BELLEFONTE ACADEMY OF BEAUTY
Catalog

Main Campus
420 Belfonte St
Russell, KY 41169
606-833-5446

Maysville Campus:
111 West Second St
Maysville, KY 41056
606-564-6767

Ashland Campus
1220 Greenup Ave
Ashland, KY 41101
606-327-0071

South Shore Campus:
252 James E Hannah Dr.
South Shore, KY 41179
606-932-8159

Fax # (877) 829-8501
www.bellefonteacademy.com

PUBLISHED September 2012

LICENSED BY

KENTUCKY BOARD OF HAIRDRESSERS AND COSMETOLOGISTS
111 ST. JAMES COURT, SUITE A
FRANKFORT, KY 40601
PHONE# (502) 564-4262

ACCREDITED BY

THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES
4401 FORD AVENUE, SUITE 1300
ALEXANDRIA, VA  22302-1432
PHONE# (703) 600-7600

OWNER: WILLIAM C. STULL, JR.

This catalog is written in English. English is the language in which the programs are taught.
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ABOUT OUR SCHOOL
The Bellefonte Academy of Beauty was founded in December 1994 by William C. Stull, Jr., and has been in continuous operation ever since. Mr. Stull has practiced cosmetology for over 40 years. He attended the University of Kentucky and Hager Beauty Academy in Lexington, Ky. and holds a degree in Accounting from Ohio University. He has taught adult education for Ohio University and does continuing education classes approved by the Kentucky State Board of Hairdressers and Cosmetologists.

OUR FACILITIES
Our school consists of 4 campuses; Russell, Maysville, Ashland and South Shore. Each school is equipped with classrooms, facial rooms, private offices, restrooms, reception areas and a large clinic areas where practical instruction is taught on an individual basis. The clinic area contains working stations where the students work on patrons under the direct supervision of a licensed instructor. Private offices are available for interviewing and advising students. The theory classrooms contain visual aids such as educational charts, video tapes and DVDs, a video cassette and DVD player, computer, chalk boards, lockers and a break area, and a large library of cosmetology books to aid the student in learning the theory of cosmetology. The practical classrooms are furnished with working stations, shampoo areas and dispensaries for the students in learning the practical aspects and techniques of cosmetology and nail technology arts and sciences. The school is constantly improving and updating its facilities to meet the criteria of a modern, up-to-date cosmetology school.

LIBRARY
To aid the student in learning the theory of cosmetology arts and sciences the school supplies an abundance of reference books, technical magazines, and current releases of hair styles. Also, tools and a variety of products necessary to complete all assigned services are readily available. Duplicating facilities are available for reproducing educational materials.

ADMINISTRATIVE STAFF AND FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>William C. Stull, Jr.</td>
<td>Owner, Director and Instructor</td>
</tr>
<tr>
<td>Robin Mustard</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Anne Lester Collins</td>
<td>Admissions</td>
</tr>
<tr>
<td>Tashina Carper</td>
<td>Instructor</td>
</tr>
<tr>
<td>Amanda Greene</td>
<td>Instructor</td>
</tr>
<tr>
<td>Ruth Meenach</td>
<td>Instructor</td>
</tr>
<tr>
<td>Lisa Crawford</td>
<td>Instructor</td>
</tr>
<tr>
<td>Carrie Lippert</td>
<td>Instructor</td>
</tr>
<tr>
<td>Brandy Ward</td>
<td>Substitute Instructor</td>
</tr>
<tr>
<td>Randi Holt</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Lyda Babcock</td>
<td>Admissions</td>
</tr>
<tr>
<td>Pam Adkins</td>
<td>Instructor</td>
</tr>
<tr>
<td>Linda Kinney</td>
<td>Instructor</td>
</tr>
<tr>
<td>Crystal Poplin</td>
<td>Instructor</td>
</tr>
<tr>
<td>Julia Jefferson</td>
<td>Admissions/Instructor</td>
</tr>
<tr>
<td>Sydney Ellis</td>
<td>Instructor</td>
</tr>
<tr>
<td>Patty Banfield</td>
<td>Substitute Instructor</td>
</tr>
</tbody>
</table>

All members of the Bellefonte Academy of Beauty hold current licenses as Cosmetologist and as Instructors of Cosmetology. All have had extensive training in methods of teaching and have been involved in workshops and seminars to remain current on the latest skills and techniques.

MISSION STATEMENT
The Bellefonte Academy of Beauty is committed to providing students with a quality education in the fields of cosmetology and nail technology arts and sciences for the purpose of being successfully employed in entry level positions in the ever changing fields of Cosmetology and developing the requisite skills in business and customer service for success in the workplace.
PURPOSE, GOALS AND OBJECTIVES

1. To teach and assist our students with the knowledge and skills to master the techniques and scope of the cosmetology and nail technology professions
2. To teach our students the highest standards of professionalism and industry ethics, and with the best attitudes that a professional can have, develop the most of their own artistic talents
3. To motivate students to develop professional qualities and ethics in the fields of cosmetology and nail technology as well as in the community in which he or she lives and works
4. To teach and motivate each student to do their very best in the field of beauty culture whereby, they are competent to successfully pass and fulfill all requirements of the Kentucky State Board of Hair Dressers and Cosmetologists.
5. To teach students the proper use and function of all equipment and implements used in the cosmetology and nail technology professions, and to teach and practice sound business practices
6. To assist graduates in obtaining gainful employment in the various opportunities within the field of cosmetology and become an individual who will be independent and self-supporting in their chosen profession
7. To provide advice and guidance in the variety of opportunities within the fields of cosmetology and nail technology, as well as stressing the importance of continuing their education
8. To continually update our methods and techniques in teaching by attending professional development courses, hairstyling clinics, seminars and continuing education classes, thus allowing us and our students to meet the present and future demands of our industry

ADMISSION REQUIREMENTS

All prospective students must have a personal interview with the admission director prior to admission and are admitted at the discretion of the school director.

All prospective students must demonstrate knowledge of the cosmetology industry. In the event a prospective student does not have sufficient awareness of the industry, it is the duty and responsibility of the admission representative to advise the prospective student about the overall requirements necessary to be successful in the industry prior to acceptance.

Students are required to have a high school diploma or a recognized equivalent (GED).

Students can be enrolled under a training agreement with a High School or as a secondary student.

ADMISSION REQUIREMENTS: COSMETOLOGY AND NAIL TECHNOLOGY

1. The Bellefonte Academy of Beauty admits as regular students, high school graduates and holders of General Equivalency Certificates
2. All applicants must provide the school the following:
   A. Completed application
   B. High school diploma or GED certificate
   C. Prof. of being at least 16 years of age

ADMISSION REQUIREMENTS: APPRENTICE INSTRUCTOR

1. The Bellefonte Academy of Beauty requires the following for admittance into the Apprentice Instructor Course:
   A. High school diploma or GED certificate
   B. Must be 18 years of age
   C. Must be a licensed Cosmetologists for one year
   D. Submission to the Kentucky State Board of Hairdressers and Cosmetologists a joint application signed by the applicant and the owner of the school, and has received approval from the Kentucky State Board of Hairdressers and Cosmetologists for the applicant to enter the Apprentice Instructor Course
2. Applicant must provide the school the following:
   A. High school diploma or GED certificate
   B. Proof of being 18 years of age
   C. Copy of Kentucky Cosmetology License
   D. Completed application
ATTENDANCE POLICY

Each student that enrolls in the School signs an agreement to attend school for a specific amount of hours each week. However the School understands that at times other things may take precedence and is willing to make allowances for these absences.

When a student arrives at school they are provided with a time clock and/or sign-in sheet which records the proper time. The student must sign in the name in which his permit is issued. When a student leaves the school they will also clock out. This record of time attended will be rounded to the nearest quarter hour and reported to the Board. Hours are not changed without the written authority of the Board.

The School will, by the discretion of the school director, permit a Student one (1) leave of absence for a period not to exceed 180 days during a calendar year. This absence must be requested in writing prior to the absence being excused unless there are extenuating circumstances such as auto accidents. These circumstances will be judged individually on an individual basis.

Other absences that may be excused by the School must be verifiable special circumstances such as but not limited to: 1) Medical problems 2) Severe weather conditions that prevent safe travel. Other absences may be considered excused on individual basis by the school director under special circumstances that will be documented and placed in the student's file.

If the student fails to attend for ten days in a row their permit is returned to Kentucky Board of Hairdressers and Cosmetologists.

TARDY POLICY

Any student not physically present at the start of the scheduled class period will be considered tardy. Tardy students will be admitted to class on a case by case basis. Any time lost to tardiness must be made up. Excessive and habitual tardiness may result in advising with an instructor or the school director.

GRADING SYSTEM

Each student will be monitored at the end of each month to determine if the student is completing in theory and practical work. The factors to be evaluated in each course are as established by the Board. These requirements are listed in this catalog.

By the end of the freshman term (300 hours for Cosmetology and 120 for Nail Technology) each student will be administered comprehensive practical and theory exams which will cover all parts of the material taught in the freshman department.

The grading scale which is to be used for theory and practical and live model performances is outlined below:

COSMETOLOGY AND NAIL TECHNOLOGY GRADING SCALE

A - 90-100 Excellent  
B - 80-89 Good  
C - 70-79 Passing

FAILING: Anything below 70%

APPRENTICE INSTRUCTOR GRADING SCALE

A - 90-100 Excellent  
B - 80-89 Good  
C - 70-79 Passing

FAILING: Anything below 70%

At the end of a grading period all grades for the student will be averaged together to determine the overall academic grade.
READMISSION POLICY

Those students who have been terminated or suspended from school may apply to be readmitted 30 days after dismissal. They will be enrolled on a probationary status, and satisfactory progress will remain the same as before termination. A new contract will be drawn up, and tuition charged at the current rate.

Those students that have withdrawn from school may also re-enroll. A new contract will be drawn up, and tuition will be charged for the remaining hours at the current rate. If the student returns within six months from last day of attendance, the registration fee will be waived. The student must also complete a state board application, and furnish the school all required documentation.

LEAVE OF ABSENCE

Leave of absence are granted only by the approval of the Kentucky State Board and cannot exceed 180 days.

MAKE-UP WORK

Each student who is absent from school will eventually miss some work that must be accomplished in order to graduate. All lessons and examinations are taught on a schedule. Therefore it is necessary to schedule periods of time during which a student can make up the necessary work.
All make-up work will be done in the next day, if the client work load permits.

TRANSFER STUDENTS

Students transferring in will be allowed credit for previous training if approved by the STATE BOARD. Training must meet all standards by the KENTUCKY STATE BOARD OF HAIRDRESSERS before being added to the student's record of hours.
Students that transfer from The School will have their permit cards and record of hours sent to the STATE BOARD.
GRADUATION REQUIREMENTS

Graduation requirements are as follows:
1. All hours must be completed in accordance with the State Boards requirements.
2. All tests must be completed with a 70% grade point average.
3. The student must comply with all published Rules and Regulations of the school.
4. The student must pay all required tuition and fees.

CERTIFICATES AND DIPLOMAS

Upon satisfactory completion of the above requirements, the student will be given a certificate of hours enabling him/her to apply for the State Board license examination. A diploma is awarded to the student upon graduation.

 LICENSING REQUIREMENTS

After graduating from Bellefonte Academy of Beauty the licensing requirements are as follows:
1. Have graduated from a licensed school of cosmetology
2. Be at least 16 years of age
3. High school diploma or a GED equivalent
4. Be of good moral character and temperament
5. Paid a fee of $25.00
6. And pass an examination prescribed by the Board

To maintain your license you must renew by July 31 of each year. No notice is sent out as a reminder. The board is closed July and August. You must also receive 6 hours of continuing education per year.

STATE BOARD EXAMINATION

After completion of the training, students are required to take the state examination by the Kentucky State Board of Hairdressers and Cosmetologists. Exams shall be given at regularly scheduled prescribed intervals, neither but nor more frequently than every 30 days. Examinations given by the board shall cover all phases of the applicant’s qualifications for the license applied for including skill and technique of applicant as well as scientific and other knowledge. Each applicant is required to furnish their own live equipment. The cost of the exam for an apprentice cosmetologist is $75.00 and for a nail technician is $75.00. The fee for the exam for instructors is $100.00.

After passing the exam the fee is $25.00 for the apprentice cosmetologist license, $25.00 for the nail technician and $50.00 for the instructor license. Our school prepares the student for this examination.

This facility is licensed by:

Kentucky State Board of Hairdressers and Cosmetologists
111 St. James Court, Suite A
Frankfort, KY 40601
Phone 502-564-4262
Fax 502-564-0481

EMPLOYMENT SERVICES AND CAREER PLACEMENT

The student is hereby advised that law prohibits the school from guaranteeing employment to any student as an inducement to enroll in school.

The primary purpose of the Bellefonte Academy of Beauty is to graduate students qualified for employment. Once licensed, the graduate may apply for employment.

The Bellefonte Academy maintains a list of job opportunities for its graduates. The school will contact the salon of the graduate’s choice about granting an interview. The Bellefonte Academy of Beauty’s career placement aid is a free lifetime service to its graduates.
BELLEFONTE ACADEMY OF BEAUTY

COSMETOLOGY COURSE - STANDARD OCCUPATIONAL CLASSIFICATION CODE: 12.0401

With perfect attendance, our full time students may complete all graduation requirements of our 1800 hour course in just a little over eleven months. At the completion of 1800 hours of training, those full and part time students who have completed all other school requirements are to be examined by the State Board for a license to practice. The Apprentice Program will be for a period of at least six months but not to exceed eighteen months before being tested for the Cosmetology License. After passing the basic license test a person will usually start working for minimum wage. After becoming established many people make over $500 per week. It is also possible to move on to other areas such as teacher, sales representative, salon manager/owner, school manager/director or owner.

For the convenience of our students we offer both part time and full time courses during the day. The school schedule is as follows: FULL TIME; is considered 30 to 20 hours or more per week. PART TIME; is considered less than 20 hours per week, not to fall below 15 hours per week without the permission of the school director.

The course is presented through theory and practical lecture on pertinent topics in Cosmetology Arts and Sciences. Additional topics and skills are also introduced by means of demonstration and practical clinic participation classes. All practical assignments are determined by student needs and made accordingly.

COURSE OUTLINE

COURSE NAME: Cosmetology (1800 hours)

STANDARD OCCUPATIONAL CLASSIFICATION CODE: 12.0401

TEXT BOOK:
- MILADY’S STANDARD TEXTBOOK 1 EA
- MILADY’S STANDARD PRACTICAL WORKBOOK 1 EA
- MILADY’S STANDARD THEORY WORKBOOK 1 EA
- MILADY’S STANDARD STATE EXAM REVIEW BOOK 1 EA

COURSE DESCRIPTION:
The Cosmetology Course at The Bellefonte Academy of Beauty provides 1800 clock hours of instruction which takes a full time student approximately sixty weeks to complete. Upon satisfactory completion of this course of study, the student will have the training necessary to take the Licensing exam given by the Kentucky State Board of Hairdressers and Cosmetologists.

COURSE GOALS:
Upon completion of the course requirements, the determined graduate will be able to:
- Project a positive attitude and sense of personal integrity and self confidence
- Practice proper grooming and effective communication skills and visual poise
- Understand employer-employee relationships and respect the need to deliver worthy service for value received
- Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions
- Perform the basic analytical skills to determine proper makeup, hairstyle, wardrobe style and color application for the client’s total image
- Apply the theory, technical information and related matter to assure sound judgments, decisions and procedures

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

The course is presented through theory and practical lecture on pertinent topics in Cosmetology Arts and Sciences. Additional topics and skills are also introduced by means of demonstration and practical clinic participation classes. All practical assignments are determined by student needs and made accordingly.

GRADING PROCEDURES:

Report cards are prepared twice during an academic year at which time each student is evaluated on the following areas: theory and practical. The report card also gives the student their total hours, average hours and identifies whether or not the student is making satisfactory progress. Our grading scale is as follows:

- **A** - 90-100
- **B** - 80-89
- **C** - 70-79
- Anything below 70 is failing.

UNITS OF INSTRUCTION:

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<th>First 300 Clock Hours</th>
<th>Theory</th>
<th>Lecture &amp; Demos</th>
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<tr>
<td>Professional Images</td>
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<td>Draping</td>
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<td>1</td>
<td>1</td>
<td>3</td>
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<tr>
<td>Shampoo/Rinse/Cond.</td>
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<td>1</td>
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<td>4.5</td>
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<tr>
<td>Bacteriology</td>
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<tr>
<td>Dec./Infec. Control</td>
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<td></td>
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<tr>
<td>Properties of Hair/Scalp</td>
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<td>13.5</td>
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<tr>
<td>Manicuring and Pedi curing</td>
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<td>41</td>
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<td>Haircutting</td>
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<td>Hair coloring</td>
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<td>Artificial Hair</td>
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<td>Facials/Massages/Packs/Arching/Waxing/Makeup</td>
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<td>8</td>
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<td>Chem. Relaxing/Straightening</td>
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<tr>
<td>Sanitation &amp; Safety</td>
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<tr>
<td>Kentucky Law</td>
<td>8</td>
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<tr>
<td>Guest Speakers</td>
<td>6</td>
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<td>Practical Exam for Clinic</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>83</strong></td>
<td><strong>105</strong></td>
<td><strong>112</strong></td>
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## BELLEFONTE ACADEMY OF BEAUTY

### Supervised Clinic Practice

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<th>Total Hours</th>
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<tr>
<td>Shampoo/Rinse/Cond.</td>
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<td>Hair &amp; Scalp Treatments</td>
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<td>20</td>
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<tr>
<td>Manicuring &amp; Pedicuring</td>
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<td>20</td>
</tr>
<tr>
<td>Haircutting</td>
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<td>225</td>
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<tr>
<td>Hairstyling</td>
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<tr>
<td>Permanent Waving/Chem. Rel.</td>
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<tr>
<td>Facials/Arching/Waxing</td>
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<tr>
<td>Hair coloring</td>
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### Scientific Subjects

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<td>Cells/Anatomy/Physiology</td>
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### SUMMARY

| Scientific Subjects/Lecture | 450     |
| Kentucky Law                | 45      |
| Beginners Demonstration     | 105     |
| Beginners Practice          | 112     |
| Demonstration/Practice/Clinic | 1088   |
| TOTAL PRESCRIBED TRAINING PERIOD | 1800  |

Bellefonte Academy of Beauty       Page 10       July 2013
BELLEFONTE ACADEMY OF BEAUTY

COSMETOLOGY COURSE TOPIC DESCRIPTIONS

Law, Ethics and Economics

- In law, we teach the laws of Kentucky governing cosmetologists. Business law covers the employer’s obligation regarding taxes and insurance for the employee.
- Ethics teaches the proper conduct and business dealings in relation to the employer, patron and co-workers.
- Economics is the science of acquiring and consuming business.

Hygiene and Sanitation, Sterilization, Bacteriology and First Aid

- Hygiene deals with applied science of health and healthful living.
- The cosmetologist must have knowledge of bacteriology in order to understand the importance of sanitation and sterilization.
- First Aid emphasizes safety measures on all practical subjects in teaching cosmetology.

Anatomy in Beauty Culture

An understanding of body structures will determine why certain steps are required in giving facial and hand and arm massage, facial make-up, hair shaping and hair styling.

History of the Skin, Hair and Nails

Students are motivated by a desire to learn more about their own nails, hair and skin.

Electricity and Light Therapy

Electricity can be used to supply light and heat and to operate electrical appliances, all for the advantage of the cosmetologist and the patron. Light therapy in salon work is concerned with sunlight and light rays which produce heat, chemical and germicidal reactions.

Chemistry for Cosmetologists

Knowing more about the chemistry of hair, skin, scalp and nails and the products used can establish the cosmetologist as an expert and increase their stature in the profession.

Beauty Shop Management and Salesmanship

- Careful planning and efficient management are major considerations in the operation of a successful beauty salon.
- The true function of salesmanship is to assist the patron in deciding what they need, thus assuring satisfaction with the service or merchandise bought.

Social Economic Relationship

Public relations are the sum of all opinions about a shop held by the public—employees, customers, suppliers and the community. What is important is that the cosmetologist has an awareness of the public and the techniques to use to engender good relations with them.

History of Beauty Culture

The art and science of beautification has been recognized for thousands of years. The Egyptians were known to be versed in the arts of make-up and hair-dressing. The future of the beauty industry appears boundless.
Scalp and Hair Treatments

We teach all the necessary accessories for modern treatment of the scalp and hair.

Shampoo and Rinses

Shampooing hair and applying rinses, which requires skill and knowledge is one of the very first services the student cosmetologist will be called upon to practice.

Hair Coloring and Lightening

Hair coloring and lightening is second only to hairstyling in glamour.

Hairstyling, Pin Curls, Finger-waving, Hair Shaping and Permanent Waving

A well trained hairstylist must understand finger-waving, pin curling and roller curling, and know whether they should be applied individually or in combination. Hair shaping and/or permanent waving also influence the ultimate result.

Hair Relaxing

We teach the skill and knowledge of straightening the hair with a chemical process as well as by means of a pressing comb.

Facial, Masks, Packs, Make-up and Pedi curing

One of the most effective practices in cosmetology is massage. It is a scientific treatment used for face, scalp, hands, arms and feet with the aid of cosmetics.

Manicuring

Students must have the skill and knowledge of the use of cosmetics in the care and beautification of the hands and nails.

Dispensary and Appointment Desk

- Our students dispense materials and cosmetics to the clinic for various services rendered to the public.
- We teach the proper use of telephone and scheduling customers to the students available for clinic duty.

Iron Curling, Air Waving and Wiggery

The demand for faster, more efficient service by time conscious people, coupled with the desire by stylists to increase their income has been the major factor in the advent of the “30 minute shampoo, set and comb-out.” Sound impossible? Not at all, we teach the techniques of iron curling and air waving. We first teach our students to practice on wigs and winglets.
BELLEFONTE ACADEMY OF BEAUTY

NAIL TECHNOLOGY COURSE - STANDARD OCCUPATIONAL CLASSIFICATION CODE: 12.0499

The Nail Technology Course at The Bellefonte Academy of Beauty provides 600 clock hours of instruction over a period of sixteen to twenty-five weeks. Upon satisfactory completion of this course of study, the student will have the training necessary to take the Licensing exam given by the Kentucky State Board of Hairdressers and Cosmetologists.

The Nail Technology Course is the foundation for careers such as nail enhancement specialist, manicurist, nail salon owner or manager, nail artist and manufacturer’s representative.

COURSE OUTLINE

COURSE NAME: Nail Technology (600 hours)

STANDARD OCCUPATIONAL CLASSIFICATION CODE: 12.0499

TEXT BOOK:
- MILADY’S ART & SCIENCE OF NAIL TECHNOLOGY TEXTBOOK 1 EA
- MILADY’S ART & SCIENCE OF NAIL TECHNOLOGY WORKBOOK 1 EA
- MILADY’S ART & SCIENCE OF NAIL TECHNOLOGY STATE EXAM REVIEW BOOK 1 EA

COURSE DESCRIPTION:
The Nail Technology Course at The Bellefonte Academy of Beauty provides 600 clock hours of instruction which takes a full time student approximately 20 weeks. Upon satisfactory completion of this course of study, the student will have the training necessary to take the Licensing exam given by the Kentucky State Board of Hairdressers and Cosmetologists.

COURSE GOALS:
Upon completion of the course requirements, the determined graduate will be able to:
- Project a positive attitude and sense of personal integrity and self confidence
- Practice proper grooming and effective communication skills and visual poise
- Understand employer-employee relationships and respect the need to deliver worthy service for value received
- Perform the basic manipulative skills including manicures, pedicures and nail extensions
- Apply the theory, technical information and related matter to assure sound judgments, decisions and procedures

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

INSTRUCTIONAL METHODS:
The course is presented through theory and practical lecture on pertinent topics in Nail Technology Arts and Sciences. Additional topics and skills are also introduced by means of demonstration and practical clinic participation classes. All practical assignments are determined by student needs and made accordingly.
BELLEFONTE ACADEMY OF BEAUTY

GRADING PROCEDURES:

Report cards are prepared twice during an academic year at which time each student is evaluated on the following areas: theory and practical. The report card also gives the student their total hours, average hours and identifies whether or not the student is making satisfactory progress. Our grading scale is as follows:

A - 90-100
B - 80-89
C - 70-79
Anything below 70 is failing.

UNITS OF INSTRUCTION:

First 200 Clock Hours

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<thead>
<tr>
<th>Professional Images</th>
<th>Theory</th>
<th>Lecture &amp; Demos</th>
<th>Practice</th>
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<td>Bacteriology</td>
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Supervised Clinic Practice

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BELLEFONTE ACADEMY OF BEAUTY

Scientific Subjects

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SUMMARY

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NAIL TECHNOLOGY COURSE TOPIC DESCRIPTIONS

**Law, Ethics and Economics**

- In law, we teach the laws of the state of Kentucky, governing the practice of cosmetology and manicuring and nail technology. Business law covers employer’s obligation regarding taxes and insurance for the employees.
- Ethics teaches the proper conduct and business dealings in relation to your employer, patrons and coworkers.
- Economics is the science of acquiring and consuming business.

**Hygiene and Sanitation, Sterilization, Bacteriology and First Aid**

- Hygiene deals with applied science of health and healthful living.
- The nail technician must have knowledge of bacteriology in order to understand the importance of sanitation and sterilization.
- First Aid emphasizes safety measures on all practical subjects in teaching nail technology.

**Anatomy in Nail Technology**

An understanding of body structures will determine why certain steps are required in giving hand and arm massage.
Histology of the Skin and Nails

Students are motivated by a desire to learn more about their own nails and skin.

Electricity and Light Therapy

Electricity can be used to supply light and heat and to operate electrical appliances, all for the advantage of the nail technician and the patron. Light therapy in salon work is concerned with sunlight and light rays which produce heat, chemical and germicidal reactions.

Chemistry for Nail Technicians

Knowing more about the chemistry of the skin and nails and the products used can establish the nail technician as an expert and increase their stature in the profession.

Beauty Shop Management and Salesmanship

- Careful planning and efficient management are major considerations in the operation of a successful nail salon.
- The true function of salesmanship is to assist the patron in deciding what they need, thus assuring satisfaction with the service or merchandise bought.

Social Economic Relationship

Public relations are the sum of all opinions about a shop held by the public—employees, customers, suppliers and the community. What is important is that the nail technician has an awareness of the public and the techniques to use to engender good relations with them.

Manicuring and Pedicuring

Students must have the skill and knowledge for the use of cosmetics in the care and beautification of the hands, feet and nails. Students will learn the proper use of equipment, implements and materials, proper massage techniques, and proper use of products making it possible for every patron to have beautiful natural nails.

Artificial Nail Enhancements

Students will learn the different types of artificial nails including, Gel, Fiberglass and Acrylic tips and sculptures. Application techniques and maintenance are also included. Students will also gain the knowledge to decide which enhancement will be best suited for each patron.
The Apprentice Instructor Course at The Bellefonte Academy of Beauty provides 1,000 clock hours of instructional training over a period of 34 weeks. Upon satisfactory completion of the Apprentice Instructors Course, the student will have the training to take the Licensing exam administered by the Kentucky State Board of Hairdressers and Cosmetologists.

The Apprentice Instructor Course is the foundation for careers such as an instructor in a licensed school of cosmetology, and with advanced specialized training, considers a career as a school owner or manager, public or private school instructor, technical writer, research technician and state board member.

COURSE OUTLINE

COURSE NAME: Apprentice Instructor (1000 hours)

STANDARD OCCUPATIONAL CLASSIFICATION CODE: 12.0499

TEXT BOOK:
MILADY’S PROFESSIONAL INSTRUCTOR 1 EA

COURSE DESCRIPTION:
The Apprentice Instructor Course at The Bellefonte Academy of Beauty provides 1,000 clock hours of instructional training over a period of 34 weeks. Upon satisfactory completion of the Apprentice Instructors Course, the student will have the training to take the Licensing exam administered by the Kentucky State Board of Hairdressers and Cosmetologists.

COURSE GOALS:
Upon completion of the course requirements, the determined graduate will be able to:
• Project a positive attitude and sense of personal integrity and self confidence
• Practice proper grooming and effective communication skills and visual poise
• Understand employer-employee relationships and respect the need to deliver worthy service for value received
• Perform the basic teaching skills including lesson planning, demonstration techniques, examination skills, classroom management, course outlining and development
• Perform the basic analytical skills to determine proper makeup, hairstyle, wardrobe style and color application for the client’s total image
• Apply the theory, technical information and related matter to assure sound judgments, decisions and procedures
To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, and teaching methods for career development in cosmetology and related fields.

INSTRUCTIONAL METHODS:
The course is presented through theory and practical lecture on pertinent topics in teaching Cosmetology Arts and Sciences. Additional topics and skills are also introduced by means of demonstration and practical clinic participation classes. All practical assignments are determined by student needs and made accordingly.

GRADING PROCEDURES:
Report cards are prepared twice during an academic year at which time each student is evaluated on the following areas: theory and practical. The report card also gives the student their total hours, average hours and identifies whether or not the student is making satisfactory progress. Our grading scale is as follows:

A - 90-100
B - 80-89
Anything below 70 is failing
UNITS OF INSTRUCTION:

1. Orientation 15 hours
2. Psychology of Student Training 50 hours
3. Introduction to Teaching 30 hours
4. Good Grooming and Personality Development 50 hours
5. Course Outlining and Development 40 hours
6. Lesson Planning 45 hours
7. Teaching Techniques 80 hours
8. Teaching Aids, Audio Visual Techniques 80 hours
9. Demonstration Techniques 55 hours
10. Examination and Analysis 60 hours
11. Classroom Management 45 hours
12. Record Keeping 25 hours
13. Teaching Observation 65 hours
14. Teacher Assistant 90 hours
15. Pupil Teaching (Practice Teaching) 270 hours

TOTAL 1,000 HOURS

APPRENTICE INSTRUCTOR COURSE TOPIC DESCRIPTIONS

**Fundamental Principles of Teaching**
The basic function of a cosmetology teacher is to provide effective instruction to his/her students. Teaching is not a routine process. It demands the ability to invent, to adapt and create new techniques and procedures to meet the demands of teaching-learning situations.

**Psychology of Student Training**
It is essential that teachers understand that they must never disregard the total learning situation into which students are being directed. This instruction will allow the teacher to guide the students into successful and satisfying learning experiences.

**Good Grooming and Personality Development**
The cosmetology teacher’s personality will be reflected in the general atmosphere of the classroom. Your appearance creates the first impression your students have of you.

**Course Outlining and Development**
A professional curriculum can be prepared only after completion of the preliminary analysis of the subject matter to be covered. A determination of the various instructional skills has to be included, and the relative importance has to be assigned to each area. This course is to teach instructors to develop an efficient teaching learning program.

**Lesson Planning**
Planning the daily lessons around the device known as the lesson plan. A lesson plan is the achievements to be realized, and the specific means by which these are to be attained.

**Teaching Techniques**
The teaching method or methods that best fit the particular instructional situation must be the method employed. This course will allow the instructor to learn to evaluate and use the best methods of instruction for the class.

**Teaching Aids**
All people learn through their senses. Teaching aids help in the development and presentation of the subject matter. Most teaching aids appeal directly to these senses and make a sharp impact on learning.
DEMONSTRATION TECHNIQUES
The demonstration technique has the great merit of permitting the teacher to exhibit a technique and to call attention to its important aspects. The technique must be performed carefully and each step clearly explained.

EXAMINATION AND ANALYSIS
The professional cosmetology instructor must make decisions based on the evaluations of different testing techniques. The use of tests to diagnose student weaknesses has become one of their most valuable purposes.

CLASSROOM MANAGEMENT
Teacher control of the classroom activities is of vital importance to successful learning. Good teaching is dependent upon various factors in the classroom and in the teacher’s technique and ability.

RECORD KEEPING
Competent instructors should be able to satisfactorily handle all phases of the job. This includes the preparation of all classroom records and reports.

TEACHING OBSERVATION, TEACHING ASSISTANT, STUDENT TEACHING
Just as a student is taught by different methods of instruction, instructors must also learn from actual classroom involvement. He must have some knowledge of actual classroom presentations prior to his entrance into the world of cosmetology instruction. This is accomplished by observing other cosmetology instructors in a classroom environment. This may also be aided by becoming a teacher assistant, and then progressing to practice teaching under the supervision of a more experienced teacher.
BELLEFONTE ACADEMY OF BEAUTY

HOUSING

At this time we do not provide school owned housing however, there are many rental homes and apartments in the area that are within walking distance. We will assist you in locating a suitable home or apartment if you wish.

HAZARDOUS CHEMICALS

All persons interested in the cosmetology or nail technology profession should be aware that certain chemicals used in the permanent waving, conditionings, straightening and relaxing of hair, and artificial nails are considered hazardous to the health. Also, some chemicals that are common to the preparation and cleaning of fingernails may be hazardous to the health. People who feel they may have an allergy to one or more of these chemicals should seek the proper medical advice prior to entering the profession.

STUDENT SUPPORT SERVICES

Advising service is available upon request, to help you with your personal and financial needs. All students are informed during orientation of the school’s policy on drug abuse. Students are advised every 450 hours regarding their achievements and progress. The school will maintain records regarding all advising. Any student who wishes to meet with the School Director will be assisted on either an emergency or appointment basis. Students may receive confidential information to assist them with medical problems or substance abuse by contacting any staff member. The school administrator maintains an “open door” policy and is very willing to advise anyone in need.

EQUAL OPPORTUNITY STATEMENT

It is the policy of the Bellefonte Academy of Beauty to admit qualified persons who will benefit from the education provided. We feel that the field of cosmetology offers many opportunities to men and women from all walks of life therefore we do not practice discrimination on the basis of sex, race, color, ethnic origin, religion, age, handicap, or veteran status in provision of educational opportunities or employment opportunities and benefits. The Bellefonte Academy of Beauty will not discriminate in the educational programs and activities it operates, pursuant to the requirements of Title IV of the Educational Amendments of 1972, Pub. L. 92-318; and Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112; respectively. This policy extends to both employment and admission to the school and is coordinated by the Administrative Office, 420 Belfont Street, Russell, Kentucky, 41169.

CONDUCT POLICY

Professional behavior, appearance and conversation are expected at all times. Failure to abide by this policy could result in dismissal.

TERMINATION

In order for students and instructors to know the grounds under which a student can be terminated from the school, the following conditions are established.

1. Written resignation from the student.
2. Failure to attend for 10 days without prior written notice.
3. Failure to pay for the course.
5. Introduction or use of unlawful controlled substances while attending school.
6. By the direction of the State Board of Cosmetology.
The Bellefonte Academy of Beauty’s policy regarding The Family Education Rights & Privacy Act is as follows:

1. All parents and students will be notified of their rights through annual publications in the catalog of the fact that students and parents of dependent students have the right to review a student’s educational records, to request amendment to a student’s educational records, to provide consent prior to disclosure of personally identifiable information and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA.

2. A. A parent or student must make a request in writing to review educational records.
   B. Records will be made available in the institution’s office on an appointment basis.
   C. Bellefonte Academy of Beauty does not release information pertaining to student cumulative records without written consent from the student or parent/guardian if the student is a minor. The school guarantees the rights of the students and parents (if applicable) to have access to the cumulative records and have proper supervision and interpretation of those records when they are being reviewed. Copies of file documents may be obtained at a cost of twenty cents per copy. Cumulative education records are maintained for five years or more after graduation or termination.

Agencies requiring information from school records must file a written request which will become a part of the student’s permanent file. The school must make its files available to governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the School Director as all material records contained therein are property of the Bellefonte Academy of Beauty.

3. No personally identifiable information will be released to a third party without the written consent of parent or student unless it is:
   A. to other school officials who have educational interest in the information.
   B. to the officials of another school where the student seeks or intends to enroll.
   C. to representatives of the Comptroller General of the United States, the Secretary of Education or State and local educational authorities.
   D. relating to financial aid and is necessary to determine eligibility for aid, determine amount of aid, determine conditions for the aid, and enforce the terms and conditions of the aid.
   E. to State Officials if required by State statute.
   F. to organizations conducting studies for educational agencies or institutions to develop, validate, or administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and will be destroyed when no longer needed for the study.
   G. to accrediting agency to carry out accrediting functions.
   H. to parents of a dependent student.
   I. to comply with a judicial order of subpoena.
   J. to meet a health or safety emergency.

4. All disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.

5. Personally identifiable information which is designated as directory information includes student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended.
BELLEFONTE ACADEMY OF BEAUTY

ENROLLMENT

Classes are scheduled to begin every two weeks. New enrollments are accepted at these times subject to the availability of classroom space.

Bellefonte Academy of Beauty offers training on a year-round basis. The school offers classes from 9:00 a.m. until 5:30 p.m., Monday through Friday. At certain times, evening classes are offered. *Check for schedules and availability.

HOLIDAYS AND SCHOOL CALENDAR

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

- January 1 – New Year’s Day
- May? – Memorial Day
- July 4 – Independence Day
- September? – Labor Day
- November? – Thanksgiving Day
- December 25 – Christmas Day

Should Bellefonte Academy of Beauty need to close due to an emergency situation, the staff of the academy will make every effort to notify all students by phone if possible.

TUITION PAYMENTS

Payment for tuition and fees is due on or before the first day of school.
Other costs to students that will be in addition to the above are a smock, writing instruments, and a suitable notebook.
There are no other additional fees or costs required by the school.

SCHOLARSHIPS

The Bellefonte Academy of Beauty annually accepts applicants for a limited number of scholarships. Scholarships are offered on the basis of need and merit and are determined by the scholarship committee, School Director and Financial Aid Administrator.
This refund policy is in a clear language that can easily be understood. This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. This policy complies with the mandated policy for student receiving assistances from Federal Title IV programs will be subject for the federal return of refunds according to federal regulations provided they have completed less than 60% of the first period for which they are charged. Samples of refund calculations are available on request. All refund calculations will be performed within thirty days after the student leaves the school and all refunds will be paid within 45 days from their official cancellation or withdrawal. The refund calculations are based on scheduled hours. Monies due the applicant or student are refunded within 45 days of official cancellation or withdrawal.

If a student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded. If a student cancels the contract after three business days of signing, but prior to entering classes, the student is entitled to a refund of all monies paid to the school. A student must notify the institution of his/her withdrawal.

If a student on an approved leave of absence notifies the school that he or she will not be returning the date of withdrawal termination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

Official cancellation will occur on the same date should a student be expelled by the school.

Official cancellations or withdrawals shall reflect the date of the post mark on written, mailed notifications or the date in which said information is delivered to the school in person.

This policy requires that unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty days. The refund calculated based on the student’s last date of attendance. Any monies due a student who withdraws from the institution shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. If the school determines there is evidence of mitigating circumstances the refund to the student may exceed the Tuition Adjustment Guidelines. All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified in the catalog.

If a program is canceled subsequent to a student’s enrollment, and before instruction in the program or course has begun, the school shall a choice of a full refund of all monies paid or completion of the program.

Collection procedures at the Bellefonte Academy of Beauty reflect good taste and sound, ethical business practices. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution will clearly acknowledge the existence of the withdrawal and settlement policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party will comply with the cancellation and settlement policy.

If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, a pro-rata refund of the tuition is made.

For students who enroll and attend classes, the following schedule of charges or refunds will prevail:

<table>
<thead>
<tr>
<th>Percentage of Enrollment Time</th>
<th>Amount of Total Tuition Owed to the School</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Total Time of Course</td>
<td></td>
</tr>
<tr>
<td>0.010% to 4.9%</td>
<td>20%</td>
</tr>
<tr>
<td>5%</td>
<td>30%</td>
</tr>
<tr>
<td>10%</td>
<td>40%</td>
</tr>
<tr>
<td>15%</td>
<td>45%</td>
</tr>
<tr>
<td>25%</td>
<td>70%</td>
</tr>
<tr>
<td>50% and over</td>
<td>100%</td>
</tr>
</tbody>
</table>

Enrollment time is defined as the time elapsed between the actual starting time and the date of the students last day of physical attendance in the school.
SCHEDULE OF FEES

Following are the various costs for attending school at BELLEFONTE ACADEMY OF BEAUTY:

<table>
<thead>
<tr>
<th>Course</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1800 HOUR COSMETOLOGY COURSE</strong></td>
<td>16,500.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>200.00</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>600.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>15,700.00</td>
</tr>
<tr>
<td><strong>NAIL TECHNOLOGY COURSE</strong></td>
<td>5,900.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>200.00</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>600.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>5,100.00</td>
</tr>
<tr>
<td><strong>APPRENTICE INSTRUCTOR COURSE</strong></td>
<td>9,500.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>200.00</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>600.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>8,700.00</td>
</tr>
</tbody>
</table>

**TRANSFER HOUR RATE**

| PER HOUR | $9.00 |

PAYMENT for the above items that are purchased from the school is due on or before the first day of school. For those who are unable to make full payment, other arrangements may be made with approval in advance.

Other costs in addition to the above are a smock, writing instruments, and suitable notebook.

There is a $9.00 charge for any additional hours required to complete the course requirements beyond the contract’s projected graduation date.
SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress in attendance and academic work is a requirement for all students, and students must maintain Satisfactory Academic Progress to continue eligibility for funding. To determine Satisfactory Academic Progress for students who are attending the Cosmetology program, the student will be evaluated for both academics and attendance when the student successfully completes the actual clock hours for that payment period. (450 hrs, 900hrs, 1350 hrs). The student must also complete a least 15 weeks at 450 hrs, 30 weeks at 900 hrs and 45 weeks at 1350 hrs to have completed a payment period.

Students attending the Nail Technology program are evaluated for both academics and attendance when the student successfully completes the scheduled clock hours for that payment period (300 hrs) and 10 weeks.

Students attending the Apprentice Instructor program are evaluated for both academics and attendance when the student successfully completes the scheduled clock hours for that payment period (450 hrs) and at least 15 weeks.

If a student does not meet Satisfactory Academy Progress they will be provided with either a Financial Aid Warning letter or a Financial Aid Probation Letter.

ATTENDANCE POLICY/PROGRESS

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Academic Progress and complete the program within the maximum time allowed. The maximum time frame is equal to 1.5 times the published length of the program (example for Cosmetology would be 2700 scheduled hours). Time off for authorized leaves of absence will be added to the maximum time frame.

The following is an example of the number of hours that a student has to complete at the end of each payment period within the maximum weeks listed to be considered eligible to receive Title IV Aid payments.

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum Hours</th>
<th>Maximum Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>450</td>
<td>22.50</td>
</tr>
<tr>
<td></td>
<td>900</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>1350</td>
<td>67.50</td>
</tr>
<tr>
<td>Nail Technology</td>
<td>300</td>
<td>15</td>
</tr>
<tr>
<td>Apprentice Instructor</td>
<td>450</td>
<td>22.50</td>
</tr>
</tbody>
</table>

ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a cumulative theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:

- **100% - 90%** Exemplary performance.
- **89% - 80%** Excellent mastery of program content and excellent ability to apply Program content concepts. The work displays initiative, independence and application. In some courses, originality may be required.
- **80% - 70%** Good mastery of Program content and an ability to apply Program content concepts. Work reflects a thorough understanding of the application and inter-relationships of material covered.
- **Below 70%** Unsatisfactory progress using the principals within the program content.
DETERMINATION OF PROGRESS

Students meeting requirements at the end of each payment period review points will be considered making Satisfactory Academic Progress until the end of the next scheduled payment period. In order for a student to be considered making Satisfactory Academic Progress, the student must meet both cumulative attendance and academic minimum requirements.

FINANCIAL AID WARNING & FINANCIAL AID PROBATION

Students failing to meet requirements for attendance or academic progress at the end of any payment period will be placed on Financial Aid Warning until the end of the next payment period. During the Financial Warning period, students are considered to be making Satisfactory Academic Progress and students who receive federal funds may continue to be funded. A student cannot have successive periods in Financial Aid Warning status. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be placed on Financial Aid Probation and will be suspended from receiving Title IV funds, unless the student appeals the Financial Aid Probation and prevails on the appeal.

APPEAL POLICY

If a student is determined NOT to be making Satisfactory Academic Progress and placed on Financial Aid Probation at the beginning of the probationary period the student may appeal the negative determination. The appeal must be based on the following: The death of a relative, an injury or illness of the student, or other special circumstances. The Student must submit his/her written appeal notice to the school administration with supporting documentation including reasons why the determination should be reversed and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation. The written appeal will be reviewed within 5 business days by the school administration and the student will be notified of the results in writing. The results of the appeal review are final and not appealable. If the student prevails on appeal the student will be placed on Financial Aid Probation and will be considered making Satisfactory Academic Progress until the end of the next payment period. If the institution determines during the review of the appeal that the student appeal should be granted but satisfactory progress cannot be achieved by the next evaluation period the institution will develop an academic plan for the student to meet a specific point within the maximum timeframe. The academic plan will be monitored by the institution and reviewed at the next scheduled payment period to make sure the student is adhering to the academic plan. If at the end of the next payment period the students is still not making progress or is not following the approved academic plan the student will then have to submit a new appeal which will follow the same appeal procedure listed above. The student is notified of his/her Satisfactory Academic Progress results through a consultation. All documents are compiled and placed in the students file. A student may have more than one Financial Aid Probation during the student academic career. A Student may appeal each time the institution determines that the student is no longer making Satisfactory Academic Progress and the results of that determination would mean the student would be no longer eligible for Title IV AID or being terminated from the institution.

REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Academic Progress may reestablish Satisfactory Progress by:
1) Making up missed tests and assignments and increasing cumulative grade point average to 70% and
2) Increasing cumulative attendance to 67%.
REENTRY STUDENTS/INTERRUPTIONS

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period by the same number of days in the Leave. There will be no additional charges to a student for the time off when they are on an approved leave of absence. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the Administrator. Decisions by the Administrator regarding re-enrollment are final.

TRANSFER STUDENTS

New students that transfer to the Bellefonte Academy of Beauty with hours from another school will start with 0 hours and be evaluated at the same schedule as any other new student except that their contract length will be adjusted for the remaining hours needed to complete the program.

REINSTATEMENT OF FINANCIAL AID

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Academic Progress or who have reestablished Satisfactory Academic Progress.

PROGRAM INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES

The school does not recognize course incompletes, repetitions, and non-credit remedial courses. As a result, these events will have no effect on the institution’s Satisfactory Academic Progress.
SCHOOL’S GRIEVANCE POLICY

In accordance with the institution’s mission statement, Bellefonte Academy of Beauty will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation, thereby assuring that all students know the steps to follow should they desire to register a complaint at any time.

Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process.

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

2. The complaint form will be mailed to the school office (via registered mail) at the address listed in the current student catalog.

3. The complaint will be reviewed by the school management and a response will be sent in writing to the student within 15 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the school management, it will be referred to an appropriate agency if applicable. (Addresses listed on current catalog)

5. Depending on the extent and nature of the complaint, interviews with the appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, corporate management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a school officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
BELLEFONTE ACADEMY OF BEAUTY

BELLEFONTE ACADEMY OF BEAUTY COMPLAINT FORM

NAME_____________________________________ ADDRESS__________________________

SOCIAL SECURITY #_________________ TELEPHONE__________________________

1. Please provide a one or two sentence description of your complaint.
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and
   who was involved. If additional space is needed, use the back side of this form.
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

3. Indicate with whom (and when) you have already spoken to regarding this complaint, and what attempts have
   been made at resolution.
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

4. Indicate what specific resolution you are seeking or recommending.
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of complaint ___________________________ Date ___________________________

Bellefonte Academy of Beauty
EMPLOYMENT SERVICES AND CAREER PLACEMENT

The student is hereby advised that law prohibits the school from guaranteeing employment to any student as an inducement to enroll in school.

The primary purpose of the Bellefonte Academy of Beauty is to graduate students qualified for employment. Once licensed, the graduate may apply for employment.

The Bellefonte Academy maintains a list of job opportunities for its graduates. The school will contact the salon of the graduate’s choice about granting an interview. The Bellefonte Academy of Beauty’s career placement aid is a free lifetime service to its graduates.

BELOW IS A LIST OF SALONS THAT HAVE HIRED OUR GRADUATES.

MASTERCUTS
ASHLAND TOWN CENTER
ASHLAND, KY

REGIS HAIRSTYLES
ASHLAND TOWN CENTER
ASHLAND, KY

J.C. PENNY CO. INC.
ASHLAND TOWN CENTER
ASHLAND, KY

FANTASTIC SAM’S
933 BLACKBURN AVE.
ASHLAND, KY

CRAWFORD HAIRDRESSERS
208 16TH ST
ASHLAND, KY

FIESTA HAIR & TANNING
2113 ARGILLITE ROAD
FLATWOODS, KY
BELLEFONTE ACADEMY OF BEAUTY

RULES AND REGULATIONS

1. Uniforms must be clean and presentable at all times.
2. Maintain a professional appearance.
3. Personal phone calls must be kept to a minimum.
4. Always clean up after yourself if eating lunch in the break room.
5. Each student is responsible for keeping his/her work station neat and clean at all times, and must be cleaned before leaving each day.
6. All instruments must be sanitized after each use.
7. No use of profanity, alcoholic beverages or drugs during school hours will be tolerated.
8. Do not borrow anything from another student without permission.
9. Smoking is permitted in designated areas only.
10. Any student found stealing supplies or equipment from the school or another student will be dismissed immediately.
11. We reserve the right to suspend or expel a student from school for insubordination, refusal to cooperate with instructors, follow instructions and schedule, or in any case where we feel the student is not adapting to our training.
12. Maintain good personal hygiene.
13. Personal beauty work may be done only on the day assigned under the schedule for that particular work.
14. Avoid gossip and discussion of personal problems with other students or patrons.
15. If you are absent for more than two days, report the reason to the office.
16. Do not try to be an instructor while in school.
17. Avoid loud or boisterous conversations.
18. Always be helpful and courteous.
19. Always put things back where they belong, and clean up any messes made.

I have received a copy of these Rules and Regulations and will adhere to them to the best of my ability.

__________________________________                                                   _______________________
Student Signature                     Date
BELLEFONTE ACADEMY OF BEAUTY

BELLEFONTE ACADEMY OF BEAUTY
SCHOOL SECURITY POLICY

A School Security Force has been appointed to enhance the safety of both the students and the employees. All students and employees are encouraged to report crimes, suspicious activities or other security problems to the proper authorities at the school. The School Security Force at this school consists of:

Chief School Officer: School Director, William C. Stull, Jr.
Financial Aid Officer, Robin Mustard
Head Instructor, Anne Collins

The procedures listed below will be followed to address reports or complaints made to Security Personnel:

1. Chief School Officer will make a written report listing the following:
   a. Date of report
   b. Time of report
   c. Name of complaint (voluntary)
   d. Nature of complaint
   e. Action taken by Chief School Officer
   f. Recommendations to higher authorities

This written report will be signed and submitted to the Chief Security Officer. In the event that outside help should be called in--such as local Police, Sheriff's Department, Federal Officers, etc.--the School Security Personnel shall cooperate with said agencies and investigations to the best of their abilities and within the scope of schools policies.

2. Certain areas of the School facilities are not open to the public and are considered to be restricted. Individuals who wish to visit restricted areas or persons in such areas must first obtain permission through either the admissions office or the administration office. Visitors to the school class rooms of laboratories must check in with the School Security Police.

Security is maintained during open hours by the School Security Force.

3. The School Security Force has the authority to check all persons on the school property to determine their legitimate presence, and to:
   a. Escort unauthorized persons to the proper office or off the school property.
   b. Report any suspicious activity or criminal activity to their supervisor.
   c. Control the actions of persons violating school rules or local State or Federal laws--as long as these actions by the School Security Force do not in themselves violate any Local, State or Federal laws.
   d. Cooperate with local, State or Federal Law Officers should that become necessary.

4. While on School property, students are encouraged to:
   a. Avoid being alone in isolated areas.
   b. Report suspicious activities or persons.
   c. Lock vehicles and personal belongings
   d. Know where the School Security Force can be reached at any time.

I have received a copy of these School Security Policies and will adhere to them to the best of my ability.

__________________________________                                                   ____________
Student Signature  Date

Bellefonte Academy of Beauty  Page 32  July 2013
### BELLEFONTE ACADEMY OF BEAUTY

### DEMANDS OF THE PROFESSION & SAFETY REQUIREMENTS

#### Cosmetology:

<table>
<thead>
<tr>
<th>DEMANDS</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Must be able to deal with the public directly.</td>
<td>1. Good moral character and even temperament.</td>
</tr>
<tr>
<td>2. Irritation of eyes and nose from fumes.</td>
<td>2. Wear protective eye wear.</td>
</tr>
<tr>
<td>3. Allergies to the dust particles.</td>
<td>3. Use good posture.</td>
</tr>
<tr>
<td>4. Long periods of sitting if manicuring or applying nails.</td>
<td>4. Wear support hose.</td>
</tr>
<tr>
<td>5. Long periods of standing.</td>
<td>5. Use caution when working with sharp implements.</td>
</tr>
<tr>
<td>6. Can cause varicose veins on the feet and legs.</td>
<td>6. Wear protective gloves if needed.</td>
</tr>
<tr>
<td>7. Direct contact with the clients feet, hands, face, head, and Hair.</td>
<td></td>
</tr>
<tr>
<td>8. Lower back pain.</td>
<td></td>
</tr>
<tr>
<td>9. Possible lacerations from cutting implements.</td>
<td></td>
</tr>
<tr>
<td>10. Skin irritation if allergic to the chemicals, can develop.</td>
<td></td>
</tr>
<tr>
<td>11. Flying debris could injure the eyes while applying artificial Nail enhancements.</td>
<td></td>
</tr>
</tbody>
</table>

#### Nail Technology:

<table>
<thead>
<tr>
<th>DEMANDS</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Must be able to deal with the public.</td>
<td>1. Good moral character and even temperament.</td>
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<tr>
<td>2. Irritation of eyes and nose from fumes.</td>
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</tr>
<tr>
<td>4. Long periods of sitting.</td>
<td>4. Wear support hose.</td>
</tr>
<tr>
<td>5. Can cause varicose veins on the feet and legs.</td>
<td>5. Wear protective gloves if needed.</td>
</tr>
<tr>
<td>6. Skin irritation if allergic to the product, can develop.</td>
<td></td>
</tr>
<tr>
<td>7. Direct contact with the clients feet and hands.</td>
<td></td>
</tr>
<tr>
<td>8. Lower back pain.</td>
<td></td>
</tr>
<tr>
<td>9. Flying debris could injure the eyes while applying Artificial nail enhancements.</td>
<td></td>
</tr>
</tbody>
</table>

#### Apprentice Instructor

<table>
<thead>
<tr>
<th>DEMANDS</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Must be able to deal with people directly.</td>
<td>1. Use all the requirements under cosmetology.</td>
</tr>
<tr>
<td>2. All of the nail technology and cosmetology hazards.</td>
<td></td>
</tr>
<tr>
<td>3. Varicose veins and hemorrhoids.</td>
<td></td>
</tr>
</tbody>
</table>
BELLEFONTE ACADEMY OF BEAUTY

DRUG-FREE SCHOOL STATEMENT

In recognition of the problems associated with drug and alcohol in society today the Bellefonte Academy of Beauty is providing all its students and employees with the following information:

1. The unlawful possession, use, or distribution of illicit drugs and alcohol on school property or connection with any school activity is strictly prohibited. This prohibition applies to all students and employees.

2. The following legal sanctions are applicable for the unlawful possession or distribution of illicit drugs and alcohol:

   LOCAL-Same as State Laws.

   STATE-Penalties vary based on the nature of the illegal substance, the offense, and whether there is a repeat offense. First offenders may receive up to 5 years while repeat offenders could receive 20 years imprisonment. A schedule of fines up to $20,000 is also in place.

   FEDERAL-Penalties for unlawful manufacturing, distribution, and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the amount of drugs, or other substances involved, and the number of offenses.

   EXAMPLES OF FEDERAL DRUG-TRAFFICKING PENALTIES

<table>
<thead>
<tr>
<th>Substance</th>
<th>FIRST OFFENSE</th>
<th>SECOND OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana (1, 00 kg or more)</td>
<td>Not less than 10 years</td>
<td>Not less than 20 years</td>
</tr>
<tr>
<td>Heroin (100-999 gr.)</td>
<td>not less than 5 years</td>
<td>not less than 10 years</td>
</tr>
<tr>
<td></td>
<td>Not more than 40 years</td>
<td>not more than life</td>
</tr>
</tbody>
</table>

3. There are various health risk associated with the use of illicit drugs and the abuse of alcohol. Some of the more common problems are cited below.

   Marijuana-Use can lead to an increase in heart rate of up to 50%, a sense of euphoria, acute anxiety, and tremendous mood swings. There is a potential for long term physical and psychological damage.

   Cocaine-Use can affect the brain in seconds and result in heart or respiratory failure.

   Crack-Use can lead to an intense high within seconds, deep depression and intense dependency in a short time.

   Amphetamines-Use increases heart and breathing rates, raises blood pressure, while often causing blurred vision, dizziness, lack of sleep, and anxiety. Body chemistry is upset which can lead to long term physical problems.

   Alcohol-Use can lead to a feeling of confidence and control. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and may be fatal.

William C Stull Jr.
School Director/Owner
BELLEFONTE ACADEMY OF BEAUTY

BELLEFONTE ACADEMY OF BEAUTY

CAMPUS SECURITY REPORT

Our Campus consists of the building at 420 Belfont Street and the adjoining parking lot and surrounding street parking and the adjoining building at 421 Etna Street, parking lot and surrounding street parking.

Statistics of the criminal offences, which have been reported to the school, Staff or Local Police: Examples of such offences include:

Murder
Forcible and Non-forcible sex offences
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Manslaughter
Arson

Arrest or persons referred for campus disciplinary action for liquor law violations, drug-related violation, and weapons possession

Prejudice: all of the above and other crimes that involve bodily injury that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability.

YEAR:

2010                      No crimes reported
2011                      No crimes reported
2012                      No crimes reported

Any other crimes considered being a threat to other students and employees

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

William C. Stull Jr.
School Director / Chief Security Officer

Student Signature                      Date
ACCREDITATION

The Bellefonte Academy of Beauty is accredited by:

The National Accrediting Commission of Career Arts and Sciences
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432
Phone# (703) 600-7600

Information on the median loan debt incurred by students at the Bellefonte Academy of Beauty is posted on our website: www.bellefonteacademy.com. This information is also available upon request.
By research compiled in the 2007 NACCAS job demand survey US cosmetologists have dramatically increased earning power. Based upon a typical 50% commission factor, the average income for all salon professionals was $18.00 per hour while salon owners averaged $22.00 per hour. The corresponding full-time salaries are $42,400 for US salon owners, and $42,400 for salon employees. Overall employment of cosmetologists is expected to grow 16% by 2020, according to [www.careeronestop.org](http://www.careeronestop.org).

**Cosmetology Facts**

- Is virtually recession proof, hair and nails always grow.
- Offers a wide variety of full and part time positions.
- 9 out of 10 working professional hairstylists say they will never switch careers.
- In most cases, allows you to set your own hours.
- Affords you the flexibility of nationwide employment opportunities with better than average income.
- Is an over $50 billion a year industry.
- Offers a multitude of continuing education, travel and networking opportunities.
- Gives you great personal satisfaction by helping others look better and feel great.

**Safety Requirements for the Profession**

- Cosmetology work can be physically demanding due to long hours of standing, working with arms outstretched or sitting at a Nail Technician’s station.
- A personal investment may be required for advertising and promotion, such as some of your free time and cost of business cards.
- There is a potential of allergic reactions to various chemicals and fumes.
- Practice of safety and sanitation is essential for effective and successful performance in the industry.
- Methods of compensation vary from salon to salon and may include straight commission, retail commission and or independent contracting (renting the space and equipment in an existing salon).

**Licensing Requirements**

After graduating from Bellefonte Academy of Beauty the licensing requirements are as follows:

- Have graduated from a licensed school of cosmetology
- Be at least 16 years of age
- Have at least 2 years of high school or a GED equivalent
- Be of good moral character and temperament
- Paid a fee of $25.00
- And pass an examination prescribed by the Board

To maintain your license you must renew by July 31 of each year. No notice is sent out as a reminder. The board is closed July and August. You must also receive 6 hours of continuing education per year.

**How Our Students Are Doing**

**2011 Rates**

- Our school’s students have a completion rate of **52.38%**.
- Our school’s students have a pass rate on the State Licensing exam of **96.97%**.
- Our school’s students have a placement rate of eligible graduates of **81.82%**.