

# College Catalog

---

**Cosmetology • Esthetics • Nail Technology • Cosmetology Teacher**

## **COLLEGE LOCATIONS**

211 E. 3rd Street, Sterling, IL 61081

3602 Marquette Rd #2, Peru, IL 61354

6943 E State Street, Rockford IL 61108

**REV. 08/23**

Dear Future Beauty Professional,

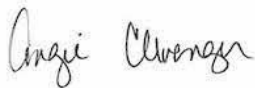
Welcome to Educators of Beauty! We share your passion for beauty and are determined to give you and the knowledge, power and inspiration to create a career in beauty that you love.

This catalog is designed to provide you with as much information as we can about your program of choice. We have made every effort to put all in one resource all you need to know to make the most of your experience at Educators of Beauty. The catalog is divided into sections so you can easily find the answers to your questions as well as gain a proper understanding of the policies and procedures. This catalog includes information on current tuition, financial assistance, cultural standards, as well as rules and regulations. If you have further questions, your schools Executive Director or any member of our team will be glad to help. In addition, you can visit our website [www.educatorsofbeauty.com](http://www.educatorsofbeauty.com) for the most current information.

Our Education team is committed to ensuring that your education is inspiring and interactive, but most importantly prepare you for your career. We strive to teach you the technical skills as well as soft skills such as how to communicate and sell to your future clients. If you master those skills there will be no limit to your future success.

Thank-you for choosing Educators of Beauty, we look forward to your continued success.

Sincerely,



Angie Clevenger



Mark Clevenger

# TABLE OF CONTENTS

---

MISSION & HISTORY	6
CAMPUS FACILITIES-STERLING, IL	6
CAMPUS FACILITIES-PERU, IL	6
CAMPUS FACILITIES-ROCKFORD, IL	6
LANGUAGE USED	7
OWNERSHIP	7
ADMISSION PROCEDURES AND REQUIREMENTS	7
TRANSFERS/RE-ENTRY POLICY	7
Transfer-In Policy	7
Re-Entry Policy	8
Transfer-In from High School Cosmetology Program	8
Transfer/Transcript Policy	8
High School Diploma Verification Procedures	8
GED POLICY	8
NONDISCRIMINATION POLICY	8
DISABILITY DESCRIPTION	8
EMERGENCY SCHOOL CLOSINGS	9
EVACUATION PROCESS	9
HOLIDAYS	9
CONSTITUTION / CITIZENSHIP DAY	9
HOUSING	10
PROFESSIONAL ASSISTANCE REFERRAL POLICY	10
ADVISING OBJECTIVES	10
PLACEMENT ASSISTANCE	10
OFFICE HOURS	10
ASSOCIATE LISTING	13
ORGANIZATIONAL AFFILIATIONS	11
ATTENDANCE	14
Attendance Policy for all Veterans and Their Dependents enrolled at EBCC	12
Make-up Hours Policy	12
Clocking in and out	15

Tardy Policy (late arrival)	15
Pre-approved Late Arrival	16
LUNCHES AND BREAKS	13
Break Policy-Cosmetology/Cosmetology Teacher/Esthetics	13
Break Policy-Nail Technology	13
SANITATIONS	16
DRESS CODE POLICY	16
BOOKS / EQUIPMENT / UNIFORM POLICY	17
PROGRAM INFORMATION _____	15
Cosmetology Course	18
Cosmetology Teacher Course (1000)	19
Cosmetology Teacher Course (500)	17
Esthetics Course	17
Nail Technology Course (When Available) _____	18
TESTS	21
Absent for Making up/Retaking Tests (Theory and Practical) Policy & Procedure	21
Final Exams Policy & Procedure	21
Core II Cosmetology Mock State Board Exam Information and Policy	22
Nail Technology and Esthetics Mock State Board Exam Information and Policy	22
GRADING POLICY	20
GRADUATION	21
Graduation Requirements-Cosmetology/Esthetics/Nail Technology	21
Graduation Requirements-Cosmetology Teacher	23
LICENSING REQUIREMENTS & EXAM	23
Licensing Requirements-Cosmetology/Esthetics/Nail Technology Profession	23
Licensing Requirements-Cosmetology Teacher Profession	21
STATE BOARD FILING POLICY	22
STATE LICENSING DISCLAIMER	24
RECIPROCITY	24
LICENSE REINSTATEMENT	25
C.E.U. INFORMATION	25
SALARY / WAGES INFORMATION	25
OPPORTUNITIES & OCCUPATIONS IN COSMETOLOGY/NAIL TECHNOLOGY/COS. TEACHER	25
SMOKING POLICY	25
PERSONAL SERVICES	25

STUDENT AS CLIENTS	26
STUDENT SALON SERVICE SKILLS EVALUTATION	26
STUDENT SERVICES	27
STUDENT SERVICING CLIENTS' POLICY	27
LIBRARY	27
CHEATING/THEFT POLICY	27
FIREARM POLICY	27
FIRE SAFETY	27
FIRST AID SUPPLIES/LOCATIONS	28
STUDENT LOUNGE AREA	28
STUDENT ENTRANCE	28
LOCKER POLICY	28
PARKING POLICY	28
PROFESSIONAL COMMITMENTS	28
SUSPENSIONS	31
WITHDRAWL POLICY	31
TERMINATION POLICY	31
INSTITUTIONAL REFUND / RETURN TO TITLE IV POLICY	31
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	35
STUDENT RECORDS	36
Privacy Act Information–This complies with the Privacy Act.	36
Safeguarding Records	36
INTERNAL GRIEVANCE/COMPLAINT POLICY AND PROCEDURE	37
DISPUTE RESOLUTION	38
LOA POLICY – LEAVES OF ABSENCES POLICY	38
OUTCOME RATES AS PER THE NACCAS ANNUAL REPORT	39
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)	39
ACADEMIC ADVISING	42
PROGRESS REPORTS	42
COPYRIGHT INFRINGEMENT	42
TUITION & FEES	40
Cost of Course – Cosmetology	40
Cost of Course – Cosmetology Teacher (1000)	44
Cost of Course – Cosmetology Teacher (500)	44

Cost of Course – Esthetics	44
Cost of Course - Nail Technology	46
PAYMENT INFORMATION	44
GRANTS – A.C.E. GRANTS (ACCESS TO COSMETOLOGY EDUCATION)	47
SCHOLARSHIPS	47
FEE WAIVER INFORMATION/POLICY	48
WORK STUDY POLICY	48
ALCOHOL/DRUG POLICY	48
SCHEDULE	49
Cosmetology Course Class Start Dates / Subjects	49
Cosmetology Teacher Course Class Start Dates	51
Nail Technology and Esthetics Class Start Dates	50
Schedule Changes	50
CAREER CONSIDERATIONS AND PHYSICAL DEMANDS	50

## **RIGHT TO MODIFY POLICIES**

Review of this catalog will be conducted on a regular basis and are subject to change at any time. Educators of Beauty reserves the right to modify or rescind the terms of the policies described in the catalog for any reason at Any time. Any changes will be communicated through an addendum which will include an effective date.

## **EDUCATORS OF BEAUTY ALTERNATE NAMES**

In this catalog the name of the college, Educators of Beauty College of Cosmetology, may herein be referred to as Educators of Beauty and/or EBCC

## **EDUCATORS OF BEAUTY DISCLOSURES**

Educators of Beauty does not guarantee employment. Educators of Beauty prepares students for a license or certification only in the state of Illinois. These programs do not lead to licensure or certification in the other 49 states or any US territories. At Educators of Beauty, the student is the customer not an employee. Educators of Beauty prepares students for an entry level position in the professional beauty industry. Educators of Beauty maintains no-tipping educational programs.

## **METHOD OF DISCLOSURES**

Educators of Beauty provides this student catalog directly to all potential and enrolled students via our website to disclose all consumer information, policies and procedures and to describe the information's availability and accessibility. The catalog will serve as one method of disclosing the required information. Some required consumer information such as the school's Annual Security and Safety Report, retention rates, placement rates and general information about the school will be referenced throughout this catalog. Paper copies of all disclosures are available upon request during regular business hours through the campus director.

## **MISSION STATEMENT**

Our mission is to create an innovative learning environment that inspires, educates and energizes students to develop their passion for beauty. Our primary goal is to prepare students by equipping them with the confidence, technical skills, and business savvy to become successful professionals within the beauty industry.

## **CAMPUS FACILITIES-STERLING, IL**

211 East Third Street, Sterling, IL 61081

Educators of Beauty College of Cosmetology in Sterling Illinois is fully equipped to meet the demands of modern hair, skin and nail care while providing a modern atmosphere and a welcoming environment to promote progressive personal development. EBCC is a 7040 sq foot facility which includes a student lounge, lockers, client reception area, resource areas, management offices, classrooms, workstations, a waxing and skincare room, and nail area all well-equipped. Both men and women's guest washrooms are provided. The Sterling campus is located in a rural setting and is close to transportation routes. Administrative offices are open Monday-Friday 8:30am-4:30pm or by appointment.

## **CAMPUS FACILITIES-PERU, IL**

3602 Marquette Rd Ste#2, Peru, IL 61352

Educators of Beauty College of Cosmetology in Peru Illinois is located on the lower and 2<sup>nd</sup> floor of the Illinois Valley Professional Complex. It is fully equipped to meet the demands of modern hair, skin and nail care while providing a

modern atmosphere and a welcoming environment to promote progressive personal development. EBCC is a 5234 sq foot facility which includes a student lounge, lockers, client reception area, resource areas, management offices, classrooms, workstations, a waxing and skincare room, and nail area all well-equipped. Both men and women's guest washrooms are provided. The Peru campus is handicap accessible and located in a rural setting and is close to transportation routes. Administrative offices are open Monday-Friday 8:30am-4:30pm or by appointment.

## **CAMPUS FACILITIES-ROCKFORD, IL**

6943 E State St, Rockford, IL 61108

Educators of Beauty College of Cosmetology in Rockford Illinois is located in the Plaza on State building. It is fully equipped to meet the demands of modern hair, skin and nail care while providing a modern atmosphere and a welcoming environment to promote progressive personal development. EBCC is a 7790 sq foot facility which includes a student lounge, lockers, client reception area, resource areas, management offices, classrooms, workstations, a waxing and skincare room, and nail area all well- equipped. Both men and women's guest washrooms are provided. The campus is handicap accessible and located in a rural setting and is close to transportation routes. Administrative offices are open Monday-Friday 8:30am-4:30pm or by appointment.

Note: All 3 campuses are of common ownership and share this catalog.

In this catalog, the name of the college, Educators of Beauty College of Cosmetology, may herein be referred to as Educators of Beauty and/or EBCC.

If you have any questions about any policies, procedures, professional commitments, or the entire contents of this catalog please ask. We expect all students to be aware of the entire contents of this catalog and to follow each as outlined throughout this catalog.

## **LANGUAGE USED**

All programs at each college location are taught in English as are the school Catalog and enrollment agreement published.

## **OWNERSHIP**

The EBCC located in Sterling, Peru and Rockford are owned by Modern Beauty Companies, Inc., a corporation. Corporate Headquarters is in Sterling, Illinois. The President and Chief Executive Officer is Angie Clevenger.

## **ADMISSION REQUIREMENTS AND PROCEDURES**

### **Admissions Procedure:**

1. Tour the campus – all students are required to tour the campus and attend an interview with the admissions team (in person or virtual).
2. Complete the application form – Complete and submit the application form to the school prior to registration. All forms can be obtained by contacting the admissions office.

### **Admissions Requirements:**

1. Submit a valid driver's license or government issued photo ID
2. Submit proof of graduation from a valid High School or High school equivalency program must provide of the following:
  - a. A transcript or diploma showing high school graduation
  - b. A general Education Development Certificate or transcript showing passing



- c. Evidence of completing a home school program as well as the credentials of the home school, if applicable.
  - d. An academic transcript showing an award of an associate's degree of higher.
3. Students enrolling the Cosmetology Teacher program. In addition to above must have a valid cosmetology, or esthetician license before enrolling. Applicants who are enrolling in the 500-hour Cosmetology Teacher program must provide proof showing a minimum of 2 years of employment in the professional beauty industry.

**Enrollment Requirements:**

1. Sign an Enrollment Agreement
2. Sign a student catalog acknowledgement
3. Complete a Financial Strategy or a payment plan
4. Sign a Student Arbitration Form and waiver form

EBCC admits students who have a high school diploma, General Educational Development (GED) or the equivalent. EBCC does not admit ability to benefit (ATB) students at this time.

Foreign Diplomas – Student must provide evidence that verification of a foreign high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

EBCC admits a limited number of high school students who are not enrolled under a training agreement (no more than 10% of the number of students currently enrolled) if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation as established by the College.

**TRANSFERS/RE-ENTRY POLICY**

We do not recruit students already attending or admitted to other schools offering similar programs. The College does not guarantee the transferability of its credits to any other institution unless it has written agreement on file of current acceptability of such credits from other institutions. Transfer-in and/or re-entry students may be required to purchase the books, equipment, uniform and supplies necessary to complete the course of study.

**Transfer-In Policy**

EBCC only accepts transfer hours into our Cosmetology program. Acceptance of hours from other approved schools and institutions is at the sole discretion of EBCC. Students who have had prior training must furnish proof of the number of hours of training to our admissions department. Transfer hours from another institution that are accepted toward the student's educational program and are counted as both attempted and completed hours for the purpose of determining when allowable maximum time frame has been exhausted. EBCC will conduct an evaluation of all previous education and training, grant credit when appropriate, reduce the length of the program proportionately and keep records of this process in the student's file. EBCC only accepts transfer hours under certain conditions and a max of 750 hours can be transferred.

**Re-Entry Policy**

A student who has withdrawn, officially or unofficially, will re-enter the school under the following conditions:

1. In the same satisfactory academic progress status as at time of withdrawal.

2. Students must re-enroll within 1 year of their withdrawal date to continue where they left off with their previous hours. Student hours are only good for 1 year.
3. If approved for re-entry after 6 months from the time of withdrawal, the student will be charged for the remainder of clock hours at the current hourly rate for the program of study, plus the registration fee. A New enrollment agreement must be completed. A Student, who re-enters more than 6 months after the original withdrawal date, may be evaluated scholastically in the same manner as a transfer Student to determine class level assignment.
4. Students who were terminated by the College for violations of any of the policies may not be accepted back for re-enrollment unless mitigating circumstances apply.

### **Transfer-In from High School Cosmetology Program**

Any students that attended the cosmetology program while in high school with any of the high schools or career centers that the college has contractual agreements with, will be credited 150 clock hours for previous training hours at time of enrollment in the full cosmetology program after graduation from high school.

### **Transcript Policy**

In order to release an official transcript a student must satisfy all financial obligations of tuition, fees, and any other institutional charges. However, an official transcript can be released directly to the student's current or former employer even if the student has an outstanding balance.

### **High School Diploma Verification Procedures**

In the event the school has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education, the school will conduct additional research to determine if the diploma is in fact valid. Red flags that will prompt additional research are:

- No apparent state legal authority for high school or G.E.D.
- Limited curriculum/instructors
- High school diploma given for a fee within a short period of time
- High school diploma date/place not consistent
- High school diplomas/transcripts/GED's that were issued by a school that bears a non-traditional name that does not end in "high school", such as "academy", or "center"
- High school diplomas/transcripts/GED's that were purchased and/or completed online
- High school diplomas/GED's that have names and/or dates that have been written on the diploma, and those where "white out" type corrections have been made

Should any of the above red flags exist, the school will conduct additional research to include:

- Checking the National Center for Education Statistics (NCES) website for information relative to the validity of the school, and if the school in fact provides secondary school education. If the School is unable to obtain the required information, the school will contact the state the school is located in an attempt to obtain the appropriate documentation.
- Determining if the school has previously been identified as a high school diploma mill, via internet research and existing lists the school maintains.
- Determining if the diploma or transcript was purchased online with little work expected by the student, or if it was earned via brick-and-mortar traditional high school.

Home school transcripts from Illinois should:

1. Identify the official home school name, address, and phone number
2. Indicate grades that have been received from 9<sup>th</sup> grade to the current year.
3. Include the signature of the individual that prepared it.
4. Include Language arts; Mathematics; Biological and physical sciences; Social sciences; Fine arts; and Physical development and health. A brief summary of course content may be requested.

If the school is not reasonably certain a high school diploma or G.E.D. is not valid, the student will not be admitted. The school's decision relative to the validity of a particular high school diploma or G.E.D. is final, and not subject to appeal.

## GED POLICY

Please see your admissions representative for information regarding online GED prep courses. The GED test must be taken in person at a location approved by the state.

## NONDISCRIMINATION POLICY

The institution, in its admission, instruction and graduation policies, does not discriminate based on sex, race, age, color, ethnic origin, religion, creed, sexual orientation, gender, gender identity, disability, marital status, national origin, or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in its education programs or activities.

## TITLE IX POLICY

Title IX prohibits discrimination on the basis of sex in Educators of Beauty's programs and activities, including with respect to admission and employment. Educators of Beauty's Title IX policy can be viewed here:

[www.educatorsofbeauty.com](http://www.educatorsofbeauty.com).

The following person has been designated to handle inquiries regarding the non-discrimination policies and Title IX:

Angie Clevenger

President/Title IX Coordinator

211 E Third St, Sterling, IL 61081

(815)625-0247

[aclevengers@educatorsofbeauty.com](mailto:aclevengers@educatorsofbeauty.com)

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number for the office that serves your area, or call 1-800-421-3481.

## Student Accommodations Policy

Educators of Beauty College of Cosmetology ("College") prohibits discrimination based on disability and is committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in educational programs and activities on an equal basis. In accordance with applicable law and College policies, the College will provide reasonable accommodations to qualified individuals with disabilities on an individualized, case-by-case basis.

A student who wishes to request reasonable accommodations, including a prospective student who may need a disability accommodation during the admissions process, should contact:

Angie Clevenger

211 East Third St

Sterling IL 61081

(815) 625-0247

[aclevenger@educatorsofbeauty.com](mailto:aclevenger@educatorsofbeauty.com)

Students who wish to request accommodations should note the following:

- A student requesting an accommodation based on a disability must have a disability covered by law and meet the academic and technical standards required for admission or participation in the College's programs and activities, with or without reasonable accommodation.
- Appropriate supporting documentation may be requested. Documentation requirements vary according to each individual's disability and situation and must be from a qualified professional with relevant experience

and no personal relationship with the individual being evaluated. Appropriate supporting documentation will generally provide information to establish the existence of the disability, describe the nature of the disability, explain the limitations of the student, and offer accommodation recommendations.

- Accommodation requests and supporting documentation are reviewed on an individualized, case-by-case basis.
- The College will engage in an interactive process with the student to determine what, if any, reasonable accommodations are available. Accommodations are not retroactive.
- The College is only obligated to provide reasonable accommodations. An accommodation is not reasonable if it would result in an undue burden or require a fundamental alteration of the College's programs or activities.

Once a student's accommodation request has been approved the College will prepare an Accommodation Plan outlining the approved accommodations.

Any complaint or grievance based on this policy will be addressed in accordance with the Internal Grievance Complaint Policy and Procedure found in the College Catalog.

## DISABILITY DESCRIPTION

The colleges are accessible by persons with disabilities in conformance with law, and, upon receipt of documentation indicating existence of a disability. The staff on the colleges are trained to and provide assistance and accommodations to persons with disabilities. Person with intellectual disabilities may request assistance including, for example, assistance in reading materials, assistance in test-taking, re-phrasing of some documentation, and offering make-up hours to allow additional time for completion or comprehension, as needed. The colleges are committed to assuring that persons with disabilities have and receive the same opportunities for completion of the course of study as other persons.

## EMERGENCY SCHOOL CLOSINGS

If a situation arises that may have an effect on normal hours of operation, students will receive instructions from EBCC campus management in person, through social media, by email and/or text message. Examples may include:

1. Weather
2. Power Outage
3. Unsafe campus environment

In the event inclement weather occurs during scheduled hours and EBCC does not close, it is up to the student to leave before an official closing would be announced. However, hours missed in this circumstance may not be counted and will have to be made up.

## EVACUATION PROCESS

In an emergency requiring building evacuation, students, associates, and guests should evacuate through the nearest exit immediately. All emergency exit maps are posted throughout the campus. Do not return to offices, classrooms, or lockers. When the alarm sounds or when instructed from a campus official, please remain calm and keep to the right of the walkways. When exiting the building please gather at the remote end of the parking lot or the campus designated evacuation area and remain there until an all-clear sign has been given by a campus official.

## SCHOOL CALENDAR & IMPORTANT DATES

---

HOLIDAY	DATE(S) OBSERVED
---------	------------------

Memorial Day	Monday, May 29, 2023
--------------	----------------------

Summer Break	Monday July 3, 2023 – Saturday July 8, 2023
--------------	---

<b>Labor Day</b>	Monday, September 4, 2023
<b>Thanksgiving Break</b>	Thursday, November 23, 2023 – Saturday, November 25, 2023
<b>Winter Break</b>	Sunday, December 24, 2023 – Monday, January 1, 2024
<b>In Service Days</b>	Monday Feb 20, 2023 & Monday October 9, 2023

No scheduled hours are accrued during campus closures.

## CONSTITUTION / CITIZENSHIP DAY

Each September 17<sup>th</sup>, if available, or the next available scheduled school day an educational program will be conducted on the U.S. Constitution.

## VOTER REGISTRATION

Students are encouraged to register to vote in the state and federal elections. Voter registration and election date information for the state of Illinois can be found at [www.elections.il.gov](http://www.elections.il.gov). For information on voter registration and election dates for federal elections visit [www.eac.gov/voterresources](http://www.eac.gov/voterresources).

## HOUSING

No housing is available on the college campus however, college personnel can assist those students from out of town that wish to find housing during their program in either Sterling, Peru, or Rockford.

## PROFESSIONAL ASSISTANCE REFERRAL POLICY

EBCC associates are available to listen to any personal problems/issues that a future graduate wants to share, and the College has information to share with the future graduates as to how and where he/she can go for professional help. EBCC associates are not qualified to counsel, however, can lead the future graduate in the right direction. All personal matters are confidential and are never shared with anyone unless a release form has been signed by the future graduates stating who the College can release the information to in accordance with FERPA.

## ADVISING OBJECTIVES

If a student needs career advising or just needs someone to share their confidential thoughts and/or problems with, the educational staff are readily available. Advising Objectives:

1. To assist student(s) with personal & career goal setting.
2. To assist student(s) with job placement.
3. To listen to personal problems and give information as to where help can be found when necessary.
4. To assist with locating grants, loans, scholarships, and other forms of financial aid for any student if needed and the student is eligible.
5. To review with a student their progress monthly concerning practical skill grades, test scores, attitude, salesmanship abilities, people skills, attendance, and appearance.
6. To advise with personality conflicts, disciplinary actions, S.A.P. concerns whenever necessary.
7. To listen and evaluate concerns that students have about college staff, education, etc.

## PLACEMENT ASSISTANCE

One of our primary goals is to provide specialized and intensive training that will make our licensed graduates highly employable. We work closely with the employers in our markets so that our graduates have opportunities to secure the right position for them upon graduation and licensing. Throughout your training, job search training is

incorporated into the program, and our administration team as well as our educators are available if you have questions or need assistance. During your monthly progress meetings employment will be discussed from day one, and as you get closer to graduation, we will help you narrow down your options and remind you of the different types of employment available to you. During your training you will learn about the different salons and spas that are available, interviewing procedures how to complete a job application, resume preparation and other valuable skills that will help you land the position that is right for you. Graduates are encouraged to keep in touch with EBCC and provide employment updates and are always welcome to reach out to us for placement help an any point in your career. Although we work closely with our graduates to secure employment, we cannot guarantee employment.

## OFFICE HOURS

A student may talk to the Campus Director, Director of Admissions, or other office personnel by appointment only, after or before scheduled college hours, Monday through Friday.

Please observe these hours and **make appointments** accordingly.

## ASSOCIATE LISTING

### ADMINISTRATIVE OFFICE ASSOCIATES

**President / Chief Executive** Angie Clevenger

**Director of Financial Aid** Jamie Froeter

**Director of Financial Aid** Sheila Schaab

**Director of Accounting** Angela McLane

### ADMISSIONS ASSOCIATES

**Director of Admissions** Jessica Mammosser (Sterling)

Ashley Engel (Peru)

Kristina Marshall (Rockford)

### CAMPUS DIRECTORS

**Campus Director** Jessica Mammosser (Sterling)

Ashley Engel (Peru) (substitute instructor)

Darlene Williams (Rockford) (substitute instructor)

### EDUCATIONAL ASSOCIATES

#### STERLING

Erin Godbold

Alysia Waldschmidt

Andrea Schaefer

Sara Fulrath

#### PERU

Royce Smith

Addie Smith

Trista Harsted

#### ROCKFORD

Katrina Smith

Jennifer Arreguin

Christina Fry

Erika Colin

Lizeth Garcia

Ashley Polecastro

Joy Garrette

## LICENSURE, ACCREDITATION AND PROFESSIONAL AFFILIATIONS

Educators of Beauty College of Cosmetology is licensed by the state of Illinois. In addition, Educators of Beauty is accredited by the National Commission of Career Arts and Sciences (NACCAS) and participates in certain professional associations such as AACCS, IACS and PBA. These organizations are listed below. If a student would like to receive a copy of Educators of Beauty licensure and/or accreditation they should request the specific information from the Campus Director.

### ORGANIZATIONAL AFFILIATIONS

<b>Accreditation Status On Monitoring by:</b>	National Accrediting Commission of Career Arts & Sciences (NACCAS) 3015 Colvin Street, Alexandria, VA. 22314 (703) 600-7600 or <a href="http://www.naccas.org">www.naccas.org</a>
<b>Licensed by:</b>	Illinois Department of Financial and Professional Regulations 320 W. Washington, 3rd Floor, Springfield, IL. 62786 (217) 785-0800
<b>Approved:</b>	A.C.E. Grants, P.E.L.L. Grants, Approved, William D. Ford Direct Loan Program (Sub, Unsub & PLUS Loans),
<b>Memberships:</b>	American Association of Career Schools Illinois Association of Cosmetology Schools Professional Beauty Association

## ATTENDANCE

Students' regular attendance is important to your success at EBCC. EBCC's time policies and tools are designed to teach you the habits and skills that will help you complete your program, and more significantly prepare you for success after graduation. We recommend you communicate with your educators and Campus Director as well as use the tools in place to help you stay on track.

### Attendance Policy

Students are expected to attend all scheduled school hours according to the Course Schedule section of this catalog. If a student is absent, tardy or leaves early and misses time during his/her scheduled hours, this time is counted as absent time. A minimum of 75% is required to maintain Satisfactory Academic Progress.

Saturday Absences:

- Cosmetology students may not miss more than two Saturdays while in Core 2.
- Saturday Absences must be made up on a Saturday.

The student is responsible for class material and or tests missed while absent. Any student with an attendance percentage below 85% may be coached by an Educator and/or the Campus Director, on how to improve attendance. The student may be placed on a corrective action plan with specific goals to show progression toward completion of the program.

If a student cannot attend class, they must call or email the Campus Director to communicate prior to the beginning of class. Students must state their name and reason for missing class. Students are expected to return to school the next day or communicate as stated above. Regarding any subsequent absences.



## **Core 1 Attendance Policy**

Any student who misses 30 cumulative hours in any Core 1 class and/or three consecutive days may be required to perform a test out to ensure technical progress and must pass with an 80% or higher. Upon completion of the test out, if necessary, a mandatory leave of absence may be required to repeat one class or possibly all of Core 1. If so, the student will be allowed to re-enter at a specified date as determined by the Campus Director, or Admissions Department. Any Core 1 student placed on mandatory LOA for attendance issues may be subject to re-enrollment fees as listed in this catalog as well as any over contract charges at the end of the students revised contract date.

## **Make-up Hours Policy**

Students are expected to be in school during their scheduled time as indicated in the enrollment agreement and must successfully complete all required hours of training. Occasionally students may find themselves in a position where they were unable to attend during their scheduled hours and must make up hours that were missed. A student who accrues clock hours outside of his or her schedule (contracted per the enrollment agreement) will be considered to be making up hours. Makeup time is limited and is not guaranteed and may not be available. Campus Management will determine days/times that makeup time will be available. Students who maintain 100% attendance will not be eligible to earn make-up hours. Makeup hours may include, but are not limited to, student salon work and other educational experiences supervised by a licensed instructor. Make-up times and tasks assigned may vary. A student who does not attend her scheduled makeup hour assignment or violates the makeup time guidelines in any way may become ineligible to participate in future makeup time opportunities.

## **Clocking in and out**

Students clock in and out on or before the scheduled start time of class each day by using the EBCC time clock system. EBCC uses this system to track student hours to update student records daily. It is the student's responsibility to clock in at the beginning of the day and out again at the end of the day. A thirty (30) minute meal period is automatically deducted for students who attend more than 5 hours per day. The manual attendance taken in class is for academics and will not be used to adjust students record of hours. The time clock measures time in increments of hundredths of hours. Failure to follow proper procedures could result in a miscalculation of hours. EBCC is not responsible for manually adjusting hours. If you feel your hours have been recorded inaccurately you have 24 hours from the time of the punch to report the possible error to the Campus Director who will investigate the possible discrepancy. Any student found to be "stealing" time may be suspended or terminated as determined by the Campus Director.

## **Tardy Policy (late arrival)**

Students are expected to be clocked in and physically in class/student salon prior to the class start time. EBCC allows three (3) unexcused tardies per month. A tardy is defined as no more than 15 after the start of class. A courtesy call to the school is required if you are going to be late. Over three (3) unexcused tardies per month will result in being sent home on the 4<sup>th</sup> tardy. EBCC practices a closed-door policy after 15 minutes of the start of class.

## **Pre-approved Late Arrival**

A student may formally request late admittance into class due to mitigating circumstances such as medical appointment, court appearance or other verifiable appointments. The formal request should be submitted to the Campus Director in advance of the requested date and documentation is required prior to late entry into class. The Campus Director has the authority to grant or deny late entry; all decisions are final.

Students are advised that any time missed will affect their attendance percentage (SAP) and may cause over contract fees. The time clock measures in increments of hundredths of hours. Students arriving late are expected to enter class in a manner that allows for limited distraction or disruption.



## LUNCHESS AND BREAKS

### Break Policy-Cosmetology/Cosmetology Teacher/Esthetics

Lunches and breaks are scheduled for all students. All full-time day students will take 30 minutes for lunch between 12:00-2:00 and two 15-minute breaks, one in the morning and one in the afternoon. Students should communicate with their instructor if they have not had lunch by 1:30 pm. Full time night students will get one 15-minute break.

### Break Policy-Nail Technology

Students are allowed one 15-minute break.

## SANITATIONS

¼ hour of sanitary duties are required of all students during the last 15 minutes of scheduled classes. The sanitation duties are posted in the college and are changed weekly. A list of each student's sanitation for each week is announced on the first scheduled day/night of the week. College is never dismissed until all sanitations are complete.

## DRESS CODE POLICY

We are in a fashion and image consulting business. Look great. Your hair, make-up and clothes send a message to the guests you serve. Remember, you have chosen to be in the beauty industry and must look the part.

1. Students must wear 100% black and may wear EBCC shirts, sweatshirts, with black pants/skirts. Dark black jeans are acceptable.
2. Skirts should be long in length, just above the knee unless leggings are worn underneath. Leggings are allowed to be worn as pants only if your buns are covered.
3. Long shirts or dresses must be worn over leggings.
4. Shoes must be close toed and all black.
5. Jewelry can be worn in any color.
6. Students' hair must be cleaned and styled prior to arriving at school.
7. Makeup must be applied before clocking into school. (at a minimum must have base/foundation, mascara and cheeks)
8. Fingernails must be clean and trimmed neatly.
9. EOB issued apron should be worn at all times.
10. EOB nametag should be worn at all times. If you are unable to locate your name badge within 2 days, you must purchase another one for \$10.
11. Students who fail to comply with this professional dress code may be asked to clock out and return the next day with appropriate attire. Students who continually violate dress code may be suspended and/or terminated.

### Not Allowed

1. No belly, buns, boobs or back showing.
2. All clothing must be clean, pressed and not faded, stained or torn (including aprons).

3. No ponytails
4. No hats or headcovers can be worn.
5. No hair scrunchies
6. Hoodies, jackets, coats, hats and gloves are not to be worn in the classroom or salon/clinic area. (these items need to be kept in your locker)
7. No undergarments can be showing.
8. No screen-printed t-shirts are allowed unless they are an approved EOB apparel item.
9. No shorts
10. No sleeveless shirts of any kind.

## **BOOKS / EQUIPMENT / UNIFORM POLICY**

Students are responsible for the safekeeping of their personal items including the kit. The school is not responsible for lost or stolen items.

Kits, supplies, and textbooks may be changed at the discretion of the College. Additionally, kits, supplies, and books may be disbursed in intervals, as items are available from the distributor.

The books, equipment and uniform(s) are non-refundable as per enrollment agreement and may not leave the premises of the college until all the graduation requirements are completed. Therefore, the books, equipment and uniform(s) may be removed by the student upon his/her graduation only.

If a student is absent without notice for fifteen days or if a student cancels, in writing, his/her enrollment agreement, he/she will be considered terminated and his/her books, equipment and uniform(s) will be disposed of after 30 days from the last date of physical attendance unless their balance is paid, or they have made payment arrangements.

If a student fails to return from an approved leave of absence on the scheduled date of return, as documented on the L.O.A. papers, in the student's file, or fails to notify the college concerning this matter, that date serves as the termination date and his/her books, equipment and uniform(s) will be disposed of after 30 days from the scheduled return date unless their balance is paid or they have made payment arrangements.

## **STUDENT KITS**

Students' kits are issued to each student at orientation and contain the necessary tools and equipment to perform daily hands-on assignments in the classroom and services on guests. Some items that are included in the kit are distributed when that portion of the program is taught. To achieve a consistent, professional, and efficient quality of education throughout the students' educational process, Educators of Beauty College of Cosmetology selects proprietary items to include in this kit that follow our curriculum map. A representative from our Admissions Department will provide students with a list of required kit supplies for their program prior to enrollment and are given the options to acquire these items. The options will be explained in full detail to ensure all options are understood. All items purchased must be exact and required to be in the student's possession on the start date. Students must maintain equipment and replace broken or damaged items. Issued textbooks, iPad and kits must be in each student's possession every day.

Kits, supplies and textbooks may be changed at the discretion of the College. Additionally, kits, supplies, and books may be disbursed in intervals as items become available from the distributor.

The books, equipment and uniform fee are non-refundable as per enrollment agreement and may not leave the premises of the college until all the graduation requirements are completed.

## Cosmetology Course

Our course provides 1500 hours of education over a period of 50 weeks, 60 weeks (when available) or, 68 weeks (when available) depending on his/her schedule. Day course is 12 months/30 hours week and the evening course (when available) is 17 months/22 week. Day Course (Peru) 14 months/25 hours week. The sequence of units depends on start date and rotation of units.

Subjects covered:

CORE I = 0-750 HOURS		CORE II = 750-1500 HOURS		UNITS
Sculpture	100	Illinois Law	4	<u>150 hours</u> = General Theory & Basic Training
Liquid Tools	10	Prosper U	1	
Thermal Hair Styling	40	Anatomy & Physiology	4	
Hair Designing	100	Wigs & Hair Additions (RBC)	20	<u>500 hours</u> = Hair Treatment, Chemical Application
Hair Pressing Long Hair Design	20	Chemistry	3	
Wigs & Hair Additions (LBC/SBC)	20	Electricity	4	<u>475 hours</u> = Hair Dressing & Styling
Sanitations in the Classroom	32	Student Salon	627	
Prosper U	25	Microbiology – Review	4	
Retailing/Prescribing of Professional Products	18	The Study of Nails – Review	4	<u>200 hours</u> = Sanitation, Safety & Shop
Draping	10	The Study of Skin – Review	4	
Shampooing/Rinsing & Treatments	10	Salon Business	75	
Product Knowledge/Hair	10			<u>85 hours</u> = Esthetics
The Study of Skin	9			
Dispensary Training	2			<u>55 hours</u> = Nail Technology
Facials/Massage/Product Knowledge of Skin	10			
Make up	5			<u>35 hours</u> = Related Electives
Manicures/Pedicures	10			
The Study of Nails	5			
Removing Unwanted Hair	10			
Scalp Massage	5			
Life Skills	3			
Microbiology	6			
Hair Theory/Skin Disorders & Scalp	10			
No Chip	5			
Perming	100			
Chemical Hair Relaxing/Curl Reformation	30			
Prosper U	10			
Color Design	135			

Cosmetology students may enroll anytime during the year for full-time day or evening (when available) according to the Class Schedule. (See Class Schedule-Cosmetology)

In the event of a Monday holiday, class start will be postponed until Tuesday. A full-time day student will complete the program in 50 or 60 weeks. A full-time evening student (when available) student will complete the program in 68 weeks.

A student's actual start date is recorded on the enrollment agreement and the ending date calculated accordingly.

### Cosmetology Teacher Course (1000 Hours)

The college offers a 1000-hour Cosmetology Teacher training course. The day course is 30 hours a week for a period of 34 weeks or approximately 8 months. The evening course (when available) is approximately 25 hours a week for a period of 40 weeks or approximately 10 months.

Subjects covered:

COSMETOLOGY TEACHER SUBJECTS/GRADES		UNITS
<b>Theoretical Instruction / Actual</b>	<b>740 clock hours</b>	
Educational Psychology	20 clock hours	<u>500 hours</u> = Post Graduate Training
Learning Philosophy	10 clock hours	
Lesson Planning and Curriculum	10 clock hours	<u>150 hours</u> = Application of Teaching Methods
Classroom Management	20 clock hours	
Instructional Methods (Methodology)	30 clock hours	<u>40 hours</u> = Educational Psychology & Teaching Methodology
Assessment Methods	10 clock hours	
The Art of Teaching	10 clock hours	
Core Life Sciences	40 clock hours	<u>50 hours</u> = Business Methods & Experience
Business Methods	20 clock hours	
Theory Related to Technical Skills	80 clock hours	<u>260 hours</u> = Student Teaching
Supervised Classroom Teaching	490 clock hours	
<b>Technical Skill Instruction</b>	<b>500 clock hours</b>	
Application of Technical Skills (Core I)	130 clock hours	
Supervised Clinic (Lab) Teaching (Core II) and Business Experience	130 clock hours	
<b>Total Required Hours</b>	<b>1000 clock hours</b>	

### Cosmetology Teacher Course (500 Hours) (Rockford)

The college offers a 500-hour Cosmetology Teacher training course. The day course is 30 hours a week for a period of 17 weeks or approximately 5 months. The evening course (when available) is approximately 25 hours a week for a period of 20 weeks or approximately 5 months.

Subjects covered:

COSMETOLOGY TEACHER SUBJECTS/GRADES		UNITS
<b>Theoretical Instruction / Actual</b>	<b>240 clock hours</b>	
Educational Psychology	20 clock hours	<u>500 hours</u> = Post Graduate Training
Learning Philosophy	10 clock hours	
Lesson Planning and Curriculum	20 clock hours	<u>150 hours</u> = Application of Teaching Methods
Classroom Management	20 clock hours	

Instructional Methods (Methodology)	20 clock hours	<u>40 hours</u> = Educational Psychology & Teaching Methodology
Assessment Methods	10 clock hours	
The Art of Teaching	10 clock hours	
Business Methods	50 clock hours	<u>50 hours</u> = Business Methods & Experience
Theory Related to Technical Skills	80 clock hours	<u>260 hours</u> = Student Teaching
Application of Technical Skills (Core I)	130 clock hours	
Supervised Clinic (Lab) Teaching (Core II) and Business Experience	130 clock hours	
<b>Total Required Hours</b>	<b>500 clock hours</b>	

### Esthetics Course (Rockford)

The Esthetics Course provides 750 hours of education over a period of 36 weeks or approximately 9 months. The course is 21 hours a week.

Subjects covered:

				<b>UNITS</b>
History of Skin Care	15	Mask Therapy / Facial Treatments	40	<u>75 hours</u> = Basic Training
Personal Hygiene and Public Health	5	Facial Treatments without use of Machines	40	
Professional Ethics	5	Electricity, Machines and Apparatus	40	<u>150 hours</u> = Related Concepts
Sterilization and Sanitation	20	Facial Treatments with the aid of Machines	40	<u>500 hours</u> = Practical & Procedures
Intro to Skin Analysis, Skin Care, and Facial Treatments	30	Hair Removal	50	
Cells, Metabolism, and Body Systems	20	Professional Makeup Techniques	60	<u>25 hours</u> = Business Practices
Bacteriology	20	Product Knowledge	50	
Physiology and Histology of the Skin	35	The Act of Business	7	
Human Anatomy	10	Business Management	7	
Chemistry	25	OSHA Standards	6	
Skin Disorders / Special Esthetics Procedures	40	Workers' Compensation	5	
Non-therapeutic Massage	30			
Nutrition and Health of Skin	50			
Skin Analysis	50			
Cleansing the Skin	50			

Esthetics students may enroll anytime during the year (when available) for full-time day or evening classes when available as posted in the class schedule. (See Class Schedule-Esthetics)

In the event of a Monday holiday, class start will be postponed until Tuesday. A student's actual start date is recorded on the enrollment agreement and the ending date calculated accordingly.

### Nail Technology Course (When Available)

The Nail Technology course provides 350 hours of education over a period of 18 weeks or approximately 4 months. The course is 20 hours a week. Subjects covered:

Your Professional Image	10	Acrylic Nails	35	<p><b>UNITS</b></p> <p><u>50 hours</u> = Basic Training</p> <p><u>15 hours</u> = Related Concepts</p> <p><u>255 hours</u> = Practical &amp; Procedures</p> <p><u>30 hours</u> = Business Practices</p>
Bacteria and Other Infectious Agents	5	Gel Nails	35	
Sanitations and Disinfection	15	The Creative Touch	10	
Safety in the Salon	10	Salon Success	10	
Nail Product Chemistry Simplified	15	Selling Nail Products & Services	10	
Anatomy and Physiology	10			
The Nail and its Disorders	10			
The Skin and its Disorders	10			
Client Consultation	10			
Manicuring	35			
Pedicuring	35			
Electric Filing	10			
Aromatherapy	5			
Nail Tips	35			
Nail Wraps	35			

Nail Technology students may enroll anytime during the year (when available) for full-time day or evening classes when available as posted in the class schedule. (See Class Schedule-Nail Technology)

In the event of a Monday holiday, class start will be postponed until Tuesday. A student's actual start date is recorded on the enrollment agreement and the ending date calculated accordingly.

## TESTS

### Absent for Making up/Retaking Tests (Theory and Practical) Policy & Procedure

This policy and procedure apply to those who are absent the day of a test while in attendance at the EBCC.

Any student that is absent the day of a test is required to make-up that test before he/she goes on to the next course. All make-up work is at the educator's discretion. The highest grade possible is 80%, if a student knows in advance that he/she will be absent the day of a test he/she will be allowed to take the test prior to the test date and will receive full credit. The educator will handle those situations with prior notice.

If a student fails a test, the test must be re-taken before the end of the month and the recorded score will be the average of the passing grade and 80%. A COS/N.T./T.T. must pass each test with an 80% or better. If a test is not re-taken prior to the end of the month the grade is 0%. The test must be taken in order to pass the subject.

### Final Exams Policy & Procedure

If absent on a scheduled date for the practical final exam, the exam must be taken at the next scheduled exam date. Regardless of Core I, Core II, N.T., or C.T. final, a fee of \$50.00 is charged to take the exam on the next scheduled date.

As per the signed enrollment agreement, the charge of \$50.00 is also for retaking any failed Core II exams. If Core I written final is not passed the educator will schedule a date to retake it. The Core II written final must be taken and passed prior to taking the practical. Core I finals must be passed with an 80% and Core II with an 85%. T.T. finals must be passed with an 85%. Final practicals cannot be performed on EBCC students, graduates, or licensed cosmetologists. Talking is not permitted during finals.

### Core II Cosmetology Mock State Board Exam Information and Policy

All financial obligations must be paid in full before taking the Cosmetology Core II written final or practical final. The Portfolio must be completed before the written final can be taken. Finals can be taken when he/she has obtained 1350 clock hours. The written must be passed with 85% before taking the practical.

A pre-written final will be administered prior to the official written final in order to establish awareness of specific areas needing extra attention if necessary. The Core II pre-final passing grade is 85%. Talking is not permitted during finals. The schedule for Cosmetology Core II finals is posted on the bulletin boards in the college.

### **Nail Technology Mock State Board Exam Information and Policy**

All tuition and fees must be paid in full before taking the Nail Technology written final or practical final. The portfolio must be completed before the written final can be taken. Finals can be taken when he/she has obtained 315 clock hours. The written must be passed with 85% before taking the practical. The schedule for Nail Technology finals is posted on the bulletin boards in the college.

### **Esthetics Mock State Board Exam Information and Policy**

All tuition and fees must be paid in full before taking the Esthetics written final or practical final. The portfolio must be completed before the written final can be taken. Finals can be taken when he/she has obtained 650 clock hours. The written must be passed with 85% before taking the practical. The schedule for Nail Technology finals is posted on the bulletin boards in the college.

## **GRADING POLICY**

The following contains the grading scale for the practical skills, theory tests, quizzes, and exams:

<b>GRADING SCALE</b>	
90 – 100	<b>A</b>
80 – 89	<b>B</b>
Below 80	<b>F</b>

All class work, theory tests, practical tests and assignments must be passed with an 80% or better. An 80% or better grade point average must be maintained for all practical skills, theory, student salon performance, and examinations.

The following contains the grading scale for final college examination (Cosmetology/Esthetics/Nail Technology), practical and written:

<b>GRADING SCALE</b>	
90 – 100	<b>A</b>
85 – 89	<b>B</b>
Below 85	<b>F</b>

Core II final college examination, practical and written, must be passed with a score 85% or above.

## **GRADUATION**

## **Graduation Requirements-Cosmetology/Esthetics/Nail Technology**

A student is a student until all graduation requirements are met. Therefore, a student will attend his/her regularly scheduled hours per enrollment agreement until all graduation requirements are met. A diploma is awarded to each graduate who completes 1500 hours of cosmetology, 750 hours of esthetics, or 350 hours of nail technology training, and all the following requirements are met:

1. All financial obligation requirements are met.
2. Final college examination (written/practical) is both passed with a score of 85% or above. (Cosmetology/Esthetics/Nail Technology)
3. Completion of all phases of the enrolled program according to the requirements of both the State and the College.

If a student fails either final exam, it can be retaken at the next scheduled college final exam date. A fee of \$50.00 will be charged. If a third attempt is required, the college recommends to the student, failing the written or practical final exams, to schedule a meeting with their educator to review the results.

See catalog and enrollment agreement for attendance/termination information. The policy meets the standards of NACCAS and the Illinois Department of Professional and Financial Regulations. **All graduation requirements must be completed.**

The college will certify to the appropriate agency all necessary records for the graduate to take the State Board Examination. Upon successful completion of said State Board exam, the appropriate agency will issue a Cosmetology/Nail Technology License to that graduate after he/she makes application.

## **Graduation Requirements-Cosmetology Teacher**

A diploma is awarded to each graduate who completes 1000 or 500 hours of Cosmetology Teacher (as applicable) provided all the following requirements are met:

1. All financial obligations requirements are met.
2. Satisfactory completion of the lesson plans and Mindful Teaching Pro.
3. Final college examination passed with a score of 85% or above.
4. Complete 40 hours of Educational Psychology/Teaching Methodology as required by law.

## **LICENSING REQUIREMENTS & EXAM**

### **Licensing Requirements-Cosmetology/Esthetics/Nail Technology Profession**

This is a listing of requirements that must be met in order to be eligible to obtain a cosmetology/nail technology license in Illinois.

1. Be 16 years of age or older at time of examination.
2. Have an 8<sup>th</sup> grade diploma (EBCC requires a high school diploma, its equivalent, G.E.D. certificate, or an
3. online diploma from an approved high school or agency and at the school's discretion to enroll) (original)
4. Successfully completed 1500 clock hours of education in a state approved school in no less than 8 months for a cosmetology license.
5. Successfully completed 750 clock hours of education in a state approved school in no less than 18 weeks nor more than 4 consecutive years for an esthetician license.
6. Successfully completed 350 clock hours of education in a state licensed school in no less than 8 weeks for a nail technician license.
7. Successfully completed college final exam including theory and practical skills.
8. Complete and submit application for State Board Examination including official transcript of education.



9. Pass the State Board Examination with a 75% average.
10. The cosmetology examination for licensing is held at various locations in Illinois. The student must complete all college requirements before registering for the Licensing Examination.
11. The nail technology examination for licensing is held at various locations in Illinois. The student must complete all college requirements before registering for the Licensing Examination.

### **Licensing Requirements-Cosmetology Teacher Profession**

This is a listing of requirements that must be met in order to be eligible to obtain a cosmetology teacher license in Illinois.

1. Be 18 years of age or older at time of examination.
2. Have a high school diploma, its equivalent, G.E.D. certificate or an online diploma from an approved high school or agency and at the school's discretion (original).
3. Have a current license as a cosmetologist in Illinois (original).
4. Has either :(1) completed 500 hours of teachers training in a licensed college of cosmetology and had 2 years of practical experience as a licensed cosmetologist with 5 years preceding the examination; or (2) completed 1000 hours of teacher training in a licensed college of cosmetology. (Cosmetology Teachers only) (original documentation). EBCC offers a 1000-hour and a 500-hour cosmetology teacher course.
5. Have passed an examination authorized by the Department to determine eligibility to receive a license as a cosmetology teacher.

The cosmetology teacher examination for licensing is held at various locations in Illinois. The student must complete all college requirements before registering for the Licensing Examination.

### **STATE BOARD FILING POLICY**

All graduation requirements must be met before a student may file to take the State Board test. In order to work prior to licensing a student must be filed and must take her/his state boards within 6 months of filing. EBCC pays all of the required fees for a graduate of EBCC program to take the state board exam one time. In order to benefit from this policy, you must schedule to take the exam within one month of graduating the program. We ask that you advise your Core 2 Educator of the date and report test results within one week of receiving them.

### **STATE LICENSING DISCLAIMER**

The state may refuse to issue a license if a student has been convicted of a crime, committed any act involving dishonesty, fraud, or deceit or committed any act that, if committed by a licensee of the business or profession in question would be grounds for the Illinois Department of Professional Regulation to deny licensure. The Division of Professional Regulations denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application of license. EBCC is not responsible for students denied licensure. Students who are not US citizens or who do not have documented authority to work in the US will be ineligible to apply to take a state license examination. EBCC is not responsible for students denied licensure.

### **RECIPROCITY**

Information on reciprocity with other states concerning cosmetology licenses and educators' licenses is available in the college office during office hours.

### **LICENSE REINSTATEMENT**

This training is available to the cosmetologist/nail technician who, according to the Department of Professional & Financial Regulations, needs to attend a college for additional hours in practical skills for the reasons of license

reinstatement or for applying for an Illinois license after already possessing a cosmetology/nail technician license in another state if reciprocity is not granted.

## **C.E.U. INFORMATION**

EBCC is qualified, by the Department of Financial and Professional Regulations to give classes to licensed cosmetologist/nail technicians and licensed cosmetology/nail technology educators for the required C.E.U.'s needed for professional license renewals. The C.E.U. training associates consists of EBCC Licensed Educators.

## **SALARY / WAGES INFORMATION**

The U.S. Department of Labor provides current job information at [www.careerinfonet.org](http://www.careerinfonet.org). This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. This information is also available in the school admissions office. This information is required to be given to prospect before enrolling and is therefore printed in this catalog.

## **OPPORTUNITIES & OCCUPATIONS IN COSMETOLOGY/ESTHETICS/NAIL TECHNOLOGY/COS. TEACHER**

There are many opportunities for individuals entering the industry under the realm of Cosmetology, Nail Technician, or Esthetics and Cosmology Teacher. Employment opportunities for Cosmetologists, Nail Technicians, Estheticians and Cosmetology Teacher are available in individual salons, salon chains, department stores, supply houses, schools, and day spas. Estheticians can seek positions in medical arenas, such as med-spas, dermatology offices and cosmetic surgeons' offices. The most successful graduates possess strong interpersonal skills. Some of these valuable qualities include a variety of business and marketing skills, *including* customer service, communication abilities, and a strong work ethic.

The Cosmetology program will prepare students for an entry level career in the Cosmetology field, which may include the different areas of: Hairdressing, Hair Coloring, Nail Technology/Manicuring, Make-up Artistry and Esthetics. The Esthetics program will prepare students for an entry level position Esthetics, which may include Facialist, Waxing Specialist, Body Treatment Specialist, Medi-Spa Esthetician, Lash Artist, and Make-up Artist.

The Nail Technology program will prepare students for a position in the nail care & enhancement field, which may include the different areas of cleaning, dressing, polishing, sculpting, tipping, and wrapping nails.

The Cosmetology Teacher program will prepare licensed Cosmetologists, Estheticians and Manicurists/Nail Technologists for an entry level position as a teacher or in their chosen career.

## **SMOKING POLICY**

All three facilities are "Smoke Free Environments". During breaks and lunch periods, students can smoke outside the college building in designated smoking areas. Smoking odor can be offensive to some so fragrance spray should be used on coats and clothes.

## **PERSONAL SERVICES**

Core 2 students maintaining 90% attendance and 90% GPA for the prior month with all assignments caught up will receive a voucher to receive a free service from the following list: manicure, pedicure, style, acidic bonding treatment with style, haircut, or wax. In addition to the free service, students who qualify, will get a voucher to receive a service of their choice during scheduled hours for ½ price lasting no more than 2.5 hours.

Students perform all services on each other. If a student is receiving more than one service with the reward voucher, they must all be done at one time and approved by the Core 2 educator. The free service can be done at a separate time.

The student will be given a voucher by her educator each month that she qualifies. To receive a service, students must:

- Notify an educator.
- Be scheduled off the books.
- Pay for the service.
- Turn in the voucher when the student pays for the service.

The voucher must be signed by the educator when services are scheduled and must be turned in at the front desk when the student pays for the service. Personal services may not be scheduled on Friday or Saturday. The student service provider must have a service ticket and perform by using the same procedures we use on a salon guest. Services will be checked and signed off on by the educator.

For additional services the student may have them done outside of scheduled hours and will pay half price off of regular student salon prices. Services are not transferrable to a different month or a different student. The voucher is void if on a leave of absence, dropped out or graduated. Rules for these services are those that are in place at the time of the service and are subject to change. Plan personal services early in the month to avoid missing them. Personal services are a privilege.

## **STUDENT AS CLIENTS**

Students will be used as clients for other students to practice on during assigned subject matter such as facials, pedicures, manicures etc. Exception will be allowed with an original doctor's excuse.

## **STUDENT SALON**

Ensuring that our graduates are salon ready is one of our top priorities. Owners want to hire someone who can sell retail, add-on services, and build a clientele. Students will learn these business building skills starting from the first day of training in the classroom.

To ensure our students can translate their skills from the classroom to the clinic floor we do periodic skill evaluations. While a student is in the Core 1 segment of our program, they are required to bring in family and friends to receive services so we can evaluate the student's strength and weaknesses. Support of family and friends is a fundamental part of a student's cosmetology education. The skills performed on family and friends are supervised by a licensed instructor and skills are graded so students have instant feedback on what they need to improve upon before moving to Core 2. Because this practice is an important part of the learning process, we do not allow students to be models during evaluations. There is a minimal charge for services performed during evaluation week.

Students learn best practice-building tools including retailing, guest retention, rebooking, referrals and building great relationships. Students will develop the skills to succeed by learning communication guidelines, manners, self-esteem, how to set goals and more. To help our students master the skills needed to be successful in the beauty industry we conduct our student salon much like a real salon. Students will practice their skills on real paying customers of the salon under the supervision of licensed instructors. Practical skills learned in the student salon include but are not limited to, services relating to hair, skin and nails; light cleaning and sanitation; laundry related to client services; and practicing product knowledge and sales techniques.

Students are not employees of Educators of Beauty and will not be paid for any time spent learning by performing tasks in the student salon. A student's relationship with Educators of Beauty can only be changed to student from Employee by way of a formal offer letter signed by the campus director following the campuses ordinary application, interview and hiring process.

## **STUDENT SERVICES**

The following is a list of various services that we offer our students during their enrollment period at our colleges: Assistance with placement in a salon or related field upon graduation, employment during enrollment period, child care information, state board filing, financial aid information, information for assistance in drug and alcohol abuse, information on assistance in domestic violence/sexual assault, employment opportunities, insurance policies needed for operating a salon or working as a stylist, information about business banking, information on health, exercise and nutrition, information on how to quit smoking, information about IRS and state taxes as it applies to working as a stylist as well as owning a salon as well as advising with issues such as attendance, grades and personal issues a student may have that we can provide guidance as to where one may be able to receive assistance.

## **STUDENT SERVICING CLIENTS' POLICY**

The Department of Financial and Professional Regulations, State of Illinois, Rules and Regulations indicate that a cosmetology student may perform a service on a client after reaching 150 hours of attendance. A nail technology student may perform a service on a nail client after reaching 50 hours of attendance. There are special discounted service prices for all clients in Core I.

## **LIBRARY**

Research on the internet pertaining to the beauty industry is allowed during theory for educational purposes. Ask an educator for information/list.

## **CHEATING/THEFT POLICY**

Neither proven theft nor proven cheating by students will be tolerated at the EBCC. The college reserves the right to search all college lockers. All personal belongings are to be kept in locked lockers.

## **FIREARM POLICY**

The College is committed to a safe and secure environment in which to conduct educational activities for its students, faculty, employees, and visitors. Accordingly, possession, transfer, sale, or use of weapons (e.g., firearms, knives, etc.) within school buildings or at school events is prohibited by any person other than by authorized law enforcement or authorized military personnel. This prohibition applies to individuals who have been issued a Conceal Carry Permit from the State of Illinois.

Students violating this policy may be subject to disciplinary action up to and including dismissal from the program. Students who are observed violating the policy may be referred to appropriate law enforcement agencies. Violations of this policy should immediately report the matter to a school official.

## **FIRE SAFETY**

Fire inspection reports are filed in the school office and may be viewed if asked. EBCC will conduct periodic fire drills. There have been no fire related accidents or deaths in the school's history at any campus.

## **FIRST AID SUPPLIES/LOCATIONS**

Each of the classrooms plus the dispensary are equipped with a first aid kit. The kit is located in the educator's podium. A kit is also located in the school office and at the reception desk.

## **STUDENT LOUNGE AREA**

A student lounge is located within Educators of Beauty College of Cosmetology Campus for students to enjoy their breaks and lunch. Vending machines, sinks, microwaves, and refrigerators are provided to help students prepare their lunches. Students are responsible for maintaining cleanliness of the student lounge.

## STUDENT ENTRANCE

Students must enter and exit the school through the designated student entrance door. No other doors may be used by students to enter or exit the building.

## LOCKER POLICY

Each student will be issued a locker and are responsible for obtaining a combination lock. The combination must be kept in the student file. Students are responsible for all their belongings. Personal belongings and professional tools and supplies must be stored at EBCC in a designated locker. Students are responsible for maintaining the cleanliness of the locker area as well as workstations. We reserve the right to search lockers.

## PARKING POLICY

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. Educators of Beauty College of Cosmetology will not be responsible for parking violations and/or towing fees.

## PROFESSIONAL COMMITMENTS

The purpose of Professional Commitments is to comply with the State of Illinois Department of Professional Regulations, to maintain the high standards of our college, promote professional and marketable qualities in our students, meet all standards set forth by NACCAS and fulfill requirements set forth by the Department of Education, Washington, D.C. The following is a list of Professional Commitments (Do's & Don'ts).

These are a set of commitments that will be enforced from the day the student begins training until the day

he/she graduates. The college does not deduct hours from a student's official record for any reason. Deductions are not used for disciplinary actions.

- Students are not to loiter in the student salon area. Students are not to be in the student salon area unless he/she is performing a service on a client and/or student, assigned to be in the dispensary, assigned to be the receptionist assistant or receptionist or unless he/she is practicing on a manikin to complete the Salon and Product Performance Evaluation.
- Students are not to sit in the reception, dryer, shampoo, practical, facial, nail or student salon areas. Students may be seated in classroom only.
- Students are to book appointments with receptionist at front desk.
- Students are not allowed to refuse reservations/appointments/performing beauty services on clients.
- Students are not allowed to style their own hair, apply their own make-up or service their own nails. No student services will be performed during sanitations.
- Dismissal is allowed for the day or evening as soon as all sanitations have been satisfactorily completed and the educators have checked them.
- Students having a service performed on them must pay **Before** the service is performed and have an educator sign the service ticket after the service. Students on a L.O.A. or attending their scheduled classes pay ½ of regular salon service prices for all services (Unless otherwise advised). Services cannot be performed on each other without the educator's approval.
- Phone messages for students will be taken by the receptionist and/or educators and given to the students.
- Absolutely no gum chewing is allowed by students during college hours inside the college.
- Absolutely no profanity of any sort is permitted on the college premises.
- All colleges are smoke free environments. Smoking is allowed outside the college at designated smoking areas and only during breaks and lunch times.
- Gossip of any sort is not professional and is not allowed.

- All food and all drinks are kept in the break/lunchroom, never in the classroom. Only clear drinking water in a plastic capped bottle is allowed in the classroom.
- Students are not allowed in break/lunchroom only. Drinks with a lid are allowed in classrooms.
- Equipment/supplies are the personal responsibility of the student. Sanitary procedures must be followed very closely in the disinfecting of all equipment in kits. If students lose something, it is the student's responsibility to find it or replace it with another identical item that the college has for sale to students. There is a \$7.00 charge for all Wahl clipper repairs. The college is not responsible for lost or stolen items. Only the equipment issued to students at the time classes begin is permitted in the classroom or the student salon area. All other property must be kept in the student's locker. No equipment can leave the college premises until a student fulfills all financial obligations and graduation requirements.
- Students have 72 hours after opening kit to report missing or broken equipment. There is a one-year warranty on equipment that stops working but lost, theft or damage caused by a student is not covered.
- Visitors are not allowed past the reception desk. NO EXCEPTIONS. Visitors must remain in the reception area.
- Retail purchases by students may be made during regular business hours of the college. Students on a L.O.A. or attending scheduled classes may purchase products. If students return any retail items/products that they have purchased, they must have a receipt.
- Sanitations are performed during the last ¼ hour of the day and/or evening schedules. Each student's responsibility is posted each day.
- All areas of the entire college are to be kept clean, neat, and orderly during the day and the evening.
- Students are not to use the side or back doors of the college except for emergencies. The front door only is used for entering and exiting.
- Practice areas of the college are used for manikin practice, practical work or final exams unless otherwise stated by the educator.
- All personal belongings are locked in the student lockers. Student coats will be hung on provided coat racks in the break/lunchrooms and/or practice areas until after dismissal.
- All food, food containers and related items left in the break/lunchroom are disposed of following dismissal.
- Students that may have to leave earlier than regular dismissal, must notify the educator and the receptionist of what day and time he/she will be leaving. Students must clock-out at timeclock.
- Students are not allowed to leave the classroom without permission. If a student is out of class without permission, he/she will be dismissed for the day/evening.
- Students will not disrupt class.
- Absolutely no one is allowed in the dispensary except the assigned student and educator. It is for the assigned student's own protection in case of missing articles.
- Soliciting and/or selling of raffle tickets, Avon or related products to other students, staff or clients is prohibited. An exception is if there is a student/college fund raiser.
- The college reserves the right to make class assignments and to reschedule assignments when necessary. Each student shall be expected to attend all assigned classes.
- Students are responsible for all work missed during their absence. It is necessary to make-up all work missed.
- Students are responsible for keeping their workstations clean and orderly. Consideration is to be always shown for instructional material and college property.
- Any student who receives a termination notice must leave the college immediately.
- Cosmetology/Nail Technology services outside the college, is specifically disallowed by the State Board. This disallows any student from performing cosmetology/nail technology services outside the college until filed for state boards.
- Students may only use specified products on their clients, manikins, EBCC students and employees.
- If a student has completed his/her required hours and has skills to complete. They must follow the same Core 2 schedule and tardy and attendance policy.



- Study time at home is established during the admissions process. Please plan to do work outside of the classroom
- Core II will complete manikin skills when not servicing a client.
- EBCC does not require vaccinations.
- You are a student attending EBCC. You are not considered an employee of the college.

**We reserve the right to suspend and/or terminate immediately any students from the college for:**

- Insubordination
- Excessive tardiness/absences
- Non-payment of cost of course.
- Gossiping, causing discord, or in any way disrupting classes.
- Refusing clients
- Foul language.
- Use, distribution, or sale of drugs (Proven)
- Student under the influence of alcoholic beverages or non-prescribed drugs; or students caught drinking alcohol anywhere in the college before, during or after hours (Proven) possession of alcohol.
- Forging educators' signatures (Proven)
- Cheating (Proven)
- Physical violence of any nature
- Stealing (Proven)

Any other infractions not listed above but are part of our policies and procedures as updated by the college.

## **STUDENT AND STAFF CONDUCT**

EBCC prides itself on having a campus environment that is fair, based on trust and without favoritism. To ensure that culture exists, faculty and staff have chosen to maintain a strict non-fraternization policy amongst students and all EBCC staff. Students and Faculty/Staff will refrain from social media while enrolled in their prospective program. Communication between all students and staff is to remain within the realms of a student-staff relationship, until such time that a student has officially graduated.

## **UNLICENSED PRACTICE**

Students are not to provide services at home or outside the school, as such work is prohibited by the IPFR. In addition, all students should become familiar with IPFR rules on unlicensed work; as if at any time an unlicensed individual is suspected of performing services they may be prohibited of becoming licensed in the state of Illinois.

## **SUSPENSIONS**

Suspensions are issued to a student by the educator in the case of a student not being in compliance with the Professional Commitments (Do's & Don't) of which he/she has reviewed and have given written acknowledgment that he/she understood.

Suspensions are issued following a student/educator conference concerning the matter. Suspension length is determined by the extremity of the offense and if he/she has disobeyed the commitment previously.

Suspensions do count as absences according to the college attendance policy. Suspensions do affect the student's S.A.P., and suspensions do not extend the life of the enrollment agreement.

Accumulation of suspensions could and may result in extra educational charges to the student if he/she goes beyond the life of the enrollment agreement. (See Tuition: Extra Charges)

A suspended student is prohibited from attending his/her scheduled classes for any reason during the suspension period.

## **WITHDRAWAL POLICY**

Students wishing to withdraw from a program must do so in writing and submit the letter of withdrawal to the Campus Director.

If there is a remaining balance on the account after a withdrawal, the kit and books must remain at the school until the balance is paid in full. Payment arrangements can be made with the Director of Financial Aid or the Director of Accounting. Failure to meet the payment arrangements or allowing the account to go into collections (no payments for 60 days) will result in forfeiture of the kit and books to the school.

## **NON-DISPARAGEMENT POLICY – POSITIVE REPRESENTATION OF EDUCATORS OF BEAUTY**

Students of the college acknowledge and agree that Disparagement refers to negative remarks about the college, its students, and employees, which are made maliciously and/or recklessly about those individuals and/or entities. The availability of social media (Facebook, YouTube, Twitter, Snapchat, Instagram etc.) carries the responsibility to use these forms of communication with integrity in networking for employment and/or social interaction; therefore, students shall refrain from making any public statement or statements, through social media or otherwise, about Educators of Beauty and/or other students, former students, instructors, or employees and staff members of the college. Violation or non-compliance with this policy will result in disciplinary action, up to and including immediate termination from the college.

## **TERMINATION POLICY**

Student agrees to comply with the rules and policies, Professional Commitments, and understand that the College shall have the right to terminate the enrollment contract and thus the student's enrollment at any time for violation of the rules and polices, and Professional Commitments, as outlined in the catalog. Student further understands that the College reserves the right to modify the rules and regulations, Professional Commitments, and that student will be advised of any and all modifications.

## **INSTITUTIONAL REFUND / RETURN OF TITLE IV POLICY**

*Note: For the purpose of the Title IV refund policy, the student's official withdrawal is the date the student initiated the withdrawal process or notified the school of their intention to withdraw. In the event of an unofficial withdrawal, the school determines the student's last date of attendance that is documented in the school's records and uses that date as the withdrawal date. The U.S. Federal Government determines the amount of Title IV funds a student has earned, as of the withdrawal date.*

### **REFUND POLICY:**



This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

- A. An applicant not accepted for training by the college shall be entitled to a refund of all monies paid.
- B. If a student (or Legal Guardian) cancels his/her contract and requests his/her money back in writing, within five business days of the signing of the enrollment agreement or contract until midnight of the fifth business day, all monies collected by the college shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the college administrator/owner in person. This policy applies regardless of whether or not the student has actually started training. Notice to Student: The cancellation must be in writing and given to the registered agent, if any, or managing employee of the college.
- C. If a student cancels after the fifth day following enrollment but notice is given, prior to the completion of the student's first day of class attendance, the college may retain no more than the registration fee (\$100.00) plus the cost of any books or materials which have been provided by the college and retained by the student. The cost is the cost charged to the college by the supplier.
- D. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the college may retain the registration fee (\$100.00) and an amount not to exceed 10% of the tuition and other instructional charges or \$300.00, whichever is less, plus the cost of any books or materials which have been provided by the college.
- E. If a student cancels after completing 5% of the course of instruction the college may retain the registration fee (\$100.00) and the cost of any books or materials which have been provided by the college but shall refund a part of the tuition and other instructional charges in accordance with the following schedule:

PERCENTAGE OF ENROLLMENT TIME TO TOTAL TIME OF THE COURSE	AMOUNT OF TOTAL TUITION OWED TO THE COLLEGE
0.01% - 4.9%	10 %
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% or more	100%

Enrollment time is defined as the time elapsed (scheduled) between the actual starting date and the date of the student's last day of physical attendance in college. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined in Item B or formal termination by the college, which shall occur no more than 15 days from the last day of physical attendance, or in the case of a leave of absence the earlier of the documented date of return or the date the student notifies the school that he/she will not be returning. The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the date of notification. Written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days. Refund calculations are based on scheduled hours.

- F. The cost of books, equipment & uniform are separate fees and are not included in tuition adjustment computations. These items are non-refundable and become property of the student when paid in full. All books and equipment are to be kept on the premises until the last day of attendance. The registration fee (\$100.00) is also non-refundable. Please see Items B and C above for exceptions. Monies collected as deposits and down payments shall become part of tuition.
- G. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned

school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

- H. If the college is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a Pro-Rata refund of tuition and a list of students containing Pro-Rata refunds will be submitted to necessary agencies. Students will receive an official transcript of all hours earned.
- I. If the school cancels or discontinues a course the student shall be entitled to receive from the school such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student as is provided under the rules promulgated by the Department.
- J. All refunds must be made within 45 calendar days from the date of receipt of the student's cancellation. The unexplained absence of a student from a college for more than 30 consecutive calendar days shall constitute constructive notice of cancellation to the college. For purposes of cancellation, the date shall be the last day of attendance. If a student fails to return from an approved leave of absence on the scheduled date of return, that date serves as the termination date.
- K. All student enrollees are subject to the Institutional refund policy. Enrolled students receiving Title IV funding are subject to Return of Title IV Funds Policies and the Institutional in this Refund Policy. (Ask for Refund/Withdrawal Forms in college office) Refund and/or return calculations will be performed according to the Department of Education's stipulations in the Federal Registers as updated. Our refund calculation procedures are approved by the Department of Education, Title IV funding regulations. Questions on these forms and their calculation can be directed to the Financial Aid Office. (See Financial Aid Office Hours)
- L. The school may make refunds which exceed those required under this policy.
- M. Each student and former student shall be entitled to receive from the school that the student attends or attended an official transcript of all hours completed by the student at that school for which the applicable tuition, fees, and other charges have been paid, together with the grades earned by the student for those hours, provided that a student who withdraws from or drops out of a school, by written notice of cancellation or otherwise, shall not be entitled to any transcript of completed hours following the expiration of the 7-year period that began on the student's first day of attendance at the school. A reasonable fee, not exceeding \$2.00, may be charged by the school for each transcript that the school is required to provide to a student or former student under this section.
- N. Students who change their schedule more than once will be charged a fee of \$150.00 each time.

If a student owes the school money that the school earned based on the refund calculation, the monies owed are due at the date of cancellation or termination of the enrollment. Payment arrangements can be made however, if after 30 days of non-payment, the account, with a signed copy of enrollment agreement, will be submitted to a collection agency. The agency will use good taste and have sound ethical practices.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

The books, equipment and uniform(s) are non-refundable as per enrollment agreement.

#### **RETURN OF TITLE IV HEA FUNDS:**

This policy applies in addition to the above Refund Policy for all students who receive Title IV HEA Program Funds.

A student (or in the case of dependent minor, his/her parent or guardian) may cancel their enrollment by giving notice to the school.

An official notification of cancellation or withdraw is in the form of a written, electronic, telephone and/or personal appearance notification to School Administration.

- In the case of a written or an electronic notification, the official notification of cancellation date will be determined by the postmark or received date on the written or electronic notification by the student.
- In the case of a notification received by telephone, the official notification of cancellation date will be determined by the date the telephone conversation occurred. This will officially be recorded on the student's record file.
- In the case of a notification received by personal appearance, the official notification of cancellation date will be determined by the date of the appearance of the student. This will officially be recorded on the student's record file.

An unofficial withdraw/termination would result from a student being absent 14 consecutive calendar days or failure to return on the documented leave of absence return date. In such case the school will provide written notification of termination to the student's contract enrollment agreement. The official notification of termination date will be the date that is stated on the written notice. The date of the last day of attendance will be determined from the student's last clock in - out date as recorded by the school's attendance record.

The law specifies how your school must determine the amount of Title IV HEA program assistance that you earn if you withdraw from school. The Title IV HEA programs that are covered by this law are: Federal Pell Grants, PLUS Loans.

Determination Date/Withdrawal Date (Official/Unofficial Withdrawal): The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV HEA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The institution determines the earned and unearned portions of Title IV HEA aid as of the last date of attendance based on the amount of time the student was scheduled to be in attendance. The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV HEA funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV HEA funds he or she was scheduled to receive during the period. The amount of Title IV HEA aid earned by the student is determined by multiplying the percentage of Title IV HEA aid earned by the total of Title IV HEA aid disbursed or the Title IV HEA aid that could have been disbursed to the student or on the student's behalf.

For example: 450 hours in the payment period

- The student was scheduled to complete 225 hours as of the student's last date of attendance
- Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last date of attendance divided by total hours in the payment period. (225/450)

- Amount Title IV HEA Financial Aid Earned equals \$1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned \$1250 (2500x50%)

**Post Withdrawal Disbursement**

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

- Pell Grants must be disbursed within 45 days of a withdrawal determination.
- Student Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds.
- All post-withdrawal disbursements are applied to student account first.
- Outstanding Credit Balances must be disbursed as soon as possible and no later than 14 days after the calculation of R2T4.

**30 Day Delay Requirements**

There are some Title IV HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf) excess Title IV HEA program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV HEA program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV HEA program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV HEA program funds that the school was required to return.

**Return of Funds by the School**

The school will make the refund determination within thirty (30) days from the date of withdraw/termination and return the unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

**Title IV Programs**

Unsubsidized Federal Direct Student Loan;

Subsidized Federal Direct Student Loan;

Federal Direct Parent Plus Loan for Undergraduate Students (PLUS);

## Federal Pell Grant

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) (Title 37, USC Section 406 and Title 5, USC, 5726) is a Federal law designed to protect the privacy of a student's education records. The law applies to all school which receives funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level.

Students and former students to whom the rights have transferred are called eligible students.

Eligible students and parents or guardian of dependent minor have the right to inspect and review all the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for eligible students and parents or guardian of dependent minor to inspect the records personally. The school may charge a fee for copies.

\* Eligible students and parents or guardians of dependent minor have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible students and parents or guardian of dependent minor then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible students and parents or guardian of dependent minor then has the right to place a statement in the records commenting on the contested information in the records.

Generally, the school must have written permission from the eligible students and parents or guardian of dependent minor before releasing any information from a student's record. However, the policy allows schools to disclose records, without consent, to the following parties:

1. School employees who have a need to know
2. Other schools to which a student is transferring.
3. Certain government officials in order to carry out lawful functions.
4. Appropriate parties in connection with Financial Aid to a student
5. Organizations doing certain studies for the school.
6. Accrediting organizations
7. Individuals who have obtained court orders of subpoenas.
8. Persons who need to know in cases of health and safety emergencies.
9. State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974, Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and student of the information that is designated as directory information and provide a reasonable amount of time to allow the eligible students and parents or guardian of dependent minor to request the school not to disclose that information about them.

FERPA guarantees that information contained in the student file is private and will not be given out to any persons\*, without prior written permission from the eligible student or parent /guardian of dependent minor. Student is also advised that the school guarantees the student the right to review their own file, upon request, and with a school representative present during the review to insure against file tampering. The school maintains student records for a period of seven years from the students last date of attendance. \*Certain governmental agencies and financial

institutions do have the authority to request limited student information pertaining to satisfactory progress and Federal Financial Aid matters.

## **STUDENT RECORDS**

### **Privacy Act Information—This complies with the Privacy Act.**

Students may review their records at any time. We guarantee the rights of students and parent-guardians of dependent minors to access their records by appointment and with supervision and interpretation. No records will be released without written permission from a student and/or parent-guardian of dependent minor.

Information about a student is only released upon receipt of a written consent form from the student if independent or a written consent form from his/her parent-guardian if a dependent minor.

### **Safeguarding Records**

All records at the college are kept in locked, fire-resistant file cabinets. Only college personnel have keys and are permitted to enter these files. Student records are also password protected.

The college provides adequate safeguards of records requested by governmental agencies as follows:

1. Written legally authorized requests are required from the agency desiring information.
2. The college protects the privacy rights of students and staff members.
3. The college provides for necessary duplicate records of any information sent out of the college.
4. The college does not publish a student directory containing pertinent information about a student.
5. The college will provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

The college ensures the release of personal information from the student, and/or parent or guardian, if the student is a dependent minor, only upon written instruction from the student for each 3rd party request.

The college maintains cumulative education records for each student for a maximum of seven years and financial aid records for five years after graduation or termination of said student.

A copy of the official transcript, including the school seal, will be provided when all financial obligations have been satisfied. A release form must be signed by the student if he/she wants the official transcript sent to another school / agency. Transcripts from 1992 are kept on school premises in locked, fire resistant files.

An unofficial transcript will be issued, upon request, if financial obligations have not been met.

There is a \$2.00 fee for requesting a second transcript.

## **INTERNAL GRIEVANCE/COMPLAINT POLICY AND PROCEDURE**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the Campus Director.



3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has not been involved in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.
8. Contact information for the College's regulatory agencies can be found below.

	<b>ACCREDITING AGENCY</b>	<b>LICENSING AGENCY</b>
<b>NAME</b>	<b>National Accrediting Commission of Career Arts &amp; Sciences</b>	<b>Illinois Department of Financial and Professional Regulations</b>
<b>ADDRESS</b>	3015 Colvin Street. Alexandria, VA 22314	320 W. Washington, 3rd Floor, Springfield, IL. 62786
<b>PHONE</b>	(703) 600-7600	(217) 785-0800
<b>TELEFAX</b>	(703) 379-2200	
<b>E-MAIL</b>	naccas@naccas.org	

## DISPUTE RESOLUTION

Any dispute with or claim I may have or assert against MODERN BEAUTY COMPANIES, INC. d/b/a EDUCATORS OF BEAUTY COLLEGE OF COSMETOLOGY, or any of its officers, directors or employees, or any dispute or claim which the College may bring against me shall be filed only in the Circuit Court of Whiteside County, Illinois, and I and the College do hereby waive and relinquish any right to have the dispute or claim tried by a jury and consent to a trial of the dispute or claim by judge. I also agree that any dispute or claim I may assert, or file shall be solely in my individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action. I acknowledge and give my consent to use of an electronic signature to bind me to this Agreement. I further acknowledge that the electronic signature attached to this document was created by me as a voluntary and knowing act that represents my intent to be legally bound.

## LOA POLICY - LEAVE OF ABSENCE POLICY

This policy applies to all students and must be followed in requesting a LOA. A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence. The maximum time frame for a LOA is 180 calendar days and the minimum is 1 week or 7 calendar days within a period of enrollment (Exception for COVID LOAs which may be shorter in length). The college permits more than one LOA per program. However, all of the leaves of absence added together must not total more than 180 calendar days in an enrollment period. A student may be granted a LOA for any of the following reasons and where there is a reasonable expectation that the student will return from the LOA:

1. Financial Hardship
2. Medical Issues
3. Personal or Family Related Matters.

The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA and sign the LOA form. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to the College via mail or in person within reasonable resolution of the emergency. In an emergency instance, the beginning date of the LOA will be determined to be the first date that the student was absent due to the emergency. Additionally, the institution will document the reason for its decision to grant the emergency LOA

A student who is granted a LOA that meets the above-mentioned criteria is not considered to have withdrawn from the College and a refund calculation is not required.

If the student does not return from the LOA by the expiration of the approved leave of absence, the student will be withdrawn from their enrolled program. The College is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. Additionally, the student's loans will go into repayment after 180 days from the last date of attendance.

On the day, the student returns from a LOA the student is required to addend their enrollment agreement. The student's contract end date and maximum time frame will be extended for the same number of days the student was on the LOA without any additional institutional charges or penalty to the student. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

If a student is absent 14 consecutive calendar days or takes an unapproved Leave of Absence, they will be considered withdrawn. During an LOA, a student is eligible for student discounts on services and retail items, but not for perfect attendance.

## OUTCOME RATES AS PER THE NACCAS ANNUAL REPORT 2021

<b>Institutional</b>	<b>STERLING</b>	<b>ROCKFORD</b>	<b>Total Sterling &amp; Rockford</b>
<b>COMPLETION</b>	73.17%	68.09%	<b>70.63%</b>
<b>PLACEMENT</b>	96.67%	71.88%	<b>84.28%</b>
<b>LICENSURE</b>	89.66%	81.48%	<b>85.57%</b>
<b>STERLING</b>	<b>COSMETOLOGY</b>	<b>COSMETOLOGY TEACHER</b>	<b>Total</b>
<b>COMPLETION</b>	69.44%	100%	<b>73.17%</b>
<b>PLACEMENT</b>	96%	100%	<b>96.67%</b>
<b>LICENSURE</b>	88%	100%	<b>89.66%</b>
<b>ROCKFORD</b>	<b>COSMETOLOGY</b>	<b>COSMETOLOGY TEACHER</b>	<b>Total</b>



<b>COMPLETION</b>	65.12%	100%	<b>68.09%</b>
<b>PLACEMENT</b>	67.86%	100%	<b>71.88%</b>
<b>LICENSURE</b>	78.26%	100%	<b>81.48%</b>
<b>PERU</b>	<b>COSMETOLOGY</b>	<b>COSMETOLOGY TEACHER</b>	<b>Total</b>
<b>COMPLETION</b>	73.91%	100%	<b>76.92%</b>
<b>PLACEMENT</b>	100%	100%	<b>100.00%</b>
<b>LICENSURE</b>	94.12%	100%	<b>95.00%</b>

The above rates represent the Cosmetology and Cosmetology Teacher only. There was no data for Esthetics or Nail Technology.

**Disclaimer:** The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of schedule or form of payment, cash pay or Title IV HEA Program funds. 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 AND ACADEMIC YEAR LENGTH

Students are evaluated for Satisfactory Academic Progress on actual hours clocked hours as follows (The scheduled weeks are based on scheduled time. However, evaluations occur based on actual clocked hours)

<b>Program Name</b>	<b>Evaluation Period Actual Hours</b>	<b>Scheduled Weeks</b>	<b>Academic Year Length</b>
Cosmetology 1500 days	450hrs; 900 hrs; 1200 hrs	15 Wks; 30 Wks; 40 Weeks	900 hours
Cosmetology 1500 days/nights	450 hrs; 900 hrs; 1200 hrs	18 Wks; 36 Wks; 48 Weeks	900 hours
Cosmetology 1500 nights	450 hrs; 900 hrs; 1200 hrs	21 Wks; 41 Wks; 55 Weeks	900 hours
Cosmetology Teacher 1000 days	450 hrs; 900 hrs	15 Wks; 30 Wks	900 hours
Cosmetology Teacher 1000 nights	450 hrs; 900 hrs	18 Wks; 36 Wks	900 hours
Cosmetology Teacher 500 days	250 hrs	10 Wks	900 hours
Cosmetology Teacher 500 nights	250 hrs	11 Wks	900 hours
Esthetics 750	375 hrs	18 Wks	900 hours
Nail Technology 350	175 hrs	8.75 Wks	900 hours

\* Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first. The institution shall evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period on a cumulative basis. All evaluations will be completed within seven (7) school business days following each established evaluation period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year or course and/or program whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% 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 75% 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 133% 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)	
<b>Cosmetology</b> (Full time day, 30 hrs/wk) – 1500 hours	67 wks	1995 hrs
<b>Cosmetology</b> (Full time day, 25 hrs/wk) – 1500 hours	80 wks	1995 hrs.
<b>Cosmetology</b> (Full time day, 22 hrs/wk) – 1500 hours	91 wks	1995 hrs.
<b>Cosmetology Teacher</b> (Full time day, 30 hrs/wk) – 1000 hours	45 wks	1330 hrs
<b>Cosmetology Teacher</b> (Full time evening, 22 hrs/wk) – 1000 hours	54 wks	1330 hrs
<b>Cosmetology Teacher</b> (Full time day, 30 hrs/wk) – 500 hours	23 wks	665 hrs
<b>Cosmetology Teacher</b> (Full time evening, 22 hrs/wk) – 500 hours	27 wks	665 hrs
<b>Esthetics</b> (Full time day, 21hrs/wk) – 750 hours	48 wks	998 hrs
<b>Nail Technology</b> (Full time day / evening, 20 hrs/wk) – 350 hours	24 wk	466 hrs

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours. Students who exceed the maximum time frame shall be terminated from the program unless arrangements can be made to continue as cash-pay student.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

### 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:

---

**GRADING SCALE**

---

90 – 100 **A**80 – 89 **B**Below 80 **F**

---

**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, HEA Program funds interrupted, unless the student is on warning.

**WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV, HEA Program funds and become a cash pay student in order to cover the loss of Title IV HEA funding, if applicable.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period at the next scheduled evaluation. Students can make up hours during course times the student is not normally scheduled for attendance.

**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 calendar 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 will have an attendance evaluation performed. 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. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

**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. SAP evaluations periods are based on actual contracted hours at the institution. Please see the College's admissions/transfer policy for additional information and requirements.

**ACADEMIC ADVISING**

Periodically, the institution reviews with each future graduates their academic and attendance progress in order to identify and work with students on areas needing improvement, as applicable.

## PROGRESS REPORTS

Progress Reports (SAP reports) are provided to students periodically in accordance with the institution’s Satisfactory Academic Progress Policy.

## COPYRIGHT INFRINGEMENT

It is against school policy for students to copy or share copyrighted material.

“Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials. Criminal copyright infringement is investigated by the FBI.”

When it comes to the penalties with violating of infringing a copyright, the penalties come in two forms: civil and criminal.

### SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

In addition to the civil and criminal penalties above EBCC can take disciplinary actions against students who use the college’s technology systems for unauthorized peer to peer file sharing, illegal downloading, or distribution of copyrighted material.

## TUITION & FEES

### Cost of Course - Cosmetology

<b>College</b>	Sterling, Peru, Rockford
<b>When</b>	Effective January 1, 2023
<b>What</b>	<b>Cosmetology (1500 hours)</b>
<b>Registration Fee</b>	\$ 100.00
<b>Books / Equipment / Uniform Fee</b>	\$ 2,700.00
<b>Tuition</b>	\$ 19,500.00
<b>Total Cost of Course</b>	<b>\$ 22,300.00</b>

### EXPLANATIONS

1. Registration fee is for the purpose of registering a student in college.
2. Equipment includes all the items needed to perform the practical skills (list is in the catalog under Books, Equipment and Uniform List)
3. Books are of a variety used to teach theory, practical skills, salon success, business, marketing, and sales.

**ADDITIONAL CHARGES/INFORMATION**

1. The hourly rate of \$13.00 is used to calculate tuition fees for those transferring in with acceptable hours. (This rate is also used to calculate tuition charges for hours required by state for license re-instating, etc.)
2. There is a fee of \$50.00 for missing any final exam. (Core I or II). A fee of \$50 is due for retaking a Core II final. A student must pass with a practical and written average of 80% in Core I and 85% in Core II or above on both parts of the exam.
3. Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change there will be a fee of \$150.00 charged for each change thereafter.
4. All fees, tuition, books, equipment, uniform, over-contract charges, etc. are due and payable in full on the contract end date. Attendance after the contract end date will not be permitted until all financial obligations are met.

**METHOD OF PAYMENT**

A student agrees to pay the college \$22,300 *in full* on or before the commencement of classes, in consideration for admitting them into the program and providing the necessary instruction to complete the program.

The student, at the College's option, may pay the College \$100.00 registration fee, the books/equipment, and uniform(s) fee of \$2,700.00 and then \$1,950.00 a month in 10 monthly installments if he/she is a day student and \$1,625.00 a month in 12 monthly installments if he/she is an evening student until tuition and fees are **paid in full**.

**Cost of Course - Cosmetology Teacher 1000**

<b>College</b>	Sterling, Peru, Rockford
<b>When</b>	Effective January 1, 2023
<b>What</b>	<b>Cosmetology Teacher (1000 hours)</b>
<b>Registration Fee</b>	\$ 100.00
<b>(Artist Access to Mindful Teaching Pro Code) Books / Equipment / Uniform Fee</b>	\$ 1,200.00
<b>Tuition</b>	\$ 14,630.00
<b>Total Cost of Course</b>	<b>\$ 15,930.00</b>

**EXPLANATIONS**

1. Registration fee is for the purpose of registering a student in college.
2. Artist Access to Mindful Teaching is a variety of material used to teach theory, practical skills, salon success, business, marketing, and sales.

**ADDITIONAL CHARGES/INFORMATION**

1. The hourly rate of \$14.63 is used to calculate tuition fees for those transferring in with acceptable hours. (This rate is also used to calculate tuition charges for brush-up courses and hours required by the state for license re-instating, etc.)
2. A fee of \$50.00 for missing and/or retaking the final exam. A student must pass with a written average of 85% or above on the exam.

- Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change there will be a fee of \$150.00 charged for each change thereafter.

**METHOD OF PAYMENT**

A student agrees to pay the college \$15,926.00 *in full* on or before the commencement of classes, in consideration for admitting them into the program and providing the necessary instruction to complete the program.

The student, at the College's option, may pay the College \$100.00 registration fee, the books/equipment, and uniform(s) fee of \$1,200.00 and then \$2,090.00 a month in 7 monthly installments if he/she is a day student and \$1,828.75 a month in 8 monthly installments if he/she is an evening student until tuition and fees are **paid in full**.

**Cost of Course - Cosmetology Teacher 500**

<b>College</b>	Rockford
<b>When</b>	Effective January 1, 2023
<b>What</b>	<b>Cosmetology Teacher (500 hours)</b>
<b>Registration Fee</b>	\$ 100.00
<b>(Artist Access to Mindful Teaching Pro Code) Books / Equipment / Uniform Fee</b>	\$ 1,200.00
<b>Tuition</b>	\$ 7,315.00
<b>Total Cost of Course</b>	<b>\$ 8,615.00</b>

**EXPLANATIONS**

- Registration fee is for the purpose of registering a student in college.
- Artist Access to Mindful Teaching is a variety of material used to teach theory, practical skills, salon success, business, marketing, and sales.

**ADDITIONAL CHARGES/INFORMATION**

- The hourly rate of \$14.63 is used to calculate tuition fees for those transferring in with acceptable hours. (This rate is also used to calculate tuition charges for brush-up courses and hours required by the state for license re-instating, etc.)
- A fee of \$50.00 for missing and/or retaking the final exam. A student must pass with a written average of 85% or above on the exam.
- Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change there will be a fee of \$150.00 charged for each change thereafter.

**METHOD OF PAYMENT**

A student agrees to pay the college \$8,615.00 *in full* on or before the commencement of classes, in consideration for admitting them into the program and providing the necessary instruction to complete the program.

The student, at the College's option, may pay the College \$100.00 registration fee, the books/equipment, and uniform(s) fee of \$1,200.00 and then \$1,828.75 a month in 4 monthly installments until tuition and fees are **paid in full**.

**Cost of Course - Esthetics**

<b>College</b>	Rockford
<b>When</b>	Effective January 1, 2023
<b>What</b>	<b>Esthetics (750 hours)</b>
<b>Registration Fee</b>	\$ 100.00
<b>Books / Equipment / Uniform Fee</b>	\$ 1,800.00
<b>Tuition</b>	\$ 11,100.00
<b>Total Cost of Course</b>	<b>\$ 13,000.00</b>

**EXPLANATIONS**

1. Registration fee is for the purpose of registering a student in college.
2. Equipment includes all the items needed to perform the practical skills (list is in the catalog under Books, Equipment and Uniform List)
3. Books are of a variety used to teach theory, practical skills, salon success, business, marketing, and sales marketing.

**ADDITIONAL CHARGES/INFORMATION**

1. The hourly rate of \$14.80 is used to calculate tuition fees for those transferring in with acceptable hours. (This rate is also used to calculate tuition charges for brush-up courses and hours required by state for license re-instating, etc.)
2. The hourly rate of \$10.00 is used to calculate extra instructional charges for a student going beyond his/her enrollment agreement calculated contract end date.
3. A fee of \$50.00 for missing and/or retaking any final exam. (Core I or II) A student must pass with a practical and written average of 85% or above on both parts of the exam.
4. Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change there will be a fee of \$150.00 charged for each change thereafter.

**METHOD OF PAYMENT**

A student agrees to pay the college \$13,000.00 *in full* on or before the commencement of classes, in consideration for admitting them into the program and providing the necessary instruction to complete the program.

The student, at the College's option, may pay the College \$100.00 registration fee, the books/equipment, and uniform(s) fee of \$1800.00 and then \$1585.71 a month in 7 monthly installments if he/she is a day student until tuition and fees are **paid in full**.

**Cost of Course - Nail Technology**

<b>College</b>	Sterling, Peru, Rockford
<b>When</b>	Effective June 1, 2016
<b>What</b>	<b>Nail Technology (350 hours)</b>
<b>Registration Fee</b>	\$ 100.00
<b>Books / Equipment / Uniform Fee</b>	\$ 700.00
<b>Tuition</b>	\$ 3,600.00
<b>Total Cost of Course</b>	<b>\$ 4,400.00</b>

**EXPLANATIONS**

4. Registration fee is for the purpose of registering a student in college.



5. Equipment includes all the items needed to perform the practical skills (list is in the catalog under Books, Equipment and Uniform List)
6. Books are of a variety used to teach theory, practical skills, salon success, business, marketing, and sales marketing.

**ADDITIONAL CHARGES/INFORMATION**

5. The hourly rate of \$10.29 is used to calculate tuition fees for those transferring in with acceptable hours. (This rate is also used to calculate tuition charges for brush-up courses and hours required by state for license re-instating, etc.)
6. The hourly rate of \$10.00 is used to calculate extra instructional charges for a student going beyond his/her enrollment agreement calculated contract end date.
7. A fee of \$50.00 for missing and/or retaking any final exam. (Core I or II) A student must pass with a practical and written average of 85% or above on both parts of the exam.
8. Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change there will be a fee of \$150.00 charged for each change thereafter.

**METHOD OF PAYMENT**

A student agrees to pay the college \$4,400.00 in full on or before the commencement of classes, in consideration for admitting them into the program and providing the necessary instruction to complete the program.

The student, at the College's option, may pay the College \$100.00 registration fee, the books/equipment, and uniform(s) fee of \$700.00 and then \$225.00 a week in 16 weekly installments if he/she is a day or night student. The 16<sup>th</sup> payment must be in the form of cash only (no credit card or check). All weekly tuition payments must be paid on Monday before entering class until tuition and fees are **paid in full**.

**EXTRA INSTRUCTIONAL CHARGES**

Student understands that they must complete the program by the calculated contract end date stated on the enrollment agreement and that I will be required to pay \$10.00 per program hour for any hours remaining after the calculated contract end date. The additional hourly fee may be waived only with the written consent of the College upon demonstration of circumstances warranting such a waiver.

**PAYMENT INFORMATION**

Students who do not pay the over contract fee balance in full on the student's final day, will be considered for an auto-pay payment plan that is set up using a credit card. If the student agrees to and sets up the auto-pay payment plan, EBCC will release the student's transcript. If a graduate's scheduled auto-pay payment is declined the account will be sent to collections.

If a student does not agree to an auto-pay payment plan for the over contract fee balance, the student's hours will be withheld by EBCC preventing completion of program until balance is paid in full. Once the student's balance is paid in full, EBCC will release the student's transcript. If a graduate's scheduled auto-pay payment is declined the account will be sent to collections.

**PAYMENT INFORMATION**

The College accepts payment via cash, check, money order, credit or debit card, and Title IV HEA Program funds for those who qualify. Tuition payments are due on the 1<sup>st</sup> day of the month. If a student fails to make a scheduled payment, they will have a meeting with the Campus Director and Director of Financial Aid. If a student consistently fails to make scheduled payments, the student may be terminated from the program.

If students must rely on others for financial resources, they are held responsible for ensuring that their financial sponsors observe the payment schedule set-up for them.

Students who are applying for Title IV HEA Program Funds should submit all paperwork at least 2 weeks prior to scheduled class starting date.

If a student does not have the appropriate financial back-up as noted above, their class start date will be postponed until such time as it is received.

No Title IV funding is applied toward tuition and fees until an accepted student begins classes.

## **GRANTS – A.C.E. GRANTS (ACCESS TO COSMETOLOGY EDUCATION)**

All ACE Grants are worth \$1000.00 for cosmetology, \$500.00 for cosmetology teacher, \$215.00 for nail technology. The recipient must begin college within the calendar year of which he/she received it. This means he/she must begin by 12/31. A.C.E. Grants are awarded upon need due to the individual's financial status.

An applicant must complete necessary applications and a salon owner/manager must conduct an assessment on the prospective student prior to beginning classes at EBCC.

The A.C.E. Grant is credited to the end of the course rather than at the beginning. It is for those recipients that graduate from the EBCC.

## **SCHOLARSHIPS**

### **HIGH SCHOOL – COSMETOLOGY / NAIL TECHNOLOGY**

Scholarships are available for the cosmetology program via local high schools and are worth \$500.00 per recipient and are valid upon graduation. Each High School may select one recipient to award a scholarship. The recipient cannot be currently enrolled in our high school vocational program. Scholarships are awarded by the high school counselor.

Contact Admissions for exact expiration date.

The scholarship is credited at the end of the course rather than the beginning to ensure successful progression through the program and graduate. The scholarship is only good for first time enrollees.

## **FEE WAIVER INFORMATION/POLICY**

Fee waivers are available periodically. Please see your Admissions representative for detail.

Fee waivers are only valid to those students that graduate from their course. Fee waivers are granted on the initial enrollment agreement only.

## **WORK STUDY POLICY**

EBCC offers, when available, an internal work study program for a student to participate in during their unscheduled college hours at the college. Credit will be issued for every hour worked based on the current minimum wage, state, or federal rate, whichever is higher at the time of commencement of internal work study.

This credit is given at the end of the contract upon graduation from the EBCC. This is our way of helping a student pay for his/her education.

## **ALCOHOL/DRUG POLICY**

Information on preventing drug and alcohol abuse is available in the college office and from educators as well. The proven unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the schools' activities will be permanently terminated as a student or employee.

Any student(s) suspected and proven to have controlled substances (drugs) and/or alcohol on the college premises or having indulged in, either prior to arriving or returning to college, will be permanently terminated as a student at EBCC. Advising (counseling) is available through the college and educators as well. Telephone numbers to necessary centers can be attained from the Director of Admissions.

A list of counseling treatment centers, or rehabilitation programs are available in the college office. If student is terminated based on the proven offense, the school will notify the student of the loss of Title IV eligibility within 5 working days. In order to regain eligibility, the student would need to apply for re-enrollment upon receiving counseling for drug and alcohol abuse and submit documentation from the agency/center. Local agencies may conduct programs at the college for the student/employees regarding alcohol/drug abuse information.

EBCC is in compliance with the Drug Free School and Communities act of 1989 (Public Law 101-226). All students and employees will receive informational classes on substance abuse, to include health risks and hazards.

#### **ANTI-DRUG AND ALCOHOL ABUSE PROGRAM REQUIREMENTS**

Alcoholic beverages are not allowed in any form at the School, and any student or employee that consumes alcoholic beverages immediately prior to coming into the school, will be suspended from training. The same rule applies to the use of marijuana and non-prescription drugs. EBCC insists on a "Drug-Free" atmosphere. Student's acknowledging, they have received a copy of this handbook/catalog are "in effect" signing a statement certifying that they understand the School's Drug Free workplace policy and will abide by it. The following is a copy of EBCC's Drug Free School and workplace statement. All students will be required to sign the statement prior to the first day of class.

#### **DRUG FREE SCHOOL AND WORKPLACE STATEMENT**

EBCC (hereinafter referred to as "this institution") has a policy of maintaining a Drug Free Workplace and School. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substance (drugs and alcohol) is prohibited in the institution's workplace. The workplace for this institution is defined in item #1 below.

1. In compliance with the Drug Free Workplace act of 1988, this institution's workplace consists of the following locations:
  - a. The entire campus faculty. Any location used as an off-site school function, i.e., competition, hair show, etc.
  - b. Students and employees must comply with the policy while off site if they are in the service of the institution in any capacity.
  - c. Any location used as an off-site school function, i.e. competition, hair show, etc.
2. Noncompliance with the terms in Paragraph 1 will result in the following action being taken by this institution:
  - a. Mandatory counseling, rehabilitation given by a Federal, State or Local Health, law enforcement, or other appropriate agency which is approved for purposes of chemical abuse counseling and rehabilitation. OR
  - b. Termination of enrollment, or employment, whichever is applicable, as well as referral for prosecution for violation of the standards of conduct.
3. All students and employees must read and understand the following statement:
4. Students receiving Title IV Federal Financial Aid and not complying with paragraph 1 will lose funding until completing counseling as described in #3 above. Once documentation of successful counseling or treatment is provided to the school, Title IV aid can be reinstated.

EBCC, by participating in the Title IV Federal Funds Program, must establish a policy of a Drug Free Workplace and as a student or employee of EBCC, one must acknowledge and agree to abide by the terms of Paragraph 1. Students or employees must notify the institution of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. In accepting this catalog, employees and students acknowledge this institution has established a Drug Free Awareness Program to inform students and employees about:

1. The dangers of drug abuse in the workplace
2. This institution's policy of maintaining a Drug Free Workplace
3. Any available drug counseling, rehabilitation, and assistance programs; and
4. The penalties that may be imposed upon students or employees for drug abuse violations occurring in the workplace.

In receiving this catalog, you acknowledge that you have read and understand the conditions explained in Item #4, have received a copy of this statement, and agree to willingly participate in the Drug Free Workplace Program. I also understand that I will receive informational handouts giving the names and phone numbers of the surrounding area drug and alcohol counseling agencies, a list of legal ramifications for misuse of controlled substances as well as information explaining the health risks involved in abuse of those substances.

## START DATES

### Cosmetology Course Class Start Dates / Subjects

#### STERLING COLLEGE - DAYS • 2023

START DATE	SUBJECT
January 9, 2023	Sculpture/Design
March 20, 2023	Color
April 24, 2023	Texture
May 29, 2023	Beauty Care
July 10, 2023	Sculpture/Design
September 18, 2023	Color
October 23, 2023	Texture
November 27, 2023	Beauty Care
January 8, 2024	Sculpture/Design

**NOTE:** If a holiday falls on the start date, the class will begin on the following day. Day classes begin every 5 weeks on Monday at 8:30am except for Sculpture/Design which is a 10-week cycle. Students attend 30 hours per week. Saturdays are mandatory for Core II and any Saturday absence will be made up on a Saturday.

#### ROCKFORD COLLEGE - DAYS • 2023

START DATE	SUBJECT
January 9, 2023	Sculpture/Design
March 20, 2023	Beauty Care

April 24, 2023	Texture
May 29, 2023	Color
July 10, 2023	Sculpture/Design
September 18, 2023	Beauty Care
October 23, 2023	Texture
November 27, 2023	Color
January 8, 2024	Sculpture/Design

**NOTE:** If a holiday falls on the start date, the class will begin on the following day. Day classes begin every 5 weeks on Monday at 8:30am except for Sculpture/Design which is a 10-week cycle. Students attend 30 hours per week. Saturdays are mandatory for Core II and any Saturday absence will be made up on a Saturday.

**ROCKFORD COLLEGE - NIGHTS • 2023**

START DATE	SUBJECT
February 6, 2023	Beauty Care
March 27, 2023	Sculpture/Design
June 26, 2023	Color
August 21, 2023	Texture
October 9, 2023	Beauty Care
November 27, 2023	Sculpture/Design
March 4, 2024	Color

**NOTE:** If a holiday falls on the start date, the class will begin on the following day. Evening classes begin every 7 weeks on Monday at 4:30pm except for S/D which is a 14-week cycle. Students attend 22 hours per week. Saturdays are mandatory for Core II and any Saturday absence will be made up on a Saturday.

**PERU COLLEGE - DAYS • 2023**

START DATE	SUBJECT
January 9, 2023	Beauty Care
February 13, 2023	Sculpture/Design
April 24, 2023	Color
May 29, 2023	Texture
July 10, 2023	Beauty Care
August 14, 2023	Sculpture/Design
October 23, 2023	Color
November 27, 2023	Texture
January 8, 2024	Beauty Care

**NOTE:** If a holiday falls on the start date, the class will begin on the following day. Day classes begin every 5 weeks on Monday at 8:30am except for Sculpture/Design which is a 10-week cycle. Students attend 30 hours per week. Saturdays are mandatory for Core II and any Saturday absence will be made up on a Saturday.

**Cosmetology Teacher 1000 Course Class Start Dates 2023 - STERLING, PERU, ROCKFORD – DAY CLASS**

**Cosmetology Teacher 500 Course Class Start Dates 2023 – STERLING, PERU, ROCKFORD**

**START DATE**

Start dates for Cosmetology Teacher depends on the demand in the industry

**NOTE:** If a holiday falls on the start date, the class will begin on the following day.

8 Months (1000 hours) 4 Months (500 hours)

30 hours / week

**CLASS SCHEDULES**

**Schedule For Cosmetology Full-Time Days Sterling/Rockford/Peru**

**Core I** Monday - Friday 8:30am - 3:00pm

**Core II** Tuesday - Friday 8:45am - 3:00pm

Saturday 8:00am - 3:30pm

All class schedules must be adhered to as outlined in the student’s enrollment agreement.

**Schedule For Cosmetology Full-Time Evenings**

**ROCKFORD**

**Core I** Monday - Thursday 4:30pm – 10:00pm

**Core II** Tuesday - Thursday 4:30pm - 9:30pm

Saturday 8:00am - 3:30pm

All class schedules must be adhered to as outlined in the student’s enrollment agreement.

## **Schedule For Cosmetology Teachers**

Student Educators may begin any Monday for approximately 30 hours a week. All class schedules must be adhered to as outlined in the student's enrollment agreement.

## **Nail Technology Class Start Dates/ Esthetics Class Start Dates (Rockford)**

### **DAYS CLASS •**

Start dates for Esthetics and Nail Technology depends on the demand in the industry.

**NOTE:** If a holiday falls on the start date, the class will begin on the following day. Future graduates of Nail Technology attend 20 hours per week. Future graduates of Esthetics attend 21 hours per week. Saturdays are mandatory.

## **Schedule Changes**

Schedule changes are allowed but not recommended during Core I. Each student is allowed one schedule change per enrollment agreement. For each schedule change thereafter, the student will be assessed a \$150.00 fee. Schedule changes are allowed based on student's record of attendance.

## **Career Considerations**

Educators of Beauty College of Cosmetology wants to ensure that students interested in pursuing a career in Cosmetology, Esthetics, Nail Technology, or Cosmetology Teacher, considers all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy working with the public and be able to follow a customer's direction
- Keep abreast of the latest hair, skin and nail care techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the program of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a stylist's chair, an esthetician's treatment bed or manicurist table
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly
- The practice of safety and infection control is essential for effective and successful performance within the industry
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa).
- Please see the last page of this catalog for more info.

## **Physical and Safety Demands of the Profession**

The institution educates students on the following physical demands essential to the beauty industry and employers. Students must be able to perform these demands, with or without reasonable accommodations (as appropriate), to participate in the program and become a graduate. Students must understand that as part of the program, there may be other necessary physical and safety requirements. If you require a reasonable accommodation to perform these demands, you must direct a written request with documentation, to the manager prior to enrollment.



Some products used in the cosmetology industry may cause an allergic reaction. If you have encountered allergic reactions or are concerned about a reaction, you should consult with your physician. In addition, the profession requires that you work with sharp and/or hot instruments which could cause injury. During instruction, students will be educated on how to work with instruments and the procedure for conditions in which blood may become present.

**EDUCATORS OF BEAUTY COLLEGE OF COSMETOLOGY STUDENT CATALOG ACKNOWLEDGEMENT**

I, \_\_\_\_\_, fully understand and have received a copy of, and commit to, each policy and guideline listed in Educators of Beauty College of Cosmetology 's Student Catalog as described above on this date, prior to receiving the enrollment agreement. I have also received web links to all published information on the Educator of Beauty's website to review consumer information/gainful employment disclosures including graduation and placement rates as well as median loan debts of Educators of Beauty College of Cosmetology graduates and safety and security reports.

---

**Printed Student Name**

---

**Student Signature**

**Date**

---

**Educators of Beauty College of Cosmetology Representative Signature**

**Date**

---

**Parent/Legal Guardian (student under 18)**

**Date**