



School  
Catalog  
2021-2022

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2021

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## Description of Facilities

Instruction is provided within a 1,200 sq. foot one story facility with an occupancy level accommodating 42 students at any one time. Troy's facilities include demonstration and lecture classrooms, a library, a fully equipped student salon, student lounge, dispensary, and faculty and administration offices to assist students in becoming quality professionals capable of meeting the demands of the salon and spa industry. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel before enrolling, attending class, or signing enrollment agreements along with completing an Admissions Interview with the Admissions Representative.

TROY SCHOOL OF COSMETOLOGY does NOT recruit students already attending or admitted to another school offering a similar program of study. Troy School of Cosmetology is a private institution.

## Approval Disclosure Statement

Troy School of Cosmetology is approved to offer the following certificate courses.

- Cosmetology 1500 Clock Hours
- Cosmetology Instructor 650 Clock Hours

## Approval Agencies

The following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements:

- ❖ Alabama Board of Cosmetology and Barbering
- ❖ Provides licenses to graduates upon passing the state board examination.

Troy School of Cosmetology is a private Institution and is approved to operate in the state of Alabama.

## Grievance Procedure

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor: the student is to make his/her grievance known to the Institution's Owner or Director at the school's administration office. It is strongly recommended that all grievances be presented in writing. We will also accept oral grievances; the school will provide a corresponding oral or written response to all grievances within 10 business days. However, if the issue still is unresolved, students may present their grievance to:

Alabama Board of Cosmetology and Barbering  
100 N Union St, Montgomery, AL 36130  
Toll Free: 800-815-7453

*A student or any member of the public may file a complaint about this institution with the Alabama Board of Cosmetology by calling (800)815-7453 or by completing a complaint form, which can be obtained on the board's internet website [www.aboc.alabama.gov](http://www.aboc.alabama.gov)*

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Organizational Chart  
Administration

Katrina Sheffield	CEO/ Owner/ School Director
	CFO/Owner/Business Office

Faculty                      Title and Qualifications

Katrina Sheffield	Cosmetology Instructor License #122125
Cornelia Britton	Cosmetology Instructor License #47761

Administration Business Hours

The school administrative offices are open by appointment Monday through Thursday from 9:00 a.m. to 5:30 p.m. and 9:00 a.m. through 4:30 p.m. on Friday. For assistance related to admissions, academics, accounting, and placement, please make an appointment, or visit the offices within their business hours. The administrative office may be reached at (334)770-0669 or [admission@troyschoolofcosmo.com](mailto:admission@troyschoolofcosmo.com)

Statement of Non-Discrimination

Troy School of Cosmetology does not discriminate based on race, color, religion, sex, handicap, financial status, age, area/ethnic origin, and/or residence in its admissions, staffing, instruction, and/or graduation policies.

Housing Statement

The institution does not have dormitory facilities, on campus or off campus under its control. The institution does not have any responsibility to find or assist students in finding housing.

Library

The Institutions Library is located on the clinic floor and is available to all students during normal school hours.

## Letter from our School Owner

Dear Future Professional,

Please let me be among the first to welcome you to Troy school of Cosmetology and into the fabulous beauty profession. This catalog is designed to provide you as much information as we can about your course offerings, rules, regulations, and listings of the student services at your disposal. We have made every effort to make this information relevant and understandable to answer any questions you might have about your school experience here at Troy school of cosmetology. If there are any further questions, your school's executive director or any member of our educational team will be glad to answer them.

I truly hope that you will work to get the most out of your choice school of cosmetology experience. There will be a lot of great educational opportunities available to you in the next few months and I urge you to take full advantage of them. I think you will find the Milady textbooks and our team of amazing educators' teachings to be very helpful to your learning.

It is our hope that you will have a keen focus on your career in your time with us. Remember, while it is important to learn great technical skills, it is even more essential for you to learn about how to communicate with and sell to your future clients and to work with your team of fellow future professionals. It is our experience that if you master those skills, you will find that the "sky is the limit" on your future success.

Finally, I urge you to get involved in the school's culture and build on your leadership skills. Above all, remember that learning can be fun.

I wish you the best on this new journey and success in the coming months and for the rest of your career. I look forward to taking you on this journey to your new professional career.

Welcome to the wonderful world of beauty!

With warmest regards,  
Katrina Sheffield -  
Owner

### Mission Statement

Our mission at Troy School of Cosmetology is to educate learners in the cosmetology field. We strive to inspire students to tap into their profession. Students will learn excellent customer service skills, business etiquette, and teamwork to prepare them for a future career in the Cosmetology Industry.

The goals of Troy school of cosmetology are simple. We want to teach students the best possible salon-centric education and techniques to become successful in the Beauty Industry.

### History and Ownership

Troy School of Cosmetology is owned and operated by Katrina Sheffield, who decided to put her knowledge and experience in the Beauty Industry together to develop their vision of how a Cosmetology School could enhance the Cosmetology Industry by creating a better prepared graduate. Troy School of Cosmetology was established in 2021.

### Educational Objectives and Goals

- To offer students real life-based programs developed by faculty and staff through regular assessments and consultation with other educators, industry leaders, and potential employers.
- To offer day and evening scheduling options to accommodate the distinctive needs of both traditional and nontraditional students.
- To assist students in realizing their potential by establishing basic skills assessments and developmental evaluation
- To provide career development strategies and employment assistance to facilitate students successful transition to their careers.
- To provide students services that contribute to student success and achievement.
- To provide highly motivated and qualified graduates to meet the current and projected needs of the employers we serve.

### Professional Dress Code

Students at Troy school of cosmetology are held to the beauty industry standard professional dress code. We require all students to present themselves in a professional manner regarding attire, personal hygiene, and appearance. Students should dress in a manner that is appropriate for a business setting, is not offensive to guest, and is safe to wear while performing services. Clothing must be clean and neat and must fit appropriately, being neither too tight nor too loose. Additionally, dress codes must meet individual state requirements. Tops, bottoms, and footwear must be black for cosmetology. School issued name tags must be always worn. If you are out of dress code or forget your name tag, you will be asked to clock out and clock back in when you conform to the dress code. If you lose your name tag, you will be asked to purchase a new one; if you do not purchase one, you will be asked to clock out. Listed below are examples that meet the dress code standard:

#### Acceptable:

- Attire must be all black.
- Troy school of cosmetology endorsed logo wear.
- Suits, jackets, dress shirts, or blouses
- Slacks, capris, or knee length skirts
- Closed toe, comfortable, black footwear.
- Accessories
- Hair, nails, and makeup are to be done prior to attending school.

#### Unacceptable:

- Hoodies or sweatshirts
- Logos, slogans in other words on clothing (Troy School of Cosmetology Endorsed logo wear acceptable)
- Work out attire (including yoga pants and pants with writing)
- Leggings (unless worn under a knee-length dress or tunic)
- clothing with holes or rips
- denim jeans
- flip flops, sandals, or any open toed shoe
- shorts or miniskirts
- Hats, head coverings, or head scarves (may be allowed for religious purposes)
- undergarments that show through tops or bottoms



### Courses of Study Language

All courses offered by Troy School of Cosmetology are taught in English only. The institution does not provide English as a second language course. Troy School of Cosmetology utilizes the English Version Milady text manuals as its main reference and instructional guides. The English language proficiency for the courses offered at Troy School of Cosmetology is High School Graduate; this is documented by any of the following:

- ❖ High School Diploma (or Equivalent), School Transcript or a GED; or
- ❖ Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma; or
- ❖ Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or

### Statement of Non-Discrimination

Troy School of Cosmetology does not discriminate based on age, race, color, sex, religion, ethnic origin, disability, religion, sexual orientation, gender identification, veterans, economic status, disability, or national origin nor be subjected to discrimination of any kind based on the above in its policies regarding admissions, staffing, instruction, and graduation.

### Student with Disabilities

Troy School of Cosmetology prohibits unlawful discrimination against prospective and current students who require reasonable accommodation and/or academic modifications based on disability relative to the required practices of program curriculum with regards to becoming a licensed professional and able to perform employment requirements. Troy School of Cosmetology promotes the acceptance of students with physical limitations or disabilities to comply with Section 504 of the Federal Rehabilitation Disabilities Act, and Alabama Disability Laws that prohibit discrimination based on disabilities. The school does not discriminate based on disability in admission practices, clinic services or employees in its programs and functions. An individual seeking admission shall be aware of the high level of manual dexterity and coordination required to benefit from the training and to attain reasonable employment placement after graduation and licensing. Students (their parents or physician) will be fully informed with related beauty industry employment expectations.

### Safety and Health Requirements

Within the fields of Cosmetology, Barbering, Instructor there is exposure to certain product ingredients, sharp implements, and equipment that if used improperly, because of caustic reaction, sharpness, or extreme temperatures, may be considered a safety or health hazard. All programs provide instruction for the proper handling usage and disposal of chemicals and use of mechanical and electronic equipment. Troy School of Cosmetology complies with the state OSHA Standards.

### Health and Physical Demand Considerations of the Profession

#### COMMUNICAITON FUNCTIONS

- Speak in English effectively and with sufficient volume to convey information to other individuals from a variety of backgrounds, ages, and needs in a professional, respectful, and non-judgmental manner.
- Understand and interpret verbal, non-verbal, and written communication of others and respond in an appropriate professional manner.
- Write clearly, concisely, and effectively in English.
- Effectively attend to people, information, and tasks in a complex, highly stimulating environment during an entire school day.
- Practice as a student in a safe, ethical, and legal manner.

- Meet externally imposed deadlines and time requirements.
- Effectively and consistently manage personal stress.

#### PSYCHOMOTOR FUNCTIONS

- Demonstrate the ability to observe and practice universal precautions and to operate in a classroom and salon/clinic environment.
- Manipulate and use all classroom equipment, salon/clinic equipment, shears, tablets, computers, and any other equipment required to complete educational requirements.
- Demonstrate the ability to work in an environment which requires significant physical activity and mobility throughout the workday.
- Write legibly and clearly by hand and by computer.
- Safely, reliably, and efficiently perform student activities and salon/clinic services.

Cosmetologist, Instructor's occupations generally require continued standing and constant use of the upper torso, shoulders, arms, wrists and hands, upper back, and neck. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

Prospective Students should be aware of the physical demands of the cosmetologist, Instructor, and the potential for certain individuals to have allergies and sensitivity to chemical products used in the profession.

#### Licensure Requirements

Qualifications to take the Board of Cosmetology and Barbering (Board Exams):

- ❖ Has completed the required hours (based on program) and the state required curriculum.
- ❖ Be at least 16 years of age.
- ❖ Has completed the 10th grade in a public school or its equivalency.
- ❖ Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board.

*\*The Alabama Board of Barbering and Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the Alabama Board of Barbering and Cosmetology Enforcement Division] This is expected to be done prior to enrollment.*

#### Attendance Is the Main Factor for Success

In our opinion, a high rate of attendance is the single largest contributor to success in our school and the profession. Therefore, we utilize reasonable attendance standards that reflect employment expectations. Prospective students who apply for admission and meet our enrollment criteria and are accepted for

registration need only to complete the enrollment process. After enrollment, students earn continued enrollment by making satisfactory progress as established by school policy.

Satisfactory progress is maintaining minimum academic and practical grades and meeting the attendance standards of the school. See the section, regarding Satisfactory Progress, for minimum standards. Before enrolling in school, it is extremely important for each prospective student to understand and prepare for the expectations of progress they will face while enrolled in school.

#### Admission Requirements

Prospective enrollees are required to visit the facilities of the school and to discuss personal, educational, and occupational goals with school administrative personnel before enrolling, attending class, or signing enrollment. The school is accepting applicants for admissions into any of our programs as regular students once the following criteria have been met:

- ❖ Applicants must be 16 years of age.
- ❖ Applicants must submit an enrollment application and an interview with school personnel.
- ❖ Applicants must provide a copy of High School Diploma (or Equivalent) or a GED; or
- ❖ Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma; or
- ❖ Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- ❖ Ability to Benefit- Students lacking a High School Diploma, its equivalency, GED or were homeschooled may still be enrolled only after it has been determined that the student can benefit from the course.

#### Re-Entry Policy

All students who withdraw in good standing may re-enter, with a fee of \$75, depending on the mitigating circumstances, into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to other institutions before returning to Troy School of Cosmetology those hours and operations earned at that institution would be reviewed and the student evaluated to determine the number of hours eligible to be credited to the student for the new re-enrollment, if applicable. Each re-entry is treated on an individual basis. Troy School of Cosmetology reserves the right to reject students that had withdrawn from Troy School of Cosmetology previously.

\* Students that withdrew due to Military service requirements are considered to have withdrawn in "good standing".

#### Credit/Hour Evaluation and Transfer Students

School officials may grant appropriate credit for prior training or experience upon review and verification of its validity under

the Cosmetology Act and the Alabama State Barbering and Cosmetology Board Rules and Regulations.

Occasionally, a student's

acceptances by the school will depend entirely on the credit evaluation bases on the Alabama State Barbering and

Cosmetology Board standards. Before enrolling in Troy School of Cosmetology, it is the student's responsibility to obtain the state's evaluation from the prior school.

Troy School of Cosmetology considers the freshman classes to be the foundation for the students' learning process. Troy School of Cosmetology only accepts transfer students into the Cosmetology and Barbering

programs; Official proof of training from a Licensed Cosmetology School for prior training is required but not guaranteed it will be accepted. If accepted, credit would be added to the requirements needed for graduation. Previous education and training will be evaluated by the school's personnel and the respective program's advisor to determine how much credit may be awarded, if any. This must be completed prior to enrollment. The institution will maintain written record of previous education and training of veterans and eligible persons, and the record will clearly indicate that credit has been granted, if appropriate, and the training period shortened proportionally, and the student notified accordingly, no more than 50 percent of the total hours / curriculum may consist of transferred credits.

#### Transferability of Credits and Credentials

The transferability of credits you earn at Troy School of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in your enrolled program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Troy School of Cosmetology to determine if your (credits or degree, diploma, or certificate) will transfer.

#### Scholarships

Our school does not have an institutional scholarship program; however, students are encouraged to utilize [www.beautychangeslives.com](http://www.beautychangeslives.com) for scholarship opportunities.

#### Method of Payment

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available by Troy School of Cosmetology on a case-by-case basis. Federal student financial aid is NOT available for enrollees.

#### Tuition and Fees Policies

Institutional charges for the entire tuition, application and registration fees, books, and supplies (if purchased from the Institution) may be assessed and purchased as agreed to by Owner of Troy School of Cosmetology, LLC.

#### Textbooks, Equipment and Supplies

- The Milady textbook and workbooks and a student kit are available for purchase at time of enrollment and will be issued no later than 7 days following the first date of attendance.
- Students that opt out of purchasing the Institution kit MUST have the same (or comparable) items no later than 7 days following their first date of attendance.
- All needed (consumable) supplies and equipment during the freshman training will be available during the student's active enrollment.
- The Institution kit contains the equipment necessary for a successful completion of the course.
- Students are expected to maintain the kit by replacing lost or broken articles.
- The school is not responsible for a student's equipment, either lost, or stolen. Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment, therefore, becomes the property and responsibility of the student.

Program Cost:

Troy School of Cosmetology will supply an itemized list of the pricelist that will include the following information.

- Application Fee
- Enrollment Fee
- Program Tuition
- Student Kit Cost
- Lab Fees
- State Tax
- Total Cost

NOTE: Length of course duration will vary in accordance with the number of hours the student is expected to attend on a weekly basis as stated on the enrollment agreement.

COSMETOLOGY PROGRAM

Full-time

Program Hours	Normal Completion	Max Hours	Completion
Max 1500 hrs.	43 weeks	1650 (+150 hrs.)	47 weeks

Part-time

Program	Normal Completion	Max Hours	Completion
Max 1500 hrs.	75 weeks	1650 (+150 hrs.)	83 weeks

Cosmetology Instructor's Program

Full-time

Program Hours	Normal Completion	Max Hours	Completion
Max 650 hrs.	18 weeks	750 (+100 hrs.)	21 weeks

Contracted hours / Excessive hours Instruction Charges

- ❖ Instructor: The State of Alabama requires the instructor student to complete 650 clocked hours. The instructor course for students attending 35 hours per week is 18 weeks. However, any student not completing the course by their contracted graduation date will be charged \$11.95 per hour for the additional education hours needed to complete the 650 required clocked hours and/or course requirements. Students will max out of the program at 1650 clock hours and receive an "Incomplete" for the program.
- ❖ Cosmetology: The State of Alabama requires the Cosmetology student to complete 1500 clocked hours. The Cosmetology course for students attending 35 hours per week is 42 weeks. However, any student not completing the course by their contracted graduation date will be charged \$11.95 per hour for the additional education hours needed to complete the 1500 required clocked hours and/or course requirements. Student will max out of program at 750 clock hours and will receive an "Incomplete" for the program.

Please note any absences (including UN-scheduled School holidays) utilized by the student may extend their

original contract date by a like number of hours. Extra Instruction hours may be assessed and charges for students who attend beyond their contract end-date and charges must be paid prior to graduation.

#### Cancellation and Refund Policy

##### Students Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid (excluding Application and Enrollment Fees), through attendance at the first-class session (first day of classes), or the 7th day after enrollment, whichever is later. The notice of cancellation shall be in writing and submitted directly to the school, a withdrawal maybe initiated by the student’s written notice or by the institution due to student’s missing enrollment documents, academics, or conduct, Including, but not necessarily limited to, a student’s lack of attendance.

##### Cancellation

If a course is canceled after a student’s enrollment and before instruction in the course has begun, Troy School of Cosmetology shall provide a full refund of all money paid, less registration fee. School Closure: If the school closes after a student’s enrollment and before instruction in the course has begun, Troy School of Cosmetology shall provide a full refund of all money paid.

##### Institutional Refund Policy

Alabama has a state mandated refund policy. Troy School of Cosmetology complies with this policy as indicated below. The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. A refund of 100 percent of the amount paid for institutional charges, less the Application Fee (\$25) and Registration Fee (\$100), will be processed if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. After the cancellation period, Troy School of Cosmetology will provide a prorated refund of ALL funds paid as follows:

<b>Percentage of Enrollment Time to Total Time</b>	<b>Amount of Tuition School Shall Retain</b>
Within the first 10%	10%
10.1% through 25%	25%
25.01% through 50%	50%
50.01% through 75%	75%
75.01% and above	100% Retained

##### Withdrawal from Course

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, (which is after the first-class session (first day of classes), or the 7th day after enrollment, whichever is later) the school will remit a refund less the non-refundable Application Fee (\$25) and Registration Fee (\$100). If you obtain Student Kite as specified in the agreement as a separate charge and return the full kit in unopened condition within 20 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you within 30 calendar days. If you fail to return the full Student Kit in good (unopened) condition within the 20-day period, the school may offset against the refund the documented cost to the school of that equipment.

#### Determination of Withdrawal from School

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- ❖ The date you notify the School/Financial Aid Director of your intent to withdraw. Only the School/Financial Aid Director would be authorized to accept a notification of your intent to withdraw.
- ❖ The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- ❖ Unofficial withdrawals will be determined by the institution based on the date you fail to attend classes consecutively for a 14-calendar day period and fail to inform the school that you are not withdrawing.
- ❖ The date you informed the school that you would not be returning from an approved leave of absence. The determination date would be the earlier of the scheduled date of the return of leave of absence or the date the student notifies the school that the student will not be returning.

#### School Closure or Course Cancellation Policy

- ❖ In the case where the school closes for any reason, a school closure plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program(s) or similar program at an institution or institutions which offer similar educational programs.
- ❖ In such a case, a teach-out will be performed by this school, in the same geographic area as this school's location. The teach-out would not cost you more than the original fees entitled to by this school under your enrollment contract for any remaining balance the student would still owe and had not paid.
- ❖ This school would provide individual notice to all students if a teach-out is necessary and diligently advertise such availability.
- ❖ If this school could not develop a teach-out plan, students shall receive a refund in accordance with a pro-rata refund of tuition.

#### Student Account Collection Policy

Students who leave the school owing a balance must contact the business office within 7 business days of their departure to make payment arrangements for the debt owed to the school. The school has no responsibility for any personal property (including but not limited to; kit, and/or books) left on school premises for longer than 30 days following a withdrawal. After 30 days any unclaimed personal property will be disposed of, the school will not accept responsibility for these items. The Business Office will send a monthly invoice to the student for the balance owed. The Business Office will work with the student to arrange a monthly payment arrangement plan to resolve an account balance. It is important for anyone owing a balance to keep the Business Office informed of any change in address, telephone number, etc. If there is no response from the former student, the school may find it necessary to send the unpaid fees to a collection agency for collection. If an account is assigned to an outside collection agency, the student loses the opportunity to deal with the school directly. The student will be responsible to pay any reasonable collection fees and/or legal fees associated with said collection of the amount owed to Troy School of Cosmetology. Also, once assigned to an outside collection agency, the account will be reported to a national credit bureau as a past due debt. Once an account has been assigned to a collection agency, the former student must deal directly with that agency. This institution expects its students to maintain Satisfactory Academic status as established by this institution, the student must:

1.) Maintain a cumulative academic average of "C" (75%) or better at the end of each evaluation period on all tests, work projects (operations) and other required course work. Test grades, along with practical assessments will be combined to obtain a combined GPA.

#### Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (75%) average to maintain a passing status. The grading system detailed below is the system utilized in the school. If applicable, practical operations from another institution that are accepted for transfer will be applied toward the course at Troy School of Cosmetology and are counted as completed for the course work requirements.

**A - 100-93 || B - 92-85 || C - 84-75 || F - 74 - Below**

2.) Maintain a cumulative average attendance level of at least 75% of the scheduled hours to be considered maintaining satisfactory attendance progress. The attendance percentage is determined by dividing the total actual hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate with the maximum time frame of 1650 hours.

<u>Course</u>	<u>Normal Rate of Completion</u>	<u>*Maximum Time Frame to Complete Course</u>
Cosmetology	(1500 Hours/ FT 35 Hrs. wk. PT 20 Hrs. wk.)	1650 Hours
Instructor	(650 Hours/ FT 35 Hrs. wk.)	750 Hours

\*For transfer or re-enrolled students, the evaluation period will be the midpoint of the contracted hours or the established evaluations periods, whichever comes first.

#### Interruptions and Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same point of withdrawal.

#### Course Incompleteness, Repetitions and Non-credit Remedial Course

Course incompleteness, repetitions, and non-credit remedial course (or course repetitions) are not applicable to this institution's courses of instruction.

#### Attendance, Tardy and Make-Up Policies

To help students prepare for the workplace, the school uses policies and rules common to the salon industry. The attendance Policy of the salon is the most important policy to be able to comply with. Late arrivals, absences, leaving early and other interruptions in the salon are unacceptable and the most common reason for termination from employment. Likewise, in training, these events have a significant impact on scholastic and practical achievement. All students are expected to be in attendance as specified in the enrollment agreement.

- Make-up hours will be permitted to be made up during the designated make-up schedule with approval from educational staff. Students are informed of their class schedule as per their enrollment agreement (contract) and it is their responsibility to follow these guidelines. Any time



missed due to suspension is not eligible to be made up and will result in the student graduating past their scheduled contract end date. This will result in over-contract charges as listed in the school catalog and Enrollment Agreement.

- The student must complete the course of study within the designated max time stated in the enrollment agreement.

#### Excused/Unexcused Absences

Absences caused by non-routine medical, legal, or military necessity will be excused if acceptable documentation, i.e., date(s) of absence, on letterhead, signed by an official and containing a telephone number for verification, is promptly provided to the education staff. Routine absences such as registering to vote, dental/medical checkups, public agency appointments, etc.; are *not excusable and should be scheduled for non-school days.*

- ❖ Unusual Circumstances: may cause a student to be late, absent or require them to leave early. For incidents of absence to be determined “Unusual”, they must be fully explained in writing and presented to the school’s administrative staff for consideration to be EXCUSED. To be accepted for Excusal, the documentation must describe conditions that the average salon employer would be willing to accept, i.e., accidents, flu, hospitalization, auto breakdown, going to court, military obligations etc.... Once a condition has been accepted as “Unusual”, the employer, and therefore the school, accepts and expects this condition will not occur again during the student’s enrollment, because the student has taken adequate steps to manage such conditions away. Excessive incidents of absence are an indicator that the lifestyle management of the student and the expectations of a salon employer are not compatible. Excessive absences – *no matter the reason* – would lead to the average salon employee being terminated from work and could lead to an administrative withdrawal from school.
- ❖ Special Occasions: such as weddings, family trips or family reunions may be excused at the discretion of the School’s Director and must be presented in writing BEFORE the special occasion is to take place, providing the student does not miss 14 scheduled school days.  
Please note: any absences (whether excused or unexcused; including UN-scheduled School holidays) utilized by the individual student will extend their original contract date by a like number of hours.
- ❖ Students are required to make-up for the lessons and exams, if missed, Students are to see their instructor for makeup tests, exams, and work assignments. Any operational and exam made-up work by the student will not provide credit for hours or operations if not physically performed within the school premises. If the student is absent for five (5) consecutive scheduled days without contacting the school, the school may withdraw him/her.
- ❖ The Director will review excessive tardiness or absences (defined as more than one absence or tardy per week) with the student to determine possible corrective action to the issue on hand. Students that are excessively absent and/or fall below 40% attendance may be administratively withdrawn at the discretion of the School Director / School Owners.
- ❖ Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Clock-in time is rounded to the nearest one fourth hour.

#### Attendance Status

Full-time students are required to be enrolled to attend a minimum of 24+ clock hours per week; weekly full time scheduled is 35 clock hours.

Part-time enrollment is defined as more than 12+ clock hours per week. A 20-clock hour per week is defined

as a half-time enrollment status.

#### Schedule Changes

Students can change their attendance schedule twice during their enrollment. A schedule change request form must be submitted to the Administration office prior to the requested effective date. All schedule change requests are subject to approval by the School Director and may be based on the current class size into which the student is requesting to transfer. Schedule Changes may change any remaining scheduled midpoint dates, by a like number of hours and may impact your chosen program completion date.

#### Attendance Procedures

Students record their attendance by clocking IN at the start of the day, OUT/IN for the morning and afternoon breaks, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to clock-in and receive credit for the remainder of the full quarter (1/4) hour. The student is considered late after 8:00 am or after 5:00 pm. Students will receive credit for operations completed after each operation or project verified by an instructor, at which time the student will be graded. The daily hours and operations earned are recorded on a Biometric Time Clock/ or computerized system.

#### Graduation Requirements and Certificate of Completion

When a student has completed the required clocked hours, theory hours and practical operations for his/her course of study with a minimum GPA (Grade Point Average) of 75% or better and has paid in full all tuition and fees, he/she receives a Diploma certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate Alabama State Board of Barbering and Cosmetology Examination. Troy School of Cosmetology may submit application documents to the Alabama State Board of Barbering and Cosmetology of qualifying students as determined by an instructor.

#### Career Counseling/Academic Advising

The school counsels the students individually as often as necessary. A list is available for a variety of counseling services that may be necessary for personal situations, housing and drug and alcohol abuse. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Salon owners and stylists and educators are invited to the school to give demonstrations and/or discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and administration. Students requesting Academic Counseling are encouraged to make an appointment with the School Director.

#### Placement Assistance

Troy School of Cosmetology does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded electronically as an Alumni profile in the SMART recordkeeping system for the follow-up process. Results from the Alabama State Barbering and Cosmetology Board license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to Troy School of Cosmetology for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of salons seeking employees, their job requirements, salary, and other pertinent information. Students who request Placement Assistance are referred to the Salons seeking employees and the employment information is recorded in the Alumni Profile. Enrolled students as well as graduates are encouraged to request assistance with resume writing/ updates as well as portfolio assembly. Students interested in job search assistance or the above-mentioned placement services should contact the Owner/Director of Troy School of Cosmetology.

Orientation Classes

Orientation is held prior to first day of class. Students are required to attend orientation be it their initial enrollment or re-enrollment. Orientation will be conducted at the school’s facility where students will review institution rules and policies along with addressing any questions or concerns.

2021 Course Start Dates (Additional start dates may be added at the discretion of the School Director)

August 23, 2021	October 6, 2021	November 22, 2021
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2022 Course Start Dates (Additional start dates may be added at the discretion of the School Director)

January 18, 2022	March 4, 2022	April 21, 2022	June 9, 2022
July 27, 2022	September 13, 2022	October 27, 2022	December 15, 2022

Student Holidays

Troy School of Cosmetology is closed for the following holidays:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving
- Christmas

Access to Files and Retention of Student Records

Adult students and/or parents of dependent minor students have the right to inspect, review, and challenge information contained in the institution’s student records. TROY SCHOOL OF COSMETOLOGY would require written consent from the student and / or parents before educational records may be disclosed to any third party except for accrediting commissions or governmental agencies so authorized by law. Before publishing directory information such as name, address, phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation from previous school and allow the student or guardian to deny authority to publish one or more of these items. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student’s file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment and are maintained by the institution.

TROY SCHOOL OF COSMETOLOGY will keep these records for five (5) years from the last day of attendance. After this period, all records maybe archived and/or destroyed in accordance with state law. The students are not entitled to inspect the financial records of their parents. Request for student fill is to be address to:

Troy School of Cosmetology  
ATTN: Owner/Director  
107 West Madison Street  
Troy Alabama, 36081

## The Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the Institute receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Institute official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institute official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- A student who wishes to ask the Institute to amend a record should write the Institute official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
- If the Institute decides not to amend the record as requested, the Institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the Institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted as its agent to provide a service instead of using Institute employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the Institute.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office- U.S. Department of Education- 400 Maryland Avenue, SW - Washington, DC 20202-5901

## Course Descriptions and Outlines

### Cosmetology Course: (1,500 Clock Hours)

The cosmetology course of study consists of 1500 clocked hours covering all phases of cosmetology, skin care, manicuring and pedicure mandated by the Alabama State Board of Cosmetology and Barbering. The course is designed to prepare the student to pass the Alabama State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the State Board exam is a requisite to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of Alabama.

### Course format

Instructional methods used to teach the program include, but are not limited to demonstration, Lecture, the use of videos, online tools, guest educators, classroom participation, and through examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

### Performance Objective

1. Acquire knowledge of laws and rules regulating the established Alabama's cosmetology practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to cosmetology.

### Skills to Be Developed

1. Learn the proper use of implements relative to all cosmetology services.
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all cosmetology services.
4. Learn the application of daytime and evening make-up to include the application of false strip eyelashes.
5. Learn the proper procedure of manicuring to include water and oil manicure and pedicure.
6. Learn the application of brush-on nails, nail wraps, and nail tips.

### Attitudes and Appreciations to be Developed.

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

### Course Contents

The curriculum for the cosmetology course consists of 1500 clock hours of theory/technical instruction and practical operations covering all practices constituting the art of Cosmetology and Barbering.

## Cosmetology Core Competencies Descriptions *PHASE I - COSMETOLOGY FOUNDATIONS (560 Clock Hours)*

### Orientation to the Profession - 35 Clock Hours

This module introduces the fundamental concepts of cosmetology as a career and industry.

### Properties of the Hair and Scalp - 105 Clock Hours

Students will learn about the structure of hair, its composition, and growth cycles as well as how to perform a thorough scalp and hair analysis. Additionally, the module covers common hair and scalp disorders and conditions important to know performing any service.

### Shampooing, Rinsing and Conditioning - 70 Clock Hours

Students participate in lecture and hands-on skills training in salon ecology and trichology and begin building the knowledge required to provide basic hair care, draping, shampooing, and scalp massage services.

Principles of Hair Cutting, Color, and Styling - 175 Clock Hours

This module focuses on styling elements, principles, and adaptability guidelines, and learn how to incorporate basic hair sculpting theory and practical techniques with color and design.

Infection Control and Salon Safety – 105 Clock Hours

Students will study and practice salon professionalism, safety, and sanitation procedures, as well as State Board practical procedures.

Basics of Chemistry – 70 Clock hours

Students will also continue the study basic chemistry concepts as they relate to the field of professional cosmetology.

*PHASE II – COSMETOLOGY SALON (700 Clock Hours):*

Wigs, Hair Additions and Long Hair Design - 70 Clock Hours

This module expands the practice of advanced hair design by enhancing wigs, hair additions, and advanced long hair design techniques. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. Continued practice of salon professionalism, safety, and sanitation procedures is expected.

Advance Hair Cutting & Hair Coloring - 140 Clock Hours

This module expands the practice of advanced techniques combining scissor, razor, and clipper cutting, with advance color placement techniques on men and women clients. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. Continued practice of salon professionalism, safety, and sanitation procedures is expected.

Cosmo Science – 105 Clock Hours

Students will also continue the study of chemistry, electricity, anatomy, and physiology concepts as they relate to the field of professional cosmetology. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. Continued practice of salon professionalism, safety, and sanitation procedures is expected.

Textured Services: Perm Waving/Relaxers - 140 Clock Hours

Students learn to incorporate chemical and non-chemical hair texturizing techniques (permanent waving, chemical hair relaxing, and curl reformation) with elements of hair designing. Additionally, students will study and practice salon professionalism, safety, and sanitation procedures, as well as State Board practical procedures.

Basic and Advanced Nail Care – 105 Clock Hours

Students are introduced to nail theory and will practice basic and advanced nail techniques including manicure, pedicures, artificial nails, and nail art. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. Continued practice of salon professionalism, safety, and sanitation procedures is expected.

#### Basic and Advanced Skin Care – 140 Clock Hours

Students are introduced to skin theory and participate basic and advanced practical skills training in natural skin care, makeup, lashes, brows, and hair removal techniques. Students will improve their proficiency in client communication and various hair, skin, and nail techniques as they perform services on guests in the student salon environment under the supervision of licensed cosmetology instructors. Continued practice of salon professionalism, safety, and sanitation procedures is expected.

#### *PHASE III - COSMETOLOGY MASTERY (240 clock Hours):*

##### Beauty Business - 105 Clock Hours

This module focuses on enhancing the student's job search skills by practicing resume writing, interviewing skills, and portfolio building. Additionally, there will be opportunities for students to participate in networking and client building exercises to better prepare for the transition in the professional salon community. The latter half of this module focuses on the vital aspects of business ownership in the cosmetology industry. Students will participate in a group project to create and present their own beauty business concept. Students will continue practice on improving professional communication, guest relations, and technical skills efficiency while performing various guest services in the student salon environment under the supervision of licensed cosmetology instructors. The practice of salon professionalism, safety, and sanitation procedures is expected.

##### State Law and Board Exam Review - 105 Clock Hours

The focus of this module is to prepare students for the State Board's written and practical examination. Students will review and test on all material covered in previous modules, along with State Board rules and regulations. This module requires the satisfactory completion of a full mock State Board examination. The practice of professionalism, safety, and sanitation procedures relevant in a testing environment is expected.

##### General Skills Efficiency - 30 Clock Hours

Students will be evaluated both theoretically and practically on all subjects/aspects of sculpting and design principles and techniques they have studied since the beginning of the course. Students will continue practice on improving professional communication, guest relations, and technical skills efficiency while performing various guest services in the student salon environment under the supervision of licensed cosmetology instructors. The practice of salon professionalism, safety, and sanitation procedures is expected.

### COSMETOLOGY PROGRAM OVERVIEW

#### Certificate Program - 1500 hours

This certificate program in Cosmetology provides a basic understanding of cosmetology and is designed to prepare students to take the State Board of Cosmetology licensing examination. It provides students with a solid background of practical hands-on training directly related to the cosmetology industry.

Upon successful graduation from this program, graduates should be able to

- understand and follow laws, rules, and regulations of the State Board of Cosmetology.
- utilize standard sanitation and safety precautions.
- communicate, analyze, and perform cosmetology services in a professional manner.
- perform basic and advanced wet hair styling, thermal hair styling, hair designing, and artificial hair additions.
- perform basic and advanced hair shaping with the use of multiple hair shaping implements.
- analyze scalp and hair, select correct chemical texturizing products, and properly use chemicals and

texturizing techniques.

- identify all types of hair coloring and effects on the hair and perform procedures for hair coloring and lightening.
- recognize skin disorders and perform skin care services within cosmetology limits.
- recognize nail disorders and perform nail services within cosmetology limits, including manicures, pedicures, nail tips, acrylic nails, and creative nail art.
- safely and effectively perform basic massage techniques involving hair and scalp, face, hands, arms, shoulders, neck, feet, and lower legs; and
- research various job opportunities in the field of Cosmetology and coordinate a job search.

#### Graduation Requirements and Certificate

When a student has completed the required clocked hours, theory hours and practical operations for his/her course of study with a minimum GPA (Grade Point Average) of 75% or better and has paid in full all tuition and fees, he/she receives a Diploma and proof of training document certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate Alabama State Board of Barbering and Cosmetology Examination. Troy School of Cosmetology may submit a Pre-Application to the Alabama State Board of Barbering and Cosmetology of qualifying students as determined by an instructor.

#### Licensures Requirements

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- ❖ Has completed the required hours (based on program) and the state required curriculum.
- ❖ Be at least 16 years of age.
- ❖ Has completed the 10th grade in a public school or its equivalency.
- ❖ Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) or Ph. 800-952-5210) prior to signing their enrollment agreement.

*\*The Alabama Board of Barbering and Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the Alabama Board of Barbering and Cosmetology Enforcement Division] This is expected to be done prior to enrollment.*

These fees are not educational costs but are required to become licensed by the Alabama Board of Cosmetology & Barbering Testing fees are as follows:

\$75.00 Written Exam Fee-Alabama Board of Cosmetology & Barbering  
\$130.00 Practical Exam Fee-Alabama Board of Cosmetology & Barbering  
\$40.00 Initial License Fee-Alabama Board of Cosmetology & Barbering  
\$125.00- Initial License Fee (2-year period)



Instructor Course: (650 Clock Hours)

The Instructor Course of study consists of 650 clocked hours covering all phases of Instructor as required by the Alabama State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the Alabama State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the State Board exam is a requisite to obtain an Instructor License. The license is a requirement to operate as an instructor in the state of Alabama.

Course format

Instructional methods used to teach the program include, but are not limited to demonstration, Lecture, the use of videos, online tools, guest educators, classroom participation, and through examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

Instructor Performance Objectives

1. Acquire knowledge of laws and rules regulating Alabama Instructor establishment practices.
2. Understand sterilization procedures.
3. Acquire knowledge of general theory relative to Instructor including anatomy and physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to Instructor.

Skills to be acquired.

1. Use of proper implements relative to cosmetician.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Develop the knowledge relating to products used by Instructor and determined for individual customer use.
4. Develop the knowledge of safety precautions in Instructor practice.

Attitudes and appreciation to be developed.

1. be able to appreciate good workmanship common to Instructor.
2. Possess a positive attitude towards public and fellow workers.
3. Appreciate honesty and integrity.

Remaining hours for this class will be credited with practical work concerning actual hands-on work.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (75%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

**A - 100-93 || B - 92-85 || C - 84-75 || F - 74 - Below**

Graduation Requirements and Certification

When a student has completed the required clocked hours, theory hours and practical operations for the Instructor Course with a minimum GPA (Grade Point Average) of 75% or better and has paid in full all tuition and fees, they will receive a Diploma and proof of training document certifying their graduation of the Instructor Course. The school assists the students in completing the necessary documents to file for the appropriate Alabama State Board of Barbering and Cosmetology Examination. Troy School of Cosmetology may submit a Pre-Application to the Alabama State Board of Barbering and Cosmetology of qualifying students as determined by an instructor.

## Licensure Requirements

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- ❖ Instructor trainees must have the equivalent of twelve grades in school, hold a current license and be properly registered with the Board.
- ❖ Instructor trainees must either:
  - a. Complete 1,500 hours of instructor training in a registered or licensed school, hold a current license and be properly registered with the Board.
  - b. Or documented at least one (1) year of full-time work as a licensee in the appropriate field in a shop licensed in the appropriate field, and afterward complete 650 hours of instructor training in a licensed or registered school in the appropriate field.
- ❖ Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact Alabama State Board of Barbering and Cosmetology ([www.aboc.alabama.gov](http://www.aboc.alabama.gov) or Ph. 334 242-1918) prior to signing their enrollment agreement.

*\*The Alabama Board of Barbering and Cosmetology may and will most likely perform a background check to determine.*

*eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the Alabama Board of Barbering and Cosmetology Enforcement Division] This is expected to be done prior to enrollment.*

## Conduct and Termination Policy

All students are to always conduct their behavior and language with professionalism. Students are to adhere to the federal, state and school rules and regulations always. Troy School of Cosmetology has a student violation and counsel policy in place, excessive negative violations, counsels, probations and or suspensions may show just cause for permanent termination from school at the discretion of the Director.

## School Rules and Regulations

HOURS OF ATTENDANCE- Tuesday through Saturday for full time students and Monday through Thursday for part-time.

- Full time Students 9:00 am to 4:30 pm (two (2) 10-minute breaks and one (1) 30-minute lunch break)
  - Part-time Students 9:00 am to 1:00 pm.
- ❖ A student is considered late after 9:00 am for days. Clocking in after 7 minutes will alter your attendance time to the next quarterhour.
1. Cell phones are NOT permitted for use within the classrooms or clinic floor without permission.
  2. Lunch period is limited to thirty (30) minutes, clocking out and in for lunch on the time clock is mandatory.
  3. Students MUST use the timeclock for attendance.
  4. A student MUST use the time clock to clock "IN" when entering and "OUT" when leaving for lunch and breaks or at the end of the day. Students that fail to do so will only receive hours noted in the system. You may NOT clock out and leave the building during your hours in school without the Directors permission. Timecards/Operations performed sheets are to ALWAYS stay in the school

when you leave the buildings premises.

5. In case of illness or emergency, the student must call in to the attendance office before their scheduled start time to report their absence the day when the absence occurs.
6. Any student that fails to call in their absence prior to the scheduled time of attendance will be documented as a no call no show and shall be considered cause for suspension. Any student absent for 14 consecutive calendar days without requesting a Leave of Absence will be administratively withdrawn from the school.
7. Any time missed due to suspension is not eligible to be made up, and will result in the student graduating beyond their scheduled contract end date. This will result in over-contract charges as listed in the school catalog and Enrollment Agreement.
8. Excessive Absenteeism: Students that are excessively absent and/or fall below 40% attendance may be administratively withdrawn at the discretion of the School Director / School Owners.
9. Students are required to be in class for roll call at the start of the scheduled class in clean, prescribed attire, hair and make-up done. Students MAY NOT sit at Instructors or Front desk (unless requested to do so).
10. No disruptions, bullying or harassment, bad attitudes, unprofessional behavior, foul language, or gossip will be permitted.
11. Gum chewing, smoking, or vaping is not allowed in the school at any time. Smoking/Vaping must be at least 20 ft. from any door.
12. No food or drinks are permitted on the clinic floor. Students are not permitted to loiter around the clinic floor or front desk area.
13. No visitors are permitted in the classrooms, student lounge or clinic floor areas. Visitors are ONLY allowed in the reception area for as brief as time as needed. Students are not permitted on Campus for any reason, while on a Leave of Absence, without an appointment or permission from the Office Manager or School Director.
14. Student clean-up assignments are done on a rotation basis and posted in the facility.
15. Students MUST always keep their workstation in class and on the clinic floor clean and sanitary.
16. All students serving the public MUST be courteous and pleasant. If difficulties arise, please call for an instructor. Students must take all appointments assigned to the student. Failure to take a patron is grounds for suspension.
17. No student may leave a patron while completing a chemical service, except in an emergency and, the student must be excused by an instructor.
18. Service tickets and/or client record cards are required for every service performed; it is the student's responsibility to ensure that these documents are completed correctly and on hand for each service rendered by the student. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
19. Students must return all equipment borrowed or used to its proper location prior to leaving school for the day. Your student kit and supplies should remain on the school property during your studies, if you take supplies home you will be sent home to retrieve it.
20. Students must NOT gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a client. All assignments are made by the receptionist and NO changes are to be made by students.
21. Students always have the privilege to consult the management on personal problems.
22. Students will not engage in physical or verbal threats, intimidation or acts of violence towards another student or staff member. The school positively reserves the right to suspend or expel a

- student who gossips, uses vulgar language, causes discord, physically or verbally threatens, harasses, bullies, intimidates or is physically or verbally violent towards another student or staff member. \*Students expelled due to the above are not eligible for re-enrollment.
23. Weapons, including but not limited to, firearms, explosives, fireworks, and knives are not permitted on any property owned or leased by Troy School of Cosmetology. Violators are subject to disciplinary action and criminal charges. The school also reserves the right to remove from the possession of anyone on campus any item, which may be deemed a threat to the safety and wellbeing of others on campus. Such items include but are not limited to knives, guns, pellet guns, and other objects, which in and of themselves may not be illegal to possess.
  24. The school will not tolerate the use of alcohol or drugs on campus at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs. The student may be required to assist in the investigation if thought to be under the influence of alcohol or drugs on school property.
  25. Theft of any type will not be tolerated. Theft of personal or School property is grounds for immediate expulsion.  
\*Students expelled due to the above are not eligible for re-enrollment.
  26. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time will be audited by the school administrators, credit will be given for applied effort continuously engaged in training and study of the branch of cosmetology the student is enrolled. All work must be checked and graded by an instructor or credit will not be given. Recording of hours and operations on the timecard sheet must be clear and readable.
  27. All students will be expected to maintain an average of 75% in theory and in all practical subjects and attendance. Warning status will result in case of failure to do so.
  28. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated. Students may be suspended or expelled as a direct cause of insubordination.
  29. Student may work on one another as personal service only with Instructor's permission; all services MUST be paid for IN ADVANCE. Students are NOT allowed to work on themselves, (makeup, tweezing, lashes, etc.) Students are NOT allowed to instruct one another.
  30. Due to absences, all assignments, tests, and homework must be made up; any deviation in this policy will be posted and signed by the owner, director, or staff.
  31. Notify the administrative office immediately of any name, address, or telephone number change.
  32. The school assumes NO responsibility for lost, stolen or damaged personal property belonging to the students.
  33. Any personal property (including kit and/or books) left on school premises for longer than 30 days following a withdrawal will be disposed of.

These rules are designed to form excellent work habits and attendance like that demanded in the beauty field. Failure to observe the above rules and regulations may subject the student to termination from school.  
Student Rights and Responsibilities

The student has the right to ask the school.

1. The name of its accrediting and licensing organizations.
2. About its programs; laboratory, and other physical facilities; and its faculty.
3. What the cost of attending is and the policy on refunds to students who drop out.
4. What financial assistance is available: including information on all federal, state, local, private, and institutional financial aid programs.
5. What the procedures and deadlines are for submitting application for each available financial aid

program.

6. How it selects financial aid recipients.
7. How it determines financial need.
8. How much of your financial need, as determined by the school, has been met?
9. To explain each type and amount of assistance in your financial aid package.
10. To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
11. How the school determines whether you are making satisfactory progress and what happens if you are not.
12. What special facilities and services are available to the handicapped?

It is the student's responsibility to:

1. Review and consider all the information about the school program before enrolling.
2. Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid. Know and comply with all deadlines for applying and reapplying for aid.
3. Provide all documentation, corrections, and/or new information requested by the Financial Aid Office.
4. Notify the school of any information that has changed since you applied.
5. Read, understand, and keep copies of all forms you are asked to sign.
6. Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.
7. Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
8. Understand your school's refund policy.
9. Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
10. Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

#### Drug and Alcohol Abuse Policy Statement

In accordance with the Drug-Free Workplace Act of 1988 (P.L.100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

*This institution continues to make a good faith effort to provide a school and workplace free from illicit use, possession or distribution of drugs and alcohol, and has adopted the Drug and Alcohol Abuse prevention program as outlined.*

#### Emergency/Fire Evacuation Plan

Troy School of Cosmetology performs emergency evacuation drills quarterly. Please take note of posted evacuation routes posted in each room. In the event of an emergency please follow your instructor to the designated safety zone.

#### Inclement Weather Plan

The Owner/Director of Troy School of Cosmetology will notify students if there is a school closing due to inclement weather. Clock hours will be adjusted to accommodate the loss of time. The adjustment in clock hours may extend the completion of the enrolled program.

Crimes of murder, manslaughter, arson, forcible rape, and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity, or disability as prescribed by the Hate Crimes Statistical Act.

- This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911."
- All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
- Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.
- Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and always display a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect the floor to see that it is empty and then set the alarm and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Current policies concerning campus law enforcement are as follows:

- Institution's officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

- Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
- The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- Do not leave personal property in classrooms.
- Report any suspicious persons to your institutional official.
- Always try to walk in groups outside the school premises.
- If you are waiting for a ride, wait within sight of other people.
- Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
- The “Crime Awareness and Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
- The school has no formal program, other than orientation, that disseminates this information. All information is available on request.

Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

- The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation. where all the institution’s policies and regulations are properly disclosed to prospective students.
- All incidents shall be recorded in Troy School of Cosmetology “Daily Incident Log” at Yucca Valley, CA. at the institutional official’s station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
- This institution does not permit the sale, possession, or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
- The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
- Information concerning drug and alcohol abuse education programs is posted at the campus and is

distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).

- Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and or arrest.
- Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's Administration office, but rather should contact the appropriate agency by calling (911).

The Violence Against Women Act (VAWA) was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law. The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus Save Act), which amended the Clery Act. The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of a program".

Critical to ending violence and maintaining a safe campus is recognizing and avoiding abusive behavior.

Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Definitions:

- Domestic Violence – Pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate party. Includes any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship based on a consideration of the following factors: Length of relationship - Type of relationship - Frequency of interactions between the persons involved in the relationship.
- Sexual Assault – Non-consensual oral, anal, or vaginal penetration by or union with the sexual organ of another or by any other object.
- Stalking – Willfully, maliciously, and/or repeatedly following, watching, harassing, or intimidating another person; in person, electronically, or by any other means.
- Consent-Consent is free and active agreement, given equally by both parties, to engage in a specific activity. Giving in is not the same as giving consent.

#### Reporting a Crime

Troy School of Cosmetology strongly encourages any victim of sexual misconduct to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain



medical care. Troy School of Cosmetology strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Victims of sexual misconduct may file a report with the local police department. An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day/7 day a week, by calling 911.

National Crisis and Counseling Resources:

National Sexual Assault Hotline

- 800-656-4673 National

Domestic Violence Hotline -

800-799-7233

Timely Warnings

If a situation arises, either on or off campus, that, in the judgment of the School Director constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the most effective and efficient means available. Notices may also be posted in the common areas throughout the school. Anyone with information warranting a timely warning should report the circumstances to the School Director by phone or in person at the school.



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

Students may receive a copy of this catalog during the enrollment process.