



MICHIGAN *College of Beauty*

Waterford Village Plaza

5620 Dixie Highway

Waterford, MI 48329

michigancollegeofbeauty.com

(248)623-9494 (248)-623-6505 info@michigancollegeofbeauty.com

Accredited By

National Accrediting Commission of Career Arts and Sciences

4401 Ford Ave. Suite 1300

Alexandria, Virginia 22302-1432

The National Accrediting Commission of Career Arts and Sciences Is Recognized by the United States Department of Education as a National Accrediting Agency for Post Secondary Schools and Programs of Career Arts and Sciences



Introduction

Michigan College of Beauty was established in 1968, Phcc dba Michigan College of Beauty took over ownership and operation of the college as of 1997. The college offers a full service student salon, giving our students exposure to “real life” training experiences, to assist them in providing quality customer service as well as offering client consultation for hair, skin and nail services.

Facility

Michigan College of Beauty is located on Dixie Hwy. between Walton and Andersonville Rd, in the Waterford Village Plaza. Our building is a one story 4900 square feet facility.

Educational Objective

To you who are about to enter the field of beauty, we applaud your decision to become involved with in this industry! It is a career that offers a strong personal sense of achievement. Untold opportunities to apply your skills in a variety of exciting occupations. The objective of Michigan College of Beauty is to train our students and to prepare them for entry into the Beauty Industry. The learning process is fostered and advanced in an atmosphere of an educational institution and pleasant surroundings, with the accent on curriculum, faculty and employing the most modern equipment and teaching methods. Michigan College of Beauty will provide an opportunity for all students to achieve a quality education as well as instill in our students a sense of professionalism. Michigan College of Beauty, since its inception, has set the highest standards for their graduates so that they meet the requirements of the Michigan State Board of Cosmetology.

Admissions Requirements

College applicants should visit the College before enrolling. Perspective students will be considered for admissions that are of good moral character, who have a valid high school diploma, GED, or transcript showing graduation or course completion, and proof that he/she is at least 17 years of age or older.

Applicants for the Cosmetology Instructor Course must have a valid Cosmetology license to begin classes.

Michigan College of Beauty does not discriminate on the basis of sex, race, age, ethnic origin, or religion in any of its admission, instructional or graduation policies.

Transfer Students

Transfer students will be required to meet the published admissions requirements and should refer to Michigans’ State of Cosmetology Laws for current transfer procedures. Michigan College of Beauty will consider all cosmetology student transfer hours awarded to the student by the State Board of Cosmetology or an official transcript up to a maximum of 600 hours. Transfer students must complete a written and practical exam to ensure that each student is evaluated and placed accordingly.

The school will maintain a written record of previous education and training of the veteran which clearly indicates that the appropriate credit has been given by the school for previous education and training with the training period shortened proportionally and the person and the Department of Veterans Affairs so notified.

Re-Entry Requirements

Former Michigan College of Beauty students who wish to re-enroll must request approval from the Admissions Director. All requests will be reviewed and a decision made within 30 days of request. Students may be required to wait 6 months from original withdrawal date to begin re-enrollment. Current tuition and fee rates will apply, plus any previous balance will be included. Students who re-enroll prior to the 6 month time frame from original exit date will be charged the same tuition and fees as detailed in the original enrollment agreement. Students will be required to pay a registration fee again. In addition a new Financial Aid Award package and or payment plan will be completed.

Educational Program and Product Lines

Michigan College of Beauty incorporates a variety of educational resources into the curriculum. Techniques and concepts from Milady’s Standard 2008 Edition Cosmetology textbook are used. Milady understands that change is good as well as constant in the cosmetology industry. Milady has gathered input for the 2008 Edition textbook from educators, students as well as school owners.

Professional Product Lines

Students gain experience by using a variety of professional brands and product lines at Michigan College of Beauty in which include: Redkin, Matrix, Paul Mitchell, Mizzani, Pevonnia, OPI and CND.

Student Services

1. Academic and Financial Aid advising services are available on-site for all students. The college also offers professional counseling regarding personal situations in which our beyond our training capabilities and expertise.
2. We do not offer student housing {students are responsible for their own housing arrangements.}
3. Federal Financial Aid assistance is available for those who qualify.

Employment Assistance

Michigan College of Beauty offers job placement assistance to currently enrolled students as well as our graduates. Many area salons contact the Director regularly for highly qualified graduates. Students wanting to utilize these services can contact the Admissions Director. Students should be aware, however, the responsibility for the outcome of the interview and for securing employment rests solely on the student since state /accrediting laws prohibit any college from guaranteeing job placement.

Graduation Requirements

A student who has successfully completed a prescribed course of study will be recommended by the faculty for a diploma and will be eligible to take the state board exams upon completing the following:

1. Completion of all the necessary hours for the prescribed course of study.
2. Pass all written and practical exams with a score of 80% or higher.
3. Pass all parts of the written final exam with a score of 80% or higher.
4. Pay all charges due to Michigan College of Beauty.

State Licensing Requirements

All cosmetology related fields in Michigan require students to attend and graduate from a Cosmetology school, be of good moral character, and be licensed by the State of Michigan. The following rules apply:

Cosmetology Student

Is not less than 17 years of age and is of good moral character.

- Has had an educational equivalent to the completion of the ninth grade.
- Has completed at least 1500 hour course in a licensed school of cosmetology.

Cosmetology Instructor

- Is of good moral character and has a high school diploma or equivalent.
- Is a licensed cosmetologist in the State of Michigan.

Annual Report

To help assist you in making a good choice about whether or not to enroll in classes, we want to give you the latest information that we have available. According to the National Accrediting Commission of Career Arts and Sciences our rates for the 2009 Annual Report were:

Completion Rate: 61% Licensure Rate: 81% Employment Rate: 79%

Please Note: These statistics are presented for the time period and cohort group specified in the federal regulations issued by the U.S. Department of Education.

Retention Rates

This is a percentage of first time, full and part time degree/certificate seeking students enrolled in the fall of the prior year that have completed or continued to the fall of the current year. Retention rates are defined by the Integrated Postsecondary Education Data System (IPEDS)

	FULL TIME	PART TIME
Count of August 1, 2009 to October 31, 2009 Degree/certificate seeking first time students.	48	30
Count of August 1, 2009 to October 31, 2009 degree/certificate seeking first time students who completed or who were still enrolled as of August 1, 2010.	24	15
Retention Percentage	50%	50%

Financial Aid Information

Federal Pell Grants, Federal Direct Student Loans (subsidized and unsubsidized), Federal Parent "Plus" loans are available for those who qualify.

The Direct Loan Program: What is It?

The Federal Direct Loan Program is a Student Financial Assistance program provided by The U S Department of Education that provides students with a simple, convenient, and flexible way to borrow money to pay for Post Secondary education. Schools that participate in the Federal Direct Loan Program receive loan funds directly from the US Department of Education and pay them to eligible students. Direct Loans are **simple**, borrow directly from the federal government; **convenient**, access Direct Loan resources and your account information online, 24 hours a day, 7 days a week; **flexible**, choose from four repayment options.

The Direct Loan Program offers Four Types of Low Interest Loans:

Direct Subsidized Loans: also called Federal Direct Student Loans are awarded based on your financial need. Your school determines your financial need, in part, from information you provide on your financial aid application. With a Federal Direct Subsidized Loan, the federal government does not charge you interest before you begin repayment or during authorized periods of deferment.

Direct Unsubsidized Loans: also called Federal Direct Student Loans, are not awarded on the basis of need. If you are an eligible student, you may borrow up to the cost of attendance minus any further financial aid you receive. However, you may not borrow more than the maximum annual amount. The federal government charges you interest from the time the loan is disbursed until the loan is paid in full.

Direct Plus Loans: also called Federal Direct Parental Loan for Undergraduate Students, help parents pay their dependent children's educational expenses. Your parents may borrow up to the amount of cost of attendance minus any other financial aid received. The federal government charges your parent's interest from the date the first disbursement is made until the loan is paid in full.

Direct Consolidation Loans: simplify repayment by combining one or more federal education loans into one new Direct Consolidation Loan. If you combine your loans into a Direct Consolidation Loan, you'll only have one loan, one monthly payment.

Interest Rates: Federal Direct Subsidized, Unsubsidized, Plus are variable and may change each year of repayment. Interest rates for Direct Consolidation loans are fixed. By law, interest rates will not exceed 8.25%
For Direct Subsidized, Direct Unsubsidized, and Direct Consolidation Loans and 9% for Direct Plus Loans.

Leave of Absence

Any student approved for a LOA will not have this interruption in training counted against them concerning compliance with the Satisfactory Progress guidelines. A Leave Of Absence extends the students contract period for a maximum time frame by the same number of days taken in the Leave of Absence. Students may be granted a Leave of Absence for emergency and medical emergencies only. The maximum time frame for a Leave of Absence is 90 days, to be used in no more than 2 separate requests. A Leave of Absence MUST be requested in writing, approved by the Director and a form signed by the student in order to be considered valid two weeks prior to the beginning date. Only emergency Leave of Absences will be approved with less than a two week notice by the Director.

Uniforms

Students must wear a uniform at all times while on the school premises. The uniform is to be clean and always display a professional image.

Junior students will be required to wear professional black pants, (no jeans, shorts or sweats) black shoes, and the white uniform shirt that has been provided by the school. {Each student will be provided with one junior room uniform shirt} Additional shirts may be purchased.

Senior students will be required to wear professional black pants, (no jeans, shorts or sweats) black shoes, and the black uniform shirt that has been provided by the school. {Each student will be provided with one senior uniform shirt} Additional shirts may be purchased.

Manicure Students are required to wear professional black pants, (no jeans, shorts or sweats) black shoes, and the white uniform shirt that has been provided by the school. {Each student will be provided with one uniform shirt} Additional shirts may be purchased.

Esthetician Students are required to wear white medical office style pants, white lab jacket, and white shoes. Any professional style blouse/top may be worn under lab jacket.

Name Tag: Must be clearly visible at all times, students may purchase another name tag for \$1.00 if it is lost/or damaged.

Shoes: No slide on or open toed shoes.

2010 Diversity Statistics for Pell Grant Recipients

Sex:		
	Male	7
	Female	41
Race:		
	American Indian/Alaska Native	0
	Asian	0
	Black/African American	15
	Hispanic of any race	3
	Race / Ethnicity Unknown	0
	Two or more races	0
	White	29

Rights of Privacy and Student File Access

Michigan College of Beauty maintains educational records for each student who attends. These records are available in the administration/financial aid office. According to the Privacy Act, every student has a right to see their files as well as the right to have those files protected from individuals who they may not wish to have access. The procedure to obtain information from a student's file is:

1. A current or former student must submit a request in writing to the Director to review their files at a time that is convenient for both parties. This is required so that the operations of the school and the student's classroom work will not be interrupted.
2. If anyone wishes to see a student's file or receive information on a student, the student, and or parents or legal guardian in the case of a minor, must give written permission for the information to be released. This is to be done with the Director at the convenience of both parties.
3. Any information given out on a student, except to governmental, accreditation agencies, or other funding, requires written permission from the student, or in the case of a minor, the student's parent or guardian.

EACH FILE INCLUDES THE FOLLOWING INFORMATION:

1. Attendance records, including hours attended and absence hours.
2. Written and Practical exam grades.
3. Personal information, name, address, phone, etc.
4. Documentation of all student advisory sessions including all disciplinary warnings given and actions taken.
5. Financial Aid Records- including all personal information used to determine the student's eligibility for financial aid or used to verify data given in the financial aid application.
6. Tuition accounts: payments received, extra charges incurred and any balances owed by the student.

Campus Security Information

This information is required under Public Law 102-26. The following data will provide you with campus security policies and statistics concerning occurrence of criminal offenses on campus. Michigan College of Beauty has no dorms on campus and does not recognize any off campus student organization that would be covered under this act.

Should you witness a crime or are a victim of a crime, MCB requests that you follow this procedure:

- During school hours, notify the Director and or local police department immediately.
- Refer to the phone numbers listed on the "Campus Security Statistics" Summary.
- If a crime occurs during non school hours and no staff members are available, notify the local police department immediately and the school Director as soon as possible during the school's regular business hours.
- The Director will determine if the incident can be handled on site, if not he/she will contact the appropriate local authorities.

(Preserving evidence for proof of a criminal offense is very important)

The purpose and authority of campus personnel is limited to securing the premises and protecting the facility. The enforcement authority of campus personnel is limited to enforcement of campus rules and regulations. Incidents that go beyond the scope of campus personnel are referred to and investigated by local law enforcement agency.

All crimes that are reported will be posted on the MCB bulletin board in a timely manner. To ensure accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from all involved parties as well as witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report and such statements may be used by personnel and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institutions administrative staff for the purpose of disciplinary actions.

All students are informed about campus security procedures and practices during their orientation process at MCB. Everyone should remember that personal safety begins with you. When walking on campus, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways or alleys. The following should be considered:

- Do not carry large amounts of Cash.
- Keep your vehicle in good condition. Always lock your car and remove all packages and valuables. Park in a well lit area.
- Do not leave books or personal property unattended in the school. Keep lockers locked at all times.

Counseling for sexual offense victims and sexual assault prevention programs are available. If any disciplinary proceedings are held in case of any alleged sex offenses regarding rape, acquaintance rape, or other forcible or non forcible sex offenses, both the accuser and the accused have the opportunity to have others present. Both the accuser and the accused will be informed of MCB’s final determination of any institution disciplinary proceeding and may sanction imposed against the accused.

Information can be obtained on the registered sex offenders of the campus community at www.watchdog.us

MCB is in compliance with the Drug Free Schools and Communities Act of 1989 Public Law 102-26. All students and employees should refer to the “Drug & Alcohol Prevention Package” given to each student at orientation for information concerning the campus policies and individual responsibilities required under the act.

Year/Incident	2009	2008	2007
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Forcible Sex Offenders	0	0	0
Motor Vehicle Theft	0	0	0
Murder Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Non-Forcible Sex Offences	0	0	0
Robbery	0	0	0

Standards of Conduct for a Drug Free Campus

1. Michigan College of Beauty, hereafter referred as “this institution”, has a policy of maintaining a Drug Free Workplace. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances (drugs and alcohol) is prohibited in this institution’s Campus/Workplace. The workplace for this institution is defined in paragraph 2 below.
2. In compliance with the Drug Free Workplace Act of 1988, the institution’s “Campus/Workplace” consists of the following locations:
 - The entire college/salon facility and its parking lot.
 - Any location used for an offsite school function, i.e., competition, hair show, graduation, etc.

Non compliance with the terms in paragraph 1 (above) may result in the following actions being taken by this institution.

- Notification to proper law enforcement agencies.
- Termination of enrollment/employment.

All students and employees must read and understand the following statement:

I understand that Michigan College of Beauty, by participating in Title IV Federal Funds Programs, must establish a policy of a Drug Free Campus/Workplace, and as a student/employee of Michigan College of Beauty, I acknowledge and agree to abide by the terms in paragraph 1 (above).

I must notify the school Director/Owner of any criminal drug statute conviction of a violation occurring in the campus/workplace no later than 10 days after such conviction.

I understand that this institution has established a Drug Free Awareness Program to inform students and employees about:

1. The dangers of drug abuse in the campus/workplace.
 2. The institution's policy of maintaining a Drug Free Campus/Workplace.
 3. Any available drug counseling, rehabilitation, and student/employees assistance programs.
 4. The penalties that may be imposed upon students/employees for drug abuse violations occurring in the campus/workplace.
- If a student is convicted of any criminal drug activities, enrollment will be terminated at that time. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any activity with Michigan College of Beauty, the student must report the conviction, in writing within 5 calendar days of the conviction to the Director of Michigan College of Beauty.

Drug and Alcohol Abuse Prevention

In agreement with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments, Michigan College of Beauty, supplies a Drug Free Schools and Workplace information package to each student during the orientation process. The package provides a description of the legal sanctions under state and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol, a description of health risks associated with the use of illegal drugs and abuse of alcohol. It also includes a list of any drug alcohol counseling, treatment, and rehabilitation programs that are available to students.

Building Emergency Plan

The Building Emergency Plan establishes the procedure for all students/ employees in the case an emergency should occur at Michigan College of Beauty. This plan is simple and should be followed by everyone in the building to ensure a safe evacuation from the building.

Fire and Other Indoor Emergency

The following steps are to be followed in this sequence:

1. Alert students/employees and clients that there is a fire or other emergency.
2. The Director/Senior Instructor should dial **911** immediately. Confirm and advise them that there is a fire or other emergency. If time allows describe the nature and location of the fire within the building.
3. Make sure ALL clients and students/employees have evacuated the building safely, if deemed necessary.
4. If the fire is small, use the portable extinguisher located nearest to the incident in the building. These are all purpose extinguishers.
5. If the fire is large, and time permits, shut down all electrical appliances and equipment. Close all exterior doors as you exit but DO NOT lock them.
6. Exit the building and move to the far side of the parking lot, Sidewalk near Waterford Village Plaza sign, so the person in charge can confirm that everyone has exited the building safely. The person in charge should assign one person to meet with the responding fire department to allow for quick entry into the building.

Tornado/Storm and other Outdoor Emergency

1. Electrical Storm: The person in charge will determine as to whether electrical equipment and appliances should be turned off.
2. Tornado: Assuming there is sufficient warning, shut off all electrical equipment and appliances and evacuate all students, employees and clients. If there is not sufficient notice, take shelter immediately in the esthetic room, stay away from windows and glass to avoid danger and injury.

Chemical Spill

1. Close down all operations and ask all persons to evacuate.
2. If time permits shut down all electrical equipment and appliances.

Safety Requirements for the Cosmetology Profession

- An enclosed, supportive, protective pair of shoes.
- Protective clothing: chemical apron.
- Rubber gloves available when needed.
- Disinfectants/Antiseptics.
- Hydraulic Pump Styling Chairs

Physical Demands and General requirements of the Cosmetology Profession

MCB believes that students interested in pursuing a career in the Cosmetology field should be aware of the requirements for their success!

A student must have good manual dexterity with both hands and arms with a sense of form and artistry.

Additional Cost Beyond Course Length

If a student does not complete his/her training by the contracted completion date, and additional fee will be charged until the required hours for program completion have been met. The current rate for extra instructional charges is available on the enrollment agreement.

Make Up Time

Curriculum taught is on a rotating basis, therefore attendance is very critical. Students are only allowed to miss a minimum of time depending on length of the program and course schedule. Make up time will be available to the student's upon the Director's approval.

Cost of Attendance 2010-2011

Please keep in mind that there may be other costs associated with your attendance at Michigan College of Beauty. These costs may include but are not limited to such items as transportation, child care, room and board and personal expenses. The average allowance associated with these costs at Michigan College of Beauty are as follows:

	<i>DEPENDENT</i>	<i>INDEPENDENT</i>
TUITION	8300.00	8300.00
BOOKS AND SUPPLIES	650.00	650.00
ROOM & BOARD	3650.00	7200.00
PERSONAL EXPENSES	2400.00	2400.00
TRANSPORTATION	1200.00	1200.00
TOTAL	16200.00	19750.00

Tuition

Cosmetology Course:

A. 1500 Clock Hours Tuition Charge	\$13825.00
B. Student Kit-Textbook	\$ 650.00
C. Application Fee	\$ 50.00
D. State Registration Fee	\$ 15.00
TOTAL	\$14540.00

Manicuring Course:

A. 400 Clock Hour Tuition Charge	\$2000.00
B. Manicurist Kit-Textbook	\$ 350.00
C. Application Fee	\$ 50.00
D. State Registration Fee	\$ 15.00
TOTAL	\$2415.00

Esthetician Course:

A. 420 Clock Hour Tuition Charge	\$3500.00
B. Student Kit-Textbook	\$ 500.00
C. Application Fee	\$ 50.00
D. State Registration Fee	\$ 15.00
TOTAL	\$4065.00

Instructor Course:

A. 600 Clock Hour Tuition Charge	\$2300.00
B. Student Textbook	\$ 500.00
C. Application Fee	\$ 50.00
D. State Registration Fee	\$ 15.00
TOTAL	\$2865.00

Class Start Calendar and Schedules

Cosmetology Classes begin monthly; daytime classes are held Tuesday through Friday 8:30 am – 3:30 pm. Evening classes are held on Tuesday and Thursday's from 5:00 pm – 9:00 pm and Saturday's from 9:00 am – 2:00 pm. All cosmetology students will be required to attend on Saturday's upon completion of the Junior Class which is your first 350 hours. Saturday attendance for all senior cosmetology students is 8:00 am – 4:00 pm.

Schedule changes that occur after the 350 hour schedule change will be charged \$50.00 per occurrence. Instructor training courses are scheduled on an individual basis.

Cosmetology 2012 Start Dates for Day Classes

January 17, 2012	May 8, 2012	September 25, 2012
February 14, 2012	June 5, 2012	October 23, 2012
March 13, 2012	July 3, 2012	November 20, 2012
April 10, 2012	August 28, 2012	December 18, 2012

2013 Class Schedule

January 15, 2013	February 12, 2013	March 12, 2013
------------------	-------------------	----------------

Cosmetology 2012 Start Dates for Evening Classes

January 17, 2012	July 3, 2012	December 18, 2012
March 13, 2012	August 28, 2012	February 12, 2013
May 8, 2012	October 23, 2012	April 9, 2013

Esthetician and Manicure 2012 Start Dates for Day & Evening Classes

January 17, 2012	May 8, 2012	September 25, 2012
February 14, 2012	June 5, 2012	October 23, 2012
March 13, 2012	July 3, 2012	November 20, 2012
April 10, 2012	August 28, 2012	December 18, 2012

Esthetician and Manicuring classes begin monthly; daytime classes are held Tuesday through Friday from 8:30 am – 1:30 pm and Saturdays from 8:00 am – 4:00 pm.

Evening classes are held Tuesday and Thursday's from 5:00 pm – 9:00 pm and Saturday's from 8:00 am – 4:00 pm.

Saturday attendance is required for both day and evening schedules

School Hours

Monday, Wednesday and Friday 8:30 am – 4:30 pm

Tuesday and Thursday 8:30 am – 9:00 pm

Saturday 8:00 am – 4:00 pm

REFUND POLICY

A. **Teach Out:** If a school is permanently closed and no longer shall offering instruction after a student has enrolled the student be entitled to a pro-rata refund of tuition or provide completion of the courses following our teach-out plan. Students who are title IV recipients shall be entitled to a pro-rata refund of tuition. A teach-out offers students a reasonable opportunity to promptly resume and complete the cancelled program at an institution with no business connection with the original institution. The teach-out school will not charge more than the original school balance. In the event a teach-out becomes necessary proper notices will be sent. The teach-out plan must be approved by the U.S. Sec. of Education. In the event a student terminates classes for whatever reason or course, student will be subject to a termination fee of \$150.00.

B. **Over Contract:** Any student who has not completed the required hours for graduation by the ending date as outlined in the training agreement is subject to payment of hourly charge according to their contract for the balance of hours needed for graduation on the over contract addendum to registration agreement form.

C. If a student (or in the case of a student under the legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of the signing of the enrollment agreement or contract all monies collected by the school shall be refunded except for the non-refundable application fee. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies whether or not the student has started class.

D. If a student cancels his/her enrollment after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less the non-refundable registration fee.

E. For students who enroll in and begin classed, the following schedule of tuition adjustments is authorized. Title IV recipients refund calculation is based on payments periods, transposing scheduled time to percentage owed. All other student refunds are calculated on scheduled hour transposed by total hours in the program to percentage owed.

Percentage length compiled to Amount of total tuition total length of program owed to the school

0.01% 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%

Enrollment time is defined as the scheduled time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined in C, or formal termination by the school, which shall occur no more than 14 days from the last day of physical attendance, if a student does not notify the school that he/she is withdrawing, or in the case of leave of absence, the documented date of return. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be 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. To determine unofficial withdrawals the school monitors attendance at least once a month (every 30 days).

F. Students withdrawing from the school for any reason shall be required to report their withdrawal to the school in writing in order that refund procedures may be started.

G. If a course is cancelled subsequent to a student's enrollment, the school shall refund all money paid.

H. If applicant is not accepted for enrollment, all monies received will be refunded except non-refundable fees.

I. Cost of kit/books and supplies are not included in the tuition refund computations. These items become the property of student when issued and are non-refundable, except as stated in lines C, D and G.

J. A pro-rata refund is calculated for any student who receives Title IV funds. The calculation is based on payment periods.

K. Any balance left owing will be placed with our collection agency after 30 days.

Course of Study ----Cosmetology (1500 Hours)

Course Description

The Cosmetology Course trains students in theory and practical aspects of Cosmetology. The goal is to prepare Students State Licensing as well as immediate entry level employment opportunities. The course is designed to assist students in developing proper habits of sanitation, health and safety in the practice of Cosmetology. A positive attitude as well as ethical business practices are also emphasized. Graduates after 1500 hours, approximate completion for a full time day student is 12 months, and 2 and ¼ years for a part time evening student. The maximum amount of time allowed to complete the course is 150% of the scheduled attendance time.

Course Goals

1. To give students an education in theory and practical aspects of cosmetology.
2. To prepare students to successfully complete and pass the State Board of Cosmetology Licensing Exam.
3. To prepare students to work in a licensed professional hairstyling salon as a licensed cosmetologist.
4. To prepare students to work in other cosmetology related occupations.
5. To provide students with business, success and communication skills that will compliment their technical ability.

Methods of Instruction: Lecture, Demonstration and Hands on

Cosmetology Curriculum

SUBJECT	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Sanitation and Bacteriology	90	40	130	585
Facials (a minimum of 5 services in each category) Skin Care Analysis Manipulation massage, electricity Skin Care Analysis Removal of Hair by use of wax, tweezers, or depilatories Make Up & Eyebrow Arch	35	80	115	40
Hairdressing (a minimum of 80 services in each category) Arranging, cutting, dressing, curling, pressing, wiggery and finger waving.	125	400	525	300
Scalp and Hair Treatments	10	15	25	30
Hair Coloring (a minimum of 80 services in each category) Temporary Semi permanent Permanent Bleaching and dimensional coloring Color Mixing	40	170	210	80
Chemical Hair (a minimum of 15 services in each category) Restricting, Permanent Waving, Straightening, and Relaxing Laws & Rules, Personal Hygiene, Salon Management, Mechanical and Electrical Equipment Safety	40	180	220	80
Applied Chemistry Related to skin, hairs, nails & scalp	20	10	30	5
Applied Anatomy Physiology and histology of the human head, hands, skin, nails and hair.	45	0	45	0
Manicuring	15	55	70	35
Unassigned Hours	0	0	110	0
TOTALS	425	965	1500	1160

Milady Textbook for Cosmetology

ISBN# 1418049352 @\$104.95

STANDARD COSMETOLOGY 2008 MILADY

ISBN# 1418049417 @44.95

THEORY WORKBOOK STANDARD COSMETOLOGY 2008

ISBN#1418049417 @33.95

EXAM REVIEW FOR MILADY STANDARD COSMETOLOGY

Course of Study ----Manicuring (400 Hours)

Course Description

The Manicuring Course trains students in theory and practical aspects of Manicuring. The goal is to prepare Students State Licensing as well as immediate entry level employment opportunities. The course is designed to assist students in developing proper habits of sanitation, health and safety in the practice of Manicuring. A positive attitude as well as ethical business practices are also emphasized. Graduates after 400 hours, approximate completion for a full time day student is 4 1/2 months, and 7 ½ months for a part time evening student. The maximum amount of time allowed to complete the course is 150% of the scheduled attendance time.

Course Goals

1. To give students an education in theory and practical aspects of manicuring.
2. To prepare students to successfully complete and pass the State Board of Manicuring Licensing Exam.
3. To prepare students to work in a licensed professional hairstyling salon as a licensed manicurist.
4. To provide students with business, success and communication skills that will compliment their technical ability.

Methods of Instruction:

- Lecture
- Demonstration
- Hands On

Manicuring Curriculum

SUBJECT	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Sanitation	50	50	100	100
Anatomy & Disorders	25	0	25	0
Patron Protection Laws & Rules	35	15	50	0
Artistic Principles	10	10	20	40
Manicuring Techniques	20	50	70	40
Chemistry	15	0	15	0
Artificial Nails/Extensions/Repairs	25	105	130	50
Unassigned Hours	0	0	50	0
TOTALS	190	210	400	190

ISBN: 143549768 @\$102.95

MILADYS MANICURING TEXTBOOK

ISBN: 1435497635 @ \$ 37.95

EXAM REVIEW MANICURING

Course of Study ----Esthetician (420 Hours)

Course Description

The Esthetician Course trains students in theory and practical aspects of Esthetics. The goal is to prepare Students State Licensing as well as immediate entry level employment opportunities. The course is designed to assist students in developing proper habits of sanitation, health and safety in the practice of Esthetics. A positive attitude as well as ethical business practices are also emphasized. Graduates after 400 hours, approximate completion for a full time day student is 4 1/2 months, and 7 ½ months for a part time evening student. The maximum amount of time allowed to complete the course is 150% of the scheduled attendance time.

Course Goals

1. To give students an education in theory and practical aspects of esthetics.
2. To prepare students to successfully complete and pass the State Board of Esthetician Licensing Exam.
3. To prepare students to work in a licensed professional hairstyling salon as a licensed Esthetician.
4. To provide students with business, success and communication skills that will compliment their technical ability.

Methods of Instruction:

- Lecture
- Demonstration
- Hands On

Esthetician Curriculum

<u>SUBJECT</u>	<u>THEORY HOURS</u>	<u>PRACTICAL HOURS</u>	<u>TOTAL HOURS</u>	<u>MINIMUM PRACTICAL APPLICATIONS</u>
Sanitation Patron Protection	25	30	55	90
Mechanical and Electrical Equipment Safety	25	30	55	15
Anatomy & Disorders	40	0	40	0
Artistic Principles/Make up	20	25	45	0
Facial/Skin Care Techniques	20	130	150	50
Chemistry/Occupational Safety and Health Administration	15	0	15	0
Temporary Removal of Hair	5	5	10	5
Unassigned Hours	0	0	50	0
TOTALS	150	220	420	160

Milady Textbook for Esthetician

ISBN# 1438318925 @ \$125.95

STANDARD ESTHETICS FUNDAMENTALS

ISBN# 142831895x @ \$45.95

EXAM REVIEW STANDARD ESTHETICS FUNDAMENTALS

Course of Study ----Instructor Training (600 Hours)

Course Description

The Instructor Course trains Licensed Cosmetologists in the area of providing Cosmetology knowledge to others through acceptable teaching methods and standards. To become State licensed to teach all phases of cosmetology in a licensed institution. Graduation requirements are completing 600 hours of training and a passing grade of 85% as well as all tuition monies paid. Graduates after 600 hours, approximately 5 months of training will receive a diploma.

Instructor Training Curriculum

SUBJECT	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Orientation and Review of Curriculum	25	50	75	20
Introduction to Teaching	30	0	30	0
Course outlining and Development (a minimum of 5 services in each category)	80	85	165	0
Lesson Planning				
Teaching Techniques				
Teaching Aids				
Developing Administering and grade examinations				
Laws & Rules	15	10	25	70
Record Keeping, School Administration				
Teaching	0	75	75	15
Practice Teaching in Theory & Clinic	0	130	130	25
TOTALS	150	350	500	150

Milady Textbook for Master Educator

ISBN# 1428321519 @ \$153.95

MILADY MASTER EDUCATOR 2E BARNES

ISBN# 1428321543 @ \$45.95

EXAM REVIEW MASTER EDUCATOR 2E BARNES

Holidays and School Closings

The following legal holidays are observed: New Years Day/Day After, Memorial Day as well as Saturday prior to the Memorial Day holiday, Labor Day as well as the Saturday prior to Labor Day, Thanksgiving/Day After, Christmas Day/ Day After, Fourth of July, Eve of Halloween if it falls on or Tuesday or Thursday evening.

Unexpected School Closure Procedure

Michigan College of Beauty maintains regular hours throughout the year except for severe weather conditions. In such conditions the Director will post an official closing on Channel 7 Action News, wxyz.com and on MCB's Face book page.

Attendance and Absence Procedures

- Students are expected to be in school **all** of the scheduled hours listed in their enrollment agreement. Students are required to be prompt for all scheduled classes and activities. The students are expected to be in the classroom at all times unless they are on their break.
- The school will count the time rounded to the nearest ¼ hour, example if you arrive at 8:37 am it will round to 8:45 am.
- If the student neglects to punch in or out no time will be given during that time frame. It is your responsibility to make sure you are punched in as well as out each and every day. The same principle applies to all breaks and lunch periods.
- Students are required to call the school if they are going to be absent and or late.
- All students are given 5% missed time in their enrollment agreement; 75 hours for cosmetology students, 20 for manicuring students, 21 for Esthetic students and 30 for Instructor Training Students.
- If a student has taken a Leave of Absence, they are required to clean out their locker and remove all personal belongings. **The student's equipment and textbooks remain property of MCB until the student graduates.** The school assumes NO RESPONSIBILITY for belongings left after the student leaves school.

Credit for Hours

1. All students will be given appropriate credit for all clock hours when they are in attendance at school.
2. The college will not give hours for any student if the student leaves their classroom or clinic floor without permission, since the time cannot be accounted for.

Scheduled Lunch and Break Room

Full Time students receive a 30-minute lunch period. At no time may a student take their lunch before or during a time that a clinic client has been assigned to them. The refrigerator in the student break room is for everyone's use. Please label your lunch bag. NO open drinks or large containers of liquid are allowed in the refrigerator. Any items left in the refrigerator for more than a week will be disposed of. Vending machine and soda machine are available to all.

Model Notification of Rights under FERPA for Postsecondary Institutions

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

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

[Optional] Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO UNIVERSITY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

[NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

What You Will Need to Enroll

- 1. Application filled out completely**
- 2. Drivers License**
- 3. Social Security Card**
- 4. High School Diploma**

If you are applying for Financial Aid, we will need a copy of your current Tax Return.

If you are under the age of 24, not married and do not have any children, we will need a copy of your Parent's return as well.