EXTENSION MAPPING:** Specialty related practice of semi-permanent eyelash extensions mapping.
- 20 **FACIALS:** Includes basic facials, facials with machines, mask facials, facial manipulation and massage; exfoliation, skin care.
- 25 **HAIR AND SCALP TREATMENT:** Scalp treatments, hot oil treatments, scientific brushing, scalp massage, deep conditioning. Advanced hair care and scalp treatments. *Please note: The shampoo is considered to be part of the hair and scalp treatment and is not recorded separately.*
- 30 **HAIR REMOVAL:** Removal of hair by the use of wax or tweezers.
- 75 **HAIR, SKIN, AND NAIL ANALYSIS:** Analyzing the client's hair, skin, and nails through the means of observation, touch, and use of magnification devices to determine the safest and most effective treatment for the desired result.
- 100 **HAIRCOLORING:** Temporary, semi-permanent, demi-permanent color, permanent color, bleaching, dimensional coloring, highlighting, other forms of creative and advanced haircoloring techniques. Includes pre-disposition and hair stand testing. *Please note: The shampoo is considered to be part of the haircoloring service and is not recorded separately.*
- 100 **HAIRCUTTING:** All forms of sectioning and/or removing length or bulk from the hair using professional implements such as razor, scissors, clippers, or thinning shears. Advanced haircutting techniques using multiple tools to achieve multidimensional texture and design lines. *Please note: The shampoo is considered to be part of the haircutting service and is not recorded separately.*
- 160 **HAIRSTYLING:** Blow Drying, Curling Iron, hot combing, hair pressing, thermal waving, roller sets, finger waves, pin curls, arranging, dressing, comb outs, braids, etc. Advanced hairstyling techniques using multiple tools to achieve multidimensional texture and design lines. *Please note: The shampoo is considered to be part of the hairstyling service and is not recorded separately.*
- 5 **MAKEUP:** Make-up application
- 20 **MANICURES:** Plain and hot oil manicures, polishing, removal, and nail art.
- 8 **PEDICURES:** Plain and spa
- 15 **SALON BUSINESS:** Evaluated salon business projects, salon field trips, and other related business and establishment management education.
- 50 **SCULPTURED NAILS (individual nail)-** Artificial Nails, Acrylic, Nails, Nail Tips, Nail Wraps, Overlays

It is the responsibility of the student to record the skills completed in CIMA for an instructor to grade the skill. These records are saved in the CIMA LMS and monitored by the state regulatory agency. For a student to graduate, all required technical skills must be rated at least Satisfactory to be counted for course completion.

**PROGRAM TITLE: ESTHETICIAN**

**750 HOURS**

**PROGRAM DESCRIPTION:**

The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as a Facial or related career avenue. All classes are taught in English.

Satisfactory Academic Progress Evaluation Points:

1st Evaluation Point: 375 Hours/12.5 Weeks

2nd Evaluation Point: 750 Hours/12.5 Weeks

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services, work with facial machines, hair removal, and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Facial Specialist or related position.

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on ground education. Students will practice technical skills both via distance education and on ground. Students will receive distance education instruction via asynchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

**PROGRAM RESOURCES:**

**Milady's Standard:** Esthetics for Milady Standard Esthetics, 12th Edition utilizing CIMA  
**State Board Rules and Regulations**

**REFERENCE MATERIALS:**

*Make up DVDs, Skin Care Dictionary, Hair Removal Technique, Aromatherapy, The SPA Encyclopedia, Advance Face/Body Treatment, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, Microdermabrasion and DVD, Chemical Peel and Exfoliation and DVD, Skin Type and Aging Analysis and DVD, various subject relevant media resources, and online resources.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive

career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of each Phase 1 module, at mid program (350 scheduled hours) and the end of the program (700 scheduled hours). Technical Skill competency will be evaluated at the completion of each Phase 1 module, at mid program and at the completion of approximately 700 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with a academic assessment. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale

**GRADING SYSTEM:**

**WRITTEN AND PRACTICAL**

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D
- Below 60% = F

**BELOW 70% BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered**

**HOURS**

**SUBJECT - UNIT**

- 50 **ORIENTATION**  
School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Hygiene and Good Grooming, Personality Development  
*Distance Education Hours: 35 hours Theory*
- 40 **SANITATION/SAFTEY**  
Sanitation and Sterilization, Bacteriology, First Aid, Universal Precautions, Professional Responsibility  
*Distance Education Hours: 18 hours Theory*
- 90 **ANATOMY AND PHYSIOLOGY**  
Major Bones, Muscles, Nerves and Functions, Skin, Functions, Structure, Appendages, Disorders and Diseases, Conditions and Lesions, and Skin Analysis  
*Distance Education Hours: 50 hours theory*
- 50 **CHEMISTRY**  
Organic and inorganic chemistry, forms of matter, pH and pH scale, Chemical Reactions, Chemicals and Cosmetics  
*Distance Education Hours: 29 hours theory*

- 75     **ELECTRICITY/MACHINES**  
Electricity, Facial Machines and Related Equipment, Safety precautions.  
*Distance Education Hours: 30 hours theory*
- 50     **CLIENT CARE/CONSULTATION**  
Evaluated presentations of student's ability to interact with the client build client retention, client referrals, client education on services and products, rebooking, etc., employee and client Relationship, treatment room  
*Distance Education Hours: 18 hours theory*
- 225    **FACIALS**  
Types, Structure of the Skin, Massage Manipulations and Benefits and Safety precautions  
*Distance Education Hours: 50 hours theory*
- 25     **HAIR REMOVAL**  
Hair Removal: Temporary, Waxing, Hair Growth, and Safety Precautions  
*Distance Education Hours: 12 hours theory*
- 15     **AROMATHERAPY**  
Aromatherapy  
*Distance Education Hours: 9 hours theory*
- 10     **NUTRITION**  
Nourishment, Skin Facts and Functions  
*Distance Education Hours: 11 hours theory*
- 10     **COLOR PSYCHOLOGY**  
Color Theory, Warm and Cool Colors, Selecting Color  
*Distance Education Hours: 10 hours theory*
- 75     **MAKEUP**  
Makeup Services, Artificial Eyelash Applications, Products, Corrective Makeup, Tools and Supplies, and Safety Precautions  
*Distance Education Hours: 27 hours theory*
- 35     **MANAGEMENT**  
Salesmanship, Business Administration Related to Beauty, Salon Operations, Payroll Record Keeping & Taxes, Seeking Employment, Evaluation of business administration performance including reception desk procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.  
*Distance Education Hours: 15 hours theory*
- 750    **TOTAL HOURS**  
*Distance Education Hours: 314 hours*

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

It is the responsibility of the student to request that an instructor evaluates the technical skills and/or procedures upon completion to receive proper credit. Technical Skill credit will not be given for skills and/or procedures that are not immediately evaluated by an instructor. In order for a student to graduate, all required technical skills must be completed with at least Satisfactory progress to be counted for course completion.

Satisfactory Academic Progress Evaluation Points, 25 Hour/30 Week Program:

1st Evaluation Point: 375 Hours/15 Weeks

2nd Evaluation Point: 750 Hours/30 Weeks

Satisfactory Academic Progress Evaluation Points, 20 Hour/37.5 Week Program:

1st Evaluation Point: 375 Hours/18.75 Weeks

2nd Evaluation Point: 750 Hours/37.5 Weeks

**PROGRAM TITLE: MANICURIST**

**600 hours**

**PROGRAM DESCRIPTION:**

The primary purpose of the Manicurist Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as a Manicurist or related career avenue. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of manicures, pedicures, nail tips, wraps, and nail enhancements
5. Perform the basic analytical skills to determine proper nail services and nail shaping for the clients overall image and needs.
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures to ensure continued career success, the graduate will continue to learn new and current information related to skills, trends and methods for career development in nail technology and related fields.

**PROGRAM RESOURCES:**

- **Milady's Standard: CIMA Standard Nail Technology, 8th Edition**
- **State Board Rules and Regulations**

**REFERNCE MATERIALS:**

*Nail Structure and Product Chemistry, 2<sup>nd</sup> edition, Doulas Schoon, 2005, ISBN 9781401867096*  
*The Salon Professional's Guide to Foot Care, 1<sup>st</sup> edition, Godfrey Mix, 1999, ISBN 9781562533328*  
*Salon Ovations Q and A, 1<sup>st</sup> edition, 1996, Vicki Peters, ISBN 978156253266*  
*Milady's Guide to Owning and Operating a Nail Salon, 1<sup>st</sup> edition, 1994, Joanne Wiggins, 9781562532017*  
*Various Nail Related DVDs*  
*Milady Nail Technology DVDs*

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on campus education. Students will practice technical skills both via distance education and on campus (technical skills practiced via distance education will only be practiced on mannequins; no live models or clients allowed). Students will receive distance education instruction via asynchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and

answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of the Phase 1 module, at mid program (300 scheduled hours) and the end of the program (550 scheduled hours). Technical Skill competency will be evaluated at the completion of the Phase 1 module, at mid program and at the completion of approximately 550 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of technical skills. Theory is evaluated after each unit of study with a written assessment. All academic (theory) tests are completed and monitored by a qualified instructor. Students participating in distance education will be required to be evaluated on campus. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:**

WRITTEN PRACTICAL	AND
90% - 100%	= A
80% - 89%	= B
70% - 79%	= C
60% - 69%	= D
Below 60%	= F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and/or written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered**

**HOURS      SUBJECT - UNIT**

**320      PROCEDURES**

Basic Manicure and Pedicure, Oil Manicure, Removal of Stains, Repair Work, Hand and Arm Massage, Buffing, Application of Polish, Application of Artificial Nails, Application of Cosmetic Fingernails, Preparation to Build New Nail, and Application of Nail Extensions, Sculptured Nails, Tips, Wraps, Fiberglass/Gels, and Odorless Products

**Technical Instruction/Theory –Distance Education Delivery:80 hours**

**100 BACTERIOLOGY, SANITATION, AND SAFETY**

Definitions, Importance, Rules, Laws, Methods, Safety Measures, Hazardous Chemicals and Ventilation Odor in Salons

**Technical Instruction/Theory –Distance Education Delivery:55 hours**

**80 PROFESSIONALISM PRACTICES**

Manicuring as a Profession, Vocabulary, Ethics, Salon Procedures, Hygiene and Grooming, Professional Attitudes, Salesmanship and Public Relations

**Technical Instruction/Theory –Distance Education Delivery:50 hours**

**70 ARMS AND HANDS**

Major Bones and Functions, Major Muscles and Functions, Major Nerves and Functions, Skin Structure, and Functions, Appendages, Conditions and Lesions, Nail Structure, Composition, Growth, Regeneration, Irregularities and Diseases

**Technical Instruction/Theory –Distance Education Delivery: 45 hours**

**15 ORIENTATION, RULES, LAWS AND PREPARATION**

**Technical Instruction/Theory –Distance Education Delivery:15 hours**

**15 EQUIPMENT, IMPLEMENTS AND SUPPLIES**

**Technical Instruction/Theory –Distance Education Delivery: 15 hours**

**600 TOTAL HOURS**

**Technical Instruction/Theory –Distance Education Delivery: 260 hours**

**REQUIRED TECHNICAL SKILL EXPERIENCES**

Policy and Regulatory agencies require students to complete an established number of technical skill experiences for satisfactory skills development and graduation. These technical skills may be completed on manikins, models, or clients. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More technical skills may be scheduled BY THE INSTRUCTORS based on training NEEDS and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Only when the technical skill is evaluated as satisfactory or higher, will the instructor grade as completed. Technical skills are evaluated according to text procedures and industry performance standards. These criteria are stated in the Technical Skill Competency Evaluation Criteria document. The criteria are explained to students and used uniformly when giving technical skill grades according to the following scale.

A satisfactory grade is based on meeting the minimum requirements in the following categories:

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements
3. Client Communications (if applicable)
4. Desired Results



**TECHNICAL SKILL  
REQUIREMENTS CATEGORY DEFINITIONS**

- 35**            ***BASIC MANICURE***  
Basic manicure, buffering, arm and hand massage, polish application; includes skin and nail analysis
- 40**            ***ADVANCED MANICURE***  
Table set up; hot oil manicures; paraffin wax, scrubs, masks and treatments; hand and arm massage, reflexology; includes skin and nail analysis
- 25**            ***BASIC PEDICURE***  
Pedicure; foot massage, toenail trimming, includes skin and nail analysis etc.
- 25**            ***ADVANCED PEDICURE***  
Pedicure; paraffin wax, scrubs, masks and treatments; leg and foot massage, reflexology; includes skin and nail analysis
- 630 (nails)**    ***ARTIFICIAL NAIL APPLICATION***  
Nail tips; sculptured nails; artificial nail application; wraps or overlays on tips; gel; fiberglass or other methods of artificial nail extensions; repair techniques; and removal of stains
- 200 (nails)**    ***NAIL ART/ADVANCED ENHANCEMENTS***  
French manicure; free hand art; airbrushing, acrylic art, stripping, stones, decals, etc.
- 300**            ***DISINFECTION AND SANITATION:***  
The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
- 75**            ***CLIENT COMMUNICATIONS:*** Evaluated presentations of student's ability to interact with the client build client retention, client referrals, client education on services and products, etc.
- 25**            ***PROFESSIONAL PRACTICES:*** Evaluation of business administration performance including reception procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

It is the responsibility of the student to request that an instructor evaluates the technical skills and/or procedures upon completion to receive proper credit. Technical Skill credit will not be given for skills and/or procedures that are not immediately evaluated by an instructor. In order for a student to graduate, all required technical skills must be completed with at least Satisfactory progress to be counted for course completion.

Satisfactory Academic Progress Evaluation Points, 25 Hour/24 Week Program:

1st Evaluation Point: 300 Hours/12 Weeks

2nd Evaluation Point: 690 Hours/24 Weeks

Satisfactory Academic Progress Evaluation Points, 20 Hour/30 Week Program:

1st Evaluation Point: 300 Hours/15 Weeks

2nd Evaluation Point: 600 Hours/30 Weeks

## Section - D

# BARBER COURSE OUTLINE

1000 HOURS

INSTRUCTOR'S NAME: \_\_\_\_\_

### DESCRIPTION:

The primary purpose of the Barber Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Barber or related career field. All classes are taught in English. The course is divided into 2 sections – Phase 1 and Phase 2. Phase 1 is 300 hours taught in a minimum of 10 weeks for 30-hour students and 15 weeks for 20-hour students, Phase 2 is the remainder of the program. Students must complete all Phase 1 requirements (hours, skills, and academic exams) as well as complete a Phase 1 technical skills exam and academic exam at 75% or higher before moving to Phase 2 to practice skills on clients.

### OBJECTIVES:

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in barber and related fields.

### INSTRUCTIONAL METHODS:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on campus education. Students will receive distance education instruction via synchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

### PROGRAM RESOURCES:

- *Milady's Standard Cosmetology 14<sup>th</sup> Edition*
- *Milady's Standard Foundations 1<sup>st</sup> Edition*
- *Milady Standard Barbering 6<sup>th</sup> Edition- Chapters:*
  - *Shaving and Facial Hair Design*
  - *Implements, Tools and Equipment*
  - *The History of Barbering*
  - *The Business of Barbering*
  - *Men's Haircutting and Styling*

## Section - D

- *Men's Hair Replacement*
- *State Board Rules and Regulations*

### REFERENCE MATERIALS:

*In the Bag, Playing it Safe, Professional Men's Services: Haircutting, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Peels and Peeling Agents, Art of African Hair Design, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Reference materials subject to change.*

### GRADING PROCEDURES:

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with an academic assessment. All academic (theory) tests are completed and monitored on campus by a qualified instructor. Students participating in distance education will be required to be evaluated on campus at least once a month. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### GRADING SYSTEM:

#### WRITTEN AND PRACTICAL

90% – 100% **A**

80% – 89% **B**

70% – 79% **C**

60% - 69% **D**

Below 60% **F**

Below 70% **BELOW STANDARDS/NEEDS IMPROVEMENT\***

**\*All Assessments (academic and technical skills) must be passed with a 75% grade or higher**

### HOURS SUBJECT - UNIT

#### 700 THEORY AND RELATED PRACTICE

Anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory including haircutting; hairstyling; hair and scalp treatments, scalp massage, hair weaving, extensions, chemical textures and applications; skin care and related theory including makeup, face and neck massage and treatments; hair removal including facial hair removal, waxing, and removing body hair; nail care and related theory including manicuring, pedicuring, and artificial nails; business skills and establishment management including customer service and professional ethics.

*Distance Education Hours: 230 hours*

#### 300 SPECIALTY PRACTICE AND RELATED THEORY

Shaving with any razor type and razor techniques; mustache and beard care; advanced haircare and men's haircutting; and related practices.

*Distance Education Hours: 110 hours*

#### 1000 TOTAL HOURS

*Distance Education Hours: 340 Hours*

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

## Section - D

### REQUIRED TECHNICAL SKILL EXPERIENCES

Policy and Regulatory agencies require students to complete an established number of technical skill practice experiences for satisfactory skills development and graduation. Technical skills may be completed on mannequins, models, or clients when attending on campus. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More technical skill practices may be scheduled BY THE INSTRUCTORS based on training NEEDS.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement.

Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Students enter the skill information into the Learning Management System (CIMA) per the instructions for each skill. The instructor then grades the skill at the time the student performs the skill for immediate student feedback and in CIMA as well. Technical skills are evaluated according to text procedures and industry performance standards. These criteria are stated in the Technical Skill Competency Evaluation Criteria. The criteria are explained to students and used uniformly when giving technical skill grades according to the following scale.

**A satisfactory grade is based on meeting the minimum requirements in the following categories:**

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements
3. Client Communications (if applicable)
4. Desired Results

### PRACTICAL REQUIREMENTS CATEGORY DEFINITIONS

- 30 BEARD AND MUSTACHE DESIGN:** Specialty related practice of treating a person's mustache or beard by arranging, beautifying, coloring, processing, styling, trimming, or shaving with a razor of any type.
- 45 CHEMICAL FORMULATIONS:** Determining the proper use of chemicals in haircoloring, chemical waving and relaxing as it relates to the completed hair analysis and consultation. Advanced chemical mixing for haircolor, chemical waving, and relaxing.
- 65 CHEMICAL TEXTURE SERVICES:** Including restructuring, permanent waving straightening and relaxing. Advanced chemical texture service techniques to achieve multidimensional texture and design lines. ***Please note: The shampoo is considered to be part of the chemical texture service and is not recorded separately.***
- 100 CLIENT COMMUNICATIONS/PROFESSIONAL DEVELOPMENT:** Evaluated presentations of student's ability to interact with the clients, build client retention, education clients on services and retail, client referrals, rebooking,
- 400 DISINFECTION AND SANITATION:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria. Includes client protection.
- 20 FACIALS:** Includes basic facials, facials with machines, mask facials, facial manipulation and massage; exfoliation, skin care.
- 25 HAIR AND SCALP TREATMENT:** Scalp treatments, hot oil treatments, scientific brushing, scalp massage, deep conditioning. Advanced haircare and scalp treatments. ***Please note: The shampoo is considered to be part of the hair and scalp treatment and is not recorded separately.***
- 30 HAIR REMOVAL:** Removal of hair by the use of wax or tweezers, eye lash application.

## Section - D

- 75 **HAIR, SKIN, AND NAIL ANALYSIS:** Analyzing the client's hair, skin, and nails through the means of observation, touch, and use of magnification devices to determine the safest and most effective treatment for the desired result.
- 90 **HAIRCOLORING:** Temporary, semi-permanent, demi-permanent color, permanent color, bleaching, dimensional coloring, highlighting, other forms of creative and advanced haircoloring techniques. Includes pre-disposition and hair stand testing. *Please note: The shampoo is considered to be part of the haircoloring service and is not recorded separately.*
- 140 **HAIRCUTTING:** All forms of sectioning and/or removing length or bulk from the hair using professional implements such as razor, scissors, clippers, or thinning shears. Advanced haircutting techniques using multiple tools to achieve multidimensional texture and design lines. *Please note: The shampoo is considered to be part of the haircutting service and is not recorded separately.*
- 140 **HAIRSTYLING:** Blow Drying, Curling Iron, hot combing, hair pressing, thermal waving, roller sets, finger waves, pin curls, arranging, dressing, comb outs, braids, etc. Advanced hairstyling techniques using multiple tools to achieve multidimensional texture and design lines. *Please note: The shampoo is considered to be part of the hairstyling service and is not recorded separately.*
- 5 **MAKEUP:** Make-up application
- 20 **MANICURES:** Plain and hot oil manicures, polishing, removal, and nail art.
- 8 **PEDICURES:** Plain and spa
- 15 **SALON BUSINESS:** Evaluated salon business projects, salon field trips, and other related business and establishment management education.
- 50 **SCULPTURED NAILS (individual nail)-** Artificial Nails, Acrylic, Nails, Nail Tips, Nail Wraps, Overlays
- 90 **SHAVING TECHNIQUES:** Specialty related practice of shaving a person's face, neck, mustache, or beard with a razor of any type.

It is the responsibility of the student to record the skills completed in CIMA for an instructor to grade the skill. These records are saved in the CIMA LMS and monitored by the state regulatory agency. For a student to graduate, all required technical skills must be rated at least Satisfactory to be counted for course completion.

**PROGRAM DESCRIPTION:**

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into 3 sections – Phase 1, Phase 2, and Advanced. Phase 1 is 360 hours taught in a minimum of 12 weeks for 30-hour students and 18 weeks for 20-hour students. Once a student completes the Phase 1 foundational education requirements including hours, technical skills, academic exams, and technical skills exams at 75% or higher the student may move to Phase 2 to practice technical skills on clients, mannequins, and models. Once a student has been scheduled for 1000 hours, the student begins the additional 300 hours of in-depth education. The additional 300 hours explores a deeper study into the subject matter to support career success by offering more diverse services to clients. Once a student begins the additional 300 hours, the student completes 30 hours of structured education in the following areas: Color Techniques, Styling Techniques, Hair Extensions Education, Tapers and Fades, and Skin Care. Once the student completes the structured 30 hours (Advanced Phase 1), the student will then practice those skills for the remaining 270 hours to complete the 1300 hour program.

**OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid education will be incorporating both distance education and on campus education. Students will practice technical skills on campus. Students will receive distance education instruction via synchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

**PROGRAM RESOURCES:**

- *Milady's Standard Cosmetology 14<sup>th</sup> Edition CIMA*



- *Milady's Standard Foundations 1<sup>st</sup> Edition CIMA*
- *Milady Advanced Services: Eyelashes 1<sup>st</sup> Edition CIMA*
- *State Board Rules and Regulations*

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources, Reference Materials are subject to change.*

**GRADING PROCEDURES:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. All academic (theory) tests are completed and monitored on campus by a qualified instructor. Students participating in distance education will be required be evaluated on campus at least once every 30 days. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive technical skills evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the technical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and technical skills exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:**

**WRITTEN AND PRACTICAL**

90% – 100%	<b>A</b>
80% – 89%	<b>B</b>
70% – 79%	<b>C</b>
60% - 69%	<b>D</b>
Below 60%	<b>F</b>

Below 70% **BELOW STANDARDS/NEEDS IMPROVEMENT\***

**\*All Assessments (written and practical) must be passed with a 75% grade or higher**

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered**

**HOURS SUBJECT - UNIT**

**920 HAIR CARE**

Cutting, Styling, Coloring, Chemical textures, and related theory and applications; business skills; professional development and salon management; health; safety; and laws

***Distance Education Hours:***

- Haircutting- 24 hours theory
- Hairstyling- 40 hours theory
- Haircoloring- 35 hours theory
- Chemical Texture- 25 hours theory
- Health and Safety- 24 hours theory
- Laws and Regulations- 5 hours theory
- Professional Development/ Salon Business - 11 hours theory
- Advanced Education– 30 hours theory

**100 NAIL CARE**

Manicuring and related theory and applications; business skills; professional development and salon management; health; safety; and laws

***Distance Education Hours:***

- Manicuring – 18 hours theory
- Health and Safety- 14 hours theory
- Laws and Regulations-4 hours theory
- Professional Development/ Salon Business - 6 hours theory

**280 SKIN CARE**

Facials, hair removal and related theory and applications; business skills; professional development and salon management; health; safety; and laws

***Distance Education Hours:***

- Facials- 7 hours theory
- Hair removal- 4 hours theory
- Health and Safety-15 hours theory
- Laws and Regulations-4 hours theory
- Professional Development/ Salon Business -12 hours theory
- Advanced Education– 45 hours theory

**1300 TOTAL HOURS**

***Distance Education Hours:***

- ***323 hours Theory***

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

Policy and Regulatory agencies require students to complete an established number of technical skill practice experiences for satisfactory skills development and graduation. Technical skills may be completed on mannequins, models, or clients when attending on campus. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More technical skill practices may be scheduled BY THE INSTRUCTORS based on training NEEDS. All assignments must be completed by each student as agreed upon in the Enrollment Agreement.

Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Students enter the skill information into the Learning Management System (CIMA) per the instructions for each skill. The instructor then grades the skill at the time the student performs the skill for immediate student feedback and in CIMA as well. Technical skills are evaluated according to text procedures and industry performance standards. These criteria are stated in the Technical Skill Competency Evaluation Criteria. The criteria are explained to students and used uniformly when giving technical skill grades according to the following scale.

A satisfactory grade is based on meeting the minimum requirements in the following categories:

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements
3. Client Communications (if applicable)
4. Desired Results

***TECHNICAL SKILL REQUIREMENTS – CATEGORY DEFINITIONS***

**100 CLIENT COMMUNICATIONS/PROFESSIONAL DEVELOPMENT:** Evaluated presentations of student's ability to interact with the clients, build client retention, education clients on services and retail, client referrals, rebooking,

**50 CHEMICAL FORMULATIONS:** Determining the proper use of chemicals; haircoloring, chemical waving and relaxing as it relates to the completed hair analysis and consultation. Advanced chemical mixing for hair color, chemical waving, and relaxing.

**75 CHEMICAL TEXTURE SERVICES:** Restructuring, permanent waving straightening and relaxing. Advanced chemical texture service techniques to achieve multidimensional texture and design lines. Please note: The shampoo is considered to be part of Chemical texture services and is not recorded separately.

**400 DISINFECTION AND SANITATION:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria. Includes client protection.

**15 EYELASH EXTENSION APPLICATION:** Specialty related practice of the application of semi-permanent eyelash extensions. Demonstration of separation and isolation during application.

**5 EYELASH EXTENSION REFILL APPLICATION:** Specialty related practice of a refill application of semi-permanent eyelash extensions. Demonstration of separation and isolation during application.

**5 EYELASH EXTENSION REMOVAL:** Specialty related practice of removal of semi-permanent eyelash extensions

**15 EYELASH EXTENSION MAPPING:** Specialty related practice of semi-permanent eyelash extensions mapping.

**20 FACIALS:** Includes basic facials, facials with machines, mask facials, facial manipulation and massage; exfoliation, skin care.

**25 HAIR AND SCALP TREATMENT:** Scalp treatments, hot oil treatments, scientific brushing, scalp massage, deep conditioning. Advanced hair care and scalp treatments. Please note: The shampoo is considered to be part of the hair and scalp treatment and is not recorded separately.

**30 HAIR REMOVAL:** Removal of hair by the use of wax or tweezers.

**75 HAIR, SKIN, AND NAIL ANALYSIS:** Analyzing the client's hair, skin, and nails through the means of observation, touch, and use of magnification devices to determine the safest and most effective treatment for the desired result.

**100 HAIRCOLORING:** Temporary, semi-permanent, demi-permanent color, permanent color, bleaching, dimensional coloring, highlighting, other forms of creative and advanced haircoloring techniques. Includes pre-disposition and hair stand testing. Please note: The shampoo is considered to be part of the haircoloring service and is not recorded separately.

**100 HAIRCUTTING:** All forms of sectioning and/or removing length or bulk from the hair using professional implements such as razor, scissors, clippers, or thinning shears. Advanced haircutting techniques using multiple tools to achieve multidimensional texture and design lines. Please note: The shampoo is considered to be part of the haircutting service and is not recorded separately.

**160 HAIRSTYLING:** Blow Drying, Curling Iron, hot combing, hair pressing, thermal waving, roller sets, finger waves, pin curls, arranging, dressing, comb outs, braids, etc. Advanced hairstyling techniques using multiple tools to achieve multidimensional texture and design lines. Please note: The shampoo is considered to be part of the

hairstyling service and is not recorded separately.

**5 MAKEUP:** Make-up application

**20 MANICURES:** Plain and hot oil manicures, polishing, removal, and nail art.

**8 PEDICURES:** Plain and spa

**15 SALON BUSINESS:** Evaluated salon business projects, salon field trips, and other related business and establishment management education.

**50 SCULPTURED NAILS (individual nail)-** Artificial Nails, Acrylic, Nails, Nail Tips, Nail Wraps, Overlays

**25 CHEMICAL EXFOLIATIONS** in advanced portion of the curriculum

**15 MICRODERMABRASIONS** in advanced portion of the curriculum

**5 KERATIN TREATMENTS** in advanced portion of the curriculum

**30 STYLING TECHNIQUES** in advanced portion of the curriculum

**25 COLOR TECHNIQUES** in advanced portion of the curriculum

**20 SUPPLEMENTAL HAIR EXTENSIONS** in advanced portion of the curriculum

**50 FADES, TAPERS, LINE-UPS** in advanced portion of the curriculum

It is the responsibility of the student to record the skills completed in CIMA for an instructor to grade the skill. These records are saved in the CIMA LMS and monitored by the state regulatory agency. For a student to graduate, all required technical skills must be rated at least Satisfactory to be counted for course completion.

**PROGRAM TITLE: ADVANCED ESTHETICIAN**

**900 HOURS**

**PROGRAM DESCRIPTION:**

The purpose of the Advanced Esthetician Course is to train the student in not only the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue, but to also provide the student additional advanced knowledge and skills to be competitive in the ever growing and evolving skin care profession. Advanced Esthetician students will learn about advanced treatments and devices within the scope of a licensed Esthetician. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic and advanced skin care services, work with facial devices, hair removal, and makeup.
5. Perform manipulative skills required for facial massages, effective use of required implements, products and equipment, proper application of make-up, unwanted hair removal, and lash/brow tinting.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Facial Specialist or related position.

**OCCUPATIONS AND STANDARD OCCUPATIONAL CLASSIFICATION CODES:**

Skin Care Specialist 39-5094.00

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid education will be incorporating both distance education and on campus education. Students will practice technical skills on campus. Students will receive distance education instruction via asynchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

**PROGRAM RESOURCES:**

**Milady's Standard:** Esthetics for Milady Standard Esthetics, 12th Edition utilizing CIMA

**Milady's Advanced Esthetics** utilizing CIMA

**TDLR Rules and Regulations** - <https://www.tdlr.texas.gov/barbering-and-cosmetology/laws-rules.htm>

**REFERENCE MATERIALS:**

*Make up DVDs, Skin Care Dictionary, Hair Removal Technique, Aromatherapy, The SPA Encyclopedia, Advance Face/Body Treatment, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, Microdermabrasion and DVD, Chemical Peel and Exfoliation and DVD, Skin Type and Aging Analysis and DVD, various subject relevant media resources, and online resources.*

**GRADING PROCEDURES:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. All academic (theory) tests are completed and monitored on campus by a qualified instructor. Students participating in distance education are required to be evaluated on campus at least once every 30 days. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive technical skills evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the technical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and technical skills exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:**

WRITTEN PRACTICAL	AND
90% - 100%	= A
80% - 89%	= B
70% - 79%	= C
60% - 69%	= D
Below 60%	= F

**BELOW 70% BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered**

**HOURS SUBJECT - UNIT**

**50**

**ORIENTATION**

School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Hygiene and Good Grooming, Personality Development

**Distance Education Hours:**

- **Phase 2- 26.25 hours theory**

- 40            **SANITATION/SAFETY**  
Sanitation and Sterilization, Bacteriology, First Aid, Universal Precautions, Professional Responsibility  
*Distance Education Hours:*  
    • *Phase 2- 7.50 hours theory*
- 90            **ANATOMY AND PHYSIOLOGY**  
Major Bones, Muscles, Nerves and Functions, Skin, Functions, Structure, Appendages, Disorders and Diseases, Conditions and Lesions, and Skin Analysis  
*Distance Education Hours:*  
    • *Phase 2- 45 hours theory*
- 50            **CHEMISTRY**  
Organic and inorganic chemistry, forms of matter, pH and pH scale, Chemical Reactions, Chemicals and Cosmetics  
*Distance Education Hours:*  
    • *Phase 2- 30 hours theory*
- 75            **ELECTRICITY/MACHINES**  
Electricity, Facial Machines and Related Equipment, Safety precautions.  
*Distance Education Hours:*  
    • *Phase 2- 15 hours theory*
- 50            **CLIENT CARE/ CONSULTATION**  
Evaluated presentations of student's ability to interact with the client build client retention, client referrals, client education on services and products, rebooking, etc., employee and client Relationship, treatment room  
*Distance Education Hours:*  
    • *Phase 2- 7.50 hours theory*
- 225          **FACIALS**  
Types, Structure of the Skin, Massage Manipulations and Benefits and Safety precautions  
*Distance Education Hours:*  
    • *Phase 2- 22.50 hours theory*
- 25            **HAIR REMOVAL**  
Hair Removal: Temporary, Waxing, Hair Growth, and Safety Precautions  
*Distance Education Hours:*  
    • *Phase 2- 7.50 hours theory*
- 15            **AROMATHERAPY**  
Aromatherapy  
*Distance Education Hours:*  
    • *Phase 2- 7.50 hours theory*
- 10            **NUTRITION**  
Nourishment, Skin Facts and Functions  
*Distance Education Hours:*  
    • *Phase 2- 7.50 hours theory*



10           **COLOR PSYCHOLOGY**  
Color Theory, Warm and Cool Colors, Selecting Color

75           **MAKEUP**  
Makeup Services, Artificial Eyelash Applications, Products, Corrective Makeup, Tools and Supplies, and Safety Precautions

35           **MANAGEMENT**  
Salesmanship, Business Administration Related to Beauty, Salon Operations, Payroll Record Keeping & Taxes,  
Seeking Employment, Evaluation of business administration performance including reception desk procedures,  
inventory, telephone technique, salon business projects, salon field trip reports, etc.

***Distance Education Hours:***

- ***Phase 2- 11.25 hours theory***

750           **TOTAL HOURS**  
***Distance Education Hours:***

- ***Phase 2- 187.50 hours theory***

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

Once a student has been scheduled for 750 hours, the student begins the additional 150 hours of in-depth education. The additional 150 hours explores a deeper study into the subject matter to support career success by offering more diverse services to clients. Once a student begins the additional 150 hours, the student completes 25 hours of structured education in the following areas: Body Hair Removal (including Brazilian Waxing). Chemical Exfoliation (including using Pro Power Peel), Advanced Education including Microcurrent, LED Light Therapy, Ultrasonic and Microsonic, and medical esthetics. Once the student completes the structured 25 hours (Advanced Phase 1), the student will then practice those skills for the remaining 125 hours to complete the 900 hour program.

***Note: All advanced technical skills require sanitation and disinfection to be performed both before and after the skill. To receive credit for an advanced technical skill, sanitation and disinfection must be practiced. Any technical skill that does not include proper sanitation and disinfection will not receive credit and must be repeated.***

**Phase 1 – 25 hours - Advanced Spa Treatments including NanoInfusion, LED Light Therapy, Advanced Chemical Exfoliation, and Advanced Hair Removal**

**Week 1 – 75% of Phase 1 is hands on education; recommend first week on campus**

- Advanced Esthetician Equipment, Field Trip to Med Spa, and BT Tools –8 hours
  - o Theory Chapter - Advanced Facial Devices – Ch 18
  - o Theory Chapter - Working in a Medical Setting – Ch 24
- Chemical Exfoliation including Pro Power Peel- 8 hours
  - o Theory Chapter - Advanced Facial Techniques – Ch 16
  - o Theory Chapter - Skin Care Products: Chemistry, Ingredients, & Selection – Ch 12
- Body Hair Removal Techniques including Brazilian Waxing with models – 9 hours

o Theory Chapter – Advanced Hair Removal – Ch 19

Theory Education/Academic Knowledge –

Week 2 -

Changes in Esthetics – Advanced Education and Employment Opportunities – Ch 1

Advanced Spa Treatments – Ch 21

Week 3 -

Wellness Management – Ch 9

Skin Disorders – Ch 10

Skin Types – Ch 11

Week 4

Light Energy – Ch 8

Chemistry and Biochemistry – Ch 7

Week 5

Financial Business Skills – Ch 29

Marketing – Ch 30

Week 6

Estheticians working in a Medical Setting\*

Pharmacology for Estheticians – Ch 15

Medical Terminology – Ch 25

Medical Intervention – Ch 26

\*This module requires a field trip to a local medical office offering advanced skin care procedures

***Total Distance Education hours in Advanced – 36 hours***

Technical Skills –

40 Advanced Facials (using NanoInfusion, LED Therapy, and other advanced devices)

15 Advanced Chemical Exfoliations

5 Body Hair Removal

**900**

**TOTAL HOURS**

**EYELASH EXTENSION COURSE OUTLINE****320 HOURS****INSTRUCTOR'S NAME:** \_\_\_\_\_**DESCRIPTION:**

The primary purpose of the Eyelash Extension Course is to train the student in the basic manipulative skills, safety, sanitation, and disinfection judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as an Eyelash Extension Specialist or related career avenue. All classes are taught in English. Phase 1 foundational education is 60 hours and is comprised of 30 hours theory including Paris Lash Academy video training and 30 hours of practice. Phase 2 Theory will be via Distance Education with four (4) hours per week dedicated to academic knowledge. Students must complete all Phase 1 requirements before moving to Phase 2.

**OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services related to eyelash extension application.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as an Eyelash Extension Specialist or related position.

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on ground education. Students will practice technical skills on campus. Students will receive distance education instruction via asynchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

**PROGRAM TEXTS:**

**Milady's Standard:** Milady's Advanced Services: Eyelash Extensions  
**State Board Rules and Regulations**

**REFERENCE MATERIALS:**

*Paris Lash Academy videos, Skin Care Dictionary, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, and various subject relevant media resources, and online resources.*

**GRADING PROCEDURES:**

To determine academic progress, students are assigned theory study and a minimum number of technical performances. Theory is evaluated after each unit of study. Theory exams are completed on campus and monitored by a qualified instructor. Technical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive technical skills evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the technical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and technical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are

considered according to the following scale:

**GRADING SYSTEM:**

**WRITTEN AND PRACTICAL**

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
Below 60%	=	F

**BELOW 70% BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

**HOURS SUBJECT – UNIT**

**80 THEORY AND RELATED PRACTICE:**

Eye shapes and eyelash growth; supplies and related equipment; contagious diseases and adverse reactions; sanitation, first aid, health and safety, client protection, business management, laws, and rules.

**Phase 1 Theory – 13 hours**

**Phase 2 Theory Distance Education – 32 hours**

**Technical Skills- 35 hours**

**240 SPECIALTY PRACTICE AND RELATED THEORY:**

Semi-permanent eyelash extension isolation, separation, and application including client communication, eyelash mapping, eyelash fills and eyelash removals.

**Phase 1 Theory – 10 hours**

**Phase 2 Theory Distance Education – 16 hours**

**Technical Skills – 214 hours**

**320 TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

**REQUIRED PRACTICAL EXPERIENCES**

Policy and Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on manikins, models, or clients. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More practices may be schedule BY THE INSTRUCTORS based on training NEEDS and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Technical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. The instructor will indicate the grade, the month and year in which it was completed, and the instructor initials in the applicable category. Technical skills are evaluated according to text procedures and industry performance standards. These criteria are stated in the Technical Skills Evaluation Criteria document. The criteria are explained to students and used uniformly when giving technical grades according to the following scale.

A satisfactory grade is based on meeting the minimum requirements in the following categories:

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements

- 3. Client Communications (if applicable)
- 4. Desired Results

**REQUIREMENTS**

- 20 EYELASH MAPPINGS
- 20 CLASSIC EYELASH APPLICATIONS: Client Consultation, Choosing the Proper Extension, contraindications, preparation for extensions, Client Aftercare, Troubleshooting
- 20 VOLUME LASH APPLICATION: Client Consultation, Choosing the Proper Extension, contraindications, preparation for extensions, Client Aftercare, Troubleshooting
- 14 EYELASH FILLS: Client Consultation, Choosing the Proper Extension, contraindications, preparation for extensions, Client Aftercare, Troubleshooting
- 10 EYELASH REMOVALS: Client Consultation, Choosing the Proper Extension, contraindications, preparation for extensions, Client Aftercare, Troubleshooting
- 140 SANITATION/DISINFECTION: The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
- 50 CARE OF CLIENT/CLIENT COMMUNICATIONS: Evaluated presentations of student's ability to interact with the client, build client retention, client referrals, client education on services and products, rebooking, etc.

It is the responsibility of the student to submit the technical skill into the digital record of the applications performed which are verified by an instructor. In order for a student to graduate, all required technical skills must be rated at least Satisfactory to be counted for course completion.

I hereby understand the above requirements and agree to comply with same.

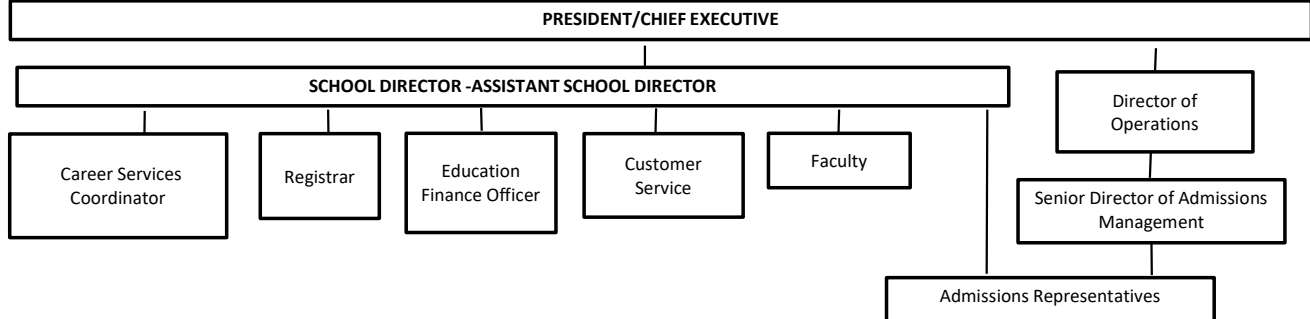
## CATALOG INSERT I - STAFF INSERT

**MILAN INSTITUTE OF COSMETOLOGY**  
 605 SW Military Drive  
 San Antonio, TX 78221  
[www.milaninstitute.edu](http://www.milaninstitute.edu)

Effective: January 1, 2025

PH: (210) 922-5900 FAX: (210) 568-4646

### Organizational Chart



### Administration

President/Chief Executive Officer	Gary Yasuda	Senior Director of Admissions	Patricia Villegas
Director of Operations	Ben Corchado	Director of Education	Jean Rydahl
Chief Operations Officer	Val Robinson		

### School Administration

Carrie Haynes	School Director	Carly Brainard	Education Finance Advisor
Georgina Briseno	Education Leader	Krystal Cortez	Customer Service Specialist
Open	Director of Admissions	Stephanie Rivas	Customer Service Specialist
Monica Tejeda	Admissions Representative	Guadalupe Morales	Registrar
Elisa Bustamante	Admissions Representative	Reanne Pennell	Career Services Coordinator
Lee Perez	Admissions Representative	Dolores Gloria	Inventory Specialist

### Faculty

Elizabeth Silva	Cosmetology Instructor
Maria Barrera	Cosmetology Instructor
Brendra Tarango	Cosmetology Instructor
Julius Harris	Cosmetology Instructor
April Lopez	Advanced Cosmetology Instructor
Nicolette Gomez	Esthetician Instructor
Tamara Thomas	Esthetician Instructor
Lavelle Levy	Esthetician Instructor
Sandra Garcia	Esthetician Instructor
Katherine Mendez	Manicurist Instructor
Monica Hernandez	Manicurist Instructor
Erica Tello	Manicurist Instructor
Nicolas Mora	Barbering Instructor
Prici Gonzales	Cosmetology Instructor

## CATALOG INSERT II - COST INSERT

MILAN INSTITUTE OF COSMETOLOGY

605 SW Military Drive  
San Antonio, TX 78221

[www.milaninstitute.edu](http://www.milaninstitute.edu)

Effective: January 1, 2025

### Program Costs

Program	Effective Date	Books and Materials	Lab Fee	Tuition Cost	Total Cost
<i>Advanced Cosmetology</i>	1/1/2025	\$3,015.20	\$350.00	\$16,269.80	<b>\$19,635.00</b>
<i>Advanced Esthetician (TX)</i>	1/1/2025	\$2,768.05	\$350.00	\$14,574.45	<b>\$17,692.50</b>
<i>Barbering</i>	1/1/2025	\$1,630.22	\$350.00	\$15,941.78	<b>\$17,922.00</b>
<i>Cosmetology</i>	1/1/2025	\$2,047.91	\$350.00	\$15,421.09	<b>\$17,819.00</b>
<i>Esthetician</i>	1/1/2025	\$1,610.26	\$350.00	\$13,489.74	<b>\$15,450.00</b>
<i>Manicurist</i>	1/1/2025	\$1,331.33	\$350.00	\$8,309.67	<b>\$9,991.00</b>

**Books costs - Students have the option to purchase required books and materials separately; see Enrollment Agreement**

**Over Contract Fees:** Students who do not complete their program\* within the total scheduled hours as stated in the Enrollment Agreement, will be charged an extra \$10 for each hour attended over the scheduled hours. There is a two-week grace period for programs that are less than 750 hours long and a four-week grace period for programs that are 900 hours or longer.

\*Not applicable to DA, MA, AMA

## CATALOG INSERT III - Start Calendar and Student Holiday Calendar

Amarillo College of Hairdressing, Inc. d/b/a  
**MILAN INSTITUTE OF COSMETOLOGY**  
 605 SW Military Drive  
 San Antonio, TX 78221  
 P: (210) 922-5900 F: (210) 568-4646  
[www.milaninstitute.edu](http://www.milaninstitute.edu)

Effective: January 1, 2025

Business Hours  
 Monday-Thursday 9:00am-7:00pm  
 Friday 9:00am-5:00pm

### CLASS START CALENDAR

2025	Cosmetology and Adv Cosmetology Day	Cosmetology - Eve	Barbering - Day	Barbering - Eve	Esthetician and Adv Esthetician - Day	Esthetician - Eve	Manicurist - Day	Manicurist - Day	Manicurist - Eve
	(Mon - Fri) (Mon - Wed)	(Mon-Fri)	(Mon-Fri) (Mon-Wed)	(Mon-Fri)	(Tues. - Fri.)	(Mon-Fri)	(Mon. - Wed.)	(Wed. - Fri.)	(Mon. - Fri.)
January	01/13/25	01/06/25 01/27/25	01/13/25	01/06/25 01/27/25	No Start	01/21/25	01/27/25	01/08/25	01/21/25
February	02/10/25	02/18/25	02/10/25	02/18/25	2/4/2025	No Start	02/24/25	02/05/25	02/24/25
March	03/10/25	03/10/25	03/10/25	03/10/25	3/11/2025	03/03/25	03/24/25	03/05/25	03/31/25
April	04/07/25	04/21/25	04/07/25	04/21/25	4/15/2025	04/14/25	04/21/25	04/02/25 04/30/25	No Start
May	05/05/25	05/12/25	05/05/25	05/12/25	5/20/2025	05/27/25	05/19/25	05/28/25	05/05/25
June	06/02/25 06/30/25	06/02/25 06/23/25	06/02/25 06/30/25	06/02/25 06/23/25	6/24/2025	No Start	06/16/25	06/25/25	06/09/25
July	07/28/25	07/14/25	07/28/25	07/14/25	7/29/2025	07/07/25	07/14/25	07/23/25	07/14/25
August	08/25/25	8/25/2025	08/25/25	8/25/2025	No Start	08/18/25	08/11/25	08/20/25	08/18/25
September	09/22/25	09/15/25	09/22/25	09/15/25	9/2/2025	09/26/25	09/08/25	09/17/25	09/22/25
October	10/20/25	10/06/25 10/27/25	10/20/25	10/06/25 10/27/25	10/7/2025	No Start	10/06/25	10/15/25	10/27/25
November	11/17/25	11/17/25	11/17/25	11/17/25	11/11/2025	11/10/25	11/03/25	11/12/25	No Start
December	12/15/25	No Start	12/15/25	No Start	No Start	No Start	12/01/25	12/15/25	12/01/25

If classes are cancelled due to extenuating circumstances, notification will be announced through the local media and a message will be placed on the school's phone system

### HOLIDAY SCHEDULE

2025 STUDENT HOLIDAY CALENDAR	
Winter Break Cont. (students unscheduled)	1/1/2025
New Year's Day - CLOSED	1/1/2025
Martin Luther King, Jr. Day - CLOSED	1/20/2025
President's Day - CLOSED	2/17/2025
Memorial Day - CLOSED	5/26/2025
Independence Day - CLOSED	7/4/2025
Labor Day - CLOSED	9/1/2025
Thanksgiving - CLOSED	11/27/2025-11/30/2025
Winter Break - (students unscheduled)	12/21/2025-12/31/2025
Christmas Day - CLOSED	12/25/2025

### CLASS SCHEDULES

**Advanced Esthetician:**

Day classes offered Tuesday through Friday 9:00 a.m. to 3:45 p.m. for 36 weeks.

**Advanced Cosmetology:**

Day Classes offered Monday through Friday 9:00 a.m to 3:30 p.m. or Monday through Wednesday 8:00 a.m. to 6:30 p.m. for 44 weeks

**Esthetician:**

Day classes are offered Tuesday through Friday, 9:00 a.m. to 3:45 p.m. for 30 weeks.

Evening classes are offered Monday-Friday 5:30 p.m. - 9:30 p.m. for 37.5 weeks.

**Cosmetology:**

Day classes are offered Monday-Friday 9:00 a.m. to 3:30 p.m. or Monday-Wednesday 8:00 a.m. to 6:30 p.m. to for 34 weeks.

Evening classes are offered Monday-Friday 5:30 p.m. - 9:30 p.m. for 50 weeks.

**Barbering:**

Day classes are offered Monday-Friday 9:00 a.m. to 3:30 p.m. or Monday - Wednesday 8:00 a.m. to 6:30 p.m. for 34 weeks.

Evening classes are offered Monday-Friday 5:30 p.m. - 9:30 p.m. for 50 weeks.

**Manicurist:**

Day classes are offered Monday-Wednesday 9:00 a.m. - 5:50 p.m. and Wed-Friday 8:00 a.m. - 4:50 p.m. for 24 weeks.

Night classes are offered Monday-Friday 5:30 p.m. - 9:30 p.m. for 30 weeks.