



Elite Beauty College

Catalog

Published May 1, 2016

Updated January 2022

221 N 32nd Street

P.O. Box 1863

Muskogee, OK 74402

www.ebcollege.net

Table of Contents

Elite Beauty College

School Hours.....	4
Clinic Hours... ..	4
Contact Information... ..	4
School Description	5
Programs Offered.....	6
Mission Statement.....	7
Staff Descriptions.....	7
School Calendar.....	7
Admission Requirements.....	8-10
Tuition.....	11
Expendable Supplies.....	11
Uniforms.....	11
Conduct.....	12
Lost And Found.....	12
Visitors.....	12
Job Placement.....	12
Record Retention.....	12
Release of Student Records.....	12
Material Safety Data Sheets.....	13
Searches.....	13
Course Change.....	13
Suspension Policy.....	13
Internal Student Complaint.....	13
Equipment, Books, and Tools.....	13-14
Break Rules.....	14
Use of Tobacco on School Property.....	14
Telephone.....	14
Record of Attendance.....	14
Leave of Absence.....	14

Attendance Policy.....	15
Tardy Policy.....	15
Insurance.....	16
Medication.....	16
Grading Policy.....	16
Satisfactory Progress Policy.....	17-19
Graduation Requirements.....	19
Licensing Requirements.....	19
Withdraw Policy.....	19-21
Return to Title IV	22-25
Institutional Refund Policy.....	26
Student Services.....	27
Termination Policy.....	27
Basic Cosmetology Curriculum.....	28
Manicurist Curriculum.....	29
Instructor Curriculum.....	30
Instructor Curriculum.....	31
Aesthetics Curriculum.....	32
School Rules.....	33
Code of Ethics.....	34

Hours of Operation

Operating Hours

Office: Mon-Fri 8AM-3PM
School: Tues-Sat 8AM-3:30 PM
Salon: Wed-Fri 9:30AM-3PM
Sat 8AM-3PM

CONTACT INFORMATION

Elite Beauty College
ebc@ebcollege.net

Lisa Dedmon- Director/Owner
ldedmon@ebcollege.net

Braycia Dedmon – Office/ Financial Aid Manager
bdedmon@ebcollege.net

Location

221 N. 32nd Street
P.O. Box 1863
Muskogee, OK 74402
918-910-5000 Phone
918-910-5206 Fax

As we have responsibilities to help you with your training, there are certain responsibilities and obligations that you have as well. This Student Policy Handbook is offered to you as a guide to explain what is expected of you, and your expectations of administration while in attendance at Elite Beauty College. These policies are to be adhered to whenever, and wherever, you are a representation of the Elite Beauty College.

The Administration, Faculty and Staff

“Certified true and correct in content and policy.”

Elite Beauty College

“Beauty in a Higher Degree”

Elite Beauty College, furthermore known as EBC, is approved by the Oklahoma State Board of Cosmetology and Barbering as a training facility for students in Cosmetology. We are also approved for training with the Oklahoma Department of Rehabilitation Services.

Elite Beauty College is located in Muskogee, consisting of a 5000 square foot building accommodating up to 75 students. This facility consists of 2 way workstations, a classroom, a private facial/wax area, a nail and pedicure spa area, a waiting lounge, 2 handicap accessible restrooms, and three administrative offices.

POLICY OF STUDENTS WITH DISABILITIES:

The Students with Disabilities Policy here at Elite Beauty College provides a hospitable and convivial arrangement for the teaching and learning practices for students with disabilities. These services guarantee that all students can benefit their education in a supportive, yet productive, manner that values our goals. Due to the nature of the practice of our programs, high use of motor skills are required. The school and programs are not designed to accommodate individuals with certain disabilities

- A. **Standard for Curriculum:** All students are provided equal access to the general education curriculum. Students with disabilities shall acquire these skills with precedential training and preparation. Elite Beauty College strives to assure that no qualified person with a disability shall be denied access, involvement, and achievement of any program within Elite Beauty College. Each qualified student will be given suitable accommodations to provide efficient access to all opportunities and activities provided by Elite Beauty College. Oklahoma State Board of Cosmetology allows a student with learning disabilities to take the written exam orally with the proper documentation.
- B. **Facility Access:** Each program shall be accessible to all individuals, including students with disabilities. Facilities, such as classrooms, entrances, and parking are designed in ways that provide access to students with disabilities. **Handicapped parking shall only be provided to students who have proper documentation concerning the disability on file with Elite Beauty College and a visible Disabled Parking Placard issued by the Oklahoma Department of Public Vehicles.** All program tuitions and financial amounts shall be provided at the same costs for both disabled and non-disabled students, and any other student who is qualified for entry into their respective program.
- **Coordination of Programs:** Determination to whether a student is qualified for disabled student accommodations will be based upon the requirements of faculty members and instructors within the limits of federal or state law. If a student disagrees with the proper accommodations, the disagreement shall be provided in written documentation for resolution. It is the student’s responsibility to provide proper documentation of his/her disability. Documentation of the disability must be provided within 2 weeks of identifying the appropriate issue. Prior to receiving the requested accommodations, the student shall provide Elite Beauty College with current medical and other diagnostic documentation of the disability from a qualified physician. Determinations of disability include:

1. Current documentation of the specific disability
2. Proper request of accommodations and services provided for the disability
3. Medical documentation

Programs Offered

Basic Cosmetology -1500 clock hours
Nail Technician – 600 clock hours
Aesthetics – 600 clock hours
Master Instructor – 1000 clock hours
Master Instructor with OKSB Credit – 300 clock hours

Elite Beauty College does not recruit students already attending or admitted to another school offering a similar program of study.

Elite Beauty College does not discriminate on the basis of sex, age, religion, race, color, or ethnic origin.

This institution does not offer special facilities or programs for the handicapped.

Muskogee Licensed

by:

Oklahoma State Board of Cosmetology
2401 N.W. 23rd Street, Suite 84
Oklahoma City, Oklahoma 73106
(405) 521-2441 Phone
(405) 521-2440 Fax

Accredited by:

NACCAS
National Accrediting Commission of Career Arts & Sciences
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600 Phone
(703) 379-2200 Fax

2019 Annual Report Outcomes

Graduation: 100% Licensure: 100%

Placement: 100%

MISSION STATEMENT

Elite Beauty College is devoted to providing a successful educational program in the Cosmetology Arts and Sciences. Students will receive instruction implementing the most innovative techniques and in depth training in the field of cosmetology. Elite Beauty College educates its' students to become employable and capable of professional growth through pride, determination, and confidence to conform to their ever changing profession.

STAFF DESCRIPTION

CHIEF EXECUTIVE OFFICER

Lisa Dedmon

CHIEF FINANCIAL OFFICER /
ADMISSION ADVISOR

Braycia Dedmon

INSTRUCTORS
ACADEMIC ADVISOR

Lisa Dedmon
Lisa Dedmon

SCHOOL CALENDER

Students may begin classes every 1st and 3rd Tuesday of each month.

School closings include but are not limited to, Spring Break (Mid March), Back to School (Thursday and Friday of the 2nd week of August), Fall Break (Thursday and Friday at the end of October), Thanksgiving and Christmas Break (Two weeks at the end of December). All Students are required to be in attendance the day before and day following any and all holidays or student will be subject to suspension for one day. (See suspension policy) In the event that the absence may be excused (See attendance policy excused absence) the student must request it in writing within 72 hours before the absence to be reviewed and final decision will be at the discretion of the Administration.

Students will be notified by television media of school closing due to inclement weather. If Local Public Schools are closed due to weather so are we. Media sources include Channel 8 KTUL Channel 6 KOTV, Channel 2 KJRH and our school website at www.ebcollege.net.

ADMISSIONS POLICY

The Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Elite Beauty College as a regular student.

Procedure

- Any individual wanting to enroll at Elite Beauty College must meet the following criteria:
 - Be at least 16 years of age as of November 1st of the current year. Age will be verified with individual's ID, if an ID is unavailable then a Birth Certificate will be required. If under the age of 18, a birth certificate is required along with proper ID.
 - Have a High School Diploma or High School transcript showing a graduation date. Applicants with foreign High School diploma must provide evidence that the diploma has been verified by an outside agency that is qualified to translate the information to English and confirm the academic equivalence to an U.S. high school diploma. The validity of a diploma or transcript, foreign or domestic, that is believed not to be valid or not obtained from an entity that provides secondary school education will not be accepted. To verify questionable diplomas or transcripts, Elite Beauty College staff will contact the institution and ask to verify specific information, such as GPA, graduation date, and/or randomly selected grades. Self-certification is not sufficient documentation and there is no appeal process if the school is unable to validate a high school diploma or transcript.
 - Have a recognized equivalent of High School Diploma such as a home-schooled certificate by the state where the student resided during home school or a General Education Diploma (GED).
 - Elite Beauty College does not offer Ability to Benefit testing and does not accept the ATB test as a qualifying proof of education for admission.
 - Students enrolled must maintain SAP requirements. See SAP policy requirements page
 - Must provide a photo ID so copy can be taken.
 - Must make financial arrangements with Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.
 - Cash, check or a money order in the amount of \$100.00 for the application fee.
 - A 2x3 face photo along with a \$5.00 money order made payable to Oklahoma State Board of Cosmetology to accompany registration.
- Prior to admission the prospective student is given an enrollment requirements form, an interview with a school official in which an orientation checklist is gone over and the student must sign that he/she understands and agrees. The interview will elaborate on course description, the career opportunities, and physical demands of the job, the school and State Board requirements. An explanation on attendance and academic requirements will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition. A staff member or instructor will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.
- Elite Beauty College is compliant with PL 115-407, in regards to the Veterans Benefits and Transition Act of 2018, and VA beneficiaries will not be penalized in any way (*to include late fees*) due to delayed VA payments.

- If the prospective student is a transfer or returning student they must meet the following additional criteria:
 - If he/she is transferring hours from another school, he/she will be asked to request a transcript. Tuition and hourly credit will be allowed as verified by the transcript. Elite Beauty College only accepts 150 transfer hours from other institutions.
 - If the prospective student is transferring instruction hours from a school in another state, the instruction provided must be recognized and accepted by Oklahoma State Board of Cosmetology toward the course offered by Elite Beauty College.
 - Transfer students will not be allowed to enroll until they have officially terminated their enrollment at their previous school. Tuition and hourly credit will be allowed as verified by the transcript. The previous hours will count towards the 118% requirement (see Sap Policy).
 - Tuition charges will be prorated for the remainder of instruction hours needed to complete the course as offered by the school. Remaining tuition charges for the course along with enrollment fees will be charged accordingly. Transfer students are eligible to receive financial aid, if qualified.
 - Students who have previously withdrawn from Elite Beauty College and are in good standings are eligible to re-enroll.
 - Any and all previous tuition balance must be tenured before being allowed to re-enroll and/or complete remainder of required hours.
 - Any and all transfer students, regardless of number of transferable hours, must complete the Elite Beauty College Pre-Clinic program consisting of 150 hours for evaluation purposes.

Applicants accepted for enrollment in the Master Instructor or Master Instructor w/ OKSB credit programs must have a current license in Basic Cosmetology or Barbering. Master Instructor w./ OKSB credit program applicants must have worked for at least two years and submit proper documentation to Oklahoma State Board of Cosmetology to receive credit.

Students utilizing VA education benefits must provide all military and school transcripts and records of previous education and training. Elite Beauty College will evaluate these records and, when possible, grant appropriate credit for the previous education and/or training, shorten the length of the training program, and notify the student regarding the amount of credit being granted for previous training.

- In order to determine eligibility for Title IV Funds, students must:
 - Comply with our Satisfactory Academic Progress (SAP) policy included in the schools catalog. See SAP policy.
 - Not be in default on a loan made under any Title IV, HEA Loan program.
 - Must not have obtained loan amounts that exceed annual or aggregate loan limits under any Title IV, HEA Loan program.
 - Not liable for any grant overpayment.

- Be enrolled at least halftime to receive assistance from the Direct Loan Program. (The Pell Grant program does not require half time enrollment, but the student' enrollment status does affect the amount of Pell a student may receive.)
- Attendance for full time students is 35 hours per week, part-time students is at least 15 hours per week. Enrollment status is stated on student's enrollment contract. Students have the option to switch enrollment status at the beginning of the month if necessary, by filing out a contract addendum.
- Incarcerated Applicants:
A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; there for incarcerated students are not eligible for admissions.
- Citizenship and residency requirements:
To be eligible to receive title IV, HEA program assistance, a student must:
 - Be a citizen or national of the United States or
 - Provide evidence from the U.S. Immigration and Naturalization Service that he or she- is a permanent resident of the united states or
 - Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident
 - Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under Federal Pell Grant programs.
- Upon receipt of all the required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. Prior to the first day of class there will be an academic orientation, in which the students will sign their enrollment contract, registration and additional required paperwork.
- * It is the student's responsibility to notify staff of any learning disabilities or of any additional assistance that will be required while attending Elite Beauty College. Oklahoma State Board of Cosmetology does administer an oral test if sufficient documentation is provided. Inquire at the admissions office.

TUITION

Kit	Non-refundable Book	Non-refundable Tuition	Non-refundable Total	Course Fee	Application Fee Fee
Basic Cosmetology	\$100	\$1700	\$450	\$17250	\$19500
Technician	\$100	\$1200	\$450	\$9750	\$ 11500
Instructor	\$100	\$1200	\$450	\$8250	\$ 10000
(300)	\$100	\$1200	\$450	\$5750	\$ 7500
\$1200	\$450	\$9750	\$ 11500	\$ 7500	\$100

The fees are listed both in the handbook and on the enrollment contract, note: All monies received are applied in the following order: Application fee, Kit, Books, Tuition. (Application, Kit and Book fees are non-refundable items once they have been issued.) Scholarships and/or tuition waivers may be available at the discretion of the administration and are null and void if student withdraws. At the discretion of the administration terms are made available for monthly payments. A monthly payment contract will require a down payment, amount determined by the administration. Elite Beauty College, furthermore known as EBC in this document, currently accepts cash, check, or money order only. Monthly payments are due on the 1st of each month. A late fee of 10% is assessed if your payment is not received by the 5th of each month. The Basic Cosmetology Course requires 1500 clock hours to complete, the Nail Technician and Aesthetics Course requires 600 clock hours to complete, and the Master Instructor Course requires 1000 clock hours to complete unless 700 hrs has been credited and approved for study by the Oklahoma State Board of Cosmetology. Students are allowed to exceed the contracted hours by 18% of the course length. Scheduled days of closure are inclusive. (Example: Basic Cosmetology students require 1500 clock hours and 265 scheduled hours are allowed for overage, which means the student, must finish within 1765 scheduled hours to meet the contract requirements.) Students who are in school over the contracted time allowed will be required to pay by the hour at a rate of \$10.00 per hour for all courses, until the course is complete. Late fees and penalties will not be applied to a VA beneficiary due to delayed payment by the VA. VA Certificate of Eligibility must be provided.

EXPENDABLE SUPPLIES

Elite Beauty College furnishes all expendable supplies to the student, excluding supplies for personal use. Students are charged for the use of personal expendable supplies at a reduced rate.

UNIFORMS

Students must look professional. Hair and makeup must be done and presentable upon arrival. Students are graded on professional appearance and will be sent home for not complying. Students must be in the school issued uniform to receive hours. The Oklahoma State Board of Cosmetology states: “No hours shall be credited to any student not in uniform during classroom or clinic practical practice training. 175:10-3-64. School uniform/dress code. It shall be the responsibility of the managing cosmetology instructor of a cosmetology school to dismiss any student not in compliance with dress code from clinic or theory class until such time as student is in Board approved uniform dress code.” Closed toe, low heeled rubber soled

shoes are permitted. No sweat shirts, knit material, or sleeveless tops will be allowed. No mid-drift showing and no low cut shirts allowed. No high heels, flip flops, or any open toe footwear is allowed.

CONDUCT

Elite Beauty College strives to treat all students on an adult level. Our goal is to help you become employable. We expect the same respect and courtesies you would give on the job. The habits you form here in school are the habits you will maintain in the work force. Students must have behavior appropriate to a work place environment. Instructors and/or staff members will be addressed “Ms.” or “Mr.”, and shown the respect you would show an employer. You will also be expected to do your part in keeping the facility and grounds clean and attractive. Discipline should never be an issue as long as you take full advantage of the educational opportunities we have to offer. Always, treat others as you would like to be treated. Safety is always a concern to every one, therefore strict rules will need to be adhered to, so that your safety and others is ensured. Measures will be taken to remove any student who persists in wasting time or endangering other students.

Your instructor will review safety practices and guidelines that will apply to your course of study and give you safety exams to insure your understanding. Applying these on a daily basis will enable you to function in the school safely and without constant supervision

LOST AND FOUND

Elite Beauty College should be turned in to the office where the rightful owner can describe and collect missing property.

VISITORS

No loitering is allowed during class hours. No children are allowed to remain in the school until end of day. All students are required to have prearranged child care in order to attend school.

JOB PLACEMENT

Assistance will be given to all qualified students toward job placement. This service **does not** assure employment, but through instructor contacts and board committees many students will be placed. *Students will not be recommended to the industry if they are not qualified.*

RECORD RETENTION

All student records are kept for a period of six years.

RELEASE OF STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974, parents (if student is a dependent minor) and students have the right to inspect educational records of a student. All Enrollment records are copied and given to each student upon enrollment and report cards and hour logs are given monthly. Elite Beauty College requires that you make a request in writing for any additional copies and the student will be charged .25 cents per page of your file content. Student will be required to sign a form of receipt upon release of copied contents. Forms are available in the office for convenience. We provide

access to student and other school records to our accrediting agency. No unauthorized third party is allowed to release or view student records without written permission of the student. A copy of the aforementioned act is available through request in the Administration Department as well as being posted for you viewing.

MATERIAL SAFETY DATA SHEETS

MSDS sheets on all chemical products used in the school are readily available to all students for your safety. Make yourself familiar with these items.

SEARCHES

Upon reasonable suspicion, Elite Beauty College has the right to search any and all property on the premises and or request a search of property by the Police Department. This includes and is not limited to a student's personal belongings and vehicles in our parking lot.

COURSE CHANGE

In the case of a course change, the transfer of hours is at the discretion of the Oklahoma State Board of Cosmetology.

SUSPENSION POLICY

We hope that suspension is a situation that we can avoid at all times. However in the event of suspension the student will be financially responsible for that day or days missed. All students are charged \$10.00 per hour. Payment must be received before the student is allowed to return to class.

INTERNAL STUDENT COMPLAINT POLICY

Elite Beauty College requests that all students or instructors first try to resolve all disputes between each other in an adult and kind manner. If mediation is needed the Master Instructor should be notified or in the event it is a situation involving the Master Instructor then the Director should be notified and arrangements will be made to resolve the situation. A student, instructor, or interested party may file a complaint against the school in writing and must outline the allegation or nature of the complaint. Upon receipt of the complaint the Director and Staff will review the complaint and provide written response within 10 school days. The decision of the Director and Staff will be final.

If the complaint cannot be resolved between the complainant and the Elite Beauty College the complainant is directed to file in writing first with the licensing agency: Oklahoma State Board of Cosmetology, 2401 NW 23rd St, Suite 84, Oklahoma City, Oklahoma 73107 (405-521-2441). Forms for filing are provided online at agency website. <https://www.ok.gov/cosmo/Forms/index.html>
<https://www.ok.gov/cosmo/documents/Compliant%20Form.pdf>

EQUIPMENT, BOOKS, AND TOOLS

Students at Elite Beauty College will be working with expensive equipment. Part of your training is how to care for and respect that equipment. Students will be expected to keep from excessive wear on all equipment, books, tools, and classrooms that are used. Any equipment damaged or broken needs to be reported immediately for removal or repair. Students who willfully destroy or vandalize school property will be required to pay for loss and damages, in addition to suspension or expulsion. We take pride in the equipment and supplies we have to offer and hope that you will accept ownership as well and help maintain the equipment.

BREAK RULES

Break times will be strictly enforced. Class breaks for 15 minutes in the morning 30 minutes for lunch, and 15 minutes in the afternoon. Students will keep all trash picked up from the lounge area and tables clean. Working together we can all have a clean and relaxing place to take a break. Lunches are assigned on the books by the instructor. Any students must clock out for lunch due to liability and insurance as well as assurance purposes. All students must notify the instructor before leaving the facility.

USE OF TOBACCO ON SCHOOL PROPERTY

Smoking is only allowed in the designated area (behind the building) during designated break times. All cigarette waste will be kept off the grounds and put in the buckets provided for their disposal. Any conflict with these rules will result in the elimination of smoking on school property. Trash is not to be thrown in the smoking buckets. This is a fire hazard. Smoking on property is considered a privilege. Non compliance in this area will result in this privilege being revoked.

TELEPHONE

Telephone calls will only be permitted during break times. School phones are for business purposes only. On all calls for students (except emergencies) a message will be taken and returned on break.

RECORD OF ATTENDANCE

Attendance is tracked through sign in sheets and roll at morning theory by your instructor. It is the responsibility of each student to sign in and out everyday. This is extremely important to the accuracy of time to be clocked for your program. If for some reason a student forgets to sign in or out they must report to the administration as soon as possible to correct the mistake or time will simply not be tracked. A student has only 24 hours to correct a missed sign in. As a back up, a time sheet with the student's name is used for general attendance records. Attendance records are kept in a permanent file by the school. Any records promulgated by the Oklahoma State Board of Cosmetology will also be kept by the school. Hours will be calculated monthly and handed out to each student. The student has five days to dispute any discrepancies in the calculated hours.

LEAVE OF ABSENCE

Our institution does not offer a leave of absence at this time. However, Elite Beauty College maintains a policy to ensure that service members are readmitted to programs if they must interrupt or suspend training due to military service and accommodations are made for short absences resulting from service obligations.

ATTENDANCE POLICY

1. Students are expected to attend school Tuesday- Saturday 8:00 a.m. – 3:30 p.m. Students are required a 30 minute lunch period daily, assigned by the instructor. Lunch period will run from 11:30 – 1:00P.M. Lunch times may vary depending on clinic activity. Students that do not obey this policy will be clocked out immediately and sent home.
2. Students are expected to check in by 7:45 a.m. and be in class before 8:00 a.m. for class. If a student arrives after 8:00 a.m. they will not be admitted into the classroom or allowed to clock in until after the bell ringer, if applicable. A student who does not attend on their scheduled Friday and Saturday and the absence is determined to be unexcused student will be suspended the following Tuesday. (See excused absence)
3. Students are expected to notify the school before roll call in the event of expected tardiness or being absent. Communicate all planned absences or tardies to your instructor immediately.
4. Students who know in advance that they will need to be absent from school must work out some type of arrangements prior to being absent.
5. All students attending must maintain an 85% attendance rate, this includes students whom receive VA benefits.
6. Students who are absent for 7 consecutive school days, without making contact to the school by phone, written or person to person as to their reason of absence will be dropped from the course. Any monies due (if refund falls in guidelines) to a student who unofficially withdraws from the school shall be refunded within 45 days of a determination by the school that the student has withdrawn without notice. Elite Beauty College determines unofficial withdrawals by monitoring attendance daily. Enrollment or attendance time is defined as the time elapsed between the actual starting date and the student's date of withdrawal.
7. The Basic Cosmetology Course requires 1500 clock hours to complete, the Nail Technician course requires 600 clock hours to complete, the Aesthetics Course requires 600 clock hours to complete, and the Master Instructor Course requires 1000 clock hours to complete. The Master Instructor with Oklahoma State Board credit requires 300 clock hours to complete. Students are allowed to exceed the contracted hours by 18% of the course length. Scheduled days of closure are inclusive. (Example: Basic Cosmetology students require 1500 clock hours and 265 scheduled hours are allowed for overage, which means the student, must finish within 1765 scheduled hours to meet the contract requirements.) Students who are in school over the contracted time allowed will be required to pay by the hour at a rate of \$10.00 per hour for all courses.
8. Excused absences are for medical, jury duty, military duty, death in family, court appearances. Any other circumstance must be approved by the Administration.

TARDY POLICY

All students are required to attend theory class from 8:00 a.m. – 9:30 a.m. throughout the entire course of the program. Oklahoma State Board of Cosmetology requires that a student must have 150 hours of theory in order to complete the all programs. Any theory class missed due to tardiness must be made up at the end of the program one theory class at a time. If this causes said student to go over their contracted time the student will be charged over contract charges.

INSURANCE

It is highly recommended that those students who are not covered by a family insurance and hospitalization plan purchase an accident policy.

Elite Beauty College owners, staff members, or board members do not assume the responsibility for the payment of hospital or doctor fees.

MEDICATION

For your safety please list all medications you are taking on your emergency information sheet provided to you by your instructor. All information will be kept confidential and only used to inform a professional in case of injury or accident while attending school. Any student with a special need or disability should disclose this information to the administration in order for us to arrange proper need for instruction.

GRADING POLICY

Students are graded according to the following system:

93-100%	Excellent
85-92%	Very Good
84%-Below	Unsatisfactory

Students are graded on the following:

Practical:	Professional appearance and conduct, Record Charts
Theory:	Homework (40%) Tests (60%)
Evaluations:	Practical and Written
Final Exam:	75% or higher or repeat until met.

Students are expected to be in the classroom each morning for theory. Absenteeism can cause a student to fall behind academically. A student must maintain an 85% average for satisfactory progress. A final exam is given upon completion of the course. When a student is found guilty of cheating, the instructor will collect the student's paper, mark a zero for the work and result in suspension or expulsion.

Home work due dates will be displayed on the board. If a student is absent on the day home work is due, arrangements must be made for grading. If a student is tardy on the day home work is due, then it is to be graded as soon as possible or by end of day to receive full credit. If graded on the day after date due the student will only receive half credit. Otherwise zero credit will be recorded in the grade book. In the event of an absence, students are given one day per day missed to turn in make up work for full credit.

To be graded in class: Exam Review
 Theory Work Book

Handouts when issued

A student may write out the glossary and definitions, as well as review questions at the end of each chapter and receive 20 points each. When a chapter requires additional work book out of Practical, that assignment is considered extra credit.

Per Title 38, CFR 21.4267, Independent Study students utilizing VA educational benefits at non-college degree (NCD) institutions may not use benefits for online training or non-traditional self-paced or flex programs and will not be certified by Elite Beauty College.

SATISFACTORY ACADEMIC PROGRESS

SATISFACTORY ACADEMIC PROGRESS (SAP) Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Federal regulations require all schools participating in federal financial aid programs to monitor SAP. Academic year, for all programs, is 900 clock hours and 26 weeks.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Basic Cosmetology 1500 clock hour	450, 900, 1200 clocked (actual) hours
Aesthetics 600 clock hours, Nail Technician 600 clock hours	300 clocked (actual) hours
Master Instructor 1000 clock hours	450, 900 clocked (actual) hours
Master Instructor w/ OKSB credit 300 clock hours	150 clocked (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each month to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Monthly evaluations impact Title IV eligibility unless evaluation coincides with the evaluation period.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 118% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE MAXIMUM TIME ALLOWED	WEEKS	SCHEDULED HOURS
Basic Cosmetology (Full time, 37.5 hrs/wk) - 1500 Hours	47 Weeks	1770
Basic Cosmetology (Part time, 15 hrs/wk) – 1500 Hours	118 Weeks	1770
Aesthetics (Full time, 37.5 hrs/wk) – 600 Hours	19 Weeks	708
Aesthetics (Part time, 15 hrs/wk) – 600 Hours	47 Weeks	708
Nail Technician (Full time, 37.5 hrs/wk) – 600 Hours	19 Weeks	706 Nail
Technician (Part time, 15 hrs/wk) – 600 Hours	47 Weeks	706
Master Instructor (Full time, 37.5 hrs/wk) – 1000 Hours	32 Weeks	1180
Master Instructor(Part time, 15 hrs/wk) – 1000 Hours	67 Weeks	1180
Master Instructor (Full time, 37.5 hrs/wk) – 300 Hours	10 Weeks	353
Master Instructor (Part time, 15 hrs/wk) – 300 Hours	24 Weeks	353

The maximum time allowed for transfer students who need less than the full course requirements or parttime students will be determined based on 85% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 85% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100-93	EXCELLENT 92-85	VERY GOOD	
84- Below			UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the

evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, which is the next evaluation period, the student has still not met both the attendance and academic requirements, if applicable, students may be deemed ineligible to receive Title IV funds and will be dismissed from the program. Students dismissed for unsatisfactory progress will not be able to return to Elite Beauty College.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Students who wish to return may do so after 30 days, if they were in a satisfactory standing when they left. Students dismissed for unsatisfactory progress will not be able to return to Elite Beauty College.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards. Course incompletes, repetitions and noncredit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. Students do not repeat courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock hours received will not be included in the calculation of the student's GPA, however these hours will be counted toward the quantitative requirements

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

GRADUATION REQUIREMENTS

Completion of the course, the required clock hours are earned, and a final grade of no less than 85% will earn the student a certificate of completion. Be in Satisfactory Progress Status and meet the Financial Agreement or have an payment arrangement in place in order to graduate. The graduate will then be eligible to register with the State Board of Cosmetology to take the state exam for a license to practice in the state of Oklahoma.

LICENSING REQUIREMENTS

All graduates are required to pass the Oklahoma State Board of Cosmetology exam to receive a license to practice in the state of Oklahoma. The exams are administered in Oklahoma City, Oklahoma as scheduled by the Oklahoma State Board of Cosmetology. The registration form is completed by the school certifying the graduation requirements are complete. The graduate is responsible for all costs related to the licensing requirements. Test fee is \$10.00 and the licensing fee is \$ 25.00 (total \$35) made payable to the Oklahoma State Board of Cosmetology. Elite Beauty College does provide information and assistance with testing in other states as well as reciprocity for license through the Director.

WITHDRAWAL POLICY and SETTLEMENT POLICY

“Official” Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Director of Admissions in writing of intent to withdraw. The date of the determination for return purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. In the event a student decides to rescind his or her official notification to withdraw, the student must provide a written statement stating their intent to remain in academic attendance through the end of the payment period of enrollment. If a student subsequently withdraws after rescinding an intent to withdraw, the withdrawal date is the date he/she first provided notification to the school or began the school’s withdrawal process, unless the school chooses to document a last date of attendance at an academically related activity.

Upon receipt of the withdrawal information, Elite Beauty College will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
2. Two calculations are performed:
 - a. The students ledger card and attendance record are sent to First Advisors to review the calculation of Return of Title IV funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV Funds Worksheets, and are based upon the payment period.
 - b. Calculate the school’s refund requirement (see institutional refund calculation work sheet):
3. The student’s grade record will be updated to reflect a grade of incomplete.
4. Elite Beauty College will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the Elite Beauty College will provide the student with a letter explaining the Title IV requirements
 - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program and the amount of funds the student received.
 - b. Any returns that will be made to the Federal program on the student’s behalf as a result of exiting the program. If a student has completed more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with a final student ledger card with the outstanding balance due to the school and the available methods of payment.
7. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for seven consecutive unexcused absences, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in Elite Beauty College Catalog will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance the following procedures will take place:

1. The admission's office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 10 consecutive absences, or if student did not return from a LOA, the withdrawal date will be the date the student did not return.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. Elite Beauty College will calculate the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see institutional refund calculation work sheet);
7. The student's grade records are updated to reflect a grade of W.
8. Elite Beauty College Financial Aid Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
9. If applicable, the Elite Beauty College will provide the student with a letter explaining Title IV requirements.
 - a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled in the program and the amount of aid the student received.
 - b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
10. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
11. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

If tuition is collected in advance of entrance and if after expiration of the 72 hour cancellation privilege the student does not start, not more than \$150 shall be retained by Elite Beauty College. Students are required to purchase books, supplies and equipment at the beginning of the program. According to Elite Beauty College refund policy, once these materials are purchased, no refund will be made. (Please refer to the Return of Title IV Funds Policy for treatment of these items per Federal regulations.)

A full refund will be made to the student if he/she:

1. Is not accepted by the school;
2. Was enrolled by misrepresentation in advertising Elite Beauty College promotional materials, or representation by the owner or Elite Beauty College Representative; or
3. Was enrolled in a course of instruction that is discontinued by Elite Beauty College and prevents student from completing the course.

Refunds will be made within 45 days after the effective date of termination.

IF STUDENT WITHDRAWS, TWO CALCULATIONS ARE PERFORMED:

1. The Return of Title IV funds (To determine amounts earned from the Federal programs) and
2. The Institutional Refund Policy work sheet – to determine the amount of institutional charges earned. Elite Beauty College will adjust student's charges to take into account returns of Title IV funds that Elite Beauty College was required to make. (See refund Policy below)
3. VA beneficiaries utilizing benefits that receive refunds may be in debt to the VA.

RETURN TO TITLE IV FUNDS POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Elite Beauty College will calculate the amount of tuition to be returned to the Federal fund programs according to the policies listed below. Please note that the Title IV policies are for all students.

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at Elite Beauty College, LLC. It is separate and distinct from the Elite Beauty College refund policy. (Refer to institutional refund policy)

The calculated amount of the return of Title IV funds that is required for the students affected by this policy are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdraw disbursements may occur within 90 days of the date that the student withdrew.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of

Educations prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The Calculation Formula:

Determine the amount of Title IV aid that was disbursed plus Title IV aid that could have been disbursed.

Calculate the percentage of Title IV aid earned:

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

Elite Beauty College will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Elite Beauty College or Sign a repayment agreement with the U.S. Department of Education.

Order of Return

Elite Beauty College is authorized to return any excess funds after applying them to outstanding balances on previous periods or other remaining institutional costs to the separate funds in the order of Pell Grant and then student.

- A sample of the Institutional Refund Calculation work sheet is available through the office upon student request.

Earned AID:

Title IV aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the "R2T4 Funds" is allocated in the following order:

- Federal Pell Grants

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. Elite Beauty College may use a portion or all of your post- withdraw disbursement for tuition and fees. For all other school charges, Elite Beauty College needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Institution Responsibilities

Elite Beauty College's responsibilities in regards to Title IV funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV funds due the Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with Elite Beauty College or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV funds

Includes:

- Returning to the Title IV programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the Return of Title IV funds calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV

The requirements for the Title IV program funds when you withdraw are separate from any refund policy that 4-States may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Elite Beauty College may also charge you for any Title IV program funds that they were required to return. If you do not already know what Elite Beauty College refund policy is, you may ask Financial Aid Director for a copy.

Return to Title IV questions?

If you have questions regarding Title IV program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice.**

Institutional Refund Policy

This policy applies to students' who withdraw official, or are dismissed from enrollment at Elite Beauty College. An applicant not accepted by the Elite Beauty College shall be entitled to a refund of all monies paid. A student (or in case of a student under the legal age, his/her parent or guardian) that cancels their contract with the academy must make their request in writing, and the cancellation date will be determined by the post mark date or by the date notification is hand delivered, in person to the Director. All monies due to student are refunded within 45 days of written cancellation or termination. If the student cancels contract within three business days of signing an enrollment agreement, all monies collected by the school shall be refunded except the non refundable application fee. If the student cancels contract after three business days, but prior to starting class, or if the student is not accepted by the school, the student is entitled to full refund less the non refundable application fee of \$100. The date of withdraw shall be the earliest date the student notifies the school that he/she is not accepted, cancels contract, notifies school that he/she will not be returning, or if the student is expelled by the school.

Elite Beauty College determines unofficial withdrawals by monitoring attendance daily. All refunds are calculated based on the student's last day of physical attendance and scheduled hours of attendance for enrolled time. Enrollment time is defined as the time elapsed between the actual starting date and the student's last date of physical attendance.

If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school will not provide completion of the program and will provide a full refund of all monies. In a situation where completion of the program is not available the school will then provide a full refund of all monies paid.

The cost of other items such as kits, books, and other fees shall not be considered in tuition adjustments. These items become the property of the student when issued and are not refundable.

For students who enroll in and begin classes the following schedule of tuition adjustment will apply:

**% LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM AMOUNT OF TOTAL TUITION
OWED TO SCHOOL**

.01%	TO	4.9%	20%
5%	TO	9.9%	30%
10%	TO	14.9%	40%
15%	TO	24.9%	45%
25%	TO	49.9%	70%

50% AND OVER

100%

Elite Beauty College upholds the following School Closure Policy. In the event that the school must close permanently and ceases to offer instruction after students have been enrolled, or if a program is canceled after students have enrolled and instruction has begun, the school will refund the tuition to the students at a pro-rata calculation and dispose of school records according to the state law requirements.

VA beneficiaries utilizing benefits that are withdrawn from the program will be reported to the VA. Funding will cease and beneficiary may be in debt to the VA

STUDENT SERVICES

Advising, group tutoring sessions, private tutoring, and referral to available service help organizations or substance abuse advising are available. The school will offer assistance in placement, academic, individual and career advisement throughout the course. Information is provided to you from the Administrative office. The school makes no provisions for housing. Student Services Board is located in your school.

TERMINATION POLICY

Elite Beauty College will terminate for the following reasons:

1. Students who are found to be stealing.
2. The use or possession of any illegal drugs or alcohol before or during school hours.
3. Physical violence towards any other person on school property.
4. Excessive behavioral problems.
5. Students who have been absent for 10 consecutive school days, without making contact to the school by phone, written, or person to person as to their reason of absence.
6. Students who fail to meet the minimum monthly payment for 90 days required in the Elite Beauty College's self pay program.
7. Students bringing lethal weapons on school property. Includes parking lot.

*This policy also applies to all off campus activities when a student is a representation of the Elite Beauty College.

* Other excessive circumstances may be subject to termination at the discretion of the administration. Students who are terminated for any of this reasons will not be allowed to reapply or reenroll at Elite Beauty College.

CURRICULUM: PROGRAM/COURSE OUTLINE

**OKLAHOMA STATE BOARD OF COSMETOLOGY CURRICULUM FOR PRIVATE BEAUTY
SCHOOLS
SUBJECT:**

Basic Cosmetology—— 1500 Clock Hours

Theory	150
Manicuring and Pedicuring, including sculpturing Nails, tips and other artificial nail application	
Procedures and care	90
Facials and make-up	30 Scalp
Treatments	30
Shampooing, conditioning, and rinses	60
Hair styling, finger waving and dressing or Wigs, including thermal and blow drying	390
Hair coloring, tints, bleaching and other color Treatments	120
Hair cutting, shaping and thinning, razors, Clippers and beard trimming	180
Eye lashes, brow drying and arching	30
Personality, shop management, unassigned hours For review, examinations, etc.	180
Hair reconstructing, permanent waving and Chemical hair relaxing	240
Total Hours:	1500

Objective:

Our objective is to prepare the student in the basic skills for licensure and practice of cosmetology as prescribed by Oklahoma State Law.

Certificate of completion will be awarded upon completion of this course. This program is designed to develop abilities in: desirable work habits, and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer/employee relationships, personal and business ethics, customer relations, and effective communication skills.

PROGRAM DESCRIPTION:

This is a program of study in the basic service, theory and principles of Cosmetology Arts and Science. The units of study are as required by the Oklahoma State Board of Cosmetology.

INSTRUCTIONAL METHODS:

Students are instructed through theory and practical work. Audio-visual, demonstration, participation, lecture, and supervised clinic experiences are used throughout the program. Students earn grades through demonstrating their ability in participating in classes, clinic, and examination.

Class hours are Tuesday – Saturday 8-3:30. Theory is Tuesday- Friday from 8-9:15am. This is required before a student can perform on clients.

Teaching materials consist of the following: Pivot Point Cosmetology, Pivot Point Standard Manicurist Text, Pivot Point Standard Manicurist Practical Workbook, and Pivot Point Standard Manicurist Exam Review. Pivot Point Standard Esthetician, Pivot Point Esthetician Workbook, Pivot Point Esthetician Exam Review, Pivot Point Practical Natural Hair and Braiding Textbook, Pivot Point Natural Hair and Braiding Workbook, Pivot Point Natural Hair and Braiding Exam Review. A library is available for reference material.

GRADING POLICY:

Students are graded according to the following system:

93-100%	Excellent
85-92%	Good
84%-Below	Unsatisfactory

Grades are determined through theory tests, homework, and practical work.

CURRICULUM: PROGRAM/COURSE OUTLINE

OKLAHOMA STATE BOARD OF COSMETOLOGY CURRICULUM FOR PRIVATE BEAUTY SCHOOLS

SUBJECT:

Nail Technician————— 600 Clock Hours

Bacteriology sterilization and sanitation	40	Nail Sculpture, composition disorders and disease	
60			
Manicuring and Pedi curing			160
Artificial Nails			160
Nail Art			60
Salon Development (business administration and law; Insurance; professional ethics; record keeping; business telephone techniques; salesmanship; displays and advertising; hygiene and public health)			80
Cosmetology law, rules and regulations			40
Total Hours:			600

Objective:

To prepare the student in the basic skills for licensure and practice as a manicurist as prescribed by Oklahoma State Law.

Certificate of completion will be awarded upon completion of this course. This program is designed to develop abilities in: desirable work habits, and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills.

PROGRAM DESCRIPTION:

This is a program of study in the basic services, theory and principles of Manicuring and Pedicuring Arts and Science. The units of study are as required by the Oklahoma State Board of Cosmetology.

INSTRUCTIONAL METHODS:

Students are instructed through theory and practical work. Audio-visual, demonstration, participation, lecture, and supervised clinic experiences are used throughout the program. Students earn grades through demonstrating their ability in participating in classes, clinic, and examination.

Class hours are Tuesday – Saturday 8-3:30.

Theory is Tuesday- Friday from 8-9:15am. This is required before a student can perform on clients

Teaching materials consist of the following: Pivot Point Standard Manicurist Text, Pivot Point Standard Manicurist Practical Workbook, and Pivot Point Standard Manicurist Exam Review. A library is available for reference material.

GRADING POLICY:

Students are graded according to the following system:

93-100%	Excellent
85-92%	Good
84%-Below	Unsatisfactory

Grades are determined through theory tests, homework, and practical work.

CURRICULUM: PROGRAM/COURSE OUTLINE

OKLAHOMA STATE BOARD OF COSMETOLOGY CURRICULUM FOR PRIVATE BEAUTY SCHOOLS

SUBJECT:

Master Instructor _____ 1000 Clock Hours

Orientation and review of cosmetology	
Curriculum	60
Introduction to teaching	120
Course outline and development, including Lesson planning, teaching techniques, teaching Aids and developing, administering and grading Examinations	330
Law, beauty school management and record Keeping	90
Teaching and assisting in the classroom and Clinic	150
Practice teaching in the classroom	250
Total Hours:	1000

Objective:

To prepare licensed cosmetologists for licensure and as instructors of cosmetology as prescribed by Oklahoma State Law.

Certificate of completion will be awarded upon completion of this course. This program is designed to develop abilities in: desirable work habits, and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer/employee relationships, personal and business ethics, customer relations, and effective communication skills.

PROGRAM DESCRIPTION:

This program covers the area of instruction, supervision and administration that may be assigned to instructors during the presentation of a Basic Cosmetology and or Manicurist Program. The program of study includes lecture and demonstration classes, supervised participation, and clinic supervision plus instructs and participates in advising and testing.

INSTRUCTIONAL METHODS:

Students are instructed through theory and practical work. Audio-visual, demonstration, participation, lecture, and supervised clinic experiences are used throughout the program. Students earn grades through demonstrating their ability in participating in classes, clinic, and examination.

Class hours are Tuesday – Saturday 8-3:30.

Theory is Tuesday- Friday from 8-9:15 am. This is required before a student can perform on clients
Teaching materials consist of the following: Pivot Point Cosmetology, Pivot Point Standard Manicurist Text, Pivot Point Standard Manicurist Practical Workbook, and Pivot Point Standard Manicurist Exam Review. Pivot Point Standard Esthetician, Pivot Point Esthetician Workbook, Pivot Point Esthetician Exam

Students are graded according to the following system:

93-100%

Excellent

85-92% Good
 84%-Below Unsatisfactory

Review, Pivot Point Practical Natural Hair and Braiding Textbook, Pivot Point Natural Hair and Braiding Workbook, Pivot Point Natural Hair and Braiding Exam Review. A library is available for reference material.

GRADING POLICY:

Grades are determined through theory tests, homework, and practical work.

CURRICULUM: PROGRAM/COURSE OUTLINE

OKLAHOMA STATE BOARD OF COSMETOLOGY CURRICULUM FOR PRIVATE BEAUTY SCHOOLS

SUBJECT:

Master Instructor with OkSBC credit—————300 Clock Hours

Orientation and review of cosmetology	
Curriculum	60
Introduction to teaching	120
Course outline and development, including Lesson planning, teaching techniques, teaching Aids and developing, administering and grading Examinations	330
Law, beauty school management and record Keeping	90
Teaching and assisting in the classroom and Clinic	150
Practice teaching in the classroom	250
Total Hours:	300

Objective:

To prepare licensed cosmetologists for licensure and as instructors of cosmetology as prescribed by Oklahoma State Law. Certificate of completion will be awarded upon completion of this course. This program is designed to develop abilities in: desirable work habits, and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer/employee relationships, personal and business ethics, customer relations, and effective communication skills.

PROGRAM DESCRIPTION:

This program covers the area of instruction, supervision and administration that may be assigned to instructors during the presentation of a Basic Cosmetology and or Manicurist Program. The program of study includes lecture and demonstration classes, supervised participation, and clinic supervision plus instructs and participates in advising and testing.

INSTRUCTIONAL METHODS:

Students are instructed through theory and practical work. Audio-visual, demonstration, participation, lecture, and supervised clinic experiences are used throughout the program. Students earn grades through demonstrating their ability in participating in classes, clinic, and examination.

Students are graded according to the following system:

93-100% Excellent

85-92%	Good
84%-Below	Unsatisfactory

Class hours are Tuesday – Saturday 8-3:30.

Theory is Tuesday- Friday from 8-9:15 am. This is required before a student can perform on clients
 Teaching materials consist of the following: Pivot Point Cosmetology, Pivot Point Standard Manicurist Text, Pivot Point Standard Manicurist Practical Workbook, and Pivot Point Standard Manicurist Exam Review. Pivot Point Standard Esthetician, Pivot Point Esthetician Workbook, Pivot Point Esthetician Exam Review, Pivot Point Practical Natural Hair and Braiding Textbook, Pivot Point Natural Hair and Braiding Workbook, Pivot Point Natural Hair and Braiding Exam Review. A library is available for reference material.

GRADING POLICY:

Grades are determined through theory tests, homework, and practical work.

CURRICULUM: PROGRAM/COURSE OUTLINE

**OKLAHOMA STATE BOARD OF COSMETOLOGY CURRICULUM FOR PRIVATE BEAUTY SCHOOLS
 SUBJECT:**

Aesthetics ————— 600 Clock Hours

Bacteriology sterilization and sanitation and safety	80
Sciences: Histology, dermatology and physiology of the skin structure and function of skin and glands; color and morphology)	180 (Includes
Facials: (includes draping, manipulations, cleaning and toning; chemistry And light therapy and make-up)	200
Non Permanent Hair Removal: (Includes methods and procedures and arching)	40
Salon Development (includes business administration and law; Insurance; professional ethics; Record keeping; business telephone techniques; salesmanship; Displays and advertising; hygiene and public health)	60
Cosmetology law, rules and regulations	40
Total Hours:	600

Objective:

To prepare the student in the basic skills for licensure and practice as an esthetician as prescribed by Oklahoma State Law.

Certificate of completion will be awarded upon completion of this course. This program is designed to develop abilities in: desirable work habits, and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills.

PROGRAM DESCRIPTION:

Students are graded according to the following system:

93-100%	Excellent
---------	-----------

85-92%

Good

84%-Below

Unsatisfactory

This is a program of study in the basic services, theory and principles of Esthetics Arts and Science. The units of study are as required by the Oklahoma State Board of Cosmetology.

INSTRUCTIONAL METHODS:

Students are instructed through theory and practical work. Audio-visual, demonstration, participation, lecture, and supervised clinic experiences are used throughout the program. Students earn grades through demonstrating their ability in participating in classes, clinic, and examination.

Class hours are Tuesday – Saturday 8-3:30.

Theory is Tuesday- Friday from 8-9:15 am. This is required before a student can perform on clients

Teaching materials consist of the following: Pivot Point Standard Esthetician Text, Pivot Point Standard Esthetician Practical Workbook, and Pivot Point Standard Esthetician Exam Review. A library is available for reference material.

GRADING POLICY:

Students are graded according to the following system:

93-100%

Excellent

85-92%
84%-Below

Good
Unsatisfactory

Grades are determined through theory tests, homework, and practical work.

SCHOOL RULES

1. All instruction will come from the instructor. One student is not to advise another in any phase of his/her training. Infraction will result in student being clocked out and sent home.
2. Students must not leave school at any time without first notifying the school personnel and checking out. Infraction may result in suspension.
3. Students may not check in or out for each other. Infraction may result in suspension.
4. Students are assigned weekly duties. Students will perform all duties specified by school personnel. Infraction will result in student being clocked out and sent home.
5. Students must comply with all instruction, direction, and responsibilities at all times. Students are assigned patrons; student refusing a patron will be clocked out and sent home for the day.
6. Lunch period is assigned by instructor and staggered. It is the students' responsibility to become aware of when their lunch will be. If a student leaves the premises for lunch they must punch out. Infraction will result in student being clocked out and sent home.
7. Gum chewing, eating, etc., is permitted **only** in the break room.
8. Students must keep work stations and other areas clean and sanitary at all times.
9. School phones are for business purposes only. Personal calls will be limited. Messages will be taken for incoming calls. **NO CELL PHONE.**
10. Students may visit in the break room and not in the presence of patrons.
11. Students may not take anything from the school.
12. Personal items must be kept in your locker. The school is not responsible for stolen items. Students will be prosecuted and rejected immediately from the program if caught stealing.
13. Students must have hair neatly styled and make-up on before class. Infraction will result in the student being clocked out and sent home.
14. Students will pay student prices for products used on their hair. Services must be paid for before service.
15. Absolutely no **PROFANE** or **VULGAR** language at any time.
16. Students' children will be allowed in school for services only. Any family member will be expected to pay full price for any and all services unless otherwise arranged with administration.
17. Personal items will be kept for six weeks after the student has left school. After that period they will be disposed of.
18. Professional ethics shall be practiced at all times.
19. The use of illegal drugs or alcohol before or during school hours is strictly prohibited. Students found within violation of this rule will be terminated.
20. Smoking is allowed in designated area only. Never in front of any location. This is a privilege that can be removed.
21. Absolutely no lethal weapons allowed on school property. This Includes parking lot.

CODE OF ETHICS

1. This school has its principal objective, the training of the qualified cosmetologist to render the best possible service to patrons.
2. This school strives continuously to improve its operations in order to keep abreast with the everchanging developments and new techniques in cosmetology.
3. This school observes all rules and regulations issued by the State Board of Cosmetology and Health Department.
4. This school encourages its instructors to keep abreast of the latest teaching methods in cosmetology in the way of reading educational books and attending teachers' refresher or advanced courses, workshops, and instructor's seminars.
5. This school takes part in educational conferences and regional meetings in order to advance the cosmetology profession.
6. This school makes use of acceptable teaching techniques and training aids (such as text books, workbooks, films, and other audio-visual aids) in order to provide the best possible training for its students.
7. This school purchases only high grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.
8. This school maintains honest and fair relationships with its staff, students, patrons, state board, and other schools.
9. This school advertises truthfully, and makes honest representation to its students.
10. This school refrains from any criticism, which reflects unfavorably on other schools and the cosmetology profession.

