



## Catalog 2016

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We help to

*Inspire Your  
Creativity*

## Table of Contents

|  |           |
|--|-----------|
| <b>Mission Statement.....</b>  | <b>3</b>  |
| <b>Non-Discrimination Policy.....</b>                                | <b>3</b>  |
| <b>State Requirements for Licensing.....</b>                         | <b>3</b>  |
| <b>Admission Requirements.....</b>                                   | <b>3</b>  |
| <b>Enrollment.....</b>   | <b>3</b>  |
| <b>Contract Cost and Payment Terms.....</b>                          | <b>3</b>  |
| <b>Satisfactory Academic Policy.....</b>                             | <b>4</b>  |
| <b>School Holidays.....</b>  | <b>5</b>  |
| <b>Conduct Policy.....</b>   | <b>5</b>  |
| <b>Transfer Policy.....</b>  | <b>5</b>  |
| <b>School Records.....</b>   | <b>6</b>  |
| <b>Leave of Absence Policy.....</b>                                  | <b>6</b>  |
| <b>Termination Policy.....</b>                                       | <b>7</b>  |
| <b>Certificates Awarded/Graduation Requirements.....</b>             | <b>7</b>  |
| <b>Weather Related School Closing.....</b>                           | <b>7</b>  |
| <b>Make Up Work.....</b>   | <b>7</b>  |
| <b>Tardiness/Absence Policy.....</b>                                 | <b>7</b>  |
| <b>Placement Service.....</b>  | <b>8</b>  |
| <b>Student Support Service.....</b>                                  | <b>8</b>  |
| <b>Rules for Students.....</b>                                       | <b>8</b>  |
| <b>Refund Policy.....</b>  | <b>9</b>  |
| <b>Class Schedule.....</b>   | <b>10</b> |
| <b>Advanced Cosmetology.....</b>                                     | <b>10</b> |
| <b>Advanced Manicuring (only offered at the Norwalk Campus).....</b> | <b>12</b> |
| <b>Advanced Esthetics (Only offered at the Norwalk Campus).....</b>  | <b>14</b> |
| <b>School Facility.....</b>  | <b>16</b> |

**\*\*Elite School of Cosmetology, furthermore known in the document as “Elite”.\*\***

**Mission Statement:**

Our mission is to educate, train and prepare students to successfully pass State Board of Cosmetology Examination and to excel in the field of Cosmetology and other branches and to find gainful employment.

**Our Goal:**

The staff of instructors and school administrators are profoundly dedicated to the education of hair design and nails techniques. Our goal is to train students in art, science, marketing and professionalism in the work place. The instructors will work closely with each student while giving them hands on experience.

**Non-Discrimination Policy:**

The institutions in their admission, instruction and graduation policies practice non-discrimination on the basis of race, color, creed, religion, sex, age, financial status or ethnic origin. The *Elite* School of Cosmetology does not recruit students already attending other cosmetology institutions.

**School facility:**

The students are located on ground level, with ample free parking around the building. All classrooms are well lit with heat and air conditioning. Each student will be assigned his or hers own styler with a secure locker to store their personal items. The facility is handicap accessible with a spacious floor plan.

**State requirements for licensing:**

Applicants must provide:

- A. Educational records
- B. Picture identification (driver's license, state I.D. card)

**Licensing & Accrediting Agency for *Elite* School of Cosmetology:**

The Ohio State Board of Cosmetology, 1929 Gateway Circle, Grove City, OH 43123 Phone 614-644-6121.  
NACCAS, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432 Phone 703-600-7600.

**Admission requirements:**

The following are the requirements of the State of Ohio and *Elite* School of Cosmetology.

1. Written application for admissions
2. Personal interview
3. The school admits as regular students:  
High school graduates or persons with a GED (Copy of High School Diploma, High School Transcripts, or GED Certificate are acceptable)
4. A completed and signed Enrollment Agreement (contract). If applicant is less than 18 years of age, a parent or a legal guardian must sign the Enrollment Agreement.
5. The school does not accept transfer hours from other institutions.
6. This is an English speaking facility and all courses are taught as such.

**Enrollment/class starts:**

Classes start for Advanced Cosmetology and Advanced Manicuring (nail technicians) every three months. Esthetics will only be offered on a semi annual basis (subject to change). Advanced Manicure & Advanced Esthetics are only offered at the Norwalk Campus

**CONTRACT COSTS AND PAYMENT TERMS**

STUDENT agrees to pay the school the tuition and fees for the program selected in advance at the start of the program. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance is satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$6.25 per hour until graduation. The school will charge a re-enrollment fee of \$100.00 to students who have withdrawn and wish to re-enroll. The school will charge a withdrawal fee of \$100.00. The tuition rates current at the time of re-enrollment will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. The student's tuition may be paid by cash, check, or money order.

**Satisfactory Academic Progress (SAP) Policy**  
**This policy applies to all students**

Students are required to maintain satisfactory progress throughout their training to be in compliance with institutional policy. Satisfactory progress is measured in both quantitative terms (attendance), as well as qualitative terms (academic/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to be considered as making satisfactory progress unless a student is on probation as defined in this policy. **Students who are not meeting satisfactory academic progress are considered ineligible for HEA, Title IV federal student financial assistance unless the student is on probation as defined in this policy.**

**ATTENDANCE STANDARD:** Students must attend at least 75% of the hours they are scheduled to attend based on the student's enrollment agreement. Since school holidays can affect the number of hours he/she is expected to attend, the student's attendance progress will be officially measured as a *percentage* of scheduled hours rather than as a defined *number* of hours.

**ACADEMIC STANDARD:** All theory, practical, and clinic exams and services will be graded using the following scale:

| <b>Grading System</b> |                       |
|-----------------------|-----------------------|
| <b>93% - 100%</b>     | <b>Excellent</b>      |
| <b>85% - 92%</b>      | <b>Very Good</b>      |
| <b>75% - 84%</b>      | <b>Satisfactory</b>   |
| <b>74%and Below</b>   | <b>Unsatisfactory</b> |

Student must maintain an academic average of at least 75% or higher to meet the standards of this policy.

**EVALUATION PERIODS:** Progress will be evaluated for the Advanced Cosmetology course at 450, 900, and 1350 earned hours, for Advanced Manicure at 150 hours and for Advanced Esthetics at 375 hours. **(Advanced Manicure & Advanced Esthetics are only offered at the Norwalk Campus)** 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.

**MAXIMUM TIME FRAME:** The normal time frames and maximum time frames required for program completion are listed below. Students who maintain satisfactory progress in attendance will complete the program during the allowable maximum time frame of 133%.

|  | <b>Full Time Normal/Maximum</b> |
|--|---------------------------------|
| <b>Advanced Cosmetology 1800 hours</b> | <b>53.3 Weeks/70.9 Weeks</b>    |
| <b>Advanced Esthetician 750 hours</b>  | <b>25 Weeks/33.25 Weeks</b>     |
| <b>Advanced Manicure 300 hours</b>     | <b>10 Weeks/13.3 Weeks</b>      |

**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 be notified in written form during these evaluation periods. Evaluations are kept in the students file. Students deemed not maintaining Satisfactory Academic Progress ,ay have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

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

**PROBATION:** Student who fail to meet minimum requirements for attendance or academic progress after a warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of

the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

**APPEAL PROCESS:** If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school describing why they failed to meet satisfactory academic progress standards, along with supporting documentation (if applicable) of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student in writing within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**REINSTATEMENT OF FEDERAL FINANCIAL AID/RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS:** Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. If the student begins a payment period not making satisfactory progress, but reverses that designation before the end of that payment period, the student will be eligible for federal aid for that payment period. Federal aid for any payment periods that occur within a period of unsatisfactory progress will be permanently forfeited.

**LEAVE OF ABSENCE AND WITHDRAWALS:** If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the leave of absence. Hours lapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. The combined number of Leave of Absence days may not exceed 180 days in a single 12-month period starting on the first day of the first Leave of Absence.

**WITHDRAWAL/RE ENROLLMENT:** A student who withdraws from class prior to completion and wish to re-enroll, will return in the same satisfactory academic progress status as at the time of withdrawal. A student who withdraws from a class prior to completion is permitted to repeat that class at a later date, after administrative approval of re-enrollment.

**COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES:** Course Incompletes, Repetitions and Non-Credit Remedial Courses do not apply to this Institution and therefore, these items have no effect upon the school's satisfactory academic progress standards.

**TRANSFER HOURS:** Transfer Hours do not apply to this Institution therefore this item has no effect upon the school's satisfactory academic progress standard.

## **SCHOOL HOLIDAYS**

The school is closed on the following holidays: \*New Year's Day \* Memorial Day \* Independence Day \* Labor Day \*Thanksgiving Day and the day after \* Christmas Eve, Christmas Day and the day after \*Martin Luther King Day. Depending on what day a holiday falls, the school has the option to close the day before or the day after the holiday.

## **CONDUCT POLICY**

Students must obey the rules of the school and the Ohio State Board of Cosmetology Rules and Regulations at all times. Failure to comply may result in suspension or termination.

### **Transfer Policy to this Institution:**

Elite School of Cosmetology does not accept transfer hours from other institutions. This institution is an English teaching facility only and is taught as such.

### **Transfer Policy from This Institution:**

Hours will be transferred to the Ohio State Board of Cosmetology with the instructions to the board as to what institution should receive these hours. All requests must be made in writing. Hours will not be transferred to the Ohio State Board of Cosmetology until all tuition and fees have been paid in full.

**Attendance Policy:**

Policy is applied uniformly and fairly. The institution records attendance in clock hours, gives appropriate credit for all hours attended. The institution does not deduct or add hours as a penalty; and does not round hours to any more than the quarter hour.

**Payment Plan:**

All tuition and fees are due and payable upon starting school; however, students without resources can work out a payment plan through a third party financial institution, or in-house financing. All tuition must be paid in full two (2) weeks prior to completion of the course.

**SCHOOL RECORDS/PRIVACY ACT**

1. All students shall have the right to review their financial aid academic records, including grades, attendance and counseling. (Parent financial information is excepted)
2. The Administrator supervises records and school officials for purposes of recording grades, attendance, and tutoring, as well as determining financial aid eligibility.
3. Students may request a review by writing the Administrator at the address set forth in the catalog and such review will be allowed during regular school hours under appropriate supervision.
4. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing. However, grades and course evaluations can only be challenged on the grounds that they are improperly recorded.
  - a. Instructor and/or Administrator will review the written challenge, and if desired by student or in the case of a dependent minor student a parent, make a determination to retain, change, or delete any disputed data.
5. Being a post secondary institution, parental access to student records will be allowed without prior consent if the student is dependent minor as defined in section 152 of the Internal Revenue Code of 1954. If a student is 18, the parents may have access with written consent for each request regardless of whether the student is a dependent.
6. Copies of information being sent out of the school will be provided to the student or in case of a minor student, a parent. All student records will be maintained for a period of 5 (five) years.
7. The school does not publish a directory of information.
8. The institution will provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts & Sciences, or in response to a directive of the Commission.

**RELEASE OF INFORMATION**

**A release of Information form must be signed and dated by the student or in case of a dependent minor student a parent/guardian must sign and date prior to releasing records of student performance and progress to any prospective employer, government agency, law enforcement agency, banking institution or other parties who have pertinent interest in student progress seeking such information.**

**The institution follows the Privacy Act in regards to a release of information form.**

**LEAVE OF ABSENCE POLICY**

A leave of absence may be granted; **all Leave of Absences must be requested by the student in writing and must specify the reason for the Leave of Absence.** The combined number of Leave of Absence days may not exceed 180 days in a single 12-month period starting on the first day of the first Leave of Absence. Students not returning on the 180 day, a refund calculation will be completed and any refunds due to the student. When a documented leave of absence is requested and granted, the students completion date will be extended the amount of the leave without cost to the student. A Student on an approved leave of absence notifies the school that he/she will not be returning. The date of the withdraw 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.

**THE OFFICE MUST BE NOTIFIED IN WRITING AND APPROVE ALL LEAVE OF ABSENCES IN ORDER TO MAKE IT OFFICIAL.**

## **ITEMS LEFT IN THE SCHOOL:**

The school is not responsible for the equipment left at the school. The student must personally come into the school and empty their locker that has been assigned to them before taking a leave of absence. This institution is not responsible for any student property left on the premises. Equipment left in the locker will be cleaned out in 3 days after student leaves. Items will be put in storage.

## **TERMINATION POLICY**

If a student is absent 14 consecutive days without being on an official leave of absence, violation of Attendance Policy, lack of payment and/or violation of school rules, the student will be discontinued and a refund calculation will be done if refund applies.

## **CERTIFICATES AWARDED/GRADUATION REQUIREMENTS**

After satisfactory completion of the course according to the standard of *Elite* School of Cosmetology a certificate is awarded certifying that the schools requirements have been met. Graduation requirements are as follows:

Students must complete state board required hours per program of enrollment

Must maintain a 75% or higher grade point average

Completion of all practical requirements

Tuition paid in full two weeks prior to graduation. If the student has overtime charges, they may make payment arraignments.

## **RE-ENROLLMENT**

In the event a student discontinues the course in good standing and chooses to re-enroll to complete the training; the student will do so under the sole option of this institution. If such re-enrollment does occur, the student will receive full credit for hours earned subject to applicable state and federal regulations. A Re-enrollment fee of \$100.00 is due at the time of enrollment. In addition, a new Enrollment Agreement will be executed which adjusts the course period completion date. The student will be charged the current hourly rate times the number of hour's left to complete the course.

## **WEATHER RELATED SCHOOL CLOSING**

Local television stations, radio stations, and the School's voicemail and social media will notify students in case of school closure due to bad weather or emergency situations.

## **STUDENT ADVISING**

Each student's daily activities are monitored to insure satisfactory progress is being made. Frequent private advising sessions are made to encourage students to meet their scheduled graduation dates.

## **MAKE UP WORK**

Make up work is accepted from students excused by the instructor. All make up work must be completed before the end of the month in which it was assigned, if the work is not completed, a zero (0) will be entered. **Make up work is NOT permitted for the purpose of receiving Veterans training allowances. The Veteran's Administration will be notified immediately when a veteran student is granted a leave of absence.**

## **TARDINESS AND CLASS CUT POLICY**

Student must attend class to master a subject and meet Ohio State Board of Cosmetology time requirements. Excess tardiness and class cuts make it necessary for a student to repeat the subjects missed. Class cuts are defined as leaving school for a portion of the day without permission of the Instructor. Repeated class cuts are a serious infringement of school policy, which could result in probation or dismissal from school.

## **ABSENCE POLICY**

A student is required to attend class on a regular basis. If unable to attend a class, the student is expected to notify the office by phone.

## **EXCUSED AND UN-EXCUSED ABSENCES**

Absences that are documented by a Physician's Statement and or State/Local and County Government Offices will be excused. Those absences not Documented by the above will be considered Unexcused. Excused absences do

**NOT** extend the projected contract date.

## **PLACEMENT SERVICE**

We maintain a placement service, which is available to graduating students and past graduates. We do not guarantee employment. Area salon owners and managers contact the school and leave information about job opportunities currently available. If possible, we arrange for salon owners and managers to speak to the senior class when they are looking for new employees.

## **STUDENT SUPPORT SERVICES**

We offer a wide range of services that will help you achieve personal and professional growth and academic success. Individual advising sessions are available to assist you with academic, personal, professional and career related concerns. Students have access to advising from member's of the school's staff, including referral to professional assistance when necessary. By appointment only.

## **Rules for Students**

1. Attendance - Actual attendance hours in school are rounded to more than the nearest quarter hour. (ex. 4:58pm becomes 4:45pm. 8:32am becomes 8:45am).
2. Daily Time Sheets are to be filled out by the student and documented/signed by the instructor.
3. Kits - Supplies are the personal responsibility of the student. Sanitary procedures should be followed very closely in the disinfection of all equipment in kits. Purses and food may not be kept in these kits. Kits and lockers will be inspected. Kits are needed for client services, if the student doesn't have a complete kit to do services, student is dismissed and may return with a kit and continue with daily hours.
4. Dispensary - additional supplies needed for training are requested from the instructor.
5. Personal Appearance - Your appearance reflects your thinking, students must adhere to the school dress code.
6. Only professional products approved by the school may be used in the laboratory/clinic or for practice.
7. Lunch - Students may go out for lunch or bring their own. There are designated areas for eating lunch in the school. **NO FOOD ON THE CLINIC FLOOR.**
8. Breaks - Permission is requested from the instructor.
9. Facility is completely **SMOKE FREE.**
10. Health and Character - The taking of drugs without a doctor's prescription is **NOT PERMITTED**, Students under the influence of alcoholic beverages or non-prescription drugs are not permitted on the premises.
11. **STATE BOARD RULES AND REGULATIONS STATE:** a student in a school of cosmetology who performs cosmetology services for the public outside such school is liable to prosecution under Section 4713.99 of the Revised code.
12. Course tuition fees, books, supplies and enrollment fees are contained in the enrollment agreement.
13. No cell phones on the clinic floor and in the class room unless authorized by your instructor.
14. Park only in designated areas.
15. No personal belongings on the clinic floor. (purse, keys, cell phones ect.)
16. Refrain from using profanity, obscene gestures, fighting or yelling in or around school premises. **COULD RESULT IN IMMEDIATE TERMINATION.**
17. **MAY NOT REFUSE** an assignment (practical or client). Refusing an assignment, you will have to clock out and leave for the day. Subject to receive a zero for practical or clinic grade.
18. If caught cheating or forging initials or signatures, will be referred to the Administrator for suspension or termination.
19. Any books equipment or supplies left at the school will be kept for 30 days from the students last date of attendance then disposed of.
20. Make up work has to be in before the end of the month that it is issued or a **0** is entered in your G. P. A.
21. **Elite reserves the right to change or add to any of the schools policies or rules whenever deemed necessary. All changes are posted prior to their enforcement.**



## REFUND POLICY

- A. An applicant not accepted by the School is entitled to a refund of all monies paid.
- B. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.
- C. A student may cancel this agreement at no penalty by notifying the School either in writing, by telephone or by electronic means within three (3) business days after midnight on the day on which the agreement was signed. The date of the notification will be the student's cancellation date. All monies paid will be refunded to the Student. This policy applies regardless of whether or not the student has actually started training.
- D. If a Student cancels after the three (3) business days, but prior to entering classes, the student is entitled to a refund of all monies paid.
- E. In the event of a cancellation after attendance has begun, but prior to fifty (50%) of the program being completed, the school shall abide by the following refund schedule:

| Percentage of scheduled time to total time of the program | Percentage of total tuition due |
|---|---------------------------------|
| .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%                            |

- F. There will be no refund for kits, supplies or other materials issued and accepted by the Student.
- G. If a student wishes to withdraw from the school, the student must notify the School either in writing, by telephone or by electronic means. The date of the notification will be the student's "withdrawal date". A student will be officially withdrawn by the school if the student is absent for fourteen (14) consecutive calendar days without an Official Leave of Absence. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days. A DT-1 form will be sent to the State Board of Cosmetology along with a cover letter stating any outstanding financial obligations due the school. A calculation of monies owed to the school for the scheduled time accumulated will be performed and the student notified of their financial obligation. If satisfactory payment arrangements are not made within 30 days of notification, the students account may be reported to a collection agency. All or a portion of federal student financial assistance may have to be returned from the Elite School of Cosmetology to the U.S. Department of Education. If a refund of a Federal program is due i.e.: Pell Grant or Student Loan, it will be made within 45 days of the date of withdrawal whether officially or unofficially withdrawn. In the case of a Federal Loan Student, they will be instructed to complete Exit Counseling available online.
- H. In the case of termination or withdrawal, the last physical day of attendance shall be used to calculate a student's refund. In the case of a leave of absence, the withdrawal date will be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that he or she will not be returning.
- I. In the event a student is owed money, the school will refund all monies due the Student per this enrollment contract within 45 days of the "withdrawal date" whether officially or unofficially withdrawn.
- J. In the case of illness, disabling accident, death in the immediate family or circumstances beyond the control of the student, the School will make a settlement, which is fair and reasonable to all concerned parties.
- K. If the School is permanently closed and no longer offering instruction, after a student has enrolled, the school shall at its option, provide a pro rata refund; or participate in a Teach-Out Agreement.
- L. If a program is cancelled after students have enrolled and instruction has begun, the school shall at its option: provide a pro rata refund for all students transferring to another school based on the hours accepted by the 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.
- M. If a program is cancelled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid or provide completion of the course.
- N. The school will charge a withdrawal fee of \$100.00

## **Class Schedule**

For Juniors classes are approximately 349 hours Tuesday through Friday 8:30 to 5:00

Once completing junior hours, senior classes are as follows:

Tuesday 8:30 to 5:00

Wednesday 8:30 to 5:00

Thursday 8:30 to 5:00

Friday 8:30 to 5:00

Saturday 8:30 to 5:00 (every other)

As a senior, you're required to attend every other Saturday on opposite weeks.

Days are scheduled as following for seniors

8:30am to 5:00pm is clinic and daily sanitation hours

Wednesday 8:30 to 5:00 is non clinic hours, continuing training

Saturday-clinic work all day.

Tuesday, Wednesday, Thursday, Friday and Saturday

Morning break: approx. 10:00am (10 minutes)

Lunch approx. 12:00 (40 min.)

Afternoon break approx. 3:00pm (10 minutes)

## **Grading Scale:**

This grading scale is used for all courses offered.

93% - 100% Excellent

85% - 92% Very Good

75% -84% Satisfactory

74% and below Unsatisfactory

## **Advanced Cosmetology-1800 hours-Tuition \$13,600.00, Kit Fee \$500.00, Books \$ 500.00 and Registration fee \$100.00**

Occupations available for graduates are as follows:

Salon Employed Cosmetologist, Manufacturer Representatives - Salon Owner/Manager, School Owner/Manager.

Write, edit and/or consult for Cosmetology Books and Magazines, Cosmetology educator, Hair Color Specialist, Nail

Technician, Skin Care Specialist, Hair Stylist, Guest Artist, Platform Artist, Independent Contractor, Research

Cosmetologist, Makeup Consultant and Product Buyer.

## **Length of Course**

The Advanced Cosmetology course takes approximately 53.3 weeks full time.

## **Objectives**

Students will learn Sanitation, Scalp Care, Hair styling, Haircutting, Care of Wigs, Braiding, All chemical services, Manicuring, Pedicuring, Nail Enhancement, Skin Care, Cosmetology laws, rules, Communication skills, Advanced Techniques, salon management, including payroll, basic bookkeeping, inventory, state and federal taxes, hiring, training, public relations, health and public safety.

## **Course Format and Grading Procedures:**

The Ohio State Board of Cosmetology requires the completion of 1800 hours for Advanced Cosmetology. Students begin with classroom theory and practical sessions. Upon completion of practical competence, the student will progress to the clinic department to begin servicing clients in all phases of cosmetology. Grades on services, practical work, quizzes and tests are graded using a Grade Sheet every course. Completion of each course students are tested on information learned prior to the end of course. The following instructional methods are used throughout the course, demonstration, lecture, class participation and course related games.

| <b>Subject:</b>   | <b>Non Clinic<br/>Hours</b> | <b>Clinic<br/>Hours</b> |
|---|-----------------------------|-------------------------|
| <b>Sanitation/Bacteriology</b><br>Sanitation, Sterilization, Bacteriology<br>Dispensary operations and requirements   | 20                          | 20                      |
| <b>Scalp Care</b><br>Head, Hair and Scalp Definitions, Shampooing<br>Scalp Treatments, Disorders and Diseases   | 40                          | 60                      |
| <b>Hair I</b><br>Marcel Irons, Finger waves, Pin curls<br>Hair Styling, Haircutting, Care of Wigs   | 180                         | 260                     |
| <b>Hair II</b><br>Permanent Waving, Chemical Relaxing<br>Tinting, Bleaching and Foiling   | 200                         | 320                     |
| <b>Manicuring</b><br>Anatomy of nails, skin, muscles<br>Basic Manicuring Techniques<br>Artificial Nails and Hand and Arm Massage  | 44                          | 66                      |
| <b>Skin Care:</b><br>Anatomy of the Skin and Muscles, Makeup<br>Mask and Packs, Eyebrow Arching, Massage<br>Microdermabrasion   | 52                          | 68                      |
| <b>Communication Skills:</b><br>Salon Operations/Management, Human Relations<br>Personality, Sales and Career Development   | 60                          | 90                      |
| <b>Laws and Rules:</b><br>Ohio Statutes and rules<br>Inspection and Enforcement   | 4                           | 16                      |
| <b>Management Hours Include:</b>  | <b>Non Clinic<br/>Hours</b> | <b>Clinic<br/>Hours</b> |
| <b>Health and Public Safety:</b><br>First Aid, Accident Protection<br>Sanitation, Sterilization and Disinfection<br>Bacteriology, Contagious and Communicable Diseases<br>Consumer and Product Safety | 15                          | 35                      |
| <b>Cosmetology Laws and Rules:</b><br>Ohio Revised Code Statutes<br>Ohio Administrative Rules<br>License and Permit Policy, Continuing Education Policy   | 20                          | 30                      |
| <b>Advanced Techniques:</b><br>Anatomy of the hair<br>Communication Skills, Sales and Training<br>Haircutting, Styling and Chemical Services<br>Salon Supervision and Management                      | 60                          | 140                     |
| ***** <b>Totals</b>   | <b>695</b>                  | <b>+ 1105=1800</b>      |

## **Grading Scale:**

This grading scale is used for all courses offered.

|               |                |
|---------------|----------------|
| 93% - 100%    | Excellent      |
| 85% - 92%     | Very Good      |
| 75% -84%      | Satisfactory   |
| 74% and below | Unsatisfactory |

## **ADVANCED MANICURING 300 HOURS-Tuition \$1,900.00, Kit fee \$75.00, Books \$200.00 and Registration fee \$100.00**

### **Offered at the Norwalk Campus only**

Occupations available for graduates are as follows:

Salon Employed Nail Technician - Manufacturer Representatives - Salon Owner. Write, edit and/or consult for Nail Technology Books and Magazine  
Nail Technician Educator.

## **LENGTH OF COURSE**

Advanced Manicuring class will take about 10 weeks full time.

## **OBJECTIVES**

The objective of this course is to train students in manicuring, pedicuring, artificial enhancements and various areas of sales management. Student will learn manicuring and pedicuring of the nails, sanitation and sterilization and the anatomy of the skin, nails and muscles. The students will also learn basic accounting, payroll methods, inventory control, state and federal taxes, public relations, public health and safety. After successful completion of the course, and passing the State Board of Cosmetology examination, the student will be qualified to work in, manage or own a nail salon.

## **Class Schedule**

|   |  |
|---|--|
| Tuesday   | 8:30 to 5:00   |
| Wednesday   | 8:30 to 5:00   |
| Thursday  | 8:30 to 5:00   |
| Friday  | 8:30 to 5:00   |
| Saturday  | 8:30 to 5:00 (every other - when approved by instructor) |
| Tuesday, Wednesday, Thursday, Friday and Saturday |  |
| Morning break: approx. 10:00am (10 minutes)       |  |
| Lunch approx. 12:00 (40 min.)                     |  |
| Afternoon break approx. 3:00pm (10 minutes)       |  |

## **COURSE FORMAT and GRADING PROCEDURES**

The Ohio State Board of Cosmetology requires the completion of 300 hours of training to qualify graduates to apply for the Ohio State licensing examination for Advanced Manicuring. Students begin with classroom theory and advanced practical. Laboratory/Clinic and practical assignments are graded using a grading worksheet. Written testing is both multiple choice and essay. The following instructional methods are used throughout the course, demonstration, lecture, class participation and course related games.

| <b>SUBJECT</b>   | <b>NON CLINIC</b> | <b>CLINIC</b> |
|--|-------------------|---------------|
| <b>SANITATION /STERILIZATION/<br/>BACTERIOLOGY</b>   | <b>7</b>          | <b>13</b>     |
| a. Sanitation, Sterilization, Bacteriology<br>b. Dispensary Requirements and Operations  |                   |               |
| <b>ANATOMY AND PHYSIOLOGY</b>  | <b>7</b>          | <b>13</b>     |
| a. Bones, Joints, Cartilage, Ligaments and Muscles<br>b. Nervous System and Blood<br>c. Structure of the Nail<br>d. Disorders and Diseases of the Skin and Nail  |                   |               |
| <b>HAND, ARM AND LEG MASSAGE</b>   | <b>7</b>          | <b>13</b>     |
| a. Preparation, Procedures and Techniques  |                   |               |
| <b>EQUIPMENT/TOOLS</b>   | <b>7</b>          | <b>13</b>     |
| a. Specialized Equipment Types<br>b. Procedures and Safety Standards   |                   |               |
| <b>MANICURING PROCEDURE</b>  | <b>24</b>         | <b>56</b>     |
| a. Safety Precautions<br>b. Use of Implements & Preparation<br>c. Nail Cosmetics, Oil and Bleaching<br>d. Pedicuring<br>e. Men's Manicure<br>f. Artificial Application<br>1. Types, Styles and Preparation<br>2. Composition<br>3. Removal<br>g. Repair and Special Problems |                   |               |
| <b>SALON OPERATIONS LAWS AND RULES</b>   | <b>12.5</b>       | <b>27.5</b>   |
| <b>COMMUNICATION SKILLS</b>  |                   |               |
| a. Communication Skills, Personality and Human Relations<br>b. Management and Salon Ownership<br>c. Sales, Taxes, Inventory and Salon Ownership<br>d. Career Development<br>e. Ohio Cosmetology Statutes and Rules<br>f. Inspection and Enforcement                          |                   |               |
| <b>MANAGEMENT HOURS INCLUDE</b>  |                   |               |
| <b>SUBJECT</b>   | <b>NON CLINIC</b> | <b>CLINIC</b> |
| <b>COSMETOLOGY LAWS AND RULES</b>  | <b>12.5</b>       | <b>27.5</b>   |
| a. Policy and Procedures:<br>1. License and Permit<br>2. Continuing and Education<br>3. Inspection and Enforcement<br>b. Ohio Revised Code Statutes<br>c. Ohio Administrative Rules  |                   |               |
| <b>ADVANCED NAILS</b>  | <b>7</b>          | <b>13</b>     |
| a. Artificial Nails<br>b. Anatomy of the Nail<br>c. Muscles and Massage Techniques<br>e. Pedicure Care<br>f. Specialized equipment Use and Control<br>g. Product and Sales Training<br>h. Communication Skills   |                   |               |
| <b>HEALTH AND PUBLIC SAFETY</b>  | <b>12.5</b>       | <b>27.5</b>   |
| a. Diseases and Disorders<br>b. Sanitation, Disinfection, Sterilization<br>and dispensary operations<br>c. First Aid<br>d. Customer and Product Safety<br>e. Salon Operations and Procedures   |                   |               |
| <b>TOTALS 200 + 100 = 300 HOURS</b>  |                   |               |

## **Grading Scale:**

This grading scale is used for all courses offered.

|               |                |
|---------------|----------------|
| 93% - 100%    | Excellent      |
| 85% - 92%     | Very Good      |
| 75% -84%      | Satisfactory   |
| 74% and below | Unsatisfactory |

## **Advanced Esthetician Course- 750 Hours-Tuition \$5,800.00, Books \$122.95, Lab fees \$200.00 and Registration \$100.00**

### **Offered at the Norwalk Campus only**

After completing the 600 hour course, these additional hours will allow the student to expand their knowledge in advanced skin treatments, body treatments, false eyelash application as well as starting your own business and Ohio law pertaining to salons or spas.

Occupations available for graduates are as follows:

Salon Employed Esthetician, Manufacturer Representatives, Salon Owner. Write, edit and/or consult for Esthetics Books and Magazine, Esthetics educator. Makeup Artist, Salesperson, Sales Manager, Cosmetics Buyer, Working with a Dermatologist.

### **Objective:**

To thoroughly prepare students to successfully pass the Ohio State Board Examination. To prepare the student for employment in a salon on a Management level. Subject include: hiring and firing procedures, inventory, employee evaluations and Ohio salon codes. We will provide the students with the necessary tools which will include but is not limited to the following areas: Bacteriology and Sanitation procedures, Safety in the Salon, Anatomy and Physiology of the skin, Skin Analysis, Various skin care treatments, Hand Treatments, Hair removal, False Eyelash application and Make up Application. The students will be evaluated periodically throughout the course to determine their strengths and weakness which will be addressed on an individual basis.

### **LENGTH OF COURSE**

Advanced Esthetics class will take about 25 weeks.

### **Class Schedule**

|                 |  |
|-----------------|--|
| Tuesday         | 8:30 to 5:00                               |
| Wednesday       | 8:30 to 5:00                               |
| Thursday        | 8:30 to 5:00                               |
| Friday          | 8:30 to 5:00                               |
| Saturday        | 8:30 to 5:00 (when approved by instructor) |
| Morning break:  | approx.10:00 am (10 minutes)               |
| Lunch           | approx. 12:00 (40 min.)                    |
| Afternoon break | approx. 3:00pm (10 minutes)                |

Students will begin with theory and practical experiences on manikins or other students which will eventually allow them to perform the skills on clients in our school clinic. Chapter tests and “hands on” skills will be evaluated regularly to ensure the student is qualified to operate and use professional products safely and according to State Board sanitary procedures. Mock State Board exams will also be conducted to prepare the students for the State licensing exam. The following instructional methods are used throughout the course, demonstration, lecture, class participation and course related games.

| <b>600 Hour Course</b>               | <b>Non Clinic Hours</b> | <b>Clinic Hours</b> |
|--------------------------------------|-------------------------|---------------------|
| <b>Subject:</b>                      |                         |                     |
| <b>Sanitation/Bacteriology</b>       |                         |                     |
| Microbiology, Sanitation             | <b>30</b>               | <b>40</b>           |
| Sterilization, Procedures            |                         |                     |
| Dispensary                           |                         |                     |
| <b>Anatomy</b>                       |                         |                     |
| Bones, Muscles, Nerves, Blood        | <b>25</b>               | <b>40</b>           |
| Vessels of face & body               |                         |                     |
| <b>Specialized</b>                   |                         |                     |
| <b>Equipment/Treatment</b>           | <b>20</b>               | <b>25</b>           |
| Vaporizer, High Frequency, Galvanic  |                         |                     |
| Machines; Use & Safety of Equipment  |                         |                     |
| <b>Massage</b>                       |                         |                     |
| Relaxation massage on face & body    | <b>30</b>               | <b>40</b>           |
| <b>Chemistry</b>                     |                         |                     |
| Composition of skin care products    | <b>15</b>               | <b>25</b>           |
| <b>Facial</b>                        |                         |                     |
| Application of enzymes, masks, packs | <b>25</b>               | <b>60</b>           |
| <b>Skin</b>                          |                         |                     |
| Identifying, Analysis of skin        | <b>35</b>               | <b>40</b>           |
| <b>Make up</b>                       |                         |                     |
| Application of Day & Evening         | <b>40</b>               | <b>50</b>           |
| False Eyelash application            |                         |                     |
| <b>Salon Operations/</b>             |                         |                     |
| <b>Communication</b>                 | <b>20</b>               | <b>20</b>           |
| Salon procedures                     |                         |                     |
| Client Communication                 |                         |                     |
| <b>Laws &amp; Rules</b>              |                         |                     |
| Ohio Laws & Rules                    | <b>10</b>               | <b>10</b>           |
| <b>Total</b>                         | <b>250</b>              | <b>350</b>          |

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| <b>Management Hours include</b>   | <b>Non Clinic Hours</b> | <b>Clinic Hours</b> |
|-----------------------------------|-------------------------|---------------------|
| <b>Subject:</b>                   |                         |                     |
| <b>Laws &amp; Rules</b>           | <b>25</b>               | <b>25</b>           |
| Ohio Policy & Procedures          |                         |                     |
| <b>Public Health &amp; Safety</b> |                         |                     |
|                                   | <b>25</b>               | <b>25</b>           |
| Safety Policy & Procedures        |                         |                     |
| <b>Advanced Techniques</b>        | <b>20</b>               | <b>30</b>           |
| Communication, Salon Management   |                         |                     |
| Equipment use & tools             |                         |                     |
| <b>Total</b>                      | <b>70</b>               | <b>80</b>           |

**Totals 600 + 150 = 750**

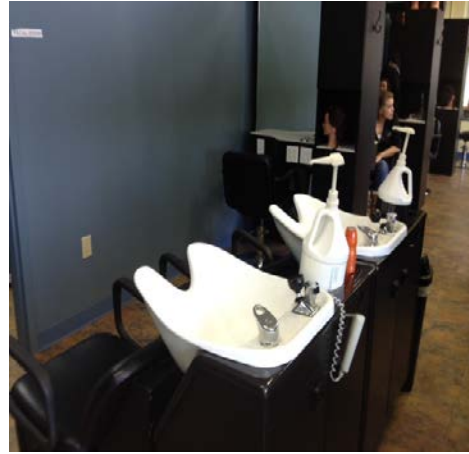
**School facility:**

The students are located on ground level, with ample free parking around the building. All classrooms are well lit with heat and air conditioning. Each student will be assigned his or her own styling area with a secure locker to store their personal items. The facility is handicap accessible with a spacious floor plan.

### Norwalk Campus



### Ashland Campus



### *Elite* School of Cosmetology faculty and staff:

Lisa Wilkerson, Owner  
Rob Wilkerson, Financial Aid Director  
Sheila Trimble and Jennifer Weitzel, Instructor Norwalk Campus  
Karla Hall and Ashley McGinty, Instructor Ashland Campus  
Jacklyn Evans, Administrator, Norwalk Campus  
Valerie Spreng, Administrator, Ashland Campus