

BELLEFONTE ACADEMY OF BEAUTY

Catalog

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LICENSED BY

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

OWNER: WILLIAM C. STULL, JR.

This catalog is written in English. English is the language in which the programs are taught.

BELLEFONTE ACADEMY OF BEAUTY

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BELLEFONTE ACADEMY OF BEAUTY

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 1 campus located in Russell, KY. The school is equipped with classrooms, facial rooms, private offices, restrooms, reception areas and 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, DVDs, 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

William C. Stull, Jr.--Owner, Director and Instructor

Anne Lester Collins—Instructor

Tashina Carper—Instructor

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

BELLEFONTE ACADEMY OF BEAUTY

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 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 fields of cosmetology, and nail technology 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

Bellefonte Academy of Beauty does not discriminate in its employment, admission, instruction or graduation

BELLEFONTE ACADEMY OF BEAUTY

policies on the basis of sex, age, race, color, religion or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. 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, NAIL TECHNOLOGY AND ESTHETICS

- Complete an application for enrollment
- Provide proof of secondary education such as high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
- Provide proof of being at least 16 years of age.

Should an enrolling student provide a foreign high school diploma, the student must obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

Instructor applicants must meet all of the above requirements and:

- Hold a current license as cosmetologist for at least one year.
- 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
- Must be 18 years of age.
- Provide a copy of Kentucky Cosmetology License.

For those secondary students not enrolled under a training agreement, the applicant must meet the following admission requirements:

- Meet the state requirements for admission (complete 10th grade and be 16 years of age)
 - * Proof of completion of 10th grade can be shown through high school transcripts
 - * Proof of age can be shown through a driver's license, birth certificate, etc.
- Provide permission in writing from the secondary school in which they are enrolled
- Successfully complete the pre-enrollment evaluation

ATTENDANCE POLICY

Each student that enrolls in the School signs an agreement to attend school for a specific amount of hours
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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. A student must take a 30 minute break after 5.75 hours of attendance and cannot have over 8 hours of attendance in one day. 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.

Attendance will be reviewed at least weekly to ensure accurate attendance is recorded. BAB will use the time clock exception report and Instructor information to determine a students' attendance if the attendance needs corrections. Corrections will be made as soon as BAB staff is made aware of the correction needed. On the first day of each month BAB will post student hours. Students are required to review these hours and notify BAB staff if they feel there is a discrepancy. Students have 5 days to report the discrepancy to the staff. BAB posts student hours to the Kentucky State Board website each month by the 10th day of the month. BAB will maintain source documentation used in determining attendance for a period of no less than 3 years.

The School will not grant Leave of Absences.

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.

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, NAIL TECHNOLOGY AND 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

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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.

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 the next day of attendance, 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 Bellefonte Academy of Beauty will have their permit cards and record of hours sent to the STATE BOARD.

GRADUATION REQUIREMENTS

Graduation requirements are as follow:

BELLEFONTE ACADEMY OF BEAUTY

1. All hours must be completed in accordance with the State Boards requirements.
2. All tests must be completed with a 70% or higher 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.

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

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 Bellefonte Academy of Beauty

BELLEFONTE ACADEMY OF BEAUTY

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 or more 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.

	Hours Per Week	Total Hours	Total Weeks	Maximum Time Frame	
				Weeks	Scheduled Hours
Cosmetology Full time	30	1800	60 Weeks	90 Weeks	2700
Cosmetology Part time	15	1800	120 Weeks	180 Weeks	2700

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 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:

BELLEFONTE ACADEMY OF BEAUTY

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:

First 300 Clock Hours

	<u>Theory</u>	<u>Lecture & Demos</u>	<u>Practice</u>	<u>Total Hours</u>
Orientation		6		6
Professional Images	4			4
Draping	1	1	1	3
Shampoo/Rinse/Cond.	2.5	1	1	4.5
Bacteriology	4			4
Dec./Infec. Control	3.5			3.5
Properties of Hair/Scalp	11.5	1	1	13.5
Manicuring and Pedi curing	11	3	3	17
Artistry in Hairstyling				
Wet styling/Thermal Styling	37.5	20	41	98.5
Haircutting		15	20	35
Permanent Waving		15	15	30
Hair coloring		25	15	40
Artificial Hair		2		2
Facials/Massages/Packs/ Arching/Waxing/Makeup		5	8	13
Chem. Relaxing/Straightening		3	1	4
Sanitation & Safety		2		2
Kentucky Law	8			8
Guest Speakers		6		6
Practical Exam for Clinic			6	6
Subtotal	83	105	112	300

Supervised Clinic Practice

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	<u>Practice</u>	<u>Clinic</u>	<u>Total Hours</u>
Sanitation and Safety		25	25
Shampoo/Rinse/Cond.		15	15
Hair & Scalp Treatments		20	20
Manicuring & Pedicuring		20	20
Haircutting		225	225
Hairstyling		250	250
Permanent Waving/Chem. Rel.		150	150
Merchandizing and Selling		25	25
Facials/Arching/Waxing		25	25
Hair coloring		150	150
Desk & Dispensary		88	88
Communications/Client Relations		31	31
Guest Speakers		24	24
State Board Set	40		40
Subtotal	40	1048	1088

Scientific Subjects

	<u>Theory/Lecture</u> <u>Law/Demos</u>	<u>Total Hours</u>
Communications	15	15
Facials/Facial Makeup		
Theory of Massage3		
Removing Unwanted Hair	30	30
Artistry of Artificial Hair	6	6
Permanent Waving	20	20
Chemical Relaxing	30	30
Thermal Straightening/Pressing	9	9
Haircutting	30	30
Hair coloring	45	45
Nails & Disorders	10	10
Skin & Disorders	12	12
Chemistry	20	20
Electricity	16	16
Cells/Anatomy/Physiology	20	20
Salon Business	15	15
Kentucky Law	37	37
Demo & Lecture		
Haircutting/Hair coloring		
Perm Waving/State Board Set	52	52
Review/Final Exam	45	45
Subtotal	412	412

SUMMARY

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

COSMETOLOGY COURSE TOPIC DESCRIPTIONS

BELLEFONTE ACADEMY OF BEAUTY

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

BELLEFONTE ACADEMY OF BEAUTY

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.

Hairdressing, 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 wiglets.

NAIL TECHNOLOGY COURSE -STANDARD OCCUPATIONAL CALSSIFICATION CODE: 12.0410

BELLEFONTE ACADEMY OF BEAUTY

The Nail Technology Course at The Bellefonte Academy of Beauty provides 600 clock hours of instruction. 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.

	Hours Per Week	Total Hours	Total Weeks	Maximum Time Frame	
				Weeks	Scheduled Hours
Nail Technology Full time	30	600	20 Weeks	30 Weeks	900

COURSE OUTLINE

COURSE NAME: Nail Technology (600 hours)

STANDARD OCCUPATIONAL CLASSIFICATION CODE: 12.0410

TEXT BOOK:

MILADY'S ART & SCIENCE OF NAIL TECHNOLOGY TEXTBOOK 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.

GRADING PROCEDURES:

BELLEFONTE ACADEMY OF BEAUTY

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

	<u>Theory</u>	<u>Lecture & Demos</u>	<u>Practice</u>	<u>Total Hours</u>
Professional Images	10			10
Bacteriology	8			8
Sanitation/Disinfection	10	2	6	18
Manicuring and Pedicuring	14	3	21	38
Advanced Nail Techniques	33	17	45	95
Safety Precautions		4		4
Hand & Arm Massage		3	10	13
Nail Art		3	5	8
<u>Practical Exam for Clinic</u>			6	6
Subtotal	75	32	93	200

Supervised Clinic Practice

	<u>Practice</u>	<u>Clinic</u>	<u>Total Hours</u>
Sanitation and Safety		10	10
Manicuring & Pedicuring		65	65
Merchandizing and Selling		10	10
Desk & Dispensary		24	24
Advanced Nail Techniques	17	143	160
<u>Final Exam</u>		6	6
Subtotal	17	258	275

Scientific Subjects

BELLEFONTE ACADEMY OF BEAUTY

	Theory/Lecture <u>Law/Demos</u>	<u>Total Hours</u>
Communications	5	5
Nails & Disorders	9	9
Skin & Disorders	9	9
Chemistry	6	6
Cells/Anatomy/Physiology	6	6
Salon Business	15	15
Kentucky Law	37	37
Safety in the Salon	10	10
The Creative Touch	6	6
Selling/Merchandizing	9	9
Career Development	7	7
Review/Final Exam	6	6
Subtotal	125	125

SUMMARY

Scientific Subjects/Lecture	200
Beginners Demonstration	32
Beginners Practice	93
<u>Demonstration/Practice/Clinic</u>	275
TOTAL PRESCRIBED TRAINING PERIOD	600

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 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 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

BELLEFONTE ACADEMY OF BEAUTY

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.

**APPRENTICE INSTRUCTOR COURSE –
STANDARD OCCUPATIONAL CLASSIFICATION CODE: 12.0413**

BELLEFONTE ACADEMY OF BEAUTY

The Apprentice Instructor Course at Bellefonte Academy of Beauty provides 1,000 clock hours of instructional training. 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.

				Maximum Time Frame		
		Hours Per Week	Total Hours	Total Weeks	Weeks	Scheduled Hours
Apprentice Instructor	Full time	30	1000	34 Weeks	51 Weeks	1500
Apprentice Instructor	Part time	15	1000	67 Weeks	101 Weeks	1500

COURSE OUTLINE

COURSE NAME: Apprentice Instructor (1000 hours)

STANDARD OCCUPATIONAL CLASSIFICATION CODE: 12.0413

TEXT BOOK:
MILADY'S PROFESSIONAL INSTRUCTOR 1 EA

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

BELLEFONTE ACADEMY OF BEAUTY

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

BELLEFONTE ACADEMY OF BEAUTY

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

ESTHETICS COURSE – STANDARD OCCUPATIONAL CLASSIFICATION CODE: 12.0409

With perfect attendance, our full time students may complete all graduation requirements of our 1000 hour course in just a little over nine months. At the completion of 1000 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. 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 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 Esthetics 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: Esthetics (1000 hours) STANDARD
OCCUPATIONAL CLASSIFICATION CODE 12.0414

TEXT BOOK:

MILADY'S STANDARD TEXTBOOK ESTHETICS	1 EA
MILADY'S STANDARD WORKBOOK ESTHETICS	1 EA
MILADY'S STANDARD COURSE MATE ESTHETICS	1 EA

COURSE DESCRIPTION:

The Esthetic Course at The Bellefonte Academy of Beauty provides 1000 clock hours of instruction which takes a full time student approximately 34 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 facials, equipment & technology tools, pharmacology, hair removal, make up application, advanced skin care, clinical skin care.
- Perform the basic analytical skills to determine proper facial and makeup procedures for the client's needs.
- 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 esthetic fields.

BELLEFONTE ACADEMY OF BEAUTY

INSTRUCTIONAL METHODS:

The course is presented through theory and practical lecture on pertinent topics in Esthetic 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 a 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 300 Hours

	Theory, Lecture & Demos	Practice & Clinic	Total Hours
Orientation	6		6
Kentucky Law	15		15
Skin Analysis	5	25	30
Esthetic practices	15	40	55
Diseases and disorders of the skin	10		10
Electricity and light therapy	10		35
Sanitation and sterilization	5	15	20
Basic Facials	5	55	45
Chemistry	10		10
Color Theory and make up	9	37	36
Introduction and safety of machines	5	14	19
Procedures for arching by tweezing or waxing	5	14	19
TOTAL HOURS	100	200	300

BELLEFONTE ACADEMY OF BEAUTY

Supervised Clinic Practice

	Theory, Lecture & Demos	Practice & Clinic	Total Hours
Kentucky Law	35		35
Chemical Peels	25	75	100
Esthetic practices	50	125	175
Facial and body procedures	45	80	125
Makeup application and artistry	10	40	50
Removal of excess or unwanted hair	5	20	25
Beautifying and cleansing of the body	5	20	25
Preoperative and postoperative skin care	35	40	75
Salon management	20		
State Board Prep	40		
Study & Library	20		
Client Relations/communications	10		
TOTAL HOURS	300	400	700

TOTAL

1,000 HOURS

ESTHETICS COURSE TOPIC DESCRIPTIONS

ORIENTATION

School rules and regulations; history of esthetics, role of the esthetician, qualities of the professional esthetician; Code of ethics; familiarization of school facilities and supplies; career paths for estheticians

SAFETY AND HEALTH

General salon/clinic safety; first aid; hazardous materials communications; local, state, and federal safety codes; salon/clinic rules and regulations

BACTERIOLOGY

Types and classifications; bacterial growth and reproduction; bacterial infections and their prevention; immunity and body defenses; methods of infection control; physical and chemical agents

ANATOMY, PHYSIOLOGY, AND NUTRITION

Cells, tissues, and organs; body systems; importance of water; nutrition for healthy skin and longevity

STRUCTURE AND FUNCTIONS OF THE SKIN

Physiology and histology of the skin; structure and functions of the skin; hair structure and functions with appendages; relation to esthetics (nails, sebaceous glands, and sweat glands)

BELLEFONTE ACADEMY OF BEAUTY

SUPERFLUOUS HAIR

Theoretical overview of permanent methods (electrolysis, thermolysis, blend); temporary methods of hair removal (manual tweezing, depilatory lotions, waxing, strip & non-strip)

CHEMISTRY

Chemistry and matter as related to esthetics; chemical reactions and solutions/elements; compounds and mixtures/biochemistry; the pH scale

CHEMISTRY AS APPLIED TO COSMETICS

Cosmetics; skin care products; massage creams and oils, ampoules, scrubs, new technologies; FDA laws governing cosmetics and cosmetic safety

ELECTRICITY AND MACHINES

Electricity and its effects on the skin; galvanic current for chemical (desincrustation) and ionic iontophoresis; high-frequency current; use of magnifying lamp, Wood's lamp; use of brushing, spray, suction machines; use of vaporizer, pulverizador, hot towel cabinet; paraffin unit; electric mittens, booties, and face mask

FACIAL TREATMENTS

Client preparation; skin analysis and consultation; skin types; skin conditions and disorders; facial procedures; facial treatments with or without machines; overview of aromatherapy and manual lymphatic drainage for the face and neck; product recommendation

BODY PROCEDURES

(no machines): Body exfoliation; back treatments; use of products to enhance skin appearance; training required for advanced body techniques such as aromatherapy, manual lymphatic drainage, water therapies

MAKEUP TECHNIQUES

Color analysis; morphology of the face; product knowledge, chemistry, and related composition; eyebrow contouring; makeup application; corrections and contouring; false eyelashes; eyelash and eyebrow tinting; further training required for advanced techniques

BUSINESS PRACTICES:

Business operation; site planning and design; accounting, inventory, and sales tax; payroll regulations; ethics and professional conduct; communication skills; retailing techniques; marketing (advertising, retailing, and promotion); customer relations

JOB SKILLS

Resume; interviews; letter writing; licensing regulations; job attitudes; professional organizations; continuing education; industry trade shows, magazines; career opportunities

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. 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 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. 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. 92318; and Section 504 of the Rehabilitation Act of 1973, Pub. L. 93112; 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.
4. Flagrant disregard of the Rules and Regulations.
5. Introduction or use of unlawful controlled substances while attending school.
6. By the direction of the State Board of Cosmetology.

BELLEFONTE ACADEMY OF BEAUTY

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Bellefonte Academy of Beauty receives a request for access. A student should submit to the school administration a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. 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 Bellefonte Academy of Beauty to amend a record should write the school administrator, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Bellefonte Academy of Beauty decides not to amend the record as requested, Bellefonte Academy of Beauty 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.

3. The right to provide written consent before Bellefonte Academy of Beauty discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Bellefonte Academy of Beauty 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 typically includes a person employed by the Bellefonte Academy of Beauty in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Bellefonte Academy of Beauty who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Bellefonte Academy of Beauty.

BELLEFONTE ACADEMY OF BEAUTY

ENROLLMENT

Classes are scheduled to begin every week. 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 8:30 a.m. until 5:00 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 scrubs, 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.

BELLEFONTE ACADEMY OF BEAUTY

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A Student (or his/her legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A Student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
4. A Student notifies the institution of his/her withdrawal in writing.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days)
6. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

PERCENT OF SCHEDULED TIME TO TOTAL COURSE/PROGRAM	TOTAL TUITION ENROLLED SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.
- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

BELLEFONTE ACADEMY OF BEAUTY

SCHEDULE OF FEES

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

The 1800 hour Cosmetology program totaling 1800 clock hours
approximately 60 weeks or 15 months for completion

1800 Hour Cosmetology	Registration	\$100.00
	Books	\$200.00
	Tuition	\$5,125.00
	Total Cost	\$5,425.00

The 1000 hour Apprentice Instructor program totaling 1000 clock hours
approximately 36 weeks or 9 months for completion

1000 Hour Apprentice Instructor	Registration	\$100.00
	Books	\$200.00
	Tuition	\$2,100.00
	Total Cost	\$2,400.00

The 600 hour Nail Technology program totaling 600 clock hours
approximately 25 weeks or 6 months for completion

600 Hour Nail Technology	Registration	\$100.00
	Books	\$200.00
	Tuition	\$1,900.00
	Total Cost	\$2,200.00

The 1000 hour Esthetics program totaling 1000 clock hours
approximately 36 weeks or 9 months for completion

1000 Hour Esthetics	Registration	\$100.00
	Books	\$200.00
	Tuition	\$2,100.00
	Total Cost	\$2,400.00

TRANSFER HOUR RATE **PER HOUR \$3.00**

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 \$3.00 charge for any additional hours required to complete the course requirements beyond the contract's projected graduation date.

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan according to the course payment chart herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

BELLEFONTE ACADEMY OF BEAUTY

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 Director.
3. The complaint will be reviewed by the school management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the school management, it will be referred to an appropriate agency if applicable.
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, 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.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

EMPLOYMENT SERVICES AND CAREER PLACEMENT

While Bellefonte Academy of Beauty cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. 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

DEMANDS OF THE PROFESSION & SAFETY REQUIREMENTS

Cosmetology:

DEMANDS:

1. Must be able to deal with the public directly.
2. Irritation of eyes and nose from fumes.
3. Allergies to the dust particles.
4. Long periods of sitting if manicuring or applying nails.
5. Long periods of standing.
6. Can cause varicose veins on the feet and legs.
7. Direct contact with the clients feet, hands, face, head, and Hair.
8. Lower back pain.
9. Possible lacerations from cutting implements.
10. Skin irritation if allergic to the chemicals, can develop.
11. Flying debris could injure the eyes while applying artificial Nail enhancements.
12. Hemorrhoids.

REQUIREMENTS:

1. Good moral character and even temperament.
2. Wear protective eye wear.
3. Use good posture.
4. Wear support hose.
5. Use caution when working with sharp implements.
6. Wear protective gloves if needed.

Nail Technology:

DEMANDS:

1. Must be able to deal with the public.
2. Irritation of eyes and nose from fumes.
3. Allergies to the dust particles.
4. Long periods of sitting.
5. Can cause varicose veins on the feet and legs.
6. Skin irritation if allergic to the product, can develop.
7. Direct contact with the clients feet and hands.
8. Lower back pain.
9. Flying debris could injure the eyes while applying Artificial nail enhancements.
10. Hemorrhoids.

REQUIREMENTS:

1. Good moral character and even temperament.
2. Wear protective eye wear.
3. Use good posture.
4. Wear support hose.
5. Wear protective gloves if needed.

Apprentice Instructor

DEMANDS:

1. Must be able to deal with people directly.
2. All of the nail technology and cosmetology hazards.
3. Varicose veins and hemorrhoids.

REQUIREMENTS:

1. Use all the requirements under cosmetology.

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.

BELLEFONTE ACADEMY OF BEAUTY

Incident Reporting

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 institution official, school office and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

The student or employee may, in order to maintain confidentiality, submit the information in writing to an institution official without signature who will submit it to the Administrator. If the student wishes not to maintain confidentiality, the student may contact an institution official to report criminal actions or emergencies to the appropriate agency by calling (911).

Institution Officials:

Chief Administrator: School Director, William C. Stull, Jr.
Local Administrator Russell: Tashina Carper

Local Law Enforcement Agencies:

Russell Police Department 606-836-3822 or 911

When an incident has been reported, the Local Administrator shall promptly contact and accurately inform the Chief School Officer and or local police for assistance and further instructions.

Law Enforcement

Bellefonte Academy of Beauty has no campus law enforcement or security service; however, the institution will provide and assist the state and local law enforcement agencies in every way possible to insure a safe and lawful environment. Any issues, questions or concerns about security at BAB should be directed to the Chief School Officer and person responsible for security compliance, William C Stull Jr. The institution's officials have no powers to 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 institutional official shall attempt to non-violently deal with the crime. 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 informing the student or employee such services not connected to the institution are available.

Students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others.

- a) Do not leave personal property in classrooms; place personal belongings in a locker with a lock
- b) Report to your institution official, any suspicious persons.
- c) Always try to walk in groups outside school premises.
- d) If you are waiting on a ride, wait within sight of other people.
- e) Always have your car keys in hand before leaving a building.
- f) The Annual Security Report is available at www.bellefonteacademy.com/asr_bab.pdf

The institutions program for crime awareness or prevention begins at orientation and is on a continuous basis at the institutions. Students and employees are informed of the website location which includes links to safety information. Periodically throughout the year, crime and safety information is provided by PowerPoint, hardcopy and posted notices. The institution's policies and regulations are properly disclosed to prospective students through the school handbook.

Preparation for the Annual Security Report is obtained by an institution official who contacts the correct police department district.

BELLEFONTE ACADEMY OF BEAUTY

Alcohol and Illegal Drug Policy

This institution does not permit the use, 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 on school property and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

Bellefonte Academy of Beauty has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The institutions Annual Security Report includes the drug program requirements that the program provides:

(1) the annual distribution to each student and employee

- (a) standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution’s property or as part of any of the institution’s activities;
- (b) a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- (c) a description of the health-risks associated with the use of illicit drugs and the abuse of alcohol;
- (d) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- (e) a clear statement that the institution will impose sanctions on students and employees consistent with local, State, and Federal law), and a description of those sanctions up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by subparagraph (A); and

(2) a biennial review by the institution of the institution’s program to –

- (a) determine the program’s effectiveness and implement changes to the program if the changes are needed;
- (b) determine the number of drug and alcohol-related violations and fatalities that occur on the institution’s campus or as part of any of the institution’s activities; and (ii) are reported to campus officials;
- (c) determine the number and type of sanctions described in paragraph (1)€ that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution’s campus or as part of any of the institution’s activities; and
- (d) ensure that the sanctions required by paragraph (1)€ are consistently enforced.

A copy of each item required by the Drug-Free Schools and Communities Act and the Department of Education’s General Administrative Regulations as well as the results of the biennial review is available upon request.

Bellefonte Academy of Beauty will impose sanctions on students and employees consistent with local, State, and Federal law, and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution’s property or as part of any of the institution’s activities.

Chart of sanction for violations:

Violation	Disciplinary Action	
		Under 21
Being Impaired on Campus Property	Over 21	Suspension & Police Notified
Possession of any alcohol	Under 21	Suspension & Police Notified
	Over 21	Suspension
Possession of any Illegal Drugs	Under 21	Suspension or expulsion or termination & Police Notified
	Over 21	Suspension or expulsion or termination & Police Notified
Use or Distribution of illicit Drugs	Any Student or Employee	Expulsion or termination & Police Notified

BELLEFONTE ACADEMY OF BEAUTY

Crime Statistics

CRIMINAL OFFENSE	ON CAMPUS BAB Russell			PUBLIC PROPER			ON CAMPUS BAB Maysville			PUBLIC PROPERT			ON CAMPUS BAB Ashland		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
YEAR	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HATE CRIMES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons, carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

BELLEFONTE ACADEMY OF BEAUTY

PRE-ENROLLMENT FACT SHEET COSMETOLOGY FACTS

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. According to occupational employment statistics issued by the U.S. Department of Labor, Bureau of Labor Statistics, in 2008 estheticians earned on average between \$28,980 and \$41,540. Those who worked in the offices of physicians were the highest earners, while those who worked in health and personal stores earned the least. Employment of hairdressers, and cosmetologists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. Most job openings will result from the need to replace workers who leave the occupation. Employment of manicurists and pedicurists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. New nail services being offered, such as mini-sessions and mobile manicures and pedicures, will drive employment growth. High turnover and a growing number of nail salons will result in very good job opportunities.

Cosmetology:

- 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 a high school diploma 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.

HOW OUR STUDENTS ARE DOING

2015 Rates

- **Our school's students have a completion rate of 50.63%.**
- **Our school's students have a pass rate on the State Licensing exam of 100%.**
- **Our school's students have a placement rate of eligible graduates of 67.50%.**