



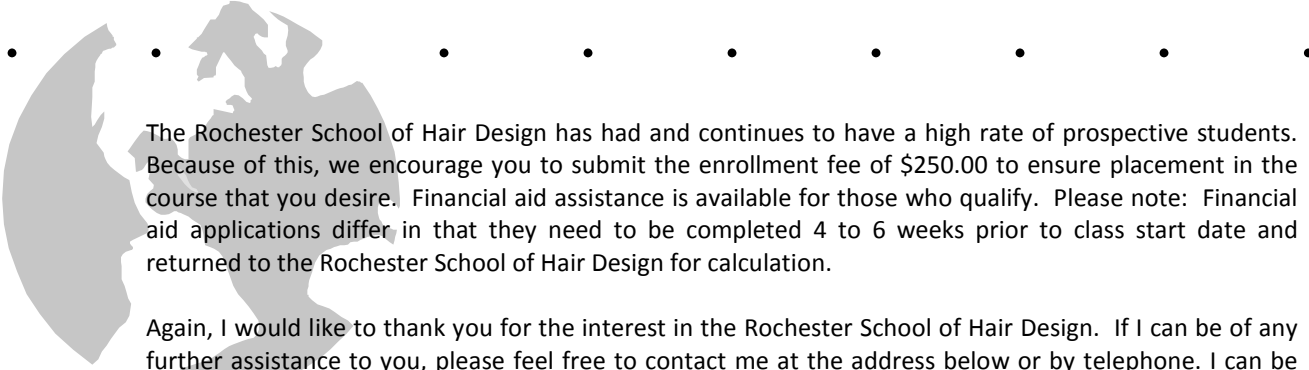
ROCHESTER SCHOOL OF HAIR DESIGN  
4229 Hwy. 52. N  
ROCHESTER, MN 55901  
507.285.3365  
507.292.9601 (FAX)

# ROCHESTER SCHOOL OF HAIR DESIGN

Thank you for your interest in the Rochester School of Hair Design.

A career in the cosmetology field offers limitless opportunities. The Rochester School of Hair Design prides itself on its reputation as an excellent learning facility. Our fully licensed staff is exceptional, dedicated to teaching the latest fundamentals and techniques in the industry today. The future of the cosmetology field is growing rapidly; beginning your career at the Rochester school of Hair Design will give you the foundation that you will need to pursue all of your cosmetology goals and aspirations.

You may find success in make-up artistry, hair or nail technology, owning a salon or using your training towards developing a product line, etc. A career in the cosmetology field is very exciting, challenging and always changing. You will make people look and feel better with the skills as a stylist, nail technician and skin care specialist.



The Rochester School of Hair Design has had and continues to have a high rate of prospective students. Because of this, we encourage you to submit the enrollment fee of \$250.00 to ensure placement in the course that you desire. Financial aid assistance is available for those who qualify. Please note: Financial aid applications differ in that they need to be completed 4 to 6 weeks prior to class start date and returned to the Rochester School of Hair Design for calculation.

Again, I would like to thank you for the interest in the Rochester School of Hair Design. If I can be of any further assistance to you, please feel free to contact me at the address below or by telephone. I can be reached at 507-285-3365, Monday through Friday, 8:30 a.m. to 5:00 p.m. I look forward to hearing from you soon!

Lisa Peterson, Owner/Manager  
Rochester School of Hair Design  
4229 Hwy 52 N.  
Rochester, Minnesota 55902

Changing the Way the World Does Hair.....



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## **MISSION STATEMENT**

Our mission is to graduate individuals with the skills and knowledge capable of licensure and the ability to succeed in the field of cosmetology. Our training will provide students with the confidence and skills as they enter their new career.

## **ADMISSION POLICIES**

Prospective students must provide us with a copy of a high school diploma, GED or legible transcript with graduation date clearly noted, a driver's license, and photograph. We do not accept students on the basis of his or her ability to benefit. If you are not able to obtain a copy of your high school diploma/GED, we will accept a notarized self-certification statement.

## **TRANSFER STUDENTS**

Transfer students and hours will be accepted on a case-by-case basis. Transcripts from the previous school must be received by RSHD before deciding a start date and to determine the exact hours of transfer. Tuition will be determined based on \$10.00 per hour rate of tuition.

## **NON-DISCRIMINATION**

It is the school's policy not to discriminate on the basis of sex, age, race, color, religion or ethnic origin in its admissions.

## **NON-RECRUITMENT**

It is the school's policy not to recruit students who are already attending another school with a similar course of study.

## **COURSES OFFERED**

Cosmetology:	1550 hours
Nail Technology:	350 hours
Refresher:	40 hours

## **SCHEDULES**

We offer a **full time schedule** where you are contracted to attend 40 hours per week, but can come a maximum of 48 hours once you complete basics. The course will take approximately 11 months to complete.

We also offer **night classes (part-time schedule)** for a maximum of 20 hours per week. This part-time schedule enables student to work during the days and will take approximately 20 months to complete.

## **CLASS START DATES**

The following is a list of class dates for the 2011 school year in Cosmetology and Nail Technology courses.

January 9, 2012  
February 27, 2012  
April 16, 2012  
June 4, 2012  
July 30, 2012  
September 17, 2012  
November 5, 2012

\*Evening classes available starting February 28, 2012 and September 18, 2012.

## **HOLIDAYS**

School is closed on the following days:

Week of July 4<sup>th</sup>

December 24<sup>th</sup>-January 2<sup>nd</sup>

National Holidays (Memorial Day, Labor Day, Thanksgiving, Christmas, New Years)



**COURSE COSTS**

Enrollment Fee:	\$ 250.00
Tuition:	\$11,250.00
<u>Kits, Supplies, Book:</u>	<u>\$ 1,000.00</u>
Total:	\$12,500.00

**PAYMENT PLANS**

You are required to make the following payments each month: \$250.00 Enrollment Fee, \$2500.00 the first day of class and \$850.00 each month until the balance is paid. There are funding resources available including state grants and self-loans. Please see Mrs. Peterson for more specific information concerning these outside funding resources.

**NAIL TECHNOLOGY COURSE**

350 HOURS	3 MONTHS – FULL TIME
	6 MONTHS – PART TIME

The 350-hour course studies of nail care and laws/rules pertaining to cosmetology schools. The first 50 hours are pre-clinical training of essential service skills in chemistry, electricity/light, and sterilization, all of which are related to the Nail Technology field.

**COURSE OBJECTIVES**

Our goal for the nail technical graduate is poise, appearance and quality workmanship so that they are capable to enter any position in the field of nail technology.

**GRADUATION REQUIREMENTS**

Upon completion of the following, the student will receive a diploma:

- Minnesota's minimum service requirements
- Pass all exams with 75% or above
- Dropping below 75% will require retesting
- 350 hours in instruction of nail technology
- Fulfillment of enrollment contract
- Skill certification as required by the state of Minnesota
- Students will be given up to 3 months to complete course work for full time and 6 months for part-time.

<b>MINIMUM REQUIRED NUMBER OF</b>	<b>HOURS</b>	<b>SERVICES</b>
Manicuring	175	50
Artificial Nails and Tips	75	100
Minnesota's laws and rules professional ethics, effective communication & human relations, compensation packages, licensing requirements, fundamentals of business management	25	
Anatomy, dermatology, electricity/lights	50	
Sanitation, sterilization, and safety procedures	25	
<u>Chemistry</u>	<u>25</u>	
<b>TOTAL HOURS/SERVICES</b>	<b>350</b>	<b>150</b>

**COURSE COSTS**

Enrollment Fee:	\$ 250.00
Tuition:	\$ 2,725.00
<u>Kits, Supplies, Book:</u>	<u>\$ 525.00</u>
Total:	\$ 3,500.00

**CAREER OPPORTUNITIES IN THE COSMETOLOGY FIELD**

Hair Stylist	Nail Technician	Instructor
Salon Manager/Owner	School Manager/Owner	Product Representative
Guest Artist	Platform Artist	Independent contractor
Research Cosmetologist	Make-Up Consultant	Product Buyer

**FINANCIAL AID SOURCES*****Federal Financial Aid***

You may apply for Federal Financial Aid by stopping in our Financial Aid office and speaking with Kathy Christianson. Kathy can also be reached by phone (507-285-3365). You can also apply online by visiting [www.fafsa.gov](http://www.fafsa.gov).

***Pell Grant***

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor's or a professional degree. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.

(This information is directly excerpted from <http://studentaid.ed.gov/PORTALSWebApp/students/english/PellGrants.jsp> )

***Payment Plans***

You are required to make the following payments each month: \$250.00 Enrollment Fee, \$1500.00 the first day of class and the entire balance is due on the second month of class. There are funding resources available including state grants and self-loans.

***Minnesota State Grants***

Minnesota State Grants will be awarded to qualified enrolled students based on actual hours attended. Eligible students must maintain a minimum of 30 hours per week (30 in scheduled 40 hour week) to receive a 100% calculation. The Nail Technology Course received a pro-rated amount of state aid.

To apply for a grant, the student may go on line to the FAFSA site or obtain a FAFSA form from the school office. After completing the form and mailing it, allow six weeks for processing. If done online, allow a few days. Payment from state grants are made out to the school, the school then credits the student account issuing a voucher to the student. Disbursements are usually made in three payments.

***Self-Loans***

The SELF loan is a variable rate loan offered through the Minnesota Office of Higher Education. Students will apply for this to supplement the Minnesota Grant money.

Please see Mrs. Peterson for more specific information concerning these outside funding resources.

## **TERMINATION POLICY**

The school reserves the right, without recourse on the part of the student, to suspend or terminate their course of study at any time for the following reasons:

- Conflicting with the school's moral standards
- Conflicting with the school's disciplinary principles
- For habitual or unexcused absences
- Failure to apply themselves to classes
- Unable to maintain satisfactory progress
- Absent for 30 consecutive days

## **LICENSING AND ACCREDITING AGENCIES**

The Rochester School of Hair Design is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 141.21 to 141.32. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education  
P.O. Box 64449  
St. Paul MN, 55164-0449

Rochester School of Hair Design is licensed by:

MN Board of Barber & Cosmetology Examiners  
2829 University Ave., SE #710  
Minneapolis, MN 55414  
651.201.2742 (phone)  
612.617.2601 (fax)  
<http://www.bceboard.state.mn.us>  
[bce.board@state.mn.us](mailto:bce.board@state.mn.us)

Rochester School of Hair Design is seeking accreditation from:

NACCAS  
4401 Ford Ave., Suite 1300  
Alexandria, VA 22302  
703.600.7600 (phone)  
703.379.2200 (fax)  
<http://www.naccas.org>  
[webinfo@naccas.org](mailto:webinfo@naccas.org)

## **MEMBERSHIPS**

National Cosmetology Association  
Minnesota Association of Cosmetology Schools

Minnesota Cosmetology Association

## **POLICIES AND SERVICES**

### **Attendance**

Students are expected to attend school regularly and promptly. In case of extenuating circumstances, the school office must be contacted for the student to be considered excused. If a student calls in it is considered an excused absence. If they do not call in, it is considered unexcused. Unexcused absences will not be tolerated. A student must maintain an average of thirty-six hours per week to be considered full-time

## **Tardy**

If a student is late twice in one week and does not notify the instructor of their absence, they are not permitted to come to the school one day of the school's choosing. If this continues to happen, then the student will not be permitted to come for 2 days of the school's choosing. After that it will be one full week of not being able to attend. Finally, if the problem is chronic, then students will be put on a leave for 90 days.

## **Drug and Alcohol Policies**

RSHD is a chemical free campus. Under no circumstances are controlled chemicals allowed in the premises or are you allowed to be under the influence of any controlled chemical substance while attending during regular business hours. RSHD believes in preventing and maintaining a chemical free campus. There are posted phone numbers for local facilities which provide drug prevention and counseling. All students are also required to sign a contract on their first day of attendance agreeing to be chemical free while attending RSHD.

## **Leave of Absence**

A leave of absence (LOA) is a period of time approved by the school during which the student is not in attendance but is considered to be enrolled. The total number of days for all LOA's must not exceed 180 days in any 12-month period. The student's contract end date will be extended out the same number of days as the leave. The institution may not assess the student any additional charges, the schools' financial need may not increase and the student is not eligible for any additional state financial aid due to the LOA. If a student does not return from a LOA, he or she will be terminated.

## **OWNERSHIP**

The school is owned by Rochester School of Hair Design, Inc.

## **STAFF AND FACULTY**

Lisa Peterson	School Owner/Manager
Kathy Christianson	Day Manager/Instructor
Karen Culhane	Instructor
Stacy Klennert	Night Manager/Instructor
Sarah Johnson	Instructor

## **PRIVACY POLICIES**

**Access Rights:** The school will provide any student (or, if a minor, the student's parent or legal guardian) the opportunity to review the student's educational records, and to seek correction of any inaccurate information contained within. To review your file, you must speak with a school administrator.

**Release of Information to a Third Party:** The school will not disclose information from any student record to unauthorized persons without the signed written consent of the student (or the student's parent or legal guardian if the student is under the age of 18.) This policy relates to all information, which is personally identifiable and may not be altered without the signed written permission of the student. Student records are safeguarded in fire-resistance file cabinets at our Administrative Office. Exceptions include records under subpoena as required by law, the accrediting body for accreditation purposes, and designated staff members.

Schools may also disclose, without consent, "directory information" such as student's name, address and phone number of student, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of an eligible student to request that the school not disclose that information about them.

## **Family Educational Rights Prevention Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a [United States federal law](#) codified at [20 U.S.C. § 1232g](#), with implementing regulations in title 34, part 99 of the

[Code of Federal Regulations](#). The regulations provide that educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education must provide students with access to their education records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. With several exceptions, schools must have a student's consent prior to the disclosure of education records. Examples of situations affected by FERPA include school employees divulging information to anyone other than the student about the student's grades or behavior, and school work posted on a bulletin board with a grade. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

This privacy policy also governs how state agencies transmit testing data to federal agencies. For example see [Education Data Network](#).

The law allows students who apply to an educational institution such as [graduate school](#) permission to view recommendations submitted by others as part of the application. However, on standard application forms, students are given the option to waive this right.

FERPA specifically excludes employees of an educational institution if they are not students.

(This passage is directly extracted from [http://en.wikipedia.org/wiki/Family\\_Educational\\_Rights\\_and\\_Privacy\\_Act](http://en.wikipedia.org/wiki/Family_Educational_Rights_and_Privacy_Act))

## **SCHOLARSHIPS**

There are various outside scholarship resources available. Please see Mrs. Peterson for more specific information.

## **REFUND POLICY**

1. An applicant rejected by RSHD shall be entitled to a refund of all monies paid.
2. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing, within three business days of the signing of the enrollment contract, all money collected by RSHD will be refunded within 45 days. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the RSHD administrator in person. This policy applies regardless of whether or not the student has actually started training.
3. If the student cancels after three business days, but prior to starting class, a full refund less the \$250 enrollment fee will be refunded.

4. If a student has entered classes the following minimum tuition refunds shall be made.

Percentage of total program represented by the hours of training completed	Maximum amount of total tuition school shall receive or retain.
0 - 4.9 percent	20 percent
5 – 9.9 percent	30 percent
10 – 14.9 percent	40 percent
15 – 24.9 percent	45 percent
25 – 49.9 percent	70 percent
Over 50 percent	100 percent

5. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in RSHD. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student, or formal termination by RSHD, which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date that the student informs the school that he or she will not be returning, or the documented date of return.

6. If RSHD 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.
7. If a course is cancelled subsequently to a student's enrollment, the school shall at its option:
  - (1) Provide a full refund of all money paid, or (2) Provide completion of the course, if mutually agreeable at another location.
8. In the case of illness or disabling accident, death in the immediate family or other circumstances beyond the control of the student, RSHD will make a settlement which is reasonably fair to both RSHD and the student.
9. The technical kit and instructional books become the property of the student if terminated or if the student leaves RSHD for any reason (provided that the student has paid for such materials).

#### **VETERANS REFUND POLICY**

If the student receives veteran's benefits for attendance in a state or federally approved course, withdraws or if the student is terminated at any time prior to completion, that student receives a refund of all tuition fees and other charges which exceed a pro-rated portion of the total charges. The pro-rated portion is determined by the ratio of the number of days or hours of instruction completed to the total number of instructions days or hours in the course, in accordance with Chapter 36, Title 38 US Code Section 1776. An established registration fee in an amount not to exceed \$10 need not be subject to pro-ration. Where the established registration fee is more than \$10, the amount in excess is pro-rated.

#### **RETURN TO TITLE IV POLICY**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student does not begin training, R2T4 formula does not apply.

If a student wishes to withdraw, the student's withdrawal date is the date the school received notice from the student that they are withdrawing, or their last day of physical attendance.

The school's determination that a student is no longer in school for withdrawal is determined after 14 days of non attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans, or Plus Loans and withdraws on or before completing 60% of the payment period.

The percentage of Title IV aid earned is equal to the percentage of the payment periods that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of the Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement.

Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will

be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

The following Title IV refund distribution is used for all FA students due a refund:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Unsubsidized Direct Stafford Loan
4. Subsidized Direct Stafford Loan

Refunds will be made to the federal programs no later than 45 days of the date of determination, but will be made within 30 days to comply with state or accrediting requirements.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

#### **TRANSFER OF CREDIT POLICY**

RSHD adheres to the rules set in place by the Minnesota Board of Cosmetologists Examiners regarding transfer students as stated\*:

When a student had paid or made arrangement to pay all applicable tuition fees to a school, that school shall certify a student's hours to another school within ten days of the student's written request. The former school may charge a nominal fee for providing this certification and transfer of hours.

\*Excerpt from Minnesota Board of Cosmetologists Examiners, Cosmetology Rules 2110.0700 "Transfer Students"

#### **MAKE-UP POLICY**

If you miss a test, you must make arrangements with your instructor to retake the exam. If you miss a particular class, you will have to wait and make that class up when it rotates again through the curriculum.

#### **HOUSING**

The school does not offer any housing.

#### **EMERGENCY RESPONSE AND EVACUATION**

If in the event of an emergency, all students and staff are to proceed to the closest exit and meet across the street in the parking lot of the Microtel Motel. Once there, roll call will be taken to ensure the safety of students and staff.

#### **ADVISING**

The staff at Rochester School of Hair Design wants to help you as you progress through the course. We will be happy to discuss with you any concern or problems relating to your academics or attendance. We also have a list of outside counseling references for problems/concerns outside our areas of expertise.

#### **JOB PLACEMENT POLICY**

Students who complete their training and are willing to work cooperatively have been successful in securing an enjoyable and rewarding job after graduation. The school will assist students in their job pursuit. Students should remember that their record in classes, grades and attendance usually affect job placement and wages. Job placement services include: regular board postings of job openings, help with résumés and cover letters, career counseling, job search strategies, community connections, help locating position openings, etc. Records are kept of salons needing graduates. Interviews with prospective employers are arranged as needed. The school however, does not and cannot guarantee employment.

## GRADING SCALE

Clinic work is merely counted towards total services completed but is not counted in the overall GPA. Practical work is assessed at scheduled intervals throughout the course while theory is tested after each chapter. Practical and theory work are graded based on the following scale:

100-90	=	A
89-85	=	B
84-80	=	C
79-75	=	D
Below 74	=	FAIL
0	=	Unsatisfactory
1	=	Satisfactory

## EXTRA INSTRUCTIONAL CHARGE

For a student who exceeds his or her contract end date, a \$10.00 per hour fee will be assessed until completion of the course.

## RULES AND REGULATIONS

### *Dress Code*

1. A black, long sleeved smock must be worn at all times with no holes, stains and clean with two buttons fastened. ( Short sleeved smocks are available for purchase)
2. Shoes must be professional and well kept. Tennis shoes are allowed, but must be clean and all white in color. No "Flip Flops". If wearing open toed shoes your toes must be freshly polished.
3. A name tag must be worn at all times. If you lose or misplace your name tag, you have one day to purchase a new one, at a cost of \$10.00.
4. JEANS ARE ALLOWED ON DESIGNATED "JEAN DAY" ONLY, which is Friday's. Also, no sweat suits, parachute, wind, spandex, or flannel pants.
5. Hair must be dried 100% (not damp) and styled before 8:25 a.m.
6. Slacks, skirts or shorts are to be black in color and they cannot be touching the floor nor have fringes or holes, this includes jeans.
7. Do not wear t-shirts, sweatshirts, hoods, or clothing with brand names or logos across the front.
8. Normal ear piercing and appropriate facial piercing must be clear, flat plugs.

Failure to follow the above dress code will result in a loss of hours. You will be asked to change your clothing and return to school in proper attire. If you fail to comply with the dress code in excess of three times, you will be suspended and/or expelled.

### *Client Slips*

Client slips must be filled out legibly and accurately. The receptionist will complete the client's name, service, and time of appointment. An instructor will initial the final check and write the total charge. You must accompany the client to the reception desk for checkout.

### *Telephone*

Cell phone and pagers are welcome, but are to be used on lunch time only. At no time are pagers or cell phones permitted in the classroom or on the clinic floor. Suspension will result for students using the business telephone for personal use.

### *Cost of Services for Relatives*

If you provide a service for your immediate family, this includes your parents, siblings, spouse, children, grandparents and/or fiancée; a \$2.00 discount will be applied.

### **Sanitation**

Please cooperate by keeping the school clean and neat at all times. Each student will have a sanitation to be completed between 4:30 and 5:00 p.m. each day

1. An instructor will check your sanitation at the end of the day. You are responsible for keeping your assigned station, client chair, and station mirror clean and free of hair and debris.
2. If you see that a student needs help, please offer to assist them in their sanitation.
3. EMPTY AND CRUSH all pop cans before putting them into the garbage can marked "for cans only".

### **Clinic Floor and Work Stations**

1. Student refusal to perform a service on a client will result in suspension from school.
2. While performing services, refrain from visiting with other students and clients. When you do not have a client, do not bother your neighbor's client.
3. All free time on the clinic floor should be used wisely. Practice your technique(s) and study, time goes by quickly, pre-certification starts at 775 hours.
4. Keep all personal belongings in your locker. Do not bring personal items out onto the clinic floor; this includes purses, backpacks, cell phones and pagers.
5. No photographs are allowed on or near your stations.
6. You must follow the attached station disinfecting procedures. Not following correct procedure will result in a "warning" on the sanitation board.
7. Food and drink are **not** allowed on the clinic floor. This is a State Law. (It is permissible to have food and drink, within reason, when you are working at the desk.)
8. Items that are left unclaimed on the clinic floor will be withheld for 24 hours.
9. Magazines are for clients, if you read a magazine try to look at styles and salon literature that is educational.
10. Make sure all garbage ends up in the garbage; push the trash down as needed.

### **Reception Desk**

We will be training all students to work at the front desk as a receptionist. Only instructors and the student assigned to the desk are allowed behind the desk. Each student is responsible for professionally answering the telephone and communicating with the clients. Only the student working the desk and instructors are permitted to use the telephone. BEING AT THE DESK IS A PRIVILEGE. DO NOT ABUSE IT! Listed below are general guidelines for you to remember while working at the desk.

1. All "request clients" must be indicated by placing an "R" next to their names. Please highlight the "R" and circle it.
2. All appointments are made in PENCIL ONLY!
3. Check the readout on the phone for messages.
4. Personal telephone calls are not allowed at the desk.
5. Take messages for students; be sure they receive them in a timely manner.
6. Students are not allowed to take clients if they scheduled to work the desk or in dispense.
7. Do not book appointments beyond the date(s) the appointment books are made out to.
8. Students that call in need to be referred to an instructor, call in after 8 a.m.
9. Remember, the desk is where we make our first impression, be professional at all times. Any conflicts need to be addressed in the office, away from students and clients.
10. Reading, polishing your nails and styling mannequins are not allowed while at the desk.
11. Please straighten the desk and dust the shelves, keeping the area clean and free of clutter. The desk is your sanitation for that day.

### **Dispensary**

Each student will be assigned to work in the Dispense. Only the student assigned to Dispense and instructors are allowed in the Dispensary. Your duties consist of the following:

1. Dispense will be locked by an instructor after school hours.
2. A student will be assigned to give you your dinner break. You must NEVER leave Dispense unattended at any time!
3. Those waiting for supplies, please be patient. Use the front window.

4. The student working in the Dispense will be responsible for all P/W's, nail polishes, nail supplies, and make-up. All items are inventoried on a daily basis. Be sure you keep accurate records of all items checked out. Make sure students return all nail supplies and make-up. At the end of the day, an instructor will inventory all items in the dispensary. You are financially responsible for anything missing.
5. Laundry is priority! All soiled towels must remain in a covered container until laundered. Check the following towel containers regularly as towels can pile up quickly: clinic floor by sinks, clinic floor silver can, facial rooms and hands-on classroom. After folding the towels, place them in the shelves on the clinic floor, in the facial room containers or hands-on classroom. Be sure to clean the lint filter after each dryer load.
6. Monday- Disinfect yellow, blue, and pink rods.
7. Tuesday- Disinfect gray, white, and purple rods.
8. Wednesday- Disinfect peach and all larger sized rods.
9. Thursday- Disinfect all boomerang, rollers, and the hairnets.
10. Friday- Clean and dust everything; dust all shelves, washer and dryer, and vacuum and clean under the counter.
11. Keep the one gallon disinfectant container full at all times. Read the manufacturer's directions on safe handling and mixing.
12. The assigned student will remain in Dispense until 5:00 p.m. Another student will complete you sanitation. The student in Dispense will do the following:
  - a. Complete the Dispense Sanitation Duties listed on the Dispense sheet.
  - b. Start the last remaining load of towels before leaving for the day.
13. Dispense is an assignment just like any other day. You are not allowed to perform services on yourself or your fellow students. Students not assigned to Dispense are not to be behind the counter for any reason.

#### ***Lunches and Breaks***

1. You receive two 15 minute breaks each day. Your breaks must not take place within ½ hour of your dinner break or ½ hour before the end of the day. Breaks are your responsibility. If you see that you are not going to get a break, please talk to an instructor as soon as possible. You must remain on school property while on your 15 minute break. Smoking is not allowed anywhere in the building. There is a smoking area outside the back entrance to the school. Smokers are responsible for keeping this area clean, please use the container provided for your cigarette butts. If this area becomes an eyesore, all smoking will have to be done off school property.
2. You are allocated ½ hour dinner break each day. If you need to change your lunch break, you must notify the desk person and an instructor so the changes can be reflected in the appointment book. If you miss your lunch break due to a mix up in client scheduling or a situation beyond your control, let an instructor know as soon as possible. Please keep the lunch area clean, pick up after yourself. **Note:** If you are in school for 6 or more hours you are required to take a 30 minute break, let an instructor know if you have not received one.

#### ***General***

1. Drugs, alcohol, and the use of profanity are prohibited during school hours.
2. Check in each morning at the front desk, making note of your scheduled dinner break. Check this periodically- it can change.
3. Students are required to conduct themselves in a professional manner at all times. You must comply with State and School regulations.
4. A positive attitude and professional appearance is vital.
5. You are required to have an instructor check your services before the client can leave your chair. The instructors are here to help and guide you, take advantage of their knowledge!
6. Each student is responsible for their belongings to include equipment, books, and supplies. Any student taking equipment not belonging to them will be terminated from school. You are responsible for having all your tools and equipment readily available for use everyday.

7. All personal products that you choose to bring to school must be professional products only. This means no over the counter products please!!

### **Customers Files**

No chemical services (chemical relaxers, colors, permanent waves, artificial nails) can be performed without a Release Form being completed and signed by the client receiving the service(s). You are required to get five-minute checks by an instructor for all chemical services. Turn in the release form to the desk to be filed.

### **Examinations**

All basic theory examinations and pre-clinical work must be completed satisfactorily prior to being assigned to the clinic floor. If you have attended 1550 hours and are eligible for graduation, but have failed any written examinations and practical requirements, you will be required to pay (the contract amount) for the remaining hours it takes you to complete the eligibility requirements for graduation

### **Attendance and Daily Sheets**

There will be roll call at 8:30 a.m. You are to be at your stations or the basic students at the shampoo chairs. Your time is calculated based on 15-minute intervals.

1. You will need to inform the manager two weeks in advance of all requested time off for personal needs. There are forms at the front desk for you to fill out.
2. If you are excused to leave early, you must complete your sanitation and have your hour sheet signed by an instructor and check out with the receptionist.
3. Cosmetology students can receive 20 days (160 hours) off per course, manicurists are allowed 4 days (32 hours). Please remember that using this time will extend your enrollment to over 12 months versus 11 months. You are allowed two leaves of absence per course, 30, 60, or 90 day leave.
4. After 5 suspensions (per course), you will be suspended for one week. Any violation thereafter, you will be suspended for 90 days.
5. All stamp sheets and monthly sheets are property of the school. **DO NOT TAKE THESE DOCUMENTS HOME...Note: ALL FORMS MUST BE COMPLETED IN PENCIL ONLY!!!**

### **Office**

The office is for office personnel only, the door is usually open. If it is closed, please knock before entering. All items and paperwork are confidential. You are welcome to look at your file, but you need an instructor present.

## **SATISFACTORY PROGRESS**

**WHAT IS IT?** Satisfactory progress is defined as fulfilling what is expected of you as you move towards graduation at the Rochester School of Hair Design. This policy is established and maintained for all students attending RSHD regardless of funding source (cash, scholarship, state grant, self-loan, Title IV, etc. *(\*the school is not yet eligible for Title IV funds)*). All students must maintain a 75% cumulative rate of attendance and a 75% cumulative academic rate.

1. Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds\* (\*school is not yet eligible for Title IV funds).

### **2. Attendance Progress/Maximum Time Frame**

All students must maintain a 75% rate of attendance and complete the course is 1.33% of the contracted course length. What this means is, if you are contracted to come 40 hours per week, you must at least attend and average of 30 hours per week in order to be considered to be in satisfactory progress. A leave of absence may extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Students will return to the school in the same

status at which they departed. Please note that even if you are in satisfactory progress, this does NOT mean you are exempt from over-contract fees.

Maximum Time Frame

The maximum time frames are as follows:

	<u>Normal Time Frame</u>	<u>Maximum Time Frame</u>
Cosmetology (Full Time)	11 months	14.66 months
Cosmetology (Part Time)	22 months	26.66 months
Nail Technology (Full Time)	3 months	4 ½ months
Nail Technology (Part Time)	6 months	7 months

3. **Academic Progress**

Students are evaluated in theoretical performance by means of a written exam. A written exam follows each unit of theory study. Students are evaluated in practical skill development throughout the entire course of study based on criteria that are converted to a percentage grade. The clinic floor work is not factored into the GPA.

4. **Grading Scale**

Clinic work is merely counted towards total services completed but is not counted in the overall GPA. Practical work is assessed at scheduled intervals throughout the course while theory is tested after each chapter. Practical and theory work are graded based on the following scale:

100-90	=	A
89-85	=	B
84-80	=	C
79-75	=	D
Below 74	=	FAIL
0	=	Unsatisfactory
1	=	Satisfactory

5. **Determination of Progress**

The Cosmetology students will be evaluated for satisfactory academic and attendance progress at the following actual hour intervals: **240, 775, 1350, and 1550**

The Nail Technology students will be evaluated for satisfactory academic and attendance progress at the following actual hour intervals: **80, 310, and 350**

Students meeting the minimum requirements for attendance and academic progress will be considered to be making satisfactory progress until the next scheduled evaluation. Students must meet both the attendance (75%) and academic (75%) minimum requirements on at least one evaluation by the midpoint of an academic year or midpoint of the course, whichever comes first.

Students failing to meet minimum progress requirements will be placed on probation for one month. During this probation, students are considered to be making satisfactory progress and financial aid funds\* will be disbursed to eligible students.

At the end of the first probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress and probation will be lifted. If the student fails to meet minimum requirements, the student will be placed on probation for an additional month. During this probation period, students are still considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students.

If at the end of this second probationary period, the student is determined as not to be making satisfactory progress, he/she will be placed on a third probationary period and are still considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students. In order to be deemed in satisfactory progress at the end of this third probationary period, a student must have brought their cumulative average hours and grades up to the requirements mentioned above.

If at the end of the third period of probation the student has not achieved satisfactory progress, he/she may lose eligibility for Title IV funds and be terminated from the school. NOTE: Nail Technician students are only allowed one probationary period before they will be terminated for not maintaining satisfactory progress.

**6. Leaves of Absence**

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

**7. Appeal Process**

Students who fail to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the school owner, along with any supporting documentation, reasons why the decision to terminate should be reversed and a request for a re-evaluation of progress. This appeal must be received within five (5) business days. Should a student fail to appeal this decision, the decision to terminate will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's instructors, and the school owner. A decision on the student's appeal will be made within three (3) business days and will be communicated to the student in writing. This decision will be final.

**8. Reinstatement of Funds**

Should a student prevail upon his/her appeal and be determined as making satisfactory progress, the student's satisfactory progress status will be reinstated and/or he/she will be re-entered in the course and financial aid funds\* will be reinstated to eligible students.

**9. Course Incompletes, Repetitions, Non-Credit Remedial Courses**

Course incompletes, repetitions and non-credit remedial courses have no effect on progress at this school.

**CAMPUS SECURITY**

In 1990, Congress enacted the *Crime Awareness and Campus Security Act* (Title II of Public Law 01-542), which amended the *Higher Education Act of 1965* (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. Campus security and safety are important issues in postsecondary education today. Providing students nationwide with a safe and environment in which to learn and keeping students, parents, and employees will informed about campus security are goals that have been voiced by many groups. These goals were advanced by the Crime Awareness and Campus Security Act of 1990. The U.S. Department of Education (ED) is committed to ensuring that postsecondary institutions are in full compliance with this act, and that the enforcement of the act remains a priority.

**COMPLAINT POLICIES**

The Rochester School of Hair Design is committed to providing a safe and productive work environment, free of threats to the health, safety and well-being of out students. These threats include, but are not limited to, harassment, discrimination, violations of health and safety rules and violence.

Any students who witnesses or is subject to inappropriate conduct in the workplace may complain to Lisa Peterson or to any instructor. Any instructor, who receives a complaint about, hears of or witnesses any inappropriate conduct is required to immediately notify Lisa Peterson. Inappropriate conduct includes any conduct prohibited by our policies about harassment, discrimination, discipline, workplace violence, health and safety, and drug and alcohol use. In addition, we encourage students to come forward with any workplace complaint, even in the subject of the complaint is not explicitly covered by our written policies.

We encourage you to come forward with any complaints immediately, so we can take whatever action is needed to handle the problem. Complaints must be submitted in writing and a decision will be made in 10 working days. All complaints will be handled as confidentially as possible

We will not engage in or allow retaliation against any student who makes a good faith complaint or participates in an investigation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, report the conduct immediately to Lisa Peterson.

***Our doors are open to you***

We want to maintain a positive and pleasant environment for all of our students. To help us meet this goal, the Rochester School of Hair Design has an open-door policy, by which students are encouraged to report school-related concerns. If something is bothering you, or if you have a question, concern, idea or problem related to school, please discuss it with an instructor as soon as possible. We encourage you to come forward and make your concerns known to the school. We can't solve the problem if we don't know about it. If you have further complaints you may contact:

STATE OF MINNESOTA  
BOARD OF COSMETOLOGISTS EXAMINERS  
2829 UNIVERSITY AVE. SE#710  
MINNEAPOLIS, MN 55414

NACCAS  
4401 FORD AVE. #1300  
ALEXANDRIA, VA 22302  
703-600-7600

**COPYRIGHT INFRINGEMENT**

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 the 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.

A copy of the Title 17, United States Code, Sections 504 and 505 may be obtained upon request, but may take up to five business days to be produced.

(Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws obtained from [www.kent.edu/is/security/copyright/federal-copyright-law.cfm](http://www.kent.edu/is/security/copyright/federal-copyright-law.cfm) )

**GRADUATION AND COMPLETION RATES**

On Time Graduation Rates for students enrolled during the most recent award year: 100% of students who were scheduled to graduate between 7-01-2010 and 6-30-2011 graduated “on time”. This is defined as maintaining at least 75% attendance throughout the program

**JOB PLACEMENT RATES**

Job placement rates for completing the program: From our most recent graduate report, from the calendar year of 2010, 73% of the completing graduates were placed immediately upon graduation.

**MEDIAN LOAN DEBT**

The median Title IV loan debt for students enrolled in school during the 2010/2011 award year (07/01/2010 – 06/30/2011) was \$7,500.00.