



Top Nails & Hair
Beauty School

1735 W. 5400 S. **2**
Taylorsville, UT 84118
Phone Number: 801-964-5400

School Catalog **1**

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Mission Statement 4

Our goal is to teach students the professional and vocational skills necessary to succeed in the beauty industry. We will train and prepare students to take the state board exam and be eligible for employment as cosmetology professionals. We utilize a dynamic and interactive approach with an assortment of instructional methods to facilitate a cooperative learning environment. Students are our highest priority. We promote and encourage respect, integrity and responsibility in all of our students.

Programs of Study 8 & 9

Cosmetology (1600 hours), Barber (1000 hours), Basic Esthetics/Facialist (600 hours), Master Esthetics (1200 hours), Nail Technology (300 hours), Instructor (600 hours). The program of study consists of the state mandated curriculum which covers all aspects of practicing cosmetology, barber, esthetics, master esthetics, nail technology, and Instructor.

The courses are designed to prepare students to take the state board exams and be eligible for employment as cosmetology professionals. Cosmetology: SOC Code – 12.0401 Hairdressers, Hairstylists, and Cosmetologists; Barber: SOC Code – 12.0402 Barbers; Cosmetician: SOC Code – 12.0409 Skin Care Specialists, Estheticians; Nail Technology; SOC Code – 12.0410 Manicurists and Pedicurists; Instructor: SOC Code – 12.0413 Career/Technical Education Teachers, Secondary School;

Admission Requirements 5

Each admitted student must meet one of the following requirements:

1. A high school diploma, GED or its equivalent, a transcript showing high school completion; or
2. Have a state-issued credential for secondary school completion if homeschooled; or
3. Students lacking a high school diploma, GED, or its equivalent, must be at least 16 years old and pass an Ability-to-Benefit test, according to the NACCAS *Ability to Benefit Policy*. Currently our school is using either the Wonderlic Ability-to-Benefit test or CPT test. Students admitted under these criteria are not eligible to apply for Title IV funding.
4. Students withdrawn voluntarily or involuntarily may re-enroll only with approval from administrators.
5. Photo Identification (Driver's license, State ID or Green card) and Social Security Card.
6. \$600(include \$50 Application Fee) for Down Payment

Transfer Student Policy/Non-Recruitment Policy 6

Top Nails & Hair Beauty School does not recruit students already attending or admitted to another school offering a similar program of study. Students who wish to transfer hours completed at another institution must have a notarized affidavit of hours forwarded to Top Nails & Hair Beauty School prior to their start date. All hours completed at another institution will be credited toward the hour requirement of individual program. We will not be able to use hours credited from another school if the hours are not released by the prior school. It is the transfer student's responsibility to get the hours released. If the student was terminated from the previous institution due to the use of drugs, alcohol and/or unprofessional conduct, acceptance may not be permitted.

Withdrawal Policy **7**

Regardless of the average level of attendance, students who have more than 14 calendar days of absences will be withdrawn. This policy will apply to all students except those on an approved Leave-of-Absence. Students who expect to be absent 14 or more days are encouraged to request a Leave-of-Absence. Students are officially withdrawn on date of notification, date terminated by the institution, date of 15th day of absent, or date when the student failed to return from an approved leave of absence. Students have the right to withdraw from school at any time and receive a refund for the part of the course not taken according to refund policy. Students who wish to withdraw should contact an administrator to fill out a withdrawal request form and to fill out any necessary forms such as refund calculation form as well as exit interview. Students were withdrawn voluntarily or involuntarily may re-enroll only with approval from administrators.

Class Schedules (Choose and Circle 1)

Full Time (33hours/w)

Morning Class 9am–5pm Lunch time 1-2pm

Afternoon Class 2pm–7pm Sat 9am–6pm

Student Sign: _____ Date: _____

Contract Schedule	Mon	Tue	Wed	Thurs	Fri	Sat	Total
Morning/afternoon							
Hours of Day							

Part time (18hours/w)

Morning Class 9am–1pm (Monday to Saturday)

Evening Class 5pm–Close (Mon to Fri) & All day Sat

Afternoon Class 2pm–5pm (Monday to Saturday)

Day of Week 3days/w (in Monday to Friday)

Student Sign: _____ Date: _____

Contract Schedule	Mon	Tue	Wed	Thurs	Fri	Sat	Total
Morning/afternoon/Evening							
Hours of Day							

Half Time(12hours/w)

Morning Class 9am–1pm (5days in Monday to Saturday)

Evening Class 5pm–Close (Monday to Saturday)

Afternoon Class 2pm–5pm (5days in Monday to Saturday)

Day of Week 6days/w

Student Sign: _____ Date: _____

Contract Schedule	Mon	Tue	Wed	Thurs	Fri	Sat	Total
Morning/Afternoon/Evening							
Hours of Day							

Theory classes are scheduled for the first 60 minutes of class. Additional theory requirements are satisfied based on computer-based self-assessment type tests to evaluate theory knowledge. Friday and Saturday are for practical and/or catching-ups.

School Calendar **16**

Classes for all programs start every First and Third Monday of each month.

School is open Monday through Friday 9:00am -7:00 pm. Saturday 9:00 am - 6:00pm.

The school is closed on all major holidays: 1/1, Memorial Day, 7/4, 7/24, Labor, Thanksgiving, and 12/25.

School may be closed to 10 additional days for instructor's CE programs or instructor workdays.

Description of General Facilities and Equipment **10**

The school is comprised of a reception area, theory classrooms, computer labs, and practical areas. There are also three restrooms at the rear of the facility, two dispensary rooms and two break rooms. Students can utilize various types of up to date equipment and study materials during their course of study to help enhance concept knowledge and practical skills.

Grading System 11

Students are required to maintain 70% in all areas to be in satisfactory standing.

Theory: Phases, midterm, and final exam

Practical: Phases and sanitation practices. Practical evaluations are based on specific criteria that are converted into a grade.

Services on the clinic floor are not graded, just marked as having been done, and are not weighted into the overall GPA.

Grading Scale:

90-100% Excellent

80-89% Good

70-79% Satisfactory

0-69% Unsatisfactory

Performance improvement may be suggested whenever the school personnel believe that a student's performance is less than satisfactory and can be resolved through adequate training and/or counseling. Corrective counseling is completely at the discretion of the school. The school expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at any step at the discretion of school personnel. Instructors, at their sole discretion, may warn, reassign, suspend, or discharge any student at will. The instructor, with assistance of the Administrator, will determine the course of action best suited to the circumstances.

Graduation Requirements 12 & 13

To graduate from Top Nails & Hair Beauty School, students need to complete 100% of hours required, complete all testing and attendance with a minimum of 70% and meet all financial and other obligations to the school. Students shall receive a certificate of achievement upon completion of the program.

Job Placement and Career Counseling 15 & 22

Top Nails & Hair Beauty School assists but does not guarantee employment for our graduates. While you are a student, job postings will be posted on the educational/job bulletin board. Any student interested in a position may contact the administrator and all efforts will be made to set up an interview on your behalf. We are also available to help students with résumé writing and suggest some internet sites where a student could seek out job opportunities.

Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the Utah State Board Tests of written and practical are recorded as passed or failed. Students that failed the exam are encouraged to return to Top Nails & Hair Beauty School for assistance and guidance for subsequent attempts to pass the exam. The school advises the students individually as often as necessary. Advising takes place in monitoring the student progress as scheduled for the period of enrollment. Students may also request additional career advising or other help from the instructor or administration. If the problem is outside the school's administration's area of expertise, we do maintain a list of outside referral agencies.

Job Opportunities

Graduates of the program can look forward to a career as a licensed professional in a salon or spa setting, salon owner, product representative, work as a distributor, work in a beauty school, etc.

Non-Discrimination Policy 17

No employee will discriminate against an applicant for enrollment because of sex, age, race, religion, color, ethnic origin or physical or mental disability.

Owner

Top Nails & Hair Beauty School is owned by Huong Nguyen. 18

Administrative Staff and Faculty 26

Directors: Huong Vu & Huong Nguyen

Instructors (Full-time): Huong Vu, Huong Nguyen, Trang Nguyen, Binh Nguyen, Yukako Okabe

Substitute Instructors: Tam Nguyen, Mai Nguyen, Hong Tran

Receptionist: Kevin Dao

Financial Aid Officers: Van Tran & Kazumi Sears

Licensure and Accreditation Status 23

Top Nails & Hair Beauty School is accredited with the National Accrediting Commission of Career Arts & Sciences (NACCAS) and currently on probation with this agency.

Licensing and Accrediting Agency
The Utah Division of Occupational
& Professional Licensing
160 East, 300 South, POB 45805
Salt Lake City, UT 84145
801-530-6628
cormond@br.state.ut.us

NACCAS
3015 Colvin Street
Alexandria, VA 22314
703-600-7600
naccas.org
naccas@naccas.org

- Federal Pell Grant
- Other Programs
- Scholarship Program

If a student is required to repay loan funds, this is done in accordance with the terms of the loan promissory note. If student must repay any grant funds, the law states that student is required to repay only 50% of the grant assistance that was calculated to repay. Any grant amount that a student must repay is considered a grant overpayment and therefore must be repaid to Top Nails & Hair Beauty School or the Education Department within 45 days or it will be reported to the Education Department as an overpayment.

Withdrawal and Settlement Policy 14

Withdrawal and Settlement Policy 1

1. This policy applies to all terminations for any reason, by either party for any reasons, including student decision, course or program cancellation, or school closure. 2 3
2. An applicant not accepted by Top Nails & Hair Beauty School shall be refunded all monies. 7
3. If a student (or in the case a student is under legal age his/her parent or guardian) cancels their enrollment in 8 writing within three business days of signing enrollment agreement, all monies collected by the school shall be refunded, except for the \$50.00 non-refundable application fee. If a student cancels their enrollment after three (3) business days after signing the contract or after starting school all monies collected by the school will be refunded according to the scale below less the application fee of \$50.00. This policy applies whether or not the student started training. The cancellation date is determined by postmark or by date the notification is delivered in person. 10 13
4. If a student cancels after three business days but prior to starting class, 9 the student is entitled to a full refund less the application fee of \$50. 20 Any monies due are refunded within 45 days of written cancellation or termination. 4
5. 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 the school (scheduled hours) regardless of actual total hours attended. Any monies due the student shall be refunded within 45 days of formal termination by the student or formal cancellation/termination by the school, which shall occur no more than 45 days from the last day of physical attendance in the school or in the case of a leave of absence, the documented date of return.
6. Terminated students will be charged a \$150 termination fee. 21
7. Unofficial withdrawals for students are determined by the school through monitoring attendance at least every 30 days. 14 Regardless of the average level of attendance, students will be terminated if have more than 14 calendar days of absences unless prior written arrangements have been made and approved or the student notifies the school in writing.
8. A student on an approved leave of absence notifies the school that he or she will not be returning. 11 The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning; or
9. A student is expelled by the school. 12
10. The official cancellation or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
11. Any monies due a student who withdraws from the institution shall be refunded within 45 days of a 6 determination by the institution that the student has withdrawn, whether officially or unofficially. 17
12. Refunds/Charges are calculated according to actual hours 5 as of last date of physical attendance. 15
13. Students have the right to withdraw from school at any time and receive a refund for the part of the course not taken according to refund policy. Students who wish to withdraw should contact an administrator to fill out a withdrawal request form and to fill out

any necessary forms such as refund calculation form as well as exit interview. Students were withdrawn voluntarily or involuntarily may re-enroll only with approval from administrators and a re-entrance fee of \$500.00 will be applied.

14. For students who enrolled and began classes, the following Minimum tuition adjustment schedule will apply calculated based on the student's actual hours as of last date of physical attendance:

<u>% of hours</u>	<u>Tuition Due To School</u>	<u>Tuition Refund</u>
0.1%	- 4.9%	= 20%
5.0%	- 9.9%	= 30%
10%	- 14.9%	= 40%
15%	- 24.9%	= 45%
25%	- 49.9%	= 70%
50%	- 100%	= 100%

15. After the student begins the program, there shall be no refunds for the cost of the student kit and books. **19**
16. Any discount or scholarship applied to tuition will be forfeited if student terminates or failing to complete said course. Refunds/Charges will be calculated according to original tuition and fees.
17. If the school if permanently closed or no longer offers instruction after student has enrolled, the student shall be entitled to pro-rata refund of tuition. A list of all students who were enrolled at the time of school closure, including the amount of each pro-rata refund will be submitted to the accreditation agency.
18. If the course is canceled after student's enrollment but before instruction begun, the school shall at its option either; **23**
- provide full refund of all monies paid or
 - provide a completion of the course
19. If the school cancels a course and/or program after students have enrolled and instruction has begun, the school shall at its option; **24**
- provide a pro-rata refund for all students transferring to another school based on the hours accepted by receiving school; or
 - provide completion of the course and/or program; or
 - participate in a Teach-Out-Agreement; or
 - provide a full refund of all monies paid
20. If School is closed unexpectedly due to extenuating circumstances, an attempt will be made to notify all students by telephone and/or other social media means.
21. If school is closed permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school will make arrangements for students, The school shall at its option; **25**
- Provide a pro-rata refund; or
 - Participate in a Teach-Out Agreement.
22. In the event of a school closure and a Teach Out Plan occurs, all students will receive a prorated tuition refund as well as a list of approved schools which;
- are within reasonable proximity
 - have the necessary experience, resources, and support services needed by students to lead to successfully completion
 - provide an educational program of acceptable quality and recognized such as holding state approval
 - have a program that is reasonable similar in content, structure and scheduling to the closing institution or program.
 - are stable, can carry out its mission and meet all obligation to existing students.
23. The student/student's guardian is responsible for school tuition and fees before course completion, unless other written arrangements are made.
24. If student transfers or terminates the contract, tuition charges, supply kit and supply fees and any miscellaneous fee will be due at time of termination.
25. Student kit is student's property and student's responsibility. The school is not responsible for any item left by students upon course completion or termination. School is not responsible any missing items while student is attending the course.
26. Transcript of student hours will be released upon written authorization and payment in full.
27. If the account is not paid as agreed, the student/student's guardian agrees to pay any collection or attorney fees. The collection agency representing the institution acknowledges the existence of the withdrawal and settlement policy
28. When situations of mitigating circumstances are evidence, school could refund to the students exceed the minimum tuition adjustments schedule with a student request letter indicating the mitigating circumstances. The owner will review the request letter and will make a determination. **18**
29. Unofficial withdrawals for non-clock hour students are determined by the school through monitoring of students' completion of class participation in learning activities such as class assignments, examinations, tutorials, computer-assisted instruction, participation in academic advisement, or other academically related activities. **16**

Return to Title IV Federal Aid Policy **24**

The law specifies how school must determine the amount of Title IV program assistance that student earns if he/she withdraws from school. The amount of Title IV program assistance that a student has earned up to that point is determined by a specific formula. If Top Nails & Hair Beauty School receives more Title IV assistance than earned, the unearned excess funds must be returned to the Department of Education. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The amount of assistance earned is determined on a pro rata basis based on the scheduled hours as of the date of withdrawal. For example, if 30% of the program length is completed, 30% of the Federal Aid is earned. This means that 70% of the scheduled award for this period remained unearned and must be returned to the ED.

Once 60% or more of the program is completed, all (100%) of Financial Aid assistance is considered earned. If a student withdraws from Top Nails & Hair Beauty School before completing 60% of the program length, student may have to repay any unearned Financial Aid funds that were already disbursed to him/her.

If excess funds are received based on this calculation, Top Nails & Hair Beauty School must return a portion of the excess equal to the lesser of:

- The student’s institutional charges multiplied by the unearned percentage of funds, or the entire amount of excess funds.

If Top Nails & Hair Beauty School is not required to return all the excess funds, the student must return the remaining amount. The order that Top Nails & Hair Beauty School and the student must return these funds is as follows:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan

Title IV Credit Balance Policy

A Title IV credit balance occurs when the amount of Title IV funds (Federal Financial Aid) credited to a student’s account exceeds total allowable charges assessed by Top Nails & Hair Beauty School. If a Title IV credit balance occurs, Top Nails & Hair Beauty School will pay the student or parent no later than 14 calendar days after the date of disbursement on the student’s account. The school will issue a check to the student or parent for the credit balance. Top Nails & Hair Beauty School will not hold Title IV credit balances for the student or parent unless it has obtained a student’s or parent’s authorization to hold a Title IV credit balance.

Tuition and Program Schedule **27**

	Nail Technology 300 hours	Basic Esthetics/ Facialist 600 hours	Master Esthetics 1200 hours	Barber 1000 hours	Cosmetology 1600 hrs	Instructor 1000 hrs
Tuition and Fees:						
Application Fee (non-refundable)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Student Kit & In-School Supplies	\$1350.00	\$1,350.00	\$2,250.00	\$1050.00	\$2,350.00	\$350.00
Tuition	\$1,600.00	\$4,600.00	\$9,500.00	\$7,900.00	\$12,600.00	\$7,600.00
Total:	\$3,000.00	\$6,000.00	\$11,800.00	\$9,000.00	\$15,000.00	\$8,000.00

Tuition is paid in the following manner:

A. Down payment: Nail technology, Basic Esthetics/Facialist, Master Esthetics, Barber and Cosmetology: \$600.00

B. Remaining balance will be calculated below:

Months to be enrolled: _____ Tuition remained: _____ Monthly Amount: _____

**Monthly payments are due between the 1st -5th of each month. A late penalty of \$25/week or \$100/month will apply. Payments are a minimum of \$400 per month.

C. Student must clear all financial obligations with the school before graduation. Top Nails & Hair Beauty School accepts cash, credit card, money order, check, and Title IV.

*Student who reenrolled after being dropped or withdrew with hours completed but have not met requirements for graduation yet will be charged \$500.00 to reenroll and start again.

**Contract of hours other than required by the program will be charged at a rate of \$10.00 per hour.

** Contract hours: _____ x \$10.00 = _____

Additional Transcripts

Students requesting copies of academic transcript to be sent to another state board will be charged \$25 for each copy.

Scholarships/Fee Waiver 21

We periodically offer scholarships/fee waivers to our students. Our scholarships/fee waivers are on need base and/or hardships. When we do have these available, students are encouraged to write an essay of a minimum of 1000 words to describe their circumstances. Proof of hardships along with any other documents that students feel would help them receive the scholarships/fee waivers. Once the essays and all documents are received, the school owner, director, and another staff will review and make the decision. Applicant will receive the notification of the school decision within 14 days. However, Top Nails & Hair Beauty School reserve the right to offer this program anytime and/or end it anytime.

Student Access to their Files/Release of Information 19 & 20

Students/guardians shall have access to academic and financial records upon written request. Adult students, parents of dependent minor students, have the right to inspect, review, and challenge information contained in the institution's student records. However, the administrator must be present during the process to provide clarification to questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. Top Nails & Hair Beauty School will keep these records for seven (7) academic years from the last day of attendance. After this period, all records are destroyed. Written consent from the student or if the student is a dependent minor, written consent from the guardian and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commissions or governmental agencies so authorized by law. Each authorization will only be applied to one release to one agency specified on release form.

Before publishing "directory information" the student or guardian will have the opportunity to deny authority to publish this information (i.e., name, address, telephone, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school).

Attendance/Tardiness Policy 25

We require students to maintain a 70% cumulative rate of attendance at this school to be considered as satisfactory. Students are allowed two unexcused absences per month and we build in time to the contract to allow for other things (i.e., child-care issues, personal days, etc.). An absence may be excused by calling-in the same day prior to the beginning of class or filling out a request form prior to the date. Students are required to make-up for the lessons and exams missed due to absenteeism. If the student is absent 14 consecutive days including weekends, not including holidays that may fall during the 14 days, the school will withdraw him/her. If a student telephones us or lets us know that they will be arriving after theory has started, we will allow them to enter into the theory class upon their arrival. If they do not inform us that they will be late, they will not be allowed to enter theory and they will not be allowed to clock in until after theory has concluded. Administration will review excessive absences with the student to determine possible corrective action. Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Students receive "straight time" credit – in other words we do not round hours.

Full time enrollment is 24 hours or more per week. Part time is 15-23 hours per week. Less than 15 hours per week is considered less than half time enrollment.

Conduct Policy

A student found to be engaged in activities such as, but not limited to, theft of school property, insubordination, conflict of interest, slander, or any other activities showing willful disregard of school interests or policies, will be terminated as soon as the administrator have concurred with the action.

Involuntary Termination

Students shall be terminated for breaking school rules, exhausting all disciplinary actions and any criminal conduct on school property. The involuntary terminations notice is prepared by the Administrator. The school has the right to terminate any student at any time with or without notice. The following definitions and classification of violations, for which corrective counseling, performance improvement, or other disciplinary action may be taken, are merely illustrative and not limited to these examples. A particular violation may be major or minor, depending on the surrounding facts or circumstances.

- A. Minor Violations: Less serious violations that have some effect on the continuity, efficiency of work, safety, and harmony within the school. They typically lead to corrective counseling unless repeated or when unrelated incidents occur in rapid succession. Here are some examples of minor violations.
 - Excessive tardiness;

- Unsatisfactory job performance;
- Defacing school property;
- Interfering with another student's job performance;
- Excessive absenteeism;
- Failure to observe scheduled hours, such as the schedule of starting time, quitting time, rest and meal periods;
- Performing unauthorized personal work;
- Failure to notify the instructor of intended absence either before or within one hour after the start of the shift; and
- Unauthorized use of the school telephone or equipment for personal business.

B. Major Violations: These more serious violations would include any deliberate or willful infraction of school rules and may preclude continued enrollment of a student. Here are some examples of major violations:

- Insubordination
- Disrespecting Instructors, Stylists, Administrator or any other employee of the school
- Misconduct
- Fighting or threatening on school premises
- Slander of school or school personnel
- Creating a hostile environment for others, including students and employees
- Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances
- Any act which might endanger the safety or lives of others
- Bringing firearms or weapons onto the school premises
- Deliberately stealing, destroying, abusing, or damaging school property, tools, or equipment, or the property of another employee, student, or visitor
- Disclosure of confidential school information or trade secrets to unauthorized persons
- Willfully disregarding school policies or procedures
- Willfully school policies or procedures

Grounds For Termination***

Students shall be terminated for breaking school rules as defined in the catalog, 14-day unauthorized consecutive absences, and any criminal conduct on school property.

***Student who re-enroll after being dropped or withdrawn with hours completed but have not met requirements for graduation will be charged \$500.00 to reenroll to start again.

Excessive absenteeism, failure to observe scheduled hours, insubordination, and/or disrespecting staff members may cause involuntary termination.

Conflict of Interest

No student of Top Nails & Hair Beauty School shall have a financial interest in a school which is a competitor to the school. Financial interests held by a student or by his or her immediate family members in such companies are to be disclosed immediately to the school administrator so that a determination can be made as to whether a conflict exists.

Sexual Harassment

Top Nails & Hair Beauty School will not allow any form of sexual harassment or any such conduct that has the purpose or effect of interfering with an individual's learning or work performance or creating an intimidating, hostile, or offensive learning environment. Such conduct, when experienced or observed, should be reported immediately to the supervisor or manager. The administrator will conduct an investigation. The privacy of the student filing the report and the student under investigation shall be respected at all times consistent with the obligation to conduct a fair and thorough investigation.

Any intentional sexual harassment is considered to be a major violation of school policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending upon the severity of the violation.

It is the intent of Top Nails & Hair Beauty School to provide a training environment free from verbal, physical and visual forms (e.g. signs, posters, or documents) of sexual harassment and an environment free of harassment, intimidation or coercion in any form. All students are expected to be sensitive to the individual rights of their fellow students.

Substance Abuse

Top Nails & Hair Beauty School recognizes that individuals use substances such as alcohol and drugs, sometimes to an extent that their abilities and senses are impaired. Our position regarding substance abuse is the same whether alcohol, marijuana, illegal drugs, prescription drugs, or controlled substances are involved.

This policy is implemented because we believe that the impairment of any student due to his or her use of substances is likely to result in the risk of injury to other students, the impaired student, or to third parties, such as customers or business guests. Moreover, substance abuse adversely affects student moral and productivity.

“Impairment” or “being impaired” means that a student’s normal physical or mental abilities, or faculties, while at work have been detrimentally affected by the use of substances.

The student who begins school while impaired or who becomes impaired while at school is guilty of a major violation of Student rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal, or appropriate penalty under the circumstances.

Likewise, the use, possession, transfer, or sale of any substance on school premises or in any school parking lot, storage area, or job site is prohibited. Violations are subject to severe disciplinary action. In all instances, disciplinary action to be administered shall be at the sole discretion and determination of the school.

Students who are taking prescription drugs shall report this to their administrator. This is for the protection of the student and for safety purposes in case of an adverse reaction to the drug while at school, or so the student is not falsely accused of taking an illegal substance.

When a student is involved in the use, possession, transfer, or sale of a substance in violation of this policy, the school may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the administration. An instructor or administrator who suspects a substance abuse case should discuss the situation immediately with the administrator.

Management has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on Top Nails & Hair Beauty School premises at any time.

The school is concerned with its student’s privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, the company shall maintain student medical and personal information in confidence and release this information to authorized company personnel on a “need to know” basis. An exception to this policy is when the student signs a release for the transfer of such information on forms acceptable to the company to designated persons or agencies.

Nothing contained in this section shall eliminate or modify the company’s right to terminate any student at any time for any reason.

Smoking

No smoking will be allowed in the school at any time. This policy is for the health and safety of all students. Smoking will be allowed outside, and it is the student’s responsibility to dispose of cigarette buds appropriately.

Student Safety

Top Nails & Hair Beauty School strives to prove its students and employees with a safe and healthy workplace environment. To accomplish this goal, both employees and students must diligently undertake efforts to promote safety.

The school, through its supervisory personnel, shall develop and implement safety rules and regulations. This process will be ongoing and will require periodic safety audits. Safety audits will be undertaken to determine the necessity and feasibility of providing protective clothing, devices, or safeguards to make the academy safe and healthy. The academy shall also undertake the responsibility to educate students and employees as to hazards of workplace and to train students and employees as to such hazards and the proper and safe method to perform job tasks.

Students shall devote their full-time skill and attention to the performance of their training utilizing the highest standard of care and good judgment. Students will follow all safety rules and regulations at all times including the use of protective clothing, devices, or equipment, attendance at all training sessions related to student’s training, and follow the directions of warning signs or signals or the commands or directions of instructors.

Finally, all training-related injuries or illnesses are to be reported to your instructor immediately, regardless of severity. In the case of serious injury, a student’s reporting obligation will be deferred until circumstances reasonably permit a report to be made. Student must complete and sign an accident report.

Safety rules and regulations will be issued or modified from time to time and shall be effective immediately. Rules and regulations will be distributed to students and posted on the student bulletin board.

Information for Crime Victims Regarding Disciplinary Proceedings

Upon written request, the school must disclose to the alleged victim of any crime of violence or non-forcible sex offense, the result of any disciplinary proceeding conducted by the school against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

Campus Security Report

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all students, employees, and applicants for enrollment or employment. This report is distributed annually in September to all current and prospective students and employees. All data in this report is information from the

Taylorsville City Police Department. In addition, the report is provided to all individuals during enrollment or employment orientation. Students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes. Any individual can request a copy of this report at any time.

The school encourages all students and employees to be responsible for their own security and the security of others. The school does not employ campus security officials. Therefore, the security of the campus is the direct responsibility of each employee and administrator. No such individuals have the authority to make arrests. All individuals are requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration at the administration office. All individuals are encouraged to promptly report all crimes to appropriate police agencies. The campus administration will report all known criminal offenses to the local law enforcement authorities. The school has no policy or procedure regarding confidential crime reporting in relation to crime statistics reporting. Any off-campus events are supervised by campus employees. Therefore, the school will monitor and report criminal activity at such events to local law enforcement authorities. No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member.

Everyone should remember that personal safety begins with you. The following should be considered:

When walking on campus, be aware of who and what is around you. Try not to walk alone.

Do not carry large amounts of cash.

Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables which are visible.

Do not leave books or personal property unattended in the classroom.

The following criminal offenses occurred on campus during the calendar year of 2017-2019.

(Campus is defined as 'any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose.' There are no buildings or properties owned or controlled by the school's student organizations which are recognized by this institution.)

CAMPUS CRIME STATISTICS

2017-2019

Under the Federal Jeanne Clergy Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clergy Act), postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. In the statistics, we are required to include crimes that were reported internally as well as crimes reported to local and state law enforcement agencies. The following crime statistics occurred on our campus (1735 West 5400 South) or on public property within and immediately adjacent to our property:

Top Nails & Hair Beauty School Geographic Areas

Institutions must disclose statistics for reported Clergy Act crimes that occur on campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that your institution owns or controls.

On Campus:

- 1735 West 5400 South Taylorsville, Utah, 84129
- 1735 West 5400 South parking lot and sidewalk in front (North and East) of school (common area)

Non-campus Buildings: None

Public Property:

- 5400 S Street Sidewalk.
- (All other surrounding areas are business owned property which are not included)

Campus Security Authority:

- School Owner: Huong Nguyen 801-964-5400 contact@topbeautyschoolutah.com
- Director/Title IX Coordinator: Huong Wang 801-964-5400 contact@topbeautyschoolutah.com
- Financial Aid Advisor: Van Tran 801-964-5400 vantran.tnbs@gmail.com
- Program Instructor: An instructor will report to the Director.

*A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel.

LAW ENFORCEMENT AGENCIES

Top Nails & Hair Beauty School works in cooperation with local police. Criminal activities are reported to the Unified Police Department. We collect crime statistics annually from the Unified Police Department of crimes committed in applicable geographic locations. We do not have a formalized memorandum of understanding with the Unified Police Department and has no student organizations that maintain use of off-campus residential property.

REPORTING A CRIME

It is encouraged that all staff, students and guests report all alleged criminal incidents to a campus security authority member or the Unified Police Department Non-Emergency line at 801-743-7000 in a prompt manor. All criminal incidents reported to a campus security authority member will be recorded in the institutions incident report binder located behind the front desk, reporting these incidents aids in the institution providing timely warning notices to the community. In case of an emergency dial 9-1-1. For further information please reference the health and safety policy posted on the student bulletin board. Top Nails & Hair Beauty School does not currently have a policy or procedure for victims or witnesses to report crimes on a voluntary confidential basis.

SECURITY AND ACCESS

Top Nails & Hair Beauty School is open to the public during business hours. Business hours are posted on the institutions website www.TopBeautySchoolUtah.com. Outside normal business hours' access is available to employees that hold a key and security alarm code. During holidays and breaks, we allow individuals access to the building with approval from the administration in regard to maintenance.

SECURITY AWARENESS PROGRAMS

Top Nails & Hair Beauty School does not have an official security awareness program for students and staff. However, we are onboarding process for new hires includes a copy of the Employee Handbook where it states how to obtain access to the Policy and Procedures. All new employees understand it is their responsibly to be aware of the policies, procedures & plans. The health and safety policy are found in the student handbook, posted on the student bulletin board, and referenced in the employee handbook. During student orientation, the program instructor walks the students through the school to show them emergency exits and the location of the fire extinguishers. They will also have a presentation on Title IV, VAWA, Health and Safety policy, Evacuation plan, and Operations and Maintenance plan by the Director/Title IV coordinator Huong Wang. Top Nails & Hair Beauty School encourages students and employees to be responsible for their own security and the security of others.

COLLECTING STATISTICS

All crimes reported in good faith to a campus security authority or local law enforcement personnel are recorded in the incident report binder located in the Administration office. The Financial Aid Advisor prepares the Campus Safety and Security report from collected data in the institutions incident report binder and from requesting crime statistics from the Unified Police Department. The request is made at the beginning of each calendar year and asks the department to provide all a report of all four general categories of offenses that have occurred on campus (1735 West 5400 South) or

on public property within and immediately adjacent to the institution. The campus crime report is published on the bulletin board, revised in the student handbook, and distributed via email annually by October 1st. Enrolled students and staff will receive the campus crime report annually. A paper or electronic copy may be obtained by contacting a member of the administration.

EMERGENCY RESPONSE AND EVACUATION

The Clergy Act requires every Title IV institution, without exception, to have and disclose emergency response and evacuation procedures that would be used in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The institution will without delay consider the safety of the community and determine the content of the notification and initiate the notification system. In the professional judgment of responsible authorities, the institution will not issue a notification that would compromise efforts to assist a victim, contain, respond to or otherwise mitigate the emergency. Please refer to the Health and Safety Plan for procedures used in the case of a significant emergency or dangerous situation. The Director/ Owner and Campus Security Authority are responsible for carrying out the actions described above.

DISSEMINATING INFORMATION TO THE LARGER COMMUNITY

The institution may disseminate emergency information to the larger community in a variety of ways.

1. Top Nails & Hair Beauty School maintains a website and all pertinent information is placed on the website as soon as it approved for accuracy.
2. Top Nails & Hair Beauty School maintains a list of all students and employees and provides emails as soon as information becomes available.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Top Nails & Hair Beauty School tests emergency response and evacuation procedures announced and unannounced at least once per calendar year. Tests are documented by description of exercise, date, time, and if the test was announced or unannounced. Top Nails & Hair Beauty School also publicizes this information by posting the Health & Safety Policy on the student bulletin board.

TIMELY WARNINGS

Top Nails & Hair Beauty School will alert staff and students in regard to any Clergy Act crime that is reported to campus security authorities or local police agencies and is considered to represent a serious or continuing threat. The schools Director and Administration is responsible for issuing timely warnings which will be disseminated through different methods (via email, phone, text message, posting, in person meeting) depending on the severity. Top Nails & Hair Beauty School has communicated with Unified Police Department requesting their cooperation in informing the institution of crimes reported to them in order to warrant timely warnings and emergency responses.

MISSING STUDENT NOTIFICATION PROCEDURES

Top Nails & Hair Beauty School does not offer on-campus housing. While this policy applies to students residing in on-campus student housing facilities, anyone who believes that a student might be missing should immediately report his or her concern to the local law enforcement.

DRUG & ALCOHOL PREVENTION

To ensure a drug-free school, all students/employees are given notice that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the school. If a student/employee is found to be in non-compliance with this notice, said student/employee will be suspended. Said student/employee will also be asked to attend a drug abuse program which must be approved by the school administrator and/or termination depending on the severity of the offense.

A second violation means the immediate termination of said student/employee without recourse.

TOP NAILS & HAIR DRUG POLICY

If you have a drug or alcohol related problem, the school staff is always available to you. We also have a list of organizations available to you should you need any help. It is important to know that a drug or alcohol related problem can lead to a licensure issue in the state of Utah due to the nature of our business and the safety of our customers. If you have prior incident or when an incident happens, it is encouraged to contact DOPL as soon as possible. Please refer to the Drug & Alcohol Policy in the student handbook.

The Anti-Drug Abuse Act of 1988 includes provisions that authorize Federal and State judges to deny certain Federal benefits -- including Title IV, HEA student aid -- to persons convicted of drug trafficking or possession. The Department of Education maintains a list within the Central Processing System (provided by the Department of Justice) against which all FAFSA applicants are matched. Applicants on the DOJ Drug Abuse Hold list are notified that they are not eligible for Title IV, HEA funds and told whom they can contact if they have questions.

UTAH DRUG LAWS

https://le.utah.gov/xcode/Title58/Chapter37/58-37-S8.html?v=C58-37-S8_2015051220151001

FEDERAL DRUG LAWS

<https://www.dea.gov/druginfo/ftp3.shtml>

VIOLENCE AGAINST WOMAN PREVENTION (VAWA)

Top Nails & Hair Beauty School prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

Top Nails & Hair Beauty School has adopted certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates; Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and the institution upon written request, will disclose to the alleged victim of a crime of violence (as the term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

DEFINITIONS

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;

- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

Sexual Assault is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668. Under Utah law, sexual offenses "without consent" of the victim arise when:

- 1) the victim expresses lack of consent through words or conduct;
- 2) the actor overcomes the victim through the actual application of physical force or violence;
- 3) the actor is able to overcome the victim through concealment or by the element of surprise;
- 4) the actor coerces the victim to submit by threatening to retaliate in the immediate future against the victim or any other person, and the victim perceives at the time that the actor has the ability to execute this threat; or (ii) the actor coerces the victim to submit by threatening to retaliate in the future against the victim or any other person, and the victim believes at the time that the actor has the ability to execute this threat; the actor knows the victim is unconscious, unaware that the act is occurring, or physically unable to resist;
- 5) the actor knows that as a result of mental disease or defect, or for any other reason the victim is at the time of the act incapable either of appraising the nature of the act or of resisting it;
- 6) the actor knows that the victim submits or participates because the victim erroneously believes that the actor is the victim's spouse;
- 7) the actor intentionally impaired the power of the victim to appraise or control his or her conduct by administering any substance without the victim's knowledge;
- 8) the victim is younger than 14 years of age;
- 9) the victim is younger than 18 years of age and at the time of the offense the actor was the victim's parent, stepparent, adoptive parent, or legal guardian or occupied a position of special trust in relation to the victim;
- 10) the victim is 14 years of age or older, but younger than 18 years of age, and the actor is more than three years older than the victim and entices or coerces the victim to submit or participate, under circumstances not amounting to the force or threat required under Subsection (2) or (4); or
- 11) the actor is a health professional or religious counselor, the act is committed under the guise of providing professional diagnosis, counseling, or treatment, and at the time of the act the victim reasonably believed that the act was for medically or professionally appropriate diagnosis, counseling, or treatment to the extent that resistance by the victim could not reasonably be expected to have been manifested. Utah Code Ann. §76-5406.

Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity.

WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED

- 1) Get to a safe place as soon as you can. Call 911 if you are in immediate danger.
- 2) Contact someone you trust to be with you for support. The Rape Recovery Center provides 24 hours support, 801-467-7273.

- 3) Incidents that occur on campus should be reported to our Title IX Coordinator, Van Tran, immediately at 801-964-5400 or contact@topbeautyschoolutah.com. If desired, he can assist you in filing a complaint with Unified Police Department.
- 4) Incidents that occur off campus should be reported to the Unified Police Department at 801-743-7000. Reporting to the police does not mean that you must press charges although if a minor is involved or this is a domestic violence situation, the police will file charges with or without your consent. Our Title IX Coordinator, Van Tran, is also available to assist in any off-campus incident. You may also decline to notify such authorities.
- 5) Do your best to preserve all physical evidence, even if you don't know if you want to report the assault or press charges.
- 6) Do not shower, bathe, eat, brush your teeth, or wash your hands.
- 7) Do not change your clothing if possible, but if you need to change, put everything you were wearing into a paper bag and take them to your medical exam.
- 8) If the assault took place in your room or home, do not rearrange, or clean up anything until you have decided whether to file a report.
- 9) Write down as much as you can remember about the assault, including a description of the assailant.
- 10) Seek medical care as soon as possible. The Rape Recovery Center (phone) has a 24-hour Hospital Response Team; a member can meet you at the hospital or Family Justice Center to provide information and support throughout the process. They can be reached at 801-467-7273.
- 11) To preserve forensic evidence, ask the hospital/facility Center to conduct a rape kit exam. Costs for this exam will be covered by Crime Victim Reparations. You can receive this exam whether you choose to involve the police.
- 12) If you suspect you have been drugged, ask that a urine sample be collected.
- 13) Even if you have no apparent injuries and you know that you will never report, it is important to get medical attention to determine the risks of STDs and pregnancy and receive appropriate prophylaxis medication if desired.
- 14) Get support. Many survivors of sexual assault experience a wide range of emotions following the assault, including shock, anger, self-blame, shame, helplessness, denial, fear, and mood swings, among others. These can occur immediately after an assault or weeks, months or even years later.

VICTIMS RIGHTS

Top Nails & Hair Beauty School does not issue orders of protection. For further information on obtaining a protection orders please contact your local law enforcement. Top Nails & Hair Beauty School will comply and enforce criminal, civil, or tribal court-ordered protective orders for the safety of all students and staff who could be harmed. All accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodation or protective measures. Clery Act reporting and disclosures are publicly available recordkeeping but will never include personally identifying information about the victim.

TO REPORT A CRIME

Contact the School Director, Huong Wang 801-964-5400 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the Institute buildings should be reported. To the extent permissible by law, Top Nails & Hair Beauty School keeps reports, records, and victim's names and information confidential. Top Nails & Hair Beauty School is obligated to comply with a student's request for a change in their academic situation following an alleged sex offense with the request being rational and obtainable regardless of whether the victim chose to report the crime to local law enforcement. These changes can be requested through a general appeal. Please see the schools Director for information on obtaining a general appeal for this purpose. The institution

does not counsel victims of “violence against woman”. Support services are available outside the school and are listed below.

VAWA & DOMESTIC VIOLENCE:

- Rape Recovery Center provides 24 hours support: 801-467-7273
- Rape Crisis Hotline: 888-421-1100
- Domestic Violence Hotline: 1-800-897-5465
- Adult Protective Services Hotline: Salt Lake County: 801-264-7669 All other counties of Utah: 800-371-7897
- Center for Women and Children in Crisis (Utah County): 801-377-5500
- South Valley Sanctuary (West Jordan): 801-255-1095
- Women’s Crisis Center: 801-781-0743
- YWCA: 801-537-8600

REGISTERED SEX OFFENDERS

Information concerning registered sex offenders may be obtained by using the following websites.

- <https://corrections.utah.gov/index.php/services/sex-offender-registry.html/>
- <https://www.fbi.gov/scams-and-safety/sex-offender-registry>

INSTITUTIONAL DISCIPLINARY PROCEEDINGS (GRIEVANCE POLICY AND PROCEDURE)

The following procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.

- 1) The college’s Title IX coordinator will investigate complaints and reports of alleged sexual misconduct by a student or employee. This official receives annual training on issues related to dating violence, domestic violence, sexual assault, and stalking. They also are trained on how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Top Nails will apply a “preponderance of evidence” standard meaning preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence
- 2) Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the victim and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event, shall mediation be used to resolve complaints involving allegations of sexual violence. All complaints of sexual misconduct must go through the steps of the “Formal Grievance Procedure.” This form will be given to you by the Title IX coordinator.
- 3) The institution will provide the student or employee a written explanation of their rights and options as a reporting victim of dating violence, domestic violence, sexual assault, or stalking. Regardless if the offense occurred on or off campus.

FORMAL PROCEDURE

- 1) It is some student’s/employees right to seek redress of any grievance relating to his/her education/workplace and carrying out the procedure will not adversely affect his/her standing with the school.
- 2) If the student considers that the informal approach has not resolved the issue or would be inappropriate given the nature of the grievance, he/she may raise his/her grievance in a formal way by writing to the Title IX Coordinator/Administration Department.
- 3) If the grievance is against the Administration Department the complaint should be made in writing to the school owner.
- 4) A formal grievance should normally be raised, where practicable, within 3 weeks of the action by another student or employee that has led to the grievance.
- 5) After the interview will be arranged to take place if possible, within two weeks of the student/employee stating his/her intention to initiate the formal procedure. The recipient of the complaint will arrange and, normally, conduct this interview. If it is not possible to hold the interview within this period then, with the student's/employee's

agreement, it may be arranged to take place with an alternative manager. A decision will be advised to the accused and the accuser as soon as possible and this will also be confirmed in writing and a note of the interview will be prepared.

6) The Title IX Coordinator considering the grievance will either: Uphold the grievance, stating what action will be taken, OR not uphold the grievance, and no further action will be taken, OR Advise that further investigations are necessary and indicate a likely timescale for a resolution of the grievance.

Top Nails & Hair Beauty School will provide a prompt, fair and impartial process from the initial investigation to the result. Sanctions imposed following the result of a sex offense include immediate termination, suspension, expulsion, cancellation of loans, loss of scholarship and grant funds, and fine and/or imprisonment.

ESCALATION STAGE

- 1) If a student is not satisfied with the outcome of the formal procedure, he/she may proceed with a written plea within 7 working days of the date he/she was informed of the decision from the Formal Stage. The plea should be in writing addressed to the School Director and should state whether he/she will be represented or accompanied at a plea interview. Relevant papers should also be sent with this notification.
- 2) The owner or school director will decide whether to hold the plea interview in person or whether it would be more appropriate for a third-party to conduct the interview.
- 3) An interview will be arranged to take place if possible, within two weeks of the student stating his/her intention to file a plea.
- 4) The result of the plea will be advised in writing, normally within 7 working days, and a note of the interview will be prepared.
- 5) The owner and third-party (if applicable) will either: uphold the plea, stating what action will be taken, OR not uphold the plea and no further action will be taken 6) All decisions made at this juncture are final.

REPRESENTATION

at each stage of the grievance procedure, including the informal procedure:

- Students may be accompanied by another student of Top Nails & Hair Beauty School, of his/her reasonable choice.
- If a student is to be accompanied or represented, he/she should advise the appropriate person holding the plea accordingly, giving details of the individual's name.

BYSTANDER INTERVENTION

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Most people want to help in difficult situations. Specific interventions can be divided into four main types:

- Engage: say or do something that directly engages one or more of the parties involved
- Distract: say or do something to interrupt the interaction
- Enlist: ask for the help of someone else who may be better able to intervene
- Delay: say or do something after the difficult moment or incident has passed

STRATEGIES FOR RISK REDUCTION

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you do not know where you are going, act like you do.

- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Do not allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Do not leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
- Do not accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, do not drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had or is acting out of character get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - o Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - o Be true to yourself. Do not feel obligated to do anything you do not want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - o Have a code word with your friends or family so that if you do not feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - o Lie. If you do not want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
 - o Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later

All incoming students and staff receive training in orientation on the information listed above from the school Director/ Title IX Coordinator. Some topics such as good listening skills and communication skills may be touched on throughout the programs business class to maintain prevention and awareness.

CYBER SECURITY POLICY

CYBER SECURITY POLICY

This cyber security policy is for Top Nails & Hair Beauty School employees, students, vendors and partners to refer to when they need advice and guidelines related to cyber law and cyber-crime. By having this cyber security policy, we are trying to protect Top Nails & Hair Beauty School data and technology infrastructure.

This policy applies to all employees, Top Nails & Hair Beauty School contractors, volunteers, vendors and anyone else who may have any type of access to Top Nails & Hair Beauty School systems, software, and hardware.

CONFIDENTIAL DATA

Some of the common examples of confidential data include (but not limited to):

- Classified financial information
- Customer data (Students & Spa Clients)
- Data about vendors
- Any passwords, alarm codes or keys that are assigned to you personally

Device Security- Using personal devices

Logging in to any company's accounts from personal devices such as mobile phones, tablets or laptops, can put our company's data at risk. does not Top Nails & Hair Beauty School recommend accessing any company data from personal devices. If inevitable, employees are obligated to keep their devices password protected in a safe place, not exposed to anyone else.

We recommend employees to follow these best practices:

- Keep all electronic devices' password secured and protected
- Logging into company's accounts should be done only through safe networks
- Install security updates on a regular basis
- Upgrade antivirus software on a regular basis
- Don't ever leave your devices unprotected and exposed
- Lock your computers when leaving the desk

E-mail Security

E-mails can carry scams or malevolent software (for example worms, bugs etc.). In order to avoid virus infection or data theft, our policy is always to inform employees:

- DO NOT email any personal data, including Student/Employees name, birthdate, social (including last for digits), etc.
- Abstain from opening attachments or clicking any links in the situations when its content is not well explained.
- Make sure to always check email addresses and names of senders.

- Search for inconsistencies.
- Be careful with clickbait titles (for example offering prizes, advice, etc.)

In case that an employee is not sure if the email received, or any type of data is safe, they can always contact Huong Wang 801-916-1389 at any time. If the suspicious e-mail is sent from a known person, it is best to call that person to see if they are who actually sent the e-mail.

COPIES

Do not leave any personal or financial data on the copy machine, if you see any personal or financial data in plain sight, please deliver the object to the appropriate person. If the appropriate person is not known, it may be placed in Huong Wang's office for safe keeping.

Managing Passwords

To ensure avoiding that your company account password gets hacked, use these best practices for setting up passwords:

- At least 8 characters (must contain capital and lower-case letters, numbers and symbols)
- Do not write down password and leave it unprotected
- Do not exchange credentials when not requested or approved by supervisor
- Change passwords every 3 months

Transferring Data

Data transfer is one of the most common ways cyber-crime happen. Follow these best practices when transferring data:

- Avoid transferring personal data such as customer and employee confidential data
- Adhere to personal data protection law
- Data can only be shared over company's network

Working Remotely

Even when working remotely, all the cybersecurity policies and procedures must be followed. All working remotely must be approved when accessing the Top Nails & Hair Beauty School's Network outside of business hours and secure location.

Disciplinary Action

When best practices and company policy are not followed, disciplinary actions take place.

Some of the examples of disciplinary actions include:

- In case of breaches that are intentional or repeated, and are harmful to our company, Top Nails & Hair Beauty School will take serious actions including termination
- Each case and incidence will be assessed on a case-by-case basis
- Everyone who disregards company's policies will face progressive discipline

EVALUATION OF THE POLICY

This policy will be evaluated annually at Top Nails & Hair Beauty School Employee Semi-Annual meeting.

Criteria: Determine whether the institution designated an individual to coordinate the information security program; performed a risk assessment that addresses the three areas noted in 16 C.F.R. § 314.4(b) and documented safeguards for identified risks.

Procedure: We reviewed the Institutions Student information Security Policy and Procedure. During the review of the policy we checked that the policy had a designated individual to coordinate the program. We then reviewed the risk assessment that was performed on (1) Employee training and management; (2) Information systems, including network

and software design, as well as information processing, storage, transmission and disposal; and (3) Detecting, preventing and responding to attacks, intrusions, or other systems failures. Upon reviewing the three areas of risk we reviewed the documentation on the safeguards that were implemented for each risk that was identified.

Conclusion: No exceptions noted.

CRIMINAL OFFENSE STATISTICS

Criminal Offenses	Year	On Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Negligent Manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Fondling	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Incest	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Statutory Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Robbery	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Aggravated Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Burglary	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Motor Vehicle Theft	2017	0	0	0
	2018	0	0	0

	2019	0	0	0
Arson	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

HATE CRIME STATISTICS

Criminal Offenses	Year	On Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Negligent Manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Fondling	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Incest	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Statutory Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Robbery	2017	0	0	0
	2018	0	0	0

	2019	0	0	0
Aggravated Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Burglary	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Motor Vehicle Theft	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Arson	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Larceny Theft	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Simple Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Intimidation	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Destruction	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Damage or Vandalism	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Other	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

ARRESTS AND PERSONS REFERRED FOR TOP NAILS & HAIR BEAUTY SCHOOL
DISCIPLINARY ACTION

Criminal Offenses	Year	On Campus	Public Property	Total
Illegal Weapons Possession	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Drug Abuse Violations	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Liquor Law Violations	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

VIOLENCE AGAINST WOMAN STATISTICS (VAWA)

Criminal Offenses	Year	On Campus	Public Property	Total
Domestic Violence	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Dating Violence	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Stalking	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Sexual Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

The data presented in the above tables summarize the reportable crimes that occurred from 2017- 2019. Top Nails & Hair Beauty School officials with responsibility for overseeing student safety compiled the following crime statistics. All crime statistics for murder, non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession are classified using the definitions of those crimes from the FBI’s Uniform Crime Reporting (UCR) Program. Crime statistics for fondling, incest, and statutory rape are classified using the definitions of those crimes from the National Incident – Based Reporting System (NIBRS) User Manual from the FBI’s UCR program. Crime statistics for the hate crimes of larceny theft, simple assault, intimidation, and destruction/damage/vandalism of property are classified using the definitions provided in the UCR’s Hate Crime Data Collection Guidelines and Training Guide.

Return to School after Serious Injury or Illness

Students who have been absent from school because of serious illness or injury are required to obtain a doctor’s release specifically stating that the student is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the student being absent from school for more than two consecutive weeks or one which may limit the student’s future performance of regular duties or assignments.

Management shall ensure that students who return to school after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

Jury Duty

Time off for mandatory jury duty or court appearances required as a result of a valid subpoena or court order is excused, provided that proof of duty is verified by the student’s instructor. The student is expected to report for class when it does not conflict with court obligations. It is the student’s responsibility to keep his or her instructor periodically informed about the amount of time required for jury duty or court appearances.

Customers

It is the school policy to provide its customers with the best possible service in a courteous and thoughtful manner at all times. The customer comes first and should be treated in the same manner that you would want to be treated.

- A. Any student refusing or complaining about receiving a client will be clocked out and sent home.
- B. If a customer has any contagious disease or is causing any type of incident, including insulting or intimidating you, you must notify your instructor and the situation will be addressed.

Dress Code

Student dress should be neat in appearance and in a manner consistent with a professional atmosphere. Long dark pants, long or medium length sleeve shirts and closed shoes are recommended. No Mini-skirts, low-cut shirts or shorts are allowed. The impression made on customers, visitors, and other students and the need to promote school and student safety should be kept in mind.

Leave of Absence Policy:

A Leave of Absence (LOA) will not involve any additional charges by Top Nails & Hair Beauty School.

Each student must request a LOA from the school in writing and it must be pre-approved by a school official before the start of the LOA. The LOA form must be filled out completely with an explanation of why the student is requesting the LOA, and must include student's signature.

In addition, there must be a reasonable expectation that the student will return to school otherwise the LOA will be denied. The LOA extends the students contract period by the same number of days taken in the LOA, see the "Leave of Absence Contract Addendum" for students revised graduation date and student signature.

If a student fails to return to school at the expiration of an approved LOA, the student's withdrawal date is the last day of attendance...

In rare cases of emergency that would prevent a student from providing prior written requests the information may be phoned in to the administration office and documented by the administration office staff. However, the student is required to come in and complete, sign, and date the LOA form as soon as possible but no later than 30 days after the initial phone request. If a student fails to complete the LOA form within the required 30 days the student will be withdrawn from the program. The beginning date of the approved LOA would be determined by the school staff to be the first date the student was unable to attend school because of the emergency.

A student's total number of days for all LOA's combined cannot exceed 180 days in any given 12 month period. (The 12 month period will begin on the first day of your first LOA.)

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

WARNING FOR FEDERAL STUDENT AID STUDENTS: If you fail to return to school on your scheduled return date. While student is actively on an LOA all financial disbursements will cease. In the rare situation the student doesn't reach the hours covered in the estimated disbursement date the student could be in jeopardy of losing financial aid disbursements.

Clocking In/Out

Students are required to clock in and out on a daily basis. Any student forgetting to clock in or out could lose hours. It is your responsibility to ensure correct calculations of hours and keep individual logs of your hours.

Students who are not prepared with student kit will not be allowed to clock in, attend class, or stay on campus.

Off-Campus Activities

Top Nails & Hair Beauty School, its owners, instructors or any of its operators are not responsible for any conduct that arise off-campus.

No Compete Clause:

Student understands and agrees that all educational instruction and written information obtained at Top Nails & Hair Beauty School is for professional use as beauty professionals. Student understands and agrees that s/he will not instruct in any facility other than Top

Nails & Hair Beauty School or accept an apprenticeship for a minimum period of two years after graduation from Top Nails & Hair Beauty School.

Satisfactory Academic Progress Policy 1

2

1. This policy applies to all students enrolled in NACCAS approved programs at Top Nails & Hair Beauty 3 School. This policy is consistently applied to all students regardless of full-time, part-time status or 4 payment methods and is given to student prior to enrollment. All periods of enrollment count toward Satisfactory Academic Progress (SAP). SAP evaluation results will be maintain in student file and student can have access to their file anytime if they wish to review or have a copy. 27 Top Nails & Hair Beauty School offers continual courses and therefore does not offer standard terms.

Federal regulations require the school to monitor the academic progress of all students receiving financial aid toward the completion of their program. This process is called Satisfactory Academic Progress. (SAP) The SAP policy is enforced in conjunction with all other school policies and procedures.

SAP is monitored each using two factors:

1. Cumulative Academic Performance (CAP)

Written Tests, Assignments, notes, homework, make-up, Services performed, demonstrations, workshops, and sanitation 5

2. Cumulative Attendance Rate (CAR) 5

2. ATTENDANCE PROGRESS

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school, regardless of schedule (full-time/part-time), status or payment methods.

3. MAXIMUM TIME FRAME 6

The maximum time a student has to complete is 143% of the program length. Students must maintain a cumulative attendance of 70% in order to be in satisfactory progress. On your school contract, there will be a start date and an end date. This is the time in which you would finish the course if you attended according to your schedule on the contract. As long as you maintain a 70% attendance rate, you will complete within the maximum time frame, which can be no more than 143% of the length of the course, and still be in satisfactory progress. A leave of absence will extend the student's contract period and 8 maximum time frame by the same number of days in the leave of absence. Students will return from a leave to the school in the same status at which they departed.

Students who exceed the maximum time frame shall be terminated from the program. If students who wishes to reenroll after exceeded the maximum time frame are permitted to re-enroll only on a cash-pay basis in a manner consistent with the re-enrollment provisions of our school's admission policy.

Students will also be suspended from Financial Aid once they have reached the following scheduled weeks: 7

Cosmetology	69 weeks
Barber	43 weeks
Master Esthetics	52 weeks
Basic Esthetics/Facialist	26 weeks
Nail Technology	13 weeks (Not eligible for Title IV funds)

4. ACADEMIC PROGRESS 9

Students are evaluated in theoretical performance by means of a written exam. A written exam follows each unit of theory study. Students are evaluated in practical skill development throughout the entire course of study based on criteria that are converted to a percentage grade. The clinic floor work is not factored into the GPA. The following grading scale is used at our school:

Grading System

Students are required to maintain 70% in all areas to be in satisfactory standing.

Theory: midterm, and final exam

Practical: Midterm, final and sanitation practices. 21 School will notify students of all evaluation results. Practical evaluations are based on specific criteria that are converted into a grade. Services on the clinic floor are not graded, just marked as having been done, and are not weighted into the overall GPA. 10

Grading Scale:

90-100%	Excellent
80-89%	Good
70-79%	Satisfactory
0-69%	Unsatisfactory

5. **DETERMINATION OF PROGRESS/Evaluation Periods**

Students will be evaluated for academic and attendance status at the periods listed below:

Students meeting the minimum requirements for both attendance and academic progress to be considered to be making satisfactory progress until the next scheduled evaluation. **13** Academic year of 900 clock hours to be completed in 28 academic weeks **11**

Program: 12	1 st Evaluation	2 nd Evaluation	3 rd Evaluation	4 th Evaluation
Nail Technology (300 hours)-Actual Hours Earned: 14	150 (5 weeks)	300(10 weeks)		
Basic Esthetics/Facialist (600 hours)- Actual Earned:	300 (10 weeks)	600(19 weeks)		
Master Esthetics (1200 hours)- Actual Hours Earned:	450 (14 weeks)	900 (28 weeks)	1200 (36 weeks)	
Barber (1000 hours)-Actual Hours Earned:	450 (14 weeks)	900 (28 weeks)		
Cosmetology (1600 hours)– Actual Hours Earned:	450 (14 weeks)	900 (28 weeks)	1250 (38 weeks)	1600 (49 weeks)

7. **FINANCIAL AID WARNING**

Students who were making SAP in the prior payment period or were in the first payment period of his/her program will be placed on a warning status if he/she fails to meet SAP standards. The student remains on financial aid warning status for one payment period and remains eligible to receive financial aid, if applicable during that period. No action is required by the student to receive a financial aid warning status and the student will be notified in writing. Students who fail to make SAP at the end of the financial aid warning period will lose Title IV eligibility unless they appeal and are placed on probation.

WARNING: 15

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next evaluation period. Students will be notified in writing that they are meeting the minimum requirements. Students who do not achieve minimum standards are no longer eligible for Title IV, HEA program funds, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Students failing to meet the minimum requirements will be placed on warning until the next evaluation period is reached.

Students will be notified in writing that they have been placed on warning.

Students will be able to receive financial aid for the warning period. However, for financial aid eligibility to continue, students must meet both the minimum requirements by the end of the next evaluation period.

PROBATION 16

If the student has not met progress requirements at the end of the financial aid warning period, the student loses Title IV eligibility. In order for the student to continue to receive federal financial aid, if applicable, the student **MUST APPEAL 17** the satisfactory progress decision at the beginning of the probationary period and prevail upon appeal. The student has until the next evaluation period to bring his/her grades and/or attendance up to minimum requirements. If satisfactory performance is not achieved by the end of the probationary period, your financial aid, if applicable, will be interrupted and you will be responsible for payment of all tuition balances. The student will then be required to bring your grades and/or attendance up to satisfactory levels in order to have financial aid reinstated.

If a student does not meet the requirements by the end of the probationary, he or she may be terminated at the discretion of the institution. In the event a student is terminated due to not making satisfactory academic progress, all policies regarding the institution's refund policy will apply. Financial aid warning and probationary students who meet Satisfactory Academic Progress by the conclusion of the warning/probationary period will be removed from academic/probationary and will retain eligibility for the Title IV aid, if applicable. Students will be notified of any evaluation that impacts the student's eligibility for financial aid.

7. **LEAVES OF ABSENCE**

A Leave of Absence (LOA) will not involve any additional charges by the institution.

Each student must request a LOA from the school in writing and it must be pre-approved by a school official before the start of the LOA. The LOA form must be filled out completely with an explanation of why the student is requesting the LOA, and must include student's signature.

In addition, there must be a reasonable expectation that the student will return to school otherwise the LOA will be denied.

The LOA extends the students contract period by the same number of days taken in the LOA, see the "Leave of Absence Contract Addendum" for students revised graduation date and student signature.

If a student fails to return to school at the expiration of an approved LOA, the student's withdrawal date is the last day of attendance...

In rare cases of emergency that would prevent a student from providing prior written requests the information may be phoned in to the administration office and documented by the administration office staff. However, the student is required to come in and complete, sign, and date the LOA form as soon as possible but no later than 30 days after the initial phone request. If a

student fails to complete the LOA form within the required 30 days the student will be withdrawn from the program. The beginning date of the approved LOA would be determined by the school staff to be the first date the student was unable to attend school because of the emergency.

A student's total number of days for all LOA's combined cannot exceed 180 days in any given 12 month period. (The 12 month period will begin on the first day of your first LOA.)

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

WARNING FOR FEDERAL STUDENT AID STUDENTS: If you fail to return to school on your scheduled return date. While student is actively on an LOA all financial disbursements will cease. In the rare situation the student doesn't reach the hours covered in the estimated disbursement date the student could be in jeopardy of losing financial aid disbursements.

8. **APPEAL PROCESS**

Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit an appeal within ten (10) calendar days of receiving the determination notice. Reasons for which students may appeal include death of an immediate family member, an injury or illness resulting in the hospitalization of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the School Director. The appeal must describe special circumstances that impacted the student's performance and include any supporting documentation the student wishes to have considered. It must also include a description of what has changed that will allow the student to achieve Satisfactory Academic Progress by the end of the next payment period. An appeal decision will be made and the student notified within 14 days of the receipt of the appeal.

18 Should a student prevail upon his/her appeal, the student will be on Probation, and Title IV assistance will be reinstated, if applicable. The student must be achieving Satisfactory Academic Progress at the end of the Probationary Period/Next Evaluation Period or all Financial Aid will again be terminated. **20**

In the case of an adverse determination of the student's appeal, the student will be deemed ineligible for Title IV assistance (if applicable) and shall revert to cash pay status. If payment arrangements cannot be made, the student will be terminated from the program.

The appeal must be made in writing and the committee will issue a response within 14 business days of the appeal date. The committee may determine that due to extenuating circumstances the student is making satisfactory progress towards his/her certificate despite the failure to conform within the time frame or minimum grade averages. Examples may include death of immediate family member, medical injury, or other allowable circumstances. Documentation may be submitted as to why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.

The committee will also determine if the student can reasonably re-establish SAP. No additional appeals are afforded. Appeal Committee decisions are final. All appeal documentation is maintained in student's file.

9. **RE-ESTABLISH SATISFACTORY ACADEMIC PROGRESS & INSTATEMENT OF FUNDS **18****

If satisfactory performance is not achieved by the end of the probationary period, your financial aid, if applicable, will be interrupted and you will be responsible for payment of all tuition balances. You will then be required to bring your grades and/or attendance up to satisfactory levels in order to have financial aid reinstated. Student re-entering a program will return at the same SAP status as when they left. **19**

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

10. **FINANCIAL AID INELIGIBILITY**

If a student fails to meet the minimum CAP or CAR requirements for two evaluation periods, the student will no longer be eligible for financial aid. Students will be notified in writing that they have been placed on suspension. **19**

11. **COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES **22****

Course incompletes, repetitions and non-credit remedial courses have no effect on progress at Top Nails & Hair Beauty School. **25**

All hours that are transfer from another institution that are accepted toward the student's program at Top **26** Nails & Hair Beauty School will be counted as both attempted and completed hours. **23 24**
Student evaluations are maintained in the student's file and are accessible to the student upon request.

If student's enrollment is temporarily interrupted for a Leave of Absence or withdraw prior to completion of the course and wish to re-enroll, will re-enter in the same progress status as when they left.

For withdrawal: actual hours completed prior to the interruption or withdrawal will count toward the allowable maximum time frame for course completion. Withdraw calculation will be conducted according to the school refund/cancellation policy. Return to Title IV will also be calculated. Any monies difference in the balance between the two calculations will be the responsibility of the student.

TRANSFER STUDENTS

Transfer students' hours from another institution that are accepted towards the students educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum come from has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Withdrawal Policy

Regardless of the average level of attendance, students who have more than 14 calendar days of absences will be withdrawn. This policy will apply to all students except those on an approved Leave-of-Absence. Students who expect to be absent 14 or more days are encouraged to request a Leave-of-Absence. Students are officially withdrawn on date of notification, date terminated by the institution, date of 15th day of absent, or date when the student failed to return from an approved leave of absence. Students have the right to withdraw from school at any time and receive a refund for the part of the course not taken according to refund policy. Students who wish to withdraw should contact an administrator to fill out a withdrawal request form and to fill out any necessary forms such as refund calculation form as well as exit interview. Students were withdrawn voluntarily or involuntarily may re-enroll only with approval from administrators.

Grievance Policy & Procedure

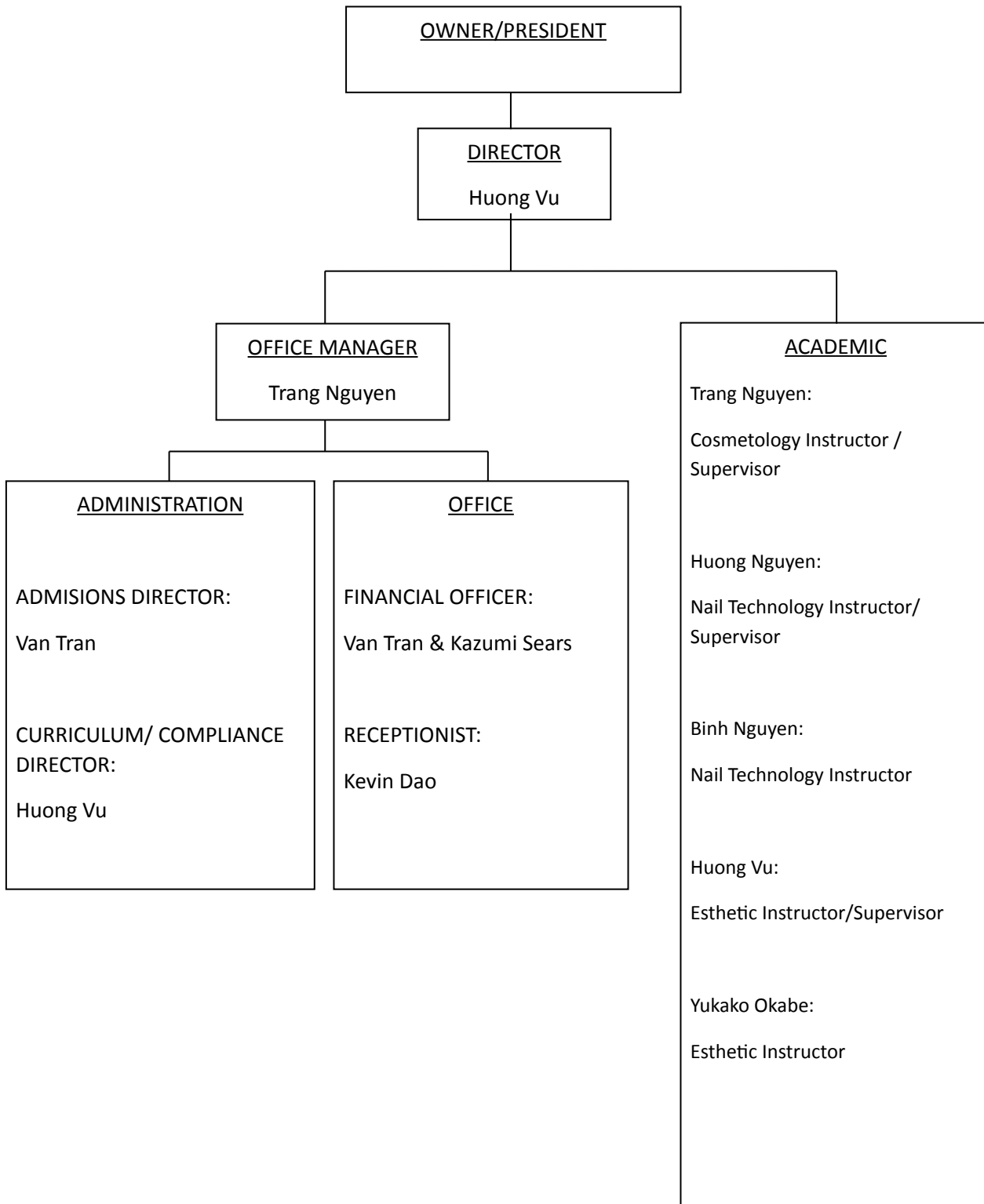
A grievance is defined as any dispute or complaint arising between a student, client or other interested party and the school. In order to file a complaint, the complainant must follow these steps:

1. The complaint must be submitted in writing to the school Director detailing the allegations and substantiating it with documentation if possible. The *Grievance Form* must be used.
2. The student will receive a written answer from the school Director within five business days.
3. If, at this time, the complaint is not resolved to the satisfaction of the complainant, then a Complaint Committee, consisting of the school Director and school Owner will meet within another five business days to see if the matter can be resolved.
4. The decision from the Complaint Committee will be submitted to the complainant in writing within five business days. This decision will be final.
5. If the complainant is still not satisfied with the Committee's decision, a formal complaint can be submitted to a regulatory agency as follows:

The Utah Division of Occupational
& Professional Licensing
160 East, 300 South, POB 45805
Salt Lake City, UT 84145
801-530-6628
cormond@br.state.ut.us

NACCAS
3015 Colvin St
Alexandria, VA 22314
703-600-7600
naccas.org
naccas@naccas.org

ORGANIZATIONAL CHART



Consumer Information

"Cosmetology" includes the practice of bleaching, cleansing, curling, cutting, coloring, dressing, removing, singeing, styling, waving, or similar work, upon the hair of any person by any means, and with hands or mechanical or electrical apparatus or appliances. Non-permanent removal of hair services may be performed with these devices as long as there is no puncturing of the skin, or by use of cosmetic preparations, antiseptics, tonics, lotions, or creams, massaging, cleansing, stimulating, exercising, beautifying, or similar work, the scalp, face, neck, arms, bust, or upper part of the body, or manicuring the nails of any person. A cosmetologist may hold themselves to be a Beautician, Beauty Culturists, Beauty Operator, Cosmetologists, or Hairdresser.

Compensation/Job Outlook

Job opportunities generally should be good. However, competition is expected for employments and clients at higher paying salons as applicants compete with a large pool of licensed and experienced cosmetologists for these positions. Opportunities will be best for those with previous experience and for those licensed to provide a broad range of services. Overall employment of barbers, cosmetologists, and other personal appearance workers is projected to grow about as fast as the average for all occupations, because of an increasing population, rising incomes, and growing demand for personal appearance services. In addition to those arising from job growth, numerous job openings will come about from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. Employment of hairdressers, hairstylists, and cosmetologists should grow about as fast as the average for all workers because many now cut and style both men's and women's hair and because the demand for hair treatment by teens and aging baby boomers is expected to remain steady or even grow.

A number of factors, including the size and location of the salon, clients' tipping habits, and competition from other salons, determine the total income of cosmetologists, and other personal appearance workers. They may receive commissions based on the price of the service, or a salary based on the number of hours worked, and many receive commissions on the products they sell. In addition, some salons pay bonuses to employees who bring in new business. A cosmetologist's initiative and ability to attract and hold regular clients also are key factors in determining his or her earnings. Earnings for entry-level workers are usually low; however, for those who stay in the profession, earnings can be considerably higher.

Although some salons offer paid vacations and medical benefits, many self-employed and part-time workers in this occupation do not enjoy such benefits.

National average earnings (excluding tips) for a Cosmetologist is \$38,843 and a Hair colorist is \$46,402.

Overall, cosmetologists and other personal appearance workers held about 861,300 jobs in 2016. Of these, barbers, hairdressers, hairstylists, and cosmetologists held 617,300 jobs, manicurists and pedicurists 126,300, Basic Esthetics/Facialist (**skin care specialists**) **61,300**, and barbers 56,400.

Most of these workers are employed in beauty salons, but they also are found in nail salons, day and resort spas, department stores, nursing and other residential care homes, and drug and cosmetics stores. Nearly every town has a beauty salon, but employment in this occupation is concentrated in the most populous cities and States. About 48 percent of cosmetologists are self-employed. Many own their own salon, but a growing number lease booth space or a chair from the salon's owner.

In addition to working with clients, personal appearance workers are expected to maintain clean work areas and sanitize all their work instruments. They may make appointments and keep records of hair color and permanent-wave formulas used by their regular clients. A growing number actively sell hair care products and other cosmetic supplies. Personal appearance workers who operate their own salons have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

Physical Demands of the Profession

Cosmetologists and other personal appearance workers usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important, because these workers are on their feet for most of their shift. Prolonged exposure to some hair and nail chemicals may cause irritation, so protective clothing, such as plastic gloves or aprons, may be worn.

Most full-time cosmetologists and other personal appearance workers put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and are busiest. Cosmetologists generally work on weekends and during lunch and evening hours; as a result, they may arrange to take breaks during less busy times. About 32 percent of cosmetologists work part time, and 14 percent of cosmetologists have variable schedules.

Safety Requirements of the Profession

Certain safety requirements must be followed for the safety of all. Inflamed, infected, broken or swollen skins should not be worked upon. Infectious diseases must be kept out of the salon/school. When using chemicals, gloves, protective eyewear, and/or protective clothing should be considered. All OSHA laws must be observed.

Licensing Requirements

Once a student completes the 1600 hours and graduates from the Cosmetology school, he or she can go take the tests through PSI then submit application for licensure. The Examination Application and Fee is \$86.00 theory exam \$88.00 practical exam paid to Prov. The license fee is \$60.00 paid to Department of Occupational and Professional Licensing once both exams have been passed.

Personal appearance workers must keep abreast of the latest fashions and beauty techniques as hairstyles change, new products are developed, and services expand to meet clients' needs. They attend training at salons, cosmetology schools, or industry trade shows. Through workshops and demonstrations of the latest techniques, industry representatives introduce cosmetologists to a wide range of products and services. As retail sales become an increasingly important part of salons' revenue, the ability to be an effective salesperson becomes ever more vital for salon workers.

Successful personal appearance workers should have an understanding of fashion, art, and technical design. They should enjoy working with the public and be willing and able to follow clients' instructions. Communication, image, and attitude play an important role in career success. Some cosmetology schools consider "people skills" to be such an integral part of the job that they require coursework in that area. Business skills are important for those who plan to operate their own salons.

Consumer Information

"Barber" includes the practice of draping, shaving, scissor and razor cutting, mustache and beard design, wet and thermal styling, clipper variations or similar work, upon the hair of any person by any means, and with hands or mechanical or electrical apparatus or appliances. A barber may hold themselves to be a Beautician, Beauty Culturists, or Beauty Operator.

Compensation/Job Outlook

Job opportunities generally should be good. However, competition is expected for employments and clients at higher paying salons as applicants compete with a large pool of licensed and experienced barber for these positions. Opportunities will be best for those with previous experience and for those licensed to provide a broad range of services. Overall employment of barbers, cosmetologists, and other personal appearance workers is projected to grow about as fast as the average for all occupations, because of an increasing population, rising incomes, and growing demand for personal appearance services. In addition to those arising from job growth, numerous job openings will come about from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. Employment of barbers, hairstylists, and cosmetologists should grow about as fast as the average for all workers because many now cut and style both men's and women's hair and because the demand for hair treatment by teens and aging baby boomers is expected to remain steady or even grow.

A number of factors, including the size and location of the salon, clients' tipping habits, and competition from other salons, determine the total income of barbers, cosmetologists, and other personal appearance workers. They may receive commissions based on the price of the service, or a salary based on the number of hours worked, and many receive commissions on the products they sell. In addition, some salons pay bonuses to employees who bring in new business. A barber's initiative and ability to attract and hold regular clients also are key factors in determining his or her earnings. Earnings for entry-level workers are usually low; however, for those who stay in the profession, earnings can be considerably higher.

Although some salons offer paid vacations and medical benefits, many self-employed and part-time workers in this occupation do not enjoy such benefits.

National average earnings (excluding tips) for a Cosmetologist is \$38,843 and a Hair colorist is \$46,402.

Overall, cosmetologists and other personal appearance workers held about 861,300 jobs in 2016. Of these, barbers, hairdressers, hairstylists, and cosmetologists held 617,300 jobs, manicurists and pedicurists 126,300, Basic Esthetics/Facialist (**skin care specialists**) **61,300**, and barbers 56,400. Most of these workers are employed in beauty salons, but they also are found in day and resort spas, department stores, nursing and other residential care homes, and drug and cosmetics stores.

Nearly every town has a beauty salon, but employment in this occupation is concentrated in the most populous cities and States. About 48 percent of Barbers/cosmetologists are self-employed. Many own their own salon, but a growing number lease booth space or a chair from the salon's owner.

In addition to working with clients, personal appearance workers are expected to maintain clean work areas and sanitize all their work instruments. They may make appointments and keep records of hair color and permanent-wave formulas used by their regular clients. A growing number actively sell hair care products and other cosmetic supplies. Personal appearance workers who operate their own salons have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

Physical Demands of the Profession

Barbers/Cosmetologists and other personal appearance workers usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important, because these workers are on their feet for most of their shift. Prolonged exposure to some hair and nail chemicals may cause irritation, so protective clothing, such as plastic gloves or aprons, may be worn.

Most full-time barbers/cosmetologists and other personal appearance workers put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and are busiest. Barbers/cosmetologists generally work on weekends and during lunch and evening hours; as a result, they may arrange to take breaks during less

busy times. About 32 percent of barbers/cosmetologists work part time, and 14 percent of barbers/cosmetologists have variable schedules.

Safety Requirements of the Profession

Certain safety requirements must be followed for the safety of all. Inflamed, infected, broken or swollen skins should not be worked upon. Infectious diseases must be kept out of the salon/school. When using chemicals, gloves, protective eyewear, and/or protective clothing should be considered. All OSHA laws must be observed.

Licensing Requirements

Once a student completes the 1000 hours and graduates from the Cosmetology school, he or she can go take the tests through PSI then submit application for licensure. The Examination Application and Fee is \$86.00 theory exam \$88.00 practical exam paid to PSI. The license fee is \$60.00 paid to Department of Occupational and Professional Licensing once both exams have been passed.

Personal appearance workers must keep abreast of the latest fashions and beauty techniques as hairstyles change, new products are developed, and services expand to meet clients' needs. They attend training at salons, cosmetology schools, or industry trade shows. Through workshops and demonstrations of the latest techniques, industry representatives introduce cosmetologists to a wide range of products and services. As retail sales become an increasingly important part of salons' revenue, the ability to be an effective salesperson becomes ever more vital for salon workers.

Successful personal appearance workers should have an understanding of fashion, art, and technical design. They should enjoy working with the public and be willing and able to follow clients' instructions. Communication, image, and attitude play an important role in career success. Some cosmetology schools consider "people skills" to be such an integral part of the job that they require coursework in that area. Business skills are important for those who plan to operate their own salons.

Consumer Information

"Basic Esthetics/Facialist" is the practice of applying make-up, skin care or beautifying the face or neck by use of cosmetic preparations, antiseptics, tonics, lotions, or creams. Services include applying eyelashes or removing facial hair by tweezing, depilatories or waxing. The actual day-to-day job tasks of an esthetician can vary greatly. Some specialize in one or two cutting-edge treatments in a luxury spa, others perform a variety of services in smaller spas. In department stores, estheticians are often hired to push one particular brand of product or do a quick makeover on a prospective customer.

However, all Basic esthetics/Facialist share a few tasks. Most importantly, they must make sure that clients are comfortable and pleased with their treatments. They must remain friendly, sympathetic, and accommodating regardless of the circumstances. They must also act as salespeople, promoting their treatments and the sale of the products they use.

Whatever their specific tasks, Basic Esthetics/Facialist have the potential to make people feel and look better, and for many in the profession, this is the best part of the job. Beauty may be only skin deep, but for estheticians, that's deep enough. Specific tasks include

- Analyzing customers' skin care needs
- Discussing treatments and products with customers
- Performing facials, applying chemical peels, tinting eyebrows, and doing facial massage and makeup
- Advising customers on skin care and makeup techniques
- Cleaning equipment and work area
- Promoting skin care products

Compensation/Job Outlook

National average salary (not including tips) for a Basic Esthetics/Facialist is \$40,126.

Employers generally use one of three methods to compensate Basic Esthetics/Facialist. Some employers pay a set price, which varies widely, for work done. Others pay an hourly wage whether or not the basic esthetics/facialist work. These hourly wages also vary widely, running anywhere from \$8 to \$17 per hour.

Most employers, however, pay basic esthetics/facialist on commission, a percentage of the amount charged for the work performed. They generally start new workers out at a commission of about 45% of the fee the customer pays and increase the percentage up to 50-60% once the basic esthetics/facialist gains experience. Although the dollar amount of the commission can be quite high, basic esthetics/facialist who are employed as private contractors must pay all their taxes, social security, and health insurance from this amount. Even if they do work as employees and receive benefits from their employers, high commissions are often offset by periods in which basic esthetics/facialist have few appointments.

Job opportunities generally should be good. However, competition is expected for jobs and clients at higher paying salons as applicants compete with a large pool of licensed and experienced cosmetologists for these positions. Opportunities will be best for those with previous experience and for those licensed to provide a broad range of services. Overall employment of personal appearance workers is projected to grow about as fast as the average for all occupations, because of an increasing population, rising incomes, and growing demand for personal appearance services. In addition to those arising from job growth, numerous job openings will come about from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons.

A number of factors, including the size and location of the salon, clients' tipping habits, and competition from other salons, determine the total income. They may receive commissions based on the price of the service, or a salary based on the number of hours worked, and many receive commissions on the products they sell. In addition, some salons pay bonuses to employees who bring in new business. A cosmetologist's initiative and ability to attract and hold regular clients also are key factors in determining his or her earnings. Earnings for entry-level workers are usually low; however, for those who stay in the profession, earnings can be considerably higher. Although some salons offer paid vacations and medical benefits, many self-employed and part-time workers in this occupation do not enjoy such benefits.

Overall, cosmetologists and other personal appearance workers held about 861,300 jobs in 2016. Of these, barbers, hairdressers, hairstylists, and cosmetologists held 617,300 jobs, manicurists and pedicurists 126,300, Basic Esthetics/Facialist (**skin care specialists**) **61,300**, and barbers 56,400. Most of these workers are employed in beauty salons, but they also are found in day and resort spas, department stores, nursing and other residential care homes, and drug and cosmetics stores.

Physical Demands of the Profession

Skin care specialists usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important, because these workers are on their feet for most of their shift. Most full-time personal appearance workers put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and are busiest. Work hours can be on the weekends and during lunch and evening hours; as a result, they may arrange to take breaks during less busy times.

Safety Requirements of the Profession

Certain safety requirements must be followed for the safety of all. Inflamed, infected, broken or swollen skins should not be worked upon. Infectious diseases must be kept out of the salon/school. When using chemicals, gloves, protective eyewear, and/or protective clothing should be considered. All OSHA laws must be observed.

Licensing Requirements

Once a student completes the 600 hours and graduates from school, he or she can go take the tests through PSI then submit application for licensure. The Examination Application and Fee is \$86.00 theory exam \$88.00 practical exam paid to Prov. The license fee is \$60.00 paid to Department of Occupational and Professional Licensing once both exams have been passed.

Personal appearance workers must keep abreast of the latest fashions and beauty techniques as hairstyles change, new products are developed, and services expand to meet clients' needs. They attend training at salons, cosmetology schools, or industry trade shows. Through workshops and demonstrations of the latest techniques, industry representatives introduce cosmetologists to a wide range of products and services. As retail sales become an increasingly important part of salons' revenue, the ability to be an effective salesperson becomes ever more vital for salon workers. Successful personal appearance workers should have an understanding of fashion, art, and technical design. They should enjoy working with the public and be willing and able to follow clients' instructions. Communication, image, and attitude play an important role in career success. Some cosmetology schools consider "people skills" to be such an integral part of the job that they require coursework in that area. Business skills are important for those who plan to operate their own salons.

Consumer Information

"Master Esthetics" is the practice of applying make-up, skin care or beautifying the face or neck by use of cosmetic preparations, antiseptics, tonics, lotions, or creams. Advanced facials, manual and mechanical. Advanced chemical exfoliation, including pre and post exfoliation consultations and treatments. Advanced pedicures and aroma therapy. Services include applying eyelashes or removing facial hair by tweezing, depilatories or waxing, and advanced waxing. The actual day-to-day job tasks of an esthetician can vary greatly. Some specialize in one or two cutting-edge treatments in a luxury spa, others perform a variety of services in smaller spas. In department stores, estheticians are often hired to push one particular brand of product or do a quick makeover on a prospective customer. Master estheticians can also be working in medical settings such as assisting a medical dermatologist in the clinics.

However, all estheticians share a few tasks. Most importantly, they must make sure that clients are comfortable and pleased with their treatments. They must remain friendly, sympathetic, and accommodating regardless of the circumstances. They must also act as salespeople, promoting their treatments and the sale of the products they use.

Whatever their specific tasks, estheticians have the potential to make people feel and look better, and for many in the profession, this is the best part of the job. Beauty may be only skin deep, but for estheticians, that's deep enough. Specific tasks include

- Analyzing customers' skin care needs
- Discussing treatments and products with customers
- Performing facials, applying chemical peels, tinting eyebrows, and doing facial massage and makeup
- Advising customers on skin care and makeup techniques
- Cleaning equipment and work area
- Promoting skin care products

Compensation/Job Outlook

National average salary (not including tips) for a Master/Medical Esthetician is \$52,340 (www.eHow.com)

Employers generally use one of three methods to compensate estheticians. Some employers pay a set price, which varies widely, for work done. Others pay an hourly wage whether or not the estheticians work. These hourly wages also vary widely, running anywhere from \$8 to \$17 per hour.

Most employers, however, pay estheticians on commission, a percentage of the amount charged for the work performed. They generally start new workers out at a commission of about 45% of the fee the customer pays and increase the percentage up to 50-60% once the esthetician gains experience. Although the dollar amount of the commission can be quite high, estheticians who are employed as private contractors must pay all their taxes, social security, and health insurance from this amount. Even if they do work as employees and receive benefits from their employers, high commissions are often offset by periods in which estheticians have few appointments.

Job opportunities generally should be good. However, competition is expected for jobs and clients at higher paying salons as applicants compete with a large pool of licensed and experienced cosmetologists for these positions. Opportunities will be best for those with previous experience and for those licensed to provide a broad range of services. Overall employment of personal appearance workers is projected to grow about as fast as the average for all occupations, because of an increasing population, rising incomes, and growing demand for personal appearance services. In addition to those arising from job growth, numerous job openings will come about from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons.

A number of factors, including the size and location of the salon, clients' tipping habits, and competition from other salons, determine the total income. They may receive commissions based on the price of the service, or a salary based on the number of hours worked, and many receive commissions on the products they sell. In addition, some salons pay bonuses to employees who bring in new business. A cosmetologist's initiative and ability to attract and hold regular clients also are key factors in determining his or her earnings. Earnings for entry-level workers are usually low; however, for those who stay in the profession, earnings can be considerably higher. Although some salons offer paid vacations and medical benefits, many self-employed and part-time workers in this occupation do not enjoy such benefits.

Overall, cosmetologists and other personal appearance workers held about 861,300 jobs in 2016. Of these, barbers, hairdressers, hairstylists, and cosmetologists held 617,300 jobs, manicurists and pedicurists 126,300, Basic Esthetics/Facialist (**skin care specialists**) **61,300**, and barbers 56,400. Most of these workers are employed in beauty salons, but they also are found in day and resort spas, department stores, nursing and other residential care homes, and drug and cosmetics stores.

Physical Demands of the Profession

Skin care specialists usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important, because these workers are on their feet for most of their shift. Most full-time personal appearance workers put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and are busiest. Work hours can be on the weekends and during lunch and evening hours; as a result, they may arrange to take breaks during less busy times.

Safety Requirements of the Profession

Certain safety requirements must be followed for the safety of all. Inflamed, infected, broken or swollen skins should not be worked upon. Infectious diseases must be kept out of the salon/school. When using chemicals, gloves, protective eyewear, and/or protective clothing should be considered. All OSHA laws must be observed.

Licensing Requirements

Once a student completes the 1200 hours and graduates from school, he or she can go take the tests through PSI then submit application for licensure. The Examination Application and Fee is \$86.00 for theory exam \$88.00 practical exam paid to Prov. However, if a student is currently holding a basic esthetics license and passed the practical exam. The he or she only needs to take the theory master esthetics exam portion. The license fee is \$85.00 paid to Department of Occupational and Professional Licensing once the required exam(s) were passed.

Personal appearance workers must keep abreast of the latest fashions and beauty techniques as hairstyles change, new products are developed, and services expand to meet clients' needs. They attend training at salons, cosmetology schools, or industry trade shows. Through workshops and demonstrations of the latest techniques, industry representatives introduce cosmetologists to a wide range of products and services. As retail sales become an increasingly important part of salons' revenue, the ability to be an effective salesperson becomes ever more vital for salon workers. Successful personal appearance workers should have an understanding of fashion, art, and technical design. They should enjoy working with the public and be willing and able to follow clients' instructions. Communication, image, and attitude play an important role in career success. Some cosmetology schools consider "people skills" to be such an integral part of the job that they require coursework in that area. Business skills are important for those who plan to operate their own salons.

Consumer Information

"Nail Technology" includes the practice of manicuring, pedicuring, acrylic nails, gel nails, fiberglass nails, nail art, paraffin, sculpturing and enhancing the beautifying the nails of any person by any means safely.

Compensation/Job Outlook

Job opportunities generally should be good. However, competition is expected for employments and clients at higher paying salons as applicants compete with a large pool of licensed and experienced cosmetologists for these positions. Opportunities will be best for those with previous experience and for those licensed to provide a broad range of services. Overall employment of barbers, cosmetologists, and other personal appearance workers is projected to grow about as fast as the average for all occupations, because of an increasing population, rising incomes, and growing demand for personal appearance services. In addition to those arising from job growth, numerous job openings will come about from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. Employment of hairdressers, hairstylists, and nail technicians should grow about as fast as the average for all workers because the demand for nail treatment by teens and aging baby boomers is expected to remain steady or even grow.

A number of factors, including the size and location of the salon, clients' tipping habits, and competition from other salons, determine the total income of nail technician and other personal appearance workers. They may receive commissions based on the price of the service, or a salary based on the number of hours worked, and many receive commissions on the products they sell. In addition, some salons pay bonuses to employees who bring in new business. A nail technician's initiative and ability to attract and hold regular clients also are key factors in determining his or her earnings. Earnings for entry-level workers are usually low; however, for those who stay in the profession, earnings can be considerably higher.

Although some salons offer paid vacations and medical benefits, many self-employed and part-time workers in this occupation do not enjoy such benefits.

National average earnings (excluding tips) for a nail technician is \$33,148.

Overall, cosmetologists and other personal appearance workers held about 861,300 jobs in 2016. Of these, barbers, hairdressers, hairstylists, and cosmetologists held 617,300 jobs, manicurists and pedicurists 126,300, Basic Esthetics/Facialist (**skin care specialists**) **61,300**, and barbers 56,400. Most of these workers are employed in beauty salons, but they also are found in day and resort spas, department stores, nursing and other residential care homes, and drug and cosmetics stores.

Nearly every town has a beauty salon, but employment in this occupation is concentrated in the most populous cities and States. About 48 percent of cosmetologists are self-employed. Many own their own salon, but a growing number lease booth space or a chair from the salon's owner.

In addition to working with clients, personal appearance workers are expected to maintain clean work areas and sanitize all their work instruments. They may make appointments and keep records of hair color and permanent-wave formulas used by their regular clients. A growing number actively sell hair care products and other cosmetic supplies. Personal appearance workers who operate their own salons have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

Physical Demands of the Profession

Cosmetologists and other personal appearance workers usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important, because these workers are on their feet for most of their shift. Prolonged exposure to some hair and nail chemicals may cause irritation, so protective clothing, such as plastic gloves or aprons, may be worn.

Most full-time cosmetologists and other personal appearance workers put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and

weekends, the times when beauty salons and are busiest. Cosmetologists generally work on weekends and during lunch and evening hours; as a result, they may arrange to take breaks during less busy times. About 32 percent of cosmetologists work part time, and 14 percent of cosmetologists have variable schedules.

Safety Requirements of the Profession

Certain safety requirements must be followed for the safety of all. Inflamed, infected, broken or swollen skins should not be worked upon. Infectious diseases must be kept out of the salon/school. When using chemicals, gloves, protective eyewear, and/or protective clothing should be considered. All OSHA laws must be observed.

Licensing Requirements

Once a student completes the 1600 hours and graduates from the Cosmetology school, he or she can go take the tests through PSI then submit application for licensure. The Examination Application and Fee is \$86.00 theory \$88.00 practical exam paid to Prov. The license fee is \$60.00 paid to Department of Occupational and Professional Licensing once both exams have been passed.

Personal appearance workers must keep abreast of the latest fashions and beauty techniques as hairstyles change, new products are developed, and services expand to meet clients' needs. They attend training at salons, cosmetology schools, or industry trade shows. Through workshops and demonstrations of the latest techniques, industry representatives introduce cosmetologists to a wide range of products and services. As retail sales become an increasingly important part of salons' revenue, the ability to be an effective salesperson becomes ever more vital for salon workers.

Successful personal appearance workers should have an understanding of fashion, art, and technical design. They should enjoy working with the public and be willing and able to follow clients' instructions. Communication, image, and attitude play an important role in career success. Some cosmetology schools consider "people skills" to be such an integral part of the job that they require coursework in that area. Business skills are important for those who plan to operate their own salons.

Consumer Information

A career as a cosmetology "**Instructor**" can be highly rewarding. There is the thrill of watching motivated adults grow and nurture new talent and passion in a stimulating and fun environment. Adults are usually better behaved than children and have longer attention spans, so teachers can often see the fruits of their labor more quickly than they might with children. For this reason, many adult education teachers find rewards in their jobs that teachers in other settings may not enjoy.

Compensation/Job Outlook

A Cosmetology Instructor can expect to make between \$10.00 to \$25.00 an hour in a school, unless one goes to a technical college to work and the salaries there will vary. The employment outlook depends on a wide variety of factors, including: trends and events affecting overall employment, location, employment turnover, occupational growth, etc.

Physical Demands of the Profession

Instructors typically work in clean, pleasant surroundings with good lighting and ventilation. Longer hours are common in this occupation, and schedules may include evenings and weekends or before holidays. Specific tasks include: preparing lesson plans, teaching classes, meeting with students during office hours, grading, recording and submitting grades, and attending staff meetings

Safety Requirements of the Profession

Certain safety requirements must be followed for the safety of all. The instructor at a school is responsible for instructing students on these requirements.

Licensing Requirements

In the State of Utah, a cosmetology instructor license requires that the applicant holds a current Utah Cosmetology license, complete 1000 hours, pass a written and practical exam. Once a student completes the 1000 hours and graduates from school, he or she can go take the tests through PSI then submit application for licensure. The Examination Application and Fee is \$86.00 per exam paid to Prov. The license fee is \$60.00 paid to Department of Occupational and Professional Licensing once both exams have been passed.

Outcome Rates

Meets the NACCAS threshold of 50%

Year	Course	# Scheduled to Graduate	# Who Graduated	Graduation Rate
2006	Nail Technology	29	29	100%
2007	Nail Technology	125	127	102%
2008	Nail Technology	122	107	88%
2009	SCHOOL WIDE	134	124	93%
2010	School Wide	101	83	82%
2011	School Wide	118	104	88%
2012	School wide	155	115	74%
2013	School wide	95	87	92%
2014	School wide	103	80	78%
2015	School wide	150	137	91%
2016	School wide	113	98	87%
2017	School wide	138	126	91.3%
2018	School wide	140	131	93.57%
2019	School wide	212	204	96.23%

Meets the NACCAS threshold of 60%

Year	Course	Number Eligible	Working	Placement Rate
2006	Nail Technology	29	21	72%
2007	Nail Technology	127	85	67%
2008	Nail Technology	84	79	94%
2009	SCHOOL WIDE	96	96	100%
2010	School Wide	82	80	98%
2011	School Wide	157	131	83%
2012	School wide	103	100	97%
2013	School wide	126	95	75%
2014	School wide	80	74	93%
2015	School wide	137	132	96% ??? (unverifiable)
2016	School wide	98	69	70%
2017	School wide	126	96	76.19%
2018	School wide	131	113	86.26%
2019	School wide	203	168	82.76%

Meets the NACCAS threshold of 70%

Year	Course	Took the Exam	Passed the Exam	Licensing Rate
2006	Nail Technology	15	14	92%
2007	Nail Technology	87	85	98%
2008	Nail Technology	86	84	98%
2009	SCHOOL WIDE	14	14	100%
2010	School Wide	60	57	95%
2011	School Wide	84	82	98%
2012	School wide	28	28	100%
2013	School wide	87	84	97%
2014	School wide	73	70	96%
2015	School wide	129	125	97%
2016	School wide	79	76	96%
2017	School wide	117	114	97.44%
2018	School wide	120	115	95.83%
2019	School wide	195	181	92.82%

Course Outlines

COSMETOLOGY – 1600 HOURS

Course Description:

The course shall include lecture, written assignments, oral evaluation, written evaluation, hand outs, guest artist presentation, hands-on performance of practical skills, performance of practical skills on clients and video/audio presentation. This program of student is approximately 11 months in duration for full-time students and 24 months for part-time students.

Course Goals:

After completion of the course, graduates will be prepared to pass the state board exams. This course prepares the student for employment in the cosmetology industry as a hairstylist, manicurist, esthetician, salon owner, or as a technician or product representative in the beauty industry.

Course Format/Instructional Methods:

Instructors use many different techniques to teach the course including, lectures, class discussions, student projects, demonstrations, quizzes, tests and hands-on practical experience. Audio visual aids and guest speakers are also implemented.

Grading Procedures:

Students are required to maintain 70% in all areas to be in satisfactory standing.

1. Cumulative Academic Performance (CAP)

Written Tests, Assignments, notes, homework, make-up, Services performed, demonstrations, workshops, and sanitation

2. Cumulative Attendance Rate (CAR)

Grading Scale:

90-100% Excellent

80-89% Good

70-79% Satisfactory

0-69% Unsatisfactory

Course Format/Instructional Methods:

Instructors use many different techniques to teach the course including, lectures, class discussions, student projects, demonstrations, quizzes, tests and hands-on practical experience. Audio visual aids and guest speakers are also implemented

Textbooks: Milady Standard, 2012th Edition

Computer Labs: Practice test on the computers are for students that have gone through all the chapters and passed all chapter quizzes with at least 70%. Computer use will help students to familiarize with the format of the state-board exams as well as the use of computer.

Cosmetology Course Curriculum

Orientation– First 200 hours

Must be coordinated with each practical practice subject as is appropriate throughout the course of training. Includes history of barbering, cosmetology/barbering, esthetics, nail technology, and overview of the curriculum. Introduction to products, tools and equipment, use and safety, first aid, infection control, bacteriology and sanitary procedures, health risks to the clients as well as the technician. Knowledge of chemistry and anatomy, analysis of the skin, nails, hair, and scalp. Professional image, client consultation, and public relations. Students need to get check-offs for basic practical skills of draping, shaving tool variations, basic shampoo, styling, basic haircuts with scissors and razors, etc. from instructors before moving on to the next phase of practical.

Business Management/Cosmetology Law – 180 hours

Includes shop management, professional ethics, effective communication and human relations, compensation packages and payroll deductions, licensing requirements and regulations.

Learn how to develop clientele, build professional image, ethics, associations and public relations. How to start marketing and utilize social network for advertising.

Learn the overview of the copes of practice according to state laws and sanitation requirements. All aspects of decontamination and infection control.

Also, will be introduced to a basic understanding about correct tax filing and get appropriate insurance coverage.

Acrylic, Manicure and Pedicure – 200 hours

Includes analysis of skin and nails, sculptured nails and tips and other artificial nail application procedures and care as well as skin and nail histology and diseases.

Facials- 100 hours

Skin care training includes skin analysis, treatment of the skin, manual and mechanical, aroma therapy, make-up application, eyebrow and eyelash arching, tinting and waxing and other methods for hair removal, chemistry of cosmetics, packs and masks, eyelash extensions, high frequency/galvanic current, electricity and light therapy, pre and post-exfoliation consultation and treatment care, skin care procedures and reactions, and massage of the face and neck, histology and skin diseases.

Scalp Treatments – 50 hours

Shampooing and Conditioning Rinses – 50 hours

Hairstyling – 50 hours

Includes finger waving, dressing of wigs, thermal and blow-drying.

Hair Color/Other Chemical – 200 hours

Includes tints, bleaching and other color treatments as well as some chemistry, permanent waving, chemical relaxing.

Hair Cutting – 200 hours

Includes hair shaping with shears and thinning shears (scissors), razor and clipper cuts, shaving, wigs and artificial hair, and mustache and beard design.

Lash and brow tinting and arching – 50 hours

Hair Restructuring – 300 hours

Includes permanent waving and chemical hair relaxing.

Employment assistance-20 Hours

Includes professionalism, resume development, interview preparation, and job search skills

Practical Requirements for the Course

	SERVICE	# REQUIRED
1	FACIAL	24
2	HAIR CUTTING & SHAPING	240
3	HAIR STYLING	240
4	HAIR TINTING & BLEACHES	240
5	LASH & BROW ARCH OR WAX	24
6	MANICURES	24
7	NAILS	48
8	PEDICURES	48
9	PERMS	100
10	SCALP TREATMENTS	120
11	SHAMPOO/CONDITIONING/RINSE	360

Utah State Administrative Rules

The curriculum for the Cosmetology program includes all the required components of Utah State Administrative Rule R156-11a-705 which may not be noted in the curriculum summary above.

BARBER – 1000 HOURS

Course Description:

The course shall include lecture, written assignments, oral evaluation, written evaluation, hand outs, guest artist presentation, hands-on performance of practical skills, performance of practical skills on clients and video/audio presentation. This program of student is approximately 12 months in duration for full-time students and 24 months for part-time students.

Course Goals:

After completion of the course, graduates will be prepared to pass the state board exams. This course prepares the student for employment in the cosmetology industry as a barber, salon owner, or product representative in the beauty industry.

Course Format/Instructional Methods:

Instructors use many different techniques to teach the course including, lectures, class discussions, student projects, demonstrations, quizzes, tests and hands-on practical experience. Audio visual aids and guest speakers are also implemented.

Grading Procedures:

Students are required to maintain 70% in all areas to be in satisfactory standing.

Theory: Phases, midterm, and final exam

Practical: Phases and sanitation practices. Practical evaluations are based on specific criteria that are converted into a grade. Services on the clinic floor are not graded, just marked as having been done, and are not weighted into the overall GPA.

Grading Scale:

90-100%	Excellent
80-89%	Good
70-79%	Satisfactory
0-69%	Unsatisfactory

Barber Course Curriculum

Orientation– First 100 hours

Must be coordinated with each practical practice subject as is appropriate throughout the course of training. Includes barbering history, health risks, products, tools and equipment, use and personal, client and shop safety, bacteriology, chemistry and anatomy.

Scalp Treatments – 80 hours Includes bacteriology, sanitations, sterilization, decontamination and infection control.

Shampooing and Conditioning Rinses – 150 hours Includes analysis of the hair and scalp, and properties of the hair, skin, and scalp.

Haircutting – 500 hours

Includes hair shaping with shears and thinning shears (scissors), razor and clipper cuts (includes beard), wet and thermal styling.

Personality/Cosmetology Law – 150 hours

Includes shop management, clientele development, professional ethics, effective communication and human relations, compensation packages and payroll deductions, creating a professional image, public relations, advertising, licensing requirements and regulations, malpractice liability, fundamentals of business management, unassigned hours for review, examinations, etc.

Employment assistance-20 Hours

Includes professionalism, resume development, interview preparation, and job search skills

Practical Requirements for the Course

	SERVICE	# REQUIRED
1	HAIR CUTTING & SHAPING	500
2	SCALP TREATMENTS	100
3	SHAMPOO/CONDITIONING/RINSE	100

Utah State Administrative Rules

The curriculum for the Barber program includes all the required components of Utah State Administrative Rule R156-11a-700 which may not be noted in the curriculum summary above.

NAIL TECHNOLOGY COURSE – 300 HOURS

Program Description:

The program includes theory and practical applications related to all aspects of nail care (disorders, structure, safety, precautions, pedicure and introduction to artificial nail application). Classes are presented by means of lecture, hands-on demonstration, audio/video and professional guest presentations.

Course Goals:

After completion of the course, graduates will be prepared to pass the state board exams. This course prepares the student for employment in the industry as a manicurist, salon owner/manager, or as a technician or product representative in the beauty industry.

Course Format/Instructional Methods:

Instructors use many different techniques to teach the course including, lectures, class discussions, student projects, demonstrations, quizzes, tests and hands-on practical experience. Audio visual aids and guest speakers are also implemented.

Grading Procedures:

Students are required to maintain 70% in all areas to be in satisfactory standing.

Theory: Phases, midterm, and final exam

Practical: Phases and sanitation practices. Practical evaluations are based on specific criteria that are converted into a grade. Services on the clinic floor are not graded, just marked as having been done, and are not weighted into the overall GPA.

Grading Scale:

90-100%	Excellent
80-89%	Good
70-79%	Satisfactory
0-69%	Unsatisfactory

Nail Technology Course Curriculum

Bacteriology, Sterilization, Sanitation – 20 hours

Includes some biology, product knowledge, tools and equipment, use and safety.

Nail Structure – 20 hours

Includes anatomy, biology, composition, disorders and diseases.

Manicure and Pedicure – 100 hours

Includes product knowledge, tools and equipment, use and safety.

Artificial Nails – 140 hours

Includes some biology and chemistry, product knowledge, tools and equipment, use and safety.

Salon Development – 10 hours

Includes business administration and law (licensing requirements), fundamentals of business management, insurance, shop management, professional ethics, record keeping, effective communication and business telephone techniques, human relations, compensation packages and payroll deductions, salesmanship, displays and advertising, hygiene and public health.

Employment assistance-10 Hours

Includes professionalism, resume development, interview preparation, and job search skills

Practical Requirements for the Course

	SERVICE	# REQUIRED
1	MANICURES	10
2	PEDICURES	10
3	SETS OF NAILS	80

Utah State Administrative Rules

The curriculum for the Nail Technology program includes all the required components of Utah State Administrative Rule R156-11a-704 which may not be noted in the curriculum summary above.

BASIC ESTHETICS/FACIALIST COURSE – 600 HOURS

Program Description:

The program includes theory and practical applications related to all aspects of facial care (cleansing, masking, therapy, nutrition, and hair removal). Classes are presented by means of lecture, hands-on demonstration, audio/video and professional guest presentations.

Course Goals:

After completion of the course, graduates will be prepared to pass the state board exams. This course prepares the student for employment in the cosmetology industry as an esthetician, salon/spa owner and/or manager, or as a technician or product representative in the beauty industry.

Course Format/Instructional Methods:

Instructors use many different techniques to teach the course including, lectures, class discussions, student projects, demonstrations, quizzes, tests and hands-on practical experience. Audio visual aids and guest speakers are also implemented.

Grading Procedures:

Students are required to maintain 70% in all areas to be in satisfactory standing.

Theory: Phases, midterm, and final exam

Practical: Phases and sanitation practices. Practical evaluations are based on specific criteria that are converted into a grade. Services on the clinic floor are not graded, just marked as having been done, and are not weighted into the overall GPA.

Grading Scale:

90-100%	Excellent
80-89%	Good
70-79%	Satisfactory

0-69%

Unsatisfactory

Basic Esthetics/Facialist Course Curriculum

Bacteriology, sterilization, sanitation and safety – 50 hours

Includes biology, product knowledge, tools and equipment use and safety.

Sciences: history, dermatology and physiology of the skin – 150 hours

Includes chemistry (principles of skin chemical procedures), anatomy, biology.

Facials – 250 hours Includes skin care treatments, application of cosmetics, skin chemical procedures.

Eyelash Extinctions – 50 hours Includes application and removal of false eyelashes.

Non-permanent hair removal – 30 hours Includes waxing.

Salon Development – 20 hours Includes effective communication and human relations, licensing requirements and regulations, fundamentals of business management.

Law – 30 hours Includes professional ethics, compensation packages and payroll deductions.

Employment assistance-20 Hours

Includes professionalism, resume development, interview preparation, and job search skills

Practical Requirements for the Course

	SERVICE	# REQUIRED
1	FACIALS (CAN INCLUDE MAKEUP)	300
2	HAIR REMOVAL	300
3	EYELASH EXTENTION	10

Utah State Administrative Rules

The curriculum for the Basic Esthetics/Facialist program includes all the required components of Utah State Administrative Rule R156-11a-702 which may not be noted in the curriculum summary above.

MASTER ESTHETICS COURSE – 1200 HOURS

Program Description:

The program includes theory and practical applications related to all aspects of basic facial care (cleansing, masking, therapy, nutrition, and hair removal) and more advanced training in pedicures, chemical exfoliation, and lymphatic system and massage. Classes are presented by means of lecture, hands-on demonstration, audio/video and professional guest presentations.

Course Goals:

After completion of the course, graduates will be prepared to pass the state board exams. This course prepares the student for employment in the cosmetology industry as an esthetician, medical clinic assistant, salon/spa owner and/or manager, or as a technician or product representative in the beauty industry.

Course Format/Instructional Methods:

Instructors use many different techniques to teach the course including, lectures, class discussions, student projects, demonstrations, quizzes, tests and hands-on practical experience. Audio visual aids and guest speakers are also implemented.

Grading Procedures:

Students are required to maintain 70% in all areas to be in satisfactory standing.

Theory: Phases, midterm, and final exam

Practical: Phases and sanitation practices. Practical evaluations are based on specific criteria that are converted into a grade. Services on the clinic floor are not graded, just marked as having been done, and are not weighted into the overall GPA.

Grading Scale:

90-100%	Excellent
80-89%	Good

70-79%	Satisfactory
0-69%	Unsatisfactory

Master Esthetics Course Curriculum

Bacteriology, sterilization, sanitation and safety – 50 hours

Includes biology, product knowledge, tools and equipment use and safety.

Sciences: history, dermatology and physiology of the skin – 150 hours

Includes chemistry (principles of skin chemical procedures), anatomy, biology

Facials – 250 hours Includes skin care treatments, application of cosmetics, skin chemical procedures.

Eyelash Extensions – 50 hours Includes application and removal of false eyelashes.

Non-permanent hair removal – 30 hours Includes waxing and advanced waxing.

Advanced facials- 250 hours Included chemistry, chemical exfoliations, treatments, etc.

Lymphatic System and Massage – 200 hours Includes anatomy and physiology of the lymphatic system.

Advanced pedicures - 50 hours Includes nail physiology of the skin and nails and nail techniques including massaging the lower leg and foot.

Advanced chemical exfoliation – 100 hours Includes consultations, treatments and reactions.

Salon Development – 20 hours Includes effective communication and human relations, licensing requirements and regulations, fundamentals of business management.

Law – 30 hours -Includes professional ethics, compensation packages and payroll deductions.

Employment assistance-20 Hours

Includes professionalism, resume development, interview preparation, and job search skills

Practical Requirements for the Course

	SERVICE	# REQUIRED
1	FACIALS (CAN INCLUDE MAKEUP)	300
2	HAIR REMOVAL	300
3	EYELASH EXTENTION	10
4	ADVANCED PEDICURE	10
5	LYMPATHIC MASSAGE OF THE FULL BODY	70
6	CHEMICAL EXFOLIATION	10

Utah State Administrative Rules

The curriculum for the Master Esthetics program includes all of the required components of Utah State Administrative Rule R156-11a-703 which may not be noted in the curriculum summary above.

INSTRUCTOR COURSE – 600 HOURS

Program Description:

The format for instruction of the Instructor Program shall consist of lecture, oral examination, and written examination, creating and writing lesson plans, use of hand-outs and guest artist presentations. There is also hands-on demonstration of lesson plan presentation specific to teaching cosmetology and related materials and hands-on demonstration of practical skills. The program is prescribed for someone already licensed in basic cosmetology and desiring to expand his or her skills performance to that of teaching in a private or public cosmetology program.

Course Goals:

After completion of the course, graduates will be prepared to pass the state board exams. This course prepares the student for employment in the cosmetology industry as an instructor in the private, or public sector of teaching or a school administrator and/or owner.

Course Format/Instructional Methods:

Instructors use many different techniques to teach the course including, lectures, class discussions, student projects, demonstrations, quizzes, tests and hands-on practical experience. Audio visual aids and guest speakers are also implemented.

Grading Procedures:

Students are required to maintain 70% in all areas to be in satisfactory standing.

Theory: Phases, midterm, and final exam

Practical: Phases and sanitation practices. Practical evaluations are based on specific criteria that are converted into a grade. Services on the clinic floor are not graded, just marked as having been done, and are not weighted into the overall GPA.

Grading Scale:

90-100%	Excellent
80-89%	Good
70-79%	Satisfactory
0-69%	Unsatisfactory

Instructor Course Curriculum

Orientation – 50 hours

Includes review of course

Introduction to teaching and curriculum – 100 hours

Course outlining and development – 150 hours

Includes lesson planning, teaching techniques and aids, developing, administering and grading examinations, student motivation and presentation techniques. It also includes administrative responsibilities such as records management and organizational and regulatory requirements.

Cosmetology Law – 50 hours

Includes professional ethics, effective communication and human relations, compensation packages and payroll deductions, licensing requirements and regulations and fundamentals of business management.

Teaching – 100 hours

Includes student learning, overall progress, development and use of testing instruments, assisting in the classroom and clinic and academic advising

Practice Teaching – 130 hours

Employment assistance-20 Hours

Includes professionalism, resume development, interview preparation, and job search skills

Practical/Demonstration Requirements for the Course

	SERVICE	# REQUIRED
1	THEORY TEACHING SKILL	10
2	CLASSROOM MANAGEMENT	10
3	PRACTICAL/HANDS-ON SKILL	10

Utah State Administrative Rules

The curriculum for the Instructor program includes all the required components of Utah State Administrative Rule R156-11a-706 which may not be noted in the curriculum summary above.

