THE BEAUTY INSTITUTE

STUDENT CATALOG

Revised10/01/2026

8925 Marketplace Drive Suite #F480
Birch Run, MI 48415
(989)349-5026

The institution is a candidate for accreditation with NACCAS.

National Accrediting Commission of Career Arts and Sciences
3015 Colvin St.
Alexandria, VA 22314
703-600-7600

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OUR STAFF

Owner, Academic/Executive Director - Monica Hogan
Owner, Instructor, Financial/Admissions Director- Alexis Caldwell
Owner / Lead Instructor - Ambrosia Jackson

OWNERSHIP

Owned by: Monica Hogan, Alexis Caldwell, Ambrosia Jackson

The Beauty Institute is licensed by:
Michigan Dept. of Consumer & Industry Service
Bureau of Commercial Services
Board of Cosmetology
P.O. Box 30244
Lansing, MI 48909
(517) 241-9201

OUR MISSION

We believe great careers begin with great education.

Our mission is to develop confident, creative, and career-ready beauty professionals prepared to succeed beyond the classroom.

EDUCATED TO CREATE. TRAINED TO SUCCEED.

OUR GOALS

- To develop and utilize well-organized courses of study using both theoretical knowledge and skill development designed to prepare graduates to pass the state examinations, enter upon, progress in, and make a contribution to the profession of cosmetology.
- To provide equipment, instructional and laboratory space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- To use systematic student evaluation to assist student learning and develop satisfactory student achievement.
- To provide a program of supportive services including guidance and advising to students and employment assistance.
- To assess institutional effectiveness through student achievement and performance as reflected in completion, licensure, and employment rates and through periodic surveys of students, graduates, and employers of graduates.

OUTCOME RATES

Outcome rates are based on information gathered from January 2022 thru August 2022

Completion Rate - 87.50%

(% of students that completed the course in which they enrolled)

Licensure Rate - 100%

(% of graduates that passed the State Exam received license)

Placement Rate - 85.71%

(% of graduates that were employed upon receiving their license)

OUR CAMPUS

The Beauty Institute Birch Run, MI is fully equipped to meet the demands of all trending salon services, while at the same time providing a high- tech atmosphere and attitude for excelling student development. The over 2,700 square-foot facility includes a student break-room, client reception and work areas, an administrative office, a private backroom with two-sided classrooms, workstations, and equipment. We are able to accommodate over 60 students with clinic style stations.

Our location is 100% handicapped and wheelchair accessible. Our entryway is large enough to accommodate one wheelchair. Inside our school, the entire school is on one level. We have a single restroom (unisex) which is a spacious area large enough for wheelchair access.

We have a fully stocked dispensary with the latest products, that students will use to prepare for after their education, in new careers. Our clinic floor area contains 20 stations and each of these stations are in a large enough area to accommodate wheelchair access to the stations and room to maneuver a wheelchair to gain access to the clinic chair. Finally, in our shampoo area, our shampoo bowls are adjustable and able to tip low enough so that a comfortable and relaxing experience is available for everyone.

ADMISSION REQUIREMENTS

High School Diploma or GED or Official Transcripts showing secondary school completion or a State Certification of home-school completion, proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing college completion or college degree,
Drivers License or other government issued photo ID (State ID or passport)
Instructor Training Course requires a current MI Managing Cosmetologist License

**The Beauty Institute does not discriminate on the basis of sex, race, color, ethnic origin, sexual orientation, age, physical handicap, or religion. We do not recruit students already attending or admitted to another school offering a similar program of study.

START DATES

October 06th 2026 – Cosmetology Program / Instructor Program
November 10th 2026 – Cosmetology Program / Instructor Program
February 2nd 2027 – Cosmetology Program / Instructor Program
April 6th 2027 – Cosmetology Program / Instructor Program
June 8th 2027 – Cosmetology / Instructor Program
September 6th 2027 – Cosmetology Program / Instructor Program
November 2nd 2027 – Cosmetology Program / Instructor Program

TRANSFER STUDENTS

Transfer hours are subject to a placement exam. Transfer students having previous training may begin class at the school on the next scheduled class date, space permitting. Grades received on placement tests will determine how many of the students completed hours will transfer, at that point it will be $8 per remaining hours for tuition. (Not including kit materials)

WITHDRAW / RE-ENTRY

Any student who withdraws from a course or fails to complete their training will have a notice placed in the file as to their progress at the point of withdrawal. If a student wishes to re-enroll in the program, they must set up a meeting with The Beauty Institute Staff, within 180 days of withdraw, to be considered for re-entry. This decision will be based on their academic progress, attendance record, and conduct. Re-entry for a student requires a personal interview with a school administration . The re-entering student will be placed on a 30-day evaluation . During the 30-day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress . The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status . Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated . Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left .

ATTENDANCE POLICY / TIMES

Full & Part-Time Junior Class & Senior Floor

Tuesday - Saturday:
9:00 a.m. to 4:30 p.m.

- Core Classes that take place **Tuesdays, Thursdays, and Fridays from 9am – 10am are mandatory** for everyone.

- You may arrive by 8:45 am to "get ready" **before** a 9am class starts but you cannot receive extra hours.

- **Full-time** students must have a minimum of 35 hours per week AND 5 day weekly attendance minimum

- **Part- time** students must have a minimum of 25 hours per week AND 4 day weekly attendance minimum

- Minimum of 900 hours at the end of the 1st year

No more than 6 tardies per year

* Clocking in after 9am is consider tardy

1-3 tardies Verbal Warnings

4-5 tardies Written Warnings

6 tardies = 1 unexcused absence and 30 day probation

No more than 10 unexcused absences per year

* 3 no call no show absences with clients on your book, Automatic termination

5-7 unexcused absences, Verbal Warnings with signature

8-9 unexcused absences, Written Warning with signature and 30 day probation

10 unexcused absences, Termination from program

SATURDAYS

- 349 HOURS AND BELOW- 1 Saturday a month mandatory 10am – 3pm
- 350 HOURS AND ABOVE- 2 Saturdays a month mandatory 10am – 4pm

** no call no shows on a Saturday- 1st is a warning, 2nd is suspension, 3rd is termination

Qualifications for excused absences

One must notify an instructor, 24 hours in advance, to absence

Examples of excused absences: funeral or sick with doctors note

Pre-Approved Vacation/ Time off Slips

Must be filled out 2 weeks prior and approved by school administration

10 days maximum in a year

Leave of Absence

Must be filled out 2 weeks prior and approved by school administration

180 days maximum in a 12-month period

LEAVE OF ABSENCE POLICY

The Beauty Institute understands that students may have unforeseen emergencies for medical reasons and personal/family reasons resulting in a requiring to take a leave of absence. A student may request a leave of absence for a period not less than 10 or more than 180 days.

A student can request one or more leaves not to exceed 180 days in any 12- month period. Any combination of leaves exceeding 20 calendar days within a student's course of study will damage a students' capability to achieve an academically passing grade in the students' current unit of education. Because of this, The Beauty Institute holds the right to determine to place the student in the unit that reflects the education said student has received upon the date of return. The Institution will establish the start date of your approved LOA as the first date the student was unable to attend.

The Beauty Institute will not charge additional tuition or fees for leave of absences. A student will be withdrawn if the student takes an unapproved LOA or a student who fails to return to class on the appointed date must be terminated/withdrawn effective on the date he or she fails to return to the institution. All refunds will be calculated based on the students last date of attendance. A student must follow the institution's policy in requesting a LOA.

All leaves of absence must be documented 2 weeks before the first date of absence. The request for leave must contain the following information:

- The first day of the LOA (first day off)
- The date the student will return to class
- An explanation detailing the reason for the leave of absence will be documented on LOA form
- Student signature.
- School Official signature

*The Beauty Institute may waive the requirement of documentation 2 weeks in advance when sudden circumstances do not allow the student to request a leave or complete the form before the leave begins. The student is expected to complete the form as soon as possible following the immediacy of the circumstances.

The school Owners or designated employee must approve all leaves before it begins by signing and filling out the appropriate document in a meeting with student. A student approved for a leave of absence and meets these requirements is not considered to be terminated/withdrawn, and no refund calculation is required. An approved leave of absence extends the student's enrollment agreement and expected graduation date by the number of days in the leave of absence. When student has returned, all parties must sign and date an edited enrollment agreement with his or her new expected graduation date.

****Students on leave of absence do not pause their tuition payments and should continue to make payments on their account as scheduled.** **

Policy on Extra Instructional Charges

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of $8 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made.

HOLIDAYS / BREAKS '27

December 24th – **January** 2nd (Holiday) 2026-2027

February 12th – 15th 2027

March 29th - **April** 3rd (Spring Break) 2027

May 28th -31st (Memorial Day Weekend) 2027

June 27th – **July** 5th (Summer Break) 2027

September 3rd - 6th (Labor day. Weekend) 2027

November 24th – 29th (Holiday) 2027

December 24th – **January** 3rd (Holiday) 2027-2028

TUITION COSTS

COST OF TUITION AND SUPPLIES

Because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change .

TUITION – COSMETOLOGY

Tuition	$12,000.00
Registration Fee (non-refundable)	$100.00
Curriculum / Kit fee (non-refundable)	$2,000.00
TOTAL COSTS	**$14,100.00**

TUITION – INSTRUCTOR

Tuition	$4,000.00
Registration Fee (non-refundable)	$100.00
Curriculum (non-refundable)	$250.00
TOTAL COSTS	**$4,350.00**

Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs.
registration fee, kit, and curriculum is a non-refundable payment

REFUND POLICY

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $100.

4.A student notifies the institution of his/her withdrawal in writing.

5.A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6.A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7.In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF HOURS STUDENT IS ENROLLED TO TOTAL COURSE/PROGRAM	**TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN**
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall 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 participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. All fees are identified in the catalog and in this enrollment agreement.
- The school is not responsible for lost, stolen, and misplaced kit items or personal items. Each student is responsible for their kit materials.

***The School is not currently eligible to participate in federal Title IV Financial Aid Programs**

COSMETOLOGY OUTLINE

COSMETOLOGY PROGRAM OUTLINE 1500 HOURS

DESCRIPTION: The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:
1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should available themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course

completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100 - 95 EXCELLENT
94 - 85 VERY GOOD
84 - 80 SATISFACTORY
79 and BELOW UNSATISFACTORY

HOURS - SUBJECT – UNIT

75 - THEORY - CLASSROOM INSTRUCTION

Orientation, the History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity

75 - BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL

Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety.

75 - SHAMPOO, RINSES, SCALP TREATMENTS

Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry; Product Knowledge, use and safety.

150 - HAIRSTYLING

Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Product Knowledge, use and safety.

200 - **HAIRCUTTING**

Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears

125 - HAIR COLORING - BLEACHING

Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems

200 - CHEMICAL REARRANGING (TEXTURE SERVICES)

Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing

175 - **MANICURING, PEDICURING, NAIL EXTENSIONS**

Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques

175 - **FACIALS**

Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy

50 - SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION

Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics

200 - **INSTRUCTOR DISCRETION**

To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.

1500 - TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The first 350 hours will be spent in a classroom working on a mannequin, after 350 hours have been clocked, the student will then advance onto the clinic floor to work on the public under supervision. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area. Students will receive a paper certificate of completion after finishing all requirements to graduate.

INSTRUCTOR PROGRAM OUTLINE

INSTRUCTOR PROGRAM OUTLINE 600 HOURS

DESCRIPTION: The Instructor program will prepare graduates to work in a cosmetology school. Student Instructors will receive practice teaching in the junior classroom, as well as the senior classroom and clinic floor. Student Instructors will also be familiar with lesson planning, grading exams, record keeping, cosmetology and manicuring curriculums, and the state board laws and rules.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors, clients, and students.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic analytical skills to advise clients in the total look concept.
6. Perform the basic instructional skills in the related field of study,
7. Develop teaching methodology skills to deliver a quality learning environment for each student.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should available themselves of the opportunity to use these extensive materials.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a FINAL written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100 - 95 EXCELLENT
94 - 85 VERY GOOD
84 - 80 SATISFACTORY
79 and BELOW UNSATISFACTORY

OUTLINE

The Instructor program consists of 600 clock hours of training, where you will learn a variety of different teaching techniques and supervisory skills to successfully teach a cosmetology, manicuring or facial course. You will spend the first 300 hours in the junior classroom from start to finish. You will learn many rewarding lessons and disciplinary measures as you learn along with the students in a classroom situation. Full-time junior classroom hours are Tuesday through Saturday 9:00 a.m. – 4:30 p.m.

The remaining 300 hours of your training will be held on the senior clinic floor supervising students, and in the senior instructor's office learning the many different aspects of running a school. The senior clinic floor operates Tuesday through Saturday from 10:00 a.m. – 4:30 p.m. Senior theory study and tests are held in the morning between 9:00 a.m. – 11:00 a.m.

The State of Michigan curriculum requirements for the 600 clock-hour program are broken down below:

- 75 hours of theory and practical application in orientation and review of the curriculum.
- 30 hours in introduction to teaching.
- 165 hours of theory and practical application in course outlining and development, to include: lesson planning, teaching techniques, teaching aids, developing, administering, and grading examinations.
- 25 hours of theory and practical application in laws and rules, record keeping, and school administration.
- 75 hours of practical application in assisting in the clinic and theory classrooms.
- 230 hours of practical application in practice teaching in the clinic and theory classrooms.

**Students Instructors will receive a paper certificate of completion after finishing all requirements to graduate.

LICENSING REQUIREMENTS

Admission and graduation from The Beauty Institute does not guarantee licensure in the state the student wishes to obtain a license in. A student must pass a licensure examination. The Board of Cosmetology evaluates each licensure application on a case-by-case basis. **Cosmetology license requirements**:

- Be least 17 years of age.
- Be of good moral character.
- Have an education equivalent to the completion of the 9th grade.
- Complete not less than 1,500 hours of cosmetology training in a licensed school of cosmetology or performs a 2-year apprenticeship program within a licensed cosmetology establishment.

For the Cosmetology Instructor license:

- Cosmetology license in the state of Michigan
- High School diploma or GED
- 600 hours completed of instructor training

COURSE EQUIPTMENT ISSUED

Cutting Tools

Uptown 5¼" Shear – *hollow-ground, beveled blades; offset handles*
Uptown 5¼" Thinner – *hollow-ground, beveled blades; offset handles, 38-tooth*
Snapdragon 5¾" Shear – *one honed, one micro-serrated blade; offset handles*
Styling Razor – *lightweight, comfortable handle*
Styling Razor Blades, 10-pack – *convenient dispensing box*
4-Piece Tool Case

Brushes & Combs

Ceramic Round Brush 1¾"
Ceramic Round Brush 2"
Paddle Brush
Vent Brush
Styling Brush (Denman Style)
Wood Boar Brush 2"
Small Styling Brush
Clear Brush Pouch
Carbon Pin Tail Comb, 9"
Carbon Cutting Comb, 8.5"
Carbon Basin Comb, 8.5"
Carbon Tail Comb, 8"
Comb & Lift
Styling Comb, 1 dozen
Rat Tail Comb, 1 dozen
Rollup Comb Case, Empty
Pro Applicator Bottle, 10 oz.
Spray Bottle 16 oz., Clear
Hand Mirror, 11" x 7.5"
Mannequin hand
Manicure tool kit

Clips & Color Accessories

Slide-in Double Prong Clips, 80-pack
Gator Clips, 6-pack
Large Butterfly Clamps, 12-pack
Tint Bowl
Tint Brush 2", 2 per kit
Clips & Color Accessories Pouch
Duck Bill Clips, 12-pack

Styling Appliances

Professional Dryer – *ionic technology, 1800 watts, 3 heat and 2 speed settings, durable AC motor*
Professional Flat Iron, 1" – *ceramic plates, adjustable heat setting*
Professional Marcel Iron, 1 1/4" – *ceramic barrel, lockable marcel handle, adjustable heat settings*
Professional Spring Iron, 1"
Wahl All Star Combo (Designer Clipper & Peanut Trimmer)

Apparel

Hairstyling Cape, Black – *lightweight crinkle nylon, 44" x 58"*
Stylist Apron, Black – *waterproof nylon with vinyl backing; adjustable neck strap; fits most*

Bags And Cases

Upright Rolling Bag

Mannequins & Accessories

Reese Mannequin – *20" - 22" Black 100% Human Hair*
Penelope Mannequin – *18" - 20" Brown 100% Human Hair*
Naomi Mannequin – *16" - 18" Black Textured 100% Human Hair*
Mannequin Clamp

Students are responsible for their own kit once received. The Beauty Institute is not liable for any lost, stolen, or missing items from their kit. Kit items are subject to change depending on warehouse stock availability. Out of stock items will be replaced with the most similar item.

GRADUATION REQUIREMENTS

A student must complete all of the following in order to graduate from The Beauty Institute and to receive a certificate of graduation: successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. Any outstanding debts must be paid to the school before certificate of graduation is granted.

Students who have met the hours requirement for graduation, but have not met one or more of the other graduation requirements, will have two class weeks to complete the requirements. On the 10th day, the student will be administratively withdrawn from the institution

STUDENT SERVICES

The staff of The Beauty Institute is dedicated to the professional and personal development of every student. They are always available by appointment to provide career, academic, financial, and personal advising or professional referrals.

WAGE ESTIMATES

Cosmetologists receive income from commissions or wages
and from tips. Earnings are dependent on the size and location of the salon, costumers' tipping, competition from other salons, and the individual's
ability to obtain and hold regular costumers.
The NACCAS 2007 Cosmetology Job Demand Survey for Michigan has the following average 2007 yearly full-time salaries:
Salon professionals -$30,000- $48,000

*Demand for cosmetology services is estimated to expand at least at the same rate as the growth of the population. Michigan has a 19.3% increase in job opportunities in 2007.

EMPLOYMENT ASSISTANCE

Our school does not guarantee placement upon completion of the course, however, our school will assist students in obtaining a job through posting available positions or notifying the student by phone or mail after they have graduated. Our school obtains information regarding employment from salons that have notified our schools of openings. We also provide guidance related to professional appearance within our curriculum. Students are advised that the law prohibits any school from guaranteeing placement as an inducement to enter school.
Our school does not have control of local employment conditions or the economy. Although graduating students and alumni are provided employment opportunities with the industry at graduation and thereafter, this in no way constitutes a promise or guarantee of employment.

PHYSICAL DEMANDS

As a Cosmetologist, students will be spending long hours standing, so it is important for our students to develop and maintain good posture and wear comfortable, rubber-soled shoes with good arch support.
Manicurists and Cosmetologists spend a lot of their day bending, reaching and repeating the same motions. Any repeated activities can cause fatigue and pain in various parts of the body, sometimes even serious injury. By developing the right work habits at the beginning and using the proper equipment, health challenges can be greatly reduced, while facilitating longer productivity in your career.

GRADING SYSTEMS

Academic progress minimums are 80% cumulative GPA in both Theory & Practical Work.

GRADE SCALE

100 - 95	EXCELLENT
94 - 85	VERY GOOD
84 - 80	SATISFACTORY
79 and BELOW	UNSATISFACTORY

MAKEUP WORK

Any work missed by the student because of tardiness or absenteeism will be made up at the instructor's convenience. This rule will prevent disruption of the class in session. Students will be given one week or longer, depending on the extenuating circumstance and if approved by the Instructor or Executive Director, to complete missed work. After this time, the incomplete grade will be credited. Students are responsible for working with their instructor to obtain materials or information missed from theory classes.

STUDENT ACCESS TO FILES

Files are defined as records, materials and documents which contain information directly related to a student and are maintained by the School. Student files are the physical property of the School and are maintained and safeguarded for at least 7 years after the student has left the school. Adult students and parents/guardians of minor students have a right to inspect and review information contained in the student's file. This inspection must be requested in writing and will be provided at the School's convenience under the supervision of a staff member as specified in the policy. The person requesting access to records should do so by making an appointment to deliver their written request. Written consent from the student or guardian is required before the school will release records in response to a third party request (with the exception of requests made for legal or accreditation purposes from the Board of Cosmetology, the National Accrediting Commission of Cosmetology Arts and Sciences, or other agencies authorized by law). The school may charge a $10.00 transcript fee for transcript requests.

SAFETY PRECAUTIONS

It is important that safety must come first when working in a salon with different types of chemicals. Throughout your career in the cosmetology field, you will be working with many types of chemicals and potentially hazardous materials such as hair color, permanent waves, chemical relaxing products, and artificial nail products. As you proceed through your course, you will learn safety precautions that will need to be followed when working with these chemicals to protect yourself as well as your clientele.

There are other safety hazards in the salon that may surprise you, such as water. Any water left on the floor is inviting someone to slip and injure themselves. As well as water on the floor, scalding hot water is a potential hazard. Our school is equipped with vacuum breakers in the shampoo bowls to regulate the water temperature and prevent anyone from being scalded with hot water.

By following safety precautions, you contribute to the health, welfare, and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each client:

- Protect clients' clothing by appropriately draping them.
- Ask clients to remove any jewelry, hair accessories, glasses, etc.
- Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
- Wear gloves when dealing with chemicals.
- Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

STUDENT RULES

On lunch break, you must be in the lunch room or off the premises.

If attending 5 hours or more you **MUST** clock out for 30 minutes.

In order to receive credit for hours, timecards must be clocked in and out daily.

Absolutely no food allowed on the clinic floor and lockers must be kept clean of any food.

Visitors are required to check in with the instructor at the appointment desk.

Students who are absent on test day will receive a zero on the test.

Students will receive no more than 8 hours per day.

You must be in full uniform when you clock in and your name tag must be worn at all times. If you forget/misplace your name tag, you MUST purchase one for $5.00.

Absolutely no smoking in the building. Smoking is limited to the side or back of the building only.

Students are to park in the parking lot in front of the building and not allowed to park in the first row in front of the building.

No personal phone calls allowed at the front desk unless it is an emergency. **NO CELL PHONES ALLOWED ON THE CLINIC FLOOR, THEORY OR PRACTICAL CLASSROOMS. CELL PHONES MAY BE USED IN THE LUNCHROOM ONLY WHEN AT LUNCH.**

If any student is caught stealing, they will be immediately dismissed.

Students must handle themselves in a professional manner at all times, especially in front of patrons.

PROFANITY, loud, abusive or quarrelsome language is not permitted.

Students must be prepared and willing to accept a customer ticket once they are on the clinic floor. If student refuses, student will be sent home for the day. 2nd offense Disciplinary Action will be enforced first. There will be no verbal warnings given.

Students are not allowed to punch another student's timecard.

Students must complete their assigned clean-up duty daily.

Students caught cheating on a test will receive a **zero without ability to re-take**.

Any actions or communications by a student to another student or patron that is deemed disruptive to the school or detrimental to the reputation of the school or staff member will not be tolerated.

Students are **NOT** allowed to use another students tools, mannequin, shears, etc. without permission.

DRESS CODE

- Name tags must be worn at all times

- Aprons or Smocks should be worn while performing services on clients

- Tuesday through Saturday:

Pants – Black pants, no holes, and if leggings please cover your bottom

Tops- Black tops

Shoes- Black, closed toed, hard or rubber sole

(Patterns are ok as long as the outfit is mostly black, example: pattern jacket or shoes)

- Absolutely No:

Crop tops, Spaghetti straps, bra showing in any form, bright or neon colors, slippers, nor sweat pants.

- Consequences:

1st offense: Verbal warning with a signature from you and someone from admissions

2nd offense: Written warning with a signature from you and someone from admissions

3rd offense: You will be sent home (you may return in proper clothing with a tardy)

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 and details exemptions permitted educational institutions. FERPA affords students certain rights with respect to their education records: inspection of their education records, and to request correction of information in their education record which they believe to be inaccurate or misleading, and to request nondisclosure of Directory Information:

Procedure for Request of Student to Inspect

The student should submit to the Executive Director a written request that identifies the record(s) the student wishes to inspect. The Executive Director will make arrangements for access and make an appointment, to be held as promptly as possible and not more than 45 days after the institute receives the written request, during regular business hours, for the date time and place where the records may be inspected. School staff will be present while the student reviews original education records.

Procedure for Student Request for Amendment/Revision to Education Records

The student should submit to the Executive Director a written request for amendment that contains:

- the specific record(s) which the student believes is inaccurate or misleading and wishes to be amended, and
- The Executive Director will review the request and evidence and consult with the School Owners. The School Owners will make the final determination and will inform the student of the determination via a letter. If the student still believes that the specific record is inaccurate or misleading, he or she may request that a complete copy of their above request and evidence be placed in their file setting forth his or her view of the contested record. The student's request will be honored as is mandated in FERPA that supports the accuracy of the request.

CAMPUS SECURITY

Because of the small size of our school, no campus security personnel are employed. Campus security is considered the responsibility of all school employees.

Students in need of assistance or wishing to report a crime, should contact their instructor or any other school employee. The appropriate law enforcement agency (Birch Run Police Department) will be contacted as necessary. If no school employee is immediately available, the student should dial 911 for assistance.

In the event of a crime or security problem on campus, the Birch Run Police Department will be contacted to investigate or aid in the situation.

CRIME REPORTING PROCEDURES
All criminal activity occurring on campus should be reported immediately to the Birch Run Police (911). The Beauty Institute personnel will assist the complainant in completing criminal reports. These reports will also be forwarded to appropriate police departments. In certain cases, reports will also be shared with our school personnel for campus conduct proceedings. Our institute will assist the local police department with investigations.

If you are a victim of a crime or witness a crime:
Call the local police (911) for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.
Obtain a description of the offender(s), including sex, age, race, hair, clothing and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to the local police department.
Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until local police arrive.
Failure to report any criminal activity to the local police department in a timely manner may result in disciplinary action by The Beauty Institute.

The Beauty Institute employees and students are encouraged to assist anyone reporting alleged criminal activity in contacting the local police department. Criminal activity may be reported voluntarily and confidentially to the local police department.

TIMELY WARNING REPORTS
The Beauty Institute will issue timely warning to staff and students in cases of reported murder (non-negligent), sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity) of murder, forcible rape or aggravated assault in those cases where our institute personnel determine there is a continuing threat to the community. In such cases, timely warnings will be published on the student bulletin board.

SATISFACTORY ACADEMIC PROGRESS POLICY

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450 (week 15), 900 (week 30), 1200 (week 40), 1500 (week 54) clocked (actual) hours

Instructor Program 250(week 15),600(week 34) clocked (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 35 hrs/wk) -1500 Hours	54 Weeks	1,875
Cosmetology (Part time, 25 hrs/wk) –1500 Hours	75 Weeks	1,875
Instructor program (25 hrs/wk) -600 Hours	34 Weeks	725

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe allowed will be terminated from the program and able to re-enter into the program, for remaining hours needed, at our hourly rate of $4.50 per hour.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100 - 95	EXCELLENT
94 - 85	VERY GOOD
84 - 80	SATISFACTORY
79 and BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

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

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds (the institute does not utilize Title IV funding).

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid(not utilized in the institute currently), as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days.Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.

Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student

prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

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

ANTI-HARASSMENT POLICY

Harassment is defined as any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age or disability. Students MUST refrain from and not participate in name calling, racial/ethnic slurs, racial/ethnic jokes, graffiti and racially/ethnically motivated fights or assaults and vandalism.

Sexual harassment is defined as unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature which interferes with the performance of duties or creates a hostile environment.

Any form of harassment should be immediately brought to the attention of the instructor. They will promptly investigate the allegation to determine the appropriate corrective action to be taken.

Senior students who encounter harassment while working with members of the public should immediately advise the instructor of the problem. No student will be expected to work on a customer who exhibits such offensive behavior. Such a patron will be advised to act appropriately or will be refused future services.

The Beauty Institute attempts to encourage a learning environment that may provide for an equal educational opportunity and fairness to all students. The Beauty Institute intends to foster an integrated, caring and thoughtful environment. Students are supposed to learn to respect each other, get along with each other and develop an intolerance for bigotry and prejudice.

WEAPONS POLICY

Possession of or use of weapons shall result in immediate expulsion. A dangerous weapon shall be defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles”.

POLICY ON ALCOHOL & DRUGS

The Beauty Institute prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Violation of this policy will result in disciplinary action up to and including dismissal, expulsion and criminal penalties. The Beauty Institute Management will promptly make a report to the local police department if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises. The prohibition specifically includes, without limitation:

- Possession or use of any controlled substance, including heroin, barbiturate, cocaine, LSD, methamphetamine, and hallucinogens;
- Sale of any controlled substance that is in violation of local, state or federal statutes;
- Possession, use, sale, distribution, or furnishing of alcohol on campus;
- Any other conduct that involves a drug-related violation of local, state or federal ordinances.

DISCIPLINARY POLICY

The Beauty Institute has a disciplinary policy for our policies which include the student's dress code, attendance, behavior with other students and staff, and grades that drop below our required academic guidelines. At The Beauty Institute we practice a strict 4 step disciplinary process, which includes;

1. Verbal Warning
2. Written Warning, signature from student and instructor, & 30 day probation
3. Sent home 5 day suspension, and 30 day probation when return to school
4. Termination from the Program

Our institute will have a meeting with the student during their written warning to discuss a plan to keep from further disciplinary action. If a student is terminated from the program, said student is to attend a meeting, scheduled with the admissions director and/or Owners, to discuss a Refund Policy agreement, to determine either a refund or set up a payment plan to finish their tuition payments that said student still owes the institution. The Beauty Institute may terminate a student's enrollment for noncompliance with General Policies, Student Enrollment Agreement, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

PAYMENTS USING CLIMB

Apply by visiting climbcredit.com/apply/thebeautyinst

From there, you'll be able to complete our short online application.

You may also have received a link to apply for a Climb loan from your school's admissions team, or you can find the link on your school's website or Climb's website. Apply using your laptop, tablet, or phone.

You'll want to make sure you fill out an application for the specific school and program you'll be attending. We link our loans to each course, so your school will know you've been approved for a loan with us.