

Charleston School of Beauty Culture



**514 – 50th Street
Charleston, WV 25304
(681) 265-0981 / (304) 346-9603**

This School is Nationally Accredited by the
National Accrediting Commission of Career Arts & Sciences



Date of Publication
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MISSION STATEMENT

The overall mission of our institution is to provide education and training to our students, which will enable them to successfully pass their state board exam, obtain licensure and become successfully employed in the industry.

The instructional staff possesses the skills required to provide necessary training, and we aspire to produce capable, productive stylists, barbers, aestheticians and nail technicians that exhibit the determination, skills, ability and the desire to succeed in the salon environment.

Each student will not only receive instruction and exposure to essential technical skills and equipment, but also the opportunity for hands on, supervised work with the public.

Our goals and objectives are the following:

- To teach our students cosmetology and barber history as it pertains to today's profession.
- To provide exposure to the role of the professional cosmetologists, hairstylists, aestheticians, nail technicians, and barbers including opportunities for supervised practical "hands-on" work.
- Help our students to gain an overview of what knowledge and skills are required to master the techniques in their chosen profession.
- To offer students an opportunity for exposure to up-to-date products and styling techniques.
- Help our students to obtain a basic understanding of what is included within the scope of cosmetology, barbering, aesthetics, and manicuring.
- To teach our students the components of the proper attitude that a professional cosmetologist, hairstyling, aesthetician, nail technician, and barber should have to be successful.
- To build a solid foundation of education and technical skills.
- Teach our students the proper function of all equipment and implements used in their profession.
- Motivate the students to develop all of their artistic talent.
- Teach our students sound business practices, all aspects pertaining to salon management.
- Teach our student good industry ethics.

Through re-evaluation and reassessment of our goals and objectives, we hope to continue improving the quality of the education offered at our institution.

OUR FACILITIES

The clinic area consists of working stations where the student works on customers under the direct supervision of an instructor.

A private office is available for interviewing and counseling students.

The Charleston School of Beauty Culture is located at 514 50th St. SE: Charleston, WV 25304. We feature over 11,000sq. feet of established facilities, dedicated to the individual training of Cosmetologists, Aestheticians, Nail Technicians and Barbers, with four complete classrooms, a Practical lab for each program, student lounge areas, four private offices, and a spacious waiting area. The school has just been renovated and all new equipment has been purchased for the training of our students

Theory classrooms consist of visual aids such as charts, DVDs and white boards to aid the students in learning the theory and practical portions of Cosmetology/Barber and Manicuring and Nail techniques.

A library for student use is located on the second floor level.

Practical classrooms are furnished with working stations for the students in learning the practical aspects of the techniques of basic hairstyling on their manikins.

The school also sets up their calendar year to include guest artists who are specialists in their field. Such companies represented are Joico, Wella, and Icon Shears; and representatives from local salons visit our school to represent their various salons for hiring purposes. These include salons like JC Penny's, Supercuts, Ultra. Distributors such as Salon Centric, CosmoProf and Paul Mitchell conduct special classes that the students may purchase tickets and receive the latest training, hair coloring and product knowledge, and hair cutting.

OUR STAFF

Mrs. Judy Hall	Manager & Instructor
Mr .K.Gene Nelson	Admissions Officer & Instructor
Mr. Stephen Hall	Financial Aid Dir. / MIS Officer
Ms. Melani Williams	Cosmetology Instructor
Ms. Courtney White	Barber & Cosmetology Instructor
Ms. Cheri Bishop	Cosmetology Instructor
Ms. Carolyn Bond	Cosmetology Instructor
Mrs. Betty Pullen	Substitute Cosmetology Instructor
Mrs. Virginia Doss	Substitute Cosmetology Instructor

DRESS CODE

Revised 04/01/2022

ALL STUDENTS:

Students are required to wear proper uniforms. All students are to wear black pants (Dickies or Cherokee recommended). Each program will have a corresponding T-Shirt for their particular program.

Cosmetologist shirts are Royal Blue, Barbers are Antique Irish Green, Nail Technicians are Gravel Gray, Aestheticians are Indigo, and the Instructors are a Charcoal Gray or Black.

Student uniforms must fit properly and professionally. Uniforms may not be too loose, droopy and baggy, nor may they may be too tight and revealing. Uniforms may be neither too long nor too short; pants and shirts may neither hang down nor ride up; pants must come down to the top of your shoes but be at least one inch off of the ground. Students may not wear jeans, leggings, sweat pants or sport pants. Students may not wear hats at any time. If you wear a cap when you go out for lunch, please be sure and remove it once you are back in the building. No hoodies, sweatshirts, or jackets are to be worn as part of the uniform. If you feel chilly, please consult the staff about wearing a cardigan sweater in either black or white.

If you change out of your uniform once you have been clocked in, you will be clocked out for the day. Uniforms must be worn at all times while on the clock.

Any student not in uniform will not be allowed to clock in until they are in uniform. Any portion of body parts revealed because of improper fitting uniforms will not be allowed.

Shoes must be clinic shoes or tennis shoes of a **solid uniform color, and must be leather**. Socks or stockings must be worn at all times. You may not wear open toes shoes, sandals, or open back shoes.

Make sure your uniforms are clean at all times. Watch your personal hygiene. Please take a daily bath, used deodorant, soap and water. Watch the use of strong cologne as this may disturb some clients allergies.

THIS DRESS CODE WILL BE STRICTLY ENFORCED WITH NO EXCEPTIONS!

Student may be sent home by any staff member for failure to follow dress code

Student

Date

By signing this document, the student acknowledged that they have read and understand the requirements of this School's dress code policy.

ENROLLMENT

Student enrolled in classes scheduled 36 hours per week are scheduled to attend:
Tuesday through Friday, from 8:30 am to 4:30 pm.
Saturdays from 8:00 am to 4:30 pm.

Student enrolled in classes scheduled 30 hours per week are scheduled to attend:
(Aestheticians and Adv. Manicurists)
Tuesday through Saturday from 9:00 am to 3:30 pm.

Classes begin the first Tuesday of each month unless the Tuesday falls on a holiday, and then we will begin class the following Tuesday.

Orientation will be held the Monday before the class start date. Class starts are subject to change due to inclement weather or other conditions that would prevent the school from starting classes.

HOLIDAYS

The school will observe the following holidays, if they should fall within our regularly scheduled days of operation:

New Years Day	Memorial Day
Independence Day	Labor Day
Thanksgiving	Christmas Eve
Christmas Day	

SCHOOL CLOSURES

If the school is closed unexpectedly due to extenuating circumstances, local radio stations are notified as soon as possible in order that the students would be aware that the school is closed and a staff member will be at the school to advise students of the closing on that particular day. This will also be posted on the school's Facebook page.

CONSUMER INFORMATION

prior to the commencement of studies, a copy of this Catalog, the Campus Crime Statistics, NACCAS Official Outcomes and a Student Handbook. Further, information is available on our Website www.wvcsbc.net including the Net Price Calculator and Gainful Employment information.

ADVISING

Students are advised regularly throughout the course regarding their activities and problems affecting their progress. All students will have access to private advisement with their instructors, the staff and the financial aid office, per the student's request.

PLACEMENT ASSISTANCE

Although our institution does not guarantee placement upon completion, we do try, through ongoing contact with area salons, to post job positions on the student bulletin boards, and allow our students to make salon visits during their attendance so that they will be able to obtain employment upon graduation. Area salon managers, owners, and operators are encouraged to visit our school to talk to our students about employment opportunities available to them in area salons.

Students receive periodical updates on job availabilities through postings on student bulletin boards.

SCHOOL ADMISSIONS REQUIREMENTS

1. The school admits as regular students: (1) high school graduates; (2) holders of high school graduation equivalency certificates.
2. All applicants for enrollment must complete a Student Registration form for the West Virginia State Board of Barbers and Cosmetologists.
3. Applicant must provide:
 - a. Copy of Certificate of Health, completed by a licensed physician (within last 12 months) clearing the applicant to perform services on the general public (forms available)
 - b. \$25.00 check or money order made out to the WV State Board of Barbers & Cosmetologists (non-refundable)
 - c. (2) copies of your Driver's License or Picture ID (in color)
 - d. (2) copies of your Social Security card (in color)
 - e. (3) recent photos of yourself (2" x 2") (from neck up / full face)
 - f. (1) copy of High School Diploma, Transcript showing completion, or GED¹
 - g. Documentation showing any name change (if applicable).
4. Transfer students: Students transferring to our school for the Barber, Cosmetology, Aesthetics, and Manicuring programs will be evaluated upon an individual basis in accordance with the school's transfer policy. Prospective students must furnish an official transcript of hours and grades from their previous school or state board. If hours and grades are comparable, hours and grades may be transferable.
5. Students who wish to re-enter after being temporarily withdrawn must apply to the Admissions office at the school. Students will be required to renew their Student Registration permit. Students who re-enroll at this school will return at the same Satisfactory Academic Progress status as when they left.
6. This school does not recruit students currently attending other schools in similar programs.
7. The school practices no discrimination on the basis of sex, age, race, color, or ethnic origin, religion, financial status or country or area of origin or residence in admitting students.

¹

If you have a foreign high school diploma, foreign transcripts from a beauty school or if you attended a domestic online high school and wish to apply for any application with the West Virginia State Board of Barbers and Cosmetologists, you must have your education evaluated by a professional evaluation company. The Board has approved [Aequo International](#) as the sole provider of education evaluations for cosmetology, nail technician, hairstyling, aesthetics and barber candidates with international and domestic online education. Candidates are responsible for paying the application fee of \$125. Candidates must submit original or official educational documents directly to Aequo International for evaluation purposes. Once the evaluation is complete, Aequo International will send an electronic evaluation report, including a translation of the documents into English and confirming the academic equivalence to a U.S. high school diploma, to the board for review. If you have any questions about the education evaluation application or process, please contact Aequo International at 844.882.3786 or via email at info@aequointernational.com.

TUITION

Cosmetology

Cosmetology is a 1800 hour course. The total cost of the course is \$14,600.00: \$100.00 Registration fee, \$2,350.00 Kit and Book fees, and \$12,150.00 tuition costs. These costs will be paid as follows: \$2,000.00 down payment includes the Registration fee and Kit and Book fees, leaving a balance of \$12,600.00 to be paid at the rate of \$1,260.00 per month for 12 months.

Hairstyling

Hairstyling is a 1000 hour course. The total cost of the course is \$8,100.00: \$100.00 Registration fee, \$1,000.00 Kit and Book fees, and \$7,000.00 tuition costs. These costs will be paid as follows: \$1,500.00 down payment includes the Registration fee and Kit and Book fees, leaving a balance of \$6,600.00 to be paid at the rate of \$1,100.00 per month for 6 months.

Aesthetics

Aesthetics is a 600 hour course. The total cost of the course is \$7,600.00: \$100.00 Registration fee, \$1,350.00 Kit and Book fees, \$5,550.00 Tuition costs, and \$600.00 Sugaring Class. These costs will be paid as follows: \$1,600.00 down payment includes the Registration fee, leaving a balance of \$6,000.00 to be paid at the rate of \$1,200.00 per month for 5 months.

Manicuring

Manicuring is a 400 hour course. The total cost of the course is \$4,800.00: \$100.00 Registration fee, \$1,000.00 Kit and Book fees, and \$3,700.00 tuition costs. These costs will be paid as follows: \$1,600.00 down payment includes the Registration fee, Books and Equipment, leaving a balance of \$3200.00 to be paid at the rate of \$1,600.00 per month for 2 months.

Advanced Manicuring

Advanced Manicuring is a 600 hour course. The total cost of the course is \$6,650.00: \$100.00 Registration fee, \$1,000.00 Kit and Book fees, and \$5,550.00 tuition costs. These costs will be paid as follows: \$1,650.00 down payment includes Registration fee, Books and Equipment, leaving a balance of \$5,000.00 to be paid at the rate of \$1,250.00 per month for 4 months.

Waxing Specialist

Waxing Specialist is a 125 hour course. The total cost of the course is \$2,000.00: \$100.00 Registration fee, \$300.00 Kit and Book fees, \$1,000.00 tuition costs, and \$600.00 Sugaring Class. The total costs of this course is due and payable at the start of class.

Barber

Barber is a 1200 hour course. The total cost of the course is \$10,300.00: \$100.00 Registration fee, \$1,200.00 Kit and Book fees, and \$9,000.00 tuition costs. These costs will be paid as follows: \$1,300.00 down payment includes the Registration fee and Kit and Book fees, leaving a balance of \$9,000.00 to be paid at the rate of \$1,125.00 per month for 8 months.

Barber with Chemical

Barber with Chemical is a 1500 hour course. The total cost of the course is \$12,600.00: \$100.00 Registration fee, \$1,250.00 Kit and Book fees, and \$11,250.00 tuition costs. These costs will be paid as follows: \$1,500.00 down payment includes the Registration fee and Kit and Book fees, leaving a balance of \$11,100.00 to be paid at the rate of \$1,100.00 per month for 10 months.

Cosmetology/Crossover

Cosmetology/Crossover is a 300 hour course. The total cost of the course is \$3,700.00: \$100.00 Registration fee, \$1,200.00 Kit and Book fees, and \$2,400.00 tuition costs. These costs will be paid as follows: \$1,300.00 down payment includes the Registration fee and Kit and Book fees, leaving a balance of \$2,400.00 to be paid at the rate of \$1,200.00 per month for 2 months.

METHOD OF PAYMENT ACCEPTED

Any money owed to the school may be paid by cash, money order, check, credit or debit card as well as through any Title IV, VA, State or private grant paid on behalf of the student.

FINANCIAL ASSISTANCE

These costs may also be financed through one of the Federal Student Financial Aid Programs approved for our school. Financial aid is only available for those students who qualify for aid enrolled in those programs qualifying for financial aid. The 400 hour Manicuring is only eligible for a Direct Student Loan (pro rated to the percentage of hours to the academic award year): 300 hour Cosmetology/Crossover, and Waxing Specialist courses are not eligible for Title IV funding.

COST FOR ADDITIONAL INSTRUCTION

In order for a student to avoid additional costs for instruction, the student needs to maintain a 96% attendance rate. The school builds 4% of excused absence time into each first time enrollment student contract. In the event that a student requires additional time for completion of the course in which they are enrolled beyond their stated contract date due to absences or unsatisfactory attendance, they will be responsible for paying additional tuition at the rate of \$60.00 per day or any portion of a day. This will be calculated on the number of hours the student still needs to complete at the end of their contract date based on the number of hours per week scheduled for full time students in the course in which they are enrolled. A new graduation date will be calculated using the student's scheduled hours per week, and a new contract will be written. If the student does not complete by this new graduation date, the process will again be applied until such time the student completes the course in which they are enrolled.

DRUG & ALCOHOL ABUSE AWARENESS & PREVENTION

Drug Abuse Awareness

As we are all concerned about the rising use of drugs in our society, we have incorporated a Drug Abuse Awareness Program in our school. If you have a drug problem, or know someone that does, the staff is available to assist you. We have phone numbers posted on the bulletin board telling you where you can obtain help.

Standards of Conduct

Because of the rising use of drugs and alcohol in our society, we have implemented a Drug & Alcohol Abuse Awareness Prevention Program in our school.

Under no circumstances will we allow the unlawful possession, use or distribution of drugs and alcohol during your attendance, or employment at our school.

If a student or employee is caught possessing, using or distributing drugs or alcohol on the school premises, they will be immediately terminated from enrollment/employment, and turned over to the proper authorities for prosecution.

We have always strove to provide quality education for our students, and a good working environment for our employees, and we plan to continue doing so. We operate an institution of higher learning, and we will not allow drugs or alcohol to be a part of our activities.

REFUND POLICY

This Refund Policy is to be applied to all terminations of the student enrollment for any reason, by either party, including student decision, course or program cancellation, or school closure.

1. An applicant not accepted by the school shall be entitled to a full refund of all monies paid.
2. If a student (or in 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 (3) business days of the signing of the Enrollment Agreement, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
3. If a student cancels his/her enrollment after three (3) business days after signing the Enrollment Agreement, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a Registration Fee of \$100.00.
4. Any withdrawal of a student after the start of classes must be in writing. For those students who withdraw from school prior to completion of the course, a \$100.00 Termination Fee will be charged to the student. This is in addition to any other charges due the school by the student.
5. For students who enroll and begin classes, the following schedule of tuition adjustment is authorized:

Percentage of Enrollment Time to Total Time of Course	Amount of Total Tuition Owed
.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

6. For those students receiving Title IV Funds, the law specifies that when a student withdraws from school the formula for calculating the return of Title IV funds be applied. The return of funds will be calculated on costs per payment period. If you received more assistance than you earned, the excess funds must be returned by either the school or the school and the student.
7. Enrollment time, used to calculate the refund, is defined as the scheduled hours between the actual starting date and the date of the student's last day of physical attendance in the school. For students on an approved leave of absence, who notifies the school that they will not be returning, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notified the institution of their intent not to return.

8. The date of non-acceptance, cancellation, or withdrawal shall be the earlier of any such instance or the postmark of any written mailed notification.
9. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student or formal termination by the school, 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 documented date of return. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution.
10. Upon termination, in addition to the above tuition adjustment, the cost of equipment, books and supplies, registration fees will be added. The purchaser is not entitled to a refund of these items.
11. If the school is permanently closed for any reason and no longer offering instruction for the course in which the student is enrolled, and instruction has begun, the student shall be entitled to a pro-rated refund of tuition as the school has no established teach-out provision for course completion.
12. If a course is canceled subsequent to a student's enrollment, and before instruction has begun, the school shall at its option: a. Provide a full refund of all monies paid, or b. Provide completion of course.
13. If a course is canceled subsequent to a student's enrollment the school shall at its option: a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, or b. Provide completion of course, or c. Participate in a Teach-Out Agreement, or d. Provide a full refund of all monies paid.
14. A refund calculation will be done, and if the student and /or other agencies have funds to be returned to them, a school check will be written and mailed within 45 days from withdrawal. For students who fail to withdraw from school in person, the school will follow termination procedures automatically if the student is absent from school for 30 consecutive days, determined by monitoring attendance at least every two weeks.
15. If application of the refund policy creates a credit balance, said balance shall, within 14 days of the date of the Return calculation, be allocated as follows:
 - a. Any credit balance will first pay any overpayment owed by the student.
 - b. The student, or parent in the case of a PLUS loan, may elect to have the balance applied to their loan principle or paid directly to them.

If the school is unable to obtain direction from the student, or parent, said balance shall be automatically applied to the Title IV loan debt.

FINANCIAL AID

The school is approved for Federal Assistance Programs to help finance tuition costs incurred in obtaining your new career. These include the Federal Pell Grant and the Family Federal Educational Loan Program.

A Free Application for Federal Student Aid (FAFSA) can be obtained from the school or the student can file this application on the internet at www.studentaid.gov. A Federal Application for Student Financial Aid Assistance can be processed through the school or the completed application can be mailed directly to the processor. A FAFSA is processed with the Pell Grant Award being determined by the Expected Family Contribution based on a needs analysis system. Students are required to provide all necessary documentation at the time of application for financial aid. The institution verifies only those students selected by the Federal Processor for Verification, and all necessary documentation must be provided to the institution within 60 days.

Students are eligible for financial aid payments based upon clock hours completed, with our academic year being 900 clock hours and 26 weeks for all courses. An academic year is divided into two equal payment periods. For those courses which are less than 900 clock hours, the disbursements will be for divided into award periods of one-half of the length of the course in clock hours.

It is the Department of Education's policy that: "A school may not use Title IV funds to pay overtime charges for a student who fails to complete his or her academic program within the normal time frame." Student Aid Handbook, p. 3-37, *referencing* Section 472 of the HEA. Title IV Funds, which include Pell Grants & Direct Student Loans, may not be used to pay for a previous balance from a prior enrollment at this school nor may they be used to pay any overtime which you may incur.

In order to receive Title IV aid, male students who are required to register with selective service must certify to our school that he is in compliance with registration requirements.

Those students receiving aid must also certify they do not owe a refund on any grant or loan, are not in default on a student loan, or have made satisfactory arrangements to repay any defaulted loan, and have not borrowed in excess of the loan limits, under the Title IV Programs, at any institution.

The law suspends aid eligibility for students convicted under federal or state law for sale or possession of illegal drugs. You may regain eligibility during the award year under certain conditions. See the Financial Aid Office for details.

The Financial Aid Office is open Monday through Friday from 9:00 AM to 5:00 PM. If these hours present scheduling problems for either the student or parents, appointments at other convenient times may be arranged if sufficient notice is given.

Direct Loans

Direct Loans are the Department of Education's major form of self-help for students. Direct Loans are available through the Federal Direct Program. These are either subsidized or unsubsidized loans. The subsidized loan is awarded based upon financial need. You will not be charged any interest before you begin repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods.

An unsubsidized loan is not awarded on the basis of need. You'll be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized – that is the interest will be added to the principal amount of your loan and additional interest will be based upon the higher amount.

You may receive a subsidized loan and unsubsidized loan for the same enrollment period. If you're a regular student enrolled in an eligible program at least half time, you may be eligible to receive a Direct Loan. You must also meet other general eligibility requirements. The institution also has a policy with stipulations for certifying loan applications. More information may be obtained from the Financial Aid Office.

Federal Direct Parental Loan for Undergraduate Students

Direct PLUS Loans enable Parents with good credit histories to borrow to pay the educational expenses of each child who is a dependant undergraduate student enrolled at least half time. Direct PLUS Loans are available through the Direct Loan program.

To be eligible to receive a Direct PLUS Loan, your parents generally will be required to pass a credit check. If they don't pass the credit check, they might still be able to receive a loan, if someone, such as a relative or friend who is able to pass the credit check, agrees to endorse the loan, promising to repay it if your parents should fail to do so. Your parents might also qualify for a loan even if they don't pass the credit check if they can demonstrate that extenuating circumstances exist. You must meet the general eligibility requirements for federal student financial aid. Your parents must also meet some of these general requirements.

The interest rate could change each year of repayment, but, by law, it will never exceed 9 percent. The yearly limit on a Direct PLUS Loan is equal to your cost of attendance minus any other financial aid you receive.

Federal Pell Grant

A Federal Pell Grant does not have to be repaid as long as you have completed the hour for which you have been paid. Pell Grants are awarded only to undergraduate students who have not received a bachelor's or professional degree, or have not used 12 semesters of Pell Grant Awards. For many students Pell Grants provide a foundation of financial aid to which other aid may be added. The school will give you an award letter based on the Expected Family Contribution on your FAFSA telling the amount of any Financial Aid awarded to you for the academic year.

Return of Unearned Title IV Program Funds (effective 10/07/00)

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing over 60% of a payment period or term. The federal Title IV financial aid programs must be calculated in these situations.

If a student leaves the school prior to completing 60% of a payment period, the financial aid office recalculates eligibility for the Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period completed = the number of clock hours completed up to the withdrawal date divided by the total clock hours in the payment period. This percentage is also the percentage of earned aid.

Funds are to be returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period.

If a student earned less than was disbursed, the school will return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If the student earned more aid than was disbursed to him/her, the institution would owe the student a post withdrawal disbursement which must be paid within 120 days of the student's withdrawal. Please note that if the student has a debit balance to the institution, the post withdrawal disbursement will be applied to the debit balance of the student prior to funds being paid to the student.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date the student's withdrawal.

If the student owes a repayment to Title IV funds, the student must make arrangements with the Department of Education to return the funds. If a student fails to repay this debt or make satisfactory arrangements to repay this debt he/she may lose eligibility for any further student aid at any institution.

PROGRAM FOR REFUND DISTRIBUTION TO FEDERAL TITLE IV PROGRAMS

If the student received Title IV funds, any refund will be made in the following order:

1. William D. Ford Direct Loan Program
 - Unsubsidized Federal Direct Loan Program
 - Subsidized Federal Direct Loan Program
 - Federal DIRECT PLUS Loan
2. Federal Pell Grant Program
3. Other Title IV Programs
4. Other Federal, State, Private or Institutional Assistance
5. The student

DISCLAIMER: Certain short courses listed in this catalog are not of sufficient hours to be eligible for assistance with any Title IV Financial Aid. For students wishing to enroll in these courses, we can arrange payment plans or can refer you to other agencies, if you are eligible for assistance through their offices. These offices are listed below as other potential sources of financial aid. Prospective students would have to meet the eligibility requirements of these agencies for assistance, and are encouraged to contact these agencies directly. The school will be happy to give you the locations and phone numbers of these agencies, if needed.

OTHER POTENTIAL SOURCES OF FINANCIAL ASSISTANCE

Our educational training program in Cosmetology is approved by the following agencies:

Veterans: We are approved by the State Approving Agency (State Department of Education) for providing complete Cosmetology, Hairstyling, Barber, and Barber with Chemical training to veterans who qualify for these educational benefits.

The school is approved by Workforce Investment Boards in all regions in West Virginia for students who qualify for benefits. The student must be approved by their local employment office for Workforce benefits prior to starting school.

Vocational Rehabilitation: The State of WV Department of Vocational Rehabilitation has approved our course in supplying training and assistance in all of the school's courses of education to those students who qualify for this assistance.

LICENSING AND ACCREDITING AGENCIES

The Charleston School of Beauty Culture was founded in July of 1957 and has been in continuous operation since its opening, having changed the name and ownership in 1978. The school is owned by the Charleston Academy of Beauty Culture, Inc., and the sole stockholder is Judy C. Hall.

The school holds a Correspondence, Business, Occupational or Trade School Permit issued by the West Virginia Council for Community and Technical College Education which is located at 1018 Kanawha Blvd., E. - Suite 700, Charleston, West Virginia 25301. The telephone number for the Council for Community and Technical College Education is (304) 558-1646.

The school holds a License issued by the West Virginia Board of Barbers and Cosmetologists which is located at 1201 Dunbar Avenue, Dunbar, West Virginia 25064. The telephone number for the West Virginia Board of Barbers and Cosmetologists is (304) 558-2924.

The school is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS), located at 3015 Colvin Street, Alexandria, VA 22314. The telephone number is (703)600-7600. The Accreditation approval is kept on file in the school office.

GRADUATION REQUIREMENTS

- A. Satisfactory completion of course of instruction for which the student is enrolled,
- B. Completion of all required hours of instruction for the course,
- C. Payment of all fees in full and any outstanding balance owed to the school, or arrangements to pay such,
- D. Completion and passing of all written and practical assignments/tests with a score of at least 70%,
- E. Satisfactory completion of final examination in scientific theory and practical demonstration with a score of not less than 70%.

CERTIFICATE

Upon completion of the prepaid course of study, each student is awarded a diploma certifying to the fact the school's requirements have been met.

LICENSURE

In order to obtain a state license the student must complete the following steps:

1. Register and obtain a Student Registration from the State Board.
2. Complete the Graduation Requirements as listed above.
3. Apply for examination, along with fees and all required materials, with the third-party examiner.
4. Successfully pass the written, practical examinations.
5. Copy of Physical Examination, completed by a licensed physician (within last 12 months) clearing the applicant to perform services on the general public
6. Submit Application for Registration with the WV Board of Barbers and Cosmetologists to obtain license in the appropriate field.
7. Documentation showing any name change.

COURSES OFFERED

All courses issue a certificate/diploma in an occupational field in a less than two-year program and are designed to prepare the student for licensure and employment in their chosen field.

Cosmetology

The Cosmetology course, an 1800 hour course of study, is designed to be a complete and inclusive complete course covering all topics included in the Hairstyling, Aesthetics, and Manicuring courses.

Hairstyling

The Cosmetology course, a 1000 hour course of study, is designed to prepare students with the knowledge and skills will prepare you for work as a hairdresser, covering topics such as haircutting, hair care, hairstyling, chemical texturing, and hair coloring.

Aesthetics

The Aesthetics course, a 600 hour of study, is designed to prepare students with the knowledge and skills for work as an Aesthetician or skin-care specialist, covering topics such as skin care, hair removal, and facial massage.

Manicuring

The Manicuring course, a 400 hour of study, is designed to prepare students with the knowledge and skills for work as a manicurist or nail technician, covering topics such as manicures, pedicures, artificial nails, polishing and finishing nails.

Advanced Manicuring

The Advanced Manicuring course, a 600 hour of study, along the same lines of the Manicuring program with additional time and practice to assist the student in mastering the techniques of the profession.

Waxing Specialist

The Waxing Specialist course, a 125 hour of study, is designed to prepare those otherwise already licensed with the specialized skills in hair removal techniques.

Barber

The Barber course, a 1200 hours course of study, is designed to prepare the students with the knowledge and skills will prepare you for work as a barber, covering such topics as hair cutting, hair care, shaving, and facial hair maintenance.

Barber with Chemical

The Barber with Chemical course, a 1500 hours course of study, is designed to prepare the students with all of the skills of the Barber course, plus additional training in chemical services of the hair such as coloring, perming, and relaxing of the hair.

Cosmetology/Crossover

The Cosmetology/Crossover course, a 300 hours course of study, is designed to prepare students already licensed as Cosmetologists practice as a Barber.

COSMETOLOGY COURSE

Our Cosmetology program provides 1800 hours of instruction over the course of a year, including 100 hours of Professional Information, 900 hours of Hairstyling, 300 hours of Manicuring, and 500 hours of Aesthetics. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Students must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use is learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

An overall average of 70% is required for all courses offered. The following represents the equivalencies of the grades assigned:

A - Excellent	90% to 100%
B - Good.	80% to 89%
C - Passing	70% to 79%
D - Failing	Below 70%
I - Incomplete.	" 0"

Professional Information	Theory – 100 hours	
In this section, student will learn: Professional Development, Communication, Human Relations, Business Management, Career Development (Including Resumes, Job Search, and Interview Skills), State Laws, Sanitation Processes and Guidelines, Infection Control and First Aid		
Science of Cosmetology	Theory – 200 hours	Practice – 50 hours
In this section, students will learn: Infection Control for Cosmetologists, Anatomy, Physiology, Diseases and Disorder of the Skin, Skin Structure, Properties of the Hair and Scalp, Chemistry and Electricity		
Professional Cosmetology	Theory – 50 hours	Practice – 400 hours
In this section, students will learn: Client Consultation, Hair Analysis, Shampooing, Conditioning, Scalp Care, Product Chemistry, Principles of Hair Design, Various Haircutting and Hairstyling Techniques, Braiding, Extensions, Wigs and Hair Additions		
Chemical Applications	Theory – 100 hours	Practice – 100 hours
In this section, students will learn: Chemical Texturing Services including Permanent Waving and Relaxing, Hair Coloring including Analyzing, Mixing, Applying, Processing and Corrective Coloring, High-lighting and Low-lighting		
Science of Aesthetics	Theory – 117 hours	Practice – 50 hours
In this section, students will learn: Infection Control for Aestheticians, Anatomy, Physiology, Chemistry, Electricity and Nutrition		
Science of the Skin	Theory – 40 hours	Practice – 90 hours
In this section, students will learn: Physiology, Histology, Disorders, Diseases, Analysis and the Ingredients, Selection and Chemistry of Skin Care Products		
Aesthetics Techniques	Theory – 36 hours	Practice – 167 hours
In this section, students will learn: Setting up, maintaining and working with the Treatment Room, Facials, Machine and Chemical Facials, Facial Massage, Hair Removal, Makeup including stage applications, Advanced Topics and Treatments		
Science of Nail Technology	Theory – 64 hours	Practice – 10 hours
In this section, students will learn: Infection Control for Manicurists, Anatomy and Physiology, Skin Structure and Growth, Nail Structure and Growth, Nail Diseases and Disorders Chemistry, Nail Product Chemistry and Electricity		
Nail Technology Procedures	Theory – 12 hours	Practice – 80 hours
In this section, students will learn: Service Procedures, Manicure and Pedicure Procedures, Massage Techniques Associated with Manicures and Pedicures, Handling and Exposure Incidents, Disinfecting Tools and Implements, Nail Wraps, Nail Tips, UV Gel Nails, Nail Design, Paraffin Wax Treatments and Polishing		
Art in Nail Technology	Theory – 21 hours	Practice – 113 hours
In this section, students will advance, improve and learn to apply their creativity to: Manicuring and Pedicuring Techniques, Applying Nail Tips, Wraps, UV Gels, Nail Design along with applications of Monomer Liquid and Polymer Powder Nail Enhancements and the improvement of Filing Techniques		

HAIRSTYLING COURSE

Our Hairstyling program provides 1000 hours of instruction over the course of six months, including 100 hours of Professional Information, 250 hours of the Science of Cosmetology, 450 hours of Professional Cosmetology, and 200 hours of Chemical Applications. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use in learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

An overall average of 70% is required for all courses offered. The following represents the equivalencies of the grades assigned:

A - Excellent	90% to 100%
B - Good.	80% to 89%
C - Passing	70% to 79%
D - Failing	Below 70%
I - Incomplete.	" 0"

Professional Information	Theory – 100 hours	
<p>In this section, student will learn: Professional Development, Communication, Human Relations, Business Management, Career Development (Including Resumes, Job Search, and Interview Skills), State Laws, Sanitation Processes and Guidelines, Infection Control and First Aid</p>		

Science of Cosmetology	Theory – 200 hours	Practice – 50 hours
<p>In this section, students will learn: Infection Control for Cosmetologists, Anatomy, Physiology, Diseases and Disorder of the Skin, Skin Structure, Properties of the Hair and Scalp, Chemistry and Electricity</p>		

Professional Cosmetology	Theory – 50 hours	Practice – 400 hours
<p>In this section, students will learn: Client Consultation, Hair Analysis, Shampooing, Conditioning, Scalp Care, Product Chemistry, Principles of Hair Design, Various Haircutting and Hairstyling Techniques, Braiding, Extensions, Wigs and Hair Additions</p>		

Chemicals	Theory – 100 hours	Practice – 100 hours
<p>In this section, students will learn: Chemical Texturing Services including Permanent Waving and Relaxing, Hair Coloring including Analyzing, Mixing, Applying, Processing and Corrective Coloring, High-lighting and Low-lighting</p>		

AESTHETICIAN COURSE

Our Aesthetics course provides 600 hours of instruction over twenty weeks, consisting of classroom studies into the arts and sciences of Skin Care and Aesthetics, integrated with supervised practice and demonstrations of various techniques on a mannequin face and real clients. Aesthetics is a branch of anatomical science that deals with the overall health, well-being and appearance of the skin. Students are expected to learn importance of hygiene, cleanliness, professionalism, skill, creativity and pride in their work. The practical learning side of aesthetics is more than just learning the proper techniques, but also learning to interact with the public, manage a business and to promote themselves, their services and their products. Chemistry, Anatomy, Nutrition and other Sciences are incorporated in Aesthetics and come together in this practical promotion of health and beauty through science.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use is learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

An overall average of 70% is required for all courses offered. The following represents the equivalencies of the grades assigned:

A - Excellent	90% to 100%
B - Good.	80% to 89%
C - Passing	70% to 79%
D - Failing	Below 70%
I - Incomplete.	" 0"

Professional Information	Theory – 100 hours	
<p>In this section, student will learn:</p> <p>Professional Development, Communication, Human Relations, Business Management, State Aesthetics Laws, Sanitation Processes and Guidelines, Infection Control and First Aid</p>		

Science of Aesthetics	Theory – 117 hours	Practice – 50 hours
<p>In this section, students will learn:</p> <p>Infection Control for Aestheticians, Anatomy, Physiology, Chemistry, Electricity and Nutrition</p>		

Science of the Skin	Theory – 40 hours	Practice – 90 hours
<p>In this section, students will learn:</p> <p>Physiology, Histology, Disorders, Diseases, Analysis and the Ingredients, Selection and Chemistry of Skin Care Products</p>		

Aesthetics Techniques	Theory – 36 hours	Practice – 167 hours
<p>In this section, students will learn:</p> <p>Setting up, maintaining and working with the Treatment Room, Facials, Machine and Chemical Facials, Facial Massage, Hair Removal, Makeup including stage applications, Advanced Topics and Treatments</p>		

MANICURING COURSE

Our Manicuring program provides 400 hours of instruction respectively over the course of three months, including 100 hours of Professional Information, 74 hours of the Science of Nail Technology, 92 hours of Nail Technology Procedures, and 134 hours of Art in Nail Technology. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the cosmetology profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use is learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

An overall average of 70% is required for all courses offered. The following represents the equivalencies of the grades assigned:

A - Excellent	90% to 100%
B - Good.	80% to 89%
C - Passing	70% to 79%
D - Failing	Below 70%
I - Incomplete.	" 0"

Professional Information	Theory – 100 hours	
<p>In this section, student will learn: Professional Development, Communication, Human Relations, Business Management, Career Development (Including Resumes, Job Search, and Interview Skills), State Laws, Sanitation Processes and Guidelines, Infection Control and First Aid</p>		
Science of Nail Technology	Theory – 64 hours	Practice – 10 hours
<p>In this section, students will learn: Infection Control for Manicurists, Anatomy and Physiology, Skin Structure and Growth, Nail Structure and Growth, Nail Diseases and Disorders Chemistry, Nail Product Chemistry and Electricity</p>		
Nail Technology Procedures	Theory – 12 hours	Practice – 80 hours
<p>In this section, students will learn: Service Procedures, Manicure and Pedicure Procedures, Massage Techniques Associated with Manicures and Pedicures, Handling and Exposure Incidents, Disinfecting Tools and Implements, Nail Wraps, Nail Tips, UV Gel Nails, Nail Design, Paraffin Wax Treatments and Polishing</p>		
Art in Nail Technology	Theory – 21 hours	Practice – 113 hours
<p>In this section, students will advance, improve and learn to apply their creativity to: Manicuring and Pedicuring Techniques, Applying Nail Tips, Wraps, UV Gels, Nail Design along with applications of Monomer Liquid and Polymer Powder Nail Enhancements and the improvement of Filing Techniques</p>		

ADVANCED MANICURING COURSE

The Advanced Manicuring course is an optional course which also prepares the student for licensure as a manicurist for those students who may find that 400 hours of training is not sufficient time to practice and hone their skills to make the most of their educational and employment opportunities.

Our Advanced Manicuring program provides 600 hours of instruction respectively over the course of five months, including 100 hours of Professional Information, 74 hours of the Science of Nail Technology, 92 hours of Nail Technology Procedures, 134 hours of Art in Nail Technology, and an additional 200 hours in Advanced Studies. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the cosmetology profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use is learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

An overall average of 70% is required for all courses offered. The following represents the equivalencies of the grades assigned:

- A - Excellent 90% to 100%
- B - Good. 80% to 89%
- C - Passing 70% to 79%
- D - Failing Below 70%
- I - Incomplete. " 0"

Professional Information	Theory – 100 hours	
<p>In this section, student will learn: Professional Development, Communication, Human Relations, Business Management, Career Development (Including Resumes, Job Search, and Interview Skills), State Laws, Sanitation Processes and Guidelines, Infection Control and First Aid</p>		

Science of Nail Technology	Theory – 64 hours	Practice – 10 hours
<p>In this section, students will learn: Infection Control for Manicurists, Anatomy and Physiology, Skin Structure and Growth, Nail Structure and Growth, Nail Diseases and Disorders Chemistry, Nail Product Chemistry and Electricity</p>		

Nail Technology Procedures	Theory – 12 hours	Practice – 80 hours
<p>In this section, students will learn: Service Procedures, Manicure and Pedicure Procedures, Massage Techniques Associated with Manicures and Pedicures, Handling and Exposure Incidents, Disinfecting Tools and Implements, Nail Wraps, Nail Tips, UV Gel Nails, Nail Design, Paraffin Wax Treatments and Polishing</p>		

Art in Nail Technology	Theory – 21 hours	Practice – 113 hours
<p>In this section, students will advance, improve and learn to apply their creativity to: Manicuring and Pedicuring Techniques, Applying Nail Tips, Wraps, UV Gels, Nail Design along with applications of Monomer Liquid and Polymer Powder Nail Enhancements and the improvement of Filing Techniques</p>		

Advanced Studies

Advanced Studies	Theory – 50 hours	Practice – 150 hours
<p>In this section, students will concentrate on and advance their skills in: Career Preparation and Advancement, State Board Preparation, Marketing, Management while they continue to practice and refine their techniques.</p>		

WAXING SPECIALIST COURSE

Our Waxing Specialist program provides 125 hours of instruction over the course of a month, including 125 hours of Waxing and Hair Removal.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge. Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use is learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

An overall average of 70% is required for all courses offered. The following represents the equivalencies of the grades assigned:

- A - Excellent 90% to 100%
- B - Good. 80% to 89%
- C - Passing 70% to 79%
- D - Failing Below 70%
- I - Incomplete. " 0"

The Waxing Specialist course is only available to those who already hold a valid license from the WV State Board of Barbers and Cosmetologists. It prepares the student to offer hair removal services in addition to those services for which they are already licensed:

Waxing and Hair Removal	Theory – 100 hours	Practice – 25 hours
In this section, students will learn:		
Professional Requirements, Safety and Health, Skin Structure, Disorders and Diseases, and Removal or Superfluous Hair.		

BARBER COURSE

Our Barber program provides 1200 hours of instruction over the course of eight months, including 3 hours of Introduction into Barber, 100 hours of Professional Information, 350 hours of the Science of Barbering, and 747 hours of Professional Barbering. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use is learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

An overall average of 70% is required for all courses offered. The following represents the equivalencies of the grades assigned:

A - Excellent	90% to 100%
B - Good.	80% to 89%
C - Passing	70% to 79%
D - Failing	Below 70%
I - Incomplete.	" 0"

Introduction into Barbering	Theory – 3 hours	
In this section, students will learn: Course Outlines, Study Skills, History of Barbering and Professional Image as a Student and Future Licensee		

Professional Information	Theory – 100 hours	
In this section, student will learn: Professional Development, Communication, Human Relations, Business Management, Career Development (Including Resumes, Job Search, and Interview Skills), State Laws, Sanitation Processes and Guidelines, Infection Control and First Aid		

Science of Barbering	Theory – 200 hours	Practice – 150 hours
In this section, students will learn: Microbiology, Infection Control for Barbers, Implements, Tools and Equipment, Anatomy and Physiology, Chemistry, Electricity and Properties and Disorders of the Skin, Hair and Scalp		

Professional Barbering	Theory – 150 hours	Practice – 597 hours
In this section, students will learn: Haircutting and Styling, Hair and Scalp Treatments, Shaving and Facial Hair Design, and Hair Replacements		

BARBER WITH CHEMICAL COURSE

The Barber with Chemical course is designed to prepare the barber to also provide to the public chemical services for a more overall complete line of traditional and modern services.

Our Barber with Chemical program provides 1500 hours of instruction over the course of ten months, including 3 hours of Introduction into Barbering, 100 hours of Professional Information, 350 hours of the Science of Barbering, 747 hours of Professional Barbering, and 300 hours of Chemical Services. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use is learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

An overall average of 70% is required for all courses offered. The following represents the equivalencies of the grades assigned:

A - Excellent	90% to 100%
B - Good.	80% to 89%
C - Passing	70% to 79%
D - Failing	Below 70%
I - Incomplete.	" 0"

Introduction into Barbering	Theory – 3 hours	
In this section, students will learn: Course Outlines, Study Skills, History of Barbering and Professional Image as a Student and Future Licensee		

Professional Information	Theory – 100 hours	
In this section, student will learn: Professional Development, Communication, Human Relations, Business Management, Career Development (Including Resumes, Job Search, and Interview Skills), State Laws, Sanitation Processes and Guidelines, Infection Control and First Aid		

Science of Barbering	Theory – 200 hours	Practice – 150 hours
In this section, students will learn: Microbiology, Infection Control for Barbers, Implements, Tools and Equipment, Anatomy and Physiology, Chemistry, Electricity and Properties and Disorders of the Skin, Hair and Scalp		

Professional Barbering	Theory – 150 hours	Practice – 597 hours
In this section, students will learn: Haircutting and Styling, Hair and Scalp Treatments, Shaving and Facial Hair Design, and Hair Replacements		

Chemical Services	Theory – 100 hours	Practice – 200 hours
In this section, student will learn: Chemical Texturing Services including Permanent Waving and Relaxing, Hair Coloring including Analyzing, Mixing, Applying, Processing and Corrective Coloring, High-lighting and Low-lighting.		

COSMETOLOGY/CROSSOVER COURSE

The Cosmetology/Crossover course is designed to prepare the Cosmetologist to also provide to the public traditional barber services for a more overall complete line of traditional and modern services.

Our Cosmetology/Crossover program provides 300 hours of instruction over the course of eight and a half weeks, including 300 hours of Barbering Techniques. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the cosmetology profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use is learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

An overall average of 70% is required for all courses offered. The following represents the equivalencies of the grades assigned:

- A - Excellent 90% to 100%
- B - Good. 80% to 89%
- C - Passing 70% to 79%
- D - Failing Below 70%
- I - Incomplete. " 0"

The Cosmetology/Crossover course is only available to those who have already completed a Cosmetology program. It prepares the Cosmetologist to also qualify for a Barber license by providing an additional 300 hours in Barbering Techniques:

Barbering Techniques	Theory – 100 hours	Practice – 200 hours
In this section, student will learn: <ul style="list-style-type: none"> • Clipper cuts, Shaving, Facial hair trimming 		

ATTENDANCE POLICY

Enrollment at the Charleston School of Beauty Culture, is an indication of your commitment to pursue education and training that will lead to the objective of employability in the field of Cosmetology, Barbering or Manicuring. Regular, consistent attendance, whether full or part-time, is essential to reaching this goal.

All students are expected to complete the total hours for the course in which they are enrolled. All students are expected to attend all classes as scheduled. Attendance is monitored during the student's enrollment, both by the school and the State Board. Students are required to maintain at least an 80% attendance in order to be considered to be making Satisfactory Progress towards graduation, and at least a 96% attendance in order to avoid the costs of additional tuition costs.

Course time and attendance are measured in clock hours. A full time student is scheduled to attend 25 to 36 hours per week. Students are expected to attend classes as scheduled, and when unable to attend, will notify the school for the reason of absence or tardiness, and furnish the school with written excuses. The documented excuses for a student will only be used to consider extenuating circumstances for continued enrollment, if the student is failing to meet satisfactory progress in attendance or academics according to the school's policy. They will not be considered in calculating overtime costs for students, because of the excused time built into the student's contract. The student understands that all absent hours must be made up.

In the case of absence, it is the responsibility of the student to inform the school of the reason for absence. Students are responsible for all work missed during their absence, and it is their responsibility to consult with the instructor about any necessary make up work.

Each student must furnish a written explanation for each day of school that is missed. All excuses must be brought to the school upon return to school from such absence. Any absence of 30 consecutive days, without approval from the school or medical, will result in termination of enrollment. Before the student will be allowed to return to school, they must meet with the Director to determine eligibility for completion of the course. If it is determined that the student will be allowed to return to school, the student will be required to sign a new enrollment agreement. Tuition will be charged for the remaining hours at the current tuition rate. In addition, any other necessary provisions must be met prior to the student's re-enrollment in school.

Class cuts are not permitted and shall be recorded as unexcused absences. Any student leaving the school premises during scheduled hours of attendance must have permission.

Students are expected to abide by the rules and regulations in effect, or which may become effective during their period of enrollment.

Basic Courses:	Hours Required	Course Length	Pre-requisite
Cosmetology	1800 hours	50 weeks	None
Hairstyling	1000 hours	29 weeks	None
Aesthetics	600 hours	20 weeks	None
Manicuring	400 hours	12 weeks	None
Waxing Specialist	125 hours	5 weeks	License
Advanced Manicuring	600 hours	20 weeks	None
Barber	1200 hours	35 weeks	None
Barber with Chemical	1500 hours	44 weeks	None
Cosmetology/Crossover	300 hours	9 weeks	None

TARDINESS

Any student not physically present at the start of the scheduled class period will be considered tardy. No student will be allowed to clock in after 9:30 AM. All hours lost from tardiness must be made up. The school is operated on a clock hour basis, and only actual hours attended are reported to the state board.

LEAVE OF ABSENCE POLICY

Any student requesting an approved leave of absence from school must make the necessary arrangements through the office. This request must be made in advance and in writing and specify the reason for interruption of school, and the estimated length of time before returning to school. There must be a reasonable expectation that the student will return from said leave of absence. All leaves of absence are subject to approval from the office.

Student must request in writing for the approved leave of absence in advance unless unusual or unforeseen circumstances prevent the student from doing so. Unusual or unforeseen circumstances could include medical reasons or if a student were injured in an accident which required a few weeks to recover. The letter is to be a signed document which includes the reason for the leave of absence and a reasonable expectation that the student will return from the leave of absence.

Upon returning to school, the student will be placed with the class that has comparable hours. Satisfactory progress status will be the same as when the leave of absence began.

The school may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances if the school documents the reason for its decision and documentation must be provided by the student at a later date. In the case of unusual circumstances, the beginning date of the approved leave of absence would be determined by the institution to be the first date the student was unable to attend the school because of the unforeseen circumstances. Unusual or unforeseen circumstances for which a leave of absence may be requested would include an unusual/exceptional medical problem or complications from a pregnancy, a car accident that would prevent the student for applying for a leave of absence in advance.

A student may be granted multiple leaves of absence with the total number of days not to exceed 180 days in any twelve (12) month period. The twelve month period begins the first day of the student's original leave of absence. There will be no additional charges for tuition during the leave of absence period.

Time 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. (*Please note that the extension of days may fall on a weekend day when the student is not scheduled to be in school.) Changes to the contract period on the enrollment agreement must be extended by the same number of days as the leave of absence request, and is based on calendar days. The leave of absence form will serve as an addendum to the contract to extend the scheduled ending date of the contract with both parties signing it and the students receiving a copy of the addendum. Students on an approved leave of absence will not be considered to have withdrawn and no refund calculation is required at that time.

Failure to return by the expiration of an approved leave of absence, or being absent for thirty days without an approved leave of absence will result in the withdrawal or termination of the student. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

-RULES AND REGULATIONS-

Listed below is a synopsis of the school's Rules & Regulations. Upon enrollment, students are furnished a complete, in depth, set of Rules & Regulations.

1. All students are to attend school as scheduled. Students are scheduled to attend school Monday through Friday.
2. All students are issued a computer identification number upon enrollment. This number should be memorized and used on all tests, clinic sheets, manikin sheets, etc.
3. Students are to use their "free time" constructively doing practical work on their manikins, or completing book assignments.
4. Stations are to be set up and ready to take a client immediately upon clocking in from morning break. This prevents the client from having to wait.
5. Students are to take their lunch at the designated time, unless they have special permission from an instructor.
6. The use of cell phone within the school is forbidden. This prevents the interruption of class or clinic processes. Please turn off cell phones, and put pagers on silent vibrate.
7. Students are not to be called to the telephone for personal calls. A message will be taken and given to them.
8. **Alcoholic beverages or illegal drugs are strictly forbidden on school premises.** If they are found on the school premises, this will be cause for immediate and permanent termination, and reason for termination placed in permanent record file. If you are taking prescription drugs, you must have a bottle with your name on it, and school personnel must be notified of such prescription.
9. **Firearms and/or dangerous weapons are strictly forbidden at the school!** This is cause for immediate and permanent termination from school.
10. **All schedules must be followed as outlined by the instructor.** Any class time or work assignments that are missed must be made up as soon as possible. It is the student's responsibility to check their instructor about any tests or assignments to be made up.
11. You are furnished a locker upon enrollment. You should purchase a lock, and place it on your locker. Purses should be kept in your locker.
12. Please do not bring valuables or large amount of cash to school. We also recommend that you do not wear expensive jewelry to school. **The school is not responsible for lost or stolen items!!!**
13. There is to be no food or drinks on the clinic floor (this includes your stations), or classrooms.
14. Students are to look professional at all times, and must be dressed in school uniform (dress code is listed in brochure).
15. There is to be no profanity in the school at any time. This is cause for an immediate three-day suspension.
16. Avoid gossip and discussion of personal problems with other students or clients. If you have a problem, you may wish to discuss it with an instructor or other staff member.

17. Students are not to assume the role of an instructor. Instructors are always available to assist you with help on the clinic floor.
18. Any student caught stealing supplies from the school or fellow students will be immediately terminated from school, and the reason for termination will be documented in the student's permanent record file.
19. Refusal to perform a service on a client will result in your being sent home for the remainder of the day.
20. The school reserves the right to suspend or terminated a student from school for insubordination, refusal to cooperate with the instructors or staff, follow instructions or directions, follow assigned schedules or in any case where we feel the student is not adapted to our training.
21. Any or all of the State Board members are free and welcome to visit the school. Always be courteous and respectful to them. The State Board Inspector will make regular visits to the school.
22. Please respond promptly and cheerfully when you are called to the reception desk for a client.
23. If you are assigned to do clean up duties, please do them efficiently and promptly.
24. Each student is responsible for keeping his or her chair and individual workstation clean. All dirty towels are to be taken to the dispensary.

Rules & Regulations may be subject to revisions and changes during your attendance. Therefore, you must abide by those which may come into effect during your attendance, as well as, the above listed rules and regulations.

OBEY ALL rules & regulations and maintain a professional attitude at all times.

The Complaint Policy & Procedures will be posted on the bulletin board, each student will be furnished a copy in their Student Handbook and current employees, as well as new employees, will receive a copy .

PRIVACY NOTICE

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal Law which states (a) that a written policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students is to be made available. The law provides that the institution will maintain the confidentiality of student educational records.

This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act.

Copies of these policies and procedures in their entirety are maintained by the Charleston School of Beauty Culture, and are given to each student upon enrollment. Copies of the policy can be found in the Office of the School Registrar. Questions concerning the Family Education Rights and Privacy Act may be referred to the office.

DISCLOSURE OF STUDENT INFORMATION

Under the Privacy Act, all information in student files is confidential. No information will be released without the written permission of the student, or in the case of a dependent minor, the written consent of the parent or guardian, except as follows: personnel within the Institution designated by the Director, financial aid information to other Institutions in which the student may seek enrollment, the accrediting agency carrying out their accrediting functions, in compliance with a judicial order or persons in an emergency in order to protect the health and safety of the student. These exceptions are allowed under the Privacy Act.

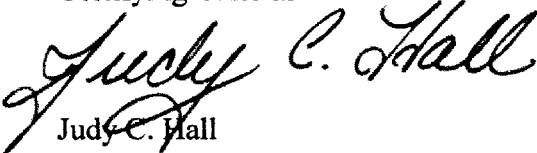
STUDENT ACCESS TO FILE

Under the Privacy Act, all information contained in student files shall remain confidential information. However, the student shall be guaranteed access to any information contained in his permanent record file. Students, and/or parents and guardians of minor/dependent students, may see their files any time the school is in session. Arrangements must be made through the Manager's Office for an appointment. No files may be removed from the school office. Students may review their files only under the supervision of an appointed staff member.

CERTIFICATION STATEMENT

I certify that the information and policies contained in this catalog are true in content and policy, and that this school enforces its policies pertaining to progress standards and regulations set up by the school.

Certifying Official


Judy C. Hall
Owner/Manager