



Mosley School of Cosmetology

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MOSLEY SCHOOL OF COSMETOLOGY

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## CATALOG

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**Welcome to Mosley School of Cosmetology**

You are about to begin the first leg of your journey – Cosmetology School! We are excited to be a part of the road map for your success that will take you in many directions and provide you with the skills and personal confidence to realize your dream of becoming a professional in the Cosmetology field. The information found in this catalog should answer most of your questions. It is your responsibility as a student to become familiar with all of our policies. We believe that you will approach this learning opportunity as a responsible adult, so we encourage you to be flexible and open to possible changes in the policies in the catalog. If any changes occur, you will be informed in writing and the change in the policy will be posted on the Student Bulletin board.

In the versatile “world” of Cosmetology, the opportunities are extensive. As a licensed cosmetologist, esthetician, instructor or manicurist, you have a diversity of job choices within the industry and the related areas of the cosmetology field. You may choose to seek employment as a Hairstylist, Chemical Texture Specialist, Hair Colorist, or Manicurist. The related fields offer various exciting and challenging career paths, which include Platform Artistry, Manufacturers Sales Consultant, Salon Manager/Owner, School Instructor, School Director, School Owner or State Board Representative.

**MISSION STATEMENT**

The mission of Mosley School of Cosmetology is to provide you with a balanced education, integrating classroom theory and practical Student Salon training to develop the knowledge and experience to become licensed and find employment in your field of study.

**POSITIVITY POLICY:**

Mosley School of Cosmetology is a place with rules and regulation to keep order. We have an environment where students can be happy and is allowed to love and enjoy the school they signed up for and attend on a daily basics. To make this possible students are restricted from talking negativity about the school on the salon floor, classroom or anywhere in the school or outside the school. Students are restricted from posting on any social media outlet negativity about the school, staff or another student. Staff and Student will not be bullied because you don't like the way they teach, talk etc.... Everyone has a different personality and different style of teaching. In the Mosley School of Cosmetology, gossip is an activity that can drain, distract and downshift student, employee job and school satisfaction. We all have participated in this, yet most of us say we don't like it. In order to create a more professional workplace and school, we are making a commitment to change our atmosphere to be gossip free.

**Standard of Conduct/Grounds for Dismissal:**

Mosley School trains students to be industry professionals, engaging with instructors, students, staff, and clients while adhering to the Standards of Student Conduct and catalog policies.

Unacceptable behaviors leading to suspension or administrative withdrawal include:

- Possession of weapons or items deemed as weapons on campus
- Alcohol or drug possession on campus
- Falsification of documents
- Fraud or deceptive behavior
- Theft of property belonging to Mosley School, its staff, students, or guests
- Insubordination to staff
- Interference with educational processes or educators' ability to teach
- Threats, verbal abuse, physical altercations, or harm to others
- Harassment, bullying, or threats via social media directed at staff, students, or guests
- Disruptive behavior in classrooms or on clinic floors
- Defacing or destroying Mosley School property or that of its staff, students, or guests
- Violations of local, state, or federal laws

All students are expected to maintain dignified and professional behavior. Drug or alcohol use on premises, negative social media commentary, profanity, vandalism, theft, verbal or physical attacks, sexual harassment, threats, or intimidation are grounds for disciplinary action or dismissal. Possession of weapons results in immediate and permanent dismissal, with authorities notified. Repeat violations of school policies lead to disciplinary actions, including warnings, suspensions, and possible expulsion. Expulsion is permanent. Students are urged to treat the academy, clients, staff, and peers with respect. Refer to the Drug and Alcohol Policy in the catalog for additional information.

**DRUG AND ALCOHOL POLICY:**

As stated in the Code of Conduct, the use/sale of drugs and/or alcohol on the premises is strictly prohibited, and is grounds for immediate dismissal from the school.

**ACADEMIC HONESTY POLICY:**

The development, understanding, and practice of integrity and academic honesty are expected of all students at Mosley School of Cosmetology. Personal integrity is important in all aspects of life and the students are expected to conduct themselves with honesty and integrity, both in and out of the classroom. Acts of academic dishonesty will NOT be tolerated. Students engaging in such conduct may be subject to disciplinary action and/or dismissal from the school.

**INSTRUCTORS/STAFF:**

All educational staff are qualified and licensed by the State of Michigan. Support staff is familiar with the operations and vision of the school, and are involved in the daily operations of the academy.

**LOCATION:**

Mosley School of Cosmetology is located at 4454 BRETON ROAD SOUTHEAST, KENTWOOD, MI 49508. Bus transportation is accessible and convenient.

**SCHOOL DESCRIPTION:**

Our building is specially designed to provide students with optimal learning environments. The junior classroom seats 20 students and is equipped with computer monitors and whiteboards for both theory and practical training, ensuring maximum retention of the material covered.

The Senior Salon Floor accommodates 28 salon stations and serves as a space for both theory and limited practical training for junior and senior students. This area is designed to comfortably support students while offering our clients an enjoyable service experience. Additionally, there are 21 desks/nail tables for Nail Technician and Esthetician students. We have two facial rooms and an Esthetician Center for practical training and services. Students benefit from off-street parking, a break room equipped with a refrigerator and microwave, and various other amenities. Additionally, the classrooms and restrooms are handicapped accessible, ensuring inclusivity for all.

**CLASS CALENDAR:**

Classes begin every four weeks throughout the year. Junior Session classes meet Monday through Friday. Student Salon hours are available Monday through Friday. (Specific hours are explained upon enrollment). Class start dates for 2024-25 are: January, March, April, May, June, July, August, September, October, November.

**SCHOOL HOLIDAY HOURS OF OPERATION AND CLOSURES:**

New Years Eve Day	New Years Day Closed
Martin Luther King Jr. Day Closed	Memorial Day (Sat/Sun/Mon) Closed
Fourth of July Closed	Labor Day (Sat/Sun/Mon) Closed
Post-Thanksgiving- Day After Black Friday	Thanksgiving Day Closed
Christmas Eve Day Closed	Christmas Day Closed

Mosley School of Cosmetology may close for additional days surrounding the above holidays and to accommodate in-service training or seminars for educators. We also observe a week-long break for Spring Break and a week-long break for Christmas.

Additional closures will be posted two weeks in advance. In the event of weather or facility failures, notifications will be announced on Facebook and via email by 7:00 a.m. or as soon as possible. Text messages or emails may also be used to inform students and staff.

**Make-up Hours**

Mosley School does not provide make-up hours for missed class time. If any opportunities for additional hours are offered, it is considered a privilege, and we reserve the right to select students based on their positive attitudes. Students who display insubordination, poor attitude, or disruptive behavior will not be considered for these additional hours.

### **Student Activities**

Participating in contests is an invaluable professional experience that fosters confidence in acquired skills. Mosley School encourages each student to engage in competitions sponsored by cosmetology and other industry-related associations, beauty supply companies, etc. However, participation in competitions is considered an optional, enhanced curricular activity. The decision on whether a student will receive credit for preparation or participation in these activities rests with the School Director. To qualify for credit, students must be accompanied by a licensed instructor, and the event must be pre-approved by the school Director.

Additionally, Mosley School regularly invites guest speakers and specialist demonstrators to enhance students' exposure to current trends and techniques in cosmetology. These demonstrations provide valuable insights into the arts and sciences of cosmetology.

### **Seating Chart Policy**

Welcome to Mosley School of Cosmetology! As part of our commitment to fostering a productive learning environment, we have implemented the following **Seating Chart Policy**:

1. **Assigned Seating:**  
All students are required to sit in their assigned seats. These assignments are designed to promote focus and ensure a balanced classroom environment.
2. **Frequent Adjustments:**  
Seating assignments will be changed regularly. This encourages adaptability and helps create a positive and inclusive atmosphere for all students.
3. **Friends and Social Groups:**  
While we understand the importance of friendships, the seating chart is not designed to accommodate personal preferences. Our goal is to prioritize your professional growth and ensure that all students remain focused on their individual goals.
4. **Focus on Success:**  
Remember, everyone in this classroom is here to pursue a career in cosmetology. The ultimate objective is to complete your required hours, pass the state board examination, and earn your license. Staying focused on this shared goal is essential.
5. **Respect the Policy:**  
Respect and cooperation are expected from all students regarding seating assignments. The school is not responsible for maintaining specific seating arrangements based on personal requests.

By adhering to this policy, you are demonstrating professionalism and commitment to your future in cosmetology. Thank you for your understanding and cooperation!

### **Policy on State Board Kit and Fees**

At Mosley School of Cosmetology, we provide the necessary kit and tools for students to use during their state board exam. However, please note the following policies regarding towels, products, and exam fees:

1. **Towels and Products:**

a. Mosley School is not responsible for providing towels or any additional products needed for the state board exam when the test is taken outside the school.

b. If you are taking the test within the school, you may borrow towels from the dispensary on the morning of your exam. These towels must be returned immediately after the test.

2. **State Board and Testing Fees:**

a. Most programs require students to cover their own state board fee of \$67 and the PSI testing fee of \$197.

b. If these fees are not itemized on your enrollment contract, it means they were not collected by the school, and you are responsible for paying them directly.

Please review your contract carefully to confirm whether these fees have been included or if you need to make separate arrangements for payment. If you have any questions or need clarification, contact the school administration. Thank you for your understanding and cooperation.

### **Salon Floor Expectations**

When students transition to the salon floor, the setup and experience differ from the classroom. In the classroom, you focus on learning the foundational aspects of your program. On the salon floor, you will be practicing these services on both humans and mannequins to perfect your skills. For example, while we teach you acrylic nail techniques in the classroom, the salon floor is where you will refine those techniques through repeated practice until they meet professional standards.

Remember, instructors cannot make you perfect—practice is what leads to perfection. This is why the state requires a specific number of practical hours. The school is not responsible for providing clients for practice. Therefore, we strongly encourage you to invite your friends, family, and other willing individuals from your social circles, such as Facebook, to help you gain the necessary experience.

The salon floor instructor will be walking around, present, and available to assist you. Feel free to approach the instructor at the designated stations, but please avoid following them to the front desk or breakroom. The instructor will continue to circulate regularly to check on everyone.

Per state regulations, the student-to-instructor ratio is 20:1 in both the classroom and the salon floor.

### **Paperless School Policy**

In line with our commitment to sustainability and efficient resource management, Mosley School has adopted a paperless school policy. This means that we do not offer printing services for students, and we kindly ask that you print any required materials for both school and personal projects *before* arriving on campus.

To clarify, Mosley School is not required to provide printing services for students. Many higher education institutions charge for printing access, but we currently do not have a self-service print system in place. Our instructors and administrative team have responsibilities that prevent them from accommodating drop-in print requests. Please keep in mind that tuition does not include unlimited printing services.

Additionally, from 9:00 a.m. to 11:00 a.m., feel free to use your laptops or tablets to get inspired during this time. You can also begin practical work as early as you like.

#### **Printing Resources:**

We've attached information about free printing services available at Kent District Library (KDL), where you can print up to 50 pages per week for free.

#### **Resource Materials**

Students may request reference materials, videos, and other resources from the Education faculty to supplement their educational training. These materials contribute to the overall quality of education received at Mosley School. Furthermore, students are encouraged to utilize resources available at the local library and the internet for additional research materials.

#### **Reporting of Hours to State**

Mosley School diligently reports the hours completed by students to the state regulatory bodies

#### **ADMISSIONS REQUIREMENTS:**

- Not less than 17 years of age proven through a Valid Driver's License, birth certificate or other government issued ID
- Has at least a high school diploma, GED, or its equivalent,
- Social Security Card or other proof of residency
- An academic transcript showing that the student has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree (including a previously earned bachelor's degree)
- 

**FOREIGN DIPLOMA:** In the event a prospective student presents evidence of a foreign diploma, an outside agency must perform an equivalency evaluation to determine if it is the same as a US high school diploma. If applicable, a certified translation into English must also be completed.

**HOME SCHOOL:** If student is home schooled - have evidence of completion of home schooling that clearly show credentials of achievement level.

**ABILITY TO BENEFIT:** A student who is beyond the age of compulsory education (16 and a 9<sup>th</sup> grade education), lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution. The prospective student will need to provide a government issued ID showing proof of age and a



transcript or other documentation clearly showing completion of the 9<sup>th</sup> grade. Note that students interested in Federal Financial Aid have additional ATB requirements to meet.

#### **Admissions of Ability-to-Benefit Students**

- In order to be admitted on the basis of his or her ability to benefit, a student shall complete either: a) Prior to admission, complete a nationally recognized, standardized, or industry developed test that measures the applicant's aptitude to successfully complete the program; or b) For courses and/or programs of 600 hours or more, after enrollment, satisfactorily complete 225 clock hours, as applicable. For the latter option, an evaluation of status at 225 hours will occur and if the student is not making satisfactory academic or attendance results, he or she will be terminated.

#### **Evaluation of the validity of a High School Diploma**

- Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or
- Information from a company that evaluates foreign diplomas (in the case of a foreign diploma) and translate them into English. Mosley School of Cosmetology will then confirm that the student is eligible for Postsecondary instruction. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.
- The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills, some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online does not guarantee that a high school is legitimate. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

### **TRANSFER AND RE-ENTRY POLICY**

#### **TRANSFER STUDENTS:**

Mosley School of Cosmetology will accept transfer hours from another school with discretion from school administration. The incoming transfer student must pass a theory placement test and all hours from previous enrollment must be submitted, as well as any applicable documentation concerning enrollment at the previous location (i.e., progress reports, discipline matters, etc.). All other admission documents are also required and tuition will be pro-rated based on tuition amounts at the time of enrollment. All other fees are in effect. If a student wishes to transfer to another school, a withdraw settlement calculation must be completed. If money is owed to the school, one initial down payment must be made. In addition, payment arrangements must be made for the balance to be paid in full. Hours will not be released by the school unless these steps are followed.

#### **RE-ENTRY STUDENTS:**

**Re-enrollment in Mosley School of Cosmetology is NOT guaranteed.** The applicant will be required to meet all previous financial obligations before re-enrollment will be addressed and a **second application fee and registration fee will be required.** The applicant will be required to meet with Administrative Staff to discuss re-admittance to Mosley School of Cosmetology. Upon re-admittance into Mosley School of Cosmetology, **PRIOR TO CLOCKING ANY**

HOURS, the re-enrolled applicant will be required to complete a practical and written exam which must be passed with no less than an 80%. This policy is applied to all the programs offered by Mosley School of Cosmetology.

#### **NON-DISCRIMINATION/DISABILITY POLICY:**

Mosley School of Cosmetology does not, in its admissions, employment, instruction, or graduation practices, discriminate against prospective students due to sex, age, race, color, religion, disabilities or ethnic origin. A student applicant with disabilities will be evaluated on an individual basis in relation to the nature of our career training. The school will provide accommodations and academic support on an individual basis for the student with disabilities.

#### **NON-RECRUITMENT:**

Mosley School of Cosmetology does not recruit students attending another school offering a similar course of study.

#### **Attendance Policy**

Mosley School is committed to delivering top-tier professional training in cosmetology, aligning with industry standards post-graduation. Recognizing the paramount importance of attendance, we instill in our students the value of consistent presence to acquire and refine the essential skills for becoming dependable service providers. Our attendance standards are crafted to ensure that students can excel in acquiring the high-quality skills required in the workplace.

Mosley School has established the following attendance policy and reserves the right to adjust it throughout the student's enrollment to prevent any misuse. Failure to comply with the attendance policy may lead to termination from the program.

#### **Attendance Requirements**

Students are expected to be present and ready for class in the classroom or on the clinic floor as per their scheduled times. Students may not accrue more hours daily, weekly, or program-wise than allowed by state law.

#### **Attendance Tracking**

Students are required to electronically record their daily attendance using a time clock. Daily clocking in and out, including for lunch (day students) and breaks (evening students), is mandatory. Failure to clock in or out may result in loss of hours, as they cannot be verified by an educator. Persistent failure to comply may lead to warnings, suspension, or administrative withdrawal.

As mandated, Mosley School reports attendance and completed hours to state boards of cosmetology.

**ATTENDANCE SCHEDULES:**

Students are expected to maintain no less than an 80% rate of attendance and attend classes and clinic in accordance with their Enrollment contract and monthly calendar contracts. Time is built in to each contract to allow for personal time or events. Once the contract end date is exceeded, the over contract fee of \$12.50 will go into effect.

Cosmetology:	Part Time	75 weeks at 20 hours per week
Hybrid Cosmetology:	Full Time	43 weeks at 35 hours per week
Nail Technician	Part Time	20 weeks at 20 hours per week
	Full Time	16 weeks at 25 hours per week
Hybrid Nail Technician	Part Time	25 weeks at 16 hours per week - night
	Part Time	20 weeks at 20 hours per week
Esthetician	Part Time	20 weeks at 20 hours per week
	Full Time	16 weeks at 25 hours per week
Hybrid Esthetician	Part Time	25 weeks at 16 hours per week - night
	Part Time	20 weeks at 20 hours per week
Advanced Esthetician	Part Time	30 weeks at 20 hours per week
	Full Time	24 weeks at 25 hours per week
Hybrid Advance Esthetician	Part Time	37.5 weeks at 16 hours per week - night
	Part Time	30 weeks at 20 hours per week
Cosmetology Instructor	Part Time	20 weeks, 25 hours per week
Nail Technician Limited Instructor	Part Time	12 weeks, 25 hours per week

**ATTENDANCE SCHEDULES:**

Students are expected to maintain no less than an 80% rate of attendance and attend classes and clinic in accordance with their Enrollment contract and monthly calendar contracts. Time is built into each contract to allow for personal time or events. Once the contract end date is exceeded, the over contract fee of \$14.50 will go into effect.

**School Hours**

Monday: 9:00 a.m. to 2:00 p.m.

Tuesday: 9:00 a.m. to 2:00 p.m. and 6 p.m. to 10 p.m.

Wednesday: 9:00 a.m. to 2:00 p.m.

Thursday: 9:00 a.m. to 2:00 p.m. and 6 p.m. to 10 p.m.

Friday: 9:00 a.m. to 2:00 p.m.

Saturday 9:00 a.m. to 2:00 p.m. (As scheduled)

Please note that the hours listed above pertain to physical school hours. However, distance education will also be conducted after 2:00 PM under instructor supervision. Enrichment Schedule students will have open clock time for hybrid hours exclusively. Both part-time and full-time students are required to fulfill their hours between 2:00 PM and 11:59 PM.

**Late Arrivals and Early Leaves**

Students are expected to be ready to participate in class activities in the classroom or on the clinic floor by the scheduled start time of each class.

**Late Arrivals:**

Late arrivals to school must be reported or arranged according to the "Time Frames for Calling in an Absence, Late Arrival, and/or Request to Leave Early" chart.

Time Frames for Calling in an Absence, and/or Request to Leave Early

| Day Students | Call in by 8:00 a.m. | Clock in by 9:45 a.m. |

| Evening Students | Call in by 4:45 p.m. | Clock in by 6:45 p.m. |

| Students in any of the instructor or educator programs | 30 minutes before scheduled to start for the day |

If a student is not present and clocked in by 9:45 a.m., they will not be allowed to clock in for that day. Please note: punctuality is a commitment you made, and we require all students to be in school on time daily.

**Written Attendance Warnings:**

Students not meeting the attendance policy will receive written attendance notifications or warnings. Continued negative behavior in the following areas puts students at risk of administrative withdrawal for violation of the Attendance Policy or Professional Ethics Code of **Conduct Policy:**

- **Tardiness**
- **Failure to pre-arrange an absence, early leave, or late arrival**
- **Missing time clock punches**

**COURSE COSTS:**

<b>COSMETOLOGY</b>	<b>COSTS</b>	<b>NAIL TECHNICIAN</b>	<b>COSTS</b>
Tuition	\$18,107.00	Tuition	\$7,500.00
Kits & Supplies	\$2100.00	Kits & Supplies	\$1000.00
Books	\$ 585.00	Books	\$ 585.00
State Registration Fee	\$ 15.00	State Registration Fee	\$ 15.00
State Board License Fee	\$ 63.00		
State Board Testing Fee	\$167.00		
Application Fee	\$ 20.00	Application Fee	\$ 20.00
Registration Fee	\$ 180.00	Registration Fee	\$ 180.00
<b>TOTAL</b>	<b>\$21, 237.00</b>	<b>TOTAL</b>	<b>\$9,300.00</b>

<b>ESTHETICIAN</b>	<b>COSTS</b>
Tuition	\$10,800.00
Kits & Supplies	\$1,500.00
Books	\$ 585.00
State Registration Fee	\$ 15.00
Application Fee	\$ 20.00
Registration Fee	\$ 180.00
<b>TOTAL</b>	<b>\$13,100.00</b>

<b>COSMETOLOGY INSTRUCTOR</b>	<b>COSTS</b>	<b>ESTHETICIAN LIMITED INSTRUCTOR</b>	<b>COSTS</b>	<b>NAIL TECHNICIAN LIMITED INSTRUCTOR</b>	<b>COSTS</b>
Tuition	\$4,400.00	Tuition	\$2,400.00	Tuition	\$2,400.00
Kits & Supplies	\$ 100.00	Kits & Supplies	\$ 100.00	Kits & Supplies	\$ 100.00
Books	\$ 285.00	Books	\$ 285.00	Books	\$ 285.00
State Registration Fee	\$ 15.00	State Registration Fee	\$ 15.00	State Registration Fee	\$ 15.00
Application Fee	\$ 20.00	Application Fee	\$ 20.00	Application Fee	\$ 20.00
Registration Fee	\$ 180.00	Registration Fee	\$ 180.00	Registration Fee	\$ 180.00
<b>TOTAL</b>	<b>\$5,000.00</b>	<b>TOTAL</b>	<b>\$3,000.00</b>	<b>TOTAL</b>	<b>\$3,000.00</b>

**PAYMENT SCHEDULE:**

All payments are due on the 1<sup>st</sup> of the month or per contract agreement. A ten-day grace period is allowed in which the student must pay or make payment arrangements with the administrator. If the payment is not made after the grace period, a late fee of \$25.00 is charged. After 15 days of non-payment, the student will be advised accordingly that he or she is in danger of being suspended. After 30 days of non-payment, the student will be temporarily suspended. We accept cash, credit card, money order or cashier's check.

**Hybrid Prices**

<b>HYBRID COSMETOLOGY</b>	<b>COSTS</b>	<b>HYBRID NAIL TECHNICIAN</b>	<b>COSTS</b>
Tuition	\$18,107.00	Tuition	\$7,500.00
Kits & Supplies	\$ 2100.00	Kits & Supplies	\$1000.00
Books	\$ 585.00	Books	\$ 585.00
State Registration Fee	\$ 15.00	State Registration Fee	\$ 15.00
Application Fee	\$ 20.00	Application Fee	\$ 20.00
State Board License Fee	\$ 63	State Board License Fee	\$ 63
State Board Testing Fee	\$ 167	State Board Testing Fee	\$ 167
Registration Fee	\$ 180.00	Registration Fee	\$ 180.00
Technology Fee	\$ 500.00	Technology Fee	\$ 500.00
<b>TOTAL</b>	<b>\$21,737.00</b>	<b>TOTAL</b>	<b>\$10,030.00</b>

<b>HYBRID ESTHETICIAN</b>	<b>COSTS</b>	
Tuition	\$10,800.00	
Kits & Supplies	\$1,500.00	
Books	\$ 585.00	
State Registration Fee	\$ 15.00	
Application Fee	\$ 20.00	
Registration Fee	\$ 180.00	
Technology Fee	\$ 500.00	
<b>TOTAL</b>	<b>\$13,600.00</b>	

**Service Tracking**

Mosley School provides students with a Minimum Practical Application (MPA) worksheet to track all services rendered during attendance. Students must diligently record services on the worksheet and obtain signatures from their educators.

**COSMETOLOGY COURSE OUTLINE:**Course Description:

The Cosmetology course is a training program that is a complete study of all areas of cosmetology and its related sciences. The course is taught in English.

Textbooks:

Milady's Standard Cosmetology

Milady's Standard Cosmetology Theory Workbook

Milady's Standard Cosmetology Practical Workbook

Milady's Standard Cosmetology State Board Review Book

Michigan Cosmetology Law Book

Objectives:

1. To provide the student with knowledge of the sciences and skills to become a licensed cosmetologist.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

Format:

The teaching format combines: Theory – lectures and discussion; Practical – demonstrations and hands-on practice. Support materials include: videos, whiteboard, manikin, models, guest speakers, and etc., as needed to complete the subjects covered.

Evaluation:

The student is evaluated daily throughout the course. End-of-session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon entry level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

Attendance:

Cosmetology:	Part Time	60 weeks at 20 hours per week
	Full Time	43 weeks at 25 hours per week

**CONTENTS OF UNITS OF INSTRUCTION – Cosmetology**

<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Unassigned Hours</b>	<b>Total Hours</b>	<b>Minimum Practical Applications</b>
Sanitation/patron protection Laws and rules Personal hygiene Salon management Mechanical and electrical equipment safety	90	40	0	130	585  (Sanitation and patron protection shall be included in all services)
Facials Skin analysis and care Manipulation, massage, electricity Removal of hair by the use of wax, tweezers, or depilatories Makeup and eyebrow arch	35	80	0	115	40  (a minimum of 5 services in each category)
Hairdressing Arranging, cutting, dressing, curling, pressing, artificial hair and finger waving, natural hair cultivation	125	400	0	525	300  (a minimum of 20 services in each category)
Scalp and hair treatments	10	15	0	25	30
Hair coloring Temporary Semi permanent  Permanent Bleaching and dimensional coloring Color mixing	40	170	0	210	80  (a minimum of 8 services in each category)
Chemical hair restructuring Permanent waving Straightening and relaxing	40	180	0	220	80  (a minimum of 15 services in each category)
Applied chemistry/occupational safety and health administration as related to skin, hair, nails, and scalp	20	10	0	30	5
Applied anatomy, physiology, and histology of the human head, hands, nails, skin and hair	45	0	0	45	0
Manicuring/pedicuring	15	55	0	70	35



Artificial nails	5	15	0	20	5
Unassigned hours	0	0	110	110	0
<b>Totals</b>	<b>425</b>	<b>965</b>	<b>110</b>	<b>150 0</b>	<b>1160</b>

## **NAIL TECHNICIAN COURSE OUTLINE**

### **Course Description:**

The Nail Technician is a training program that is a complete study of all areas of manicuring and its related sciences. The course is taught in English.

### **Textbooks:**

Milady's Standard Nail Technology  
 Milady's Standard Nail Technology Student Workbook  
 Michigan Cosmetology Law Book

### **Objectives:**

1. To provide the student with the necessary sciences and skills to become a licensed nail technician.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

### **Format:**

The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

Nail Technician	Part Time	20 weeks at 20 hours per week
	Full Time	12 weeks at 25 hours per week

### **Evaluation:**

The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

## CONTENTS OF UNITS OF INSTRUCTION – Nail Technician

<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Unassigned Hours</b>	<b>Total Hours</b>	<b>Minimum Practical Applications</b>
Sanitation/patron protection  Laws & Rules Personal Hygiene Salon Management Mechanical and electrical Equipment safety	50	50	0	100	100  (Sanitation and patron protection should be included in all services.)
Anatomy & Disorders	25	0	0	25	0
Artistic Principles	10	0	0	10	0
Manicuring/Pedicuring techniques	20	50	0	70	40
Chemistry – Occupational safety and health administration	15	0	0	15	0
Artificial Nails/Extensions/Repairs	25	105	0	130	50
Unassigned hours	0	0	50	50	0
<b>TOTALS</b>	<b>145</b>	<b>205</b>	<b>50</b>	<b>400</b>	<b>190</b>

## **ESTHETICIAN COURSE OUTLINE**

### **Course Description:**

The Esthetician is a training program that is a complete study of all areas of esthetics and its related sciences. The course is taught in English.

### **Textbooks:**

Milady's Standard Textbook  
 Milady's Standard Student Workbook  
 Michigan Law Book

### **Objectives:**

1. To provide the student with the necessary sciences and skills to become a licensed esthetician.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

### **Format:**

The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

### **Evaluation:**

The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

### **Attendance:**

Esthetician	Part Time	20 weeks at 20 hours per week
	Full Time	16 weeks at 25 hours per week

**CONTENTS OF UNITS OF INSTRUCTION –Esthetician curriculum**

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Applications
Sanitation/patron protection Laws and rules Personal hygiene Salon management	25	25	0	50	90  (sanitation and patron protection shall be included in all services)
Mechanical and electrical equipment safety	25	25	0	50	15
Anatomy and disorders	40	0	0	40	0
Artistic principles/makeup	20	20	0	40	0
Facial/skin care techniques	20	125	0	145	50
Chemistry/occupational safety and health administration	15	0	0	15	0
Temporary removal of hair	5	5	0	10	5
Unassigned hours	0	0	50	50	0
<b>Totals</b>	<b>150</b>	<b>200</b>	<b>50</b>	<b>400</b>	<b>160</b>

## **ADVANCED ESTHETICIAN COURSE OUTLINE**

### Course Description:

The Advanced Esthetician is a training program that is a complete study of all areas of advanced esthetics and its related sciences. The course is taught in English.

### Textbooks:

Milady's Standard Textbook  
Milady's Standard Student Workbook  
Michigan Law Book

### Objectives:

1. To provide the student with the necessary sciences and skills to become a licensed esthetician.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

### Format:

The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

### Evaluation:

The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

### Attendance:

Advanced Esthetician	Part Time	30 weeks at 20 hours per week
	Full Time	26 weeks at 25 hours per week

## **COSMETOLOGY INSTRUCTOR COURSE OUTLINE**

### Course Description:

The Cosmetology Instructor program is a training program that is a complete study of all areas of instruction of adult students. The course is taught in English.

### Textbooks:

Milady's Standard Textbook  
Michigan Cosmetology Law Book

### Objectives:

1. To provide the student with the necessary sciences and skills to become a licensed Cosmetology Instructor.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

### Format:

The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices and student teaching with administrative support . Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

### Evaluation:

The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

### Attendance:

Cosmetology Instructor                                      Part Time                      20 weeks, 25 hours per week

**CONTENTS OF UNITS OF INSTRUCTION - Cosmetology Instructor curriculum.**

<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>	<b>Minimum practical applications</b>
Orientation and review of the cosmetology curriculum	25	50	75	20
Introduction to teaching	30	0	30	0
Course outlining and development Lesson planning Teaching techniques Teaching aids	80	85	165	20  (a minimum of 5 services in each category)
Developing, administering, and grading examinations				
Laws and rules Record keeping School administration	15	10	25	70
Teaching Assisting in the clinic and theory classrooms	0	75	75	15
Practice teaching in the clinic and theory classrooms	0	130	130	25
<b>Totals</b>	<b>150</b>	<b>350</b>	<b>500</b>	<b>150</b>



**ESTHETICIAN LIMITED INSTRUCTOR COURSE OUTLINE****Course Description:**

The Esthetician Limited Instructor program is a training program that is a complete study of all areas of instruction of adult students. The course is taught in English.

**Textbooks:**

Milady's Standard Textbook  
Michigan Cosmetology Law Book

**Objectives:**

1. To provide the student with the necessary sciences and skills to become a licensed Esthetician Limited Instructor.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

**Format:**

The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices and student teaching with administrative support . Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

**Evaluation:**

The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

**Attendance:**

Esthetician Limited Instructor                      Part Time                      12 weeks, 25 hours per week

**CONTENTS OF UNITS OF INSTRUCTION – Esthetician Limited Instructor curriculum**

<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>	<b>Minimum practical applications</b>
Orientation and review of the cosmetology curriculum	10	15	25	10
Introduction to teaching	30	0	30	0
Course outlining and development Lesson planning Teaching techniques Teaching aids Developing, administering, and grading examinations	80	85	165	20  (a minimum of 5 services in each category)
Laws and rules, record keeping, school administration	15	10	25	40
Teaching Assisting in the clinic and theory classrooms and practice teaching in the clinic and theory classrooms	0	55	55	15
Totals	135	165	300	85

**NAIL TECHNICIAN LIMITED INSTRUCTOR COURSE OUTLINE****Course Description:**

The Nail Technician Limited Instructor program is a training program that is a complete study of all areas of instruction of adult students. The course is taught in English.

**Textbooks:**

Milady's Standard Textbook  
Michigan Cosmetology Law Book

**Objectives:**

1. To provide the student with the necessary sciences and skills to become a licensed Nail Technician Limited Instructor.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

**Format:**

The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices and student teaching with administrative support . Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

**Evaluation:**

The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

**Attendance:**

Nail Technician Limited Instructor    Part Time                      12 weeks, 25 hours per week

**CONTENTS OF UNITS OF INSTRUCTION – Nail Technician Limited Instructor curriculum**

<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>	<b>Minimum practical applications</b>
Orientation and review of the cosmetology curriculum	10	15	25	10
Introduction to teaching	30	0	30	0
Course outlining and development Lesson planning Teaching techniques Teaching aids Developing, administering, and grading examinations	80	85	165	20  (a minimum of 5 services in each category)
Laws and rules, record keeping, school administration	15	10	25	40
Teaching Assisting in the clinic and theory classrooms and practice teaching in the clinic and theory classrooms	0	55	55	15
Totals	135	165	300	85

**DISTANCE EDUCATION COURSES**

## Policy Overview:

This policy outlines the requirements and expectations for distance education conducted under instructor supervision after 2:00 PM.

**\*\*Hours and Schedule:\*\***

- Physical school hours are as listed in the regular schedule.
- Distance education will be conducted from 2:00 PM to 11:59 PM for part-time and hybrid full-time schedules.
- Monday to Thursday: 2 hours per day
- Friday: 7 hours
- Saturday: Make-up hours
- Enrichment Schedule students will have time from 12:00 AM to 11:59 PM on CIMA.
- Thursday: 6:00 PM to 10:00 PM
- Saturday: 9:00 AM to 2:00 PM (Enrichment Students should be in the building for practical training)

**\*\*Important Notes:\*\***

- The school is not allowed to give double hours. If you are in the building, your CIMA hours will not be accepted. Time clock fraud is against the law.
- If hours are posted twice due to a duplicate error, the duplicated hours will be removed and will not count towards graduation. They are not earned hours.
- No distance education is accepted on Sunday. The school is closed and no supervision is available.

**\*\*Instructor Supervision:\*\***

- All distance education activities will be supervised by an instructor to ensure academic integrity and provide necessary support.

**\*\*Expectations:\*\***

- Students are expected to actively participate in distance education sessions and complete all assigned tasks within the designated hours.
- Regular attendance and punctuality are required to meet educational requirements.
- Students must adhere to all school policies during distance education sessions.

**\*\*Compliance:\*\***

- Failure to participate in distance education as scheduled may result in disciplinary actions as determined by the instructor or school administration.

By adhering to this Distance Education Policy, students will ensure they meet the educational requirements and maintain progress in their programs.

**HYBRID COSMETOLOGY COURSE OUTLINE:**Course Description:

The Hybrid Cosmetology course is a 1500-hour training program that is a complete study of all areas of cosmetology and its related sciences. 28.66% of the course is taught via distance education. The course is taught in English.

Textbooks:

Milady's Standard Cosmetology  
 Milady's Standard Cosmetology Theory Workbook  
 Milady's Standard Cosmetology Practical Workbook  
 Milady's Standard Cosmetology State Board Review Book  
 Michigan Cosmetology Law Book

Objectives:

1. To provide the student with knowledge of the sciences and skills to become a licensed cosmetologist.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

Format:

The teaching format combines: Theory – lectures and discussion with 28.66% of the learning to be distance education; Practical – demonstrations and hands-on practice. Support materials include: videos, whiteboard, manikin, models, guest speakers, and etc., as needed to complete the subjects covered.

Evaluation:

The student is evaluated daily throughout the course. End-of-session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon entry level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

Attendance:

Cosmetology:

Full Time                      43 weeks at 35 hours per week 11 months

Theory Distance 430 Hours (28.66% is proposed distance education)

Theory On-Site 110 Hours

Practical On-Site 965 Hours

#### CONTENTS OF UNITS OF INSTRUCTION – Hybrid Cosmetology

Subject	Theory Hours DISTANCE	Practical Hours ON-SITE	Unassigned Hours ON-SITE	Total Hours	Minimum Practical Applications
Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Applications
Sanitation/patron protection Laws and rules Personal hygiene Salon management Mechanical and electrical equipment safety	90	40	0	130	585  (Sanitation and patron protection shall be included in all services)
Facials Skin analysis and care Manipulation, massage, electricity Removal of hair by the use of wax, tweezers, or depilatories Makeup and eyebrow arch	35	80	0	115	40  (a minimum of 5 services in each category)
Hairdressing Arranging, cutting, dressing, curling, pressing, artificial hair and finger waving, natural hair cultivation	125	400	0	525	300  (a minimum of 20 services in each category)
Scalp and hair treatments	10	15	0	25	30
Hair coloring Temporary Semi permanent  Permanent Bleaching and dimensional coloring Color mixing	40	170	0	210	80  (a minimum of 8 services in each category)
Chemical hair restructuring	40	180	0	220	80

Permanent waving Straightening and relaxing					(a minimum of 15 services in each category)
Applied chemistry/occupational safety and health administration as related to skin, hair, nails, and scalp	20	10	0	30	5
Applied anatomy, physiology, and histology of the human head, hands, nails, skin and hair	45	0	0	45	0
Manicuring/pedicuring	15	55	0	70	35
Artificial nails	5	15	0	20	5
Unassigned hours	0	0	110	110	0
<b>Totals</b>	<b>425</b>	<b>965</b>	<b>110</b>	<b>1500</b>	<b>1160</b>

**Technology Requirements:** Laptop or Smart phone; Internet/Wi-Fi; Students will use Mindtap, Zoom, Google Meet and CIMA



## **Hybrid NAIL TECHNICIAN COURSE OUTLINE**

### **Course Description:**

The Hybrid Nail Technician is a 400-hour training program that is a complete study of all areas of manicuring and its related sciences. 48.75% of the course is taught via distance education. The course is taught in English.

### **Textbooks:**

Milady's Standard Nail Technology  
 Milady's Standard Nail Technology Student Workbook  
 Michigan Cosmetology Law Book

### **Objectives:**

1. To provide the student with the necessary sciences and skills to become a licensed nail technician.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

### **Format:**

The teaching format combines Theory – lectures and discussion with 48.75% of the learning to be distance education; Practical – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

Hybrid Nail Technician Part Time 25 weeks at 16 hours per week - night  
 Part Time 20 weeks at 20 hours per week

Theory Distance 195 Hours (48.75% is proposed distance education)  
 Practical On-Site 205 Hours

### **Evaluation:**

The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

<b>Subject</b>	<b>Theory Hours DISTANCE</b>	<b>Practical Hours ON-SITE</b>	<b>Unassigned Hours DISTANCE</b>	<b>Total Hours</b>	<b>Minimum Practical Applications</b>
Sanitation/patron protection  Laws & Rules Personal Hygiene Salon Management Mechanical and electrical Equipment safety	50	50	0	100	100  (Sanitation and patron protection should be included in all services.)
Anatomy & Disorders	25	0	0	25	0
Artistic Principles	10	0	0	10	0
Manicuring/Pedicuring techniques	20	50	0	70	40
Chemistry – Occupational safety and health administration	15	0	0	15	0
Artificial Nails/Extensions/Repairs	25	105	0	120	50
Unassigned hours	0	0	50	50	0
<b>TOTALS</b>	<b>145</b>	<b>205</b>	<b>50</b>	<b>400</b>	<b>190</b>

**Technology Requirements:** Laptop or Smart phone; Internet/Wi-Fi; Students will use Mindtap, Zoom, Google Meet and CIMA

**HYBRID ESTHETICIAN COURSE OUTLINE****Course Description:**

The Hybrid Esthetician is a 400-hour training program that is a complete study of all areas of esthetics and its related sciences. 50% of the course is taught via distance education. The course is taught in English.

**Textbooks:**

Milady's Standard Textbook  
 Milady's Standard Student Workbook  
 Michigan Law Book

**Objectives:**

1. To provide the student with the necessary sciences and skills to become a licensed esthetician.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

**Format:**

The teaching format combines Theory – lectures and discussion with 50% of the learning to be distance education; Practical – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

**Evaluation:**

The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

**Attendance:**

Hybrid Esthetician	Part Time	25 weeks at 16 hours per week - night
	Part Time	20 weeks at 20 hours per week
	Theory Distance	200 Hours (50% is proposed distance education)
	Practical On-Site	200 Hours

**CONTENTS OF UNITS OF INSTRUCTION –Esthetician curriculum**

Subject	Theory Hours DISTANCE	Practical Hours ON-SITE	Unassigned Hours DISTANCE	Total Hours	Minimum Practical Applications
Sanitation/patron protection Laws and rules Personal hygiene Salon management	25	25	0	50	90  (sanitation and patron protection shall be included in all services)
Mechanical and electrical equipment safety	25	25	0	50	15
Anatomy and disorders	40	0	0	40	0
Artistic principles/makeup	20	20	0	40	0
Facial/skin care techniques	20	125	0	145	50
Chemistry/occupational safety and health administration	15	0	0	15	0
Temporary removal of hair	5	5	0	10	5
Unassigned hours	0	0	50	50	0
<b>Totals</b>	<b>150</b>	<b>200</b>	<b>50</b>	<b>400</b>	<b>160</b>

**Technology Requirements:** Laptop or Smart phone; Internet/Wi-Fi; Students will use Mindtap, Zoom, Google Meet and CIMA

### **Technology Requirements**

- Laptop or
- Smart phone
- Internet/Wi-Fi
- Students will use Mindtap, Zoom, Google Meet and CIMA

### **GRADING AND STUDENT PROGRESS REPORTS:**

Theory and Practical work is graded as it is completed. The following grading system is used for all tests, practical work, and projects assigned:

96% to 100% Excellent

80% - 90% Satisfactory

91% - 95% Very Good

79% and below Needs Improvement

Practical work is evaluated by each student's ability to show competence for an entry-level position based on National Standards. (Provided by Milady Standard Course Management Guides) Progress reports on attendance and academics are completed per the satisfactory academic progress policy. This is an evaluation of completed daily MPAs, YTDs and weekly theory tests. One copy is given to the student and one copy is placed in the student's file. Grade sheets are also completed and kept in the student's file as part of their permanent records. Cumulative progress reports are maintained in a permanent file as per State Board regulations. The evaluation includes grades from theory tests, competencies, attendance percentages, and MPA/YTDs. Students (and parents/guardians of a dependent minor student) are permitted to review all personal records at an appointed time with the supervision of the Director's Office or the Instructor Supervisor. Please refer to the **FERPA Policy**.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

#### **Exceptions to the above rule are:**

School officials with legitimate educational interest.

Other schools to which a student is transferring.

Specified officials for audit or evaluation purposes.

Appropriate parties in connection with financial aid to a student.

Organizations conducting certain studies for or on behalf of the school.

NACCAS staff, commissioners and evaluators for NACCAS.

U.S. Department of Education.

Persons who need to know in case of health and safety emergencies.

State and local authorities, within a juvenile justice system, pursuant to specific state law.

Subpoenas by court order.

Parents or eligible students have a right to inspect and review their records at any time during normal business hours. Records must be inspected in an administrative office and will not be taken to any other area of the school or leave the school building. Parents and eligible students have the right to request an amendment of their records and if denied may make a written request for a hearing.

**Records will include, but not be limited to:**

Required enrollment applications and supporting documents.

Progress reports.

Student financial aid reports.

Payments and tuition evaluation data balances; and

Other evaluation data.

Student school records are safeguarded and maintained in fireproof file cabinets. Student academic records are kept in files located in the administrator offices.

Parents of dependent minor students may obtain additional copies of documents for a fee of \$5.00 per copy. Student school records are maintained for a minimum of six years.

Mosley School may disclose directory-type information such as name, address, telephone number, date and place of birth, honors and awards, and dates of attendance and attendance percentages. Parents or eligible students may opt out by completing a Mosley School "opt out" form at any time.

### **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at Mosley School of Cosmetology. This policy is provided to applicants prior to enrollment. It is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). It covers all periods of enrollment.

#### **1. ATTENDANCE PROGRESS - Quantitative**

Students must maintain an 80% cumulative average in attendance to be in satisfactory attendance progress. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Students will return to the school in the same status which they departed.

**MAXIMUM TIME FRAME<sup>1</sup>:** The maximum time frame a student has to complete a course study is 125% of the number of months listed on said contract. A student who exceeds the maximum time frame shall be terminated from the program and would thereafter be permitted to re-enroll in the program on a cash-pay basis.

**PACE:** All students must maintain an average cumulative attendance level of *at least* 80% of the scheduled hours. For example, a student scheduled to complete 25 hours per week would have to maintain an average weekly attendance of at least 21.25 hours per week ( $80\% \times 25 = 20$ ).

Definition of an Academic Year is 900 hours/30 weeks

PROGRAM (all "HYBRID" programs are proposed programs)	HOURS	WEEKS	MAXIMUM TIMEFRAME HOURS	MAXIMUM TIMEFRAME WEEKS
Cosmetology Hybrid Cosmetology	1500	43	1875	54
Nail Technician Hybrid Nail Technician	400	12	500	15
Esthetician Hybrid Esthetician	400	12	500	15
Cosmetology Instructor	500	15	625	19
Esthetician Limited Instructor	300	9	375	12
Nail Technician Limited Instructor	300	15	375	19

#### **2. ACADEMIC PROGRESS – Qualitative**

Students are evaluated in theoretical performance by means of a written exam. A written exam follows each unit of theory study. At 80% a student is required to be considered a passing grade on each written exam. Students are evaluated in practical skill development throughout the entire course of study based on criteria that are converted to a percentage grade. The Student Salon client services are not factored into the GPA.

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<sup>1</sup> A student whose attendance rate is 66.67% would complete within 150% of the program length; however, we require an attendance rate of 80% to complete within 125% of the program length.

### 3. Grading Scale

Theory and Practical work is graded as it is completed. The following grading system is used for all tests and projects assigned:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

All students are required to achieve a cumulative academic average of 80% in order to be considered satisfactory.

### 4. DETERMINATION OF PROGRESS (SCHEDULED hours)

#### 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 deemed not maintaining Satisfactory Progress may have Title IV funding interrupted, unless the student is on warning. CHBC is required to notify students of any evaluation that impacts the students' eligibility for financial aid. Students over the max time frame for course completion will not be eligible for Title IV funding and will be dropped from the program. The evaluations must be completed within seven (7) school business days following the established evaluation periods.

<u>COURSE</u> (all "HYBRID" programs are proposed programs)	<u>COURSE TOTAL HOURS</u>	<u>Evaluation #1</u>	<u>Evaluation #2</u>	<u>Evaluation #3</u>
Cosmetology Hybrid Cosmetology	1500	450 clock hours and 15 weeks	900 clock hours and 30 weeks	1200 clock hours and 40 weeks
Nail Technician Hybrid Nail Technician	600	200 clock hours and 7 weeks	N/A	N/A
Esthetician Hybrid Esthetician	750	200 clock hours and 7 weeks	N/A	N/A
Cosmetology Instructor	600	250 clock hours and 8.5 weeks	N/A	N/A
Esthetician Limited Instructor Hybrid Esthetician Limited Instructor	300	150 clock hours and 5 weeks	N/A	N/A
Nail Technician Limited Instructor Hybrid Nail Technician Limited Instructor	300	150 clock hours and 5 weeks	N/A	N/A

Students meeting the minimum requirements for attendance and academic progress will be considered to be making satisfactory progress until the next scheduled evaluation. Students must meet both the cumulative attendance (80%) and cumulative academic (80%) minimum requirements on at least one evaluation by the midpoint of an academic year or midpoint of the course, whichever comes first.

5. WARNING: Students who fail to meet the minimum requirements for attendance or academic progress will be placed on warning until the next evaluation point and are making Satisfactory Academic Progress



and will still be eligible for Title IV funding during the warning period. The student will be advised in writing on the actions required to attain Satisfactory Academic Progress. If at the end of the evaluation period, the student still has not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV Benefits. Students will be notified within 10 days after Warning payment period is reviewed.

#### **6. RE-ESTABLISHMENT OF SAP**

A student can re-establish satisfactory academic progress by achieving a cumulative 80% attendance and/or a cumulative 80% academic rate. Only students in the Cosmetology program can appeal their ineligibility status for Federal Student Aid.

#### **7. PROBATION**

A status of probation is allowed if:

- a. The student appeals their ineligibility status and their appeal is approved.
- b. The student did not meet the minimum standards of satisfactory academic progress after the warning period; and
- c. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- d. The institution determines that the satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- e. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

#### **8. APPEAL**

A student in the Cosmetology program may appeal a satisfactory academic progress determination as follows:

- a. The student must specify the reason(s) for the appeal such as the death of a relative, an injury or illness of the student or other allowable special circumstances;
- b. The student must submit documentation regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.
- c. All results of the appeal are documented in the student's file and the student is notified of their Appeal status within 10 days.

9. A student who does not achieve the minimum standards of satisfactory academic progress is no longer eligible for Title IV, HEA program funds<sup>2</sup>, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

10. The school will notify the student of any evaluation that impacts the student's eligibility for financial aid, if applicable.

11. **LEAVE OF ABSENCE AND RE-ENTRY INTO THE INSTITUTION**

A student returning from a leave of absence or other official interruption of training must return to the school in the same satisfactory or unsatisfactory progress status as prior to the leave. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence.

12. **COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES**

Course incompletes, repetitions and non-credit remedial courses have no effect on satisfactory academic progress.

13. **TRANSFER HOURS**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determination when the allowable maximum time-frame has been exhausted. SAP Evaluation periods are based on actual contracted hours at the school.

**FEDERAL FINANCIAL AID**

The Federal Pell Grant and Federal Direct Loans are an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

**WHO QUALIFIES FOR FINANCIAL AID**

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a "regular student" – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program
- Not be enrolled simultaneously in elementary or secondary school  
Have a valid Social Security Number
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program

- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid Not be liable for an overpayment of a Title IV grant

### **APPLYING FOR FINANCIAL AID**

The application process used by the School to perform the need analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online by logging on to

www.fafsa.gov. When completing the FAFSA, please use the Federal school code Number: 043138.

A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and transfer the data directly to their FAFSA. If students need a copy of their tax return, they can call 1-800-829-1040 and request IRS tax transcript or go to the IRS web- site at www.irs.gov.

All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at https://studentloans.gov.

The student will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

### **STUDENTS RESPONSIBILITIES WITH THE OFFICE OF FINANCIAL AID**

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students.

A student's financial aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying reapplying for Financial Aid Providing complete and accurate information on the FAFSA and financial aid forms.
- Responding to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as a withdrawal from Academy, a change in enrollment status, name, marital status or expected date of graduation
- Being in good Academic Standing with the School as well as maintaining Satisfactory Academic Progress (SAP) Reading all documents, the Office of Financial Aid sends to the student

Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.

### **ADVISING/FINANCIAL COUNSELING:**

The Administration and Instructors are available to advise and provide feedback to all the students in the areas that pertain to their training in the classroom and Student Salon performance, attendance, appearance, and developing a professional attitude. Personal advising by the Administration is available to all students during their training.

### **STUDENTS' RIGHT TO PRIVACY:**

Each student (or parent/guardian of a dependent minor student) has the right to inspect his or her records. Mosley School of Cosmetology protects each student's right to privacy. Any information pertaining to a student may not be released without a written release statement from the student or from the parent/guardian of a dependent minor student. Directory type information will not be published without the written consent of the student or the parent/guardian of a minor student. Exceptions to the written release would be matters related to accreditation, authorized administrative and instructional staff, subpoenaed information, and any other agency that has regulatory authority over the school. Student records must be maintained in accordance with state and federal law.

**FERPA:**

Mosley School of cosmetology provides the students with information regarding the Family Educational Rights and Privacy Act of 1974 (FERPA). Please refer to **Appendix C**.

**REFUND POLICY:**

The policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a. An applicant rejected by the School shall be entitled to a refund of all monies paid except the non-refundable application fee of \$20.00
- b. A student or legal guardian cancels the contract and demands his/her money back in writing within 3 business days of signing the enrollment regardless of whether the student has actually started training. All monies collected by school are refunded except the non-refundable application fee of \$20.00.
- c. A student cancels the contract after 3 business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less the non-refundable application fee of \$20.00 and the registration fee of \$180.00.
- d. A student notifies the institution of his/her withdrawal.
- e. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution he or she will not be returning.
- f. A student is expelled by the school.
- g. In type b, c, d or e official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
- h. Unofficial withdrawals are determined through monitoring of clock hour attendance at least every 14 days. If students are absent for 14 consecutive calendar days, he or she will be dropped.
- i. The refund calculation based on the student's last date of attendance.
- j. Any monies due a student who withdraws from the institution shall be refunded within forty- five (45) days of determination that the student has withdrawn, whether officially or unofficially.
- k. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school shall attempt to make a settlement which is reasonable and fair to both parties.
- l. The costs of the kit, textbooks, additional equipment or other charges incurred by the student are non-refundable after the grace period has expired.
- m. If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option, provide a full refund of all monies paid; or provide for completion of the course.

- n. If a course is canceled and instruction has ceased 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 or provide a full refund of all monies paid.
- o. If the school permanently closes and ceases to offer instruction after students have enrolled and instruction has begun, the school must make arrangements for students. The Student shall be entitled to a pro-rata refund of tuition.
- p. For Students who enroll in and begin classes, the following schedule of tuition adjustments/refunds is authorized based on scheduled hours:

Percentage Time to Total Time of Course	Amount of Total Tuition School Shall Retain
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%

- q. Collection procedures reflect good taste and sound ethical business practices.

#### **Return to Title IV (R2T4) for Federal Student Aid**

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

#### **Order of Returns**

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant

#### **Withdrawals- Official and Unofficial**

In order to officially withdraw from the institution, students must provide notification to the Director of the Institution via email, in writing or verbally. Unofficial withdrawals occur when a student fails to attend school for 14 days consecutively. Failure to attend for 14 days prompts the student to be withdrawn and an R2T4 to be calculated.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able

to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days. All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

### **GRADUATION REQUIREMENTS:**

Students must complete contracted hours, complete Minimum Practical Applications in each respective course and a passing grade of 80 % in all subjects. All tuition, fees, and additional charges must be paid in full prior to the required Pre-State Board Exams. Upon completion of the previously mentioned requirements, a Certificate of Completion is awarded.

### **PLACEMENT SERVICE:**

A placement service is continuously maintained to help graduates find employment. As long as graduates remain in the beauty industry, or return to it, the employment service is available to them. The school will provide the student with placement assistance consisting of identifying employment opportunities and advising the student on appropriate means of attempting to realize the opportunities. Cosmetology schools are prohibited by law to guarantee employment. The student understands that the school has not made and will not make any guarantees of employment or salary upon graduation.

### **GENERAL SCHOOL POLICIES/RULES AND REGULATIONS**

#### **CLOCKING PROCEDURES/TARDY POLICY:**

**\*\*Clocking Procedures and Tardy Policy\*\***

All students are expected to clock in before their scheduled time. Students who arrive more than 45 minutes after class starts will not be allowed to clock in for the day.

**Clocking In and Out**

- Students must clock in and out at the time clock located in the reception area.
- Hours are calculated in full 15-minute increments.
- Student Salon students must go directly to their workstations after clocking in.
- Classroom students should go directly to class after clocking in.
- Tardy Student Salon students must check in with the Student Salon Instructor upon clocking in.
- Students must clock out and in for lunch breaks.
- During the 15-minute break, students must clock out if they leave the designated student parking area, whether by foot or driving.

**Replacement of Name Tags**

- There is a \$5.00 fee to replace a name tag.

**\*\*Break and Lunch Timetable\*\***

According to the Labor Board and State Cosmetology Board requirements:

- Up to 5.25 hours = 15-minute break or lunch without clocking out.
- 5.5 to 6.75 hours = ½ hour lunch off the clock (one 15-minute break on the clock).
- 7.0 to 8.0 hours = 1 hour lunch off the clock (two 15-minute breaks on the clock).

**Compliance and Attendance**

Failure to comply with the clock-in policy may result in being excused for the day, resulting in lost time. Junior students are encouraged to attend during their scheduled hours to avoid missing vital information covered during class time.

**Classroom and Student Salon Guidelines**

To minimize classroom distractions during training:

- Junior students are not allowed in the Student Salon during operation hours.
- Senior students are not allowed in the Junior classroom during operation hours.

Occasionally, Senior students may join a Junior classroom as peer coaches or to observe a demonstration or theory lesson necessary for their training.

### **LOCKERS:**

Students are assigned lockers that are located in the designated area. Students must supply their own lock – either a combination or keypad lock is permitted. A spare key or the combination must be supplied to Mosley School of Cosmetology. Only one locker per person will be allowed. Please do not keep food or drinks in your locker. Random locker inspections can be expected. Make sure you **LOCK** your locker. Mosley School of Cosmetology is not responsible for items left in lockers that are not locked.

### **CALL-IN POLICY:**

Failure to show up or call will result in a NO CALL/NO SHOW

### **ALL MISSED TIME IS DEDUCTED FROM PERSONAL TIME ALLOTMENTS.**

#### **Personal Time Policy**

Each student is allotted personal hours to use for pre-planned vacations or other short absences. Requests for vacations or scheduled time off must be submitted to the office in writing at least 2 weeks prior to the requested time off. In case of illness, documentation from the treating doctor is required to prevent the deduction of personal time.

#### **Allotted Personal Hours**

Instead of an excused/unexcused absence policy, students are allotted personal time for any necessary absences. Once these hours are exceeded, absences will be charged at the over-contract fee of \$14.50 per occurrence.

#### **Additional Charges**

Overtime charges will be applied when personal hours are exhausted. The cost is \$14.50 per hour, billed at the end of each session and must be paid before Pre-State Exams are administered. No student will receive a transfer or course completion certificate until all monies due, including overtime charges, are paid. Federal Financial Aid cannot be used to cover overtime charges.

An additional \$14.50 charge will be applied for any student absent from school on the first day before and/or after a scheduled holiday or school closure.

#### **Other Charges**

- Replacement Name Badge: \$5.00



- Additional Manikin Head: \$65.00
- Additional Manikin Hand (with stand): \$15.00
- Additional Manikin Hand (without stand): \$10.00
- T-Shirt: \$15.00, Long Sleeve T-Shirt \$20
- Sweatshirt: \$30.00 , Jacket \$60
- \$500 Technology Fee

**LEAVE OF ABSENCE POLICY:**

A leave of absence may be granted **at the discretion of the Administration**. An authorized leave of absence (LOA) is a temporary interruption (i.e., illness, caring for a family member, planned vacation, etc.) in a student's program of study and refers to the time during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. If a student desires to take a leave of absence from his/her studies, then the following procedures must be followed in requesting the LOA:

1. All requests must be submitted to the Admissions Office in writing prior to the needed time off, unless unforeseen circumstances prevent the student from doing so.
2. The request forms are available in the Administration office and must be signed and dated by the student requesting the LOA and by the Administrative officer.
3. The request must specify the reason(s) for the leave and include the student signature;
4. There must be a reasonable expectation that the student will return from the LOA;
5. The time allotted a leave of absence is no less than 14 calendar days to 180 calendar days The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period;
6. Approval of the request for an LOA is in accordance with the school's policy;
7. In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the school may still allow a leave. The beginning of the leave will be determined as the first date the student was unable to attend the institution because of the unforeseen event and an end date will be noted that will not exceed the 180 day maximum. All rationale for the LOA will be documented by the school in the file and the official request will be collected from the student at a later date;
8. A contract addendum will be written to acknowledge the leave and there will be a new contract end date stipulated that will reflect the same number of calendar days as the LOA. This addendum must be signed and dated by all parties.
9. The maximum time frame will also be extended by the same number of calendar days in the leave of absence.
10. No additional charges will be assessed as a result of the leave of absence;
11. A student granted an LOA that meets the policy criteria is not considered to have withdrawn and no refund calculation is required at that time.
12. A student who takes an unapproved LOA will be terminated or if a student does not return from a leave of absence, he or she will be terminated effective the documented date of return and the school refund policy will go into effect. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

**WITHDRAWAL POLICY:**

A student wishing to withdraw from their enrolled program must provide a documented statement to that effect. Additional information regarding the student's financial obligations will be discussed and explained by the Administrative Officer. If the student fails to meet with the Administrative Officer, the withdrawal information will be mailed to the student. This information includes the exit information packet and a summary of the student's financial obligations.

**KIT POLICY:**

Your kit contains all the equipment you will need during your training period. Each student is responsible for the care and upkeep of their kit. Additional items that are professional in nature may be added to the kit at the student's expense. Items that are on the Kit Inspection Sheet are required items and are part of your "uniform." In other words, the kits must be in good working order and all items must be brought to and from school daily. Random Kit inspections can be expected. Failure to have the required items in the school can result in being sent home for the day, or to retrieve the missing items resulting in lost time.

**It is in the student's best interest to take their kit home with them daily, rather than leave the kit in the building. Mosley School of Cosmetology is not responsible for any kits, books, tools, or personal items of any kind the student leaves unattended on the premises.** Any missing items from the kit must be replaced by the student at their own cost. Some items may be purchased from the Student Store.

**Policy for Leaving the Building During School Hours**

**Arrival and Clock-In:**

- All students should arrive and clock in by 9:00 AM.
- Doors open at 8:45 AM.
- Ensure you have your kit, name tags, and other necessary items before arriving.

**Leaving During School Hours:**

- Students are not permitted to leave the building and go to their cars while clocked in.
- Continuous in-and-out movement during school hours is against state board rules and is not allowed.
- Please clock out or wait until break time to retrieve your items.

**DRESS CODE:**

At Mosley School of Cosmetology, students are expected to maintain a professional appearance that reflects industry standards. Compliance with the dress code is an integral part of career preparation and daily evaluations by supervising instructors.

**General Guidelines:**

- **School Shirt:** All students must wear the Mosley School of Cosmetology shirt.
- **Undershirt:** If sleeves are visible, the undershirt must be black.
- **Black Pants:** Students must wear black pants or dark black jeans in good condition. No sweats, spandex, ripped, faded, or acid-washed styles are allowed.
- **Jacket:** Jackets must be black with no large logos or designs.
- **Footwear:** Closed-toe shoes with a back strap are required for safety and compliance.

**Name Tags:**

Name tags must be visible on the student's shirt at all times to ensure easy identification by staff. This is mandatory for all students on campus or punched in.

**State Board Compliance:**

The State Board requires uniforms to be kept neat, clean, and sanitary at all times. Students out of compliance with the dress code will be sent home, off the clock, to change into the required attire.

**Dress Code by Program:****All Students:**

- Mosley School of Cosmetology shirt (mandatory).
- Black pants or dark black jeans (no sweats).
- Closed-toe shoes with a back strap.

**Additional Rules:**

- **Jeans:** Acceptable if dark black, in good condition, and not acid-washed, faded, or stone-washed.
- **Tops:** Must be clean, ironed, appropriate, and tasteful with sleeves.
- **Females:** May wear black skirts, skorts, capris, or walking shorts. Shorts must not be shorter than 2 inches above the knees. Spandex, warm-ups, and sweats are not permitted. The length must pass the fingertip test when arms are at your side.
- **Males:** May wear black shorts. Shorts must not be shorter than 2 inches above the knees. Warm-ups and sweats are not allowed.

**Prohibited Items:**

- Hoodies, sweatpants, hats, beanies, caps, scarves, do-rags, head coverings, or bandanas.

**Jewelry:**

Wear tasteful jewelry that will not interfere with your work. Avoid costume jewelry, pearls, or opals as they may not withstand exposure to chemical solutions.

**Reminder:**

**First impressions are lasting impressions!** Adhering to professional dress code standards prepares you for success in the cosmetology industry. If you have any questions regarding the policy, please contact staff for clarification.

**PERSONAL GROOMING:**

- Hands and nails must be kept clean, with polish on or off but not chipped. Artificial nails need to be in good repair.
- Hair must be done before punching in.
- Makeup (if worn) must be applied tastefully.
- Oral hygiene, personal cleanliness, and personal hygiene are mandatory.
- Use of deodorant daily is encouraged.
- Students smelling like marijuana or alcohol will be asked to leave due to odor and being under the influence.

**CAMPUS SECURITY:**

Awareness is the first defense against crime. Be aware of your surroundings; be aware of who belongs (students and clients); and keep track of your personal belongings. These steps will go a long way in preventing theft. **LOCK YOUR CAR.** Put your purse in your locker and **LOCK YOUR LOCKER!** Report any suspicious activity on campus to the staff.

**EMERGENCY WARNINGS/EVACUATION PLAN:**

In the event of a fire, all classroom students must proceed to the nearest exit and group in the northeast corner of the front parking lot or southeast corner of the back parking lot. The Clinic Instructor is responsible for clearing all clients and students in the main clinic area through the front entrance doors. The Classroom instructor is responsible for clearing and checking classrooms, the Esthetician client area and break room area - students and clients in these areas are to exit through the back entrance and proceed to the southeast corner of the parking lot. Administration offices are to be checked by the Admissions Director or the Instructor Supervisor. Roll call must be taken by the instructors to verify that all students present have been accounted for.

**UNDER NO CIRCUMSTANCES MAY ANY INSTRUCTOR, EMPLOYEE, STUDENT, OR CLIENT RETURN INSIDE UNTIL GIVEN THE ALL CLEAR BY THE FIRE DEPARTMENT.**

In the event of a tornado, all students and clients will be ushered into the southwest area of the building/the shampoo area. Instructors are required to take roll call to ensure that all students in attendance are accounted for. Once the all-clear signal has been given, students will be released to go home for the day.

In the event of any injury, 911 services should be called and the student/client in question will be encouraged to await medical treatment. An incident report must be filled out as soon as possible and verified by at least 2 instructors.

**MEDICAL EMERGENCIES:**

In case of a medical emergency, inform the nearest staff member and dial 911. Do not attempt to move anyone who has fallen. Follow the Universal Precautions against blood spills.

### **MINIMUM PRACTICAL APPLICATIONS (MPA'S):**

A Monthly MPA sheet is issued to each student at the beginning of each month. All theory and practical work must be recorded on the MPA sheet and verified by the instructor. Once daily, the MPA information is transferred to a Master Total Sheet (Year to Date). The YTD sheet remains the property of Mosley School of Cosmetology and must be kept in the school at all times.

All students are required to fulfill the State Board requirements in both theory and practical areas. Mosley School of Cosmetology may also require additional practical services to be completed in each program beyond the State Board minimum requirements. The YTD sheet is a part of the student's permanent file and must be completed prior to the State Board examinations.

### **MISCELLANEOUS POLICIES**

#### **PHONE CALLS:**

Personal phone calls must be made during breaks only. Cell phones are permitted in the break room area or outside of the building during breaks. However, cell phones must be turned off and placed in your bag or pocket during class and while in the Student Salon.

No personal calls will be received by students while in class or in the Student Salon on the school phone. Emergency phone calls must be directed through the front desk. Students are not permitted to leave their clients to answer or return personal cell phone calls.

Any student found using their phone in the classroom and/or clinic will have 15 minutes deducted from their hours for the day due to unauthorized phone use. The student will receive one verbal warning; a second offense will result in the student being asked to leave the Student Salon/classroom for the day. This infraction will be documented and become part of the student's permanent file.

Subsequent infractions will result in the student being placed on suspension. The student will be required to meet with the Administrative Team to discuss the continued educational path. Remember, this is job training, and you are considered unavailable for job training when you are on your phone during class/Student Salon training hours.

#### **Laptop/Tablet Policy:**

Purpose:

To ensure that laptops and tablets are used effectively for educational purposes and to maintain a structured and productive learning environment.

Policy:

##### 1. Appropriate Use:

- Students are not permitted to play games on their laptops or tablets.
- Only educational videos and materials related to the course curriculum are allowed.

## 2. Completion of Theory and Online Tasks:

- All theory work and online tasks must be completed by 11:00 AM.
- Students with clients must complete their online tasks before 10:00 AM to ensure they are prepared.

## 3. Device Storage:

- All laptops and tablets must be put away by 11:00 AM to transition to practical activities.

## 4. Supervision:

- Instructors may conduct supervisory activities as a group.
- These supervisory sessions should not exceed one hour in duration.

## Enforcement:

- Compliance with this policy will be monitored by the instructor.
- Violations of this policy may result in disciplinary actions as determined by the instructor or school administration.

## Effective Date:

- This policy is effective immediately and will be reviewed periodically for updates.

By adhering to this policy, we aim to create an environment conducive to learning and ensure that all students are utilizing their time and resources efficiently.

## **STUDENT SALON SERVICES:**

Senior students may receive services on Wednesday provided they meet the following criteria:

- Satisfactory Attendance and Academics with an average of 80% or higher
- Completion and approval of all tests, assignments, and worksheets by the Instructor
- Completion and signing of all MPA's/YTD's, checked by the Instructor
- Attendance at all assigned Theory classes for the previous 4 weeks

All services, except chemical services requiring additional supplies, must be paid for before receiving them. Students must fill out a student service ticket and obtain a signature from the Instructor Supervisor or the senior Student Salon Instructor. The student prices are as follows: 50% off.

Note: Students are not allowed to perform services on themselves.

**FAMILY MEMBER SERVICES:** We don't offer discounts for family members. Only seniors over the age of 60 are eligible for discounted services.

**SMOKING/ VAPING:**

Prohibited Areas:

- Smoking and vaping are not allowed in or around the school, including the sidewalks in front of the mall.

Permitted Areas:

- Smoking is only allowed 20 feet away from the building or in designated smoking areas during breaks.

**PARKING:**

The student parking area is located across the parking lot. A map will be provided for your reference. Please refrain from parking in front of the school or in any unauthorized areas. You will receive a printout indicating the designated parking spots.

**IMPORTANT REMINDERS:**

**-LOCK YOUR CAR:** Always ensure your vehicle is securely locked.

**- SECURE VALUABLES:** Keep valuable items out of sight to prevent theft.

**- AVOID LEAVING ITEMS IN THE CAR:** Do not leave your kit or purse unattended in your vehicle.

**DUTIES:**

Each student is expected to help keep the school clean. Duties are assigned in the Student Salon and classrooms. These duties are assigned weekly and everyone is expected to complete the assignments prior to punching out for the day. Students are NOT dismissed until all duties are completed. The duties are checked by the instructor in charge. This is a required part of on the job training and team work.

**Missed Coursework Policy**

In the event of missed coursework, a student will receive a grade of 0 percent for the assignments missed. Any coursework missed due to absence or a leave of absence must be made up upon the student's return within the same number of missed days.

**MAKE-UP TESTS/RETESTING:**

Make-up testing and retesting is available to each student. The student must take the test/retest by appointment if they are in the Student Salon. Junior students are required to test/retest on Mondays. Juniors may not enter the Student Salon until all testing is completed and passed. Seniors in the second session may not pass into Pre-States unless all chapter tests are completed and passed. Mid-term exams must be completed and passed before Pre-States. Practical work is made-up in the form of review and repetition of the information.

**PERSONAL LISTENING DEVICES:**

IPods/MP3 players/Cell Phones/Bluetooth Devices are not allowed to be used in the Student Salon, Classrooms, Shampoo Area, or Client areas. Failure to follow this policy will result in a Verbal Warning. The second infraction will result in being dismissed for the day. The student will receive a written warning which will become part of the student's permanent file. Any subsequent infraction will result in the student being suspended from the program. Any suspension will require the student to meet with the Academic Director/Director to determine if the student will be permitted to return to active status.

**VISITOR POLICY:**

Students and staff are encouraged to limit visitors to their break time and lunch time. At no time is the visitor allowed to "hang out" in the student break room, Student Salon, or classrooms. Students that are waiting for a ride or being dropped off must wait for their transportation in the rear of the building at the student entrance.

**CONSTITUTION DAY POLICY:**

As per the Department of Education's requirements, a one hour class is conducted informing the student body of the different aspects and subject matters in the Constitution and the Amendments. This is considered a mandatory attendance requirement for all staff and students.

**VACCINATION POLICY:**

Additional information regarding recommended vaccinations is available at the Kent County Health Department. (616) 632-7100

**VOTER REGISTRATION POLICY:**

Forms are available at the Michigan Secretary of State website: [www.michigan.gov/sos](http://www.michigan.gov/sos)

**LICENSING BOARD**

**Michigan Bureau of Commercial Services:  
Board of Cosmetology**

P.O. Box 30018

Lansing, MI 48909

517-241-9201 (phone)

517-241-9280 (fax)

**ACCREDITING AGENCY**

**NACCAS (CANDIDATE FOR ACCREDITATION)**

3015 Colvin Street

Alexandria, VA 22314

703-600-7600 (phone)

[www.naccas.org](http://www.naccas.org)

**Drug and Alcohol Policy**

Mosley School of Cosmetology: Policy on Substance Use and Code of Conduct

Substance Use Policy



At Mosley School of Cosmetology, maintaining a professional and safe environment is a top priority. As such, the following policies are in effect:

1. Prohibited Substances on School Premises
  - Any student, employee, or visitor arriving at the school under the influence of alcohol, marijuana, or any other substance will be asked to leave immediately.
  - Students and employees are prohibited from using, possessing, or being under the influence of alcohol or drugs, whether legal or illegal, on school property or during school-sanctioned activities.
2. Safety Concerns
  - Serving clients or participating in educational activities while under the influence poses a risk of harm to students, clients, and staff.
  - Such behavior not only jeopardizes individual safety but also the reputation and operational integrity of the school.
3. State and Federal Law Compliance
  - The school fully supports and enforces state and federal laws regarding the use, possession, and distribution of alcohol and controlled substances.
4. Zero Tolerance
  - Violations of this policy may result in immediate dismissal and may be reported to local authorities.

#### Support and Resources

While Mosley School of Cosmetology does not provide direct counseling, resources are available to assist individuals in need:

- Our Hope Women's Treatment Center
  - 324 Lyon St. NE, Grand Rapids, MI 49503
  - Phone: (616) 451-2039
  - Website: [ourhopeassociation.org](http://ourhopeassociation.org)
- Salvation Army, Grand Rapids
  - 20 Fuller Ave NE, Grand Rapids, MI
  - Phone: (616) 454-5840
- Pine Rest Christian Mental Health Services
  - 2303 Kalamazoo Ave SE, Grand Rapids, MI
  - Phone: (616) 242-6400

#### Commitment to a Drug-Free Environment

The school provides educational materials, such as the Partnership for a Drug-Free America brochure, available in the Admissions Office.

For assistance, the Director and Administrative staff are always available to guide and support students and employees.